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

Memo

To: Members of Dublin City Council

From: Dana L. McDaniel, City Manager

Date: November 3, 2016

Initiated By: Angel L. Mumma, Director of Finance

Re: Ordinance No. 44-16 - Adopting the Annual Operating Budget for 2017

Summary

Ordinance 44-16 authorizes the adoption of the 2017 Annual Operating Budget. City Council's workshops to review the proposed budget are scheduled for Wednesday, November 9th and Monday, November 14th at 6:30 p.m. The complete schedule for all workshops is attached.

Also attached is a copy of the memo that was provided to the Management Team in September providing direction on the preparation of the 2017 Operating Budget.

Recommendation

Staff recommends approval of Ordinance 44-16 at the second reading/public hearing on December 5, 2016. Emergency language is requested to provide for the ordinance to become effective on January 1, 2017.

RECORD OF ORDINANCES

Dayton Legal Blank, Inc. Form No. 30043

Ordinance No. **44-16** *Passed* _____, 20____

AN ORDINANCE TO ADOPT THE ANNUAL OPERATING BUDGET FOR THE FISCAL YEAR ENDING DECEMBER 31, 2017, AND DECLARING AN EMERGENCY

WHEREAS, Section 8.02(a) of the Revised 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 2017; and

WHEREAS, the Administration has incorporated in the attached 2017 Operating Budget any necessary modifications requested by City Council as a result of the budget review workshops.

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

Section 1. The 2017 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, 2017. This ordinance shall therefore be effective on January 1, 2017.

Passed this _____ day of _____, 2016.

_____

Mayor - Presiding Officer

ATTEST:

_____

Clerk of Council

City Council Review of the Proposed Operating Budget for 2017
Agenda
November 14, 2016
(Meeting to begin at 6:30 pm)

Estimated Time	Department/Division	Tab/Budget Page
	Parks & Recreation	
6:30 p.m.	Office of the Director	General Fund 3-83 – 3-85
6:40 p.m.	Parks Operations	General Fund 3-87 – 3-89
	Cemetery Fund	Special Revenue Funds 4-25 – 4-27
	Hotel-Motel Tax Fund-Public Art	Special Revenue Funds 4-43 – 4-46
6:50 p.m.	Recreation Services	Special Revenue Funds 4-17 – 4-20
	Community Recreation Center	Special Revenue Funds 4-21 – 4-23
	Swimming Pool Fund	Special Revenue Funds 4-29 – 4-31
7:00 p.m.	Volunteer Resources	General Fund 3-99 – 3-102
7:10 p.m.	Events Administration	Special Revenue Funds 4-33 – 4-41
7:20 p.m.	City Council	General Fund 3-1 – 3-2
	Boards and Commissions	General Fund 3-3 – 3-4
7:30 p.m.	Office of the City Manager	General Fund 3-5 – 3-7
	Miscellaneous Accounts/Contingencies	General Fund 3-9 – 3-11
	Legal Services	General Fund 3-23 – 3-25
7:40 p.m.	Information Technology	General Fund 3-103 – 3-105
7:50 p.m.	Community Relations	General Fund 3-17 – 3-21
	Merchandising Fund	Enterprise Funds 7-13 – 7-15
8:00 p.m.	Court Services	General Fund 3-107– 3-110
	Records Management	General Fund 3-111 – 3-114
	Court Computer Fund	Special Revenue Funds 4-47 – 4-49
8:10 p.m.	Human Resources	General Fund 3-13 – 3-16
	Employee Benefits Self-Insurance Fund	Internal Service Funds 8-1 – 8-4
	Workers Compensation Self-Insurance Fund	Internal Service Funds 8-5 – 8-8
8:20 p.m.	Finance	
	Office of the Director / Fiscal Administration / Procurement	General Fund 3-25 – 3-29
	Transfers and Advances	General Fund 3-30 – 3-31
	Miscellaneous Accounts	General Fund 3-32 – 3-34
	Taxation	General Fund 3-35– 3-39
	Hotel-Motel Tax Fund	Special Revenue Funds 4-43 – 4-46
	Permissive Tax Fund	Special Revenue Funds 4-51 – 4-53
	Accrued Leave Reserves	Special Revenue Funds 4-55 – 4-57
	Wireless 9-1-1	Special Revenue Funds 4-75– 4-77
	Debt Service	Debt Service Funds 5-1 – 5-4
	Water Debt	Enterprise Funds 7-3
	Sewer Debt	Enterprise Funds 7-9
	Fiduciary	Fiduciary Funds 9-1 – 9-3
	Capital Improvements Program	Capital Project Funds 6-1 – 6-53
	Parkland Acquisition Fund	Capital Project Funds 6-54 – 6-55

City of Dublin

Office of the City Manager
5200 Emerald Parkway • Dublin, OH 43017-1090
Phone: 614.410.4400 • Fax: 614.410.4490

Memo

To: Management Team

From: Dana L. McDaniel, City Manager

Date: September 15, 2016

Initiated By: Angel L. Mumma, Director of Finance
Melody Kennedy, Budget Manager

Re: Preparation of the 2017 Operating Budget

It is the City Manager's responsibility to "prepare and submit budgets and capital programs to Council" (Revised Charter of Dublin, Ohio, 5.04(e)). Preparation of the 2017 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 2016 Operating Budget, we projected $83,285,000 in revenue from local income tax. The estimate was based on an assumption of no change over the 2015 revised revenue estimate determined when the 2016 Operating Budget was approved in December 2015. However, the actual income tax revenue for 2015 exceeded the revised estimate. As such, the 2016 original income tax estimate reflected a 5.1% reduction over 2015 actual revenues.

Through August, income tax revenues had increased approximately 2% or $393,039 over the same period in 2015. However, we also began seeing the reduction in withholding from Nationwide, who began moving their employees from Dublin to Grandview Heights/Columbus. We anticipated this reduction, yet based on growth in other areas within the City, the 2016 income tax revenue estimate has been revised to reflect a 2.5% reduction over 2015 actual revenues.

Given the continued reduction in workforce from Nationwide and JP Morgan Chase, who will be moving their employees to Columbus, we are projecting the 2017 income tax revenue to be $84,734,100, which is a 1% reduction over the revised 2016 estimate of $85,590,000. 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.

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 nearly $10.6 million from the General Fund to the Capital Construction Fund during the July and August of 2016 for the Service Center renovations and road improvements in Bridge Street, the fund balance was 66.6% of our estimated General Fund expenditures. However, this advance will be repaid with bond proceeds in the future. Had the advance not been necessary, the fund balance would have been 81.7% of the anticipated 2016 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. 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.

The following are my priorities which are in alignment with Council's strategic focus areas. Department and Division Directors' budgets should be prepared with the following in mind:

1. Fiscal Health of the City – A continued focus on setting the conditions that ensure the fiscal health of the City remain a high priority. This is vital in order to have the financial resources needed to provide the best quality of life and environment in which our residents and businesses can thrive. Keep the following in mind to help set these conditions:
    a. Forward thinking planning efforts (in partnership with our residents and businesses) and implementation of the results of those efforts relative to: West Innovation District Update Study, Office Competitiveness Study, Mobility Study, West Bridge Street Corridor Framework Plan, Bridge Street District Code Modifications, Bridge Street Parking Study, Aging in Place, etc.
    b. Development, adoption and timely execution of the Five-Year CIP to set the infrastructure conditions for economic sustainability and growth and the environment for a high quality of life.
    c. Pro-active and aggressive engagement with businesses, site consultants, developers and realtors. Backfill the vacancies in commercial offices that will be created with the movement of Cardinal Health employees into the Rings Road Building.
    d. Promote and participate in the Northwest US33 Corridor economic development initiatives and partnerships.
    e. Bring Bridge Park East and West and associated infrastructure online.
    f. Responsible fiscal management and accountability of the City's resources.
    g. Maintain our bond rating levels and comply with our Debt and General Fund Balance Policies.
    h. Execute Munis implementation throughout the organization to assist with day-to-day management, accountability and to provide fiscal/budget analysis capabilities.

2. Public and employee safety – Ensure 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. Continue to fund safety training for employees in order to maintain required licenses, certifications and accreditation standards. Anticipate mandates for additional training requirements and budget to the best of your ability.

3. High quality services – Maintain the confidence and trust of our residents through engagement, responsiveness, and high quality, customer-focused service. I expect our high quality levels of service to be maintained. Generally, I expect a status quo budget among our traditional program levels. However, I ask that you thoroughly and continually evaluate existing programs and services to determine their relevance, modernization, efficiency/improvement, enhancement, termination and/or replacement with more valued services. New and additional services/programs resulting in new and additional costs should be thoroughly vetted against the need to retain and sustain existing program/s. Seek opportunities for shared services with partner communities, government agencies, businesses, not-for-profit agencies, etc.

4. Infrastructure - Implement the City's Capital Improvement Budget on time and within budget, while maintaining the City's infrastructure. Council has approved an aggressive capital budget. Our operating budget must ensure the appropriate amount of consulting services not otherwise considered in the adopted Five Year CIP to support this effort. Staff changes in recent years should adequately cover in-house needs for oversight and maintenance of our existing infrastructure. Special attention must be given to estimating project costs realistically prior to actual bidding, assessing the bids against the allocated budget, and controlling the escalation of project costs during the construction process. Increased focus on maintenance of existing infrastructure/facilities is demonstrated in the 2017-2021 Five-Year CIP. The operating budget should also reflect this emphasis.

5. Leverage technology - Leverage the use of technology, equipment and information technology, in our daily operations and in our strategic decision making. My key areas of concern remain: protecting our data; defending our systems; and launching those new software systems in a realistic deployment scheme.

6. Leverage talent/assess alternatives – Consider the re-classification/re-purposing of vacant positions, as well as re-tooling/re-training existing personnel for the purpose of re-classifying positions to achieve greater efficiencies and results at lower cost. This could also avoid the need or perceived need for additional staff to achieve the same result. Also, consider part-time/seasonal personnel and outsourcing to address staffing needs. Due to budget constraints, these options should be seriously considered. While I remain open to requests for additional full time positions, we must highly scrutinized them together to stay within our means.

7. Operational lines – I encourage you to include the input and suggestions of your staff in the formulation of your budgets. No one knows better how to deliver the service than those who actually deliver them. I encourage you to assess operations/programs across departments/divisions and offices to evaluate how they coincide with other operations. This helps to determine how we can best utilize our resources and avoid duplication of services.

8. Community engagement – We have been proactively engaging our residents and businesses to anticipate or learn of their needs and concerns. Attempt to address these in the various facets of your budget to the extent possible. The Five-Year CIP addresses much of this over time. The operating budget can address this relative to service and program deficiencies. I

expect us to be responsive to these needs and concerns, but each must be scrutinized relative to the overall needs of the community and our ability to fund these needs.

9. Professional development – Continue the current funding level budgeted for professional development. We will have completed the first generation of leadership development and training in 2016. We will move into sustainment training and training for new leaders and those we anticipate and desire to develop as future leaders. Maintain travel/training for professional development at current levels. Attending conferences related to our professions enable us to understand trends, innovate, and professionally develop. This should be closely monitored by Department/Division Directors. Anticipate additional training mandates, as previously mentioned.

10. Celebrate and engage our cultural diversity – Continue to assess and develop opportunities to engage and celebrate our cultural diversity. We must go "glocal" (relating to the connections or relationships between global and local businesses, problems, culture, etc., per Longman English Dictionary) in all aspects of operations and community/business engagements. Identify and present programming/services/training etc. that position the City of Dublin to embrace, promote and leverage this diversity. This supports our vision to be a Global City of Choice.

11. Continuous improvement – We will have trained and certified at least six black belts by the end of 2016. They are currently working through several process reviews. We have completed other process reviews already this year with great results. Continue to fund the consultant to provide LEAN and Six Sigma training, facilitation/Kaizen events, and advice in 2017. We will continue building 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 2017 Operating Budget requests **should reflect no increase as compared to the 2016 Operating Budget.**

The City is posturing for and will realize ongoing growth but in a controlled way. As the City also ages, we must balance the need to maintain existing assets while continuing to build new ones. While we have indicated that there should be no increase as compared to the 2016 Operating Budget, **I encourage departments to bring forward new initiatives that support the priorities I have provided herein and reflect your own innovative suggestions for 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 2017 as well as the cost for health insurance for all city employees. Therefore, the request for no increase applies only to **non-personnel costs**.

The following guidelines have been set to aid you in preparing your 2017 Operating Budget requests:

Personnel input:

- As it pertains to the Munis system and budget entry, please do not enter any personnel related requests into the system (for both full-time and part-time/seasonal). Instead, please submit these changes under a separate memo to Melody Kennedy, Budget Manager. The information contained in the memo should include the proposed position title, justification, and the salary range based on the appropriate levels as determined with Human Resources. Similarly, if you would like to change the part-time/season or overtime budget, please do so in a memo.

- Finance staff will make the adjustments in the Munis system along with the overall benefit cost related to changes in personnel based on the information contained in the memo.

Budget Deadlines

All final 2017 Operating Budget information should be entered online and supporting documentation submitted to Finance by **Friday, September 23rd.**

Supporting Documentation

As discussed during the Munis Budget Entry Training (held August 25, 2016), please provide detailed information for your budget requests. Any supporting documentation can be attached to the budget request within the Munis system.

It is essential that each work unit 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. Existing measures will still be reported and we anticipate 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 Nick Plouck with questions or concerns.

Munis Budget Entry

If you have additional questions, Finance staff is happy to provide more information about budget submissions, including Munis budget 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 assist Council in achieving success within their strategic focus areas and our vision and mission. As you prepare your budget requests, please do not hesitate to contact Finance or me with any questions.

2017 Operating Budget Reminders

To assist you in formulating your 2017 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 object (line item) for General Contractual Services ("711000".) Only temporary employees of the City (on our payroll) should be paid under other wages.

- Any clothing for employees, including shirts of any kind, should be budgeted as Uniforms and Clothing ("701204"). 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 also be budgeted for within this account (NOTE: this is change from our past practice).

- Budget ads under Advertising ("715002") rather than Printing and Reproduction ("715003").

- 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 if deemed necessary.

Finalizing the Proposed 2017 Operating Budget

Preparation of the Operating Budget typically occurs in the following steps:

- Step 1: Initial submission of proposed Department/Division operating budgets;
- Step 2: Presentation and discussion of initial submission of Department/Division budgets with the City Manager and Director of Finance;
- Step 3: City Manager and Director of Finance assess initial submission, determine final proposed budget and prepare final proposed budget for presentation to Council.
- Step 4: City Manager submits a Proposed Operating Budget to City Council.

This year we will revise Step 2. Department Heads, Director of HR and Director of Community Relations, with the assistance of Melody Kennedy and Nick Plouck, will do the following:

- Organize the team and establish a schedule;
- Present, discuss and understand the Departments'/Divisions' initial budget submissions;
- Assess the initial budget submissions;
- Prepare a comprehensive proposed budget reflecting all departments/divisions (except Department of Finance, Office of the City Manager and Clerk of Council) that meets the guidelines and intent set forth in this Memo and any subsequent guidance;
- Present a comprehensive proposed budget by **October 19** to the City Manager, Assistant City Manager and Director of Finance;
- Identify and provide, as part of their proposed budget presentation, those requests/needs identified by Departments/Divisions but not submitted as part of the proposed budget;
- Respond to and make any additional adjustments as directed by the City Manager.

The reason for this change is to:

- Increase awareness of Department Directors of the requests made by each Department/Division;
- Use a team approach to develop a comprehensive budget;
- Promote dialogue, problem solving and innovation in preparation of the budget;
- Present a proposed budget that represents the comprehensive needs of the departments/divisions while complying with priorities and constraints set forth in this Memo and any subsequent guidance.

Step 3 will include the assessment of the Step 3 proposed budget and preparation of the Final Proposed 2017 Operating Budget by the City Manager, Assistant City Manager and Director of Finance.

Thank you in advance for your effort in preparing the Proposed 2017 Operating Budget. Please contact Angel Mumma or me if you have any questions.

City of
Dublin
OHIO, USA

2017 OPERATING BUDGET - CITY OF DUBLIN, OHIO
TABLE OF CONTENTS

GENERAL OVERVIEW

City Manager's Budget Message	1-1
Mission Statement	1-9
GFOA Distinguished Budget Presentation Award	1-10
List of Officials	1-11
Dublin City Council Goals	#
Dublin Community Profile	#
Principal Business by Employment	#
Demographic and Economic Statistics	#
Form of Government and City Organizational Structure	1-19
Functional Organizational Chart	1-21
Staffing Comparison by Function	1-23
Full-Time Staffing by Work Unit	1-24
Relationship between Funds and City Work Units	1-25

FINANCIAL OVERVIEW

Financial Management Policies	2-1
Accounting and Fund Structure	#
Budget Procedures	#
Timeframes for 2017 Operating Budget	#
Summary of All Funds	2-9
Revenue Projections for 2017	#
Revenue Comparisons - All Funds	2-18
Revenue Comparisons - General Fund	2-19
Expenditure and Budget Summary (Recap of 2017 Requests)	2-20
Expenditure and Budget Summary - General Fund	#
Revenue and Expenditure Summary	#
Comparison of Operating Revenues and Expenditures	#
2017 Appropriations Summary by Expenditure Category - All Funds	#
2017 Appropriations Summary by Expenditure Category - General Fund	#
Debt Administration	#
2017 Debt Service Schedule	2-33

GENERAL FUND

City Council	3-1
Boards and Commissions	3-3
Office of the City Manager	3-5
Miscellaneous Accounts/Contingencies	3-9
Human Resources	3-13
Community Relations	3-17
Legal Services	3-23
Finance	
Office of the Director of Finance / Fiscal Administration / Procurement	3-27
Transfers and Advances	3-30
Miscellaneous Accounts	3-32
Taxation	3-35

2017 OPERATING BUDGET - CITY OF DUBLIN, OHIO
TABLE OF CONTENTS

Public Works
- Office of the Director of Public Works 3-39
- Solid Waste Management 3-43
- Engineering 3-49
  - Miscellaneous Accounts (Utilities / Repair & Maintenance) 3-52
- Fleet Management 3-55
- Facilities 3-59

Development
- Office of the Director of Development 3-63
- Economic Development 3-67
- Building Standards 3-77
- Planning 3-79

Parks & Recreation
- Office of the Director of Parks & Recreation 3-83
- Parks Operations 3-87
  - Horticulture 3-91
  - Forestry 3-95
- Volunteer Resources 3-99

Information Technology 3-103

Court Services 3-107
- Records Management 3-111

SPECIAL REVENUE FUNDS

Public Works
- Street and Utilities Operations 4-1
- Engineering (Transportation Signals and Street Lights) 4-5
- Highway Maintenance (Engineering) 4-9
- Community Recreation Center - Facilities 4-13

Parks & Recreation
- Recreation Service 4-17
- Community Recreation Center 4-21
- Cemetery Maintenance 4-25
- Dublin Municipal Pools 4-29
- Events Administration 4-33
  - Hotel/Motel Tax Fund 4-35
- Parks Operations
  - Hotel/Motel Tax Fund 4-43

Taxation
- Hotel/Motel Tax Fund 4-45

Mayor's Court Computer Fund/Court Services 4-47

Permissive Tax Fund 4-51

Accrued Leave Reserve Fund 4-55

Police
- Safety/Communication 4-59
- Education and Enforcement Fund 4-67
- Law Enforcement Trust Fund 4-71
- Wireless 9-1-1 4-75

DEBT SERVICE FUNDS

2017 OPERATING BUDGET - CITY OF DUBLIN, OHIO
TABLE OF CONTENTS

General Obligation Debt Service Fund	5-1
Special Assessment Debt Service Funds	5-3
CAPITAL PROJECTS FUNDS	
Capital Improvements Tax Fund	6-1
Tax Incentive Finance Fund (TIF)	6-7
Parkland Acquisition Fund	6-54
ENTERPRISE FUNDS	
Water Maintenance Fund	7-1
Street and Utilities	7-2
Office of the Director of Finance	7-3
Engineering	7-5
Sewer Maintenance Fund	7-7
Street and Utilities	7-8
Office of the Director of Finance	7-9
Engineering	7-11
Merchandising Fund	7-13
INTERNAL SERVICE FUNDS	
Employee Benefits Self-Insurance Fund	8-1
Workers Compensation Self-Insurance Fund	8-5
FIDUCIARY FUNDS	
Unclaimed Monies Fund	9-1
Dublin Convention and Visitors Bureau fund	9-2
Agency Fund	9-2
Central Ohio Interoperable Radio System (COIRS)	9-3
GLOSSARY OF TERMS	10-1

THIS PAGE LEFT BLANK INTENTIONALLY

City of
Dublin
OHIO, USA

(1) General Overview

ity of
Dublin
OHIO USA

November 3, 2016

Dear Members of City Council and Citizens of the City of Dublin,

I am pleased to present to you the Administration's 2017 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 strategic focus areas and direction. 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. The proposed 2017 Operating Budget reflects an overall 3.4%, or $2.8 million, increase in operating expenditures over the 2016 Operating Budget. That increase is directly attributable to two expenditures – income tax refunds and capital outlay for land acquisition for economic development purposes. Excluding these two increases, the 2017 Operating Budget reflects a 0.34% increase over the 2016 Operating Budget.

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. I am proud that in 2016, City Council adopted a formal General Fund Balance policy that states that the City will maintain a year-end General Fund 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 been well in excess of 50% over the past five years, from 82.8% in 2011 to 97.9% in 2015. As a result of an increase in capital expenditures, including a $3 million advance to begin an expansion and renovation of the Service Center (which will be repaid through bond proceeds in 2017), the fund balance is projected to be 83.3% or $55.18 million at year-end 2016. While a decrease from 2015, 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 anticipated loss of jobs from two of the City's employers, Nationwide Mutual Insurance Company (Nationwide) and JP Morgan Chase (Chase), the 2016 original income tax revenue projection reflected a 5.1% reduction over 2015 actual receipts. However, year-to-date receipts through October 2016 reflected a 3.7% increase over the same time period in 2015. This increase was attributable to revenue from withholding, which increased 3.9%. As anticipated, withholding revenue from Chase began declining in the 3rd quarter of 2016 as jobs were moved from the City. However, withholding revenue from Nationwide remains

steady. Continuing with our conservative approach to budgeting, the Administration has revised its original projected income tax revenue for 2016 to reflect a 0.5% increase over 2015 actual receipts.

While our 2016 income tax revenue has exceeded expectations, we continue to be cognizant of the volatility in this revenue stream. The 2017 estimated income tax revenue reflects a 4% decreased over the revised 2016 projected revenue. In estimating 2017 income tax revenue, Staff has taken into consideration the continued reduction of employees from Chase and Nationwide, with projections reflecting both companies having vacated the City by year-end, balanced by the growth that has occurred throughout the remaining businesses throughout the City in 2016.

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 2016, the estimated operating revenues are projected to be $81.80 million, which represents a 4.7% increase over 2016 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, as a result of the significant building activity occurring in the City. In 2017, operating revenues are projected to be $80.17 million, which represents a 2.6% increase over 2016 budgeted operating

revenues. An increase in projected income tax revenues (over the original 2016 estimate) contributes to this increase.

Operating Revenues (in millions)

	2012	2013	2014	2015	2016 Projected	2017 Proposed
Budgeted Revenues	**$65.87**	**$69.10**	**$71.70**	**$76.96**	**$78.13**	**$80.17**
Actual Revenues	**$75.67**	**$80.23**	**$85.89**	**$86.90**	***$81.80***	

The annual Operating Budget is prepared using conservative revenue and expenditure estimates, which historically has resulted 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 the operating revenues will exceed the operating expenditures.

When the 2016 Operating Budget was prepared, the projected expenditures were expected to exceed revenue by $4.34 million. However, it is anticipated the operating expenditures will exceed the operating revenue by approximately $7.8 million. One reason for this is related to capital expenditures. In 2016, the City purchased two vacant parcels for economic development purposes. The first parcel, 23.695 acres located north of Rings Road, south and east of Paul Blazer Parkway, and west of Frantz Road, was acquired for $2 million as part of an economic development agreement with Cardinal Health (as authorized by Ordinance No. 02-16 and Ordinance No. 16-16). The second parcel, 73.65 acres located at 6600 Shier Rings Road (the Rings Farm), was purchased for $5,900,000, payable over five years (as authorized by Ordinance No. 05-16). In addition to these capital expenditures, the City had $1.25 million in additional income tax refunds. Finally, from an operational standpoint, the Administration's focus has been and will continue to be execution of the projects budgeted in both the operating budget and the capital budget. While we budget conservatively, with revenues estimated low and expenditures high, we have found that we are consistently unable to execute every project/program that was budgeted, resulting in an average of $3.4 million annually in budgeted operating expenditures being returned to the respective fund balance at the end of each year. I have instructed all Department and Division leaders to scrutinize their operating budgets, propose funding at a level that will ensure continued service delivery at an exceptional level, and that is realistic in terms of execution. As a result, we will likely see actual operating expenditures more in line with the budgeted operating expenditures.

The 2017 Operating Budget reflects funding requests totaling $85.28 million in operating expenditures. This represents a 3.4% increase compared to the approved 2016 Operating Budget. Based on the estimated operating revenues of $80.17 million, the expenditures are anticipated to exceed revenue by $5.11 million. This budget reflects our practice of conservatively estimating revenue while budgeting realistic expenditures. Each fund in which the expenditures are anticipated to exceed revenue has sufficient fund balances to offset any difference. For this reason, the Administration maintains that the 2017 Operating Budget is balanced.

Operating Expenditures (in millions)

	2012	2013	2014	2015	2016 Projected	2017 Proposed
Budgeted Expenditures[1]	**$68.10**	**$71.23**	**$74.01**	**$78.37**	**$82.47**	**$85.28**
Actual Expenditures	**$65.88**	**$66.98**	**$69.66**	**$72.82**	***$89.61***[2]	
Actual Encumbrances	**$3.52**	**$3.76**	**$4.48**	**$4.28**		

[1] Does not include encumbrances carried forward.

[2] Conservative estimate based on expenditure of all appropriated funds.es.

From the standpoint of maintaining a sufficient level of reserves, if the operating revenues and operating expenditures in 2017 are consistent with the budgeted amounts, the 2017 General Fund year-end balance is projected to be approximately $54.46 million, or 75.7% of the 2017 General Fund year-end expenditures and operating transfers, exceeding the 50% requirement by $35.96 million. This is a reduction of $721,508 over the estimated 2016 year-end General Fund balance of $55.18 million.

The priorities established for the preparation of the 2017 Operating Budget are in alignment with City Council's strategic focus areas. Highlights are as follows:

- Fiscal health of the City – a continued focus on setting the conditions that ensure the continued fiscal health of the City;
- Public and employee safety;
- High quality services;

- Maintenance of the City's infrastructure;
- Leveraging technology in daily operations and in strategic decision making;
- Leveraging our human resource talent to ensure that our personnel are classified and trained in such a way to achieve greater efficiencies;
- Community engagement;
- Celebration of the cultural diversity that exists within the City. We must go "glocal", relating to the connections or relationships between global and local businesses, problems, culture, etc., in all aspects of operations and community/business engagements.

I am confident that the proposed 2017 Operating Budget accomplishes the priorities outlined above, and does so in a fiscally responsible manner. This operating budget reflects an overall 3.4%, or $2.8 million, increase in operating expenditures over the 2016 Operating Budget. That increase is directly attributable to two expenditures. **First, a projected $1.25 million increase in income tax refunds. The amount proposed for 2017 is the same as the amount expected to be paid in 2016. Additionally, $1,285,025 has been budgeted for the 2nd annual payment related to the purchase of the Rings Farm, a strategic economic development play. Excluding these two increases, the overall operating budget reflects a 0.34% increase over the 2016 Operating Budget.**

High quality services are a community hallmark of Dublin. To provide those services to our residents in the most efficient manner, it is essential for the Administration to maintain the appropriate staffing levels given the changing needs of the community. With the staffing changes proposed, the 2017 Operating Budget reflects funding for 392 full-time employees – an increase of five employees over the 2016 authorization level.

The additional staffing requested in 2016 supports the longstanding focus areas of fiscal health/economic vitality and public safety.

In order to continue enhancing Dublin's reputation as a hub for technology oriented businesses and a broadband community, I am requesting the addition of an Information Technology Manager. In 2015, Council supported my efforts to elevate Information Technology to a department level, overseen by a Chief Information Officer. Since filling that position in the fall of 2015, much effort has been focused on leveraging the City's technology for economic development purposes, including Dublink and the 100-gig project within the City's legacy office parks. However, the day-to-day operations, including support services, GIS, and technology project management is equally important and it is necessary to have a dedicated individual responsible for overseeing those functions.

While our economic vitality is important, the safety of our residents is our number one priority. The City has experienced significant growth over the last 10 years and with projected development, that trend is expected to continue, necessitating the need for additional public safety officials. We are proud to provide the highest number of sworn staff full-time to our schools compared to comparable communities. However, it reduces our overall staffing capabilities to patrol the City and conduct follow-up investigations when compared to other cities our size. Additionally, over the last several years, we have continued to see many of our crimes tied to drug use and dependence. As such, our investigators are more involved, with drug investigations being more manpower intensive and demand cooperation regionally. Over the past few years, the Department has reassigned a CIU investigator full-time to a regional drug task force, and two officers part-time to a regional tactical response team. For these reasons, we are recommending the hiring of two additional police officers (one patrol officer and one detective) beginning in July. This delay in hiring does not diminish the value these officers will bring to the City. However, based on current vacancies, it is not anticipated that the Department could be fully staffed until July 2017, at the earliest.

And finally, I am requesting two new full-time employees within the Parks and Recreation Department. I have requested that the Director of Parks and Recreation take a comprehensive look at the department to see what efficiencies could be achieved. As a result of that analysis, we are requesting the addition of an adaptive Recreation Coordinator and an Events Administrator. The adaptive Recreation Coordinator, previously a part-time position, will help serve the needs of the nearly 40 families within Dublin with special needs. The Events Administrator will assist in the planning and coordination of all citywide events, which are now being handled by Events Administration as opposed to Events Administration and Community Relations. **The financial impact of these two new positions is offset by the reclassification/reorganization of other positions within the Department.**

While the number of employees is important, it is essential that departments and divisions have the proper classification of employees providing the services. All department heads have been tasked with leveraging the talent within their work units and consider the reclassification and/or repurposing of vacant positions as well as training of existing personnel to achieve greater efficiencies resulting in a lower cost of service delivery. The 2017 Operating Budget reflects the following reclassifications:

- Within Planning, reclassification of a Planner II (grade 4.2) to a Senior Planner (grade 4.1): Based on current and future planning projects, including phase two of the mobility study, the West Bridge Street Corridor code update, and the Southwest Area Plan update, we are recommending reclassification of this position to ensure the proper level of expertise is in place to carryout these projects. This expertise includes strong management skills, significant technical knowledge, and the ability to simultaneously coordinate multiple projects.

- Within Public Works, a number of reclassifications are proposed:
    - Two Engineering Assistants (grade 5.3) have been reclassified to Engineering Technicians 1 (grade 5.1);
    - One Administrative Support 3 position (grade 5.1) has been reclassified to an Engineering Technician I (grade 5.1);
    - One Administrative Support 3 position (grade 5.1) is being reclassified as an Engineering Project Inspector (grade 5.1);
    - Two Engineering Project Coordinators (grade 4.3) will be reclassified to Engineering Technicians 2 (grade 4.3);
    - Automotive Mechanics will be reclassified to Fleet Technicians (change in title only);
    - The Land Acquisition & Utilities Manager (grade 4.3) is being reclassified to an Engineering Technician 1 (grade 5.1)
- Within Parks & Recreation, a number of reclassifications are proposed:
    - One Administrative Support 2 (grade 5.2) has been reclassified to an Event Coordinator position (grade 5.2).
    - One Operations Supervisor (Recreation Program Supervisor) (grade 5.1) position has been reclassified to an Operations Coordinator (Recreation Program Coordinator) (grade 5.1).

In addition to the reclassifications noted above, the funding for a number of positions has been changed to properly reflect where the employee's time is spent.

The 2017 Operating Budget reflects funding for nearly 258 full-time equivalent (FTE) part-time and seasonal positions. Changes from 2016 include:

- The addition of an Intelligent Community Forum intern in the Office of the City Manager. Funding for this position is from the overall ICF funding that Council had previously authorized.
- The addition of two part-time/seasonal positions within Events Administration (permitting) to assist with various community events.
- The reallocation of one part-time/seasonal position from DCRC – Facilities to Facilities within the General Fund.

- The addition of five seasonal maintenance workers in Parks Operations to assist with the City's right-of-way mulch and landscape maintenance.
- Within Parks & Recreation, a net increase of approximately 3.75 FTE as a result of the reorganization/reclassification of vacancies or other part-time/seasonal personnel, resulting in no additional cost.

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 – Ohio Labor Council, Inc. provides for a wage 2.25% increase; and the agreement with the United Steelworkers of America provides for a 2% wage increase. The agreement with the Fraternal Order of Police expires December 31, 2016 and contract negotiations are currently underway. The overall cost of the salary increases is approximately $525,000 ($450,000 for salaries, $75,000 for Medicare and pension costs).

The proposed 2017 Operating Budget continues the provision of health insurance coverage to employees through a high deductible healthcare plan with an associated health savings account (HSA) or a Health Reimbursement Account (HRA). As a result of new Federal Regulations set forth by the Equal Employment Opportunity Commission (EEOC) pertaining to incentivizing wellness plans, the 2017 plan design creates a third category of coverage – family coverage without a spouse. This plan, in conjunction with the existing single coverage and family coverage with spouse, will continue to have annual deductibles established with the City's annual contribution to employee's HSA/HRA account based on the coverage level and the level of participation in the City's Wellness program, Healthy by Choice, in accordance with EEOC regulations. In summary, the plan design established for 2017 maintains a similar level of financial responsibility to each employee as what was in place for 2016. The funding level for single coverage has been increased for 2017 by 2.0% and for family coverage, approximately 3.6%. These increases take into account a projected increase in medical claims of 2.5%, as well as other plan design changes. This level of increase is remarkable considering the industry average for health insurance increases is approximately 9%. The incremental cost of the insurance benefits over the 2016 Operating Budget is approximately $200,000.

Employee training and development remain a high priority within the 2017 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 continued 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. In 2016, a number of departments conducted Kaizen events resulting in several process improvements. There are currently six employees that are undergoing a rigorous Lean Six Sigma Black Belt certification process. Once certified, these employees can assist others in the organization to analyze and improve various processes.

The 2017 Operating Budget also appropriates funds to implement the first year of the five-year Capital Improvements Program (CIP), including new assets and infrastructure as well as capital maintenance expenditures. The 2017-2021 Capital Improvements Program is likely one of our most aggressive capital budgets to date. Our goal is to implement these projects on-time and on-budget. 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, a parking structure to support the library and Historic Dublin, the Scioto River Pedestrian Bridge, and the first phase of the riverside park. Additionally, construction of shared-use paths along Glick Road (from Carnoustie Drive to Muirkirk Drive) and Rings Road (from Frantz Road to Dublin Road) is programmed. Other capital improvements programmed for 2017 from Tax Increment Financing (TIF) funds or other capital funds include the construction of a roundabout at Avery Road and Brand Road and continued implementation of the water and sewer lines to areas currently not served.

Additionally, as part of the CIP, City Council committed to the funding of a number of projects using the General Fund balance. Those projects include the construction of sidewalks, curb and gutter in the Mid-Century Neighborhood and the construction of a parking lot for Cardinal Health as part of an approved economic development agreement.

As the City continues to age, the maintenance of the City's existing infrastructure is equally important. For this reason, significant funding has been programmed in 2017 as part of the CIP to ensure that City facilities, roadways, pedestrian tunnels, guardrails, waterlines and sewer lines remain in excellent condition. Details of the 2017 capital improvements are included under the 'Capital Project Funds' tab of the budget.

The Administration is committed to meeting the strategic focus areas established by City Council and to ensure that high quality services remain a community hallmark. The 2017 Operating Budget allocates resources recognizing these commitments while exercising strong fiscal responsibility demanded, and deserved, by the community.

Respectfully submitted,

Dana L. McDaniel
City Manager

City of Dublin
OHIO, USA

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, 2016

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, 2016. 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.

City Council

Gregory S. Peterson, Mayor

John G. Reiner, Vice Mayor
Timothy A. Lecklider
Chris Amorose Groomes
Amy J. Salay
Christina A. Alutto
Michael Keenan

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

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 392 authorized and funded full-time positions anticipated to be staffed in 2017.

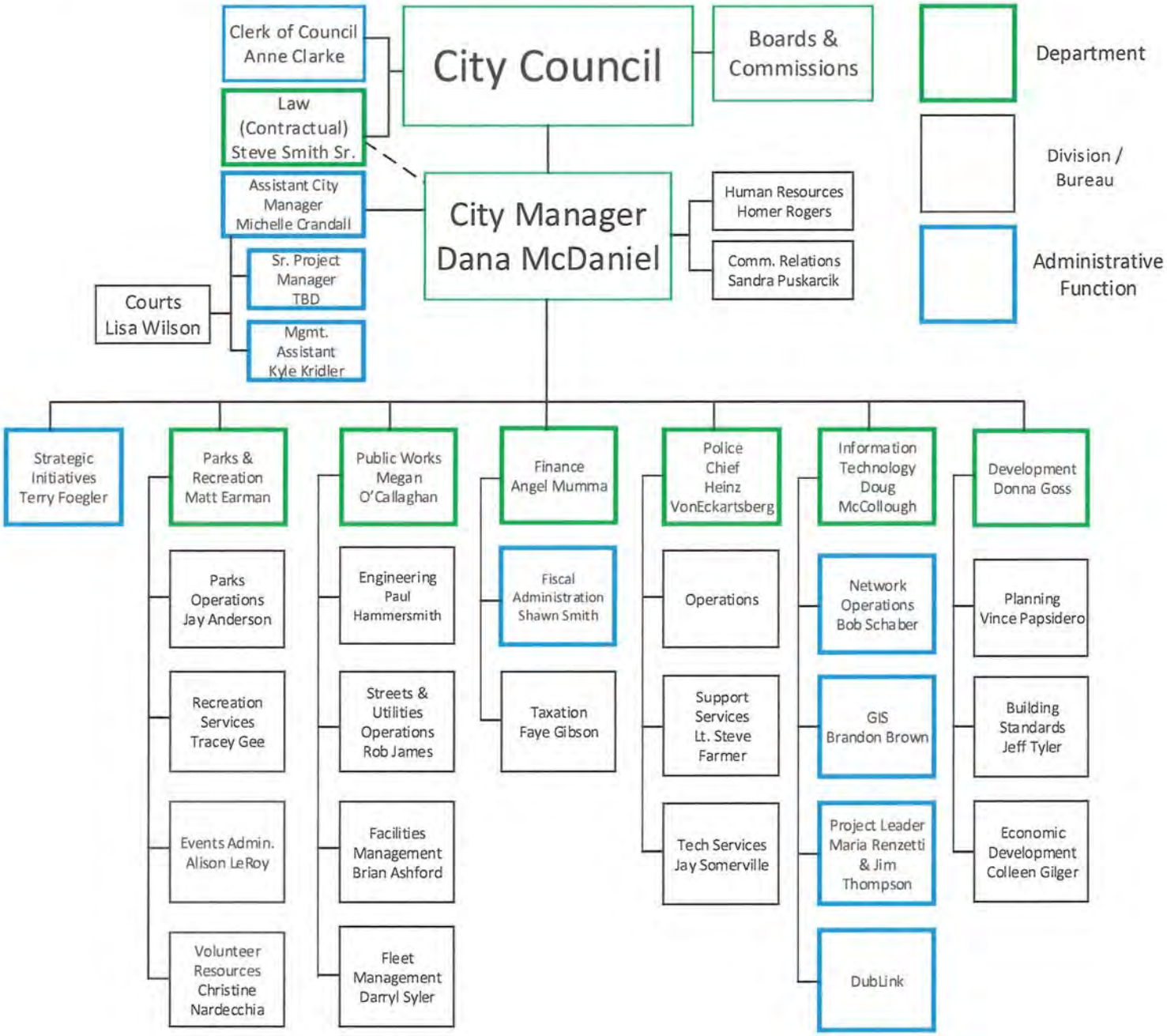
THIS PAGE LEFT BLANK INTENTIONALLY

City of
Dublin
OHIO, USA

City of Dublin

City of Dublin Residents

ORGANIZATIONAL STRUCTURE



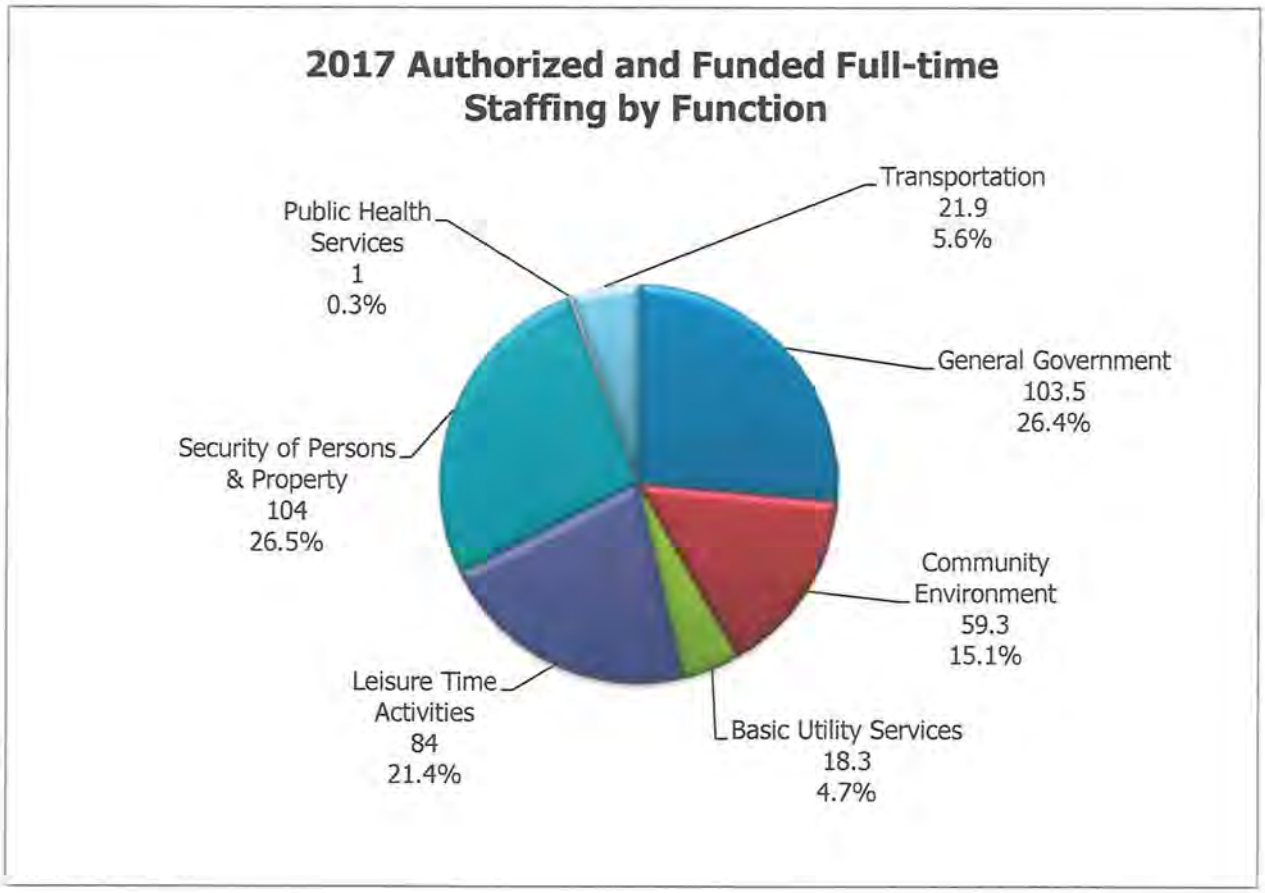
THIS PAGE LEFT BLANK INTENTIONALLY

City of
Dublin
OHIO, USA

2017 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 2017 Operating Budget also funds approximately 257.8 part-time and seasonal positions throughout the City.

	2013	2014	2015	2016	2017
General Government	92	93	99	101	103.5
Community Environment	59	59	60	59.3	59.3
Basic Utility Services	17	17	16	16.55	18.3
Leisure Time Activities	85	86	85	85	84
Security of Persons & Property	91	97	102	102	104
Public Health Services	1	1	1	1	1
Transportation	23	25	22	22.15	21.9
TOTALS	368	378	385	387	392



Full-Time Staffing by Work Unit

2017 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Work Unit	2012 Funded	2013 Funded	2014 Funded	2015 Funded	2016 Funded	2017 Proposed	2017 Increase / (Decrease)	2017 Position Requests (see footnote)	2017 Position Reclass Requests (see footnote)
City Council	2	2	2	3	3	3	0		
Office of the City Manager	6	6	6	6	6	6	0		
Human Resources	9	9	10	10	9.75	9.75	0		
Community Relations	7	7	7	8	8	8	0		
Finance/ Office of the Director	5	5	10	11	10.5	11	0.5	(1)	
Procurement	1	1	1	0	0	0	0		
Fiscal Administration	6	6	0	0	0	0	0		
Taxation	5	5	6	6	5.5	5	-0.5	(1)	
Public Works/ Office of Director	0	0	2	7	7	5.5	-1.5		(7)
Solid Waste Management	7	7	7	6	6.25	6.5	0.25		
Engineering	28	27	27	26	25.3	25.3	0		(8)
Parks and Recreation/ Office of the Director	0	0	0	0	5.25	3	-2.25		
Parks Operations	47	48	48	47	28.5	30.5	2		
Horticulture					7	7	0		
Forestry					6	6	0		
Development/Office of the Director	0	0	0	0	2	2	0		
Economic Development	5	5	5	5	4	4	0		
Building Standards	15	15	15	15	15	15	0		
Planning	19	17	17	19	19	19	0		(2)
Fleet Management	9	9	9	9	9	9	0		
Administrative Services	2	2	0	0	0	0	0		
Information Technology	12	13	13	13	14	15	1	(3)	
Court Services/Records Management	5	5	4	4	4	4	0		
Facilities Management	16	15	15	15	15	18	3		
Volunteer Resources	2	2	2	2	2	2	0		
Street and Utilities Operations	19	19	21	22	22.15	21.9	-0.25		(9)
Public Service/Engineering/Sign Shop	4	4	4	0	0	0	0		
Cemetery Maintenance	1	1	1	1	1	1	0		
Recreation Services	7	7	7	7	9.95	10.95	1	(4)	
Community Recreation Center	15	15	15	15	11.3	11.3	0		(10)
Municipal Pool	n/a	n/a	n/a	n/a	1.25	1.25	0		
Community Recreation Center - Facilities	11	10	10	9	9	6	-3		
Police	88	91	97	102	102	104	2	(5)	
Events Administration	5	5	6	6	6	7	1	(6)	(11)
Hotel/Motel Tax - Public Art	0	0	0	1	0.75	1	0.25		
Water Maintenance	1	1	1	1	1.6	3.1	1.5		(12)
Sewer Maintenance	9	9	9	9	8.7	8.7	0		(13)
Employee Benefits Self Insurance	0	0	1	1	1.25	1.25	0		
TOTALS	368	368	378	386	387	392	5	2 Police Officers 1 IT Manager 1 Adaptive Rec Coordinator ** 1 Events Administrator **	

NOTES:

(1) - Replacement of a position that existed in 2015 - Finance and Tax attempted to split an employee's time in 2016 and found it wasn't efficient for the Department (pay grade 5.2). Position will be re-allocated 100% to Finance.

(2) - One Planner II is being reclassified to a Senior Planner position (pay grade 4.2 to 4.1).

(3) - An IT Manager position is requested (mostlikely pay grade 3.3, but has not been determined yet).

(4) - An Adaptive Recreation Coordinator position has been requested (pay grade 5.2).**

(5) - Two additional Police Officer positions are being requested. No additional funding for training or vehicles is requested. Funding will be allocated in 2017 for one-half year to allow time for hiring.

(6) - One Events Administrator position requested (pay grade 4.2).**

(7) - Land Acquisition & Utilities Manager position is reclassified to an Engineering Technician 1 (pay grade 4.3 to 5.1). Change in staffing level includes an Operations Administrator moved to Street & Utilities Operations and Solid Waste; Engineering Project Inspector is split allocation between this work unit and Engineering.

(8) - Engineering Assistant reclassed to Engineering Technician 1(pay grade 5.3 to 5.1); two Engineering Project Coordinators reclassed to Engineering Technician 2 (pay grade 4.3 to 4.3 - no change in pay grade). One Administrative Support 3 reclassified to an Engineering Technician 1 (pay grade 5.1 to 5.1 - no change in pay grade). One Administrative Support 3 (originally from Street & Utilities Operations) is reclassified to an Engineering Project Inspector.

(9) - The Administrative Support 3 position is being reallocated to Engineering in the General Fund to a Engineering Project Inspector (pay grade 5.1 to 5.1 - no change in pay grade).

(10) - One Operations Supervisor (Rec Program Supervisor) position is being eliminated and replaced with one Operations Coordinator (Rec Program Coordinator) position (pay grade 5.1 to 5.2).

(11) - One Administrative Support 2 position has been reclassified to an Event Coordinator position (pay grade 5.2 to 5.2 - no change in pay grade).

(12) - One Administrative Support 3 is reallocated to Engineering Technician I (pay grade 5.1 to 5.1 - no change in pay grade) and moved to a be split funded between the water and sewer fund.

(13) - One Engineering Assistant has been reclassified to an Engineering Technician 1 (pay grade 5.3 to 5.1).

*** - due to re-organization of positions, reclassifying and down-grading, these two new positions pose no increased financial impact.*

2017 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.

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

THIS PAGE LEFT BLANK INTENTIONALLY

City of
Dublin
OHIO, USA

(2) Financial Overview

FINANCIAL MANAGEMENT POLICIES

OPERATING BUDGET POLICIES

- The City will pay for all current expenditures with current revenues and fund balances. The City will avoid budgetary procedures that balance current expenditures at the expense of future years, such as postponing expenditures, underestimating expenditures, overestimating revenues, or utilizing short-term borrowing to balance the budget.

- The budget will provide for adequate maintenance and repair of capital assets and for their orderly replacement.

- The City will protect against catastrophic losses through a combination of insurance and self-insurance funded programs.

- The City will maintain a budgetary control system to help it adhere to the budget.

- Financial reports, which compare actual performance with the budget, are available on-line for budgetary review by the departments/divisions.

RESERVE POLICIES

- The City will appropriate $150,000 to a contingency account in the General Fund to provide for non-recurring and unanticipated expenditures.

- The City will prepare the operating budget with the goal of maintaining an actual year-end General Fund balance equal to 50 percent of the actual General Fund expenditures.

CAPITAL IMPROVEMENT PROGRAM POLICIES

- The City will develop a five-year Capital Improvements Program on an annual basis.

- The City will enact an annual capital improvement budget based on the multi-year Capital Improvements Program.

- The City will coordinate development of the capital improvement budget with development of the operating budget.

DEBT MANAGEMENT POLICIES

- The City will confine long-term borrowing to capital improvement projects.
- When the City finances capital projects by issuing debt, it will repay the debt within a period not to exceed the expected useful life of the project.
- The City will evaluate issuing debt and pay-as-you-go financing to maintain flexibility for the future.
- The City will continually seek to maintain and improve our current bond rating to minimize borrowing costs and to ensure that access to credit is preserved.
- The City will follow a policy of full disclosure on financial reports and official statements.

REVENUE POLICIES

- The City will estimate its annual revenues by a conservative, objective, and analytical process.
- Non-recurring revenues will be used only to fund non-recurring expenditures.
- The City will encourage a diversified and stable local economy to avoid excessive reliance on any one industry or business for income tax revenues.
- The City will update the Cost of Services Study on an annual basis to calculate the costs of providing services and consider such information when establishing user charges.

PURCHASING POLICIES

- Purchases will be made in accordance with federal, state, and municipal requirements.
- Purchases will be made in an impartial, economical, competitive, and efficient manner.
- Purchases will be made from the lowest priced and most responsive vendor. Qualitative factors such as vendor reputation and financial condition will be considered, as well as price.

2017 OPERATING BUDGET
SUMMARY FOR ALL FUNDS

Fund	1/1/2017 Cash Balance	Estimated Revenue	Estimated Advances and Transfers-In	Estimated Resources Available	Estimated Expenditures	Estimated Advances and Transfers-Out	12/31/2015 Unencumbered Balance
GENERAL	$ 55,182,925	$ 68,018,990	$ 3,730,000	$ 126,931,915	$ 53,875,498	$ 18,595,000	$ 54,461,417
SPECIAL REVENUE FUNDS							
Street Maintenance and Repair	$ 252,394	1,468,000	2,000,000	3,720,394	3,712,455	-	7,939
State Highway Improvement	$ 739,898	119,560	-	859,458	35,000	225,000	599,458
Recreation	$ 766,356	3,589,650	4,500,000	8,856,006	7,942,670	-	913,336
Safety	$ 1,019,853	2,133,785	11,080,000	14,233,638	14,096,765	-	136,873
Swimming Pool	$ 391,916	511,100	400,000	1,303,016	1,000,750	-	302,266
Permissive Tax	$ 706,725	90,500	-	797,225	-	-	797,225
Hotel/Motel	$ 3,521,785	4,155,100	-	7,676,885	4,418,100	162,750	3,096,035
Education and Enforcement	$ 80,222	1,100	-	81,322	2,000	-	79,322
Law Enforcement Trust	$ 2,760	105	-	2,865	-	-	2,865
Mandatory Drug Fine	$ 2,565	15	-	2,580		-	2,580
Mayor's Court Computer Fund	$ 23,550	15,025	-	38,575	20,250	-	18,325
Cemetery	$ 15,970	27,045	140,000	183,015	179,675		3,340
Accrued Leave Reserves	$ 374,850	178,600	-	553,450	350,000	-	203,450
Wireless 9-1-1 System	$ 472,940	370,100	-	843,040	-	80,000	763,040
DEBT SERVICE FUNDS							
G.O. Debt Service	$ 5,965,648	-	10,290,050	16,255,698	11,744,150	-	4,511,548
Economic Development Bond Retirement	$ 387,619	-	1,003,400	1,391,019	1,391,000		19
Special Assessment Debt Service	$ -	-	-	-	-	-	-
1992 Special Assessment	$ -	-	-	-	-	-	-
2001 Special Assessment	$ 193,752	120,500	-	314,252	129,100	-	185,152
CAPITAL PROJECTS FUNDS							
Capital Improvements Tax	$ 5,884,704	23,948,025	533,500	30,366,229	22,604,000	5,537,600	2,224,629
Capital Construction	$ 10,560,885	3,510,000	-	14,070,885		3,500,000	10,570,885
Parkland Acquisition	$ 1,158,130	741,350	-	1,899,480	411,100	438,900	1,049,480
Woerner-Temple TIF	$ 3,575	225,000	230,000	458,575	3,000	449,300	6,275
Ruscilli TIF	$ 297,630	525,000		822,630	7,000	737,800	77,830
Pizzuti TIF	$ 724,005	270,000	-	994,005	3,000	325,000	666,005
Thomas/Kohler TIF	$ 2,879,116	775,000	-	3,654,116	9,000	156,200	3,488,916
McKitrick TIF	$ 3,281,228	1,224,000	-	4,505,228	25,000	1,074,800	3,405,428
Perimeter Center TIF	$ 3,212,438	470,000	-	3,682,438	6,000	-	3,676,438
Rings Road TIF	$ 39,534	420,000	-	459,534	12,000	274,900	172,634
Perimeter West TIF	$ 427,297	1,400,000	-	1,827,297	362,000	965,300	499,997
Upper Metro Place TIF	$ 2,589,852	250,000	-	2,839,852	3,500	1,267,800	1,568,552
Rings/Frantz TIF	$ 5,324,337	415,000	-	5,739,337	2,795,000	-	2,944,337
Historic Dublin TIF	$ 47,703	65,000	-	112,703	1,000	70,000	41,703
Emerald Pkwy Phase 5 TIF	$ 22,107	-	-	22,107	-	-	22,107
Emerald Pkwy Phase 8 TIF	$ 1,723,018	-	-	1,723,018	375,000	479,500	868,518
Perimeter Loop TIF	$ 9,810	32,000	-	41,810	600	35,000	6,210

2017 OPERATING BUDGET
SUMMARY FOR ALL FUNDS

Fund	1/1/2017 Cash Balance	Estimated Revenue	Estimated Advances and Transfers-In	Estimated Resources Available	Estimated Expenditures	Estimated Advances and Transfers-Out	12/31/2015 Unencumbered Balance
Tartan West TIF Fund	$ 1,976,388	750,000	-	2,726,388	2,150,000	-	576,388
Shamrock Blvd. TIF Fund	$ 111,441	45,000	-	156,441	750	25,000	130,691
River Ridge TIF Fund	$ 1,532,395	96,000	-	1,628,395	1,250	137,700	1,489,445
Lifetime Fitness TIF	$ 587,390	140,000	-	727,390	1,750	-	725,640
COIC Improvement Fund	$ 115,487	-	65,000	180,487	180,000	-	487
Irelan Place TIF	$ 3,275	4,000	-	7,275	100	3,500	3,675
Shier Rings Road TIF	$ 116,236	11,500	-	127,736	250	-	127,486
Shamrock Crossing TIF	$ 260,830	190,000	-	450,830	2,500	100,000	348,330
Bridge and High TIF	$ 529,490	113,000		642,490	1,500	100,000	540,990
Dublin Methodist Hospital TIF	$ 238,081	150,000		388,081	2,000	130,000	256,081
Kroger Centre TIF	$ 412,255	290,000	-	702,255	4,000	-	698,255
Frantz/Dublin Road TIF	$ 14,454	-	-	14,454	-	-	14,454
Delta Energy TIF	$ 48,749	35,000	-	83,749	500	30,000	53,249
Bridge Street TIF	$ 239,723	-	1,950,000	2,189,723	1,900,000	255,600	34,123
Vrable TIF	$ 1,175,865	450,000	-	1,625,865	2,000	-	1,623,865
West Innovation TIF	$ 932,988	5,000	-	937,988	100	-	937,888
Ohio University TIF	$ 14,101	-	-	14,101	-	-	14,101
Tuller Flats TIF	$ 62,410	-	-	62,410	5,000	-	57,410
Nestle TIF	$ 61,653	38,000		99,653	500		99,153
Innovation TIF	$ 3	5,000	-	5,003	250	-	4,753
Bridge Park TIF	$ 3,500,000	-	-	3,500,000	-	1,490,300	2,009,700
Riviera TIF	$ -	-	325,000	325,000	325,000	-	-
PERMENENT IMPROVEMENT FUNDS							
Cemetery Perpetual Care	$ 1,338,949	33,500	-	1,372,449	-	-	1,372,449
ENTERPRISE FUNDS							
Water	$ 12,287,625	1,082,500	-	13,370,125	2,604,030	-	10,766,095
Sewer	$ 3,588,248	2,080,000	400,000	6,068,248	3,930,060	-	2,138,188
Sewer Construction Fund	$ -	-	-	-	-	-	-
Merchandising	$ 32,879	2,200	-	35,079	6,300	-	28,779
INTERNAL SERVICE FUNDS							
Employee Benefits Self-Insurance	$ 1,807,162	7,360,960	-	9,168,122	8,029,775	-	1,138,347
Workers' Compensation Self-Insurance	$ 364,778	100,000	-	464,778	279,450	-	185,328
FIDUCIARY FUNDS							
Trust and Agency	$ 633,535	982,300	-	1,615,835	1,174,550	-	441,285
Convention and Visitor's Bureau	$ 276,643	1,120,000	-	1,396,643	1,133,000	-	263,643
COIRS	$ -	263,600	-	263,600	262,500		1,100
Totals	$ 140,550,130	$ 130,417,110	$ 36,646,950	$ 307,614,190	$ 147,511,728	$ 36,646,950	$ 123,455,512

2017 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Revenue Comparisons - All Funds

	2014 Actual	2015 Actual	2016 Estimate	2017 Budget
GENERAL FUND	$ 75,875,774	$ 96,342,589	$ 81,743,167	$ 71,748,990
SPECIAL REVENUE FUNDS				
Street Maintenance and Repair	3,801,449	3,653,391	3,463,050	3,468,000
State Highway Improvements	2,542,550	1,078,515	119,505	119,560
Cemetery	167,291	175,397	165,000	167,045
Recreation	6,653,342	7,592,377	7,743,000	8,089,650
Safety	11,540,654	12,304,383	13,300,000	13,213,785
Swimming Pool	713,081	885,763	829,500	911,100
Permissive Tax	104,637	105,385	2,885,000	90,500
Hotel/Motel Tax	4,202,222	4,638,730	4,312,000	4,155,100
Enforcement and Education	1,784	1,625	1,407	1,100
Law Enforcement Trust	116	247	205	105
Mandatory Drug Fine	15	21	10	15
Mayor's Court Computer	8,007	13,882	21,000	15,025
Accrued Leave Reserves	-	138,082	142,850	178,600
Wireless 9-1-1 System	130,047	130,050	130,000	370,100
DEBT SERVICE FUNDS				
General Obligation Bond Retirement	16,271,798	11,407,758	9,135,188	10,290,050
Economic Development Bond Retirement	-	1,992,122	-	1,003,400
Special Assessment Bond Retirement	7,542	741	880	-
1992 Special Assessment Bond Retirement	100,965	771	10	-
2001 Special Assessment Bond Retirement	132,028	128,077	123,000	120,500
CAPITAL PROJECTS FUNDS				
Capital Improvements Tax	26,471,566	26,262,202	24,871,450	24,481,525
Captal Construction	205	101,983,815	20,088,130	3,510,000
Parkland Acquisition	1,507,296	2,772,177	763,000	741,350
Woerner-Temple TIF	469,220	466,392	442,985	455,000
Ruscilli TIF	551,222	614,398	251,500	525,000
Pizzuti TIF	1,384,581	206,198	218,000	270,000
Thomas/Kohler TIF	1,018,063	732,697	646,800	775,000
McKitrick TIF	1,156,029	1,190,160	1,687,500	1,224,000
Perimeter Center TIF	525,245	494,484	475,600	470,000
Rings Road TIF	421,712	68,661	210,100	420,000
Perimeter West TIF	2,211,691	1,779,089	1,422,800	1,400,000
Upper Metro Place TIF	9,242,990	245,702	263,800	250,000
Rings/Frantz TIF	417,285	385,143	418,680	415,000
Historic Dublin Parking TIF	59,212	77,856	68,600	65,000
Emerald Pkwy Phase 8 TIF	2,485,754	645,687	-	-
Perimeter Loop TIF	36,415	36,041	36,520	32,000
Tartan West TIF Fund	734,255	705,230	910,075	750,000
Shamrock Blvd. TIF Fund	23,681	48,521	48,520	45,000
River Ridge TIF	2,019,861	30,844	97,060	96,000
Lifetime Fitness TIF	742,357	741,843	1,155,220	140,000
COIC Improvement Fund	288	673	-	65,000
Irelan Place TIF	4,217	4,201	4,200	4,000
Shier Rings Road TIF	42,532	(75,969)	12,300	11,500
Shamrock Crossing TIF Fund	66,027	144,014	193,400	190,000
Bridge and High TIF Fund	113,763	113,690	113,760	113,000
Dublin Methodist Hospital TIF Fund	138,216	151,842	151,840	150,000
Kroger Centre TIF	250,508	284,788	294,630	290,000
Frantz/Dublin Road TIF	-	-	200,000	-
Delta Energy TIF	34,357	34,398	34,400	35,000
Bridge Street TIF	14,500,163	7,275,000	5,000,000	1,950,000
Vrable TIF	2,300,000	239,000	2,486,800	450,000
Ohio University TIF	1,010,000	1,000	-	-
West Innovation TIF	-	2,450,000	1,753,200	5,000
Tuller TIF	-	2,600,000	5,700,000	-
Nestle TIF	-	22,963	39,400	38,000
Bridge Park TIF	-	3,500,000	-	-
Innovation TIF	-	-	4	5,000
Riviera TIF	-	-	-	325,000
PERMENANT FUNDS				
Cemetery Perpetual Care	60,176	111,848	53,000	33,500
ENTERPRISE FUNDS				
Water	4,242,947	1,679,191	1,450,000	1,082,500
Water Tower Construction Fund	137	12	-	-
Sewer	4,316,680	4,858,148	2,360,000	2,480,000
Sewer Construction Fund	6	2,500,068	140	-
Merchandising	3,513	2,782	2,700	2,200
INTERNAL SERVICE FUNDS				
Employee Benefits Self-Insurance	4,507,824	6,322,307	7,121,530	7,360,960
Worker's Compensation	53,758	104,110	55,000	100,000
FIDUCIARY FUNDS				
Convention and Visitors' Bureau	668,511	735,561	950,000	1,120,000
Other Agency	1,280,817	1,017,154	1,235,000	982,300
COIRS	2,906,311	57,885	237,950	263,600
SUBTOTAL	210,232,693	314,211,712	207,640,366	167,064,060
Less:				
Transfers & Advances	(50,679,370)	(93,740,050)	(67,838,385)	(36,646,950)
TOTAL REVENUE	159,553,323	220,471,662	139,801,981	130,417,110

2017 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Revenue Comparison - General Fund

	2014 Actual	2015 Actual	2016 Estimate	2017 Budget
TAXES				
Income Taxes	$ 66,051,400	$ 65,838,948	$ 64,192,500	$ 63,550,575
INTERGOVERNMENTAL REVENUE				
Local Government	537,402	495,338	399,020	385,220
Estate Taxes	90,657	10,786	-	-
Cigarette Taxes	638	560	550	425
Liquor and Beer Permits	58,094	60,393	62,500	60,000
Grants-State & Federal	-	-	550	-
Other	3,613	9,617	11,870	10,000
CHARGES FOR SERVICES				
General Fees and Charges	44,170	30,543	7,000	18,000
Sale of Fuel	1,452,577	1,102,641	815,000	800,000
Vehicle Maintenance Services	37,331	49,603	51,500	40,000
FINES,LICENSES AND PERMITS				
Fines and Forfeitures	271,575	316,813	315,000	310,000
Licenses and Permits	2,915,984	3,264,036	3,050,000	2,129,270
OTHER REVENUES				
Interest Income	359,763	426,390	324,000	325,000
Other	967,571	676,921	575,000	390,500
NONOPERATING REVENUE				
Transfers/Advances	3,085,000	24,060,000	11,938,677	3,730,000
TOTAL GENERAL FUND REVENUE	$ 75,875,775	$ 96,342,589	$ 81,743,167	$ 71,748,990

2017 OPERATING BUDGET - CITY OF DUBLIN, OHIO
Recap of 2017 Requests

	Total Budget	Budget Total By Fund	Budget Total By Fund Type	Total
GENERAL FUND				
City Council/Boards & Commissions	$730,520			
City Manager	1,329,635			
Miscellaneous	2,114,032			
Human Resources	2,021,654			
Community Relations	1,882,200			
Legal Services	1,750,000			
Information Technology	4,819,895			
Court Services	421,995			
Records Management	154,310			
Finance				
Office of the Director	1,622,165			
Transfers/Advances	18,595,000			
Miscellaneous	669,850			
Taxation	4,532,430			
Public Services				
Office of the Director	790,757			
Solid Waste Management	3,254,020			
Fleet Management	3,198,545			
Engineering	3,759,440			
Miscellaneous	360,000			
Facilities Management	2,869,510			
Development				
Office of the Director	317,095			
Planning	2,264,055			
Economic Development	4,782,095			
Building Standards	1,908,645			
Parks and Recreation				
Office of the Director	427,505			
Park Operations	5,309,235			
Horticulture	1,225,230			
Forestry	1,069,650			
Volunteer Resources	291,030			
		$72,470,498	$72,470,498	
SPECIAL REVENUE FUNDS				
Street Maintenance and Repair Fund				
Street & Utilities Operations	3,352,455			
Engineering	360,000			
		3,712,455		
State Highway Improvements Fund				
Finance Misc - Transfers/Advances	225,000			
Engineering	35,000			
		260,000		
Cemetery Fund				
Cemetery	179,675			
		179,675		
Recreation Fund				
Recreation	2,565,180			
Community Recreation Center	4,073,010			
Community Recreation Center - Facilities	1,304,480			
		7,942,670		
Safety Fund				
Police	11,618,295			
Communication	2,478,470			
		14,096,765		
Swimming Pool Fund				
Dublin Municipal Pools	1,000,750			
		1,000,750		
Permissive Tax Fund	0			
		0		
Hotel/Motel Tax Fund				
Parks & Recreation	154,895			
Events Administration	3,257,205			
Taxation	1,006,450			
Transfers/Advances	162,300			
		4,580,850		

2017 OPERATING BUDGET - CITY OF DUBLIN, OHIO
Recap of 2017 Requests

	Total Budget	Budget Total By Fund	Budget Total By Fund Type	Total
SPECIAL REVENUE FUNDS (Continued)				
Education and Enforcement Fund				
Police	2,000			
		2,000		
Law Enforcement Trust Fund				
Police	0			
		0		
Mayor's Court Computer Fund				
Court Services	20,250			
		20,250		
Accrued Leave Reserve Fund				
Finance	350,000			
		350,000		
Wireless 9-1-1 System				
Police	80,000			
		80,000	32,225,415	
DEBT SERVICE FUNDS				
General Obligation Debt Service Fund		11,744,150		
Economic Development Bond Retirement		1,391,000		
Special Assessment Bond Retirement Fund		129,100		
			13,264,250	
CAPITAL PROJECTS FUNDS				
Capital Improvements Tax Fund		28,141,600		
Capital Construction Fund		3,500,000		
Parkland Acquisition Fund		411,100		
Transfers/Advances		438,900		
TIF Funds		16,287,250		
			48,778,850	
ENTERPRISE FUNDS				
Water Fund				
Finance	297,350			
Street & Utilities Operations	452,685			
Engineering	1,853,995			
		2,604,030		
Sewer Fund				
Finance	1,834,300			
Street & Utilities Operations	928,705			
Fleet - Capital	450,000			
Engineering	717,055			
		3,930,060		
Sewer Construction Fund		0		
Merchandising Fund				
Community Relations		6,300		
			6,540,390	
INTERNAL SERVICE FUNDS				
Employee Benefits Self-Insurance Fund		8,029,775		
Workers' Comp. Self-Insurance Fund		279,450		
			8,309,225	
TRUST AND AGENGY FUNDS				
Agency Fund		1,174,550		
Convention & Visitors' Bureau Fund		1,133,000		
COIRS		262,500		
			2,570,050	
				$184,158,678
RECAP:				
Total Amount Budgeted	184,158,678			
TIF Fund Projected Expenditures	16,287,250			
Less:				
Transfers (non-TIF) & Advances	-19,421,200			
Total Expenditures	181,024,728			

2017 OPERATING BUDGET - CITY OF DUBLIN, OHIO

DEBT SERVICE SCHEDULE

Reflects Debt as of 12/31/16

		Date Of Issue	Original Amount	O/S Principal	2017 Principal Payment	Interest Payment
	Unvoted Bonds (G.O.)					
(3)	Upper Scioto West Branch (OWDA)	1/1/99	19,716,717	$ 1,942,035	$ 1,280,881	$ 48,754
(1)	Avery-Muirfield Interchange	9/1/99	8,316,788	1,675,000	545,000	30,775
(4)	Rings Road Improvements (TIF)	12/1/00	3,535,000	1,014,957	235,043	39,847
(6)	Arts Facility Acquisition	12/1/00	1,360,000	385,684	89,316	15,142
(6)	Arts Facility Renovation	12/1/00	755,000	215,171	49,829	8,447
(4)	Perimeter Drive Extension (TIF)	12/1/00	3,940,000	1,132,693	262,308	44,469
(4)	Emerald Parkway-Phase 7A (TIF)	12/1/00	2,020,000	576,495	133,504	22,633
(1)	Service Center	12/1/01	3,675,000	1,159,937	231,987	44,611
(1)	Municipal Pool South (OMB)	4/14/04	2,986,000	1,548,000	146,000	71,241
(4)	Industrial Pkwy/SR 161 Improvements	1/7/14	8,210,000	6,870,000	450,000	208,356
(2)	Darree Fields Water Tower	1/7/14	1,710,000	1,430,000	95,000	43,338
(3)	Sanitary Sewer Lining	1/7/14	1,880,000	1,575,000	105,000	47,825
(1)	LED Street Lights	10/2/12	2,185,000	1,450,000	225,000	36,775
(2)	Dublin Road Water Tower	10/2/12	2,360,000	1,985,000	100,000	58,963
(3)	Sewer Lining & Repairs	10/2/12	2,540,000	2,135,000	105,000	63,425
(4)	Emerald Parkway Phase 8	12/17/13	5,420,000	5,405,000	5,000	177,625
(4)	Emerald Parkway Phase 8	1/7/14	1,580,000	770,000	280,000	16,850
(4)	Bridge Street - Land Acquisition	12/17/13	4,435,000	4,420,000	5,000	145,000
(4)	Bridge Street - Land Acquisition	1/7/14	1,265,000	610,000	230,000	13,263
(4)	270/33 Interchange (Design, ROW)	1/7/14	9,000,000	6,475,000	865,000	172,725
(1)	Justice Center Improvements	9/30/15	10,600,000	10,290,000	385,000	395,644
(3)	Sewer Lining & Repairs	9/30/15	2,500,000	2,425,000	90,000	93,269
(1)	BSD Transportation (Riverside Dr/161/Park)	9/30/15	25,000,000	24,275,000	910,000	933,275
(4)	BSD Transportation (Bridge Park)	9/30/15	11,100,000	11,100,000	415,000	426,681
(1)	BSD Parking Structures (Tax-Exempt)	10/28/15	16,000,000	16,000,000	0	718,231
(1)	BSD Parking Structures (Taxable)	10/28/15	16,000,000	16,000,000	0	672,675
(4)	270/33 Interchange (Construction) (SIB)	2/10/15	10,010,000	9,812,642	403,643	1,019,083
(8)	Dublin Road/Glick Road Improvements (OPWC)	7/1/14	250,000	237,500	25,000	0
				132,915,114	7,667,510	5,568,920
	Unvoted Special Assessment Bonds					
(7)	Ballantrae (2001)	12/1/01	1,700,000	540,063	108,013	20,771
				540,063	108,013	20,771
	Voted Bonds (G.O.)					
(1)	Recreation Center expansion	10/15/98	3,998,000	437,000	252,000	16,093
(1)	Emerald Parkway Bridge	10/15/98	7,518,000	513,000	513,000	20,520
(4)	Woerner-Temple Road	12/1/00	5,555,000	1,258,000	401,000	48,263
(1)	Emerald Parkway Overpass - Phase 7	12/1/00	6,565,000	1,495,000	477,000	57,355
(5)	Coffman Park Expansion	12/1/00	3,135,000	847,000	207,000	31,820
				4,550,000	1,850,000	174,050
	Total Debt Payments			138,005,177	9,625,523	5,763,740
(1)	Supported by income tax revenue			$ 74,842,937	$ 3,684,987	$ 2,997,194
(2)	Supported by Water Fund revenue			3,415,000	195,000	102,300
(3)	Supported by Sewer Fund revenue			8,077,035	1,580,881	253,273
(4)	Supported by TIF revenue			49,444,787	3,685,498	2,334,794
(5)	Supported by property tax revenue			847,000	207,000	31,820
(6)	Supported by hotel/motel tax revenue			600,855	139,145	23,589
(7)	Supported by special assessment revenue			540,063	108,013	20,771
(8)	Supported by State Highway Fund revenue			237,500	25,000	-

THIS PAGE LEFT BLANK INTENTIONALLY

City of
Dublin
OHIO, USA

(3) General Fund

City Council

STATEMENT OF FUNCTIONS

All powers of the City permitted by the Revised Charter, the Constitution and the laws of the State of Ohio are vested in Council. Council provides for the exercise of all City powers and for the performance of all duties and obligations imposed on the City by law, through the adoption of legislation. City Council's responsibilities include reviewing, deliberating, and approving legislation as prescribed by the Revised Charter and the laws of the State of Ohio applicable to municipalities. City Council establishes goals and long-range policies for the City.

Council is composed of seven members who serve four-year terms. Three are nominated and elected by the electors of the City at large and four are nominated and elected by the electors of each of the four Council wards. All candidates for City Council must be residents of Dublin for one year prior to filing a petition of candidacy. Council members must be residents of the City of Dublin throughout their term of office. Ward Council members must be residents of the ward which they represent at the time they file for office and during their entire term of office.

City Council elects a Mayor and Vice Mayor to serve two-year terms. The Mayor presides over all City Council meetings. The Vice Mayor performs these duties in the absence of the Mayor.

The Clerk of Council is appointed by the City Council and serves at its pleasure. The Clerk of Council is an officer of the City and provides notice of Council meetings to its members and the public, keeps the minutes of Council's proceedings and performs other duties as provided by the Revised Charter or by Council.

OBJECTIVES AND ACTIVITIES

- To establish goals for the community to be implemented by staff and/or City Council.
- To set policy in a clear and consistent manner in order to provide a framework for administrative implementation.
- To continue to be responsive to the needs and expectations of the citizens of Dublin.

PERSONNEL DATA POSITION TITLE	2016 CURRENT NUMBER	2017 PROPOSED
Mayor	1	1
Vice Mayor	1	1
Council Member	5	5
Clerk of Council	1	1
Deputy Clerk of Council	2	2
TOTAL	**10**	**10**

NOTES & ADJUSTMENTS:

		2015 Actual	2016 Budget	2016 Revised Budget	2017 Department Budget
101 General Fund					
50 City Council **Legislative Affairs**					
Personal Services					
701100	Salaries/Wages	265,193	316,725	315,725	325,390
701103	Overtime Wages	5,370	4,610	9,610	5,000
701201	Employee Benefits	140,127	245,515	241,515	263,855
702000	Training/Travel	15,883	30,500	30,500	30,500
703100	Meeting Expenses	1,775	2,500	3,250	2,500
703101	Ceremonial Functions Expense	35,260	20,260	31,760	24,000
703201	Long Term Strategic Plan	5,150	12,000	11,250	12,000
Personal Services Total:		**468,756**	**632,110**	**643,610**	**663,245**
Contractual Services					
713004	Other Professional Services	12,311	16,000	16,000	16,000
715002	Advertising	12,975	3,000	8,441	15,000
716000	Memberships/Subscriptions	735	1,810	1,810	1,800
Contractual Services Total:		**26,021**	**20,810**	**26,251**	**32,800**
Supplies					
721001	Office Supplies	5,151	8,000	8,000	8,000
Supplies Total:		**5,151**	**8,000**	**8,000**	**8,000**
City Council Total:		**499,929**	**660,920**	**677,861**	**704,045**
General Fund Total:		**499,929**	**660,920**	**677,861**	**704,045**

		2015 Actual	2016 Budget	2016 Revised Budget	2017 Department Budget
101 General Fund					
50 City Council					
Boards and Commissions					
Personal Services					
701100	Salaries/Wages	8,100	8,400	8,400	8,400
701201	Employee Benefits	1,066	1,300	1,300	1,325
702000	Training/Travel	10,120	23,500	23,500	26,000
703100	Meeting Expenses	0	1,000	1,000	1,000
Personal Services Total:		**19,286**	**34,200**	**34,200**	**36,725**
Contractual Services					
716000	Memberships/Subscriptions	0	750	750	750
Contractual Services Total:		**0**	**750**	**750**	**750**
City Council Total:		**19,286**	**34,950**	**34,950**	**37,475**
General Fund Total:		**19,286**	**34,950**	**34,950**	**37,475**

City Council
Boards and Commissions

BUDGET SUMMARY

10110510

- Account 701100 provides funding for the salaries/wages of Council Members and staff reflected under Personnel Data.
- Account 701201 includes funding for benefits, including health insurance contributions for City Council Members, the Clerk of Council and Deputy Clerks of Council.
- Account 702000 includes funding for travel and training for Council Members and certification-related training for the Clerk of Council and Deputy Clerks of Council.
- Account 703201 provides funding for long-term strategic planning workshops, and Council retreat(s).
- Account 703101 includes funding 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 713004 provides funding for codification services.
- Account 715002 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.

10110520

- Account 701100 provides funding for salaries/wages of seven Planning and Zoning Commission Members.
- Account 702000 provides funding, as authorized by Council, of travel and training for Planning and Zoning Commission Members and funding for orientation and training for all Board and Commission Members.
- Account 703100 provides funding for expenses related to meetings sponsored by various City advisory boards, commissions, committees and task forces.
- Account 716000 provides funding for American Planning Association (APA) memberships.

Office of the City Manager

STATEMENT OF FUNCTIONS

The City Manager is the Chief Administrative and Law Enforcement Officer of the City and is charged with the responsibility for the administration of all municipal affairs as empowered by the Revised Charter of the City of Dublin, City Ordinances or Resolutions, and State laws. Some of the City Manager's primary responsibilities include: directing and supervising the administration of all departments and functions of the City; attending all Council meetings; ensuring that all laws, Revised Charter provisions, and ordinances and resolutions of Council are faithfully executed; preparing the annual budget and capital improvements program; publishing an annual report of the financial and administrative activities of the City; and executing, on behalf of the City, all contracts and agreements.

OBJECTIVES AND ACTIVITIES

- To implement goals established by City Council.
- To provide leadership and direction for staff.
- To be responsive to needs of the community and to advise citizenry regarding the structure and activities of the City organization.
- To facilitate citizen involvement and requests for service.
- To provide leadership in sustainable municipal services.

PERSONNEL DATA POSITION TITLE	2016 CURRENT NUMBER	2017 PROPOSED
City Manager	1	1
Assistant City Manager	1	1
Senior Project Manager	1	1
Management Assistant	1	1
Executive Administrative Professional	1	1
Administrative Support 1	1	1
TOTAL	**6**	**6**
PART-TIME/SEASONAL STAFF		
Director of Strategic Initiatives/Special Projects	1	1
Intern (ICF)(1)	0	1
Intern	1	1
TOTAL	**2**	**3**

NOTES AND ADJUSTMENTS:

(1) Requesting an Intelligent Community Forum (ICF) intern part-time.

		2015 Actual	2016 Budget	2016 Revised Budget	2017 Department Budget
101 General Fund					
10 City Manager					
Personal Services					
701100	Salaries/Wages	601,970	717,905	717,905	745,930
701103	Overtime Wages	140	500	2,500	3,000
701104	Other Wages	0	22,125	20,125	32,125
701201	Employee Benefits	169,981	247,555	247,555	238,620
702000	Training/Travel	18,432	18,000	17,339	14,000
703100	Meeting Expenses	5,593	6,750	6,750	6,750
703202	Staff Goal Setting	642	2,500	8,500	13,000
Personal Services Total:		**796,758**	**1,015,335**	**1,020,674**	**1,053,425**
Contractual Services					
713004	Other Professional Services	0	182,500	182,500	0
715003	Printing and Reproductions	0	250	0	0
716000	Memberships/Subscriptions	3,030	8,205	8,005	8,210
Contractual Services Total:		**3,030**	**190,955**	**190,505**	**8,210**
Supplies					
721001	Office Supplies	2,700	2,500	3,010	3,100
Supplies Total:		**2,700**	**2,500**	**3,010**	**3,100**
Capital Outlay					
734002	Tools	0	200	200	0
Capital Outlay Total:		**0**	**200**	**200**	**0**
Other Charges and Ex					
751003	Special Projects/Programs	16,376	152,400	149,400	264,900
Other Charges and Ex Total:		**16,376**	**152,400**	**149,400**	**264,900**
City Manager Total:		**818,864**	**1,361,390**	**1,363,789**	**1,329,635**
General Fund Total:		**818,864**	**1,361,390**	**1,363,789**	**1,329,635**

Office of the City Manager

BUDGET SUMMARY:

10110110

- Account 701100 provides funding for the full-time staffing reflected under Personnel Data.
- Account 701104 provides funding for part-time (Intern) staff.
- Account 702000 provides funding for training and travel for OCM Office.
- Account 703100 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 703202 provides funding for a management staff goal setting meeting.
- Account 713004 provides funding for various fiber related services in 2016 which have been moved to the Information Technology budget for 2017.
- Account 716000 provides funding for staff's membership to organizations such as International City/County Management Association (ICMA) and Ohio City/County Management Association (OCMA).
- Account 721001 provides office supplies/printing/courier services.
- Account 751003 provides funding for projects such as the Citizens Academy, ICF Institute, the LEAN Program, Aquarian Consulting, PRV Consulting, Mid America Japan Conf, Ireland Sister City, Delegation visits

THIS PAGE LEFT BLANK INTENTIONALLY

City of
Dublin
OHIO, USA

Office of the City Manager / Miscellaneous Accounts / Contingencies

STATEMENT OF FUNCTIONS:

These are miscellaneous accounts within the General Fund which are not directly related to the operational costs of a specific function. The functional "supervision" of these accounts is provided by the Office of the City Manager.

Funds are appropriated to the contingency account to be held for any unforeseen expenses during the current fiscal year. The expenditures are required to be approved by the City Manager.

		2015 Actual	2016 Budget	2016 Revised Budget	2017 Department Budget
101 General Fund					
10 City Manager Miscellaneous					
Contractual Services					
713004	Other Professional Services	146,000	168,000	173,000	168,000
714006	Workers' Compensation	100,000	150,000	150,000	100,000
716000	Memberships/Subscriptions	48,565	64,420	64,420	68,257
719001	County Wide Disaster Serv	60,413	59,320	59,460	60,500
Contractual Services Total:		**354,978**	**441,740**	**446,880**	**396,757**
Other Charges and Ex					
751015	Leadership Dublin	10,000	10,000	10,000	10,000
754002	Grants/Community Org	152,996	272,250	295,772	272,250
756002	Contingencies	140,702	150,000	170,287	150,000
Other Charges and Ex Total:		**303,698**	**432,250**	**476,059**	**432,250**
City Manager Total:		**658,676**	**873,990**	**922,939**	**829,007**
General Fund Total:		**658,676**	**873,990**	**922,939**	**829,007**

BUDGET SUMMARY:

10110190

- Account 713004 provides funding for federal and state lobbying efforts.
- Account 714006 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 716000 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 719001 provides funding to the Franklin County Emergency Management Agency (FEMA) for the countywide disaster services program.
- Account 754002 provides funding for the Dublin Counseling Center (Syntero), 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 756002 provides funding for unanticipated expenditures that may occur throughout the year.

THIS PAGE LEFT BLANK INTENTIONALLY

City of
Dublin
OHIO, USA

STATEMENT OF FUNCTIONS

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

OBJECTIVES & ACTIVITIES

- To develop and administer recruitment/selection processes based on a competency-based strategy; partnering with all work units in the selection of high quality candidates.
- To provide leadership in developing and implementing benefit and health management strategies (i.e. Health Savings Accounts, Health Reimbursement Accounts, Healthy by Choice Plus Program); evaluate medical benefits and HBC Plus program effectiveness for future potential plan design modifications.
- To provide leadership and direction in the administration of classification & compensation systems, ensuring that managers are effectively trained in administration of systems.
- To provide leadership and direction in administration of performance management system; ensure managers are trained in administration of system; provide direction to managers in the development of meaningful performance objectives for their employees.
- To develop, implement, and administer professional development programs that focus on skill/competency development.
- To develop, implement, and administer a staff technology program that focuses on technical skills for staff to effectively use technology tools that are pertinent to their job.
- To maintain a City-wide customer service training program that reinforces the Dublin Brand.
- To administer labor relations functions, including collective bargaining, contract administration, and grievance arbitration processes; conduct negotiations for successor collective bargaining agreements.
- To lead the organization in workforce planning and succession/talent management efforts to help ensure the sustained success of the organization in the future.
- To administer property & casualty insurance, risk management, and occupational safety & health programs.
- To administer the City's self-insured Workers Compensation Program.

PERSONNEL DATA POSITION TITLE	2016 CURRENT NUMBER	2017 PROPOSED
Director, Human Resources	1	1
Human Resource Manager	1	1
Benefits Administrator (1)	.25	.25
Human Resource Specialist	3	3
Human Resource (Wellness) Coordinator (2)	.5	.5
Safety Administrator/Risk Manager	1	1
Risk Management Assistant	1	1
Administrative Support 2	1	1
Talent Development Manager	1	1
TOTAL	**9.75**	**9.75**
PERMANENT PART-TIME		
Human Resources Coordinator (2)	.5	.5
TOTAL	**.5**	**.5**

NOTES AND ADJUSTMENTS:

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

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

		2015 Actual	2016 Budget	2016 Revised Budget	2017 Department Budget
101 General Fund					
10 City Manager Human Resources					
Personal Services					
701100	Salaries/Wages	650,709	787,410	766,384	803,710
701103	Overtime Wages	202	8,000	73	500
701104	Other Wages	0	0	28,953	0
701105	Short Term Disability	1,957	0	0	0
701201	Employee Benefits	258,550	368,290	368,290	248,325
701204	Uniforms and Clothing	0	2,000	2,000	2,000
701206	Employee Training and Developm	25,353	114,750	144,750	142,050
701207	Tuition Reimbursement	22,823	50,000	65,471	50,000
702000	Training/Travel	8,341	21,300	21,300	30,300
702001	Reimbursable Business Expense	4,223	3,500	3,500	3,500
703100	Meeting Expenses	3,263	5,000	5,000	5,000
Personal Services Total:		**975,420**	**1,360,250**	**1,405,721**	**1,285,385**
Contractual Services					
713004	Other Professional Services	121,455	157,055	171,210	124,779
713005	Misc. Contract. Serv.	16,283	24,135	25,063	24,135
714001	Insurance and Bonding	489,598	500,910	507,131	499,845
714009	Insurance Claims Paid	11,290	10,000	10,000	10,000
715002	Advertising	31,147	19,250	19,250	19,250
715003	Printing and Reproductions	744	3,000	3,000	3,000
716000	Memberships/Subscriptions	7,078	6,500	6,500	10,000
Contractual Services Total:		**677,594**	**720,850**	**742,154**	**691,009**
Supplies					
721001	Office Supplies	6,723	8,145	9,022	11,125
724003	Equipment Maintenance	0	180	180	180
Supplies Total:		**6,723**	**8,325**	**9,202**	**11,305**
Other Charges and Ex					
751003	Special Projects/Programs	0	300	300	300
751005	Risk Mgt. /Safety Programs	13,643	11,500	13,090	28,655
751017	Employee Awards Program	660	5,000	5,000	5,000
Other Charges and Ex Total:		**14,303**	**16,800**	**18,390**	**33,955**
City Manager Total:		**1,674,040**	**2,106,225**	**2,175,467**	**2,021,654**
General Fund Total:		**1,674,040**	**2,106,225**	**2,175,467**	**2,021,654**

BUDGET SUMMARY:

10110120

- Account 701100 provides funding for the staffing reflected under Personnel Data.
- Account 701206 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 701207 provides funding for the organization-wide tuition reimbursement program.
- Account 702000 provides funding for training seminars and conferences for the Human Resources and Risk Management staff.
- Account 713004 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 714001 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, 2017 to October 1, 2018, and for cyber coverage.
- Account 715002 provides funding for recruitment announcements in newspapers, professional/trade journals and publications, and on various websites.
- Account 713005 includes funding for the City's Employee Assistance Program (EAP) and the maintenance fees for the City's on-line employment application program.
- Account 751017 funds employee service awards.
- Account 751005 provides funding for employee safety programs, some of which are mandated by state safety regulations.

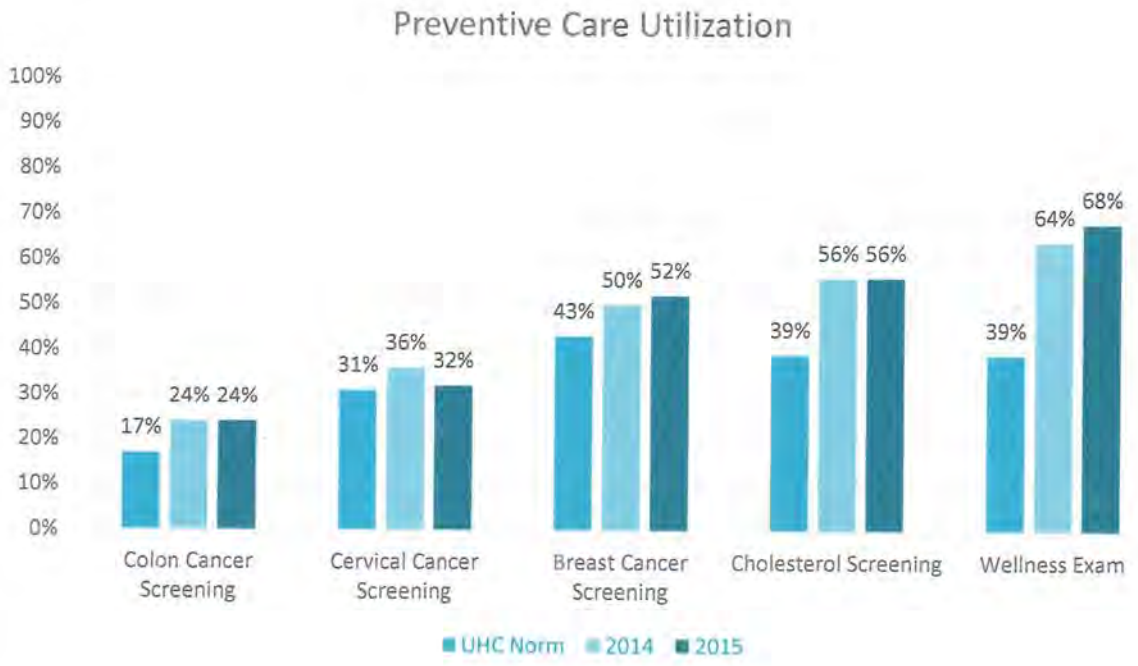
Performance Measures:

Dublin's Healthy by Choice Wellness Program is a driving factor in keeping healthcare costs low and steady over the years. In 2015 the city had a 98.3% participation rate with our wellness program. Out of 355 employees on the City's health insurance plan 349 participated in wellness activities such as health screenings, preventive care exams, over 30 Healthy by Choice classes, small group fitness programs, yoga, employee Olympics, and much more.

The increased participation and awareness of a healthy lifestyle resulted in 55% of our members at low risk. Low risk is anyone who has zero to two risk factors such as blood pressure, stress, or smoking.

The City's continued focus on wellness and preventive care led to a decrease in inpatient admissions which saved the health plan $1,284,112 in 2015. Several major clinical diagnosis such as cancer, circulatory, and respiratory also had significant decreases in cost to the health plan.

City of Dublin's preventive care utilization is above the industry norm in all categories and have increased over the prior year in most categories.



Employee and spouse engagement in the Healthy by Choice wellness program has had a significant positive impact on the City's claim's cost. The continued focus on preventive care and education will increase our trend of healthy members and at least maintain, if not improve, overall claims costs.

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 ICF Global Institute.
- Manage social media platforms through strategic messaging, images, video, 24/7 monitoring, measurement, analysis and optimization.
- Support HR with 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, short video features, public service announcements and special features.
- Support 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.
- Coordinate the Neighborhood Leaders Meeting
- 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 community recognition efforts.
- Facilitate the annual public affairs agenda.
- Supports the City's efforts 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 Manager, Directors and other key officials.
- Coordinate informational and media recognition/marketing events including State of the City Address.

PERSONNEL DATA **POSITION TITLE**	**2016** **CURRENT NUMBER**	**2017** **PROPOSED**
Director, Community Relations	1	1
Public Affairs Officer	1	1
Senior Public Information Officer	1	1
Public Information Officer	2	2
Website Administrator	1	1
Website Developer	1	1
Administrative Support 3	1	1
TOTAL	**8**	**8**
PART-TIME/SEASONAL STAFF		
Communications Interns	2	2
TOTAL	**2**	**2**

NOTES & ADJUSTMENTS:

		2015 Actual	2016 Budget	2016 Revised Budget	2017 Department Budget
101 General Fund					
10 City Manager Community Relations					
Personal Services					
701100	Salaries/Wages	533,998	620,595	620,595	644,945
701103	Overtime Wages	5,287	4,500	4,500	4,500
701104	Other Wages	34,288	30,000	30,000	30,000
701105	Short Term Disability	3,463	0	0	0
701201	Employee Benefits	229,737	292,320	292,320	284,105
701204	Uniforms and Clothing	1,456	1,200	1,200	1,400
702000	Training/Travel	12,178	10,250	10,250	15,250
703100	Meeting Expenses	3,522	5,050	5,050	4,250
Personal Services Total:		**823,929**	**963,915**	**963,915**	**984,450**
Contractual Services					
713004	Other Professional Services	402,139	390,150	430,001	342,325
713005	Misc. Contract. Serv.	1,962	2,200	2,200	0
715001	Communications	67	500	500	500
715002	Advertising	34,954	23,000	23,000	23,000
715003	Printing and Reproductions	12,092	20,000	20,000	20,000
716000	Memberships/Subscriptions	2,533	4,700	4,700	3,025
Contractual Services Total:		**453,746**	**440,550**	**480,401**	**388,850**
Supplies					
721001	Office Supplies	5,032	5,000	5,000	3,000
721002	Operating Supplies	16,263	7,000	7,000	16,500
724003	Equipment Maintenance	50	1,000	1,000	1,000
Supplies Total:		**21,345**	**13,000**	**13,000**	**20,500**
Capital Outlay					
734002	Tools	2,031	2,500	2,500	2,500
Capital Outlay Total:		**2,031**	**2,500**	**2,500**	**2,500**
Other Charges and Ex					
751003	Special Projects/Programs	157,405	202,000	232,918	238,000
751012	Promotional Programs	212,475	243,900	243,900	247,900
Other Charges and Ex Total:		**369,880**	**445,900**	**476,818**	**485,900**
City Manager Total:		**1,670,932**	**1,865,865**	**1,936,634**	**1,882,200**
General Fund Total:		**1,670,932**	**1,865,865**	**1,936,634**	**1,882,200**

Budget Summary:

10110130

- Account 701100 provides funding for staffing reflected under Personnel Data.
- Account 701103 provides funding of overtime for events, meetings and special projects.
- Account 701104 other wages provides funding for interns.
- Account 701204 provides funding for uniforms for critical incident response and ceremonial observances and for the employee communication/engagement team.
- Account 702000 provides funding for staff professional development.
- Account 703100 provides funding for the Experience Columbus annual meeting, professional association meetings, business engagement meetings, City employee engagement communication meetings.
- Account 715001 provides funding for courier services.
- Account 713004 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 724003 provides funding for equipment maintenance for 1610 AM and DTV.
- Account 715002 provides funding for citywide marketing and advertising through traditional, digital and social media.
- Account 715003 provides funding for printing the annual report, marketing materials, survey report, citywide material.
- Account 713005 provides funding for award entries, as well as sales tax and credit card fees for history books and merchandise sales.
- Account 716000 provides funding for professional association memberships, newspapers, AP style guide.
- Account 721001provides funding for office supplies.
- Account 721002 provides funding for pennants and banners.
- Account 734002 provides funding for video and DTV equipment.
- Account 751003 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; sponsorship and promotional support for Dr. Martin Luther King Jr. Day, Central Ohio Safe Ride, Legends Luncheon.
- Account 751012 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.

PERFORMANCE MEASURES:

Digital Media

// websites

dublinohiousa.gov	2012	2013	2014	2015	2016 (Jan - Aug)
sessions	762,360	821,080	844,969	969,480	705,394
pageviews	2,117,640	2,093,339	2,052,637	2,213,397	1,595,656
mobile sessions	30,985	191,582	255,302	360,680	300,323

dublinirishfestival.org	2012	2013	2014	2015	2016 (Jan - Aug)
sessions	251,622	320,946	292,935	225,575	206,040
pageviews	781,914	965,911	841,125	612,965	579,683
mobile sessions	54,052	91,051	122,402	114,403	118,934

27033interchange.org	2012	2013	2014	2015	2016 (Jan - Aug)
sessions	4,571	7,968	4,386	119,147	22,556
pageviews	10,393	16,809	6,950	213,975	41,920
mobile sessions	539	1,434	1,107	52,835	8,920

bridgestreet.dublinohiousa.gov	2012	2013	2014	2015	2016 (Jan - Aug)
sessions	NA	NA	NA	31,495	38,449
pageviews	NA	NA	NA	98,640	107,361
mobile sessions	NA	NA	NA	10,667	13,495

dubnet.dublinohiousa.gov	2012	2013	2014	2015	2016 (Jan - Aug)
sessions	NA	NA	NA	86,722	29,453
pageviews	NA	NA	NA	310,466	64,619
mobile sessions	NA	NA	NA	1,059	556

econdev.dublinohiousa.gov	2012	2013	2014	2015	2016 (Mar - Aug)
sessions	NA	NA	NA	NA	9,768
pageviews	NA	NA	NA	NA	21,984
mobile sessions	NA	NA	NA	NA	1,928

A session is the period time a user is actively engaged with your website, app, etc. All usage data (Screen Views, Events, Ecommerce, etc.) is associated with a session.

Pageviews is the total number of pages viewed.

+181%

Increase in website sessions 2012 - 2015

// eNews

eNews from Dublin subscribers

2012	2013	2014	2015	2016 (Jan - Aug)
2,267	2,739	3,185	4,522	4,960

+119%

Increase in subscribers 2012 - 2016 (Jan - Aug)

Social Media

// Followers/Likes

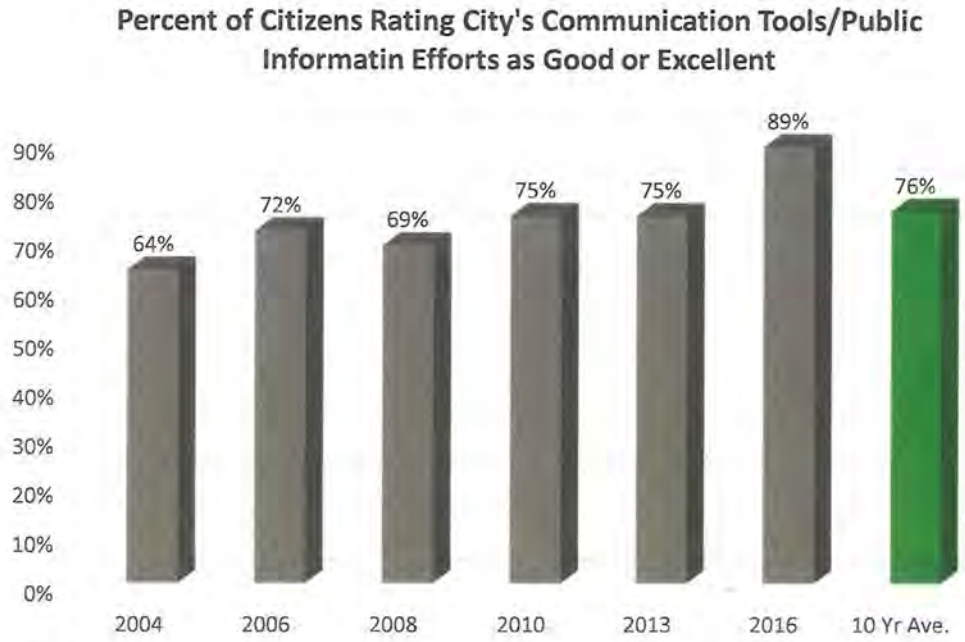
	2012	2013	2014	2015	2016 (Jan - Aug)
Facebook	3,757	6,844	7,918	9,741	10,980
Twitter	4,886	7,658	9,206	11,135	11,975
LinkedIn	NA	424	784	1,209	1,350
Instagram	233	717	1,400	2,470	3,153
Nextdoor	NA	NA	1,611	5,326	6,741

+286%

Increase in followers/likes 2012 - 2016 (Jan - Aug)

PERFORMANCE MEASURES:

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



89% of Dublin residents rated the City's communication tools as Good or Excellent in 2016 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.

THIS PAGE LEFT BLANK INTENTIONALLY

City of
Dublin
OHIO, USA

Legal Services

STATEMENT OF FUNCTIONS

The Law Director provides legal representation to City Council, the City Manager, the administrative departments, and various Boards and Commissions. The Law Director is appointed by the City Manager with the approval of City Council. Currently this position is filled on a contractual basis.

Periodically, other legal counsel is retained for specialized problems or legal work. The Director of Law prepares ordinances, resolutions, legal opinions, contracts, agreements and legal documents. The Director also advises City Officials of pending legislation affecting municipal operations. In addition, either the Law Director or one of the Director's assistants prosecutes all criminal cases which come before the Dublin Mayor's Court.

OBJECTIVES AND ACTIVITIES

- To provide legal counsel in accordance with the contract.

PERSONNEL DATA POSITION TITLE	2016 CURRENT NUMBER	2017 PROPOSED
Director of Law *	1	1
Assistant Director of Law *	2	2
TOTAL	**3**	**3**

NOTES AND ADJUSTMENTS:

* These positions are contracted and not considered employees of the City. Numerous associates within the firm of Frost Brown Todd LLC work under the direction of the Director of Law to provide legal counsel for the City.

		2015 Actual	2016 Budget	2016 Revised Budget	2017 Department Budget
101 General Fund					
10 City Manager					
Legal Services					
Contractual Services					
713002	Legal Services	957,845	1,000,000	1,085,973	1,000,000
713003	Other Legal Services	650,657	575,000	655,662	575,000
713004	Other Professional Services	471,832	175,000	199,500	175,000
Contractual Services Total:		**2,080,333**	**1,750,000**	**1,941,135**	**1,750,000**
City Manager Total:		**2,080,333**	**1,750,000**	**1,941,135**	**1,750,000**
General Fund Total:		**2,080,333**	**1,750,000**	**1,941,135**	**1,750,000**

Legal Services

BUDGET SUMMARY:

10110140

- Account 713002 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 713003 provides funding for special legal services provided by the Director of Law (i.e. labor negotiations and telecommunications, roadway projects, and litigation).
- Account 713004 includes funds for services related to economic development and other outside legal services as needed.

THIS PAGE LEFT BLANK INTENTIONALLY

City of
Dublin
OHIO, USA

Finance / Office of the Director / Fiscal Administration & Procurement

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 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**	**2016** **CURRENT NUMBER**	**2017** **PROPOSED**
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	2	2
Accounting Specialist (1)	2.5	3
Administrative Support 3	1	1
TOTAL	**10.5**	**11**
PERMANENT PART-TIME/SEASONAL STAFF		
Accountant	1	1
TOTAL	**1**	**1**

NOTES & ADJUSTMENTS:

(1) In 2016, one Accounting Specialist was allocated fifty percent (50%) to this budget and fifty percent (50%) to the Taxation Division's budget. For 2017, it is being requested that the position be allocated 100% to Finance.

		2015 Actual	2016 Budget	2016 Revised Budget	2017 Department Budget
101 General Fund					
20 Finance					
Office of the Director/Fiscal Administration/Procurement					
Personal Services					
701100	Salaries/Wages	814,807	929,605	927,102	1,002,900
701103	Overtime Wages	4,086	3,500	6,003	6,000
701201	Employee Benefits	290,111	341,075	341,075	346,065
701204	Uniforms and Clothing	0	0	0	2,000
702000	Training/Travel	7,792	12,500	12,996	12,500
Personal Services Total:		**1,116,795**	**1,286,680**	**1,287,176**	**1,369,465**
Contractual Services					
713001	Accounting/Auditing Services	1,130	1,200	1,200	1,200
713004	Other Professional Services	41,250	45,000	45,500	48,000
713005	Misc. Contract. Serv.	71,253	89,500	97,028	80,000
715001	Communications	22,969	28,000	26,965	24,000
715002	Advertising	6,296	5,000	5,000	5,000
715003	Printing and Reproductions	9,014	6,000	6,000	10,000
716000	Memberships/Subscriptions	2,539	3,400	3,400	3,000
717001	Rents and Leases	13,679	27,400	27,400	15,000
Contractual Services Total:		**168,130**	**205,500**	**212,493**	**186,200**
Supplies					
721001	Office Supplies	31,529	32,000	32,588	40,000
721002	Operating Supplies	848	800	2,842	3,000
721003	Coffee/Misc. Supplies	22,187	20,000	20,586	22,000
724003	Equipment Maintenance	235	500	500	500
728000	Office Expense	0	0	945	1,000
Supplies Total:		**54,799**	**53,300**	**57,460**	**66,500**
Finance Total:		**1,339,725**	**1,545,480**	**1,557,129**	**1,622,165**
General Fund Total:		**1,339,725**	**1,545,480**	**1,557,129**	**1,622,165**

BUDGET SUMMARY:

10110210

- Account 701100 provides funding for the staffing reflected under Personnel Data.
- Account 713001 provides funding for the Government Finance Officers Association (GFOA) budget award application and Comprehensive Annual Financial Report (CAFR) filing fees.
- Account 713004 provides funding for the use of an investment advisor for most of the City's portfolio.
- Account 713005 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, as well as funding for the fees related to fixed assets sold on GovDeals, an online auction provider.
- Account 715001 reflects postage expenses for City Hall.
- Account 715002 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 715003 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 717001 includes funding for rental of the City Hall postage machine and water coolers.
- Account 721001 provides funding for blank check stock and forms such as employee leave request forms and W-2s, and funding for letterhead stationery/envelopes, business cards, note cards, and folders for citywide usage.
- Account 721003 provides funding for coffee and related supplies to make coffee available to staff and visitors during meetings at City buildings.

Finance / Transfers / Advances

STATEMENT OF FUNCTIONS:

The General Fund is the general operating fund of the City; money can be transferred from the General Fund to any other fund with approval of City Council. A transfer is the permanent movement of money from one fund to another.

Operating transfers are made to the Street Maintenance and Repair Fund, the Recreation Fund, the Safety Fund, the Cemetery Fund and the Swimming Pool Fund to supplement revenues directly credited to those funds. Funds are transferred when their fund balance drops below the average monthly expenditures anticipated.

Transfers to the Capital Improvements Tax Fund and other capital project funds are based on projects identified in the City's Five-Year Capital Improvements Program (CIP). To the extent that cash reserves become available in the General Fund, additional capital projects are programmed in the CIP.

An advance is a temporary movement of money from one fund to another. The City has utilized advances, for the most part, to provide initial funding for capital projects associated with the tax increment financing (TIF) districts.

		2015 Actual	2016 Budget	2016 Revised Budget	2017 Department Budget
101 General Fund					
20 Finance					
Transfers/Advances					
741201	Transf Exp Street Maint and Repair	1,850,000	2,000,000	1,980,000	2,000,000
741225	Transf Exp Recreation	3,400,000	4,500,000	4,500,000	4,500,000
741226	Transf Exp Pool	350,000	400,000	420,000	400,000
741241	Transf Exp Safety	10,050,000	11,000,000	11,000,000	11,000,000
741261	Transf Exp Cemetery	130,000	130,000	130,000	140,000
742402	Adv Exp Parkland Acquisition	410,000	0	0	0
742404	Adv Exp Capital Improv Const	23,280,000	0	0	0
742412	Adv Exp TIF Woerner-Temple	238,000	0	0	230,000
742457	Adv Exp Bridge Street	3,775,000	0	0	0
742458	Adv Exp TIF Vrable	239,000	0	0	0
742459	Adv Exp TIF West Innovation	2,450,000	0	0	0
742461	Adv Exp TIF Tuller	2,600,000	0	0	0
742463	Adv Exp TIF Bridge Park	3,500,000	0	0	0
742465	Adv Exp TIF Riviera	0	0	0	325,000
742701	Adv Exp Self Ins- Employee Benefits	450,000	0	0	0
Transfers/Advances Total:		**52,722,000**	**18,030,000**	**18,030,000**	**18,595,000**
Finance Total:		**52,722,000**	**18,030,000**	**18,030,000**	**18,595,000**
General Fund Total:		**52,722,000**	**18,030,000**	**18,030,000**	**18,595,000**

Finance / Miscellaneous Accounts

STATEMENT OF FUNCTIONS:

These are miscellaneous accounts within the General Fund which are not directly related to the operational costs of a specific function. The functional "supervision" of these accounts is provided by the Department of Finance.

The cost of the City's annual audit has been reflected in the Miscellaneous Accounts due to its citywide nature.

		2015 Actual	2016 Budget	2016 Revised Budget	2017 Department Budget
101 General Fund					
20 Finance					
Miscellaneous					
Contractual Services					
711001	County Auditor Deductions	64	6,500	13,000	14,000
711003	Real Estate Taxes	394,216	125,000	191,000	185,000
713001	Accounting/Auditing Services	51,076	60,350	66,350	60,850
714002	Health Services	348,647	374,000	377,692	398,000
Contractual Services Total:		**794,003**	**565,850**	**648,042**	**657,850**
Other Charges and Ex					
755000	Refunds	115,298	12,000	12,000	12,000
Other Charges and Ex Total:		**115,298**	**12,000**	**12,000**	**12,000**
Finance Total:		**909,301**	**577,850**	**660,042**	**669,850**
General Fund Total:		**909,301**	**577,850**	**660,042**	**669,850**

BUDGET SUMMARY:

10110290

- Account 711001 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 711003 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 713001 provides funding for the City's annual audit.
- Account 755000 provides funding for refunds.

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 strives to continually reduce the number of paper forms 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 allowing employers access to their applicable 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 and to upload W2 forms electronically as mandated by HB5.
- 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.
- To implement electronic filing and electronic funds transfer for withholding accounts.
- To provide assistance in the administration of tax increment financing and economic development agreements.
- To scan all tax documents to enable records to be accessed quickly and efficiently at each work-station and to cross-train Taxation staff.

PERSONNEL DATA **POSITION TITLE**	**2016** **CURRENT NUMBER**	**2017** **PROPOSED**
Director, Taxation	1	1
Tax Manager	1	1
Accounting Specialist (1)	2.5	2.5
Accounting Assistant	1	1
TOTAL	**5.5**	**5.5**
PERMANENT PART-TIME/SEASONAL STAFF		
Accounting Assistant	2	2
TOTAL	**2**	**2**

NOTES AND ADJUSTMENTS:

(1) One Accounting Specialist position was previously allocated fifty percent (50%) to this budget and fifty percent (50%) to the Finance budget. The position is now allocated 100% to Finance.

		2015 Actual	2016 Budget	2016 Revised Budget	2017 Department Budget
101 General Fund					
20 Finance					
Taxation					
Personal Services					
701100	Salaries/Wages	425,733	482,370	476,023	487,455
701103	Overtime Wages	4,648	2,500	4,000	4,000
701104	Other Wages	0	3,000	3,000	0
701105	Short Term Disability	12,234	0	4,847	0
701201	Employee Benefits	156,227	189,715	189,715	182,930
702000	Training/Travel	2,110	4,500	4,550	4,500
Personal Services Total:		**600,951**	**682,085**	**682,135**	**678,885**
Contractual Services					
713004	Other Professional Services	16,831	19,000	19,000	19,000
713005	Misc. Contract. Serv.	36,839	49,500	50,912	49,700
715001	Communications	20,162	19,875	19,971	20,100
716000	Memberships/Subscriptions	1,049	1,770	1,770	1,345
Contractual Services Total:		**74,881**	**90,145**	**91,653**	**90,145**
Supplies					
721001	Office Supplies	2,140	3,000	3,106	3,000
721004	Dublin Forms	9,328	10,000	10,000	10,000
724003	Equipment Maintenance	0	400	400	400
Supplies Total:		**11,467**	**13,400**	**13,506**	**13,400**
Other Charges and Ex					
755000	Refunds	3,100,000	2,500,000	3,750,000	3,750,000
Other Charges and Ex Total:		**3,100,000**	**2,500,000**	**3,750,000**	**3,750,000**
Finance Total:		**3,787,299**	**3,285,630**	**4,537,294**	**4,532,430**
General Fund Total:		**3,787,299**	**3,285,630**	**4,537,294**	**4,532,430**

BUDGET SUMMARY:

10110220

- Account 701100 provides funding for the staffing reflected in the Personnel Data.
- Account 715001 provides funding for costs related to the distribution of tax forms (i.e. postage, labels).
- Account 713004 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 713005 includes funding to utilize a third party for collection of delinquent Accounts.
- Account 721004 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 755000 provides funding for income tax refunds. The budget reflects a calculation based on a five year historical average.

THIS PAGE LEFT BLANK INTENTIONALLY

City of
Dublin
OHIO, USA

Public Works / Office of the Director

STATEMENT OF FUNCTIONS

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

OBJECTIVES AND ACTIVITIES

- To provide leadership and direction to the staff within the Divisions of Street & Utilities Operations, Engineering, Facilities Management and Fleet Management including setting of departmental goals, clear customer service standards and Object 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.

PERSONNEL DATA POSITION TITLE	2016 CURRENT NUMBER	2017 PROPOSED
Director, Public Works	1	1
Infrastructure Asset Manager Engineer	1	1
Land Acquisition & Utilities Manager(1)	1	0
Operations Administrator (2)	1	0
Engineering Project Inspector (3)	1	.5
Engineering Technician I (1)	0	1
Administrative Support 3	1	1
Contract and Procurement Coordinator	1	1
TOTAL	**7**	**5.5**
PART-TIME/SEASONAL STAFF		
Intern	1	1
TOTAL	**1**	**1**

NOTES AND ADJUSTMENTS:

(1) Land Acquisition & Utilities Manager position is reclassified to an Engineering Technician I.

(2) Operations Administrator position is reallocated to fifty percent (50%) Street and Utilities Operations and fifty percent (50%) Solid Waste.

(3) Engineering Project Inspector is reallocated to fifty percent (50%) Public Works and fifty percent (50%) Engineering.

		2015 Actual	2016 Budget	2016 Revised Budget	2017 Department Budget
101 General Fund					
30 Public Works					
Office of the Director of Public Works					
Personal Services					
701100	Salaries/Wages	487,069	541,795	523,256	452,700
701103	Overtime Wages	2,208	4,000	4,000	4,000
701104	Other Wages	6,605	13,310	13,310	19,970
701105	Short Term Disability	0	0	18,539	0
701201	Employee Benefits	138,422	196,630	196,630	158,177
701204	Uniforms and Clothing	442	1,000	1,000	750
702000	Training/Travel	7,366	15,530	15,530	13,040
703100	Meeting Expenses	768	1,000	1,000	4,600
Personal Services Total:		**642,880**	**773,265**	**773,265**	**653,237**
Contractual Services					
713004	Other Professional Services	954	5,000	8,000	10,000
713005	Misc. Contract. Serv.	0	55,000	55,000	120,000
715001	Communications	0	200	200	200
716000	Memberships/Subscriptions	1,364	2,300	2,300	1,820
Contractual Services Total:		**2,318**	**62,500**	**65,500**	**132,020**
Supplies					
721001	Office Supplies	1,022	2,000	2,608	2,000
721002	Operating Supplies	1,613	2,500	2,500	1,500
Supplies Total:		**2,635**	**4,500**	**5,108**	**3,500**
Capital Outlay					
731000	Furniture/Equipment	0	2,000	2,000	2,000
Capital Outlay Total:		**0**	**2,000**	**2,000**	**2,000**
Public Works Total:		**647,833**	**842,265**	**845,873**	**790,757**
General Fund Total:		**647,833**	**842,265**	**845,873**	**790,757**

BUDGET SUMMARY:

10110310

- Account 701100 provides funding for staffing reflected in the Personnel Data.
- Account 701103 provides funding for overtime to support staff for evening/weekend meetings or special events.
- Account 701104 provides funding for hours allocated for one intern position to support the Infrastructure Asset Management program.
- Account 701204 provides funding for uniforms and clothing based on need.
- Account 702000 provides funding for travel, training, and certification courses, for staff.
- Account 703100 provides funding in meeting expenses for events such as Staff Retreats, Public Works Week, and SnowGoDay.
- Account 713004 provides funding for professional services due to VHB (training & support) moved from Engineering. Also includes contract to assist with writing an Asset Management Manual/Document – (coordinated w/ GIS).
- Account 713005 provides funding for Misc. Contract Services for Pavement Deflection Testing and Cores, Bridge Inspections, and citywide Pavement Inspection which are performed every other year.
- Account 715001 provides funding for express mail and courier services.
- Account 716000 provides funding for professional memberships.
- Account 721001 provides funding for general office supplies.
- Account 721002 provides funding for operating supplies for the Inspectors including spray paint, soil probes, tapes, lathes, etc.

10180310

- Account 731000 provides funding for office chairs, tool kits for inspectors, and message board firmware/software upgrade.

THIS PAGE LEFT BLANK INTENTIONALLY

City of
Dublin
OHIO, USA

Public Works / Solid Waste Management

STATEMENT OF FUNCTIONS

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

OBJECTIVES AND ACTIVITIES

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

PERSONNEL DATA POSITION TITLE	2016 CURRENT NUMBER	2017 PROPOSED
Director, Street & Utilities Operations (1)	.25	.25
Operations Administrator (2)	.50	1
Maintenance Crew Supervisor (3)	.50	.50
Maintenance Worker	4	4
Administrative Support 2 (4)	1	.75
TOTAL	**6.25**	**6.5**
PART-TIME/SEASONAL STAFF		
Seasonal Maintenance Worker	2	2
TOTAL	**2**	**2**

NOTES AND ADJUSTMENTS:

(1) The Director of Street & Utilities Operations position is allocated twenty-five percent (25%) to this budget, 25% to the Sewer Fund, and 50% to Street & Utilities Operations.

(2) Two Operations Administrator position are 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.

(4) Fifty percent (50%) of one Administrative Support 2 position is allocated to this budget and fifty percent (50%) to Street & Utilities Operations. Twenty-five percent (25%) of one Administrative Support 2 is allocated to this budget and seventy-five percent (75%) is allocated to the Solid Waste Fund.

		2015 Actual	2016 Budget	2016 Revised Budget	2017 Department Budget
101 General Fund					
30 Public Works **Solid Waste**					
Personal Services					
701100	Salaries/Wages	387,065	390,555	390,555	442,875
701103	Overtime Wages	50,829	35,000	35,000	40,000
701104	Other Wages	2,583	45,240	45,240	32,330
701201	Employee Benefits	183,947	225,320	225,320	247,965
701204	Uniforms and Clothing	4,055	5,480	5,480	5,480
702000	Training/Travel	417	6,800	6,800	3,200
Personal Services Total:		**628,895**	**708,395**	**708,395**	**771,850**
Contractual Services					
713004	Other Professional Services	194	5,300	5,529	0
713005	Misc. Contract. Serv.	0	0	0	5,300
715001	Communications	0	100	100	100
715003	Printing and Reproductions	0	300	300	300
716000	Memberships/Subscriptions	20	160	160	160
Contractual Services Total:		**214**	**5,860**	**6,089**	**5,860**
Supplies					
721001	Office Supplies	0	300	300	300
721002	Operating Supplies	1,459	3,060	3,060	1,940
724003	Equipment Maintenance	1,222	0	0	0
Supplies Total:		**2,681**	**3,360**	**3,360**	**2,240**
Capital Outlay					
731000	Furniture/Equipment	0	1,000	1,000	1,000
734002	Tools	1,354	4,125	4,125	4,125
Capital Outlay Total:		**1,354**	**5,125**	**5,125**	**5,125**
Other Charges and Ex					
751004	Refuse Collection/Recycling	2,292,847	2,572,445	3,010,114	2,468,445
751012	Promotional Programs	300	1,000	1,000	500
Other Charges and Ex Total:		**2,293,147**	**2,573,445**	**3,011,114**	**2,468,945**
Public Works Total:		**2,926,291**	**3,296,185**	**3,734,083**	**3,254,020**
General Fund Total:		**2,926,291**	**3,296,185**	**3,734,083**	**3,254,020**

BUDGET SUMMARY:

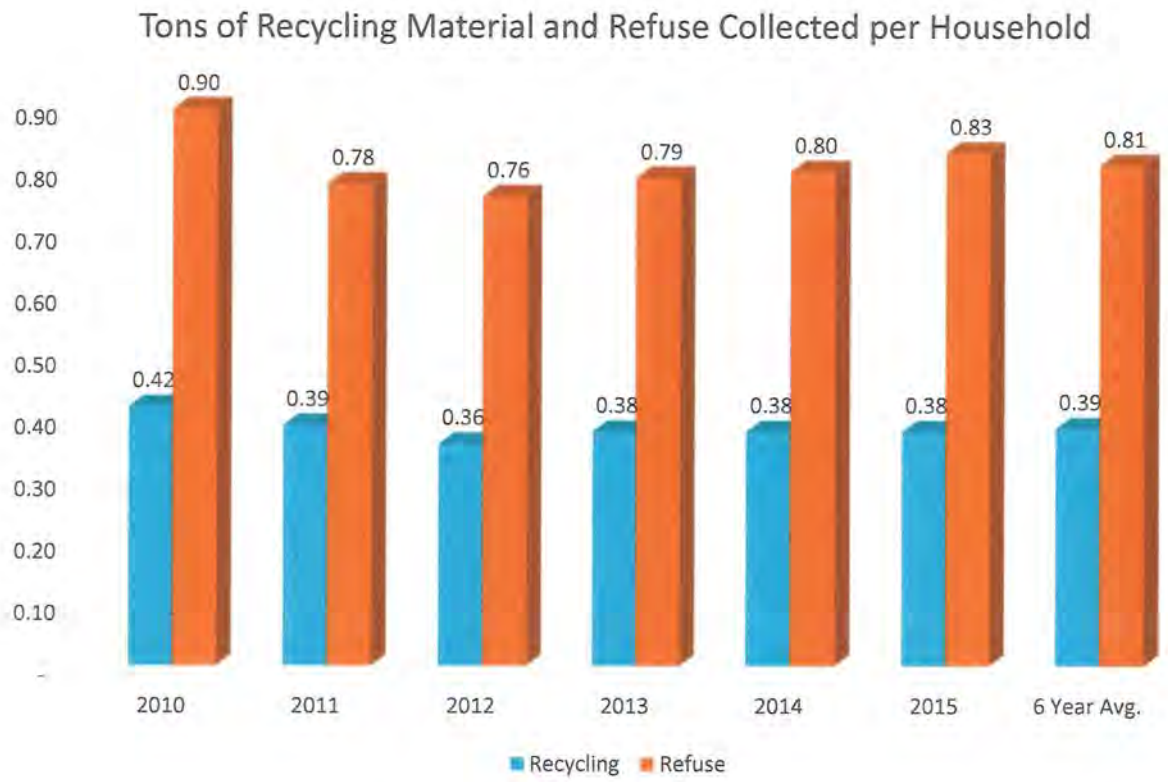
10130340

- Account 701100 provides funding for the staffing reflected in the Personnel Data and the Notes and Adjustments.
- Account 702000 provides funding travel and training.
- Account 713005 provides funding for professional services to remove City facility hazardous waste and street sweeper waste disposal.
- Account 721002 provides funding for operation supplies.
- Account 734002 provides funding for hand tools, rakes for leaf collection, pitch forks, EZ reach grippers, blowers, and other small tools.
- Account 751004 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 751012 provides funding for Household Hazardous Waste programs.

Performance Measures:

Tons of Recycling Material Collected per Household

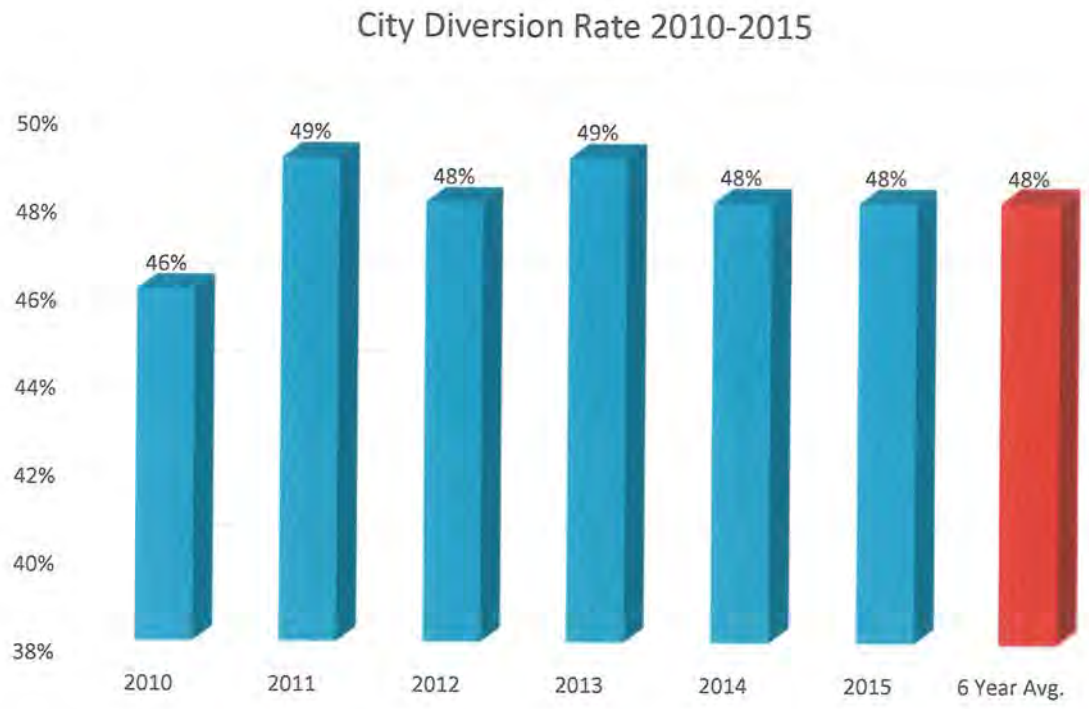
Tons of Refuse Collected per Household



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 household remains fairly constant over the six-year span at around 0.39 tons/household. The refuse rate has slowly increased starting in 2011 from .78 to .83 in 2015. Overall, even though the City of Dublin is experiencing slight increases in refuse per year we also have experienced slight increases in recycling since 2012.

Performance Measures:

City Diversion Rate (% per Year)

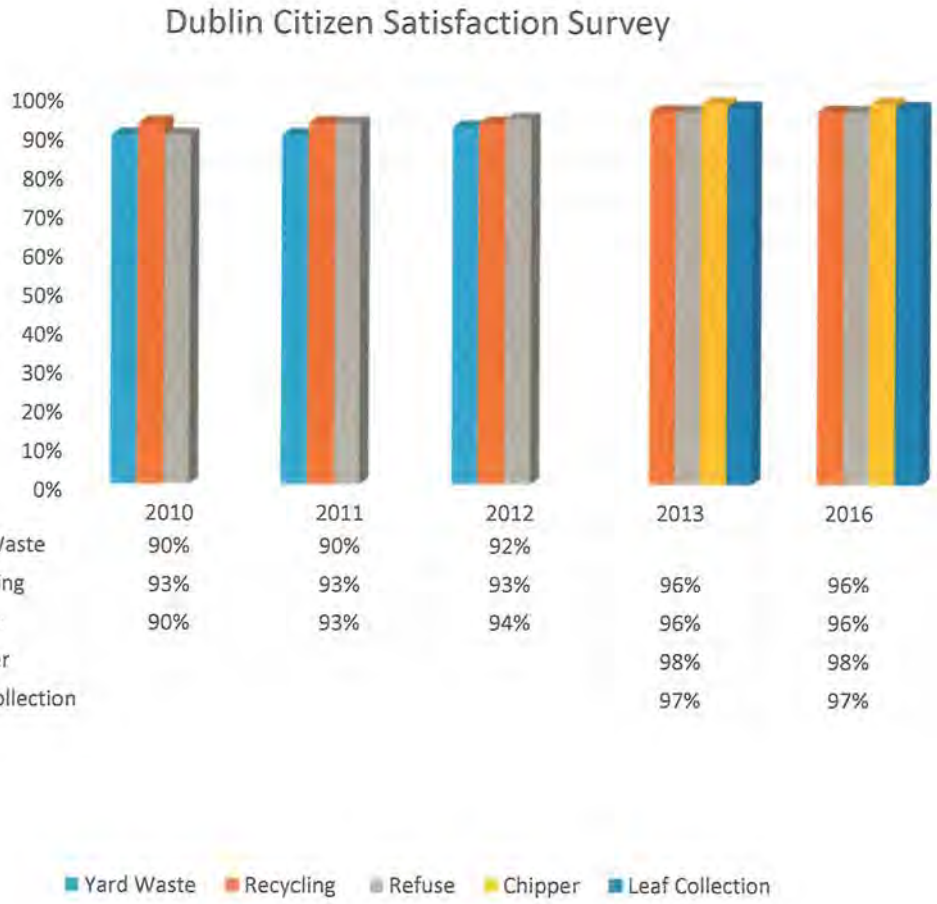


Goal: To increase and maintain the City of Dublin's diversion rate above 50% annually.

The City of Dublin measures diversion rate as the amount of waste directed away from the landfill through collection of recycling, e-waste 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.

Performance Measures:

Percent of Citizens Rating: Yard Waste, Recycling, Refuse, Chipper, and Leaf Collection as Very Satisfied or Somewhat Satisfied According to the Community Attitude Survey.



	2010	2011	2012	2013	2016
Yard Waste	90%	90%	92%		
Recycling	93%	93%	93%	96%	96%
Refuse	90%	93%	94%	96%	96%
Chipper				98%	98%
Leaf Collection				97%	97%

Residents value the aesthetic qualities of Dublin and appreciate services such as yard waste, recycling, refuse, leaf, and chipper 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. The majority of responses since 2010 have exceeded 90%. In other words, 9 out of 10 residents find that the City's services are very satisfying or somewhat satisfying.

Public Works / Engineering

STATEMENT OF FUNCTIONS

Engineering provides services such as design review, street and bridge design and construction, operation and maintenance of traffic signals, street lights, the outdoor warning system, school zone flashers, traffic sign and pavement marking standards and design, surveying, construction inspection, design, operation and maintenance of water distribution, storm and sanitary sewers, flood plain, retention and detention basins, management of capital improvement projects and consultation on proposed projects to various City departments. The City Engineer is responsible for ensuring engineering standards and guidelines are followed for all work in the public rights-of-way and easements. This function reviews the engineering aspects of all development projects and provides engineering support to Street and Utilities Operations. The City Engineer provides advice and information to City Council, the Planning and Zoning Commission, and task forces when convened for special initiatives/projects.

OBJECTIVES AND ACTIVITIES

- To establish design standards for City transportation and utility infrastructure including sanitary and storm sewers, water lines, manholes, streets, curb and gutters, sidewalks, shared-use paths, traffic signals, signage, pavement markings, flood plain, and ponds.
- To manage City infrastructure by establishing maintenance programs for sanitary and storm sewers, water lines, manholes, traffic signals, flood plain and ponds.
- To manage the design and construction of transportation and utility capital improvement projects.
- To ensure comprehensive, timely review of engineering plans and reports for capital improvement projects, subdivisions and development related projects.
- To coordinate with other governmental agencies in regards to pursuing federal and state grants, storm and sanitary sewer, water distribution and other applicable issues.
- To manage the comprehensive stormwater maintenance and improvement programs.

PERSONNEL DATA **POSITION TITLE**	**2016** **CURRENT NUMBER**	**2017** **PROPOSED**
Director, Engineering	1	1
Engineering Manager	2	2
Senior Civil Engineer (1)	2.30	2.30
Civil Engineer II	6	6
Engineering Assistant (2)	1	0
Engineering Technician I (2)	0	1.5
Engineering Technician II (3)	0	2
Electrical Worker	4	4
Engineering Project Coordinator (3)	2	0
Engineering Project Inspector (4)	4	5
Administrative Support 3 (5)	1	0
Administrative Support 2	2	2
TOTAL	**25.30**	**25.80**
PART-TIME/SEASONAL STAFF		
Interns	2	2
TOTAL	**2**	**2**

NOTES AND ADJUSTMENTS:

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

(2) One Engineering Assistant is reallocated to an Engineering Technician I. One Engineering Assistant is allocated fifty percent (50%) to this budget and fifty percent to the Sewer Fund.

(3) Two Engineering Project Coordinators are reclassified to Engineering Technician II.

(4) Administrative Support 3 is reallocated to Engineering Project Inspector (this position was originally in Streets & Utilities Operations) split fifty percent (50%) to this budget and fifty percent (50%) to the Water Fund. One Engineering Project Inspector is split fifty percent (50%) to Public Works and fifty percent (50%) to this budget.

(5) Administrative Support 3 is reallocated to Engineering Technician I which is split funded between fifty percent (50%) to the Water Fund and fifty percent (50%) to this budget.

		2015 Actual	2016 Budget	2016 Revised Budget	2017 Department Budget
101 General Fund					
30 Public Works Engineering					
Personal Services					
701100	Salaries/Wages	1,757,163	1,849,690	1,839,122	1,972,085
701103	Overtime Wages	70,845	68,000	68,000	68,000
701104	Other Wages	5,821	17,000	17,000	17,000
701105	Short Term Disability	3,117	0	10,568	0
701201	Employee Benefits	756,280	875,195	875,195	922,225
701204	Uniforms and Clothing	5,171	6,490	7,655	6,490
702000	Training/Travel	14,006	30,850	30,850	24,750
703100	Meeting Expenses	2,014	2,000	2,000	2,000
Personal Services Total:		**2,614,417**	**2,849,225**	**2,850,390**	**3,012,550**
Contractual Services					
712002	Eng. Inspection Services	48,551	65,000	71,680	200,000
712003	Plan Review	0	5,000	5,000	5,000
713004	Other Professional Services	215,595	498,000	651,360	499,500
715001	Communications	469	2,000	2,403	2,000
715003	Printing and Reproductions	868	3,000	3,350	3,000
716000	Memberships/Subscriptions	4,461	6,110	6,110	5,990
Contractual Services Total:		**269,944**	**579,110**	**739,903**	**715,490**
Supplies					
721001	Office Supplies	6,410	7,000	7,000	7,000
721002	Operating Supplies	9,277	15,000	15,000	19,400
Supplies Total:		**15,687**	**22,000**	**22,000**	**26,400**
Capital Outlay					
731000	Furniture/Equipment	3,219	16,400	17,200	5,000
Capital Outlay Total:		**3,219**	**16,400**	**17,200**	**5,000**
Public Works Total:		**2,903,268**	**3,466,735**	**3,629,493**	**3,759,440**
General Fund Total:		**2,903,268**	**3,466,735**	**3,629,493**	**3,759,440**

BUDGET SUMMARY:

10120320

- Account 701100 provides funding for staffing reflected in the Personnel Data.
- Account 701104 provides funding for part-time (Intern) staff.
- Account 701204 provides funding for safety vests, fire retardant pants and shirts, boots, rain gear and safety glasses for field staff.
- Account 702000 provides funding for staff development training, webinars, and local conferences.
- Account 703100 includes funding for group meetings sponsored by the City. Funding is included for food, beverages, and associated supplies.
- Account 712002 provides funding for inspection of construction materials by the City of Columbus, contract geo-technical testing services and contract inspection services.
- Account 712003 provides funding for consultant and specialized plan review.
- Account 713004 provides funding for consulting services, including surveying, bridge load ratings and inspections mandated by the Ohio Department of Transportation and the Federal Highway Administration, the National Pollution Discharge Elimination System (NPDES) permit fee and required public education and outreach, and professional services associated with floodplain permit review, and stormwater inspection services.
- Account 715001 provides funding for Fedex and Courier services.
- Account 715003 provides funding for printing contract documents and plans related to the City's capital improvement projects, and toner for various printers.
- Account 716000 provides funding for memberships including APWA, and engineering license renewals.
- Account 721001 provides funding for Office supplies.
- Account 721002 provides funding for operating 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.

10180320

- Account 731000 provides funding miscellaneous furniture needs.

		2015 Actual	2016 Budget	2016 Revised Budget	2017 Department Budget
101 General Fund					
30 Public Works					
Engineering Miscellaneous					
Contractual Services					
717005	Utilities- Other Fuel Types	232,276	225,000	229,771	235,000
Contractual Services Total:		**232,276**	**225,000**	**229,771**	**235,000**
Supplies					
724001	General Maintenance	79,096	125,000	130,755	125,000
Supplies Total:		**79,096**	**125,000**	**130,755**	**125,000**
Public Works Total:		**311,372**	**350,000**	**360,526**	**360,000**
General Fund Total:		**311,372**	**350,000**	**360,526**	**360,000**

Public Works / Engineer Miscellaneous

BUDGET SUMMARY:

10150390

- Account 717005 provides funding for electrical service to the City's streetlights and outdoor early warning siren system.
- Account 724001 provides funding to purchase parts and supplies for the City's streetlights and outdoor early warning siren system.

THIS PAGE LEFT BLANK INTENTIONALLY

City of
Dublin
OHIO, USA

Public Works / Fleet Management

STATEMENT OF FUNCTIONS

The Fleet Management Division provides City staff with safe, well-maintained vehicles and equipment, enabling them to perform their work with high performing 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. The Division continues to pursue alternative fuel and other options in an effort to reduce emissions of the City fleet and equipment.

OBJECTIVES AND ACTIVITIES

- Provide the highest vehicle maintenance standards.
- Properly maintain fleet to ensure all City equipment is safe for use.
- Add/replace vehicles and equipment as needed to ensure the correct equipment is available to complete tasks safely and economically while delivering services to residents at expected levels.
- Implement consistent preventive maintenance procedures to ensure maximum usage of equipment.
- Provide support for the online auction to dispose of older vehicles and equipment from the fleet.
- Analyze alternative fuel and hybrid fleet options and incorporate those options when appropriate.
- Oversee the City's fueling station.
- Monitor and analyze vehicle and equipment usage to ensure proper size of fleet.

PERSONNEL DATA POSITION TITLE	2016 CURRENT NUMBER	2017 PROPOSED
Fleet Manager	1	1
Fleet Administrator	1	1
Automotive Mechanic I (1)	6	0
Fleet Technician I (1)	0	6
Administrative Support 2	1	1
TOTAL	**9**	**9**

NOTES AND ADJUSTMENTS:

(1) The Automotive Mechanic I classification title is changed to Fleet Technician I.

		2015 Actual	2016 Budget	2016 Revised Budget	2017 Department Budget
101 General Fund					
30 Public Works					
Fleet Management					
Personal Services					
701100	Salaries/Wages	580,711	599,965	599,965	620,025
701103	Overtime Wages	40,270	35,000	35,000	35,000
701201	Employee Benefits	225,639	255,295	255,295	269,845
701204	Uniforms and Clothing	6,143	8,575	8,633	9,375
702000	Training/Travel	14,755	16,500	16,500	17,500
Personal Services Total:		**867,518**	**915,335**	**915,393**	**951,745**
Contractual Services					
713004	Other Professional Services	3,531	12,750	12,750	12,800
713005	Misc. Contract. Serv.	78,493	79,500	79,651	81,500
716000	Memberships/Subscriptions	1,451	1,775	2,402	2,400
717001	Rents and Leases	20,325	66,500	66,500	66,500
Contractual Services Total:		**103,800**	**160,525**	**161,303**	**163,200**
Supplies					
721001	Office Supplies	888	1,500	1,473	1,500
721002	Operating Supplies	3,249	39,500	38,900	39,500
724003	Equipment Maintenance	12,870	9,500	30,500	17,000
726001	Vehicle Maintenance	430,467	345,000	399,484	400,000
726002	Fuel	1,283,391	2,090,900	2,294,012	1,603,500
Supplies Total:		**1,730,865**	**2,486,400**	**2,764,369**	**2,061,500**
Capital Outlay					
731000	Furniture/Equipment	0	500	500	1,000
734002	Tools	9,521	9,800	9,800	21,100
Capital Outlay Total:		**9,521**	**10,300**	**10,300**	**22,100**
Other Charges and Ex					
755001	Other Refunds	0	0	516	0
Other Charges and Ex Total:		**0**	**0**	**516**	**0**
Public Works Total:		**2,711,703**	**3,572,560**	**3,851,881**	**3,198,545**
General Fund Total:		**2,711,703**	**3,572,560**	**3,851,881**	**3,198,545**

BUDGET SUMMARY:

10110370

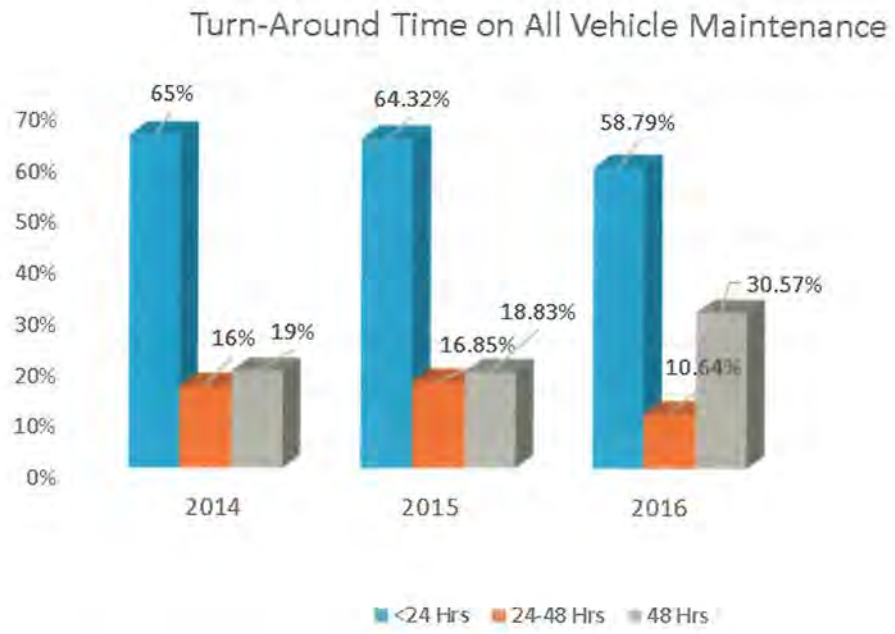
- Account 701100 provides funding for the staffing reflected in the Personnel Data.
- Account 701103 provides funding for overtime.
- Account 701204 provides funding for rental uniforms, boots and gloves, and safety glasses.
- Account 702000 provides funding for ASE certifications, welding certifications, and other specialized training). New for 2017 is the APWA Conference and GFX Conference.
- Account 713004 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 713005 provides funding for misc. contractual services, and 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 716000 provides funding for memberships/subscriptions, dues in the National Association of Fleet Administrators (NAFA) and American Public Works Association (APWA).
- Account 717001 provides funding for rental of welding tanks, vehicle and equipment rental.
- Account 721002 provides funding for operation supplies, soaps, hand cleaners, hand tools, and special tools due to model year changes.
- Account 724003 provides funding for maintenance and various equipment inspections. This would include maintenance on lift inspections, fuel system maintenance and repairs, bucket truck inspections, and bulk oil delivery system.
- Account 726001 provides funding for the repair and maintenance of all City-owned vehicles and equipment (tires, parts, curb shoes, blades, plows, cutting edges).
- Account 726002 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.

10180350

- Account 731000 provides funding for miscellaneous office furniture.
- Account 734002 provides funding for hand tools and special tools due to model year changes.

PERFORMANCE MEASURES:

1. 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.

Public Works / Facilities

STATEMENT OF FUNCTIONS:

The Facilities work unit is charged with protecting the City's investment in public buildings 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 City facilities and equipment.
- To provide custodial services in City facilities, utilizing green cleaning practices to the extent possible.
- To perform repairs to equipment and facility components.
- To provide oversight for facility construction and renovation projects.
- To perform citywide space needs evaluation, planning and design.
- To reduce energy consumption in City facilities by introducing best practices in conservation and installing efficient mechanical and electrical systems.

PERSONNEL DATA POSITION TITLE	2016 CURRENT NUMBER	2017 PROPOSED
Facilities Manager	1	1
Operations Administrator	1	1
Maintenance Crew Supervisor	2	2
Facilities System Specialist	1	1
Maintenance Worker	3	3
Custodians (1)	6	9
Administrative Support 2	1	1
TOTAL	**15**	**18**
PART-TIME/SEASONAL STAFF		
Seasonal Maintenance Worker (2)	4	5
TOTAL	**4**	**5**

NOTES AND ADJUSTMENTS:

(1) Three custodians transferred from Community Recreation Center to the General Fund.
(2) One Seasonal Maintenance Worker has been added to assist with maintenance of aesthetics (e.g. painting, powerwashing, etc.)

		2015 Actual	2016 Budget	2016 Revised Budget	2017 Department Budget
101 General Fund					
30 Public Works Facilities					
Personal Services					
701100	Salaries/Wages	851,411	877,895	877,895	1,016,275
701103	Overtime Wages	24,240	25,000	25,000	25,000
701104	Other Wages	70,858	61,900	61,900	71,550
701201	Employee Benefits	379,110	418,590	418,590	526,635
701204	Uniforms and Clothing	12,336	12,000	12,437	13,200
702000	Training/Travel	4,688	10,100	10,988	8,500
703100	Meeting Expenses	113	250	250	250
Personal Services Total:		**1,342,755**	**1,405,735**	**1,407,060**	**1,661,410**
Contractual Services					
713005	Misc. Contract. Serv.	272,158	279,500	317,299	279,500
715001	Communications	3,752	3,600	4,724	5,100
716000	Memberships/Subscriptions	220	820	820	500
717001	Rents and Leases	3,395	4,000	4,544	3,500
717005	Utilities- Other Fuel Types	423,646	450,000	504,094	500,000
Contractual Services Total:		**703,171**	**737,920**	**831,481**	**788,600**
Supplies					
721001	Office Supplies	1,401	2,500	2,749	2,000
721002	Operating Supplies	107,313	146,900	156,342	140,000
724003	Equipment Maintenance	188,767	230,500	263,634	225,000
Supplies Total:		**297,480**	**379,900**	**422,725**	**367,000**
Capital Outlay					
731000	Furniture/Equipment	190,980	85,000	85,000	50,000
734002	Tools	0	4,000	4,000	2,500
Capital Outlay Total:		**190,980**	**89,000**	**89,000**	**52,500**
Public Works Total:		**2,534,386**	**2,612,555**	**2,750,266**	**2,869,510**
General Fund Total:		**2,534,386**	**2,612,555**	**2,750,266**	**2,869,510**

BUDGET SUMMARY:

10110350

- Account 701100 provides funding for full-time staffing reflected in the Personnel Data.
- Account 701103 includes funding for overtime wages to provide staff coverage for maintenance projects, emergency call-ins and special events.
- Account 701104 provides funding for Seasonal Maintenance Workers who maintain restrooms in the parks during the spring and summer. One position added in 2017 to perform maintenance of aesthetics (e.g. painting and power washing).
- Account 701204 provides funding for Uniforms and Clothing for maintenance and custodial staff.
- Account 702000 provides funding for staff training and professional development.
- Account 703100 provides funding in Meeting Expenses.
- Account 713005 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 715001 provides funding for postage for the Service Center mail meter and funds for express mail and courier services.
- Account 716000 provides funding for professional memberships.
- Account 717001 provides funding for rents and lease.
- Account 717005 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 721001 provides funding for miscellaneous office supplies.
- Account 721002 includes funding for custodial and maintenance operating and cleaning supplies.
- Account 724003 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 for enhanced building aesthetics.

10180350

- Account 731000 includes funding for items such as replacement furniture and flooring repairs in various City buildings.
- Account 734002 includes funding for maintenance tools and small custodial equipment.

THIS PAGE LEFT BLANK INTENTIONALLY

City of
Dublin
OHIO, USA

Development / Office of the Director

STATEMENT OF FUNCTION

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

OBJECTIVES AND ACTIVITIES

- Effectively communicate with Dublin businesses and the education/training community to understand access to, availability of and needs regarding a qualified workforce.
- Continually strengthen and improve relations with the commercial development and corporate real estate community.
- Assess and adjust organizational functions and processes in order to be development/re-development friendly while promoting and upholding high-quality growth standards.
- Positively and cooperatively interact with other government agencies and entities.

PERSONNEL DATA POSITION TITLE	2016 CURRENT NUMBER	2017 PROPOSED
Director of Development	1	1
Administrative Support 3	1	1
TOTAL	**2**	**2**
PART-TIME/SEASONAL STAFF		
Intern	1	1
TOTAL	**1**	**1**

NOTES AND ADJUSTMENTS:

The Administrative Support 3 supports the Director of Development, the Director of Economic Development and the Director of Strategic Initiatives.

		2015 Actual	2016 Budget	2016 Revised Budget	2017 Department Budget
101 General Fund					
70 Development **Office of the Director of Development**					
Personal Services					
701100	Salaries/Wages	0	212,985	212,985	226,035
701103	Overtime Wages	0	2,500	2,500	2,500
701104	Other Wages	0	8,640	8,640	8,640
701201	Employee Benefits	0	70,500	70,500	71,420
702000	Training/Travel	0	2,350	2,350	3,500
702001	Reimbursable Business Expense	0	500	150	500
703100	Meeting Expenses	0	1,000	1,270	3,000
Personal Services Total:		**0**	**298,475**	**298,395**	**315,595**
Contractual Services					
715001	Communications	0	100	100	0
715003	Printing and Reproductions	0	500	280	500
716000	Memberships/Subscriptions	0	460	450	1,000
Contractual Services Total:		**0**	**1,060**	**830**	**1,500**
Development Total:		**0**	**299,535**	**299,225**	**317,095**
General Fund Total:		**0**	**299,535**	**299,225**	**317,095**

BUDGET SUMMARY:

10110710

- Account 701100 provides funding for staffing reflected in the Personnel Data.
- Account 702000 includes travel/training and certification courses for staff.
- Account 702001 includes funds for business meeting expenses for luncheons with developers, business leaders, prospective industries, etc.
- Account 703100 provides funding for group meetings sponsored by the Department.
- Account 715003 funds printed projects, presentation materials, and event invitations.
- Account 716000 provides funding for professional memberships.

THIS PAGE LEFT BLANK INTENTIONALLY

City of
Dublin
OHIO, USA

Development / Economic Development

STATEMENT OF FUNCTION

Director of Economic Development oversees three Administrators and a team of Dublin Entrepreneurial Center consultants. The 2017 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, expansion, attraction and creation; workforce development; and marketing and advocacy. Key project areas include West Innovation master plan, Legacy Office Competitiveness and Bridge Street. 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.

PERSONNEL DATA POSITION TITLE	2016 CURRENT NUMBER	2017 PROPOSED
Director of Economic Development	1	1
Economic Development Administrator (1)	3	3
TOTAL	**4**	**4**
PART-TIME/SEASONAL STAFF		
Intern	1	1
TOTAL	**1**	**1**

NOTES AND ADJUSTMENTS:

		2015 Actual	2016 Budget	2016 Revised Budget	2017 Department Budget
101 General Fund					
70 Development					
Economic Development					
Personal Services					
701100	Salaries/Wages	400,002	336,020	336,020	341,190
701103	Overtime Wages	831	0	0	0
701104	Other Wages	0	8,640	8,640	9,985
701201	Employee Benefits	115,283	114,940	114,940	126,700
702000	Training/Travel	20,595	48,000	48,000	32,000
702001	Reimbursable Business Expense	1,230	2,000	2,000	2,000
703100	Meeting Expenses	27,025	30,000	40,691	15,300
Personal Services Total:		**564,966**	**539,600**	**550,291**	**527,175**
Contractual Services					
713004	Other Professional Services	394,313	356,600	403,119	362,000
715001	Communications	0	250	250	0
715002	Advertising	79,398	103,350	113,350	100,000
715003	Printing and Reproductions	15,085	10,100	13,100	9,600
716000	Memberships/Subscriptions	32,723	37,315	37,315	33,870
717001	Rents and Leases	285,996	286,000	286,000	270,000
Contractual Services Total:		**807,515**	**793,615**	**853,134**	**775,470**
Supplies					
721001	Office Supplies	924	2,000	2,156	2,000
Supplies Total:		**924**	**2,000**	**2,156**	**2,000**
Other Charges and Ex					
751009	Economic Development	565,181	360,000	635,037	385,000
751010	Economic Dev Incentives	3,154,408	3,500,000	3,512,000	3,092,450
Other Charges and Ex Total:		**3,719,589**	**3,860,000**	**4,147,037**	**3,477,450**
Development Total:		**5,092,993**	**5,195,215**	**5,552,618**	**4,782,095**
General Fund Total:		**5,092,993**	**5,195,215**	**5,552,618**	**4,782,095**

Development / Economic Development

BUDGET SUMMARY:

10110740

- Account 701100 provides funding for staffing reflected in the Personnel Data.
- Account 702000 includes travel/training and certification courses for staff and two international mission trips with Columbus 2020.
- Account 702001 includes funds for business meeting expenses for luncheons with developers, business leaders, prospective industries, etc.
- Account 703100 provides funding for group meetings sponsored by the City.
- Account 717001 provides funding for the City's contribution to office, conference and training spaces at the Dublin Entrepreneurial Center.
- Account 713004 includes funding for consultation related to economic development.
- Account 715002 includes funds for marketing and advertising focused on targeted industry attraction efforts including print and web advertising.
- Account 715003 funds printed projects, site selection materials, business retention packets and event invitations for economic development.
- Account 716000 provides funding for such memberships as with the Dublin Chamber of Commerce, Mid-Ohio Development Exchange, Columbus 2020, Xceligent, international business groups, etc.
- Account 751009 includes funds to support economic development programs including business appreciation, business attraction, retention and expansion; along with regional and joint partnerships, including Rev1 Ventures.
- Account 751010 reflects funding for economic development incentives in accordance with executed Economic Development Agreements.

PERFORMANCE MEASURES:

1) **Total Number of Jobs Retained through Economic Development Agreements**
This measure shows that through the execution of Retention/Expansion Economic Development Agreements (EDAs), the City is successful at retaining employers at risk of moving from Dublin. This does not include companies renew leases without requesting incentives from the City to do so.

2) **Total Number of Jobs Created through Economic Development Agreements**
This measure shows that through the execution of Attraction EDAs, the City is successful at recruiting new employers to Dublin. This is not a city-wide statistic. It will ebb and flow every year, and cannot be compared to other years. Jobs Created and Job Retained figures are tied ONLY to the specific handful of EDAs executed each year: those that receive incentives to stay/grow/move to Dublin.

Year	EDAs	Jobs Retained	New Jobs
2015	11	1853	687
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
Total	**107**	**9,509**	**7,925**

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

2015	3.04%
2014	3.63%
2013	4.92%
2012	4.78%
2011	5.57%

A high rate of unemployment indicates limited employment opportunities in a labor market that is in a situation of oversupply. A low rate of unemployment indicates a tight labor market, potential scarcity of skilled labor, and future cost pressures from wage demands from workers. Ideally, 5.5% is an acceptable percentage. Anything above 8% or below 5% is challenging.

4) City of Dublin Commercial Office Vacancy Rate

2015	12.93%
2014	13.83%
2013	14.50%
2012	14.40%
2011	14.85%

Vacancy Stabilization is considered 12.5%. Dipping below 10% indicates the need for more office product/new development, and rental rates typically begin to rise and get increasingly competitive. Getting above 13% indicates it's a renter's market, and rates are typically competitive. Anything consistently about 17% requires deeper analysis to understand if there is a great overall issue driving the high rate (a spike in new buildings added to inventory, aging buildings going empty, crime, unrealistic pricing, surrounding infrastructure problems, recent change in building values or taxes, recent and proximate new inventory competition, etc).

5) Annual Number of Retention Visits Conducted

2015	298
2014	308
2013	366
2012	355
2011	327

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

THIS PAGE LEFT BLANK INTENTIONALLY

City of
Dublin
OHIO, USA

Development / Building Standards

STATEMENT OF FUNCTIONS:

Building Standards is under the administrative direction of the Director of Building Standards (Chief Building Official) who reports to the Director of Development. The primary responsibility of Building Standards is to ensure that all new construction, both commercial and residential, complies with all applicable state, local, and national building codes.

OBJECTIVES AND ACTIVITIES:

- To ensure that all new construction complies with all applicable state, local, and national building codes.
- To perform plan reviews on applications, perform inspections, issue permits and issue certificates of occupancy.
- To provide direction and to communicate with the building design professionals, contractors, builders, homeowners, and the general public.
- To provide timely information regarding levels and types of construction activity within the City to City departments, applicants, and the public.
- To provide architectural support to City projects.

PERSONNEL DATA POSITION TITLE	2016 CURRENT NUMBER	2017 PROPOSED
Director, Building Standards	1	1
Review Services Analyst	1	1
Commercial Plans Examiner	1	1
Senior Building Inspector	1	1
Building Inspector	4	4
Electrical Inspector	1	1
Residential Plans Examiner	1	1
Development Review Specialist	1	1
Administrative Support 3	1	1
Administrative Support 2	3	3
TOTAL	**15**	**15**
PART-TIME/SEASONAL STAFF		
Building Inspector (1)	1	1
TOTAL	**1**	**1**

NOTES AND ADJUSTMENTS:

(1) The part-time Building Inspector position assists with building inspections due to increased construction in the Bridge Street District.

		2015 Actual	2016 Budget	2016 Revised Budget	2017 Department Budget
101 General Fund					
70 Development Building Standards					
Personal Services					
701100	Salaries/Wages	930,011	1,017,425	1,002,464	1,048,565
701103	Overtime Wages	12,978	8,000	9,257	10,000
701104	Other Wages	6,484	1,000	14,251	36,000
701105	Short Term Disability	9,879	0	453	0
701201	Employee Benefits	354,698	444,300	444,300	441,580
701204	Uniforms and Clothing	800	5,000	5,000	5,000
702000	Training/Travel	5,151	10,000	8,549	10,000
703100	Meeting Expenses	851	1,000	1,000	1,000
Personal Services Total:		**1,320,851**	**1,486,725**	**1,485,274**	**1,552,145**
Contractual Services					
712003	Plan Review	80,442	120,000	290,707	120,000
712004	Building Inspection Services	65,967	85,000	174,000	200,000
713004	Other Professional Services	0	5,000	0	0
713005	Misc. Contract. Serv.	15,794	16,600	16,600	10,000
715003	Printing and Reproductions	2,355	2,500	2,710	2,500
716000	Memberships/Subscriptions	3,540	4,000	4,000	4,000
Contractual Services Total:		**168,098**	**233,100**	**488,017**	**336,500**
Supplies					
721001	Office Supplies	3,904	4,500	4,555	5,000
721002	Operating Supplies	2,274	5,000	4,399	5,000
Supplies Total:		**6,179**	**9,500**	**8,954**	**10,000**
Capital Outlay					
731000	Furniture/Equipment	0	500	500	0
Capital Outlay Total:		**0**	**500**	**500**	**0**
Other Charges and Ex					
755000	Refunds	5,797	5,000	18,472	10,000
Other Charges and Ex Total:		**5,797**	**5,000**	**18,472**	**10,000**
Development Total:		**1,500,924**	**1,734,825**	**2,001,217**	**1,908,645**
General Fund Total:		**1,500,924**	**1,734,825**	**2,001,217**	**1,908,645**

BUDGET SUMMARY:

10120730

- Account 701100 provides funding for staffing reflected in the Personnel Data.
- Account 701104 provides funding for part-time inspector position.
- Account 701204 includes shirts, boots and cold weather wear for Inspectors.
- Account 702000 provides funding for training, attendance at regional conferences and required State certifications.
- Account 712003 funds contract services needed to complement the plan review which is completed in-house.
- Account 712004 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 713004 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 713005 provides funding for credit card machine transaction fees.
- Account 721002 provides funding for supplies such as technical equipment, code reference materials for Inspectors and Plan Review staff.
- Account 755000 provides funding for unanticipated refunds.

Performance Measures:

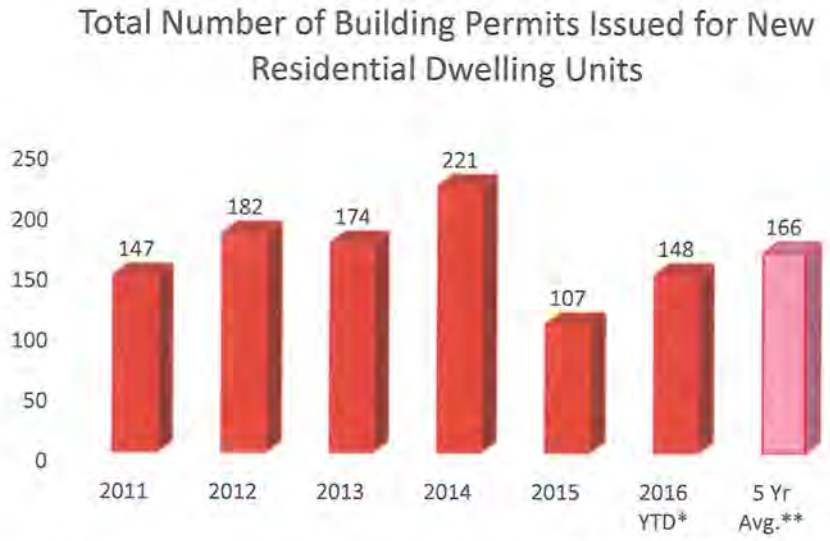
1. Total Number of Building Permits Issued (Commercial & Residential)

**2016 figure represents data collected as of August 30, 2016*
***5 year average does not include 2016 YTD statistic*

Construction activity within the City of Dublin has maintained the solid gains that were made from 2011 to 2014. Those gains have continued from 2015 through year-to-date 2016. However, what may appear to be a decline in building permits issued is reflective of the decline in detached residential permits. The commercial permits have increased and the size of the projects have exponentially increased, as well. 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 foreseeable future.

Performance Measures:

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



**2016 figure represents data collected as of August 30, 2016*
***5 year average does not include 2016 YTD statistic*

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 an increased demand on staff resources in the form of permit processing, plan review and building, electrical and mechanical inspections.

Performance Measures:

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

**2016 figure represents data collected as of August 30, 2016*
***5 year average does not include 2016 YTD statistic*

The total number of square feet of construction in 2015 set a record for recent construction activity. Upcoming development in the Bridge Street District, other commercial developments and continued stability in residential construction bodes well for 2017 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 and fire protection permits.

Development / Planning

STATEMENT OF FUNCTIONS

Planning is responsible for managing the City's development process, undertaking plan updates and special studies, and enforcing the City's codes relative to the built environment. This includes land use planning, zoning reviews, code enforcement, and support of several boards and commissions. The division is responsible for analyzing the changing needs of the City and identifying and implementing long range planning objectives that address these needs. This includes identifying trends that need to be addressed (changes in demographics, shifting market conditions, current thinking in land planning and urban design, housing needs, etc.) and undertaking the relevant studies or plan updates. Public engagement is a critical component of these planning processes. 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; code amendment preparation; and customer service operations. The mission statement is as follows:

Mission Statement

The mission of Planning 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 and Zoning Commission, Administrative Review Team, Board of Zoning Appeals, Architectural Review Board, and various special subcommittees, task forces, and other groups.

PERSONNEL DATA POSITION TITLE	2016 CURRENT NUMBER	2017 PROPOSED
Director, Planning	1	1
Planning Manager	1	1
Senior Planner (1)	2	3
Planner II	3	2
Planner I	3	3
Planning Technician	1	1
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	1	1
TOTAL	**19**	**19**
PART-TIME/SEASONAL STAFF		
Planning Assistant	4	4
TOTAL	**4**	**4**

NOTES AND ADJUSTMENTS:

(1) One Planner II is reclassified to a Senior Planner position.

		2015 Actual	2016 Budget	2016 Revised Budget	2017 Department Budget
101 General Fund					
70 Development Planning					
Personal Services					
701100	Salaries/Wages	1,127,872	1,317,270	1,317,270	1,299,230
701103	Overtime Wages	8,801	12,500	12,500	12,500
701104	Other Wages	75,823	90,270	90,270	80,000
701201	Employee Benefits	446,250	581,765	581,765	505,755
701204	Uniforms and Clothing	2,995	3,950	4,957	2,375
702000	Training/Travel	36,522	39,415	51,925	62,300
703100	Meeting Expenses	1,402	1,050	1,340	1,750
Personal Services Total:		**1,699,666**	**2,046,220**	**2,060,027**	**1,963,910**
Contractual Services					
712008	Planning Services	107,235	250,000	595,406	200,000
713004	Other Professional Services	41,050	80,000	130,859	50,000
713005	Misc. Contract. Serv.	396	365	365	0
715001	Communications	7,154	7,500	8,295	7,500
715002	Advertising	0	0	200	0
715003	Printing and Reproductions	0	1,500	2,760	1,500
716000	Memberships/Subscriptions	8,531	10,000	12,255	10,000
717001	Rents and Leases	2,364	2,820	2,820	2,820
Contractual Services Total:		**166,730**	**352,185**	**752,960**	**271,820**
Supplies					
721001	Office Supplies	7,314	8,000	10,318	8,000
721002	Operating Supplies	3,307	4,000	4,721	4,000
724003	Equipment Maintenance	269	0	350	0
Supplies Total:		**10,890**	**12,000**	**15,389**	**12,000**
Capital Outlay					
731000	Furniture/Equipment	1,565	0	2,060	3,825
Capital Outlay Total:		**1,565**	**0**	**2,060**	**3,825**
Other Charges and Ex					
753001	Code Enforcement	3,854	6,500	8,226	6,500
755000	Refunds	0	6,000	5,975	6,000
Other Charges and Ex Total:		**3,854**	**12,500**	**14,201**	**12,500**
Development Total:		**1,882,704**	**2,422,905**	**2,844,637**	**2,264,055**
General Fund Total:		**1,882,704**	**2,422,905**	**2,844,637**	**2,264,055**

BUDGET SUMMARY:

10120720

- Account 701100 provides funding for the staffing reflected in the Personnel Data.
- Account 701104 provides wages for the Planning Assistants.
- Account 702011 includes funding for participating in the HTE Users Group conference, Planners attending the national and state planning conferences (AICP certifications), consultants for City Council and Planning and Zoning Commission joint training sessions, training and certification requirements of the Landscape Architect and Zoning/Landscape Inspectors, and training and certification requirements for Code Enforcement Officers.
- Account 703100 provides funding for group meetings sponsored by the City and includes resources for food, beverages, and associated supplies.
- Account 715001 provides funding for postage for all work units located within the 5800 Building.
- Account 712008 provides funding for planning area studies. Funding is principally for Phase 2 of the Mobility Plan (±75%). A small balance of funds (±25%) are available for code updates or other implementation tasks resulting from 2016 projects, including W. Bridge Street Corridor Framework Plan and Bridge Street District code update.
- Account 713004 provides funding for consultants that support the City's boards and commissions through the development review process, including architectural consulting services, historic preservation consulting services, and graphic design consulting services. These services principally support development and sign approvals in the Bridge Street District.
- Account 716000 provides funding for membership fees such as the APA (state and national) and ASLA.
- Account 721002 includes funding for office supplies and supplies for specialized presentations.
- Account 753001 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.

101-80720

- Account 731000 provides funding for equipment and furniture.

THIS PAGE LEFT BLANK INTENTIONALLY

City of
Dublin
OHIO, USA

2017 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Parks & Recreation/ Office of the Director

STATEMENT OF FUNCTIONS:

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

OBJECTIVES AND ACTIVITIES

- To provide leadership and direction to the staff within Parks Operations, Recreation Services, Community Events and Volunteer Services including setting of departmental goals, clear customer service standards and accountability for achieving these goals and standards.
- To manage all departmental functions and to develop and recommend policies, procedures and program improvements.
- To ensure the City's goals and strategic objectives are reached in each of the functional areas in an efficient, effective and responsive manner.
- To provide appropriate learning and development opportunities to employees and employee teams.

PERSONNEL DATA POSITION TITLE	2016 CURRENT NUMBER	2017 PROPOSED
Director, Parks and Recreation	1	1
Landscape Architect	1	1
Contract Specialist (1)	1	0
Maintenance Crew Supervisor (1)	1	0
Administrative Support 3	1	1
Public Art Conservation/Contract Specialist (2)	.25	0
TOTAL	**5.25**	**3.00**

NOTES AND ADJUSTMENTS:

(1) Funding for the Contract Specialist and Maintenance Crew Supervisor have been placed back under the Division of Parks Operations.

(2) This position has been charged 100% to the Hotel/Motel Tax Fund (232).

		2015 Actual	2016 Budget	2016 Revised Budget	2017 Department Budget
101 General Fund					
40 Parks and Recreation					
Office of the Director of Parks and Recreation					
Personal Services					
701100	Salaries/Wages	0	414,160	411,660	280,585
701103	Overtime Wages	0	2,000	4,500	4,500
701201	Employee Benefits	0	190,045	190,045	116,250
701204	Uniforms and Clothing	0	0	0	500
702000	Training/Travel	0	6,040	6,040	7,700
703100	Meeting Expenses	0	0	0	500
Personal Services Total:		**0**	**612,245**	**612,245**	**410,035**
Contractual Services					
713005	Misc. Contract. Serv.	0	0	0	4,500
715001	Communications	0	200	200	100
716000	Memberships/Subscriptions	0	5,910	5,910	6,070
Contractual Services Total:		**0**	**6,110**	**6,110**	**10,670**
Supplies					
721001	Office Supplies	0	2,000	2,000	1,800
Supplies Total:		**0**	**2,000**	**2,000**	**1,800**
Other Charges and Ex					
751003	Special Projects/Programs	0	0	0	5,000
Other Charges and Ex Total:		**0**	**0**	**0**	**5,000**
Parks and Recreation Total:		**0**	**620,355**	**620,355**	**427,505**
General Fund Total:		**0**	**620,355**	**620,355**	**427,505**

BUDGET SUMMARY:

10140410

- Account 701100 provides funding for Parks and Recreation Director, Administrative Support 3 and the Landscape Architect
- Account 702000 includes increased 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 staff training and development. The increase is due to the cost of the out of town training necessary.
- Account 701204 includes minimal funding for Landscape Architect for PPE supplies and replacements
- Account 703100 includes new funding provided for miscellaneous meetings.
- Account 713005 provides funding for parkland fee study.
- Account 715001 provides minimal funding for courier service and Fed-ex.
- Account 716000 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 721001 provides funding for office supplies including printer supplies for landscape architect.
- Account 751003 includes new funding for park dedications and Parks & Recreation events to include the park dedication of the Holder-Wright Park development project.

THIS PAGE LEFT BLANK INTENTIONALLY

City of
Dublin
OHIO, USA

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.

ACCOUNTIVES AND ACTIVITIES:
Parks Operations is committed to maintaining and providing a safe and accessible park system and will lead efforts for the enhancement and preservation of the parks system.

PERSONNEL DATA POSITION TITLE	2016 CURRENT NUMBER	2017 PROPOSED
Director, Parks Operations	1	1
Operations Administrator	1	1
Nature Education Coordinator (1)	.5	.5
Contract Specialist (2)	0	1
City Horticulturist(3)	1	0
City Forester(3)	1	0
Maintenance Crew Supervisor (2)	5	6
Maintenance Worker	20	20
Assistant Forester (3)	5	0
Assistant Horticulturist (3)	6	0
Administrative Support 2	1	1
TOTAL (5)	**41.5**	**30.50**
PART-TIME/SEASONAL STAFF		
Seasonal Maintenance Worker (4)	21	22
TOTAL	**21**	**22**

NOTES AND ADJUSTMENTS:
(1) Nature Education Coordinator is funded fifty percent (50%) from the Parks Operations budget and fifty percent (50%) from the Recreation Services budget.
(2) Moved from the Office of the Director of Parks & Recreation and will report directly to Parks Operations Director.
(3) Moved Horticulture and Forestry to stand alone budgets under Parks Operations.
(4) Additional seasonal maintenance for Historic Dublin.
(5) One Events Administrator position and one Events Coordinator position are shown in the Personnel Data for Events Administration, however, their salaries are split fifty percent (50%) to Recreation and fifty percent (50%) to Parks Operations due to the nature of their duties. Revenue generated from this function will be posted to the General Fund.

		2015 Actual	2016 Budget	2016 Revised Budget	2017 Department Budget
101 General Fund					
40 Parks and Recreation					
Parks Operations					
Personal Services					
701100	Salaries/Wages	2,741,700	2,537,030	2,506,848	2,037,300
701103	Overtime Wages	148,779	125,000	125,000	95,000
701104	Other Wages	619,015	620,000	640,000	372,400
701105	Short Term Disability	13,902	0	10,182	0
701201	Employee Benefits	1,386,550	1,422,545	1,422,545	1,095,835
701204	Uniforms and Clothing	51,665	61,560	69,744	44,500
702000	Training/Travel	17,596	32,185	35,450	15,230
Personal Services Total:		**4,979,207**	**4,798,320**	**4,809,769**	**3,660,265**
Contractual Services					
713005	Misc. Contract. Serv.	1,085,971	1,208,545	1,276,179	950,000
715001	Communications	64	200	200	200
716000	Memberships/Subscriptions	9,202	7,475	7,610	3,045
717001	Rents and Leases	4,399	2,000	2,000	0
717005	Utilities- Other Fuel Types	270,017	275,000	321,879	300,000
Contractual Services Total:		**1,369,653**	**1,493,220**	**1,607,868**	**1,253,245**
Supplies					
721001	Office Supplies	7,028	6,000	8,690	8,690
721002	Operating Supplies	40,293	67,490	76,201	45,000
722001	Reforestation	0	0	130,649	0
724002	Park Maintenance	227,098	329,560	352,210	150,000
724003	Equipment Maintenance	72,190	110,000	127,885	90,000
Supplies Total:		**346,608**	**513,050**	**695,635**	**293,690**
Capital Outlay					
731000	Furniture/Equipment	36,897	66,450	66,450	65,500
734002	Tools	20,520	23,425	23,925	8,450
735001	Cap Impr Land and Land Impr	200,411	236,500	244,188	20,000
Capital Outlay Total:		**257,829**	**326,375**	**334,563**	**93,950**
Other Charges and Ex					
751003	Special Projects/Programs	14,961	18,000	28,897	8,085
Other Charges and Ex Total:		**14,961**	**18,000**	**28,897**	**8,085**
Parks and Recreation Total:		**6,968,257**	**7,148,965**	**7,476,732**	**5,309,235**
General Fund Total:		**6,968,257**	**7,148,965**	**7,476,732**	**5,309,235**

BUDGET SUMMARY:

10140430

- Account 701100 provides funding for staffing reflected in the Personnel Data.
- Account 701104 includes funding for staffing seasonal staffing reflected in the Personnel Data and Notes and Adjustments.
- Account 701204 provides funding for uniforms for full-time and seasonal staff.
- Account 702000 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 717005 provides funding for electricity, natural gas and water and sewer charges for services provided in the City's parks.
- Account 713005 provides funding for contractual services for rights-of-way maintenance, mulching, pond maintenance replacement and additional funds for City buildings and high visibility landscaped areas.
- Account 716000 provides funding for such memberships and renewals as commercial drivers' license, pesticide license renewal, trapping license renewal, and reference materials.
- Account 721002 provides funding for supplies such as lumber and hardware, electric and plumbing supplies, and trash bags.
- Account 724002 provides funding for ball diamond infield materials, sod, grass seed, mulch, fertilizer and chemicals.
- Account 724003 provides funding for equipment maintenance and repair, including contingency work associated with Ballantrae water play area, pond aerators, and irrigation systems.
- Account 734002 provides funding for power tools replacement, crew specific tools and fuel can replacements.
- Account 735001 includes funding for continued expansion of in-ground irrigation on athletic fields, replacement pond aerator at Earlington & Red Trabue.
- Account 731000 includes funding for additional picnic tables, benches and trash cans. Includes funds new/replacement park signs as needed. Includes replacement of weed trimmers and blowers.
- Account 751003 provides funding nature education program, Dedication pavers/engraving for the Grounds of Remembrance.

THIS PAGE LEFT BLANK INTENTIONALLY

City of
Dublin
OHIO, USA

Parks & Recreation / Parks Operations/Horticulture

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:

Horticulture is responsible for the maintenance and enhancement of a variety of distinctive landscape features and natural areas within our expansive park system.

PERSONNEL DATA POSITION TITLE	2016 CURRENT NUMBER	2017 PROPOSED
City Horticulturist	1	1
Assistant Horticulturist	6	6
TOTAL	**7**	**7**
PART-TIME/SEASONAL STAFF		
Seasonal Maintenance Worker (1)	14	18
TOTAL	**14**	**18**

NOTES AND ADJUSTMENTS:

Moved Horticulture and Forestry to stand alone budgets under Parks Operations.

(1) Increased seasonal maintenance hours to catch-up on mulching and other maintenance tasks.

		2015 Actual	2016 Budget	2016 Revised Budget	2017 Department Budget
101 General Fund					
40 Parks and Recreation Horticulture					
Personal Services					
701100	Salaries/Wages	0	0	0	396,660
701103	Overtime Wages	0	0	0	25,000
701104	Other Wages	0	0	0	230,600
701201	Employee Benefits	0	0	0	242,415
701204	Uniforms and Clothing	0	0	0	6,380
702000	Training/Travel	0	0	0	10,425
Personal Services Total:		**0**	**0**	**0**	**911,480**
Contractual Services					
713005	Misc. Contract. Serv.	0	0	0	120,000
716000	Memberships/Subscriptions	0	0	0	1,650
Contractual Services Total:		**0**	**0**	**0**	**121,650**
Supplies					
721002	Operating Supplies	0	0	0	6,500
724002	Park Maintenance	0	0	0	64,500
724003	Equipment Maintenance	0	0	0	2,500
Supplies Total:		**0**	**0**	**0**	**73,500**
Capital Outlay					
731000	Furniture/Equipment	0	0	0	5,100
734002	Tools	0	0	0	7,500
735001	Cap Impr Land and Land Impr	0	0	0	100,000
Capital Outlay Total:		**0**	**0**	**0**	**112,600**
Other Charges and Ex					
751003	Special Projects/Programs	0	0	0	26,000
Other Charges and Ex Total:		**0**	**0**	**0**	**26,000**
Parks and Recreation Total:		**0**	**0**	**0**	**1,245,230**
General Fund Total:		**0**	**0**	**0**	**1,245,230**

BUDGET SUMMARY:

10140433

- Account 70110 provides funding for staffing reflected in the Personnel Data.
- Account 701204 provides funding for uniforms for full-time and seasonal staff.
- Account 702000 provides funding for training for full-time staff to support horticulture operations. Included is education to provide recertification credits for professional certifications, as well as pesticide applicator credits, and staff training and development.
- Account 713005 provides funding for contractual services for arborist work and ecological assessments.
- Account 716000 provides funding for such memberships and renewals as pesticide license renewal, arborist license renewal, American Horticulture Society membership, and reference materials.
- Account 721002 provides funding for irrigation system supplies and greenhouse supplies.
- Account 724002 provides funding for bed renovations and mulching in parks.
- Account 724003 provides funding for equipment maintenance and repair of chainsaws, trimmers etc.
- Account 734002 provides funding for small tools such blades, pruners, drills, wheelbarrows, pole saws, etc.
- Account 735001 includes funding for additional trees and shrubs, historic Dublin planter 3 seasonal changes, prairie seed.

10180433

- Account 731000 chainsaw, backpack sprayers, specific tools, tool box and cart.
- Account 751003 provides funding Earth Day Activities, Legacy Tree Program, Legacy Bench Program, and Christmas tree and historical Dublin planter Christmas decorations.

THIS PAGE LEFT BLANK INTENTIONALLY

City of
Dublin
OHIO, USA

Parks & Recreation / Parks Operations/Forestry

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:
Forestry is responsible for the beautification and safe environment for the public within the rights-of-way strategic planning, establishment and maintenance of Dublin's urban tree resource.

PERSONNEL DATA POSITION TITLE	2016 CURRENT NUMBER	2017 PROPOSED
City Forester	1	1
Assistant Forester	5	5
TOTAL	**6**	**6**

PART-TIME/SEASONAL STAFF

Seasonal Maintenance Worker (1)	10	10
TOTAL	**10**	**10**

NOTES AND ADJUSTMENTS:
Moved Horticulture and Forestry to stand alone budgets under Parks Operations.

		2015 Actual	2016 Budget	2016 Revised Budget	2017 Department Budget
101 General Fund					
40 Parks and Recreation Forestry					
Personal Services					
701100	Salaries/Wages	0	0	0	360,325
701103	Overtime Wages	0	0	0	25,000
701104	Other Wages	0	0	0	186,765
701201	Employee Benefits	0	0	0	224,470
701204	Uniforms and Clothing	0	0	0	6,190
702000	Training/Travel	0	0	0	14,160
Personal Services Total:		**0**	**0**	**0**	**816,910**
Contractual Services					
713005	Misc. Contract. Serv.	0	0	0	80,000
716000	Memberships/Subscriptions	0	0	0	2,570
Contractual Services Total:		**0**	**0**	**0**	**82,570**
Supplies					
721002	Operating Supplies	0	0	0	4,100
724002	Park Maintenance	0	0	0	56,220
724003	Equipment Maintenance	0	0	0	2,000
Supplies Total:		**0**	**0**	**0**	**62,320**
Capital Outlay					
731000	Furniture/Equipment	0	0	0	6,600
734002	Tools	0	0	0	7,000
735001	Cap Impr Land and Land Impr	0	0	0	92,500
Capital Outlay Total:		**0**	**0**	**0**	**106,100**
Other Charges and Ex					
751003	Special Projects/Programs	0	0	0	1,750
Other Charges and Ex Total:		**0**	**0**	**0**	**1,750**
Parks and Recreation Total:		**0**	**0**	**0**	**1,069,650**
General Fund Total:		**0**	**0**	**0**	**1,069,650**

BUDGET SUMMARY:

10140434

- Account 701100 provides funding for staffing reflected in the Personnel Data.
- Account 701103 provides funding for seasonal maintenance workers.
- Account 701204 provides funding for uniforms for full-time staff.
- Account 702000 includes funding for training for full-time staff to support forestry operations. Included is education to provide recertification credits for professional certifications, as well as pesticide applicator credits, and staff training and development.
- Account 713005 provides funding for contractual services for arborist work and large tree removal.
- Account 716000 provides funding for such memberships and pesticide license renewal, arborist license renewal, and reference materials.
- Account 721002 provides funding for supplies needed for irrigation, staking, and EAB injections.
- Account 724002 provides funding for stump grinding, soil, and grass seed.

10180434

- Account 724003 provides funding for equipment maintenance and repair.
- Account 734002 provides funding for small tools such ladders, blades, pruners, wheelbarrows, pole saws, watering supplies etc.
- Account 735001 includes funding for continued replacement trees and annuals.
- Account 731000 includes funding for replacement of weed trimmers and blowers. Added funds for Arbor Jet air gun for tree injections and additional cabinets for storage.
- Account 751003 provides funding Arbor Day.

THIS PAGE LEFT BLANK INTENTIONALLY

City of
Dublin
OHIO, USA

Parks & Recreation / Volunteer Resources

STATEMENT OF FUNCTIONS

Volunteer Resources supports the achievement of meaningful, inclusive community engagement through innovative service opportunities that support and enhance City services and Dublin's quality of life.

OBJECTIVES AND ACTIVITIES

- To provide a comprehensive, citywide volunteer program, to allow citizens an opportunity for service within their community.
- To continue to be recognized as a national model for engaging citizens in an effective community and government involvement with committed passionate community members and staff leadership.
- To operate under the following values:

  Belonging - Fostering a sense of community belonging.
  Engaging - Engaging residents in city government to build relationships and leadership.
  Enriching - Enriching people's lives through service.
  Outstanding - Innovation and recognition.
  Learning - Emphasis on learn-and-serve programming, focusing on local government learning.
  Developing - Building special connections with youth.
  Supporting - Developing fiscally responsible opportunities for enhancing City services and the community's quality of life.
  Connecting – In partnership with Economic Development and Events sponsorships, help to connect Dublin businesses to the community increasing their role of corporate citizenship/resident and potential long term commitment to Dublin.

PERSONNEL DATA POSITION TITLE	2016 CURRENT NUMBER	2017 PROPOSED
Volunteer Administrator	1	1
Administrative Support II (1)	1	1
TOTAL	**2**	**2**
PART-TIME/SEASONAL STAFF		
Seasonal Worker	1	1
Intern	1	1
TOTAL	**2**	**2**

NOTES AND ADJUSTMENTS:

		2015 Actual	2016 Budget	2016 Revised Budget	2017 Department Budget
101 General Fund					
40 Parks and Recreation Volunteer Services					
Personal Services					
701100	Salaries/Wages	130,869	135,300	135,000	143,640
701103	Overtime Wages	1,756	2,050	2,350	2,350
701104	Other Wages	20,116	37,100	37,100	37,100
701201	Employee Benefits	41,840	47,745	47,745	48,640
701204	Uniforms and Clothing	374	400	400	2,400
702000	Training/Travel	241	3,000	3,000	4,100
703100	Meeting Expenses	805	2,500	2,500	2,500
Personal Services Total:		**196,001**	**228,095**	**228,095**	**240,730**
Contractual Services					
713004	Other Professional Services	1,103	3,500	11,500	14,800
715002	Advertising	0	800	1,425	800
715003	Printing and Reproductions	4,935	5,000	5,000	6,500
716000	Memberships/Subscriptions	299	500	400	500
717001	Rents and Leases	661	1,000	1,100	1,500
Contractual Services Total:		**6,999**	**10,800**	**19,425**	**24,100**
Supplies					
721001	Office Supplies	808	1,700	1,700	2,200
721002	Operating Supplies	515	6,200	6,700	8,000
Supplies Total:		**1,324**	**7,900**	**8,400**	**10,200**
Other Charges and Ex					
751003	Special Projects/Programs	13,414	16,000	17,000	16,000
Other Charges and Ex Total:		**13,414**	**16,000**	**17,000**	**16,000**
Parks and Recreation Total:		**217,738**	**262,795**	**272,920**	**291,030**
General Fund Total:		**217,738**	**262,795**	**272,920**	**291,030**

BUDGET SUMMARY:

10110420

- Account 701101 provides funding for full-time staffing reflected in the Personnel Data.
- Account 701103 provides overtime funding to supervise volunteer service projects.
- Account 701104 provides funding for part-time and seasonal staff.
- Account 701204 provides funding to uniform the increasing amount of volunteers who are serving in city buildings or in community on a regular basis; need to be identified by role. This is not special event-related.
- Account 702000 provides an additional $1100 to train a VR staff member for certification to teach CPR/First Aid to volunteers.
- Account 713004 provides funding for necessary background checks for all volunteer positions, and specialized volunteer training such as CPR/First Aid, bike safety trainings, Community Service Officer backgrounds. This increase is required to complete a two-year roll out of mass increase of background checks. Backgrounds will be done every five years; 2018-2020 budgets will reflect a decrease.
- Account 715003 provides funding for printing needs such as training manuals; signage and posters; identification badges, cards and specialty papers; photography and miscellaneous printing/copying needs. Rebrands and new programs require additional print materials and signage.
- Account 717001 provides an increase in $500 from previous year. This Accounts for sponsorship of a community wide Volunteer Expo and any needed rental items (such as portable restrooms) for parks projects.
- Account 721001 add an increase for supply contribution to Service Center (was not necessary when VR was based in City Hall).
- Account 721002 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. Increase necessary for materials in new and growing programs to emphasize safety.
- Account 751003 provides funding for citywide volunteer and corporate volunteer recognition presentations, programs and award items; teen service support; program support and promotion, and volunteer on-site event management needs.

PERFORMANCE MEASURES:

1) Dollar Value of a Volunteer Hour

City of Dublin	*Estimated* City of Dublin volunteer hours per year average 43,000
National value: $23.56 per hr*	$1,013,080 ($23.56 x 43,000 hrs) for Dublin, OH
State value: $22.06 per hr*	$948,580 ($22.06 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 $23.56 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: 100%

Of the eight departments that make up the City of Dublin (based on the organization chart) all eight departments utilize City volunteers.

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 Chief Information Officer. 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, servers, data storage, security, 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 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.
- Maintain and manage the Dublink Fiber Optics Conduit System and the Dublink 100gbps Transport Network in coordination with Economic Development.

PERSONNEL DATA **POSITION TITLE**	**2016** **CURRENT NUMBER**	**2017** **PROPOSED**
Chief Information Officer	1	1
IT Manager (1)	0	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	2	2
Software Application Specialist	1	1
Administrative Support 3	1	1
TOTAL	**14**	**15**
PART-TIME/SEASONAL STAFF		
Intern (GIS)	1	1
Intern (Support Services)	3	3
TOTAL	**4**	**4**

NOTES AND ADJUSTMENTS:

(1) An IT Manager position is added to manage daily operations of the department.

		2015 Actual	2016 Budget	2016 Revised Budget	2017 Department Budget
101 General Fund					
60 Information Technology					
Personal Services					
701100	Salaries/Wages	904,777	1,118,570	1,118,570	1,210,315
701103	Overtime Wages	14,514	12,000	21,000	21,000
701104	Other Wages	49,568	55,810	46,810	57,240
701201	Employee Benefits	352,368	506,190	506,190	546,875
702000	Training/Travel	48,018	42,670	42,756	46,880
Personal Services Total:		**1,369,245**	**1,735,240**	**1,735,326**	**1,882,310**
Contractual Services					
713004	Other Professional Services	428,092	1,158,635	1,443,358	1,051,135
715001	Communications	536,821	450,000	535,125	471,000
716000	Memberships/Subscriptions	1,417	2,200	2,200	2,200
717001	Rents and Leases	87,107	88,130	101,121	88,250
Contractual Services Total:		**1,053,437**	**1,698,965**	**2,081,804**	**1,612,585**
Supplies					
721001	Office Supplies	2,619	4,000	4,000	4,000
721002	Operating Supplies	157,279	191,000	191,455	170,000
724003	Equipment Maintenance	840,658	1,244,025	1,247,943	1,150,000
Supplies Total:		**1,000,555**	**1,439,025**	**1,443,398**	**1,324,000**
Capital Outlay					
731000	Furniture/Equipment	0	1,000	1,000	1,000
Capital Outlay Total:		**0**	**1,000**	**1,000**	**1,000**
Information Technology Total:		**3,423,237**	**4,874,230**	**5,261,528**	**4,819,895**
General Fund Total:		**3,423,237**	**4,874,230**	**5,261,528**	**4,819,895**

Information Technology

BUDGET SUMMARY:

10110610

- Account 701100 provides funding for the staffing reflected in the Personnel Data and the Notes and Adjustments.
- Account 701104 provides funding for interns.
- Account 702000 provides funding for conferences, certifications and training for professional staff including software conferences, training in network security and virtual servers, Professional conferences for each IT service area covered by the department, Security training and certifications, GIS training and conferences.
- Account 713004 provides for computer consulting services for the implementation of new applications; to enhance present application usage; and for special projects when specific expertise is required and/or to augment the staffing assignments due to workload. Significant projects for 2017 include the continuing Finance/HR application and implementation, new enterprise software for Community Development, IT Security Testing and Citywide user awareness training, and public wireless networking enhancements.
- Account 715001 includes funds for citywide phone usage, citywide cellular phone usage, mobile phone management, other handheld or wearable electronic devices, 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 716000 provides funding for memberships to software user groups and provides funding for technical manuals, subscriptions, organization fees.
- Account 717001 provides funding for 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 and additional license and maintenance costs reflecting the addition of redundant hosts for increasing data storage.
- Account 721001 provides funding for office supplies.
- Account 721002 provides funding for general operating supplies, camera maintenance, citywide toner costs and ID badges and toner for the badge printer.
- Account 724003 provides funding for hardware and software maintenance fees which increase yearly and with additional users.

10180610

- Account 731000 provides funding for additional equipment and furniture.
- Account 736000 provides funding for fiber network management and hosting.

THIS PAGE LEFT BLANK INTENTIONALLY

City of
Dublin
OHIO, USA

Office of the City Manager / Court Services

STATEMENT OF FUNCTIONS:

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

OBJECTIVES AND ACTIVITIES:

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

PERSONNEL DATA POSITION TITLE	2016 CURRENT NUMBER	2017 PROPOSED
Court Administrator (1)	.5	.5
Community Justice Officer	1	1
Court Clerk	1	1
Administrative Support 2 (2)	.75	.75
TOTAL	**3.25**	**3.25**

NOTES AND ADJUSTMENTS:

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

(1) Allocates fifty percent (50%) to Court Services and fifty percent (50%) to Records Management.

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

		2015 Actual	2016 Budget	2016 Revised Budget	2017 Department Budget
101 General Fund					
10 City Manager Court Services					
Personal Services					
701100	Salaries/Wages	207,314	217,125	217,125	221,235
701103	Overtime Wages	117	2,000	2,000	1,000
701201	Employee Benefits	77,157	88,635	88,635	88,575
702000	Training/Travel	2,681	3,000	3,720	3,000
Personal Services Total:		**287,269**	**310,760**	**311,480**	**313,810**
Contractual Services					
713002	Legal Services	2,064	3,200	3,200	3,200
713004	Other Professional Services	55,577	82,500	101,444	79,500
713005	Misc. Contract. Serv.	8,236	9,000	9,000	11,000
715001	Communications	1,200	3,000	5,400	3,000
716000	Memberships/Subscriptions	530	685	685	685
Contractual Services Total:		**67,608**	**98,385**	**119,729**	**97,385**
Supplies					
721001	Office Supplies	1,929	2,500	2,731	2,500
721002	Operating Supplies	5,319	8,000	13,500	8,000
724003	Equipment Maintenance	260	300	300	300
Supplies Total:		**7,508**	**10,800**	**16,531**	**10,800**
City Manager Total:		**362,385**	**419,945**	**447,740**	**421,995**
General Fund Total:		**362,385**	**419,945**	**447,740**	**421,995**

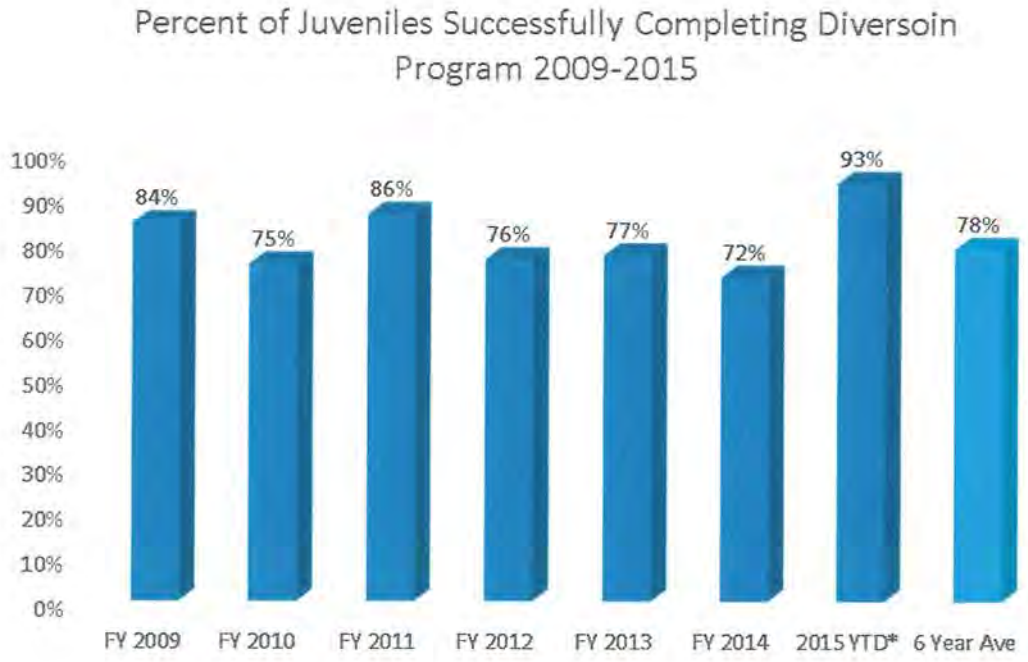
BUDGET SUMMARY:

10110150

- Account 701100 provides funding for the staffing reflected under Personnel Data.
- Account 701103 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 702000 provides funding for staff training and conferences.
- Account 713002 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 713004 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, domestic violence advocate fees and fees for use of a full time Magistrate.
- Account 713005 provides funding for witness fees and bank fees for accepting credit cards.
- Account 721002 provides funding for specific supplies that are necessary to court operations such as court pockets, citations and criminal complaint forms.

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.



*2015 YTD rate as of June 30, 2015

2017 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Office of the City Manager / Records Management

STATEMENT OF FUNCTIONS:

Records Management was established to maintain efficient methods for storage and retrieval of documents and to eliminate the unnecessary retention of obsolete records. As part of Records Management, a central storage facility was created to reduce the amount of prime office space being utilized by active and inactive records. Operated by Court Services, the central storage facility allows for active and inactive records to be examined, archived and/or scheduled for destruction in accordance with the procedures established in the Ohio Revised Code and standards accepted by the City of Dublin Records Commission. Records Management also supervises document imaging services.

OBJECTIVES AND ACTIVITIES:

- To provide the highest level of quality service to our customers, both internal and external.
- To continue to develop and implement Records Management policies to provide consistency in maintaining records for the City of Dublin.
- To continue to scan documents for accessibility, archival and historical purposes.
- To effectively administer a central storage facility for archival of active and inactive records and the scheduled destruction of obsolete records.
- To assist all City work units in maintaining records in accordance with Ohio Revised Code and standards accepted by the City of Dublin Records Commission.

PERSONNEL DATA POSITION TITLE	2016 CURRENT NUMBER	2017 PROPOSED
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.

		2015 Actual	2016 Budget	2016 Revised Budget	2017 Department Budget
101 General Fund					
10 City Manager Records Management					
Personal Services					
701100	Salaries/Wages	80,506	82,255	82,255	85,765
701103	Overtime Wages	39	500	500	500
701201	Employee Benefits	27,496	31,595	31,595	31,445
702000	Training/Travel	10	500	500	500
Personal Services Total:		**108,052**	**114,850**	**114,850**	**118,210**
Contractual Services					
713004	Other Professional Services	23,203	30,000	37,000	25,000
713005	Misc. Contract. Serv.	3,969	6,000	6,000	5,000
716000	Memberships/Subscriptions	195	600	600	600
Contractual Services Total:		**27,368**	**36,600**	**43,600**	**30,600**
Supplies					
721001	Office Supplies	1,599	2,000	2,500	2,000
724003	Equipment Maintenance	2,803	3,500	3,500	3,500
Supplies Total:		**4,402**	**5,500**	**6,000**	**5,500**
City Manager Total:		**139,822**	**156,950**	**164,450**	**154,310**
General Fund Total:		**139,822**	**156,950**	**164,450**	**154,310**

BUDGET SUMMARY:

10110160

- Account 701100 provides funding for staffing allocations as provided under the Personnel Data - Notes and Adjustments section.
- Account 713004 provides funding for the scanning of permanent records and frequently accessed records.
- Account 724003 provides funding for maintenance contracts for software and two microfilm readers.
- Account 713005 provides funding for off-site records storage for microfilmed originals and historical paper documents, and on-site records destruction.
- Account 731000 provides funding for a digital microfilm reader/printer/scanner for Engineering. They will be moving into the Service Complex and there is not a machine located in the building.

Performance Measures:

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

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

2. Annual Records Requests Located in the Justice Center:

**2015 YTD as of September 23, 2015*

(4) Special Revenue Fund

Public Works / Street and Utilities Operations

STATEMENT OF FUNCTIONS

Street and Utilities Operations 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 are snow and ice removal operations. 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 aesthetics of the City.
- Sweep all City streets five times per year to enhance the neighborhoods and construction areas.
- Ensure work is performed in a cost effective manner. Evaluate the costs of performing activities with 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	2016 CURRENT NUMBER	2017 PROPOSED
Director, Street & Utilities Operations (1)	.50	.50
Operations Administrator (2)	.95	1.45
Maintenance Crew Supervisor (3)	2.70	2.70
Maintenance Worker	16	16
Administrative Support 3 (4)	1	0
Administrative Support 2 (5)	1	1.25
TOTAL	**22.15**	**21.90**
PART-TIME/SEASONAL STAFF		
Seasonal Maintenance Worker	6	6
TOTAL	**6**	**6**

NOTES AND ADJUSTMENTS:

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

(2) Forty-five (45%) of one Operations Administrator position is allocated to this fund, forty-five (45%) to the Sewer Fund, and ten (10%) to the Water Fund. Fifty percent (50%) of two other Operations Administrator positions are allocated to this fund and fifty percent (50%) to the Solid Waste Fund.

(3) Four Maintenance Crew Supervisor positions are allocated to multiple budgets, including the Street & Utilities Operations Fund, Solid Waste, and the Water and Sewer Funds. The positions are allocated to this fund as follows: 100%, 100%, 50%, 20%.

(4) The Administrative Support 3 position is being reallocated to Engineering in the General Fund.

(5) Fifty percent (50%) of one Administrative Support 2 position is allocated to this budget and fifty percent (50%) to the Solid Waste Fund. Seventy five percent (75%) of one Administrative Support 2 is allocated to this budget and twenty five percent (25%) is allocated to the Solid Waste Fund.

		2015 Actual	2016 Budget	2016 Revised Budget	2017 Department Budget
201 Street Maintenance and Repair					
30 Public Works					
Street and Utilities Operations					
Personal Services					
701100	Salaries/Wages	1,161,906	1,287,515	1,287,515	1,260,865
701103	Overtime Wages	131,210	130,000	130,000	140,000
701104	Other Wages	154,941	135,720	135,720	135,720
701201	Employee Benefits	529,400	681,710	681,710	747,970
701204	Uniforms and Clothing	15,424	21,505	23,131	21,765
702000	Training/Travel	5,552	24,730	25,043	24,220
Personal Services Total:		**1,998,433**	**2,281,180**	**2,283,119**	**2,330,540**
Contractual Services					
711002	Repair Services	6,065	16,500	16,935	0
713004	Other Professional Services	7,094	1,000	1,000	0
713005	Misc. Contract. Serv.	57,915	95,500	127,734	116,000
715001	Communications	0	100	100	100
716000	Memberships/Subscriptions	1,040	1,350	1,350	1,660
717001	Rents and Leases	4,011	4,300	4,300	4,300
Contractual Services Total:		**76,125**	**118,750**	**151,419**	**122,060**
Supplies					
721001	Office Supplies	4,760	4,400	5,628	4,400
721002	Operating Supplies	57,308	83,500	85,580	97,000
723001	Street Salt	468,530	838,170	1,259,025	615,655
723006	Special Events	2,594	3,000	3,000	3,000
724003	Equipment Maintenance	648	2,000	2,400	2,000
725002	Signs	91,200	180,000	230,499	170,000
Supplies Total:		**625,040**	**1,111,070**	**1,586,132**	**892,055**
Capital Outlay					
731000	Furniture/Equipment	287	1,500	1,500	1,500
734002	Tools	14,232	6,300	8,219	6,300
Capital Outlay Total:		**14,518**	**7,800**	**9,719**	**7,800**
Public Works Total:		**2,714,116**	**3,518,800**	**4,030,389**	**3,352,455**
Street Maintenance and Repair Total:		**2,714,116**	**3,518,800**	**4,030,389**	**3,352,455**

BUDGET SUMMARY:

20170330

- Account 701100 provides funding for the staffing reflected in the Personnel Data and Notes and Adjustments.
- Account 701104 includes funding for seasonal staff.
- Account 702000 includes funding for training.
- Account 713005 provides funding for contracted street sweeping, storm sewer contingency, mail box repairs, asphalt repairs, and the repairs of guardrails due to accidents.
- Account 716000 includes funding for memberships in the American Public Works Association, the Ohio Certified Public Manager's Association, and other miscellaneous memberships.
- Account 721002 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 723001 provides funding for the City's annual purchase of street salt and liquids.
- Account 725002 provides funding for materials and supplies for the City's sign shop including the street sign replacement program. This also includes materials and supplies for the HP Latex Printer.

THIS PAGE LEFT BLANK INTENTIONALLY

City of
Dublin
OHIO, USA

Public Works / Engineering / Transportation Traffic Signals and Street Lights

STATEMENT OF FUNCTION

This program is responsible for installing, repairing, and maintaining all traffic and traffic control signs within the public right-of-way, and maintaining all pavement markings such as crosswalk lines, stop bars, center lines and school zone markings. Also included within this budget is emergency warning signal maintenance, maintenance of school zones, and pedestrian crossings.

OBJECTIVES AND ACTIVITIES

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

NOTES AND ADJUSTMENTS:

There are no personnel assigned to this budget. Expenses reflected in this account are for work completed by the Electrical Crew. The Electrical Crew's positions are reflected in the Engineering Work Unit.

		2015 Actual	2016 Budget	2016 Revised Budget	2017 Department Budget
201 Street Maintenance and Repair					
30 Public Works					
Transportation - Signals and Street Lights					
Personal Services					
701204	Uniforms and Clothing	100	4,500	4,500	0
702000	Training/Travel	36	0	0	0
Personal Services Total:		**136**	**4,500**	**4,500**	**0**
Contractual Services					
713004	Other Professional Services	116,590	125,000	138,450	125,000
717005	Utilities- Other Fuel Types	20,375	28,000	30,543	28,000
Contractual Services Total:		**136,965**	**153,000**	**168,993**	**153,000**
Supplies					
721002	Operating Supplies	6	2,500	2,700	2,500
724001	General Maintenance	70,268	190,000	242,257	190,000
724003	Equipment Maintenance	0	1,000	1,000	1,000
725002	Signs	0	500	500	0
Supplies Total:		**70,273**	**194,000**	**246,457**	**193,500**
Capital Outlay					
731000	Furniture/Equipment	0	11,000	11,000	11,000
734002	Tools	113	2,000	2,000	2,500
Capital Outlay Total:		**113**	**13,000**	**13,000**	**13,500**
Public Works Total:		**207,488**	**364,500**	**432,950**	**360,000**
Street Maintenance and Repair Total:		**207,488**	**364,500**	**432,950**	**360,000**

BUDGET SUMMARY:

20170320

- Account 713004 provides funding for contracted long-line and short-line pavement marking program.
- Account 717005 provides funding for utilities for operation of traffic signals.
- Account 724001 provides funding for signal head replacements, router for remote communications with traffic signals, and other traffic signal repair and maintenance.

20180320

- Account 73100 provides funding to set-up a new cage with shelving, work bench, and bins.

THIS PAGE LEFT BLANK INTENTIONALLY

City of
Dublin
OHIO, USA

Public Works / Engineering / Highway Maintenance

STATEMENT OF FUNCTIONS

This program is identical to the street maintenance program as outlined in the street maintenance section, except this covers work performed on the various state highways located within the City. The monies utilized for this section are from the State Highway Maintenance Improvements Fund which is generated by motor vehicle registration fees and gasoline tax revenues, and can only be spent for this limited purpose.

NOTES AND ADJUSTMENTS:

There are no personnel assigned to the Highway Maintenance budget.

		2015 Actual	2016 Budget	2016 Revised Budget	2017 Department Budget
202 State Highway					
20 Finance					
Transfers/Advances					
741000	Transfers Expense	0	25,000	25,000	25,000
742000	Advances Expense	200,000	0	0	200,000
Transfers/Advances Total:		**200,000**	**25,000**	**25,000**	**225,000**
Finance Total:		**200,000**	**25,000**	**25,000**	**225,000**
30 Public Works					
Contractual Services					
713004	Other Professional Services	6,991	0	22,450	0
717005	Utilities- Other Fuel Types	20,375	22,000	34,543	35,000
Contractual Services Total:		**27,366**	**22,000**	**56,993**	**35,000**
Capital Outlay					
735006	Cap Impr Str Maint Proj	1,241,740	70,000	635,025	0
Capital Outlay Total:		**1,241,740**	**70,000**	**635,025**	**0**
Public Works Total:		**1,269,107**	**92,000**	**692,018**	**35,000**
State Highway Total:		**1,469,107**	**117,000**	**717,018**	**260,000**

BUDGET SUMMARY:

20296290

- Account 741000 provide funding for necessary transfers.

20270320

- Account 713004 provides funding for professional service projects approved in the 2017-2021 Capital Improvements Program (CIP).
- Account 717005 provides funding for the cost of utilities related to the operation of traffic signals that are located on State highways.

THIS PAGE LEFT BLANK INTENTIONALLY

City of
Dublin
OHIO, USA

Public Works / Community Recreation Center – Facilities

STATEMENT OF FUNCTIONS

The Facilities Work Unit is charged with protecting the City's investment in the Community Recreation Center (DCRC) by ensuring that both the appearance and functions are preserved. This is accomplished by adhering to proper preventive maintenance programs, performing repairs in a professional manner and as quickly as possible, maintaining a safe and clean environment for building occupants and visitors, and by seeking the most efficient utilization of space and energy resources.

OBJECTIVES AND ACTIVITIES

- To establish and implement a proactive preventive maintenance program.
- To perform regular inspections of facilities and equipment.
- To provide custodial services, utilizing green cleaning practices to the extent possible.
- To perform repairs to equipment and facility components.
- To provide oversight for certain recreation construction and renovation projects.
- To reduce energy consumption at the Recreation Center by introducing best practices in conservation and installing efficient mechanical and electrical systems.

PERSONNEL DATA POSITION TITLE	2016 CURRENT NUMBER	2017 PROPOSED
Maintenance Crew Supervisor	1	1
Maintenance Worker	3	3
Custodians (1)	5	2
TOTAL	**9**	**6**
PART-TIME/SEASONAL STAFF		
Seasonal Maintenance Worker (2)	1	0
TOTAL	**1**	**0**

NOTES AND ADJUSTMENTS:

(1) Three custodians are transferred to the General Fund.

(2) A Seasonal Maintenance Worker position has been removed. The position was added in 2016 to cover for a full-time maintenance worker who was in military training.

		2015 Actual	2016 Budget	2016 Revised Budget	2017 Department Budget
225 Recreation					
30 Public Works					
Community Recreation Center - Facilities					
Personal Services					
701100	Salaries/Wages	458,218	486,105	486,105	335,060
701103	Overtime Wages	18,737	14,600	14,600	14,600
701104	Other Wages	0	18,200	18,200	0
701201	Employee Benefits	225,039	292,255	292,255	198,070
701204	Uniforms and Clothing	5,714	7,200	7,945	6,400
702000	Training/Travel	116	1,600	1,600	1,500
703100	Meeting Expenses	0	350	350	350
Personal Services Total:		**707,823**	**820,310**	**821,055**	**555,980**
Contractual Services					
713005	Misc. Contract. Serv.	280,963	359,075	415,427	360,000
717001	Rents and Leases	0	1,500	1,500	1,500
Contractual Services Total:		**280,963**	**360,575**	**416,927**	**361,500**
Supplies					
721002	Operating Supplies	104,008	104,270	106,296	103,000
724003	Equipment Maintenance	89,673	92,200	104,848	80,000
Supplies Total:		**193,681**	**196,470**	**211,144**	**183,000**
Capital Outlay					
734002	Tools	0	1,000	1,000	1,000
735002	Cap Impr Build & Other Struct	554,066	195,000	208,098	203,000
Capital Outlay Total:		**554,066**	**196,000**	**209,098**	**204,000**
Public Works Total:		**1,736,533**	**1,573,355**	**1,658,224**	**1,304,480**
Recreation Total:		**1,736,533**	**1,573,355**	**1,658,224**	**1,304,480**

BUDGET SUMMARY:

22540350

- Account 701100 provides funding for full-time staffing as reflected in the Personnel Data.
- Account 701103 provides funding for overtime wages to provide staff coverage for maintenance projects, emergency call-ins and special events.
- Account 713005 includes funding for preventive maintenance services, technical maintenance services, duct work cleaning, drain cleaning, custodial quality control inspections and expanded contract cleaning services.
- Account 724003 includes funding for ongoing general maintenance and repair of the Community Recreation Center (DCRC) as well as HVAC and related equipment repairs.
- Account 721002 provides funding for custodial supplies, light bulbs, filters, paints and other miscellaneous supplies to maintain the facility.

22580350

- Account 734002 provides funding for small hand tools.
- Account 735002 provides funding to for a number of capital improvement.

THIS PAGE LEFT BLANK INTENTIONALLY

City of
Dublin
OHIO, USA

2017 OPERATING BUDGET - CITY OF DUBLIN, OHIO
Parks & Recreation / Recreation Services

STATEMENT OF FUNCTIONS

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

OBJECTIVES AND ACTIVITIES

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

PERSONNEL DATA POSITION TITLE	2016 CURRENT NUMBER	2017 PROPOSED
Director, Recreation Service	.45	.45
Recreation Services Administrator	1.8	1.8
Recreation Program Supervisor	5.1	5.1
Recreation Program Coordinator	1	1
Recreation Operations Supervisor	.25	.25
Nature Education Coordinator (2)	.5	.5
Recreation Operations Specialist	.25	.25
Administrative Support 3	.6	.6
Adaptive Recreation Coordinator (3)	0	1.0
TOTAL (1)	**9.95**	**10.95**
PART-TIME/SEASONAL STAFF		
Front Desk	2.6	3.64
Intern	1.27	1.27
Open Gym & Sports Programs	3.44	3.39
Special Events	.25	.09
Pre-School / Youth Camps	12.56	13.61
Pre-School / Youth Programs	2.08	3.19
Teen Camps	2.59	2.82
Teen Programs / Lounge	1.40	1.15
Adult Programs	.10	.14
Senior Programs / Program Assistants	1.14	1.22
Special Needs	.89	.29
TOTAL	**28.32 FTE**	**33.05 FTE**

NOTES AND ADJUSTMENTS:

(1) The full-time positions are allocated between this budget, the Dublin Community Recreation Center budget, and the Swimming Pool budget (with the exception of the Nature Education Coordinator position).

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

(3) Organizational structure modifications are included in this budget to accommodate consistent growth in disabled youth participants in programs and camps, and substantial growth in special needs participants 18 years and over making the transition to part time employment and adult programming. The DCRC provides services for this population which include social opportunities, life skills, referrals and overall healthy living. The consolidation of the (vacant) Preschool Youth Program Specialist part time position and the responsibilities of the current part time Adaptive Recreation Program Specialist position will address these growing needs with a full time position. This position will report to the Recreation Administrator overseeing program services. It is important to note that the cost analysis for this re-structure is generally cost neutral based on current salaries and estimated salaries of each new position and reclassification.

NOTES AND ADJUSTMENTS CONTINUED:

(4) One Events Administrator position and one Events Coordinator position are shown in the Personnel Data for Events Administration, however their salaries are split fifty percent (50%) to this account and fifty percent to Parks Operations due to the nature of their duties. Revenue generated from this function will be posted to the General Fund.

		2015 Actual	2016 Budget	2016 Revised Budget	2017 Department Budget
225 Recreation					
40 Parks and Recreation Recreation Services					
Personal Services					
701100	Salaries/Wages	623,300	573,075	553,075	583,295
701103	Overtime Wages	6,001	5,500	5,800	6,500
701104	Other Wages	634,754	697,730	697,430	650,000
701105	Short Term Disability	0	0	20,000	0
701201	Employee Benefits	336,737	372,000	372,000	383,000
701204	Uniforms and Clothing	8,746	14,345	18,694	15,065
702000	Training/Travel	5,927	7,050	7,931	7,050
Personal Services Total:		**1,615,466**	**1,669,700**	**1,674,930**	**1,644,910**
Contractual Services					
713004	Other Professional Services	335,698	434,060	445,627	400,000
713005	Misc. Contract. Serv.	48,019	50,400	50,400	50,400
715001	Communications	0	10,055	9,913	8,560
715003	Printing and Reproductions	10,550	29,000	36,500	29,000
716000	Memberships/Subscriptions	2,403	2,195	2,337	2,195
717001	Rents and Leases	87,232	135,300	138,536	133,905
Contractual Services Total:		**483,903**	**661,010**	**683,313**	**624,060**
Supplies					
721001	Office Supplies	7,442	14,160	14,160	14,160
721002	Operating Supplies	64,885	89,005	99,663	90,000
724003	Equipment Maintenance	1,580	1,500	1,500	1,000
Supplies Total:		**73,907**	**104,665**	**115,323**	**105,160**
Capital Outlay					
731000	Furniture/Equipment	1,399	12,000	12,000	2,000
734003	Sports and Recreation Equipmen	8,713	11,000	11,000	11,000
Capital Outlay Total:		**10,111**	**23,000**	**23,000**	**13,000**
Other Charges and Ex					
751002	Special Events	2,067	30,800	30,800	31,900
751013	Sports Leagues	49,173	59,135	59,517	56,650
751014	Sr. Citizen Activities	25,237	29,500	29,500	29,500
755000	Refunds	72,101	60,000	60,000	60,000
Other Charges and Ex Total:		**148,578**	**179,435**	**179,817**	**178,050**
Parks and Recreation Total:		**2,331,966**	**2,637,810**	**2,676,383**	**2,565,180**
Recreation Total:		**2,331,966**	**2,637,810**	**2,676,383**	**2,565,180**

BUDGET SUMMARY:

22540440

- Account 701100 provides funding for full-time staffing reflected in the Personnel Data and the Notes and Adjustments.
- Account 701104 provides an increase in funding for part-time and seasonal staff wages. Increase associated with corporate recreation initiative, new stem camp and longer camp season.
- Account 701204 provides staff uniforms. Increase due to higher cost for uniforms and employee retention and recognition program (FIT).
- Account 715001 provides funding for paper and ink for plotter, senior newsletter, and postage.
- Account 717001 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 713004 provides for other professional services and includes an increase for camp presenters and the neighborhood park programming initiative.
- Account 715003 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 713005 provides increased funding for fees to accept credit cards (allocated 50/50 split between this budget and the DCRC budget).
- Account 721002 provides funding for supplies for new nature education programs, summer camp programs, special needs programs, teen programs, and adult programs and youth programs.
- Account 715002 includes increased funding for revitalization off Healthy Dublin programming.
- Account 751014 provides funding for senior citizens activities and programming.
- Account 751013 includes funding for league officials, and for the revenue split with Dublin City Schools for use of tennis courts for tennis league.

Parks & Recreation / Community Recreation Center

STATEMENT OF FUNCTIONS:

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

OBJECTIVES AND ACTIVITIES:

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

PERSONNEL DATA **POSITION TITLE**	**2016 CURRENT** **NUMBER**	**2017** **PROPOSED**
Director, Recreation Services	.5	.5
Recreation Services Administrator	1.9	1.9
Recreation Program Supervisor	2.25	1.25
Membership Services Supervisor	.6	.6
Recreation Operations Supervisor	.75	.75
Theater Supervisor	.7	.7
Recreation Program Coordinator	2.65	3.65
Recreation Operations Specialist	1.55	1.55
Administrative Support 3	.4	.4
TOTAL (1)	**11.3**	**11.3**
PART-TIME/SEASONAL STAFF		
Reservation Facility Workers	3.13	2.27
Fitness/Wellness	9.10	8.93
Aquatics	22.84	23.49
Babysitters	4.32	5.82
Wee Folk Room Front Desk	1.5	1.5
Head Front Desk	9.81	6.76
Theater Staff	.76	.76
Manager on Duty	1.54	.54
TOTAL (2)	**53 FTE**	**50 FTE**

NOTES AND ADJUSTMENTS:

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

(2) Changes to the Recreation Services organization chart includes changes to the Front Desk, Facility Reservations & Marketing work unit. The current Operations Supervisor position that reports to this Administrator oversees all of the pavilion and shelter house reservations within the parks as well as all DCRC facility reservations and supervision of staff that provide customer service for these functions. All park reservation functions will be shifted to the Events Administration division to be centralized with all of the other community event permitting. This would result in the Rec Operations Supervisor position supervising the DCRC indoor facility reservations and operations and some additional capacity to take on additional responsibilities. Combining these responsibilities with an existing Recreation Supervisor position, allows for the elimination of one (vacant) Recreation Supervisor position. To support this reduction, it is recommended that one of the current part-time Manager on Duty positions be reclassified to a full time Operations Coordinator position that would serve as counterpart to the current morning Operations Coordinator to enhance customer service during the evening hours. Additionally, the current vacant Recreation Administrator position will focus on partnership development, community wellness and serve as the strategic point for the Recreation Division.

		2015 Actual	2016 Budget	2016 Revised Budget	2017 Department Budget
225 Recreation					
40 Parks and Recreation Community Recreation Center					
Personal Services					
701100	Salaries/Wages	747,219	751,205	751,005	799,130
701103	Overtime Wages	7,600	6,800	8,000	9,000
701104	Other Wages	1,267,041	1,255,085	1,254,085	1,300,000
701201	Employee Benefits	483,617	562,955	562,955	560,120
701204	Uniforms and Clothing	5,234	11,350	11,350	13,325
702000	Training/Travel	33,015	37,685	42,820	39,065
Personal Services Total:		**2,543,725**	**2,625,080**	**2,630,215**	**2,720,640**
Contractual Services					
713004	Other Professional Services	250,834	286,785	293,301	284,565
713005	Misc. Contract. Serv.	41,839	45,000	45,000	57,300
715001	Communications	68	12,200	12,200	5,000
715002	Advertising	7,847	17,000	18,118	14,000
715003	Printing and Reproductions	41,718	43,500	51,643	35,500
716000	Memberships/Subscriptions	4,072	1,430	1,616	1,430
717001	Rents and Leases	8,622	13,300	15,751	20,900
717005	Utilities- Other Fuel Types	490,840	540,000	647,775	540,000
Contractual Services Total:		**845,841**	**959,215**	**1,085,404**	**958,695**
Supplies					
721001	Office Supplies	12,227	20,000	25,906	20,000
721002	Operating Supplies	37,698	33,765	38,546	36,025
723004	Merchandise for Resale	1,773	3,000	3,000	3,000
723005	Other Program Supplies	26,365	49,770	53,092	45,300
724001	General Maintenance	51,154	63,090	78,360	70,150
724003	Equipment Maintenance	0	6,500	6,500	6,950
Supplies Total:		**129,217**	**176,125**	**205,404**	**181,425**
Capital Outlay					
731000	Furniture/Equipment	67,333	80,500	81,844	70,000
734002	Tools	1,107	2,250	2,250	2,250
734003	Sports and Recreation Equipmen	98,565	104,900	110,153	100,000
Capital Outlay Total:		**167,005**	**187,650**	**194,247**	**172,250**
Other Charges and Ex					
755000	Refunds	25,937	40,000	40,000	40,000
Other Charges and Ex Total:		**25,937**	**40,000**	**40,000**	**40,000**
Parks and Recreation Total:		**3,711,725**	**3,988,070**	**4,155,270**	**4,073,010**

BUDGET SUMMARY:

22540441

- Account 701100 provides funding for full-time staffing as reflected in the Personnel Data and the Notes and Adjustments.
- Account 701104 includes funding for part time staffing positions and additional hours to reactivate fitness and aquatics intern hours.
- Account 702000 includes funding for staff continuing education/conferences, lifeguard certifications and swim team coach travel for anticipated swim meets.
- Account 713004 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 713005 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 715003 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. Also includes funds for the new branding refresh.
- Account 717001 includes funding for rental of a postage machine and copier and for the rental of a 50 meter pool for the Community Swim Team. Also includes costs to relocate DCRC theater programs displaced by Tantrum Theater.
- Account 721002 provides funding for operating supplies such as pool chlorine, first aid supplies, and theater operating supplies. Also includes funds for additional preventive water quality testing.
- Account 723005 provides funding for program supplies such as arts and crafts supplies, aquatic participant certificates, birthday party package supplies, and various training manuals.
- Account 724001 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.

22580441

- Account 734003 provides funding to replace heavily used fitness equipment, per the rotation schedule of equipment. This year it includes replacement of the Bod Pod and Cardio Coach. All equipment being replaced will be placed into service at other employee fitness rooms and/or posted online for resale through GovDeals.
- Account 731000 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. Also includes VGB compliant drain cover replacements.

THIS PAGE LEFT BLANK INTENTIONALLY

City of
Dublin
OHIO, USA

Parks & Recreation / Parks Operations / Cemetery Maintenance

STATEMENT OF FUNCTIONS

The City of Dublin recognizes its' responsibility to provide the proper grounds for its permanent residents by striving to protect and enhance its active and historical cemeteries. Cemetery Maintenance facilitates the burial process with the greatest of respect and ensures proper care of these sacred grounds by adherence to the highest of maintenance standards.

OBJECTIVES AND ACTIVITIES

- To provide proper burial grounds that reflect Dublin's high standards and to ensure a most respectful burial process.

PERSONNEL DATA POSITION TITLE	2016 CURRENT NUMBER	2017 PROPOSED
Maintenance Worker	1	1
TOTAL	**1**	**1**
PART-TIME/SEASONAL STAFF		
Seasonal Maintenance Worker	2	2
TOTAL	**2**	**2**

NOTES AND ADJUSTMENTS:

		2015 Actual	2016 Budget	2016 Revised Budget	2017 Department Budget
261 Cemetery					
40 Parks and Recreation Cemetery Maintenance					
Personal Services					
701100	Salaries/Wages	64,432	66,220	66,220	66,860
701103	Overtime Wages	5,876	5,000	5,000	5,000
701104	Other Wages	32,726	29,280	29,280	29,280
701201	Employee Benefits	35,424	39,450	39,450	39,685
701204	Uniforms and Clothing	907	2,125	2,263	2,100
702000	Training/Travel	75	400	400	1,000
Personal Services Total:		**139,440**	**142,475**	**142,613**	**143,925**
Contractual Services					
713004	Other Professional Services	0	1,000	1,000	1,000
713005	Misc. Contract. Serv.	3,501	10,250	12,586	9,000
715003	Printing and Reproductions	0	500	500	500
716000	Memberships/Subscriptions	0	0	0	200
717005	Utilities- Other Fuel Types	175	950	1,206	950
Contractual Services Total:		**3,676**	**12,700**	**15,292**	**11,650**
Supplies					
721001	Office Supplies	247	200	200	200
724001	General Maintenance	4,946	6,800	8,260	8,400
724003	Equipment Maintenance	643	700	700	500
Supplies Total:		**5,835**	**7,700**	**9,160**	**9,100**
Capital Outlay					
731000	Furniture/Equipment	0	1,260	4,485	2,000
735001	Cap Impr Land and Land Impr	10,602	12,750	22,425	13,000
Capital Outlay Total:		**10,602**	**14,010**	**26,910**	**15,000**
Parks and Recreation Total:		**159,553**	**176,885**	**193,975**	**179,675**
Cemetery Total:		**159,553**	**176,885**	**193,975**	**179,675**

BUDGET SUMMARY:

26160432

- Account 701100 provides funding for full-time staff allocated to this budget as reflected in the Personnel Data.
- Account 701104 provides funding for seasonal staff wages.
- Account 702000 provides funding for equipment safety training as needed.
- Account 717005provides funding for electricity and water.
- Account 724003 provides funding for the repair and maintenance of mower, trimmers and other miscellaneous equipment used for cemetery maintenance.
- Account 713005 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 724001 includes funding for footers for monuments, grass seed, concrete, topsoil, fertilizers, and chemicals.

26180432

- Account 735001 includes funding for fence and stone wall work, headstone refurbishing, annuals/perennials, tree planting replacements and mulch.
- Account 731000 includes funds for walk behind mower replacements.

THIS PAGE LEFT BLANK INTENTIONALLY

City of
Dublin
OHIO, USA

Parks & Recreation / Dublin Municipal Pools

STATEMENT OF FUNCTIONS

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

OBJECTIVES AND ACTIVITIES

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

PERSONNEL DATA POSITION TITLE	2016 CURRENT NUMBER	2017 PROPOSED
Director, Recreation Services	.05	.05
Recreation Services Administrator	.30	.30
Recreation Supervisor	.35	.35
Recreation Program Coordinator	.55	.55
TOTAL (1)	**1.25**	**1.25**
PART-TIME/SEASONAL STAFF		
Pool Manager	4.5	4.5
Concession Manager	.75	.75
Assistant Concession Manager	2.75	2.75
Pool Lifeguard	39.5	39.5
Desk Staff/Concession Staff	13.75	13.75
Swim Team Coaches	3.75	3.75
Swim Instructors	.25	.25
TOTAL	**65.25 FTE**	**65.25FTE**

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

NOTES AND ADJUSTMENTS:

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

		2015 Actual	2016 Budget	2016 Revised Budget	2017 Department Budget
226 Pool					
40 Parks and Recreation Municipal Swimming Pools					
Personal Services					
701100	Salaries/Wages	67,667	71,350	71,000	79,350
701103	Overtime Wages	1,585	605	1,055	1,300
701104	Other Wages	390,669	427,315	427,215	427,315
701201	Employee Benefits	86,135	97,370	97,370	100,655
701204	Uniforms and Clothing	9,738	13,000	13,000	13,000
702000	Training/Travel	253	980	1,280	500
Personal Services Total:		**556,046**	**610,620**	**610,920**	**622,120**
Contractual Services					
713004	Other Professional Services	806	880	880	1,430
713005	Misc. Contract. Serv.	4,997	4,400	4,100	4,400
715001	Communications	0	200	200	200
716000	Memberships/Subscriptions	1,200	1,350	1,350	1,200
717005	Utilities- Other Fuel Types	150,801	150,000	160,351	150,500
719004	Concessions Vendor Services	53,027	50,000	63,861	71,000
Contractual Services Total:		**210,831**	**206,830**	**230,742**	**228,730**
Supplies					
721001	Office Supplies	0	1,000	1,000	500
721002	Operating Supplies	3,325	6,000	6,000	6,000
723002	Pool Supplies/Chemicals	15,102	21,500	21,978	23,300
723005	Other Program Supplies	1,422	2,800	2,800	3,400
724001	General Maintenance	45,114	66,415	60,168	61,200
Supplies Total:		**64,962**	**97,715**	**91,946**	**94,400**
Capital Outlay					
731000	Furniture/Equipment	25,507	41,400	39,400	55,000
735002	Cap Impr Build & Other Struct	2,300	35,000	66,750	0
Capital Outlay Total:		**27,807**	**76,400**	**106,150**	**55,000**
Other Charges and Ex					
755000	Refunds	0	1,500	1,500	500
Other Charges and Ex Total:		**0**	**1,500**	**1,500**	**500**
Parks and Recreation Total:		**859,646**	**993,065**	**1,041,258**	**1,000,750**
Pool Total:		**859,646**	**993,065**	**1,041,258**	**1,000,750**

Dublin Municipal Pools

BUDGET SUMMARY:

22640440

- Account 701100 provides funding for full-time staff allocated to this budget as reflected in the Notes and Adjustments.
- Account 701104 provides funding for seasonal staff wages based on pool operating schedules and analysis of spending trends.
- Account 717005 provides for utilities for the outdoor municipal pool facilities.
- Account 716000 includes funding for the N.E.W. Swim League fees for the Dolphins Swim Team program.
- Account 719004 provides funding for supplies to stock the concession stands at the pool facilities. Increase due to adjustment to actuals experienced over the last two years. Expenses for supplies are offset by revenues generated.
- Account 723002 provides funding for chlorine and CO2 and reflects additional funds for enhanced preventive water quality testing.
- Account 724001 includes an increase in funding for mandatory VGB compliant drain cover replacements, strainer basket replacement and awning cleaning at south.

22680440

- Account 731000 includes funding for deck drains, lane line replacement and reels.
- Account 735002 provides funding for projects approved in the 2017-2021 Capital Improvements Program (CIP).

THIS PAGE LEFT BLANK INTENTIONALLY

City of
Dublin
OHIO, USA

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 25% of the total revenue to the Dublin Arts Council (DAC). In 2016, this was changed from an estimated number, to 25% of the actual revenue. 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**	**2016** **CURRENT NUMBER**	**2017** **PROPOSED**
Event Manager	1	1
Event Administrator (2)	2	3
Event Coordinator (2)	1	2
Administrative Support 2 (1)	2	1
TOTAL	**6**	**7**
PART-TIME/SEASONAL STAFF		
Event Specialist, year-round	2	4
Administrative Support - summer	1	1
Summer Event Support	5	5
TOTAL	**8**	**10**

NOTES AND ADJUSTMENTS:

(1) Funding for 2017 includes consolidation of the administration of all permits and reservations related to outdoor events and activities conducted on City property within the Events Administration work unit. As part of a streamlining effort to maximize the ability to manage these events, aligning the organizational structure to consolidate efforts will provide better alignment to effectively evaluate existing policies, manage the permitting process and provide more supervision of use on City property. Due to existing staff constraints within this division,

NOTES AND ADJUSTMENTS CONTINUED:

the budget includes a new Events Administrator position (reporting to the Events Manager) to oversee this work unit. Additionally, reclassifying one of the existing full time Administrative Support positions to Events Coordinator will provide support and oversight to part time staff that will be charged with on-site representation of permitted use where needed. This position shall report directly to the Events Administrator and will be responsible for the coordination, enforcement of activities and provide customer relations through the supervision of part time Assistants currently housed under the Recreation Services Division.

It is important to note that the cost analysis for this re-structure is generally cost neutral based on current salaries and estimated salaries of each new position and reclassification.

(2) One Events Administrator position and one Events Coordinator position are shown in this Division, however their salaries are split fifty percent (50%) to Recreation and fifty percent to Parks Operations due to the nature of their duties. Revenue generated from this function will be posted to the General Fund.

		2015 Actual	2016 Budget	2016 Revised Budget	2017 Department Budget
232 Hotel/Motel Tax					
40 Parks and Recreation					
Events Administration					
Personal Services					
701100	Salaries/Wages	394,238	414,430	393,850	352,870
701103	Overtime Wages	18,837	19,000	19,000	19,000
701104	Other Wages	67,161	79,000	99,000	99,000
701105	Short Term Disability	0	0	580	0
701201	Employee Benefits	161,559	184,195	184,195	172,175
701204	Uniforms and Clothing	1,187	750	986	21,350
702000	Training/Travel	10,188	10,275	10,275	11,275
703100	Meeting Expenses	2,887	2,900	3,900	3,850
Personal Services Total:		**656,056**	**710,550**	**711,786**	**679,520**
Contractual Services					
713004	Other Professional Services	1,765,760	1,866,080	1,898,630	1,916,180
713005	Misc. Contract. Serv.	6,913	6,700	6,700	47,800
714001	Insurance and Bonding	4,828	5,200	5,642	6,000
715001	Communications	3,522	4,000	4,000	4,000
715002	Advertising	71,129	82,000	82,000	87,000
715003	Printing and Reproductions	13,477	17,350	17,350	17,800
716000	Memberships/Subscriptions	3,593	3,555	3,555	3,155
Contractual Services Total:		**1,869,223**	**1,984,885**	**2,017,877**	**2,081,935**
Supplies					
721001	Office Supplies	6,117	7,800	7,800	7,250
721002	Operating Supplies	338,898	361,400	323,558	300,000
Supplies Total:		**345,015**	**369,200**	**331,358**	**307,250**
Capital Outlay					
731000	Furniture/Equipment	0	34,500	34,500	45,000
734002	Tools	6,514	2,500	2,264	2,500
Capital Outlay Total:		**6,514**	**37,000**	**36,764**	**47,500**
Other Charges and Ex					
751003	Special Projects/Programs	8,312	17,400	53,300	41,800
751006	Volunteer Programs	19,573	26,400	12,100	13,100
751012	Promotional Programs	7,906	11,100	26,400	11,500
755000	Refunds	550	0	150	0
Other Charges and Ex Total:		**36,342**	**54,900**	**91,950**	**66,400**
Parks and Recreation Total:		**2,913,150**	**3,156,535**	**3,189,735**	**3,182,605**
Hotel/Motel Tax Total:		**2,913,150**	**3,156,535**	**3,189,735**	**3,182,605**

		2015 Actual	2016 Budget	2016 Revised Budget	2017 Department Budget
232 Hotel/Motel Tax					
20 Finance					
Contractual Services					
713005	Misc. Contract. Serv.	2,900	3,000	3,000	3,000
Contractual Services Total:		**2,900**	**3,000**	**3,000**	**3,000**
Finance Total:		**2,900**	**3,000**	**3,000**	**3,000**
30 Public Works **Street & Utilities Operations**					
Supplies					
721002	Operating Supplies	18,961	24,000	24,000	20,000
Supplies Total:		**18,961**	**24,000**	**24,000**	**20,000**
Public Works Total:		**18,961**	**24,000**	**24,000**	**20,000**
40 Parks and Recreation **Parks Operations**					
Supplies					
721002	Operating Supplies	23,564	26,600	26,600	25,600
Supplies Total:		**23,564**	**26,600**	**26,600**	**25,600**
Parks and Recreation Total:		**23,564**	**26,600**	**26,600**	**25,600**
80 Police					
Contractual Services					
713005	Misc. Contract. Serv.	20,377	26,000	26,000	26,000
Contractual Services Total:		**20,377**	**26,000**	**26,000**	**26,000**
Police Total:		**20,377**	**26,000**	**26,000**	**26,000**
Hotel/Motel Tax Total:		**65,801**	**79,600**	**79,600**	**74,600**

BUDGET SUMMARY:

23240450

- Account 701100 provides funding for staffing reflected in Personnel Data and the Notes and Adjustments.
- Account 701103 provides funding for overtime of which approximately 95% occurs in July and August to support the two largest events.
- Account 701104 includes funding for part-time/seasonal staff, an increase is included to cover reclassified positions and more help in weeks surrounding events.*
- Account 701204 provides funding for all staff and for all events volunteers and participants. This is a significant increase in this line, but funds were moved from other budget lines with no net increase.
- Account 703100 provides funding for committee and sponsorship meetings.
- Account 713004 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 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. Increases in amount to market the 30th Anniversary of the Festival, the addition of the Christmas Tree lighting ceremony, the Veteran's Day celebration, and the Memorial Day celebration from the Community Relations budget, and funds to rent portable offices to replace function of Nyrop house.*
- Account 713005 includes funding for credit card fees used at events as well as the addition of rental of an off-site storage facility. Increase due to moving DIF credit card fees from professional services, no net increase.
- Account 714001 provides funding for Alcohol liability policy to cover all DIF fundraising groups.
- Account 715001 includes funding for courier services and radio rental for Dublin Irish Festival (DIF).
- Account 715002 includes funds for DIF advertising and an ad buyer. Increase to allow additional digital advertising.*
- Account 715003 includes funds for DIF print materials including brochures, tickets and on-site-guides.
- Account 721002 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. Decrease due to averaging actual beverage costs for 3-years.
- Account 751003 provides funding for committee ceremonial needs, funding for the DIF scholarship, sustainability efforts and the 2017 celebration of the Irish Festival 30th anniversary.*
- Account 751012 provides funding for DIF promotional activities including materials for the Friends and Family packages, which is offset by revenue generated.
- Account 751005 includes funding for DIF volunteer programs including shuttles. Significant decrease due to moving t-shirt costs to uniforms.

* All increases, totaling nearly $75,000 will be offset by planned increase in DIF ticket prices, generating an additional $100,000 in revenue.

BUDGET SUMMARY:

The following four Accounts include budget items from other division that have been allocated to Events Administration for 2017. This allocation provides a more complete reflection of the direct costs associated with Events.

23240210 - Finance

- Account 713005 provides funding for an armored car pick-up of cash during the DIF.

23240330 – Street & Utilities Operations

- Account 721002 includes funding to Streets and Utilities for special event materials such as gravel, barrier walls, cones and freestanding fencing.

23240430 – Park Operations

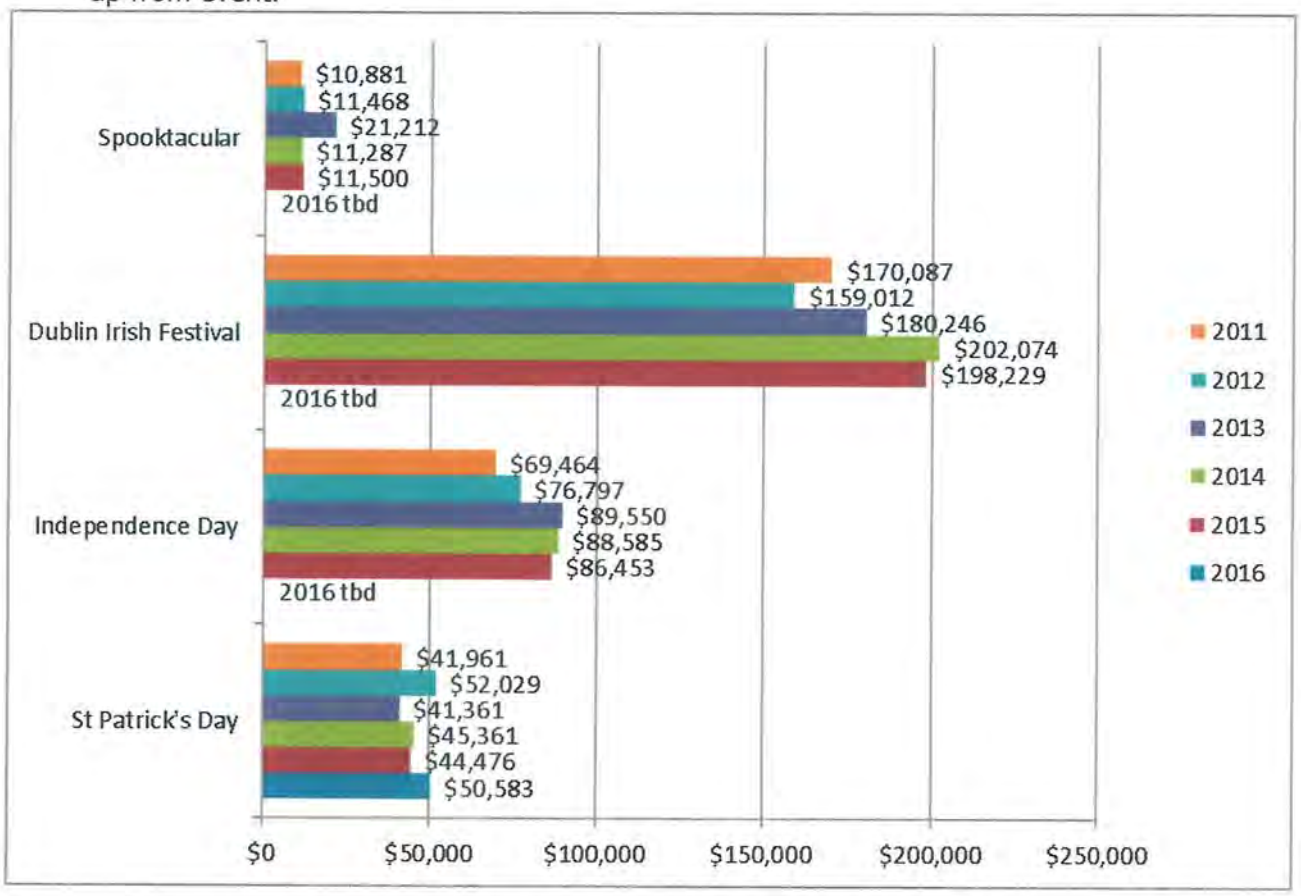
- Account 721002 includes funding to Parks for mulch, trash bags and materials needed for events, and grass seed to repair event turf area after the events.

23240820 - Police

- Account 713005 includes funding to Police for private security hired for Independence Day and DIF events.

Performance Measures:

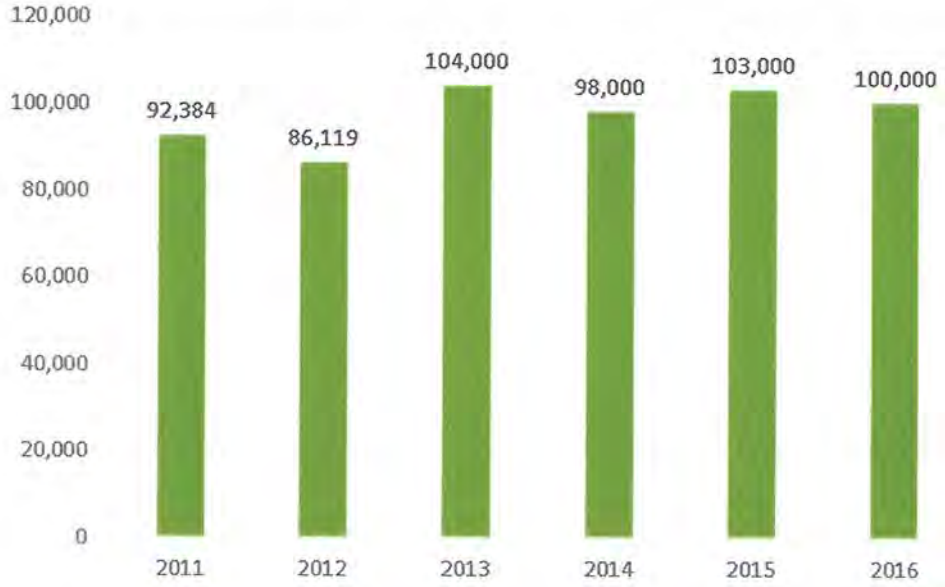
1. Total Cost of Hours Worked at City Signature Events, all City Employees:
Time includes overtime and regular time for time at events and time spent preparing and cleaning up from event.



**Pre and post event costs are not calculated for the Dublin Irish Festival*
***2016 Figures are yet to be determined for Independence Day, Spooktacular & Dublin Irish Festival*

Performance Measures:

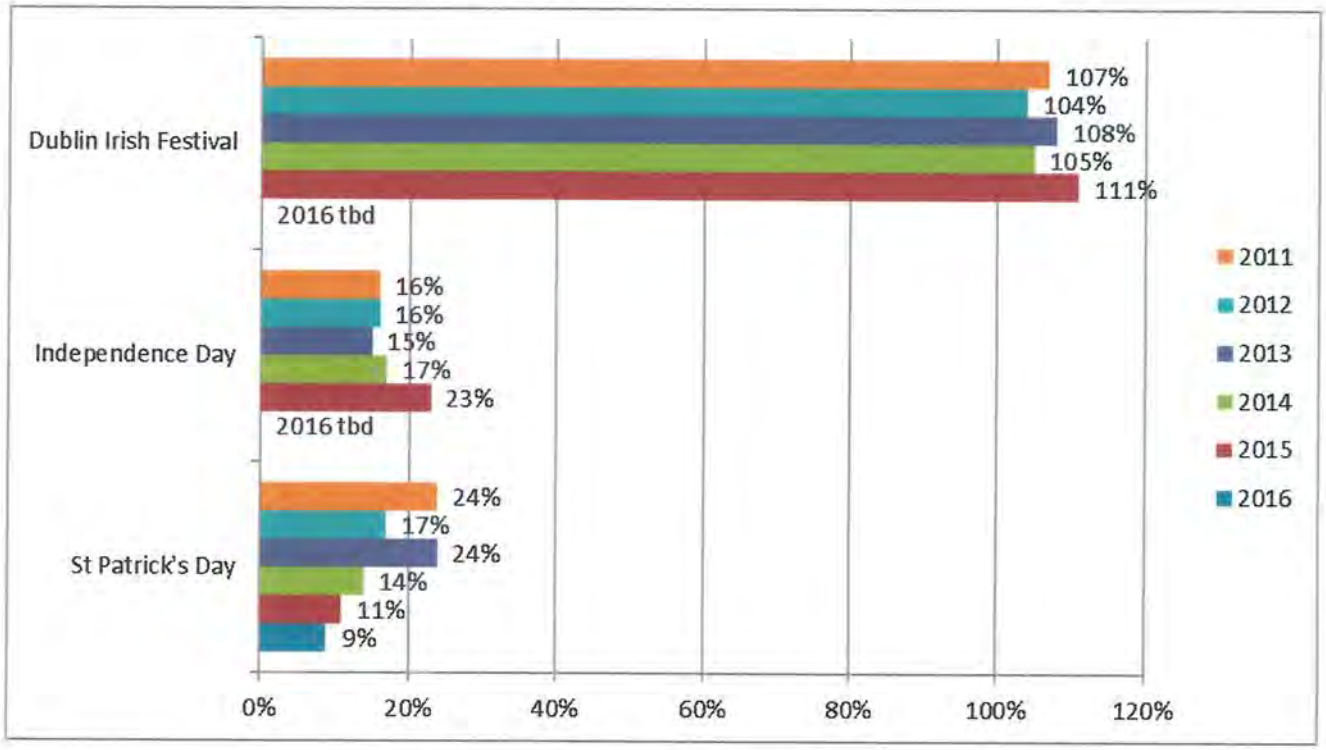
2. Attendance at the Dublin Irish Festival



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

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.

THIS PAGE LEFT BLANK INTENTIONALLY

City of
Dublin
OHIO, USA

Hotel Motel Tax Fund

STATEMENT OF FUNCTIONS

City Council has directed tax receipts from overnight hotel stays be utilized for beautification, tourism, and community cultural opportunities. Allocations provide for the maintenance, management, programming and purchase of public art; grants to non-profit organizations that enhance visitor appeal, encourage overnight stays and visitor spending in the City, and grants for public space beautification. The Fund also provides revenue to the Dublin Convention and Visitor Bureau and the Dublin Arts Council.

OBJECTIVES AND ACTIVITIES

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

PERSONNEL DATA POSITION TITLE	2016 CURRENT NUMBER	2017 PROPOSED
Public Art Conservation/Contract Specialist (1)	.75	1
TOTAL	**.75**	**1**

NOTES AND ADJUSTMENTS:

(1) The Public Art Conservation/Contract Specialist position is now reflected 100% in the Hotel/Motel Tax Fund instead of 25% funding from the Parks & Recreation Fund.

		2015 Actual	2016 Budget	2016 Revised Budget	2017 Department Budget
232 Hotel/Motel Tax					
40 Parks and Recreation Public Art					
Personal Services					
701100	Salaries/Wages	25,243	38,865	38,865	53,865
701103	Overtime Wages	767	1,000	1,200	1,200
701201	Employee Benefits	8,628	24,620	24,620	20,030
701204	Uniforms and Clothing	0	0	0	500
702000	Training/Travel	1,279	1,500	1,157	2,000
Personal Services Total:		**35,917**	**65,985**	**65,842**	**77,595**
Contractual Services					
713004	Other Professional Services	3,080	46,500	67,168	50,000
716000	Memberships/Subscriptions	50	110	360	200
Contractual Services Total:		**3,130**	**46,610**	**67,528**	**50,200**
Supplies					
721002	Operating Supplies	1,100	1,190	4,190	1,000
Supplies Total:		**1,100**	**1,190**	**4,190**	**1,000**
Capital Outlay					
731000	Furniture/Equipment	0	45,000	45,000	0
Capital Outlay Total:		**0**	**45,000**	**45,000**	**0**
Other Charges and Ex					
751003	Special Projects/Programs	7,955	26,500	265,763	26,100
Other Charges and Ex Total:		**7,955**	**26,500**	**265,763**	**26,100**
Parks and Recreation Total:		**48,102**	**185,285**	**448,323**	**154,895**
Hotel/Motel Tax Total:		**48,102**	**185,285**	**448,323**	**154,895**

		2015 Actual	2016 Budget	2016 Revised Budget	2017 Department Budget
232 Hotel/Motel Tax					
20 Finance					
Transfers/Advances					
741000	Transfers Expense	161,216	162,300	162,300	162,750
Transfers/Advances Total:		**161,216**	**162,300**	**162,300**	**162,750**
Other Charges and Ex					
751001	City Sponsored Projects	0	6,000	162,000	6,000
754002	Grants/Community Org	178,439	200,000	283,591	200,000
754003	Grants/DAC	505,713	524,280	524,280	800,000
Other Charges and Ex Total:		**684,151**	**730,280**	**969,871**	**1,006,000**
Finance Total:		**845,368**	**892,580**	**1,132,171**	**1,168,750**
Hotel/Motel Tax Total:		**845,368**	**892,580**	**1,132,171**	**1,168,750**

BUDGET SUMMARY:

23240410 – Park Operations

- Account 70110 provides funding for staffing reflected in Personnel Data and the Notes and Adjustments.
- Account 701204 provides funding for uniforms needed for staff.
- Account 702000 provides funding for professional development in public art administration.
- Account 713004 provides funding for a consultant to advise the City on restoration and maintenance of the numerous public art pieces currently owned by the City an unscheduled repairs and installation services.
- Account 751003 provides funding for multiple public art projects including: photography, site selection, miscellaneous repairs and scheduled maintenance, Art in Public Places site selection payment to the Dublin Arts Council and install drainage and plants at the Watch House.

23240220 – Taxation

- Account 754002 provides an allocation for grants to community organizations in accordance with the Hotel/Motel Grant Application Guidelines.
- Account 754003 provides funding for distribution with the Dublin Arts Council (DAC) in accordance with the lease agreement executed for 7125 Riverside Drive.

23296220 – Finance

- Account 741000 transfers funding for debt service associated with the acquisition and renovation of the Arts facility located at 7125 Riverside Drive.

Office of the City Manager / Court Services / Mayor's Court Computer

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 ($8.00) per case; however, Substitute Senate Bill 246 allows the fee to be set as high as ten dollars ($10.00).

		2015 Actual	2016 Budget	2016 Revised Budget	2017 Department Budget
252 Mayor's Court Computer					
10 City Manager Court Services					
Personal Services					
702000	Training/Travel	0	1,750	1,750	1,750
Personal Services Total:		**0**	**1,750**	**1,750**	**1,750**
Supplies					
721001	Office Supplies	459	500	500	500
724003	Equipment Maintenance	16,445	17,240	17,240	18,000
Supplies Total:		**16,904**	**17,740**	**17,740**	**18,500**
City Manager Total:		**16,904**	**19,490**	**19,490**	**20,250**
Mayor's Court Computer Total:		**16,904**	**19,490**	**19,490**	**20,250**

BUDGET SUMMARY:

25210150

- Account 702000 provides funding for one staff member to attend the Sungard Annual Conference.
- Account 724003 includes funding for software maintenance agreement fees for Sungard and LEADS user fees.

THIS PAGE LEFT BLANK INTENTIONALLY

City of
Dublin
OHIO, USA

Permissive Tax Fund

STATEMENT OF FUNCTIONS

Funds are received from the County $5.00 Motor Vehicle License Tax Fund as individual projects are approved by the Franklin County Engineer's Office and Franklin County Commissioners. Projects must be for roadway construction or improvements. Funds are also received from legislation approved by Franklin and Delaware Counties to increase license registration fees in two $5.00 increments. The City receives 50% of the "first $5.00 increment". The revenue received can only be spent on roads and bridges.

		2015 Actual	2016 Budget	2016 Revised Budget	2017 Department Budget
231 Permissive Tax					
30 Public Works					
Capital Outlay					
735006	Cap Impr Str Maint Proj	549,982	2,400,000	2,400,000	0
Capital Outlay Total:		**549,982**	**2,400,000**	**2,400,000**	**0**
Public Works Total:		**549,982**	**2,400,000**	**2,400,000**	**0**
Permissive Tax Total:		**549,982**	**2,400,000**	**2,400,000**	**0**

BUDGET SUMMARY:

23180320

- Account 735006 provides funding for Capital Improvement Program (CIP) projects.

THIS PAGE LEFT BLANK INTENTIONALLY

City of
Dublin
OHIO, USA

Finance/ Accrued Leave Reserve Fund

STATEMENT OF FUNCTIONS

The Ohio Revised Code Section 5705.13 provides for the establishment of reserve funds for certain purposes, one of which is for the payment of accumulated sick, vacation and compensatory leave upon termination of employment or retirement. Because the City of Dublin will have a significant number of long-term employees either reach retirement age or the point of eligibility within either the Ohio Public Employees Retirement System or the Police/Fire Pension Fund System, the City's liability for payments for accrued leave balances is estimated to be substantial beginning in the next few years. These costs represent a liability accrued over a number of years. In order to prevent a disproportionate impact of these payments on any one budget year, the 2005 budget established a reserve fund and began deposits into it in anticipation of this liability.

In 2008, the City implemented changes to its leave policies for non-bargaining employees which will add to the City's potential liability for conversion of accrued leaves. Beginning in 2009, non-bargaining employees were eligible for conversion of a portion of accrued sick leave to cash at the time of any separation in good standing from City employment.

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

NOTES AND ADJUSTMENTS:

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

Beginning in 2009, the expenditures budgeted in this fund also included an estimate for sick leave conversions for non-bargaining employees at separation from employment in good standing at any time. Because sick leave accruals were substantially reduced in 2009, this liability will decline over time as sick leave balances accrued under the previous, more generous accruals are either used or converted to payment at separation.

For all City bargaining units, conditions for conversions of accrued sick leave remain contingent on eligibility for retirement, minimum years of service and any minimum sick leave balance requirements.

		2015 Actual	2016 Budget	2016 Revised Budget	2017 Department Budget
262 Accrued Leave Reserves					
20 Finance					
Personal Services					
701205	Accrued Leave Payout	509,058	350,000	350,000	350,000
Personal Services Total:		**509,058**	**350,000**	**350,000**	**350,000**
Finance Total:		**509,058**	**350,000**	**350,000**	**350,000**
Accrued Leave Reserves Total:		**509,058**	**350,000**	**350,000**	**350,000**

Finance/ Accrued Leave Reserve Fund

BUDGET SUMMARY:

26210210

- Account 701205 reflects the estimated payments that will be made for accrued leaves in 2017 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.

THIS PAGE LEFT BLANK INTENTIONALLY

City of
Dublin
OHIO, USA

STATEMENT OF FUNCTIONS

Police, under the direction of the Chief of Police, is comprised of three work units: Operations, Support Services, and Technical Services. The long-term priorities for the Police Department are to:

1. Maintain low levels of crime and disorder in the community
2. Maintain overall public safety in the community
3. Maintain a strong focus on recruiting, retaining and properly deploying personnel
4. Continue to be responsive to the needs, wants, and expectations of the community
5. Continue to provide high level and high quality of service
6. Maintain a strong focus on building partnerships and managing service consolidation to maintain and maximize high levels of service to the community
7. Prepare to respond and successfully resolve critical incidents, major crimes, and other issues of community concern

Operations consist of the following sections: Patrol, accident investigation, court liaison, Field Training Officer (FTO) program, bicycle and motorcycle patrols. Support Services includes the Detective Section, internal affairs, the Community Education Unit, and special event security planning. Technical Services includes the consolidated communications center (NWRECC), records section, property room operations, accreditation and training, technology support and accounting/budgeting and clerical support.
The responsibility of all three bureaus is to support, either directly or indirectly the Department's mission, goals and long-term priorities.

Police Department Mission Statement: Dublin Police Department employees are committed to protecting life, liberty and property.

We will provide the highest level of service and work in partnership with our community to ensure public safety by focusing on the following core principles;

- Vigilant, Ethical and Impartial Enforcement of Law
- Critical Incident Preparedness and Response
- Crime Prevention, Reduction and Deterrence
- Improvement of Traffic Safety

We will remain dedicated to service and committed to excellence, focusing on the following core values:

Professionalism: We are members of an exceptional and highly trained law enforcement organization. Our conduct and demeanor adhere to the highest standards of personal and organizational excellence.
Integrity: We hold ourselves accountable to the highest level of honesty, truthfulness, and ethical conduct.
Respect: We ensure that all persons are treated with equality, dignity and courtesy.
Commitment: We are dedicated to our Profession, our Community, our Agency and our Mission.

ACCOUNTIVES 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 and help to improve overall traffic safety
- To develop partnerships with the community in furtherance of our efforts to reduce crime
- To respond effectively to neighborhood traffic and crime concerns

Safety/ Police

PERSONNEL DATA POSITION TITLE	2016 CURRENT NUMBER	2017 PROPOSED
Chief of Police	1	1
Police Lieutenant (Sworn Bureau Commander)	2	2
Technical Services Bureau Commander	1	1
Police Sergeant	6	6
Police Corporal	6	6
Police Officer (1)	53	55
Emergency Mgmt 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	1	1
TOTAL	**102**	**104**

NOTES AND ADJUSTMENTS:

(1) For 2017 Police request authorization for two sworn officer positions. For 2017, funding for the two new positions will be allocated for half the year to allow time for hiring.

		2015 Actual	2016 Budget	2016 Revised Budget	2017 Department Budget
241 Safety					
80 Police					
Personal Services					
701100	Salaries/Wages	6,602,549	6,966,380	6,962,743	7,200,895
701103	Overtime Wages	499,942	521,100	521,100	521,100
701105	Short Term Disability	5,091	0	3,637	0
701201	Employee Benefits	2,753,831	3,135,270	3,135,270	3,153,800
701204	Uniforms and Clothing	143,618	186,900	230,739	158,000
702000	Training/Travel	124,410	109,000	156,849	125,000
703100	Meeting Expenses	7,800	8,500	9,350	10,000
703200	Personnel Planning	0	2,000	2,000	1,000
Personal Services Total:		**10,137,240**	**10,929,150**	**11,021,688**	**11,169,795**
Contractual Services					
711001	County Auditor Deductions	18,179	18,075	18,075	11,000
713004	Other Professional Services	1,784	11,000	11,363	11,000
713005	Misc. Contract. Serv.	30,935	147,400	153,962	120,000
715001	Communications	36,126	15,000	23,218	15,000
716000	Memberships/Subscriptions	34,349	46,160	39,910	40,000
Contractual Services Total:		**121,374**	**237,635**	**246,528**	**197,000**
Supplies					
721001	Office Supplies	10,057	20,000	24,722	16,000
721002	Operating Supplies	77,485	88,750	96,507	80,000
724003	Equipment Maintenance	49,983	87,600	116,360	75,000
Supplies Total:		**137,525**	**196,350**	**237,589**	**171,000**
Capital Outlay					
731000	Furniture/Equipment	16,280	26,000	28,731	75,000
Capital Outlay Total:		**16,280**	**26,000**	**28,731**	**75,000**
Other Charges and Ex					
751006	DARE Program	3,395	5,500	7,050	5,000
755000	Refunds	0	500	500	500
Other Charges and Ex Total:		**3,395**	**6,000**	**7,550**	**5,500**
Police Total:		**10,415,814**	**11,395,135**	**11,542,086**	**11,618,295**
Safety Total:		**10,415,814**	**11,395,135**	**11,542,086**	**11,618,295**

		2015 Actual	2016 Budget	2016 Revised Budget	2017 Department Budget
241 Safety					
80 Police Communications					
Personal Services					
701100	Salaries/Wages	1,173,238	1,502,400	1,452,400	1,581,410
701103	Overtime Wages	182,964	75,000	125,000	125,000
701201	Employee Benefits	423,225	630,665	630,665	698,260
701204	Uniforms and Clothing	4,784	10,000	12,956	10,000
702000	Training/Travel	4,534	18,000	18,000	23,000
Personal Services Total:		**1,788,744**	**2,236,065**	**2,239,021**	**2,437,670**
Contractual Services					
715001	Communications	2,024	2,000	2,000	2,500
716000	Memberships/Subscriptions	3,027	3,700	3,920	3,800
Contractual Services Total:		**5,050**	**5,700**	**5,920**	**6,300**
Supplies					
721001	Office Supplies	1,940	4,000	4,000	4,000
721002	Operating Supplies	30	1,000	1,000	1,000
724003	Equipment Maintenance	39,755	43,000	43,000	26,000
Supplies Total:		**41,725**	**48,000**	**48,000**	**31,000**
Capital Outlay					
731000	Furniture/Equipment	0	0	0	3,500
Capital Outlay Total:		**0**	**0**	**0**	**3,500**
Police Total:		**1,835,520**	**2,289,765**	**2,292,941**	**2,478,470**
Safety Total:		**1,835,520**	**2,289,765**	**2,292,941**	**2,478,470**

BUDGET SUMMARY:

24150820

- Account 701100 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 701103 provides funding for overtime for authorized sworn personnel and for support services for City special events.
- Account 701204 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 detectives.
- Account 702000 includes funding for career development mandatory and optional training, and advanced training opportunities for police personnel.
- Account 703100 includes funds for awards presentation expenses, team meetings, CALEA meeting expenses, as well as funds for a citizen police academy.
- Account 715001 provides funding for walkie/mobile parts and accessories, and COIRS annual fees.
- Account 713004 provides funding for hospitalization/medical expenses for arrestees; lab fees/physicals/handwriting analysis and medication drop off disposals.
- Account 724003 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 713005 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 716000 includes funds for various professional memberships/subscriptions for law enforcement personnel.
- Account 721001 includes funding for miscellaneous office supplies, accreditation and recruiting supplies.

24180820

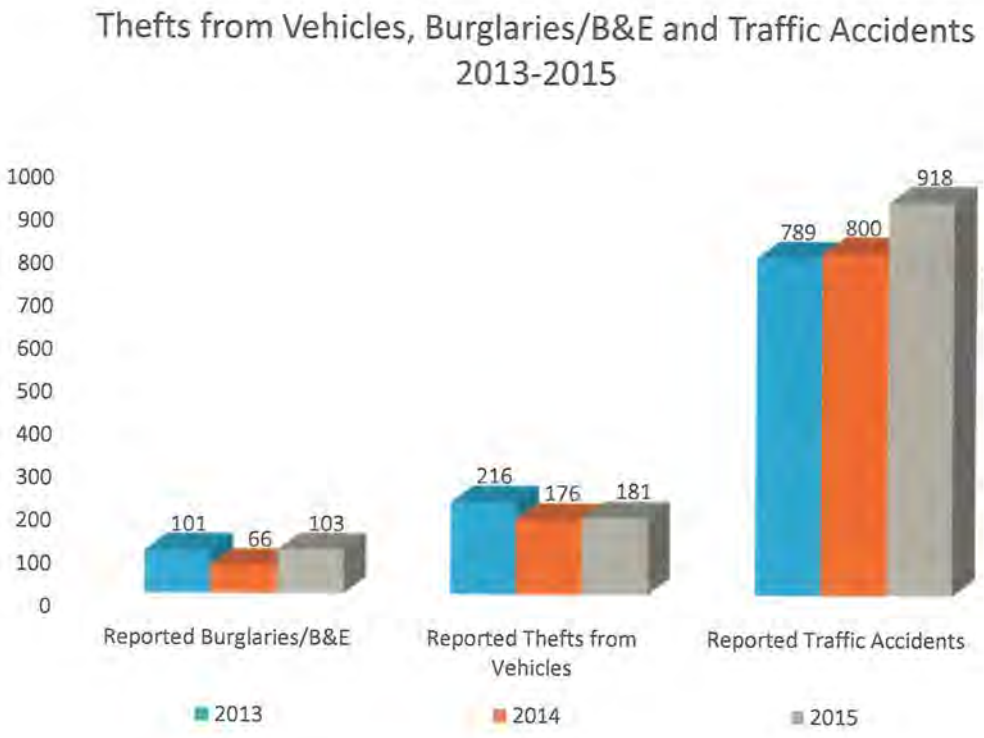
- Account 721002 includes funding for equipment, ammunition, jail supplies, range supplies, canine food and supplies, and other miscellaneous operating supplies that are needed.
- Account 731000 includes funding for equipment for motorcycles, miscellaneous equipment for the community impact unit and community service, replacement gas masks and canisters. This account also provides a half year allocation for body cam data storage costs to allow time for start-up of the program.
- Account 751006 includes funding for all Drug Abuse Prevention Programs (previously known as DARE) related supplies and activities.

24150841

- Account 701100 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 701103 provides funding for overtime for Communications staff.
- Account 701204 provides funding for uniforms as provided for in the negotiated contract and also includes funds for uniform replacements and uniforms for new personnel.
- Account 702000 includes funding for career development and training.
- Account 724003 provides for funding for CAD multi-jurisdictional maintenance, LEADS service agreement and console raised floor cleaning.
- Account 716000 provides funding for professional memberships and a language line subscription.
- Account 721001 includes funding for miscellaneous office supplies and public education supplies.
- Account 721002 includes funding for miscellaneous operating supplies that are needed.
- Account 731000 includes funding for console enhancements

Performance Measures:

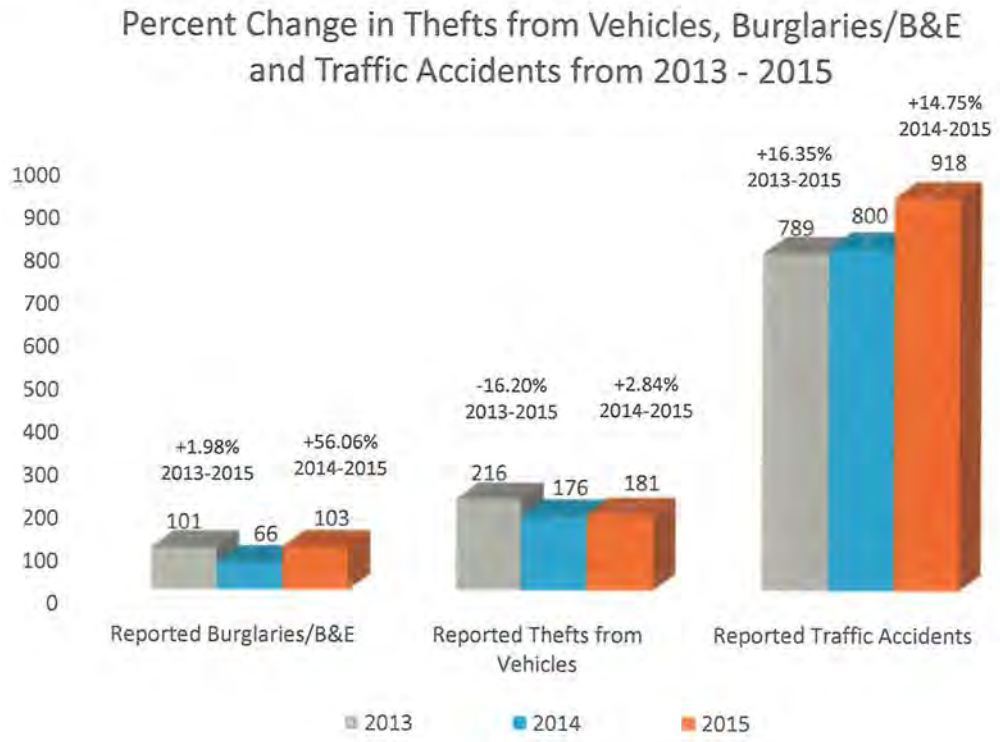
1. Number of Reported Thefts from Vehicles:
2. Number of Reported Burglaries/B&E
3. Number of Reported Traffic Accidents



The Police Department collects statistical data on burglaries/breaking & entering, thefts from vehicles, and traffic crashes as part of its annual goals. The goal measurement is the reduction or increase in 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, 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 their frequency and number. The ultimate goal is to continue to make Dublin a safe place to live, work, and visit.

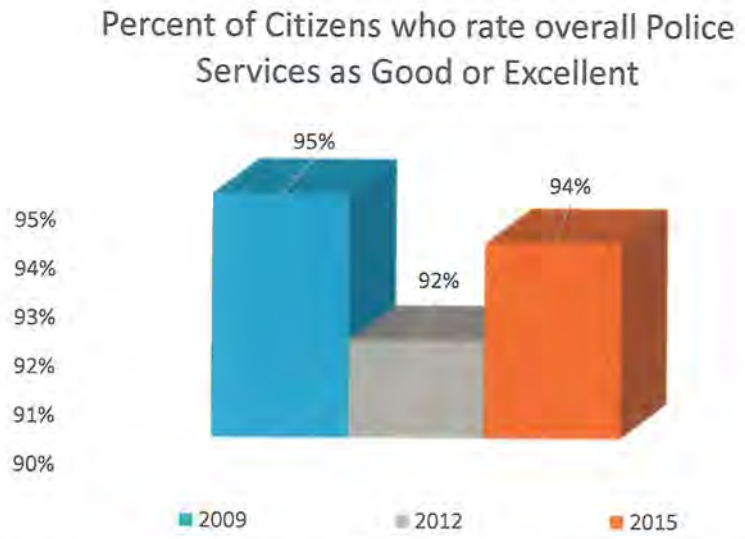
Performance Measures:

4. Percent Change in the Number of Reported Thefts from Vehicles (2013 to 2015)
5. Percent Change in the Number of Reported Burglaries/B&E4 (2013 to 2015)
6. Percent Change in the Number of Reported Traffic Accidents (2013 to 2015)



Performance Measures:

7. Percent of Citizens who rate overall Police Services as Good or Excellent (National Citizens 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.

Safety/ Police/Enforcement and Education

STATEMENT OF FUNCTIONS

Ordinance 96-90 authorized the establishment of the Enforcement and Education Fund. Revenues in this fund are derived from fines received in accordance with Section 4511.99 of the Ohio Revised Code. This fund is to be used by the Police to pay those costs it incurs in enforcing Section 4511.19 of the Ohio Revised Code, in educating the public of laws governing the operation of a motor vehicle while under the influence of alcohol, the dangers of operating a motor vehicle while under the influence of alcohol and other information relating to the operating of a motor vehicle and the consumption of alcoholic beverages.

		2015 Actual	2016 Budget	2016 Revised Budget	2017 Department Budget
251 Enforcement and Education					
80 Police					
Personal Services					
701103	Overtime Wages	0	0	0	2,000
Personal Services Total:		**0**	**0**	**0**	**2,000**
Police Total:		**0**	**0**	**0**	**2,000**
Enforcement and Education Total:		**0**	**0**	**0**	**2,000**

BUDGET SUMMARY:

25150800

- Account 701103 provides funds for overtime for personnel to conduct OVI enforcement.

THIS PAGE LEFT BLANK INTENTIONALLY

City of
Dublin
OHIO, USA

Safety / Police / Law Enforcement Trust Fund

STATEMENT OF FUNCTIONS

Ordinance 94-90 authorized the establishment of the Law Enforcement Trust Fund. Revenues in the fund are derived from contraband property seizures in accordance with Section 2933.43 of the Ohio Revised Code. This fund is to be used to pay the costs of prolonged or complex investigations or prosecutions, to provide reasonable technical training or expertise, to provide matching funds to obtain federal grants to aid law enforcement, or for other law enforcement purposes that City Council determines to be appropriate.

		2015 Actual	2016 Budget	2016 Revised Budget	2017 Department Budget
242 Law Enforcement					
80 Police					
Capital Outlay					
731000	Furniture/Equipment	8,668	0	0	0
Capital Outlay Total:		**8,668**	**0**	**0**	**0**
Police Total:		**8,668**	**0**	**0**	**0**
Law Enforcement Total:		**8,668**	**0**	**0**	**0**

BUDGET SUMMARY:

24280820

- Account 731000 provides for furniture and equipment. No request in 2016 or 2017.

THIS PAGE LEFT BLANK INTENTIONALLY

City of
Dublin
OHIO, USA

Safety / Police/ Wireless 9-1-1 Fund

STATEMENT OF FUNCTIONS

In 2006 and as amended in 2008, House Bill 361 established a $0.28 per month user fee on every wireless phone bill to reimburse local public safety answering points for costs associated with receiving 9 -1 -1 calls placed from wireless telephones. As directed by the bill, the Wireless 9 -1 -1 Governmental Assistance Fund is administered by the Franklin County Commissioners, with funds disbursed in accordance with the formula set by the local 9 -1 -1 Planning Committee. To facilitate disbursement, local agencies are required to enter into intergovernmental agreements. In January 2010, the City of Dublin entered into an agreement with the Franklin County Commissioners for the disbursement of these funds.

Disbursements received from the Wireless 9 -1 -1 Governmental Assistance Fund must be used in accordance with Ohio Revised Code (ORC) §128.57*, which includes those costs incurred in the designing, upgrading, purchasing and maintaining equipment as well as the training of staff who answer wireless 9 -1 -1 calls. Disbursements received may be used for personnel costs, once all equipment purchases have been completed.

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

		2015 Actual	2016 Budget	2016 Revised Budget	2017 Department Budget
244 Wireless 9-1-1 System					
80 Police					
Transfers/Advances					
741000	Transfers Expense	80,000	80,000	80,000	80,000
Transfers/Advances Total:		**80,000**	**80,000**	**80,000**	**80,000**
Police Total:		**80,000**	**80,000**	**80,000**	**80,000**
Wireless 9-1-1 System Total:		**80,000**	**80,000**	**80,000**	**80,000**

BUDGET SUMMARY:

24496820

- Account 741000 will be utilized to transfer funds to reimburse the Safety Fund for allowable expenses including eligible personnel expenditures.

THIS PAGE LEFT BLANK INTENTIONALLY

City of
Dublin
OHIO, USA

General Obligation Debt Service

STATEMENT OF FUNCTIONS

These funds reflect the cost of paying the principal and interest on various outstanding bond and note issues. Sources of funding include transfers from the Capital Improvements Tax Fund and various Tax Increment Financing Funds.

NOTES AND ADJUSTMENTS:

Budget requests for debt service payments reflect debt service obligations for both long-term and short-term debt issued by the City. The debt service payments for Water and Sewer Fund obligations are budgeted as debt service payments directly in the Water and Sewer Funds instead of transferring the money to the General Obligation Debt Service Fund and reflecting the debt payments in that Fund.

		2015 Actual	2016 Budget	2016 Revised Budget	2017 Department Budget
310 General Debt Service					
20 Finance					
Debt Service					
761001	Debt Issuance Costs	369,732	5,375	5,375	5,000
762002	Principal- Parks Programs	321,557	338,000	338,000	605,000
762003	Principal- Transportation	4,946,181	5,948,800	5,948,800	6,380,600
762004	Principal- Land and Buildings	592,603	921,800	921,800	756,150
763003	Interest- Parks Program	126,395	111,785	111,785	119,300
763004	Interest- Transportation	1,313,681	4,831,150	4,831,150	3,414,100
763005	Interest- Land and Buildings	125,453	578,800	578,800	464,000
Debt Service Total:		**7,795,603**	**12,735,710**	**12,735,710**	**11,744,150**
Finance Total:		**7,795,603**	**12,735,710**	**12,735,710**	**11,744,150**
General Debt Service Total:		**7,795,603**	**12,735,710**	**12,735,710**	**11,744,150**

		2015 Actual	2016 Budget	2016 Revised Budget	2017 Department Budget
311 Econ Development Bond Retirmnt					
20 Finance					
Debt Service					
761001	Debt Issuance Costs	301,293	0	0	0
763005	Interest- Land and Buildings	0	0	0	1,391,000
Debt Service Total:		**301,293**	**0**	**0**	**1,391,000**
Finance Total:		**301,293**	**0**	**0**	**1,391,000**
Econ Development Bond Retirmnt Total:		**301,293**	**0**	**0**	**1,391,000**
320 S.A. Debt Service					
20 Finance					
Contractual Services					
711001	County Auditor Deductions	0	0	200	0
Contractual Services Total:		**0**	**0**	**200**	**0**
Transfers/Advances					
741000	Transfers Expense	0	0	741	0
Transfers/Advances Total:		**0**	**0**	**741**	**0**
Finance Total:		**0**	**0**	**941**	**0**
S.A. Debt Service Total:		**0**	**0**	**941**	**0**
321 1992 S.A. Debt Service					
20 Finance					
Contractual Services					
711001	County Auditor Deductions	77	0	25	0
Contractual Services Total:		**77**	**0**	**25**	**0**
Transfers/Advances					
741000	Transfers Expense	53,500	0	655	0
Transfers/Advances Total:		**53,500**	**0**	**655**	**0**
Finance Total:		**53,577**	**0**	**680**	**0**
1992 S.A. Debt Service Total:		**53,577**	**0**	**680**	**0**

		2015 Actual	2016 Budget	2016 Revised Budget	2017 Department Budget
322 2001 S.A. Debt Service					
20 Finance					
Contractual Services					
711001	County Auditor Deductions	165	200	200	200
Contractual Services Total:		**165**	**200**	**200**	**200**
Debt Service					
762003	Principal- Transportation	101,659	105,000	105,000	108,100
763004	Interest- Transportation	26,965	24,000	24,000	20,800
Debt Service Total:		**128,624**	**129,000**	**129,000**	**128,900**
Finance Total:		**128,789**	**129,200**	**129,200**	**129,100**
2001 S.A. Debt Service Total:		**128,789**	**129,200**	**129,200**	**129,100**

(6) Capital Project Funds

Capital Improvements Program (CIP)

STATEMENT OF FUNCTIONS

This fund was created by City Council for the express purpose of the purchase of equipment, apparatus, property, construction of buildings, structures, roads and other public improvements as needed. City income tax collections are directly credited to this fund each year in accordance with Ordinance No. 17-87. Additional revenue is provided by real estate taxes, transfers from the General Fund, and interest income.

NOTES AND ADJUSTMENTS

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

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

The five-Year CIP and the Annual Operating Budget are two critical documents prepared annually. The relationship between these two documents is summarized by the following points:

Five-Year CIP

- Represents a long-term financial plan, including funding sources.
- Establishes priorities and serves as a planning document or blueprint for the City's investment in capital infrastructure.
- Provides a breakdown of major project costs and phasing.
- Does not appropriate money. The Operating Budget is the document which authorizes the actual funding authority for the capital projects.

Operating Budget – Annual CIP Budget

- Appropriates money to implement the first year of the Five-Year CIP.
- Appropriates money to implement a "phase of a major, multi-year project."
- Appropriates money for capital maintenance expenditures, including those of a continuing nature (i.e. fleet and equipment replacement, computers, etc.).

Project Prioritization

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

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

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

Project Type	Considered a Capital Improvement Project (CIP)	A Maintenance Project or Expenditure (Operating Budget)
Capital Enhancements / New Capital Infrastructure	Construction resulting in expansion or significant improvement of an existing asset or facility, or projects resulting in the construction or acquisition of a new asset.	
Capital Maintenance	Projects resulting in the repair, replacement, renovation or minor upgrade of an existing asset.	
Capital Allocation	Projects or programs resulting in acquisition of real property such as land or permanent easements, or reserves for contingencies for future projects.	
Routine Maintenance		Preventive maintenance repairs that do not significantly upgrade the structure or increase its previously estimated useful life (for example minor roof patching or gutter repair work).

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.

Summary of CIP Financial Guidelines

There are several key guidelines the City utilized in determining the fiscal capacity to complete capital projects over the next five years. These are summarized as follows:

- The five-year plan will be updated annually.

- 25 percent of the City's two percent income tax revenue shall be made available to fund capital improvements. This allocation is in accordance with Ordinance No. 17-87 and the ballot language approved by the voters in November 1987.

- Of the 25 percent of the total income tax revenues which are utilized for capital improvements, 60 percent of that amount will be allocated to fund long-term debt, and 40 percent to fund projects and capital expenses on a cash basis. This allocation is in accordance with Ordinance No. 31-16. The reasons for this guideline are:
  a) It is important to stress that funding projects with long-term debt obligates the use of public funds for the next 20 years in most cases. The more long-term debt which is incurred now significantly reduces the options available to future City Councils to fund needed projects.
  b) The City has determined that paying cash for projects where financially possible (pay-as-you-go financing) will increase our flexibility in the future. In utilizing pay-as-you-go financing, revenue projections and estimated fund balances will be reviewed and evaluated to assure that sufficient reserves are maintained.
  c) It is not economical to issue debt for some projects.
  d) The estimated life of some projects does not meet the criteria to issue long-term debt.

- The City's philosophy for projecting income tax revenues is to be conservative. 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.

- To the degree that the income tax revenue rate of growth exceeds our projections in any given year, the excess revenue should be utilized to fund projects on a cash basis the following year or to reduce the amount of debt on projects identified to be financed with debt proceeds.

- The availability of adequate financial reserves or balances that can be used to address unforeseen contingencies or take advantage of opportunities is a critical element in evaluating financial strength. Another key financial indicator for the City is its' General Fund balance. 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. This balance is in accordance with Ordinance No. 32-16.

  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.

- Since a portion of the debt outstanding and future capital improvements are utility (water and sewer) related, the systems' user fees and capacity charges (tap permits) will continue to be evaluated. Water related improvements will be programmed based on the Water Fund's available cash reserves and estimated annual revenues. The repayment of the Ohio Water Development Authority loan for the Upper Scioto West Branch Interceptor will be retired utilizing the Sewer Fund's available cash reserves and estimated annual revenues. Every effort will be made to structure the debt service obligations for utility infrastructure improvements in such a manner as to utilize the Sewer Fund and Water Fund available cash reserves and estimated annual revenues to the fullest and thereby reducing or eliminating the dependency on income tax revenues. The goal in the Water and Sewer funds has been to maintain fund balances equal to approximately 25% of the total value of each system.

- In 2016, approximately 80% of the property tax revenue from the City's "inside millage" will be allocated to the Capital Improvements Tax Fund.

  The property tax revenue from the City's "inside millage" (1.75 mills) was allocated 100% to the Parkland Acquisition Fund from 2001-2006. From 2007-2009, the City began allocating .95 mills of the total 1.75 mills to the Parkland Acquisition Fund with the remaining .80 mills allocated to the Capital Improvements Tax Fund. As part of the 2010-2014 CIP process, Council approved allocating 1.40 mills to the Capital Improvements Tax Fund and .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, Council has continued to approve, with each year's CIP, the same allocation. This allocation is reviewed during the CIP process each year and can be reallocated if City Council deems it appropriate.

- Pursuant to the City's Debt Policy (Ordinance No. 31-16), the maximum amount of income tax supported debt to be issued is 10 percent less than the estimated maximum amount of debt that can be supported by the income tax revenue allocated as available for annual debt service obligations. This limitation provides an additional buffer in the event that income tax revenues fall short of projections or that an unexpected increase in interest rates occurs.

- As a matter of general policy, the City will do the following in order to be able to fund additional projects needed to serve the citizens of Dublin:
  - a) Pursue federal, state and local assistance in the form of grants, low interest loans, cost-sharing, etc.
  - b) Utilize assessment procedures for projects which have a reasonably well defined group of beneficiaries and which legally lend themselves to this type of financing.
  - c) Look increasingly at ways to obtain revenue through user fees as a means to fund capital projects or as a way to free-up other income tax dollars so that they can be used to fund capital projects.
  - d) Utilize, where appropriate, economic development incentives such as tax increment financing.

- As projects are proposed for funding, the statutory debt limitations will be reviewed to ensure compliance.

to be distributed over the five-year period so that as we update our capital program each year, we can evaluate current conditions, including the capital needs, revenue growth, and respond to new priorities.

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 2017-2021 CIP that have been identified as infrastructure projects benefiting the reflected TIFs.

		2015 Actual	2016 Budget	2016 Revised Budget	2017 Department Budget
401 Capital Improvements Tax					
20 Finance					
Contractual Services					
711001	County Auditor Deductions	38,837	38,500	38,500	39,000
Contractual Services Total:		**38,837**	**38,500**	**38,500**	**39,000**
Capital Outlay					
735001	Cap Impr Land and Land Impr	124,773	500,000	500,000	500,000
737000	Cap Impr Contingencies	2,640	225,000	200,000	250,000
Capital Outlay Total:		**127,413**	**725,000**	**700,000**	**750,000**
Transfers/Advances					
741000	Transfers Expense	2,722,228	4,132,000	4,932,000	3,522,600
742000	Advance	4,691,000	0	0	2,015,000
Transfers/Advances Total:		**7,413,228**	**4,132,000**	**4,932,000**	**5,537,600**
Finance Total:		**7,579,478**	**4,895,500**	**5,670,500**	**6,326,600**
30 Public Works					
Capital Outlay					
734004	Other Equipment	1,979,624	1,850,000	1,974,148	1,295,000
735002	Cap Impr Build & Other Struct	1,400,856	3,125,000	3,955,668	1,040,000
735006	Cap Impr Str Maint Proj	9,792,406	10,810,000	15,181,299	14,560,000
735010	Cap Impr Storm Sewer Imp	467,315	560,000	1,213,299	1,165,000
Capital Outlay Total:		**13,640,201**	**16,345,000**	**22,324,414**	**18,060,000**
Public Works Total:		**13,640,201**	**16,345,000**	**22,324,414**	**18,060,000**
40 Parks and Recreation					
Capital Outlay					
735005	Cap Impr Park & Bikewy Impr	3,661,064	2,205,000	7,545,126	1,730,000
Capital Outlay Total:		**3,661,064**	**2,205,000**	**7,545,126**	**1,730,000**
Parks and Recreation Total:		**3,661,064**	**2,205,000**	**7,545,126**	**1,730,000**
60 Information Technology					
Capital Outlay					
732000	Information Technology	1,109,126	965,500	1,173,330	1,425,000
736000	Cap Impr Other Projects	761,642	495,000	703,104	0
Capital Outlay Total:		**1,870,768**	**1,460,500**	**1,876,434**	**1,425,000**
Information Technology Total:		**1,870,768**	**1,460,500**	**1,876,434**	**1,425,000**
80 Police					
Capital Outlay					
734001	Police Capital Equipment	79,648	662,000	957,001	300,000
Capital Outlay Total:		**79,648**	**662,000**	**957,001**	**300,000**
Police Total:		**79,648**	**662,000**	**957,001**	**300,000**
Capital Improvements Tax Total:		**26,831,159**	**25,568,000**	**38,373,475**	**27,841,600**

		2015 Actual	2016 Budget	2016 Revised Budget	2017 Department Budget
412 TIF Woerner-Temple					
20 Finance					
Contractual Services					
711001	County Auditor Deductions	2,587	0	3,000	3,000
Contractual Services Total:		**2,587**	**0**	**3,000**	**3,000**
Transfers/Advances					
741000	Transfers Expense	462,007	0	448,665	449,300
Transfers/Advances Total:		**462,007**	**0**	**448,665**	**449,300**
Finance Total:		**464,594**	**0**	**451,665**	**452,300**
TIF Woerner-Temple Total:		**464,595**	**0**	**451,665**	**452,300**

		2015 Actual	2016 Budget	2016 Revised Budget	2017 Department Budget
415 TIF Ruscilli					
20 Finance					
Contractual Services					
711001	County Auditor Deductions	7,435	0	6,000	7,000
Contractual Services Total:		**7,435**	**0**	**6,000**	**7,000**
Transfers/Advances					
741000	Transfers Expense	1,038,075	0	1,035,475	737,800
Transfers/Advances Total:		**1,038,075**	**0**	**1,035,475**	**737,800**
Finance Total:		**1,045,510**	**0**	**1,041,475**	**744,800**
TIF Ruscilli Total:		**1,045,510**	**0**	**1,041,475**	**744,800**

		2015 Actual	2016 Budget	2016 Revised Budget	2017 Department Budget
416 TIF Pizzuti					
20 Finance					
Contractual Services					
711001	County Auditor Deductions	3,065	0	3,500	3,000
Contractual Services Total:		**3,065**	**0**	**3,500**	**3,000**
Transfers/Advances					
741000	Transfers Expense	0	0	0	325,000
Transfers/Advances Total:		**0**	**0**	**0**	**325,000**
Finance Total:		**3,065**	**0**	**3,500**	**328,000**
30 Public Works					
Contractual Services					
713004	Other Professional Services	0	0	45,935	0
Contractual Services Total:		**0**	**0**	**45,935**	**0**
Capital Outlay					
735006	Cap Impr Str Maint Proj	1,717,100	0	802,037	0
Capital Outlay Total:		**1,717,100**	**0**	**802,037**	**0**
Public Works Total:		**1,717,100**	**0**	**847,972**	**0**
TIF Pizzuti Total:		**1,720,165**	**0**	**851,472**	**328,000**

		2015 Actual	2016 Budget	2016 Revised Budget	2017 Department Budget
419 TIF Thomas/Kohler					
20 Finance					
Contractual Services					
711001	County Auditor Deductions	9,048	0	11,000	9,000
Contractual Services Total:		**9,048**	**0**	**11,000**	**9,000**
Transfers/Advances					
741000	Transfers Expense	155,399	0	155,680	156,200
Transfers/Advances Total:		**155,399**	**0**	**155,680**	**156,200**
Finance Total:		**164,447**	**0**	**166,680**	**165,200**
30 Public Works					
Contractual Services					
713004	Other Professional Services	51,743	0	533,388	0
Contractual Services Total:		**51,743**	**0**	**533,388**	**0**
Capital Outlay					
735004	Cap Impr New Str Const/Eng Ser	18,644	0	1,170,000	0
Capital Outlay Total:		**18,644**	**0**	**1,170,000**	**0**
Public Works Total:		**70,387**	**0**	**1,703,388**	**0**
TIF Thomas/Kohler Total:		**234,834**	**0**	**1,870,068**	**165,200**

		2015 Actual	2016 Budget	2016 Revised Budget	2017 Department Budget
421 TIF McKitrick Project					
20 Finance					
Contractual Services					
711001	County Auditor Deductions	13,700	0	25,000	25,000
Contractual Services Total:		**13,700**	**0**	**25,000**	**25,000**
Transfers/Advances					
741000	Transfers Expense	731,420	0	748,600	1,074,800
742000	Advances Expense	1,605,609	0	0	0
Transfers/Advances Total:		**2,337,029**	**0**	**748,600**	**1,074,800**
Finance Total:		**2,350,729**	**0**	**773,600**	**1,099,800**
TIF McKitrick Project Total:		**2,350,729**	**0**	**773,600**	**1,099,800**

		2015 Actual	2016 Budget	2016 Revised Budget	2017 Department Budget
425 TIF Perimeter Center					
20 Finance					
Contractual Services					
711001	County Auditor Deductions	5,708	0	6,000	6,000
Contractual Services Total:		**5,708**	**0**	**6,000**	**6,000**
Finance Total:		**5,708**	**0**	**6,000**	**6,000**
30 Public Works					
Contractual Services					
713004	Other Professional Services	110,049	0	533,976	0
Contractual Services Total:		**110,049**	**0**	**533,976**	**0**
Public Works Total:		**110,049**	**0**	**533,976**	**0**
TIF Perimeter Center Total:		**115,758**	**0**	**539,976**	**6,000**

		2015 Actual	2016 Budget	2016 Revised Budget	2017 Department Budget
426 TIF Rings Road					
20 Finance					
Contractual Services					
711001	County Auditor Deductions	4,760	0	6,000	12,000
Contractual Services Total:		**4,760**	**0**	**6,000**	**12,000**
Transfers/Advances					
741000	Transfers Expense	269,358	0	274,085	274,900
Transfers/Advances Total:		**269,358**	**0**	**274,085**	**274,900**
Finance Total:		**274,118**	**0**	**280,085**	**286,900**
TIF Rings Road Total:		**274,118**	**0**	**280,085**	**286,900**

		2015 Actual	2016 Budget	2016 Revised Budget	2017 Department Budget
431 TIF Perimeter West					
20 Finance					
Contractual Services					
711001	County Auditor Deductions	22,748	0	22,000	22,000
Contractual Services Total:		**22,748**	**0**	**22,000**	**22,000**
Transfers/Advances					
741000	Transfers Expense	963,345	0	965,905	965,300
Transfers/Advances Total:		**963,345**	**0**	**965,905**	**965,300**
Finance Total:		**986,093**	**0**	**987,905**	**987,300**
30 Public Works					
Contractual Services					
713004	Other Professional Services	24,628	0	0	340,000
Contractual Services Total:		**24,628**	**0**	**0**	**340,000**
Capital Outlay					
735004	Cap Impr New Str Const/Eng Serv	2,345,966	0	110,701	0
Capital Outlay Total:		**2,345,966**	**0**	**110,701**	**0**
Public Works Total:		**2,370,594**	**0**	**110,701**	**340,000**
TIF Perimeter West Total:		**3,356,687**	**0**	**1,098,606**	**1,327,300**

		2015 Actual	2016 Budget	2016 Revised Budget	2017 Department Budget
432 TIF Upper Metro Place					
20 Finance					
Contractual Services					
711001	County Auditor Deductions	2,732	0	3,000	3,500
Contractual Services Total:		**2,732**	**0**	**3,000**	**3,500**
Transfers/Advances					
741000	Transfers Expense	0	0	722,510	1,267,800
Transfers/Advances Total:		**0**	**0**	**722,510**	**1,267,800**
Finance Total:		**2,732**	**0**	**725,510**	**1,271,300**
30 Public Works					
Contractual Services					
713004	Other Professional Services	35,177	0	335,439	0
Contractual Services Total:		**35,177**	**0**	**335,439**	**0**
Capital Outlay					
735004	Cap Impr New Str Const/Eng Serv	833,231	0	1,193,000	0
Capital Outlay Total:		**833,231**	**0**	**1,193,000**	**0**
Public Works Total:		**868,408**	**0**	**1,528,439**	**0**
TIF Upper Metro Place Total:		**871,140**	**0**	**2,253,949**	**1,271,300**

		2015 Actual	2016 Budget	2016 Revised Budget	2017 Department Budget
433 TIF Rings/Frantz					
20 Finance					
Contractual Services					
711001	County Auditor Deductions	4,743	0	5,000	5,000
Contractual Services Total:		**4,743**	**0**	**5,000**	**5,000**
Finance Total:		**4,743**	**0**	**5,000**	**5,000**
30 Public Works					
Contractual Services					
713004	Other Professional Services	139,178	0	395,077	125,000
Contractual Services Total:		**139,178**	**0**	**395,077**	**125,000**
Capital Outlay					
735004	Cap Impr New Str Const/Eng Serv	0	0	0	2,665,000
Capital Outlay Total:		**0**	**0**	**0**	**2,665,000**
Public Works Total:		**139,178**	**0**	**395,077**	**2,790,000**
TIF Rings/Frantz Total:		**143,921**	**0**	**400,077**	**2,795,000**

		2015 Actual	2016 Budget	2016 Revised Budget	2017 Department Budget
436 TIF Historic Dublin Parking					
20 Finance					
Contractual Services					
711001	County Auditor Deductions	1,905	0	1,000	1,000
Contractual Services Total:		**1,905**	**0**	**1,000**	**1,000**
Transfers/Advances					
742000	Advances Expense	70,000	0	0	70,000
Transfers/Advances Total:		**70,000**	**0**	**0**	**70,000**
Finance Total:		**71,905**	**0**	**1,000**	**71,000**
TIF Historic Dublin Parking Total:		**71,905**	**0**	**1,000**	**71,000**

		2015 Actual	2016 Budget	2016 Revised Budget	2017 Department Budget
442 TIF Perimeter Loop					
20 Finance					
Contractual Services					
711001	County Auditor Deductions	408	0	1,000	600
Contractual Services Total:		**408**	**0**	**1,000**	**600**
Transfers/Advances					
742000	Advances Expense	35,000	0	0	35,000
Transfers/Advances Total:		**35,000**	**0**	**0**	**35,000**
Finance Total:		**35,408**	**0**	**1,000**	**35,600**
TIF Perimeter Loop Total:		**35,408**	**0**	**1,000**	**35,600**

		2015 Actual	2016 Budget	2016 Revised Budget	2017 Department Budget
443 TIF Tartan West					
20 Finance					
Contractual Services					
711001	County Auditor Deductions	8,128	0	15,000	15,000
713005	Misc. Contract. Serv.	0	0	8,000	0
Contractual Services Total:		**8,128**	**0**	**23,000**	**15,000**
Transfers/Advances					
742000	Advances Expense	118,125	0	0	0
Transfers/Advances Total:		**118,125**	**0**	**0**	**0**
Finance Total:		**126,253**	**0**	**23,000**	**15,000**
30 Public Works					
Contractual Services					
713004	Other Professional Services	35,140	0	305,060	0
Contractual Services Total:		**35,140**	**0**	**305,060**	**0**
Capital Outlay					
735006	Cap Impr Str Maint Proj	38,742	0	20,068	2,135,000
Capital Outlay Total:		**38,742**	**0**	**20,068**	**2,135,000**
Public Works Total:		**73,882**	**0**	**325,128**	**2,135,000**
TIF Tartan West Total:		**200,135**	**0**	**348,128**	**2,150,000**

		2015 Actual	2016 Budget	2016 Revised Budget	2017 Department Budget
444 TIF Shamrock Blvd.					
20 Finance					
Contractual Services					
711001	County Auditor Deductions	550	0	1,000	750
Contractual Services Total:		**550**	**0**	**1,000**	**750**
Transfers/Advances					
742000	Advances Expense	25,000	0	0	25,000
Transfers/Advances Total:		**25,000**	**0**	**0**	**25,000**
Finance Total:		**25,550**	**0**	**1,000**	**25,750**
TIF Shamrock Blvd. Total:		**25,550**	**0**	**1,000**	**25,750**

		2015 Actual	2016 Budget	2016 Revised Budget	2017 Department Budget
446 TIF River Ridge					
20 Finance					
Contractual Services					
711001	County Auditor Deductions	349	0	1,200	1,250
Contractual Services Total:		**349**	**0**	**1,200**	**1,250**
Transfers/Advances					
741000	Transfers Expense	138,324	0	137,200	137,700
Transfers/Advances Total:		**138,324**	**0**	**137,200**	**137,700**
Finance Total:		**138,674**	**0**	**138,400**	**138,950**
TIF River Ridge Total:		**138,674**	**0**	**138,400**	**138,950**

		2015 Actual	2016 Budget	2016 Revised Budget	2017 Department Budget
447 TIF Lifetime Fitness					
20 Finance					
Contractual Services					
711001	County Auditor Deductions	1,607	0	2,000	1,750
Contractual Services Total:		**1,607**	**0**	**2,000**	**1,750**
Finance Total:		**1,607**	**0**	**2,000**	**1,750**
30 Public Works					
Contractual Services					
713004	Other Professional Services	1,453	0	7,430	0
Contractual Services Total:		**1,453**	**0**	**7,430**	**0**
Capital Outlay					
735006	Cap Impr Str Maint Proj	2,718,050	0	505,000	0
Capital Outlay Total:		**2,718,050**	**0**	**505,000**	**0**
Public Works Total:		**2,718,050**	**0**	**512,430**	**0**
TIF Lifetime Fitness Total:		**2,721,110**	**0**	**514,430**	**1,750**

		2015 Actual	2016 Budget	2016 Revised Budget	2017 Department Budget
448 COIC Improvement					
30 Public Works					
Contractual Services					
713004	Other Professional Services	0	0	0	25,000
Contractual Services Total:		**0**	**0**	**0**	**25,000**
Capital Outlay					
735006	Cap Impr Str Maint Proj	0	0	0	155,000
Capital Outlay Total:		**0**	**0**	**0**	**155,000**
Public Works Total:		**0**	**0**	**0**	**180,000**
COIC Improvement Total:		**0**	**0**	**0**	**180,000**

		2015 Actual	2016 Budget	2016 Revised Budget	2017 Department Budget
449 TIF Irelan Place					
20 Finance					
Contractual Services					
711001	County Auditor Deductions	48	0	1,000	100
Contractual Services Total:		**48**	**0**	**1,000**	**100**
Transfers/Advances					
742000	Advances Expense	3,500	0	0	3,500
Transfers/Advances Total:		**3,500**	**0**	**0**	**3,500**
Finance Total:		**3,548**	**0**	**1,000**	**3,600**
TIF Irelan Place Total:		**3,548**	**0**	**1,000**	**3,600**

		2015 Actual	2016 Budget	2016 Revised Budget	2017 Department Budget
450 TIF Shier Rings Road					
20 Finance					
Contractual Services					
711001	County Auditor Deductions	134	0	1,000	250
Contractual Services Total:		**134**	**0**	**1,000**	**250**
Finance Total:		**134**	**0**	**1,000**	**250**
TIF Shier Rings Road Total:		**134**	**0**	**1,000**	**250**

		2015 Actual	2016 Budget	2016 Revised Budget	2017 Department Budget
451 TIF Shamrock Crossing					
20 Finance					
Contractual Services					
711001	County Auditor Deductions	1,632	0	2,500	2,500
Contractual Services Total:		**1,632**	**0**	**2,500**	**2,500**
Transfers/Advances					
742000	Advances Expense	100,000	0	0	100,000
Transfers/Advances Total:		**100,000**	**0**	**0**	**100,000**
Finance Total:		**101,632**	**0**	**2,500**	**102,500**
TIF Shamrock Crossing Total:		**101,632**	**0**	**2,500**	**102,500**

		2015 Actual	2016 Budget	2016 Revised Budget	2017 Department Budget
452 TIF Bridge and High Street					
20 Finance					
Contractual Services					
711001	County Auditor Deductions	1,288	0	2,500	1,500
Contractual Services Total:		**1,288**	**0**	**2,500**	**1,500**
Transfers/Advances					
742000	Advances Expense	100,000	0	0	100,000
Transfers/Advances Total:		**100,000**	**0**	**0**	**100,000**
Finance Total:		**101,288**	**0**	**2,500**	**101,500**
TIF Bridge and High Street Total:		**101,288**	**0**	**2,500**	**101,500**

		2015 Actual	2016 Budget	2016 Revised Budget	2017 Department Budget
453 TIF Dublin Methodist Hospital					
20 Finance					
Contractual Services					
711001	County Auditor Deductions	1,720	0	2,500	2,000
Contractual Services Total:		**1,720**	**0**	**2,500**	**2,000**
Transfers/Advances					
741000	Transfers Expense	0	0	0	130,000
742000	Advances Expense	176,350	0	0	0
Transfers/Advances Total:		**176,350**	**0**	**0**	**130,000**
Finance Total:		**178,070**	**0**	**2,500**	**132,000**
TIF Dublin Methodist Hospital Total:		**178,070**	**0**	**2,500**	**132,000**

		2015 Actual	2016 Budget	2016 Revised Budget	2017 Department Budget
454 TIF Kroger Centre					
20 Finance					
Contractual Services					
711001	County Auditor Deductions	3,226	0	4,000	4,000
Contractual Services Total:		**3,226**	**0**	**4,000**	**4,000**
Finance Total:		**3,226**	**0**	**4,000**	**4,000**
Transfers/Advances					
741000	Transfers Expense	300,000	0	0	0
Transfers/Advances Total:		**300,000**	**0**	**0**	**0**
TIF Kroger Centre Total:		**303,226**	**0**	**4,000**	**4,000**

		2015 Actual	2016 Budget	2016 Revised Budget	2017 Department Budget
455 TIF Frantz/Dublin Road					
30 Public Works					
Contractual Services					
713004	Other Professional Services	0	0	200,000	0
Contractual Services Total:		**0**	**0**	**200,000**	**0**
Public Works Total:		**0**	**0**	**200,000**	**0**
TIF Frantz/Dublin Road Total:		**0**	**0**	**200,000**	**0**

		2015 Actual	2016 Budget	2016 Revised Budget	2017 Department Budget
456 TIF Delta Energy					
20 Finance					
Contractual Services					
711001	County Auditor Deductions	389	0	1,000	500
Contractual Services Total:		**389**	**0**	**1,000**	**500**
Transfers/Advances					
742000	Advances Expense	30,000	0	0	30,000
Transfers/Advances Total:		**30,000**	**0**	**0**	**30,000**
Finance Total:		**30,389**	**0**	**1,000**	**30,500**
TIF Delta Energy Total:		**30,389**	**0**	**1,000**	**30,500**

		2015 Actual	2016 Budget	2016 Revised Budget	2017 Department Budget
457 TIF Bridge Street					
20 Finance					
Contractual Services					
719006	Contractual Obligations	1,536,965	0	1,536,965	0
Contractual Services Total:		**1,536,965**	**0**	**1,536,965**	**0**
Transfers/Advances					
741000	Transfers Expense	256,888	0	256,000	255,600
Transfers/Advances Total:		**256,888**	**0**	**256,000**	**255,600**
Finance Total:		**1,536,965**	**0**	**1,792,965**	**255,600**
30 Public Works					
Contractual Services					
713004	Other Professional Services	2,418,864	0	3,606,931	1,525,000
Contractual Services Total:		**2,418,864**	**0**	**3,606,931**	**1,525,000**
Capital Outlay					
731000	Furniture/Equipment	0	0	0	375,000
735001	Cap Impr Land and Land Impr	2,165,653	0	149,243	0
735002	Cap Impr Build & Other Struct	0	0	430,000	0
735004	Cap Impr New Str Const/Eng Serv	561,586	0	850,467	0
Capital Outlay Total:		**2,727,239**	**0**	**1,429,710**	**375,000**
Public Works Total:		**2,727,239**	**0**	**5,036,641**	**1,900,000**
TIF Bridge Street Total:		**6,939,956**	**0**	**6,829,606**	**2,155,600**

		2015 Actual	2016 Budget	2016 Revised Budget	2017 Department Budget
458 TIF Vrable					
20 Finance					
Contractual Services					
711001	County Auditor Deductions	0	0	0	2,000
Contractual Services Total:		**0**	**0**	**0**	**2,000**
Finance Total:		**0**	**0**	**0**	**2,000**
30 Public Works					
Contractual Services					
713004	Other Professional Services	0	0	7,000	0
Contractual Services Total:		**0**	**0**	**7,000**	**0**
Capital Outlay					
735004	Cap Impr New Str Const/Eng Ser	1,214,276	0	1,415,433	0
Capital Outlay Total:		**1,214,276**	**0**	**1,415,433**	**0**
Public Works Total:		**1,214,276**	**0**	**1,422,433**	**0**
TIF Vrable Total:		**1,214,276**	**0**	**1,422,433**	**2,000**

		2015 Actual	2016 Budget	2016 Revised Budget	2017 Department Budget
459 TIF West Innovation					
20 Finance					
Contractual Services					
711001	County Auditor Deductions	0	0	100	100
Contractual Services Total:		**0**	**0**	**100**	**100**
Finance Total:		**0**	**0**	**100**	**100**
30 Public Works					
Capital Outlay					
735006	Cap Impr Str Maint Proj	1,620,212	0	706,778	0
Capital Outlay Total:		**1,620,212**	**0**	**706,778**	**0**
Public Works Total:		**1,620,212**	**0**	**706,778**	**0**
TIF West Innovation Total:		**1,620,212**	**0**	**706,878**	**100**

		2015 Actual	2016 Budget	2016 Revised Budget	2017 Department Budget
460 TIF Ohio University					
30 Public Works					
Capital Outlay					
735004	Cap Impr New Str Const/Eng Serv	286,384	0	1,413	0
Capital Outlay Total:		**286,384**	**0**	**1,413**	**0**
Public Works Total:		**286,384**	**0**	**1,413**	**0**
TIF Ohio University Total:		**286,384**	**0**	**1,413**	**0**

		2015 Actual	2016 Budget	2016 Revised Budget	2017 Department Budget
461 TIF Tuller					
20 Finance					
Contractual Services					
711001	County Auditor Deductions	0	0	0	5,000
Contractual Services Total:		**0**	**0**	**0**	**5,000**
Finance Total:		**0**	**0**	**0**	**5,000**
30 Public Works					
Contractual Services					
713004	Other Professional Services	329,767	0	143,228	0
Contractual Services Total:		**329,767**	**0**	**143,228**	**0**
Capital Outlay					
735001	Cap Impr Land and Land Impr	0	0	40,000	0
735004	Cap Impr New Str Const/Eng Serv	7,823	0	8,150,117	0
Capital Outlay Total:		**7,823**	**0**	**8,190,117**	**0**
Public Works Total:		**337,590**	**0**	**8,333,345**	**0**
TIF Tuller Total:		**337,590**	**0**	**8,333,345**	**5,000**

		2015 Actual	2016 Budget	2016 Revised Budget	2017 Department Budget
462 TIF Nestle					
20 Finance					
Contractual Services					
711001	County Auditor Deductions	260	0	750	500
Contractual Services Total:		**260**	**0**	**750**	**500**
Finance Total:		**260**	**0**	**750**	**500**
TIF Nestle Total:		**260**	**0**	**750**	**500**

		2015 Actual	2016 Budget	2016 Revised Budget	2017 Department Budget
464 TIF Innovation					
20 Finance					
Contractual Services					
711001	County Auditor Deductions	0	0	0	250
Contractual Services Total:		**0**	**0**	**0**	**250**
Finance Total:		**0**	**0**	**0**	**250**
TIF Innovation Total:		**0**	**0**	**0**	**250**

		2015 Actual	2016 Budget	2016 Revised Budget	2017 Department Budget
465 TIF Riviera					
30 Public Works					
Contractual Services					
713004	Other Professional Services	0	0	0	125,000
Contractual Services Total:		**0**	**0**	**0**	**125,000**
Capital Outlay					
735001	Cap Impr Land and Land Impr	0	0	0	200,000
Capital Outlay Total:		**0**	**0**	**0**	**200,000**
Public Works Total:		**0**	**0**	**0**	**325,000**
TIF Riviera Total:		**0**	**0**	**0**	**325,000**

CITY OF DUBLIN
CAPITAL IMPROVEMENTS PROGRAM
2017-2021

PROJECT DESCRIPTION	TOTAL 2017-2021 ($000)	BEYOND 2021 ($000)	TOTAL TO BE BUDGETED
SUMMARY			
Administration - Capital Allocations	9,000	0	9,000
Total - ADMINISTRATION	9,000	0	9,000
City Facilities - Capital Maintenance	2,080	0	2,080
City Facilities - Capital Enhancements / New Capital Infrastructure	4,675	1,800	6,475
Total - CITY FACILITIES	6,755	1,800	8,555
City-Wide Fleet - Capital Maintenance	6,790	0	6,790
City-Wide Fleet - Capital Enhancements / New Capital Infrastructure	660	0	660
Total - CITY-WIDE FLEET	7,450	0	7,450
Parks - Capital Maintenance	4,185	0	4,185
Parks - Capital Enhancements / New Capital Infrastructure	28,305	18,370	46,675
Total - PARKS	32,490	18,370	50,860
Police - Capital Maintenance	620	0	620
Police - Capital Enhancements / New Capital Infrastructure	845	0	845
Total - POLICE	1,465	0	1,465
Utilities - Sanitary Sewer - Capital Maintenance	4,725	2,050	6,775
Utilities - Sanitary Sewer - Capital Enhancements / New Capital Infrastructure	13,445	650	14,095
Total - UTILITIES - SANITARY SEWER	18,170	2,700	20,870
Utilities - Stormwater - Capital Maintenance	3,180	685	3,865
Utilities - Stormwater - Capital Enhancements / New Capital Infrastructure	1,420	310	1,730
Total - UTILITIES - STORMWATER	4,600	995	5,595
Computer Hardware / Software / Fiber - Capital Maintenance	1,600	0	1,600
Computer Hardware / Software / Fiber - Capital Enhancements / New Capital Infrastructure	5,030	0	5,030
Total - COMPUTER HARDWARE / SOFTWARE / FIBER	5,030	0	5,030
Transportation - Bicycle and Pedestrian - Capital Maintenance	2,635	0	2,635
Transportation - Bicycle and Pedestrian - Capital Enhancements / New Capital Infrastructure	3,210	2,675	5,885
Total - TRANSPORTATION - BICYCLE AND PEDESTRIAN	5,845	2,675	8,520
Transportation - Bridges and Culvert - Capital Maintenance	7,900	135	8,035
Transportation - Bridges and Culvert - Capital Enhancements / New Capital Infrastructure	22,750	35,050	57,800
Total - TRANSPORTATION - BRIDGES AND CULVERTS	30,650	35,185	65,835
Transportation - Streets and Parking - Capital Maintenance	35,350	740	36,090
Transportation - Streets and Parking - Capital Enhancements / New Capital Infi	86,600	35,360	121,960
Total - TRANSPORTATION - STREETS AND PARKING	121,950	36,100	158,050
Utilities - Water - Capital Maintenance	525	0	525
Utilities - Water - Capital Enhancements / New Capital Infrastructure	6,930	745	7,675
Total - UTILITIES - WATER	7,455	745	8,200
TOTALS:			
Capital Maintenance	69,590	3,610	73,200
Capital Allocations	9,000	0	9,000
Capital Enhancements / New Capital Infrastructure	173,870	94,960	268,830
TOTAL PROJECT BUDGET	252,460	98,570	351,030

CITY OF DUBLIN
CAPITAL IMPROVEMENT PROJECTS
2017-2021

(MUNIS) PROJECT NO.	DESCRIPTION	PRIOR YEARS ($000)	2016	2017	2018	2019	2020	2021	TOTAL 2017-2021 ($000)	BEYOND 2021 ($000)	TOTAL TO BE BUDGETED
ADMINISTRATION											
CAPITAL ALLOCATIONS											
AL171	Land Acquisition	0	500	500	500	500	500	500	2,500	0	2,500
AL172	Parkland Acquisition	0	650	650	650	650	650	650	3,250	0	3,250
AA171	Contingencies	0	250	250	250	250	250	250	1,250	0	1,250
ES142	Allocation for Sewer Extensions	0	200	400	400	400	400	400	2,000	0	2,000
8/22/2016	**TOTAL**	**0**	**1,600**	**1,800**	**1,800**	**1,800**	**1,800**	**1,800**	**9,000**	**0**	**9,000**

CITY OF DUBLIN
CAPITAL IMPROVEMENT PROJECTS
2017-2021

(MUNIS) PROJECT NO.	DESCRIPTION	PRIOR YEARS ($000)	2016	2017	2018	2019	2020	2021	TOTAL 2017-2021 ($000)	BEYOND 2021 ($000)	TOTAL TO BE BUDGETED
	CITY FACILITIES										
CAPITAL MAINTENANCE											
	City-Wide										
AB171	Building Maintenance/Renovations	0	665	880	625	290	155	130	2,080	0	2,080
	Justice Center										
AB061	Paint Current Roof to Match Expansion Roof	0	100	0	0	0	0	0	0	0	0
	Dublin Community Recreation Center (DCRC)										
AB061	Renovate Comp Pool (LED lighting, drains, wall tile)	0	465	0	0	0	0	0	0	0	0
AB061	Replace Skylights in Pools, Fitness, Entry	0	200	0	0	0	0	0	0	0	0
AB061	Replace Flat Roof and Shingle Roof	0	650	0	0	0	0	0	0	0	0
8/22/2016	**TOTAL**	**0**	**2,080**	**880**	**625**	**290**	**155**	**130**	**2,080**	**0**	**2,080**
CAPITAL ENHANCEMENTS / NEW CAPITAL INFRASTRUCTURE											
	5800 Building										
AB175	Relocate Entrance	0	1,050	0	0	0	0	0	0	0	0
AB175	Renovate Office Space	0	0	3,480	0	0	0	0	3,480	0	3,480
	Fleet										
AB174	Salt Barns (2)	0	0	465	0	500	0	0	965	0	965
	Justice Center										
AB061	Covered Parking	0	0	0	0	0	0	0	0	1,800	1,800
	Dublin Community Recreation Center (DCRC)										
AB173	Pool Tile Replacement	0	0	230	0	0	0	0	230	0	230
	Service Center										
AB163	12,000 sq ft Addition	0	3,400	0	0	0	0	0	0	0	0
8/22/2016	**TOTAL**	**0**	**4,450**	**4,175**	**0**	**500**	**0**	**0**	**4,675**	**1,800**	**6,475**
	TOTAL - CITY FACILITIES	**0**	**6,530**	**5,055**	**625**	**790**	**155**	**130**	**6,755**	**1,800**	**8,555**

CITY OF DUBLIN
CAPITAL IMPROVEMENT PROJECTS
2017-2021

(MUNIS) PROJECT NO.	DESCRIPTION	PRIOR YEARS ($000)	2016	2017	2018	2019	2020	2021	TOTAL 2017-2021 ($000)	BEYOND 2021 ($000)	TOTAL TO BE BUDGETED
	CITY-WIDE FLEET										
CAPITAL MAINTENANCE											
AV171	Replacement Vehicles	0	1,000	1,000	1,000	1,000	1,000	1,000	5,000	0	5,000
AV173	Replacement Equipment	0	735	405	420	535	330	100	1,790	0	1,790
8/22/2016	**TOTAL**	**0**	**1,735**	**1,405**	**1,420**	**1,535**	**1,330**	**1,100**	**6,790**	**0**	**6,790**
NEW CAPITAL ASSETS											
AV171	New Vehicles	0	140	230	205	40	0	0	475	0	475
AV173	New Equipment	0	0	110	25	0	25	25	185	0	185
8/22/2016	**TOTAL**	**0**	**140**	**340**	**230**	**40**	**25**	**25**	**660**	**0**	**660**
	TOTAL - CITY-WIDE FLEET	**0**	**1,875**	**1,745**	**1,650**	**1,575**	**1,355**	**1,125**	**7,450**	**0**	**7,450**

CITY OF DUBLIN
CAPITAL IMPROVEMENT PROJECTS
2017-2021

(MUNIS) PROJECT NO.	DESCRIPTION	PRIOR YEARS ($000)	2016	2017	2018	2019	2020	2021	TOTAL 2017-2021 ($000)	BEYOND 2021 ($000)	TOTAL TO BE BUDGETED
	PARKS										
CAPITAL MAINTENANCE											
AR171	Park Renovations / Rehabilitations	0	615	910	800	800	800	800	4,110	0	4,110
AB172	Public Art Maintenance	0	15	15	15	15	15	15	75	0	75
8/22/2016	**TOTAL**	**0**	**630**	**925**	**815**	**815**	**815**	**815**	**4,185**	**0**	**4,185**
CAPITAL ENHANCEMENTS / NEW CAPITAL INFRASTRUCTURE											
AG17B	Bike Rack Installation	0	25	25	25	25	25	25	125	0	125
GR121	Dublin Arts Council Site Renovations	283	0	30	350	35	400	0	815	725	1,540
GR111	Llewellyn Farms South Park	0	0	0	0	100	0	0	100	0	100
GR113	IGS Park (TIF)	161	0	0	0	30	150	0	180	0	180
GR161	Barronsmore Mound (Ballantrae)	0	0	0	0	0	115	0	115	0	115
GR143	Outdoor Exercise Equipment	39	20	0	0	0	0	0	0	0	0
GR144	Obstacle Course	0	255	0	0	0	0	0	0	0	0
GR991	Darree Fields Development	6,384	80	0	290	0	0	0	290	1,215	1,505
GR993	Amberleigh Community Park	2,634	0	0	0	0	75	0	75	600	675
GR994	Emerald Fields (N.E. Quad Park)	5,160	55	225	0	0	0	0	225	0	225
GR992	Coffman Park Expansion	4,636	95	300	0	0	0	0	300	3,485	3,785
GR162	Post Road Bike Path Bridge	0	140	0	0	0	0	0	0	0	0
GR114	Holder-Wright Farm and Earthworks	2,040	1,125	80	0	0	0	0	80	2,035	2,115
GR133	Riverside Park	2,863	2,210	9,400	1,000	7,000	1,900	0	19,300	8,650	27,950
GR163	Tuller Flats	0	0	0	0	0	0	0	0	460	460
GR115	DCPN (North Pool)	795	75	0	0	760	5,000	0	5,760	0	5,760
GR171	Dublin Community Pool South	0	0	190	0	0	750	0	940	0	940
GR172	John Shields Parkway Greenway	0	0	0	0	0	0	0	0	1,200	1,200
8/22/2016	**TOTAL**	**24,995**	**4,080**	**10,250**	**1,665**	**7,950**	**8,415**	**25**	**28,305**	**18,370**	**46,675**
	TOTAL - PARKS	**24,995**	**4,710**	**11,175**	**2,480**	**8,765**	**9,230**	**840**	**32,490**	**18,370**	**50,860**

CITY OF DUBLIN
CAPITAL IMPROVEMENT PROJECTS
2017-2021

(MUNIS) PROJECT NO.	DESCRIPTION	PRIOR YEARS ($000)	2016	2017	2018	2019	2020	2021	TOTAL 2017-2021 ($000)	BEYOND 2021 ($000)	TOTAL TO BE BUDGETED
	POLICE										
CAPITAL MAINTENANCE											
PP083	Replacement Lasers	42	20	0	10	10	0	0	20	0	20
PP084	Replacement Radars	63	0	0	10	10	0	0	20	0	20
PP131	Intersection & Crime Prevention Cameras	93	0	0	0	0	0	0	0	0	0
PP122	Ballistic Helmets	20	0	25	0	0	0	0	25	0	25
PP133	Replacement Ballistic Shields	15	0	25	0	0	0	0	25	0	25
PP162	Replacement Firearms	0	120	0	0	0	0	0	0	0	0
PP151	Replacement Automated External Defibrillators (AED)	2	20	20	0	0	0	0	20	0	20
PP168	Delaware Tactical Unit (DTU) Equipment	0	20	0	0	0	0	0	0	0	0
PP164	Mobile Radio Upgrades	0	125	0	0	0	0	0	0	0	0
PP171	Walkie Upgrades	0	0	0	150	150	150	0	450	0	450
PP172	Gas Mask Replacement	0	0	60	0	0	0	0	60	0	60
8/22/2016	**TOTAL**	**235**	**305**	**130**	**170**	**170**	**150**	**0**	**620**	**0**	**620**
CAPITAL ENHANCEMENTS / NEW CAPITAL INFRASTRUCTURE											
PP165	Communications Center Consoles	0	310	0	0	0	0	0	0	0	0
PP163	Interview Room Camera System	0	0	35	0	0	0	0	35	0	35
PP167	Body Camera Hardware	0	35	0	0	0	0	0	0	0	0
PP161	Next Gen 911 Upgrade	0	0	675	0	0	0	0	675	0	675
PP132	Automatic License Plate Readers	100	0	120	0	0	0	0	120	0	120
PP166	Replacement K9	0	0	15	0	0	0	0	15	0	15
8/22/2016	**TOTAL**	**100**	**345**	**845**	**0**	**0**	**0**	**0**	**845**	**0**	**845**
	TOTAL - POLICE	**335**	**650**	**975**	**170**	**170**	**150**	**0**	**1,465**	**0**	**1,465**

CITY OF DUBLIN
CAPITAL IMPROVEMENT PROJECTS
2017-2021

(MUNIS) PROJECT NO.	DESCRIPTION	PRIOR YEARS ($000)	2016	2017	2018	2019	2020	2021	TOTAL 2017-2021 ($000)	BEYOND 2021 ($000)	TOTAL TO BE BUDGETED
	UTILITIES - SANITARY SEWER SYSTEM										
CAPITAL MAINTENANCE											
ES071	Sewer Lining and Repair	0	0	0	1,500	0	1,500	0	3,000	1,500	4,500
ES171	Annual Sanitary Sewer Maintenance Program	0	200	200	225	225	250	250	1,150	250	1,400
ES122	Manhole Rehabilitations	384	0	275	0	300	0	0	575	300	875
8/22/2016	**TOTAL**	**384**	**200**	**475**	**1,725**	**525**	**1,750**	**250**	**4,725**	**2,050**	**6,775**
CAPITAL ENHANCEMENTS / NEW CAPITAL INFRASTRUCTURE											
ES111	North Fork Sewer Capacity Improvements	0	55	10	360	0	0	0	370	0	370
ES164	Upper Scioto West Shaft Improvements, #12	0	65	0	0	0	0	0	0	0	0
ES172	Sewer Line Extensions - Areas 11A & 11B & 13	0	115	555	0	0	0	0	555	0	555
ES173	Sewer Line Extensions - Areas 4B & 4C	0	0	205	570	0	0	0	775	0	775
ES174	Sewer Line Extensions - Areas 4A, 8A, 10C & 10D	0	0	0	295	870	0	0	1,165	0	1,165
ES175	Sewer Line Extensions - Areas 3A, 3B, 3C & 15	0	0	0	0	610	2,315	0	2,925	0	2,925
ES176	Sewer Line Extensions - Areas 2A, 2B & 2C	0	0	0	0	0	435	1,560	1,995	0	1,995
ES177	Sewer Line Extensions - Areas 8B & 8C	0	0	0	0	0	0	260	260	650	910
ES179	Deer Run Sewer Upsizing, group #1	0	0	0	405	75	2,700	0	3,180	0	3,180
ES178	Deer Run Sewer Upsizing, group #2	0	0	0	0	210	50	1,385	1,645	0	1,645
ES17A	Deer Run Sewer Upsizing - Dumfries Court	0	0	95	480	0	0	0	575	0	575
8/22/2016	**TOTAL**	**0**	**235**	**865**	**2,110**	**1,765**	**5,500**	**3,205**	**13,445**	**650**	**14,095**
	TOTAL - SANITARY SEWERS	**384**	**435**	**1,340**	**3,835**	**2,290**	**7,250**	**3,455**	**18,170**	**2,700**	**20,870**

CITY OF DUBLIN
CAPITAL IMPROVEMENT PROJECTS
2017-2021

(MUNIS) PROJECT NO.	DESCRIPTION	PRIOR YEARS ($000)	2016	2017	2018	2019	2020	2021	TOTAL 2017-2021 ($000)	BEYOND 2021 ($000)	TOTAL TO BE BUDGETED
	UTILITIES - STORMWATER MANAGEMENT										
CAPITAL MAINTENANCE											
AF171	Annual Stormwater Maintenance	0	560	560	575	575	585	585	2,880	585	3,465
AF172	Ditch Maintenance	0	0	100	0	100	0	100	300	100	400
8/22/2016	**TOTAL**	**0**	**560**	**660**	**575**	**675**	**585**	**685**	**3,180**	**685**	**3,865**
CAPITAL ENHANCEMENTS / NEW CAPITAL INFRASTRUCTURE											
EF021	Limerick Lane Stormwater Improvements	2,400	495	505	0	0	0	0	505	0	505
EF171	Hirth Wolpert Creek Culvert Improvements	0	0	0	0	35	245	0	280	0	280
EF172	May Apple, Tamarisk Creek & Hawk's Nest Stormwater Impr.	0	0	0	0	85	485	0	570	0	570
EF173	Glencree Place Stormwater Improvements	0	0	0	0	0	0	65	65	310	375
8/22/2016	**TOTAL**	**2,400**	**495**	**505**	**0**	**120**	**730**	**65**	**1,420**	**310**	**1,730**
	TOTAL - STORMWATER	**2,400**	**1,055**	**1,165**	**575**	**795**	**1,315**	**750**	**4,600**	**995**	**5,595**

CITY OF DUBLIN
CAPITAL IMPROVEMENT PROJECTS
2017-2021

(MUNIS) PROJECT NO.	DESCRIPTION	PRIOR YEARS ($000)	2016	2017	2018	2019	2020	2021	TOTAL 2017-2021 ($000)	BEYOND 2021 ($000)	TOTAL TO BE BUDGETED
	TECHNOLOGY										
CAPITAL ENHANCEMENTS / NEW CAPITAL INFRASTRUCTURE											
AI171	Information Technology	0	1,000	1,090	1,080	925	915	1,020	5,030	0	5,030
	Fiber										
AB082	Dublink Extensions	0	120	120	120	120	120	120	600	0	600
AB142	Dublink/Ignite (100gb Transport)	0	375	250	125	125	125	125	750	0	750
AI172	Connected Vehicles Systems	0	0	50	50	50	50	50	250	0	250
8/22/2016	**TOTAL**	**0**	**1,495**	**1,510**	**1,375**	**1,220**	**1,210**	**1,315**	**6,630**	**0**	**6,630**

CITY OF DUBLIN
CAPITAL IMPROVEMENT PROJECTS
2017-2021

(MUNIS) PROJECT NO.	DESCRIPTION	PRIOR YEARS ($000)	2016	2017	2018	2019	2020	2021	TOTAL 2017-2021 ($000)	BEYOND 2021 ($000)	TOTAL TO BE BUDGETED
	TRANSPORTATION - BICYCLES AND PEDESTRIAN										
CAPITAL MAINTENANCE											
AT173	Annual Shared Use Path Maintenance	0	840	310	410	335	365	245	1,665	0	1,665
AT176	Annual Sidewalk Program	0	50	50	50	50	50	50	250	0	250
AT179	Historic Dublin Brick Sidewalk Maintenance	0	0	0	0	390	220	110	720	0	720
8/22/2016	**TOTAL**	**0**	**890**	**360**	**460**	**775**	**635**	**405**	**2,635**	**0**	**2,635**
CAPITAL ENHANCEMENTS / NEW CAPITAL INFRASTRUCTURE											
ET171 (split)	Glick Road (section 3) SUP	0	100	235	0	0	0	0	235	0	235
ET16L	Perimeter Drive: Avery-Muirfield to Holt Road (TIF) Sidewalk	0	100	0	0	0	0	0	0	735	735
ET16G	Rings Road: Frantz Road to Dublin Road (TIF) SUP	0	100	460	0	0	0	0	460	0	460
ET16M	Shier Rings Road: Eiterman to Cosgray SUP	0	0	0	0	0	0	0	0	360	360
ET16J	Concord Road SUP	0	0	170	0	0	0	0	170	0	170
ET16H	Riverside Drive East SUP	0	75	0	0	0	0	0	0	0	0
ET172	Riverside Drive East Shared-Use Path, section 1	0	0	0	0	110	0	1,045	1,155	0	1,155
ET173	Riverside Drive East Shared-Use Path, section 2	0	0	0	0	0	85	0	85	625	710
ET174	Riverside Drive East Shared-Use Path, section 3	0	0	0	0	0	0	100	100	825	925
ET175	Dublin Center Drive Shared-Use Path	0	0	0	0	0	0	0	0	130	130
ET179	Summit View Road Shared-Use Path	0	45	175	0	0	0	0	175	0	175
ET176	Avery Road Sidewalk Connections	0	0	0	0	65	335	0	400	0	400
ET177	Wedgewood Hills Park Shared-Use Path	0	0	50	185	0	0	0	235	0	235
ET178	Wilcox Road Shared-Use Path	0	0	0	0	35	160	0	195	0	195
8/22/2016	**TOTAL**	**0**	**420**	**1,090**	**185**	**210**	**580**	**1,145**	**3,210**	**2,675**	**5,885**
	TOTAL - BICYCLES AND PEDESTRIAN	**0**	**1,310**	**1,450**	**645**	**985**	**1,215**	**1,550**	**5,845**	**2,675**	**8,520**

CITY OF DUBLIN
CAPITAL IMPROVEMENT PROJECTS
2017-2021

(MUNIS) PROJECT NO.	DESCRIPTION	PRIOR YEARS ($000)	2016	2017	2018	2019	2020	2021	TOTAL 2017-2021 ($000)	BEYOND 2021 ($000)	TOTAL TO BE BUDGETED
	TRANSPORTATION - BRIDGES AND CULVERTS										
CAPITAL MAINTENANCE											
AT17C	Annual Bridge Maintenance	0	180	405	720	835	895	545	3,400	0	3,400
ET162	Emerald Parkway (Scioto) Deck Overlay	0	0	100	2,500	0	0	0	2,600	0	2,600
AT178	Annual Pedestrian Tunnel Maintenance	0	170	225	225	225	225	225	1,125	0	1,125
AT17B	Annual Concrete Sealing Maintenance	0	0	35	35	35	35	35	175	35	210
AT17D	Annual Culvert Maintenance	0	0	100	100	100	100	100	500	100	600
ET17E	Riverside Drive Culvert Replacement	0	0	100	0	0	0	0	100	0	100
8/22/2016	**TOTAL**	**0**	**350**	**965**	**3,580**	**1,195**	**1,255**	**905**	**7,900**	**135**	**8,035**
CAPITAL ENHANCEMENTS / NEW CAPITAL INFRASTRUCTURE											
GR132	Scioto River Pedestrian Bridge	557	2,628	22,750	0	0	0	0	22,750	0	22,750
ET16B	John Shields Parkway Bridge	90	150	0	0	0	0	0	0	35,050	35,050
8/22/2016	**TOTAL**	**647**	**2,778**	**22,750**	**0**	**0**	**0**	**0**	**22,750**	**35,050**	**57,800**
	TOTAL - BRIDGES AND CULVERTS	**647**	**3,128**	**23,715**	**3,580**	**1,195**	**1,255**	**905**	**30,650**	**35,185**	**65,835**

CITY OF DUBLIN
CAPITAL IMPROVEMENT PROJECTS
2017-2021

(MUNIS) PROJECT NO.	DESCRIPTION	PRIOR YEARS ($000)	2016	2017	2018	2019	2020	2021	TOTAL 2017-2021 ($000)	BEYOND 2021 ($000)	TOTAL TO BE BUDGETED
	TRANSPORTATION - STREETS AND PARKING										
CAPITAL MAINTENANCE											
AT171	Annual Street Maintenance Program	0	4,000	4,200	5,000	6,300	7,000	7,400	29,900	0	29,900
AT17A	Annual Guardrail Replacement & Maintenance	0	65	60	70	45	65	80	320	0	320
AT177	Annual Parking Lot Maintenance	0	400	415	405	400	420	445	2,085	80	2,165
AT17E	Annual Retaining Wall and Decorative Wall Maintenance	0	0	80	60	60	60	60	320	60	380
AT17F	Annual Pavement Preventive Maintenance	0	0	505	525	545	565	585	2,725	600	3,325
8/22/2016	**TOTAL**	**0**	**4,465**	**5,260**	**6,060**	**7,350**	**8,110**	**8,570**	**35,350**	**740**	**36,090**
CAPITAL ENHANCEMENTS / NEW CAPITAL INFRASTRUCTURE											
	Street Projects:										
ET013	Tuttle Crossing Blvd. Ext.-Wilcox Road to Avery Road/Avery Road Widening - Tuttle Crossing to Rings Road East, phase 1 (TIF)	453	370	1,900	0	13,090	0	0	14,990	0	14,990
ET161	Tuttle Crossing Boulevard Extension, phase 2 (TIF)	0	0	125	0	0	0	0	125	0	125
ET142	Avery Road Widening - Rings Road E. to Woerner Temple, phase 2 (TIF)	638	100	0	300	0	7,560	0	7,860	0	7,860
ET131	West Innovation Park Infrastructure - Onsite (TIF)	1,618	665	0	135	0	0	0	135	0	135
ET17Q	SR161 & Cosgray Road Roundabout	0	300	640	0	0	0	0	640	0	640
ET066	Eiterman Road Relocation (TIF)	137	0	0	340	0	0	0	340	2,640	2,980
ET164	University Boulevard Extension, phase 2 (TIF)	0	0	0	260	0	0	0	260	1,800	2,060
ET517	Shier Rings Road-Avery Road to Eiterman Road	0	0	0	0	0	150	0	150	2,710	2,860
ET523	Perimeter Drive Widening - Holt Road to Commerce Parkway (TIF)	0	0	0	0	0	300	0	300	5,235	5,535
ET152	US33/SR161/Frantz Road Intersection (TIF)	0	250	0	0	650	875	1,500	3,025	8,500	11,525
ET17I	Shawan Falls Extension, phase 1	0	0	0	500	1,000	4,000	0	5,500	0	5,500
ET17H	Post Road Realignment and Kilgour Place Widening	0	0	0	0	550	1,000	7,000	8,550	0	8,550
ET17S	Frantz Road Bradenton Ave Signalized Intersection Upgrade	0	30	305	0	0	0	0	305	0	305
ET17D (split)	Historic District High Street (Split from ET16A)	649	4,240	2,500	0	0	0	0	2,500	0	2,500
ET16A (split)	Historic District CM Library Street Network	0	0	4,600	0	0	0	0	4,600	0	4,600
ET167	Bridge Street District Program Management	2,509	2,300	1,525	1,550	25	25	0	3,125	0	3,125
ET163	Uncurbed Streets - Mid-Century Neighborhood	0	685	3,560	0	0	0	0	3,560	0	3,560
ET17F	Dublin Cemetery Drive Improvements	0	0	15	460	0	0	0	475	0	475
ET165	Riviera Hyland-Croy Connector (TIF)	0	0	325	2,070	0	0	0	2,395	0	2,395
ET17L	Rings Road Utility Burial (Churchman Rd to Eiterman Rd)	0	0	0	0	35	420	0	455	0	455
ET17M	River Forest Storm and Roadway Improvement	0	0	0	0	180	0	0	180	1,800	1,980
ET158	Sawmill Road - Snouffer Road Intersection Improvements	0	150	0	450	0	0	0	450	6,650	7,100
ET16F	Sawmill Road Third Southbound Lane Addition	0	150	200	0	0	0	0	200	5,375	5,575
ET17T	Bright Road Cul-de-Sac and Neighborhood Entry Feature	0	25	375	0	0	0	0	375	0	375
ET146	Avery Road/Brand Road Roundabout (TIF)	50	355	2,135	0	0	0	0	2,135	0	2,135

CITY OF DUBLIN
CAPITAL IMPROVEMENT PROJECTS
2017-2021

(MUNIS) PROJECT NO.	DESCRIPTION	PRIOR YEARS ($000)	2016	2017	2018	2019	2020	2021	TOTAL 2017-2021 ($000)	BEYOND 2021 ($000)	TOTAL TO BE BUDGETED
CAPITAL ENHANCEMENTS / NEW CAPITAL INFRASTRUCTURE											
	Street Projects:										
ET003	US33/SR161/Post Road Interchange	16,815	200	300	125	0	6,100	0	6,525	650	7,175
ET132	SR 161/Hyland Croy Road Intersection Improvement (TIF)	0	40	40	300	0	0	0	340	0	340
ET518	Hyland Croy & Post Preserve Roundabout (TIF)	0	0	0	375	1,530	0	0	1,905	0	1,905
ET092	Post Preserve Access Modification (TIF)	191	0	180	1,430	0	0	0	1,610	0	1,610
ET16E	Comprehensive Wayfinding System - Phased City Wide	0	955	130	125	95	65	0	415	0	415
	Parking Projects:										
ET411	COTA Relocation (TIF)	627	595	0	0	0	0	0	0	0	0
ET16K	Historic District CM Library Parking Deck	0	0	10,000	0	0	0	0	10,000	0	10,000
ET168	Bridge Park Public Infrastructure (TIF)	3,790	28,210	0	0	0	0	0	0	0	0
ET17A	Bridge Street District Parking Control Equipment	0	75	375	0	0	0	0	375	0	375
ET17B	Parking Lot Construction - Cardinal Health EDA	0	350	2,800	0	0	0	0	2,800	0	2,800
8/22/2016	**TOTAL**	**27,477**	**40,045**	**32,030**	**8,420**	**17,155**	**20,495**	**8,500**	**86,600**	**35,360**	**121,960**
	TOTAL - STREETS AND PARKING	**27,477**	**44,510**	**37,290**	**14,480**	**24,505**	**28,605**	**17,070**	**121,950**	**36,100**	**158,050**

CITY OF DUBLIN
CAPITAL IMPROVEMENT PROJECTS
2017-2021

(MUNIS) PROJECT NO.	DESCRIPTION	PRIOR YEARS ($000)	2016	2017	2018	2019	2020	2021	TOTAL 2017-2021 ($000)	BEYOND 2021 ($000)	TOTAL TO BE BUDGETED
	UTILITIES - WATER DISTRIBUTION SYSTEM										
CAPITAL MAINTENANCE											
EW131	Water Quality Unit Relocation	0	0	15	75	0	0	0	90	0	90
EW172	Tartan West Water Tank Re-Painting	0	0	0	0	0	10	390	400	0	400
EW173	Avery Water Tank Air Gap Structure	0	0	35	0	0	0	0	35	0	35
8/22/2016	**TOTAL**	**0**	**0**	**50**	**75**	**0**	**10**	**390**	**525**	**0**	**525**
CAPITAL ENHANCEMENTS / NEW CAPITAL INFRASTRUCTURE											
EW111	Rings Road Waterline (Eiterman Road to Bonanza Lane)	0	80	650	0	0	0	0	650	0	650
EW162	Tuswell Drive Waterline	0	15	105	0	0	0	0	105	0	105
AW101	Water Line Replacement	827	550	70	580	70	600	75	1,395	600	1,995
EW174	Brand Road Booster Station Improvements	0	0	90	570	0	0	0	660	0	660
EW171	Water Line Extensions - Area 12	0	35	85	0	0	0	0	85	0	85
EW176	Water Line Extensions - Areas 4A & 8A	0	0	0	310	1,020	0	0	1,330	0	1,330
EW177	Water Line Extensions - Areas 4B & 4C	0	0	220	730	0	0	0	950	0	950
EW178	Water Line Extensions - Area 3A	0	0	0	0	130	445	0	575	0	575
EW179	Water Line Extensions - Areas 2B &2C	0	0	0	0	0	260	875	1,135	0	1,135
EW17A	Water Line Extensions - Area 8C	0	0	0	0	0	0	45	45	145	190
8/22/2016	**TOTAL**	**827**	**680**	**1,220**	**2,190**	**1,220**	**1,305**	**995**	**6,930**	**745**	**7,675**
	TOTAL - WATER	**827**	**680**	**1,270**	**2,265**	**1,220**	**1,315**	**1,385**	**7,455**	**745**	**8,200**

Parkland Acquisition Fund

STATEMENT OF FUNCTIONS

Chapter 152 of the Codified Ordinances of Dublin provides for the payment of fees in lieu of parkland dedication. These fees are credited to the Parkland Acquisition Fund for the purpose of acquiring recreational facility sites, open space and/or parkland.

NOTES AND ADJUSTMENTS:

A longstanding goal of City Council has been to preserve parkland, open space and nature features. Beginning in 2001, City Council allocated the City's property tax revenue from its inside millage to the Parkland Acquisition Fund in order to set aside additional funding to meet their goal. In 2007, City Council adjusted the allocation from 100% (1.75 mills) of the inside millage to approximately 54% (.95 mills). The remaining 46% (.80 mills) was allocated to the Capital Improvements Tax Fund. For 2010 and 2011, the millage allocated to the Parkland Acquisition Fund was reduced to 20 percent (.35 mills). City Council has continued to approve this allocation with each year's CIP. 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. 2017 is the final year of this payment. The total contribution to Glacier Ridge Metro Park by the City was $7.7 million, paid over the course of a 20 year period.

Funding also provides for the annual debt service payments on the debt issued to acquire the land for the expansion of Coffman Park. The final debt service payment for the expansion of Coffman Park will be made in 2020.

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

		2015 Actual	2016 Budget	2016 Revised Budget	2017 Department Budget
402 Parkland Acquisition					
20 Finance					
Contractual Services					
711001	County Auditor Deductions	9,714	10,000	10,000	10,000
Contractual Services Total:		**9,714**	**10,000**	**10,000**	**10,000**
Capital Outlay					
735001	Cap Impr Land and Land Impr	503,977	403,300	723,300	16,100
Capital Outlay Total:		**503,977**	**403,300**	**723,300**	**16,100**
Transfers/Advances					
741000	Transfers Expense	233,445	236,700	236,700	238,900
742000	Advances Expense	400,000	0	0	200,000
Transfers/Advances Total:		**633,445**	**236,700**	**236,700**	**438,900**
Finance Total:		**1,147,136**	**413,300**	**970,000**	**465,000**
40 Parks and Recreation					
Capital Outlay					
735001	Cap Impr Land and Land Impr	0	0	0	385,000
Capital Outlay Total:		**0**	**0**	**0**	**385,000**
Parks and Recreation Total:		**0**	**0**	**0**	**385,000**
Parkland Acquisition Total:		**1,147,136**	**650,000**	**970,000**	**850,000**

THIS PAGE LEFT BLANK INTENTIONALLY

City of
Dublin
OHIO, USA

(7) Enterprise Funds

2017 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Public Works/ Water Maintenance

STATEMENT OF FUNCTIONS

This program is under the joint supervision of the Directors of Street and Utilities Operations and Engineering, who report to the Director of Public Works. This work unit includes planning and design of all new construction and improvements of the water distribution system which is tied to the City of Columbus system under a service contract. The Administration works in cooperation with architects, engineers, consultants, builders, and developers in planning improvements to the Dublin portion of the system. Also included is the hydrant maintenance program.

OBJECTIVES AND ACTIVITIES

- Continue the ongoing hydrant maintenance program utilizing in-house resources.
- Prepare hydrants for repainting and continue the ongoing maintenance of hydrants.
- Locate all watch valves.

PERSONNEL DATA POSITION TITLE	2016 CURRENT NUMBER	2017 PROPOSED
Operations Administrator (1)	.10	.10
Maintenance Crew Supervisor (2)	.30	.30
Senior Civil Engineer (3)	.20	.20
Engineering Technician I (4)	0	.5
Engineering Project Inspector (5)	0	.5
Maintenance Worker	1	1
TOTAL	**1.60**	**2.6**
PART-TIME/SEASONAL STAFF		
Seasonal Maintenance Worker	1	1
TOTAL	**1**	**1**

NOTES AND ADJUSTMENTS:

(1) Ten (10%) of an Operations Administrator position is allocated to this budget, forty-five (45%) to the Sewer Fund, and forty-five (45%) to Street & Utilities Operations.

(2) Thirty percent (30%) of a Maintenance Crew Supervisor position is allocated to this fund.

(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.

(4) One Engineering Technician position is allocated fifty percent (50%) to this budget and fifty percent (50%) to Engineering in the General Fund.

(5) One Engineering Project Inspector is allocated fifty percent (50%) to this budget and fifty percent (50%) to Engineering in the General Fund.

		2015 Actual	2016 Budget	2016 Revised Budget	2017 Department Budget
610 Water					
30 Public Works **Street & Utilities Operations**					
Personal Services					
701100	Salaries/Wages	81,210	91,910	91,910	90,520
701103	Overtime Wages	4,283	4,500	4,500	5,000
701104	Other Wages	6,539	22,620	22,620	15,000
701201	Employee Benefits	38,570	44,835	44,835	42,245
701204	Uniforms and Clothing	602	1,520	1,520	1,520
702000	Training/Travel	114	500	500	500
Personal Services Total:		**131,317**	**165,885**	**165,885**	**154,785**
Contractual Services					
713005	Misc. Contract. Serv.	0	60,000	100,000	55,000
715001	Communications	0	4,100	3,100	4,100
717005	Utilities- Other Fuel Types	157,600	155,000	178,850	180,000
718002	Hydrant Maint and Repair	42,539	50,600	50,713	50,600
Contractual Services Total:		**200,139**	**269,700**	**332,663**	**289,700**
Supplies					
721002	Operating Supplies	5,871	6,200	6,200	6,200
724003	Equipment Maintenance	86	500	500	500
Supplies Total:		**5,957**	**6,700**	**6,700**	**6,700**
Capital Outlay					
731000	Furniture/Equipment	825	1,000	1,000	1,000
734002	Tools	370	500	500	500
Capital Outlay Total:		**1,195**	**1,500**	**1,500**	**1,500**
Other Charges and Ex					
755000	Refunds	3,780	0	0	0
Other Charges and Ex Total:		**3,780**	**0**	**0**	**0**
Public Works Total:		**342,388**	**443,785**	**506,748**	**452,685**
Water Total:		**342,388**	**443,785**	**506,748**	**452,685**

		2015 Actual	2016 Budget	2016 Revised Budget	2017 Department Budget
610 Water					
20 Finance					
Transfers/Advances					
741000	Transfers Expense	0	0	200,000	0
Transfers/Advances Total:		**0**	**0**	**200,000**	**0**
Debt Service					
762001	Principal- Water	185,000	190,000	190,000	195,000
763002	Interest- Water	109,425	106,200	106,200	102,350
Debt Service Total:		**294,425**	**296,200**	**296,200**	**297,350**
Finance Total:		**294,425**	**296,200**	**496,200**	**297,350**
Water Total:		**294,425**	**296,200**	**496,200**	**297,350**

BUDGET SUMMARY:

61030330

- Account 701100 provides funding for full-time staffing reflected in the Personnel Data and Notes and Adjustments as related to the Street & Utilities Operations staff.
- Account 701104 provides funding for part-time/seasonal staff.
- Account 702000 provides funding for training sessions.
- Account 713005 provides funding for flushing and pumping of hydrants completed by the Washington Township Fire Department and contracted emergency repairs.
- Account 717005 provides funding for utility costs related to the operation of the water system.
- Account 718002 provides funding for replacement fire hydrants, nozzles and other miscellaneous parts.
-

61090290

- Accounts 762001 and 763002 provide funding for debt service obligations.

		2015 Actual	2016 Budget	2016 Revised Budget	2017 Department Budget
610 Water					
30 Public Works Engineering					
Personal Services					
701100	Salaries/Wages	16,124	16,755	16,755	84,195
701201	Employee Benefits	6,501	6,875	6,875	62,500
702000	Training/Travel	0	2,400	2,400	3,300
Personal Services Total:		**22,626**	**26,030**	**26,030**	**149,995**
Contractual Services					
713004	Other Professional Services	5,793	7,250	7,250	151,000
713005	Misc. Contract. Serv.	113,545	180,000	220,729	283,000
Contractual Services Total:		**119,337**	**187,250**	**227,979**	**434,000**
Capital Outlay					
735009	Cap Impr Water System Imp	566,057	995,000	1,195,000	1,270,000
Capital Outlay Total:		**566,057**	**995,000**	**1,195,000**	**1,270,000**
Public Works Total:		**708,020**	**1,208,280**	**1,449,009**	**1,853,995**
Water Total:		**708,020**	**1,208,280**	**1,449,009**	**1,853,995**

BUDGET SUMMARY:

61030320

- Account 701100 provides funding for full-time staffing reflected I the Personnel Data as related to the Engineering staff.
- Account 702000 provides funding for training sessions.
- Account 713004 provides funding to update water modeling city wide; critical infrastructure study/vulnerability assessment; utility extension data gathering with Franklin County Health.
- Account 713005 provides funding for water line locates by USIC Locating Services.

61080320

- Account 735009 provides funding for water quality units, water line replacements and water tower maintenance.

Public Works/ Sewer Maintenance

STATEMENT OF FUNCTIONS

This work program is under the joint supervision of the Directors of Street and Utilities Operations and Engineering, who report to the Director of Public Works. This work unit includes planning and design of all new construction, improvements and removal of infiltration and inflow sources. Street and Utilities is 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 maintenance, 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 under a service contract.

OBJECTIVES AND ACTIVITIES

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

PERSONNEL DATA POSITION TITLE	2016 CURRENT NUMBER	2017 PROPOSED
Director, Street & Utilities Operations (1)	.25	.25
Engineering Technician I (2)	0	1
Engineering Assistant (3)	1	0
Operations Administrator (4)	.45	.45
Maintenance Crew Supervisor (5)	.50	.50
Senior Civil Engineer (6)	.50	.50
Maintenance Worker	6	6
TOTAL	**8.70**	**8.70**
PART-TIME/SEASONAL STAFF		
Seasonal Maintenance Worker	1	1
TOTAL	**1**	**1**

NOTES AND ADJUSTMENTS:

(1) The Director of Street & Utilities Operations position is allocated twenty-five percent (25%) to this budget, 25% to Solid Waste, and 50% to Street & Utilities Operations.

(2) One Engineering Project Inspector is allocated fifty percent (50%) to this budget and fifty percent (50%) to the Water Fund.

(3) Engineering Assistant has been reclassified to Engineering Technician I.

(4) 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.

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

(6) 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.

		2015 Actual	2016 Budget	2016 Revised Budget	2017 Department Budget
620 Sewer					
30 Public Works					
Personal Services					
701100	Salaries/Wages	460,570	521,545	521,545	435,485
701103	Overtime Wages	22,881	20,000	20,000	25,000
701104	Other Wages	17,635	22,620	22,620	15,000
701201	Employee Benefits	183,703	255,635	255,635	204,625
701204	Uniforms and Clothing	6,433	6,845	6,845	6,845
702000	Training/Travel	5,845	7,310	7,310	7,150
Personal Services Total:		**697,067**	**833,955**	**833,955**	**694,105**
Contractual Services					
713004	Other Professional Services	3,750	20,000	20,000	0
713005	Misc. Contract. Serv.	146,875	171,000	180,387	191,000
715001	Communications	0	2,600	2,600	2,600
717001	Rents and Leases	4,400	48,000	50,200	1,500
Contractual Services Total:		**155,025**	**241,600**	**253,187**	**195,100**
Supplies					
721001	Office Supplies	95	450	450	450
721002	Operating Supplies	5,212	6,350	6,846	6,350
724001	General Maintenance	11,473	13,000	13,246	13,000
724003	Equipment Maintenance	14,350	14,000	14,000	14,000
Supplies Total:		**31,130**	**33,800**	**34,542**	**33,800**
Capital Outlay					
731000	Furniture/Equipment	0	1,000	38,734	1,000
734002	Tools	2,268	4,700	6,700	4,700
735008	Cap Impr Sanitary Sewer Imp	0	25,000	24,325	0
Capital Outlay Total:		**2,268**	**30,700**	**69,759**	**5,700**
Other Charges and Ex					
755000	Refunds	4,420	0	0	0
Other Charges and Ex Total:		**4,420**	**0**	**0**	**0**
Public Works Total:		**889,910**	**1,140,055**	**1,191,443**	**928,705**
Sewer Total:		**889,910**	**1,140,055**	**1,191,443**	**928,705**

		2015 Actual	2016 Budget	2016 Revised Budget	2017 Department Budget
620 Sewer					
20 Finance					
Transfers/Advances					
741000	Transfers Expense	0	0	200,000	0
Transfers/Advances Total:		**0**	**0**	**200,000**	**0**
Debt Service					
761001	Debt Issuance Costs	19,454	0	0	0
762005	Principal- Sewer	1,376,471	1,507,565	1,507,565	1,580,900
763006	Interest- Sewer	293,175	350,240	350,240	253,400
Debt Service Total:		**1,689,099**	**1,857,805**	**1,857,805**	**1,834,300**
Finance Total:		**1,689,099**	**1,857,805**	**2,057,805**	**1,834,300**
Sewer Total:		**1,689,099**	**1,857,805**	**2,057,805**	**1,834,300**

BUDGET SUMMARY:

62030330

- Account 701100 provides funding for staffing reflected in the Personnel Data and Notes and Adjustments as related to the Streets & Utilities Operations staff.
- Account 702000 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 713005 includes funding for pump station inspection and maintenance contract, Delaware County Engineering Fund, and contracted sanitary sewer repairs.
- Account 715001 provides funding for the cost of phone lines to pump stations.
- Account 721002 is funding for supplies necessary for doing in-house sewer cleaning and repairs.
- Account 724001 provides funding for the repair and maintenance of the sewer system including grades rings, and ground rims/covers.
- Account 724003 includes funding to maintain and repair sewer equipment.

62080330

- Account 734002 provides funding for the replacement of miscellaneous tools.

62090290

- Accounts 762005 and 763006 provide funding for debt service obligations related to the Upper Scioto West Branch Interceptor, sanitary sewer relining, and debt for sanitary sewer lining and repairs.

		2015 Actual	2016 Budget	2016 Revised Budget	2017 Department Budget
620 Sewer					
30 Public Works Engineering					
Personal Services					
701100	Salaries/Wages	94,915	107,765	107,765	111,195
701103	Overtime Wages	0	500	500	500
701105	Short Term Disability	10,607	0	0	0
701201	Employee Benefits	46,300	52,725	52,725	53,360
701204	Uniforms and Clothing	0	400	400	400
702000	Training/Travel	720	4,050	4,050	2,500
Personal Services Total:		**152,542**	**165,440**	**165,440**	**167,955**
Contractual Services					
713004	Other Professional Services	37,497	125,000	211,723	228,400
713005	Misc. Contract. Serv.	0	0	0	120,000
Contractual Services Total:		**37,497**	**125,000**	**211,723**	**348,400**
Supplies					
721002	Operating Supplies	33	700	700	700
Supplies Total:		**33**	**700**	**700**	**700**
Capital Outlay					
735008	Cap Impr Sanitary Sewer Imp	2,195,561	460,000	837,351	200,000
Capital Outlay Total:		**2,195,561**	**460,000**	**837,351**	**200,000**
Public Works Total:		**2,385,632**	**751,140**	**1,215,214**	**717,055**
Sewer Total:		**2,385,632**	**751,140**	**1,215,214**	**717,055**

BUDGET SUMMARY:

62030320

- Account 701100 provides funding for staffing reflected in the Personnel Data and Notes and Adjustments as related to Engineering staff.
- Account 702000 provides funding for Inspector training and educational requirements for the Senior Civil Engineer.
- Account 713004 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.

62080320

- Account 735008 provides for capital improvement projects approved in the 2017-2021 Capital Improvements Program.

Merchandising Fund

STATMENT OF FUNCTIONS

Ordinance 11-93 authorized the establishment of the Merchandising Fund. Dublin merchandise is available for resale. The revenue from the sale of the merchandise is used to purchase merchandise, as the intent of the merchandising campaign is to be self-supporting.

		2015 Actual	2016 Budget	2016 Revised Budget	2017 Department Budget
630 Merchandising					
10 City Manager Community Relations					
Contractual Services					
713005	Misc. Contract. Serv.	49	0	260	300
Contractual Services Total:		**49**	**0**	**260**	**300**
Supplies					
721002	Operating Supplies	5,641	5,000	4,740	6,000
Supplies Total:		**5,641**	**5,000**	**4,740**	**6,000**
City Manager Total:		**5,690**	**5,000**	**5,000**	**6,300**
Merchandising Total:		**5,690**	**5,000**	**5,000**	**6,300**

BUDGET SUMMARY:

63010130

- Account 721002 provides funding to buy merchandise for resale.

THIS PAGE LEFT BLANK INTENTIONALLY

City of
Dublin
OHIO, USA

(8) Internal Service Funds

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 Object accounts based on the estimated cost of coverage. In 2017 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 Object 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 Object account benefit for all full-time employees who participate in HBC Plus. The City-wide health plan includes an optional Health Savings Object account (HSA) or Health Reimbursement Object account (HRA) and will include three funding levels to match the three HSA employer contribution levels for a single employee, an employee who has a Family, but no spouse and an employee with family including a spouse.

PERSONNEL DATA **POSITION TITLE**	**2016** **CURRENT NUMBER**	**2017** **PROPOSED**
Benefits Administrator (1)	.75	.75
Human Resources (Wellness) Coordinator (2)	.5	.5
TOTAL	**1.25**	**1.25**

NOTES AND ADJUSTMENTS:

The annual funding level for 2017 for all employee groups is as follows:

Single	$ 10,400
Family	$ 23,920

In order to ensure the proper level of reserves, the funding level has been increased for 2017 by approximately 2.03% for single coverage and 3.63% 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.

		2015 Actual	2016 Budget	2016 Revised Budget	2017 Department Budget
701 Self Insurance - Employee Benefits					
10 City Manager **Human Resources**					
Personal Services					
701100	Salaries/Wages	65,827	102,470	43,881	87,400
701101	Full Time Salaries/Wages	0	0	58,589	0
701103	Overtime Wages	190	0	0	0
701105	Short Term Disability	5,870	0	0	0
701201	Employee Benefits	20,776	45,690	45,690	42,330
702000	Training/Travel	60	5,000	5,000	5,000
Personal Services Total:		**92,723**	**153,160**	**153,160**	**134,730**
Contractual Services					
713005	Misc. Contract. Serv.	112,882	153,300	160,531	167,190
714003	Third Party Administrator	302,777	297,130	297,283	253,000
714005	Medical Dental Rx Vision	3,658,117	4,621,285	4,632,285	5,424,855
714008	Stop Loss Coverage	661,116	742,095	742,095	875,000
714010	Employer HSA Contribution	1,025,700	1,107,935	1,107,935	1,175,000
Contractual Services Total:		**5,760,593**	**6,921,745**	**6,940,129**	**7,895,045**
Transfers/Advances					
742000	Advances Expense	450,000	0	0	0
Transfers/Advances Total:		**450,000**	**0**	**0**	**0**
City Manager Total:		**6,303,316**	**7,074,905**	**7,093,289**	**8,029,775**
Self Insurance - Employee Bens Total:		**6,303,316**	**7,074,905**	**7,093,289**	**8,029,775**

BUDGET SUMMARY:

70110120

- Account 701100 provides funding for staffing reflected in the Personnel Data and Notes and Adjustments.
- Account 702000 provides funding for annual conferences.
- Account 713005 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.
- Account 714003 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 714005 includes funding for the all medical, dental, pharmacy and vision claims.
- Account 714008 provides funding for a stop-loss insurance policy to protect the City against catastrophic or extraordinarily high cost claims.
- Account 714010 provides funding for the employer contributions (funded at 100%) for HSA contribution.

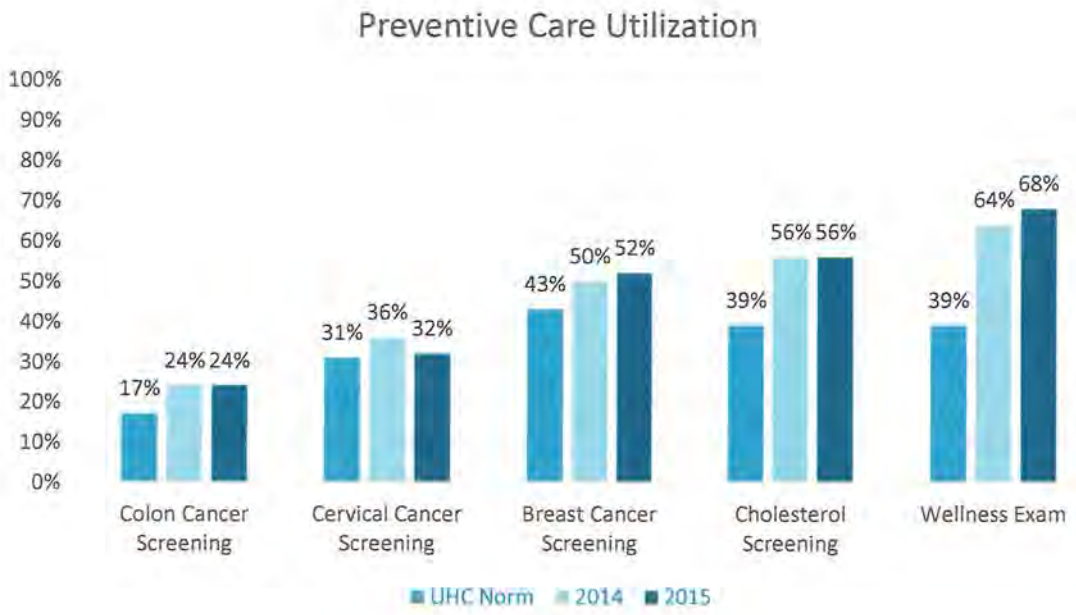
PERFORMANCE MEASURES:

Dublin's Healthy by Choice Wellness Program is a driving factor in keeping healthcare costs low and steady over the years. In 2015 the city had a 98.3% participation rate with our wellness program. Out of 355 employees on the City's health insurance plan 349 participated in wellness activities such as health screenings, preventive care exams, over 30 Healthy by Choice classes, small group fitness programs, yoga, employee Olympics, and much more.

The increased participation and awareness of a healthy lifestyle resulted in 55% of our members at low risk. Low risk is anyone who has zero to two risk factors such as blood pressure, stress, or smoking.

The City's continued focus on wellness and preventive care led to a decrease in inpatient admissions which saved the health plan $1,284,112 in 2015. Several major clinical diagnosis such as cancer, circulatory, and respiratory also had significant decreases in cost to the health plan.

City of Dublin's preventive care utilization is above the industry norm in all categories and have increased over the prior year in most categories.



Employee and spouse engagement in the Healthy by Choice wellness program has had a significant positive impact on the City's claim's cost. The continued focus on preventive care and education will increase our trend of healthy members and at least maintain, if not improve, overall claims costs.

Internal Service/ Workers' Compensation Fund

STATEMENT OF FUNCTIONS

The Workers' Compensation Fund has been established to cover the costs associated with the City's Workers' Compensation coverage under a self-insurance plan. Funds are transferred from the General Fund to cover premiums, claims, and third party administration fees associated with the City's Workers' Compensation coverage.

NOTES AND ADJUSTMENTS:

This budget reflects estimated costs for the City's Self-Insurance Workers' Compensation coverage which includes expected medical expenses and compensation associated with work-related injuries and illnesses from January 1, 2017 - December 31, 2017. This budget also reflects estimated fees for excess workers' compensation insurance coverage and volunteer insurance coverage.

		2015 Actual	2016 Budget	2016 Revised Budget	2017 Department Budget
703 Self Insurance - Workers' Comp					
10 City Manager **Human Services**					
Contractual Services					
713005	Misc. Contract. Serv.	4,256	6,000	6,000	6,000
714003	Third Party Administrator	14,527	46,650	46,650	46,650
714007	Other Claims	66,564	130,500	140,500	138,000
714008	Stop Loss Coverage	71,648	85,800	85,800	88,800
Contractual Services Total:		**156,995**	**268,950**	**278,950**	**279,450**
City Manager Total:		**156,995**	**268,950**	**278,950**	**279,450**
Self Insurance - Workers' Comp Total:		**156,995**	**268,950**	**278,950**	**279,450**

BUDGET SUMMARY:

70310120

- Object account 713005 provides funds for investigation of fraudulent claims.
- Object account 714003 includes the administrative fee for the self-funded program, independent medical evaluations of injured employees, and administrative fees for the state tail fund.
- Object account 714007 funds medical and indemnity reserves for prior year claims, and estimated 2017 claims.
- Object account 714008 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.

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	FY2016*
# of Worker's Compensation Claims	35	30	31	25	29	22	24	17
Total Self Insured Cost	$186,951	$161,871	$190,975	$230,135	$223,022	$200,042	$157,981	$128,801
Percent Change in Insured Cost	(22%)	(18%)	19%	20%	(4%)	(10%)	(21%)	18%

**As of 9/20/2016*

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.

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

(9) Fiduciary Funds

Fiduciary Funds

These funds reflect the cost of reimbursing developers for the cost of installing certain public improvements (water & sewer reimbursement) and for refunding permit bonding fees deposited with the City to ensure completion of a project. A specific agency fund has been established for the collection of taxes on behalf of the Dublin Convention & Visitors Bureau, the tracking of unclaimed funds, the collection and distribution of a building surcharge mandated by State law, and for the agency fund to track the revenue and expenditures of the Central Ohio Interoperable Radio System (COIRS) originally established between the City of Dublin, the City of Worthington and Delaware County, with the City of Hilliard joining COIRS beginning in 2014.

NOTES AND ADJUSTMENTS:

		2015 Actual	2016 Budget	2016 Revised Budget	2017 Department Budget
803 Unclaimed Monies					
20 Finance					
Other Charges and Ex					
755002	Refunds- Gen. Unclaim. Chk	884	795	795	250
755004	Refunds- Unclaim. Inc. Tax	23,473	25,000	25,000	20,000
Other Charges and Ex Total:		**24,357**	**25,795**	**25,795**	**20,250**
Finance Total:		**24,357**	**25,795**	**25,795**	**20,250**
Unclaimed Monies Total:		**24,357**	**25,795**	**25,795**	**20,250**
804 Convention and Visitors Bureau					
20 Finance					
Other Charges and Ex					
751008	Dubl Conv and Vis Bureau	727,332	765,000	765,000	1,133,000
Other Charges and Ex Total:		**727,332**	**765,000**	**765,000**	**1,133,000**
Finance Total:		**727,332**	**765,000**	**765,000**	**1,133,000**
Convention and Visitors Bureau Total:		**727,332**	**765,000**	**765,000**	**1,133,000**
805 Agency					
20 Finance					
Contractual Services					
711004	Sewer Tap Paybacks	583,455	420,000	725,500	800,000
Contractual Services Total:		**583,455**	**420,000**	**725,500**	**800,000**
Other Charges and Ex					
755000	Refunds	56,340	57,000	39,000	800
755005	Refunds- Conditional Occup	329,750	250,000	250,000	200,000
755006	Refunds- Residential 1%	2,522	4,500	7,791	4,200
755007	Refunds- Commercial 3%	14,148	5,000	36,781	35,000
755008	Refunds- Park/CRC Deposits	71,155	55,000	55,000	60,000
755010	Refunds- Theater Admission	3,420	2,500	2,500	30,000
755012	Refunds- Washington Twp.	8,820	7,500	10,500	12,000
755013	Refunds- Hydrant Permit	0	0	500	300
755014	Refunds- School Programs	19,649	0	10,000	12,000
755015	Refunds- Vendor Bonds	1,500	1,500	1,500	0
Other Charges and Ex Total:		**507,304**	**383,000**	**413,572**	**354,300**
Finance Total:		**1,090,759**	**803,000**	**1,139,072**	**1,154,300**

		2015 Actual	2016 Budget	2016 Revised Budget	2017 Department Budget
805 Agency					
Agency Total:		**1,090,759**	**803,000**	**1,139,072**	**1,154,300**
807 C.O.I.R.S.					
20 Finance					
Contractual Services					
713001	Accounting/Auditing Services	0	0	0	4,500
713002	Legal Services	13,939	6,000	23,800	8,000
713004	Other Professional Services	772,735	34,500	217,415	34,500
714001	Insurance and Bonding	7,736	12,000	9,200	11,000
717005	Utilities- Other Fuel Types	3,318	6,500	7,734	7,500
Contractual Services Total:		**797,728**	**59,000**	**258,149**	**65,500**
Supplies					
724003	Equipment Maintenance	4,671	177,900	177,900	197,000
Supplies Total:		**4,671**	**177,900**	**177,900**	**197,000**
Other Charges and Ex					
755000	Refunds	0	270,500	266,500	0
Other Charges and Ex Total:		**0**	**270,500**	**266,500**	**0**
Finance Total:		**802,399**	**507,400**	**702,549**	**262,500**
C.O.I.R.S. Total:		**802,399**	**507,400**	**702,549**	**262,500**

THIS PAGE LEFT BLANK INTENTIONALLY

City of
Dublin
OHIO, USA

GLOSSARY OF TERMS

While not inclusive, this glossary is provided to assist the reader with definitions of some unfamiliar terms used in the budget document.

Accrual Basis – a basis of accounting in which transactions are recognized at the time they are incurred or obligated, rather then when cash is received or spent.

Agency Fund - a type of fiduciary (trust) fund used to account for assets held by the City as an agent for individuals, other governments and/or other funds.

Appropriation – authorization from the legislative authority (City Council) to expend funds for a specific purpose or category of purposes. Appropriations are for the current fiscal year and lapse at the end of the fiscal year if not obligated for a specific purpose.

Balanced Budget – occurs when planned expenditures equal anticipated revenues.

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

Bond Rating – a measure of the City's credit-worthiness determined by established outside agencies by reviewing the City's financial viability and practices. A high bond rating results in favorable interest rates when the City borrows funding for long term capital projects.

Budget – the financial operating plan for a given time period which provides estimates of expenditures and revenues for that time period and outlines the assumptions under which those estimates were made.

Budget Amendment – a formal change of budgeted appropriations requiring legislative approval.

Budget Calendar – the schedule of key dates that are followed in the preparation and adoption of the budget.

Budgetary Basis – the basis under which the budget estimates are made.

Capital Asset (as defined by the City of Dublin) –tangible property, obtained or controlled as a result of past transactions, events or circumstances, which will benefit the City for a period of more than one (1) year and has a cost or dollar value of $1,000 or more.

Capital Outlay – a category of expenditures that includes items greater than a certain value and/or expected to last for greater than a specified time period.

Capital Improvements Program (CIP) –issued separately on an annual basis, but in coordination with the operating budget document, the CIP is the five-year plan for infrastructure and other long term investments such as roadways, technology, vehicles, parks, etc.

Capital Improvements Tax Fund - represents the 25% of the local income tax collected for the purpose of funding capital improvements.

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.

GLOSSARY OF TERMS

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 their 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.

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.

GLOSSARY OF TERMS

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.

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

Fiscal Year – the twelve-month period designated as the operating year for accounting and budget purposes; in the case of the City of Dublin, January 1 – December 31, or calendar year.

Full – Time Equivalent (FTE) – represents an employee working a standard 40-hour workweek, or its equal in terms of hours comprised of more than one employee.

Fund – the basis on which the governmental accounting system is organized; an independent financial and accounting entity with a self-balancing set of accounts in which transactions relating to resources, expenditures, assets and liabilities are recorded. Funds are established to account for the use of restricted revenue sources and to carry on specific activities.

Fund Balance – amounts shown as fund balance represent monies which remain unspent after all budgeted expenditures have been made.

General Fund – the general operating fund used to fund public services used to account for all financial resources except those required to be accounted for in another fund.

General Obligation Debt – debt backed by the full faith, credit and taxing power of a government.

General Obligation Debt Service Fund – accounts for the accumulation of resources and payment of general obligation bond principal and interest from governmental resources.

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

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

GLOSSARY OF TERMS

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 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.

GLOSSARY OF TERMS

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 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.

GLOSSARY OF TERMS

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.

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.