DUBLIN CITY COUNCIL
FINANCE COMMITTEE
TUESDAY, AUGUST 11, 2026 – 6:00 PM
5555 PERIMETER DRIVE
COUNCIL CHAMBER

Meeting Minutes

Mr. Keeler called the Finance Committee meeting of August 11, 2026 to order at 4:30 p.m.

Committee members present: Ms. Johnson and Mr. Keeler. Ms. Alutto arrived at 4:43 p.m.

Staff members present: Mr. Rubino, Mr. Urbancsik, Ms. Hunter, Mr. Jiang, Mr. Fridley, Ms. Willis, Mr. Barker, Ms. Murray, Mr. Earman, Ms. Uhl, Ms. Rigano, Mr. Stevens

Approval of Minutes

Mr. Keeler moved to approve the minutes of the June 22, 2026 Finance Committee meeting. Ms. Johnson seconded the motion.

Vote on the motion: Ms. Johnson, yes; Mr. Keeler, yes.

Review of the City's Schedule of Fees and Service Charges

Mr. Rubino introduced the topic to the Committee, explaining that the annual review of fees and service charges is authorized under Dublin City Code Chapter 35 and serves as a prelude to the upcoming budget development cycle. He emphasized that non-tax revenues are critical to funding City operations and that this review ensures those revenues remain current and aligned with the cost recovery principles established in the Code.

Mr. Urbancsik and Mr. Fridley delivered the staff presentation.

Background and Process

Mr. Urbancsik provided an overview of the alternating fee review schedule established under Ordinance 94-13, whereby even-numbered years involve a full comprehensive cost study, and odd-numbered years apply an inflationary adjustment. In 2023, the standard Consumer Price Index measure of 6.8 percent was replaced with an alternative inflationary measure more closely aligned with salary and benefit increases. The 2024 cycle was a comprehensive cost study, and the 2025 inflationary adjustment was 2.6 percent. The current 2026 cycle is a comprehensive cost study, with the July CPI inflationary rate at approximately 3 percent, which staff expects to apply in the following inflationary year.

The City has worked with its consultant firm, Revenue and Cost Specialists of California, since the mid-1990s. The process involves collaboration with all City departments throughout the year to validate service delivery, establish staff time allocations, calculate cost recovery levels, benchmark fees against peer communities, and evaluate policy

considerations beyond full cost recovery. In 2025, the City ended the year with approximately $21.7 million in fees and service charges, a figure staff anticipated would land in the $21–22 million range at the close of 2026.

Mr. Keeler noted that fee increases in the presented schedule ranged from approximately 5 to 9 percent across departments. Mr. Urbancsik confirmed that increases are not uniform but are calibrated to achieve cost recovery targets, and that in some cases staff chose not to implement the full percentage increase recommended by the consultant in the interest of maintaining a fair and balanced approach.

Notable Fee Changes by Department

Mr. Fridley presented notable fee adjustments across several departments, all effective January 1, 2027, pending Council adoption. Key changes included:

- Building Standards: The minor building permit application fee increased to $560 and the major application to $1,375. The building reinspection service fee increased to $200. Two fees — the building relocation plan and replacement building plans — were removed from the schedule.
- Planning and Development: The PUD amended final development plan fees increased for both minor ($1,450) and major ($2,460) applications, with a $50 increase to the signage fee. Two additional fees (BL 24 and BL 24a) were removed.
- Court Services and Police: Fine processing and licensing forfeiture fees increased. The adult traffic diversion program fee added a $50 City of Dublin component. Parking registration block and case transfer fees also increased. The police records check and clearance letter fee increased by $5 to $30.
- Public Service: The spill load cleanup and damaged property repair fees both increased to $2,175 per hour.
- Engineering: The encroachment plan review and inspection fee increased to $1,530, the sewer inspection fee to $195, and the flood plain inquiry response fee to $170.
- Facilities: The gasoline surcharge administration fee increased from 15 cents to 20 cents per gallon. The car wash fee was removed, as it applied solely to city-owned vehicles.
- Parks and Cemetery: The niche engraving fee increased to $500, lot ownership transfer to $170, and the legacy bench fee increased from $2,565 to $3,520 to account for maintenance and material cost increases.

Events and Recreation Fees

Mr. Urbancsik presented several adjustments related to events and recreation. For the DORA program, staff recommended reintroducing DORA cups at $50 per 1,000 units to draw down existing inventory, while reducing the rate for stickers to encourage greater business participation.

Regarding DCRC lap lane rentals for Dublin City Schools, staff recommended a second phase increase from $20 per hour (established in 2025) to $40 per hour, moving closer to the fully calculated cost recovery rate of $56 per hour identified in the 2024 study. Ms. Alutto asked whether affected organizations, such as the Sea Dragons swim team, had been notified of the phased increases given the significant impact on their budgets. Mr. Urbancsik acknowledged the concern and committed to ensuring proper advance communication.

For the Community Hall, an updated fee structure was proposed in anticipation of upcoming renovations. The new structure establishes standard rental periods (Monday through Thursday, 8 AM to 9:30 PM; Friday through Sunday, 8 AM to 4 PM) and premium rental periods (Friday through Sunday, 4 PM to midnight). The separate corporate resident rate was eliminated and merged into the standard resident rate. A two-hour minimum rental period was established and the previous $30 per hour after-hours fee was removed. The new structure was benchmarked against peer communities including Hilliard and Upper Arlington.

For athletic fields, staff reported that the current fee structure recovers approximately 43 percent of operational costs, excluding capital expenditures. Staff noted that City Council voted on May 26, 2026 to maintain the existing fee structure for all sports programs in 2026, and recommended extending that approach through 2027. This would allow additional time to evaluate the integration with Parks and Sports Ohio and explore long-term funding or partnership opportunities. Ms. Alutto expressed support for this approach but requested that major athletic field renters — many of which are nonprofit organizations — be included in the conversation during 2027 so they can plan for potential fee changes in 2028 and beyond.

New Fees

Mr. Urbancsik introduced several new fees proposed for inclusion in the 2027 fee schedule:

- Electric Vehicle Charging Stations: Staff proposed a pilot fee structure for public-facing EV charging stations, with Level 2 charging at $0.20 per kilowatt-hour and DC fast charging at $0.40 per kilowatt-hour. Idle fees were proposed at $0.10 per minute for Level 2 and $0.40 per minute for DC fast charging, with maximum parking times of two hours and one hour respectively. A five-minute grace period prior to the application of idle fees was discussed and supported by both staff and committee members. The structure was benchmarked as conservative relative to some neighboring jurisdictions and aligns with the city's EV Infrastructure Comprehensive Plan. Staff noted that Level 2 stations cost approximately $20,000 each and planned DC fast chargers approximately $180,000 each, underscoring the need to begin recovering costs after years of providing the service at no charge.

  The Committee discussed the importance of a clear communication plan, including the use of QR codes on stations rather than static signage given annual fee changes, as well as coordination with the charging network provider ChargePoint. The broader goal is to establish a self-supporting EV charging enterprise fund, to be introduced as part of the 2027 operating budget. Ms.

Alutto requested that staff present an update to full Council prior to implementation, likely in December, to communicate the fee structure, the communication plan, and the enterprise fund concept. Staff agreed to bring the item forward at the September Council meeting, with the understanding that follow-up reporting would be provided as the program matures.

Mr. Keeler noted that most users of city EV charging infrastructure are likely not Dublin residents — who would typically charge at home — and expressed support for rates that may be higher than neighboring communities, as such fees would not disproportionately burden Dublin residents.

- Annual Food Truck License Fee: Staff proposed a new $150 annual food truck license fee, effective March 1, 2027, applicable per individual truck operating within Dublin city limits and renewable annually through the end of February. The fee supports the framework established under Ordinance 29-26, approved earlier in 2026. Council Member Johnson confirmed that the fee applies per truck, not per company.
- Court Services Payment Plan Fee: A $10 per payment plan fee was proposed, tied to the requirements of House Bill 29, which mandates that municipal courts offer payment plan options to eligible individuals. The fee is intended to offset staff time associated with administering payment plans while remaining modest for those requiring payment flexibility.

Credit Card Processing Fee Recovery

Mr. Urbancsik presented a phased plan to recover credit card processing costs directly from users rather than absorbing them in the operating budget, consistent with GFOA recommendations. The proposed service fee is 3 percent, applied at the point of payment. The approach is intended to encourage lower-cost ACH and eCheck payment options while maintaining convenient electronic payment methods. Credit card processing costs to the City have grown substantially in recent years.

Staff reported that Court Services successfully implemented credit card fee recovery in the prior year, and that the Taxation Department has been doing so for some time. For 2027, the Building Standards and Planning departments, which use the same Acela processing system, were identified as the next phase, with those departments historically incurring $50,000 to $70,000 annually in processing fees. Future phases would extend to Police, Public Service, and the Finance Department, with Recreation and Community Events identified as the most complex and deferred to a later phase.

The Committee was generally supportive of moving forward with the credit card processing fee broadly and quickly rather than through a slow phased rollout. Mr. Keeler expressed a preference for simply implementing the fee across the board rather than stretching the timeline. Ms. Alutto agreed that pulling the process through most departments should happen promptly but expressed a particular desire to defer application to Recreation and Community Events, citing concerns about the impact on families participating in heavily subsidized programs such as summer camps. Ms. Johnson expressed some discomfort with the concept of visible credit card fees, noting a preference for baking costs into the base fee and offering a discount for eCheck

payment, but ultimately did not feel strongly enough to oppose the approach. The Committee's overall guidance was to proceed broadly while treating Recreation and Community Events with additional care.

Cemetery Plots

Ms. Alutto raised a related matter regarding the cemetery, noting that a prior report indicated a significant share — approximately one-third — of cemetery plots have owners who cannot be located. She emphasized that this represents a meaningful number of spaces that may never be used, while residents are seeking final resting places in Dublin. Ms. Alutto requested that staff develop a policy under which, after good-faith efforts to contact plot owners are exhausted, the City could reclaim and resell those plots. She suggested this could be a topic for a future Finance Committee discussion or workshop, and staff acknowledged the matter.

Benchmarking

Mr. Keeler noted that full Council will likely want to see comparative benchmarking data for fees — particularly Building Standards fees — when the proposals are brought forward in September. He stated support for residential building fees being among the highest in the region, while also noting that some consideration for commercial development fees may be appropriate as a potential economic development tool given the income tax revenue that commercial development generates.

Next Steps

Staff confirmed that the recommended fee changes would proceed to a first reading at the September 14, 2026 Council meeting, with adoption anticipated on September 28, 2026, for an effective date of January 1, 2027.

There being no further business to come before the Committee, the meeting adjourned at 5:09 p.m.

Chair, Finance Committee

Clerk of Council