

**DUBLIN CITY COUNCIL
WORK SESSION
2023 PROPOSED OPERATING BUDGET - #1
OCTOBER 17, 2022**

Minutes

Mayor Fox called the Monday, October 17, 2022 work session to order at 6:03 p.m.

Council members present: Ms. Alutto, Ms. Amorose Groomes, Vice Mayor De Rosa, Mayor Fox, Mr. Keeler, Ms. Kramb, and Mr. Reiner.

Staff present: Ms. O'Callaghan, Ms. Readler, Mr. Stiffler, Mr. Rogers, Ms. Kennedy, Ms. Murray, Ms. Hoffman, Mr. Ranc, Ms. Rauch, Ms. Weisenauer, Chief Paez, Mr. Earman, Mr. Hammersmith, Mr. Fagrell, Mr. Ashford, Mr. Taylor, Mr. Anderson, Ms. Gee, Ms. Noble, Ms. Klus, Ms. Willis, Ms. Wawskiewicz, Mr. Rayburn, Ms. LeRoy, Ms. Wilson-Schoning, Ms. Nardecchia, Mr. Brown, Ms. Blake, Ms. Goliver.

Vice Mayor De Rosa led the Pledge of Allegiance.

City Manager Comments

Ms. O'Callaghan provided opening comments, stating that tonight's meeting will provide additional information and context for the proposed 2023 Operating Budget. This year, staff carefully reviewed the budget requests to ensure that the proposed budget is aligned with City Council's goals for 2022 and 2023, as well as the new Strategic Framework adopted by City Council earlier this year. As the Strategic Framework sets forth, Dublin aspires to be the most sustainable, connected and resilient global city of choice. For the 2023 Operating Budget, the City will be utilizing a new software called Cleargov, the same software used to create the 2023-2027 Capital Improvements Program. This software will allow us to produce a more consistent and professional looking document that can be published digitally on our website. This digital document will allow residents to find the information they may be looking for in a more accessible, searchable and web-friendly format as compared to our previous pdf document of several hundred pages. She thanks staff for the effort they extended to load the entire Operating Budget into that new system. Staff also took a hard look at budget utilization, examining each division's budget utilization over the five previous years in order to make adjustments to better align our budgeted expenditures with prior years' actuals and estimated revenues. These modifications are intended to reduce excess budget capacity without having a negative impact on service delivery. This proposed operating budget continues to uphold the City's commitment to responsible fiscal stewardship and the continuation of best in class services. Staff looks forward to collaborating with City Council to develop an approved 2023 Operating Budget. Mr. Stiffler will provide an overview of the proposed budget.

PROPOSED 2023 OPERATING BUDGET

Budget Overview

Mr. Stiffler reviewed the schedule for review of the proposed 2023 Operating Budget:

Monday, October 17 – Council Operating Budget Work Session 1

Monday, October 24 – Introduction and first reading of adopting ordinance

Tuesday, November 1 – Council Operating Budget Work Session 2

Monday, November 14 – Second reading/public hearing of adopting ordinance

He noted that any questions or follow-up items requested at tonight's meeting will be discussed at the second work session on November 1.

In Operating Expenditures, a budget of \$100,335,405 is proposed. This is a reduction of \$1,476,795 or 1.5% from the 2022 Operating Budget. The reduction is applied in all categories, including Personnel, Operating Expenditures and Capital Expenditures. In Operating Revenues, estimated is \$94.1 million, a 0.1% decrease from the 2022 Operating Budget. We are estimating flat income tax revenues, losing American Rescue Plan Act (ARPA) funding of \$2.6 million, and projecting gains in recreation and hotel-motel tax revenues in 2023. In regard to how operating funds, revenues and expenditures compare, the City continues to budget conservatively, proposing a budget where budgeted revenues are exceeded by budgeted expenditures. In an era of flat revenues, we are attempting to close the gap with a reduction in expenditures. This is consistent with the historical gap seen between budgeted revenue and budgeted expenditures prior to the pandemic. In terms of actual revenue and actual expenditures in 2021 and years prior, we continue to have actual revenues exceed actual expenditures. He noted that actual expenditures include land acquisitions, which have been significant over the last 4 years, because they occur in an operating fund. That is not necessarily the same as the Operating Budget. If land acquisitions were to be removed, which are not properly considered part of an Operating Budget, even though they do come from the General Fund, a clearer picture emerges. Without land acquisitions, the Operating Budget is very structurally sound. Actual revenues annually exceed actual expenditures by a significant amount. Viewing the budget in that manner reveals the City's fiscal sustainability. Historically (2006 through 2021), the City budgeted negative variances ranging between \$3 and \$5 million. Therefore, even in difficult years (2009 and 2021), the City had an actual positive budget variance. For 2022, the City passed a budget that had a negative variance of \$8.5 million. Typically, the City does not have a significant amount of nonrecurring revenues or expenditures in the budget. The original budget did not have any of the Covid funds or the first tranche of ARPA funds; it was not until the second tranche, that the funding was budgeted. That was the first time the City budgeted significant one-time money. If those one-time revenues are taken into account, the actual structural negative variance last year was closer to \$11 million. Moving from a negative variance of \$11 million to this year's negative variance of \$6.5 million is a significant accomplishment in an era of flat revenues.

In terms of policy compliance, the current estimate is the 2022 General Fund balance will end at 73%, which is significantly in excess of the 50% fund requirement. The 2023 fund estimate is 52%; however, that number is over-estimated. Additionally, a transfer of \$6 million to the Capital Fund is budgeted for the Bright Road area improvements. Absent those factors, the 2023 fund balance would be near the 2022 General Fund balance. He noted that the proposed budget takes significant steps toward sustainability in the City's fiscal health.

For 2022, the anticipated expenditures are \$86 - \$88 million. The projected 2023 Operating Expenditures are between \$90 - \$92 million. This budget is anticipated to close the percent of utilization gap, exceeding the 90% utilization, which is where the City was pre-pandemic. The 2023 operating expenditures are anticipated to decrease 1.5% from the 2022 Operating Budget. That variance is attributable to personnel, operating expenses and capital expenditures.

Salaries: A decrease in salaries of \$42,690 is anticipated, due to vacancy credits. Two additional full-time positions are being added in NRECC (dispatching center), but there is offsetting revenue from partner organizations associated with both positions. Wage increases will be per the union

contract and up to 4% for non-union, in addition to increases in cost of health insurance. There will be no change in the amount budgeted for benefits, due primarily to the vacancy credit. However, the cost of health insurance for the City has increased 9.5% for single coverage and 11.6% for family coverage. The contribution to the Retirement Systems has not changed from prior years.

Vacancy credits: The goal is to increase budget utilization by reducing the amount budgeted that will not be expended on full time staff salaries and benefits. In previous Operating Budgets, 100% of the cost for full time salaries and benefits was budgeted. This is a very conservative method of budgeting, as it assumes 100% full time staff position occupancy at all times. In actuality, there has been a 4% staff vacancy rate, recently even higher. In the 2023 Operating Budget, full-time staff and benefits are budgeted at the division level at 90% of the estimated cost. At the same time, 6% of the amount needed for 100% employment of all positions at all times is budgeted in the City Manager's Miscellaneous account. Not included is 4%, which is the amount typically not needed. In 2023 as part of the Q3 and Q4 supplemental, appropriations from the City Manager's Miscellaneous accounts for salary and benefits will be un-appropriated and re-appropriated to each division as needed. If the vacancies for next year end up being 3%, an insufficient amount will have been budgeted, so additional appropriations would be requested in the Q3 and Q4 in order to fund the positions Council has approved in the Compensation Plan.

Operating Expenditures -\$43,332,245, which is a decrease of 2.7% (\$1,186,890). Contractual Services reflect a 3.2% (\$665,415) increase from the 2022 budget in the areas of Information Technology, Planning, Events, Parks/Forestry/Horticulture and Transportation and Mobility. In supplies, there was a 1.5% (\$106,770) decrease. Other Charges & Expenditures reflect an 11.5% (\$1,745,535) increase over the 2022 budget. In Capital Expenditures, there was a 27% (\$227,700) decrease from the 2022 budget.

Organization and Staffing: The 2024 Organizational Chart reflects a change back to a departmental structure, including: Administrative Services, Police, Finance, Community Development, Parks & Recreation, and Public Works. Positions added include: 2 NRECC positions (\$75,500 + benefits for each). Currently, 2 positions remain under review: one is an I.T. support service analyst for Council Chambers AV for meetings (new position or contracting service) (\$66,480 + benefits), and a Rec Program Coordinator (\$46,050 + benefits). The budget also covers some position reclassifications with the following financial impacts: Deputy Dr. of Planning - \$25,000; Civil Engineer I - \$6,200; Event Coordinator - \$6,200; Outreach & Engagement Coordinator - \$6,200; Recreation Program Coordinator - \$ -6,200; Dir. Community Development - \$ - 16,850. The salary and benefit increases are the largest cost increases in the budget. Those increases are offset this year by the creation of the vacancy credit. If that is continued next year, we will see the utilization gained from the vacancy credit, but the savings offset would no longer exist. This year, we gain the advantage of the temporary reduction by creating that program. Given that this is a year of flat revenue, it is a year to show an Expenditure reduction.

The following budget changes also are seen: increases in Parks, I.T., Rumpke contract, projects in Planning and in Transportation & Mobility; and reductions in capital project expenditures for Dublin Arts Center site improvements, road salt, tax refunds and EBA payments.

Council Questions

Vice Mayor De Rosa inquired if the projected Expenses in 2022 are \$86M and \$88M and are estimated to be \$90M in 2023.

Mr. Stiffler responded affirmatively.

Vice Mayor De Rosa stated that the expenses are increasing, so the budget is flat, only because of utilization of the vacancy credit. Because the expenses are increasing annually, she would recommend the chart be updated to be more clear about the estimated increase in expenditures. Likely, the City will also see an increase in Revenue. According to City policy, if the revenue is increased by \$1M, another \$.25 is allocated to the Capital Improvement Program. It is important to remember an increase in revenue has ramifications on capital funding. She inquired if the expectation is that year-end expenditures would be \$86M-\$88M.

Mr. Stiffler responded that it has been difficult to forecast those numbers accurately. Forecasting the payroll is straightforward, but the rate of inflation throughout the year has been increasing the estimated year-end expenditures; \$88M is a reasonable estimate. Because the 2021 Irish Festival, which is a \$2.5 million event did not occur, that caused the perceived growth in expenses in 2022. He does not anticipate seeing \$8 million annual growth in the future, as we had a successful Irish Festival this year. Next year, the growth will be attributable to salaries, benefits and inflationary growth on contractual expenditures, approximately \$3M-\$5M. He hesitates to forecast, however, as much can change. The attempt was to have a 90% utilization budget threshold.

Vice Mayor De Rosa stated that it is important to remember the anticipated annual increase of \$3-5M in expenditures, due to inflation. She noted that Council's policy is to have an annual revenue increase of 3%. That was difficult this year due to the loss of ARPA funds and the inflation factor.

Mr. Stiffler stated that this is not a budget that is intended to reduce at all the level of service delivery. The intent is to remove the excess budget capacity and achieve closer utilization. When you look at the revenues and expenditures, it is clear the City is structurally sound. Looking at the budget, it has been less clear. This year, steps are being taken to present a budget with better clarity on the City's true fiscal sustainability.

Ms. Alutto complimented Mr. Stiffler on the methods he has implemented to present a higher-utilization budget. She cautioned that it might take some time to achieve our desired goal, as the country seems to be entering a recession period, and it is unknown how long that economic cycle might last. She appreciates Mr. Stiffler's efforts to present a realistic view of the organization's fiscal situation. [Microphone not functioning]

2023 Proposed Operating Budget by Division

- **City Manager's Office**

Personnel Changes

Ms. O'Callaghan reviewed staffing changes proposed in the City Manager's (CM) budget, which are reflected in the revised Organizational Chart. She has proposed that several positions be moved from other offices into this office, and one position will move from this office to provide support to the I.T. division. The positions are not new; the location is new. The positions moving to her office will provide for additional cross utilization of the positions citywide and to avoid having a couple of offices comprised of only one or two employees. The changes, including title changes include:

- Deputy City Manager/Chief Operating Officer to Deputy City Manager
- Assistant City Manager to Director of Administrative Services
- Management Analysts (2) moved to CM office, so that all 3 Management Analysts will be in the CM budget, although 2 will continue to be embedded in the Service Center and Development Building.
- Administrative Supportive I (2) moved to CM office. These positions staff the front desks of City Hall, Development and Service Center, and report to the Management Analyst. They will be taking a look at the customer services provided at the front desks to see if the services can be standardized.

Noteworthy Changes - General Fund:

- a. Personnel changes: +40.1%
- b. Contractual Services: -14%. This reflects the reduction of the Ice Miller Broadband Services contract scope by \$70,000 and removal of the Connected Dublin Software Verde project, a reduction of \$45,000.
- c. Other Charges/ Expenditures: +11.4%. Addition of a Sustainability Assessment expert - \$50,000

Miscellaneous

- a. Personnel Services: \$3,700,000. This is the salary reserve for the vacancy credit.
- b. Contractual Services: -18.4%. Reduction of \$80,000 - lobbyist for broadband; removal of MORPC studies contingency placeholder – reduction of \$30,000.

Total budget - \$4,688,730. Increase of 329.2%

• **Communications & Public Information Department**

Ms. Weisenauer stated that the Communications & Public Information budget reflects a modest reduction. No personnel additions or changes are requested. Currently, there are 8 FT and 2 PT positions.

Noteworthy Budget Changes:

Personnel Services - reduction of 3.7%; Contractual Services – reduction of 2.2%; Supplies – reduction of 23.3%; Other Charges/Expenditures – increase of 2.5%, due to the increase in Memorial Tournament sponsorship costs.

Total budget: \$2,046,915. Decrease of 2.2%

• **Administrative Services Department**

Mr. Rogers stated that a Department of Administrative Services is proposed, which will be comprised of the following 6 divisions: Court Services, Innovation and Performance Analytics, Facilities & Fleet Management, Outreach & Engagement, Information Technology (I.T.) and Human Resources. The directors of these 6 divisions are present and can answer any questions.

Court Services

Current staffing consists of 4 FT positions, 1 permanent PT. No changes are requested.

Noteworthy Budget Changes:

- Records Management – Personnel – 13.6% reduction. Supplies – 12.7% reduction. Accounts have been reduced based on actual utilization.
- Mayor's Court Computer Fund – \$26,000 increase due to moving the Central Square software from I.T. back to Court Services.

Human Resources

Current personnel positions - 11 FT and 1 PT. No staffing changes are requested.

General Fund:

There is an overall 5.7% budget reduction. In Other Charges/Expenditures, there is an increase of 11.6% in Employee Recognition Programs, due to increased costs of the program.

Self Insurance/Employee Benefits Fund:

In Contractual Services, there is a 12.5% increase related to increased costs in medical, dental, RX, vision and Stop Loss coverage.

Information Technology

Personnel positions – 14 FT/2 PT. One change is proposed, which is moving the administrative support III position from the Office of the City Manager to I.T.

Overall, there is a 2.9% increase in the I.T. budget, due primarily to increased costs of Contractual Services - \$249,000.

Innovation & Performance Analytics

Personnel positions – 4 FT/1 PT. No changes other than the change of the division name from Performance Analytics to Innovation & Performance Analytics, with corresponding title changes.

Overall, there is a 4.9% decrease in the budget.

Mr. Rogers noted that the decrease in the capital accounts in all the divisions reflects the fact that the individual furniture accounts are being placed in the Facilities budget.

Outreach & Engagement

Personnel positions – 4 FT/1 PT. Proposed changes include: reclassification of the Administrative Support II position to an Outreach and Engagement Coordinator; title change for existing Volunteer Resources Coordinator to Outreach & Engagement Coordinator; and removal of the seasonal Nature Education Specialist position.

Overall, there is a 3.5% increase in the budget for this division, due primarily to the SCRAM Wildlife contract moving to this division from the Parks Department - \$55,000, and \$4,500 for the Forever Dublin website.

Facilities

Personnel positions – 22 FT. Proposed changes - removal of 5 FTE seasonal positions and replacing with contractual arrangements.

Noteworthy Changes:

An increase in Contractual Services for the expansion of custodial services based on the removal of seasonal positions - \$77,780; Increase for Furniture/Equipment as division budgets were moved to Facilities Management to centralize furniture purchasing - \$20,000. Overall, a 2% decrease in the budget.

Fleet Management

Personnel positions – 7.4 FT/1PT. Proposed changes – addition of a PT seasonal intern.

No noteworthy changes.

Council Questions

Vice Mayor De Rosa stated that, in reference to the Information Technology division, there has been ongoing discussion about the potential need to budget for an AV support position for public meetings in Council Chamber. She is aware that there has been significant investment in technology for this building; however, in reviewing the video from board and commission meetings, Council believes there is a need for additional improvement. The question is how to identify the best solution. Do we continue to work indefinitely on what we currently have or identify a new solution? When that item returns for discussion, the information provided should include the projected costs for achieving a desired solution.

Ms. O'Callaghan stated that for the last couple of weeks, she has been working with the Clerk of Council's office evaluating a potential contractual solution versus the addition of a new position. The goal is to make sure the end result will achieve Council's goals. Once that analysis has been completed, staff will provide a recommendation to City Council.

Ms. Fox stated that the proposed budget is to replace 5 FT seasonal positions with contracted services. What is the reasoning behind that change?

Mr. Rogers stated that it is difficult to find seasonal employees, which are typically college students, for custodial work. Consistency of availability and quality of the work are issues. Staff believes a more consistent and dependable service would be achieved with contractual services.

- **Department of Police**

Chief of Police Paez presented the 2023 Proposed Budget for the Police Department.

Personnel. Currently, there are 124 FT positions, distributed among 3 bureaus: Patrol Operations, Support Services, and NRECC. Three (3) personnel changes are proposed: a retitle of the Forensics Intelligence Support Analyst to Public Safety Intelligence Analyst; 2 new FT positions in NRECC – Cad Manager and a Communications Systems Specialist. A Cad Manager would be responsible for programming, maintenance and updates of the agency's computer-aided dispatch system, records management system and related mobile software applications. The Communications Systems Specialist would provide support and maintenance of the radio systems, which include 2,000 radios, both portable and vehicle-mounted. Currently, two communications technicians cover those responsibilities as an ancillary assignment.

Reviewed budget details. No noteworthy changes in the General Fund, Law Enforcement or Safety or Hotel/Motel Funds other than the costs associated with personnel and event security.

- **Finance Department**

Mr. Stiffler presented the proposed 2023 budget for the Finance Department. Current Personnel positions – 13 FT. The proposed staffing changes are reclassifications or title changes and have no associated costs: the Director of Finance will be reclassified as CFO/Director of Finance; the Deputy Director of Finance will be reclassified as the Director of Finance Operations; the Administrative Support III will be reclassified as Senior Accounting Specialist; and the Procurement and Contract Coordinator position will be transferred from the Asset Management Division to the Finance Department. The rationale behind that move is to centralize and coordinate the City's procurement process. Currently, that position handles all the prevailing wage and public works-related contracts. The intent is to understand and focus more on the procurement policies and procedures.

General Fund:

Decrease in cost of some supplies purchased by the Finance Department for various departments (paper, coffee) based on actual utilization.

Hotel-Motel Fund:

Changes include the removal of the Visit Dublin Ohio Grant, a cost reduction of \$319,000; and an increase of the Bridge Park NCA contribution of \$75,000.

Taxation Division:

Personnel – 7 FT positions. No changes are proposed.

Noteworthy Changes:

The estimated reduction in budget reflects the anticipated reduction in income tax refunds. For Contractual Services, State Utility Fees and State Opt Fees are being removed. Supplies were reduced based on actual utilization.

- **Community Development**

Mr. Stiffler stated that this is a new department, and the positions are currently vacant.

Personnel – Proposed positions are 2 FT, including the Director and an Administrative Support III. This department existed in 2020 prior to the reorganization. That budget is being reconstituted. The department will consist of three divisions, including: Building Standards, Economic Development and Planning. The Division of Transportation and Mobility will be housed in the Department of Public Works. The Deputy City Manager/Chief Finance and Development Officer (CFDO) position would be replaced with the Director of Community Development, avoiding the need to create an additional position.

The budget would include Personnel costs and Contractual Services. Other charges/expenditures include the fees and activities related to the Chamber of Commerce expenditures and supplies. The Community Development Department and the Office of City Manager are dividing the expenditures of the former CFDO Office.

Council Questions

Vice Mayor De Rosa inquired where the costs related to Economic Development marketing campaigns would be located.

Mr. Stiffler responded that those costs would be within the Economic Development Division's budget. Mayor Fox stated that she likes the proposed Community Development Department organizational change. This will increase and centralize the communication across the three divisions that deal with development.

- **Building Standards Department**

Mr. Fagrell presented the budget.

Personnel – 13 FT positions and 1 PT. No changes are proposed. One Building Inspector position remains open.

Noteworthy Changes:

Overall, the budget is decreased 5.9%, due to changes in refunds. All other reductions are based on historical fund utilization.

- **Economic Development**

Ms. Klus presented the economic development budget.

Personnel – 4 FT, 1 PT seasonal. No personnel changes are requested for the 2023 budget. The Economic Dev. Administrator position remains open.

Noteworthy Changes:

In Contractual Services, reductions are due to the removal of the 6D consulting service contract, since staff is relying on the ClearPoint metrics. Marketing costs have also been reduced, as they are now better aligning marketing efforts with CPI. The Dublin Chamber fees also have been reassigned to Community Development. In Other Charges/Expenditures, there are 4 new Economic Development Agreements (EDAs) and 3 expired EDAs, resulting in a significant decrease in the incentives that will be paid out.

- **Planning Department**

Ms. Rauch presented the Planning Department proposed 2023 budget.

Personnel – 17 FT, 3 PT positions. Proposed changes include the reclassification of a Senior Planner position to a Deputy Director position. The goal is that position will help with the operations and resource management of the division. Currently, there is 1 Planning Assistant and a Planner I vacancy.

Noteworthy Changes:

In Contractual Services, an increase of \$400,000 for the Community Plan Update and an increase of \$20,000 for the Lighting Code update. In Other Charges/Expenditures, a decrease of \$250,000 due to removal of the 2035 Framework project.

Overall, there is a budget reduction of 5.4%.

Council Questions

Vice Mayor De Rosa stated that in the past, there was a request to have architectural support. Is that included in this budget, and if so, in what way?

Ms. Rauch responded that Planning has current contracts with professionals who provide architectural design support for the Historic District, commercial projects, Bridge Street reviews and design reviews.

Vice Mayor De Rosa inquired if those services have been implemented.

Ms. Rauch responded affirmatively. This support will also be utilized to provide consulting services related to building materials, as was recently requested at a joint work session.

- **Office of Parks and Recreation**

Mr. Earman reviewed the proposed 2023 budget for the department. He stated that this department is now being restored as a separate department, although it had most recently been located under the Deputy City Manager, Chief Operating Officer. The department has 5 FT positions. Proposed changes include moving the Quality Control Manager for landscape maintenance back to the Parks and Recreation budget. All contracts associated with that function will now be included in this budget with an associated cost of \$1,722,800. The budget for the Art in Public Places (AiPP) program will be placed within the Hotel Motel Tax Fund for this department.

Recreation Services

Proposed staffing changes include the reclassification of the Recreation Program Supervisor to Recreation Program Coordinator and removing the open gym supervisor from the Recreation Budget and placing it in the Community Recreation Center budget.

An overall decrease in the budget by 13.7% is based on prior year utilization.

Community Recreation Center Operations

Personnel – 10.25 FT/101.63 PT positions. The only notable change is moving the open gym supervisor from the Recreation Budget to the Community Recreation Center budget. The budget reflects an overall increase of 4.3%. The budget also reflects an increase for lifeguard certifications. Contractual Services reflects the cost of new theater productions in 2023, which will be offset by a donation received for those productions.

Outdoor Pool Fund:

The budget reflects an overall 3.4% increase. This is primarily due to increased costs for part-time lifeguard positions, contractual services and increased supply costs.

Community Events

Personnel – 8 FT/3.75 PT. Personnel changes include the reclassification of the Events Coordinators from a 5.2 to a 5.1, enabling them to work outside of the scope of their previous classification. The cost of the reclassifications are offset by vacancy credits. Contractual services costs decreased for the one-time expense of the showmobile repairs and equipment purchases for the Kaltenbach Community Center. Overall, there is an 11.4% decrease in the budget.

Hotel-Motel Fund:

Overall, there is a 5.8% increase, primarily due to increased costs for supplies, contractual services, personnel reclassification and increasing the merchandise for sale at the Dublin Irish Festival in 2023.

Council Questions

Mayor Fox requested clarification of the intent behind the move of the Quality Control Manager from one division to another.

Mr. Earman responded that the intent is to align the landscape architects and their level of expertise with the right-of-way improvement projects along with the contractual work.

Mayor Fox stated that there seems to be limited availability of block party packages. Citizens have expressed disappointment as the limited number are already reserved. Are there available funds for additional block party packages?

Mr. Earman responded that, currently, there are no available funds.

Mayor Fox inquired what number are available.

Ms. LeRoy responded that there are only 4 available. However, there are only 3 weekends/year where there is a problem – at graduation time and a couple October weekends.

Mayor Fox inquired if those are the only times where there is an insufficient number available.

Ms. LeRoy stated that staff is not tracking the number requested, but they would begin to do so. They would begin to track the number requested, so that they have a better understanding for next year's budget cycle.

- **Public Works Department**

Mr. Ranc presented the proposed budget for the divisions housed under the Public Works Department.

Engineering Division

Mr. Ranc stated that there is one proposed Personnel change – reclassification of an Engineering Tech I, reporting under the Deputy Director of Utilities, to a Civil Engineer I focused on management of stormwater.

General Fund:

In this fund, there is a 1.5% decrease in overall Expenditures. The one notable change is an increase in commercial and contractual plan review services for commercial and residential permits.

Water Fund:

There is a large decrease in capital expenditures and a minor increase in Contractual Services.

Sewer Fund:

There is a large decrease in Capital Expenditures. In Operating Expenses, other than a minor increase in Contractual Services, the expenses have decreased due to there being no need in 2023 for the biennial OEPA report by EMHT and a reduction in Supplies.

Public Services

Parks & Grounds Maintenance

The notable personnel change was the removal of the Quality Control Manager position to be placed in the Office of Parks & Recreation Director. Other significant decreases in Contractual Services include the SCRAM Wildlife contract move to the Outreach & Engagement Division and the landscape

maintenance contracts move to the Parks and Recreation Department. Increases include the cost of additional pavers and engravings at the Grounds of Remembrance.

Hotel-Motel Tax Fund:

A significant decrease in the move of the annual AiPP maintenance and CIP funding to the Office of Parks and Recreation Director.

Horticulture Division

There are no proposed personnel changes. Noteworthy changes in the budget include 2 new services: a woodlot maintenance program and a waterways maintenance program. The amount budget for tree removal is increased due to increased costs.

Forestry Division

There are no proposed personnel changes. There are no notable changes in this budget, only minimal cost increases due to inflation and a minor amount for equipment parts.

Solid Waste Management

No personnel changes are requested. The budget increases are due to increased efforts to increase the City's sustainability functions. To achieve that, a Recycle Right and Save More Food program are being added, with a cost increase of \$30,000. An additional increase is the move of the Mosquito Spraying contract from the Finance Department to Solid Waste. Other Charges & Expenditures include the fuel surcharges associated with the Rumpke contract.

Asset Management and Quality Assurance

The only notable personnel change is the move of the Contracts and Procurement position to the Finance Department. This provides the opportunity for this division to change from Asset Management Support Services to Asset Management and Quality Assurance. The only notable budget change is an increase for the inspection of the DublinLink Pedestrian Bridge. The inspections are performed on a 3-5 cycle, and this year there is a request for an additional \$30,000 for that inspection.

Transportation & Mobility

Mr. Ranc stated that in terms of proposed staffing changes, there is a request for addition of an intern to assist with GIS functions and analyses, and a seasonal maintenance worker to assist in the sign shop.

Notable changes:

Increases in Contractual Services are budgeted for the SR161 Corridor Visioning Preliminary Design Study; the Western Dublin Passenger Rail Visioning Study; the EV Charging Expansion Plan and Code Review, as well as Pedestrian Mobility Design Criteria Checklist.

Street Maintenance & Repairs

The only personnel change is the move of the one seasonal maintenance worker to Transportation & Mobility. The only notable change is a decrease in costs for road salt based on the past five years' utilization.

Cemetery Maintenance

No personnel changes requested. The only notable change is an increase in contract costs for headstone refurbishing and stonewall maintenance.

Council Questions

Mr. Reiner stated that there was earlier discussion about potentially lighting the SR161 bridge, so it could be viewed from the pedestrian bridge. If a potential rehabilitation of that bridge is contemplated in the future, perhaps the lighting could be included with that project.

Ms. Willis stated that it is her understanding that ODOT performed a maintenance review of that bridge this year and determined that refurbishment of the bridge would be sufficient; therefore, it is not scheduled for replacement. The rehab project will include deck refurbishment within the next 3-4 years. Staff would follow-up on that projected schedule.

Ms. Krumb inquired the reason for increasing the budget from \$20,000 to \$140,000 for engineering plan reviews.

Mr. Ranc responded that the goal is to turn around plan reviews within 15 days, but we are experiencing a significant backload. We considered an increase in contractual services versus an increase of a position, and determined that an increase in contractual services would be appropriate. Due to the increased workload, the current 3 plan review positions are unable to keep up with desired turnaround time.

Mayor Fox inquired if the intent is to achieve efficient plan reviews in all divisions.

Mr. Ranc responded affirmatively, although at this point in time, the critical need is in Engineering reviews. There are performance measures that are monitored regularly, which track the turnaround times for Building permits and plan reviews.

- **Legislative Affairs**

Mr. Stiffler stated that no personnel changes are proposed. A budget funding change is proposed for the theater technicians, who staff meetings in Council Chamber. Previously, those positions were paid from the Recreation Fund, but it is more appropriate to pay them from the City Council budget for appropriate cost recovery.

Boards and Commissions

There are no noteworthy changes proposed. There is a slight increase in Personnel overall.

Council Questions

Ms. Krumb stated that Other Professional Services remains the same. There was some previous discussion about potentially placing the contract for Council communications within the Communications Department. Is that not occurring?

Mr. Stiffler responded that other than the increase in costs for Memorial Tournament badges, no other costs were moved from Legislative Affairs to the Communications Department. Council had no additional questions.

Mr. Stiffler stated there is a second Operating Budget work session scheduled on November 1. If Council has any additional questions or desires additional analyses, please let him know. That information or analysis can be provided for the next work session. The second reading/public hearing of the ordinance adopting the budget is scheduled for the November 14 Council meeting.

The meeting was adjourned at 7:59 p.m.



Presiding Officer - Mayor



Assistant Clerk of Council