



# 2018 OPERATING BUDGET

Adopted by Ordinance No. 75-17



EVERYTHING GROWS HERE.



# 2018 OPERATING BUDGET - CITY OF DUBLIN, OHIO

## TABLE OF CONTENTS

### **GENERAL OVERVIEW**

City Manager's Budget Message	1-1
Mission Statement	1-15
GFOA Distinguished Budget Presentation Award	1-16
List of Officials	1-17
Dublin City Council Goals	1-18
Dublin Community Profile	1-22
Principal Business by Employment	1-24
Demographic and Economic Statistics	1-25
Form of Government and City Organizational Structure	1-26
Functional Organizational Chart	1-27
Staffing Comparison by Function	1-29
Full-Time Staffing by Work Unit	1-30
Part-Time Staffing by Work Unit	1-31
Relationship between Funds and City Work Units	1-32

### **FINANCIAL OVERVIEW**

Financial Management Policies	2-1
Accounting and Fund Structure	2-3
Budget Procedures	2-6
Timeframes for 2018 Operating Budget	2-8
Summary of All Funds	2-9
Revenue Projections for 2018	2-11
Revenue Comparisons - All Funds	2-18
Revenue Comparisons - General Fund	2-19
Expenditure and Budget Summary (Recap of 2018 Requests)	2-20
Expenditure and Budget Summary - General Fund	2-22
Revenue and Expenditure Summary	2-23
Comparison of Operating Revenues and Expenditures	2-29
2018 Appropriations Summary by Expenditure Category - All Funds	2-30
2018 Appropriations Summary by Expenditure Category - General Fund	2-31
Debt Administration	2-32
2018 Debt Service Schedule	2-34

### **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
Communications and Public Information	3-19
Legal Services	3-25
Finance	
Office of the Director of Finance / Fiscal Administration / Procurement	3-29
Transfers and Advances	3-32
Miscellaneous Accounts	3-34
Taxation	3-37

## 2018 OPERATING BUDGET - CITY OF DUBLIN, OHIO

### TABLE OF CONTENTS

Public Works	
Office of the Director of Public Works	3-41
Solid Waste Management	3-45
Engineering	3-51
Miscellaneous Accounts (Utilities / Repair & Maintenance)	3-54
Fleet Management	3-57
Facilities	3-69
Development	
Office of the Director of Development	3-73
Economic Development	3-77
Building Standards	3-83
Planning	3-91
Parks & Recreation	
Office of the Director of Parks & Recreation	3-95
Parks Operations	3-99
Horticulture	3-103
Forestry	3-107
Volunteer Resources	3-111
Information Technology	3-115
Court Services	3-119
Records Management	3-123

### **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	4-27
Dublin Municipal Pools	4-31
Events Administration	4-35
Hotel/Motel Tax Fund	4-36
Parks Operations	
Hotel/Motel Tax Fund	4-45
Taxation	
Hotel/Motel Tax Fund	4-47
Mayor's Court Computer Fund/Court Services	4-49
Permissive Tax Fund	4-53
Accrued Leave Reserve Fund	4-57
Police	
Safety/Communication	4-61
Enforcement and Education Fund	4-69
Law Enforcement Trust Fund	4-73
Wireless 9-1-1	4-77

**2018 OPERATING BUDGET - CITY OF DUBLIN, OHIO**  
**TABLE OF CONTENTS**

**DEBT SERVICE FUNDS**

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
Capital Improvements Summary	6-45
Parkland Acquisition Fund	6-61

**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
Sewer Construction Fund	7-13
 Merchandising Fund	 7-17

**INTERNAL SERVICE FUNDS**

Employee Benefits Self-Insurance Fund	8-1
Workers Compensation Self-Insurance Fund	8-6

**FIDUCIARY FUNDS**

Unclaimed Monies Fund	9-1
Dublin Convention and Visitors Bureau fund	9-3
Agency Fund	9-4
Central Ohio Interoperable Radio System (COIRS)	9-5

**GLOSSARY OF TERMS**

10-1
------

**THIS PAGE LEFT BLANK INTENTIONALLY**







December 4, 2017

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

I am pleased to present to you the Administration's 2018 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.

With this budget, staff recommends allocating resources according to the priorities of City Council. The priorities established for the preparation of the 2018 Operating Budget are in alignment with City Council's strategic focus areas which support the City's Vision and Mission Statements, as adopted by Council. Highlights are as follows:

- Fiscal Health – ensure the City remains fiscally strong and accountable.
- Economic Vitality – ensure the City can compete in the regional, national, and global economies.
- Smart Customer Focused Government – strive to provide best in class services efficiently and cost effectively.
- Community Engagement – earn and maintain the trust of our residents and businesses by providing an engaging, accessible and responsive local democracy.
- Safe and Resilient Community of Choice – provide a safe environment for our residents, businesses, visitors, and employees and maintain a high level of preparedness in order to respond and recover from emergency or other crises.

### **General Fund Balance**

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. 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 (50%) of the General Fund expenditures, including operating transfers. This policy was based on the City's past practice, government sector best practices and an evaluation of the City's vulnerability to fluctuations in its largest revenue source, the local income tax.

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 92.5% in 2012 to 85.6% in 2016. At year-end 2017, the fund balance is projected to be 72.3%. This fund balance reflects an outstanding advance from the General Fund to the Capital Construction Fund in the amount of \$4.7 million that will be repaid when the City issues long-term bonds in 2018. While a decrease from 2012, this level of reserve remains strong and is considered favorable by the rating agencies and has been highlighted by Moody's Investors Service, Fitch Ratings, and for the first time in 2017, S&P Global Ratings, as a rationale for the City's Aaa/AAA/AAA bond rating, the highest rating available from all three agencies.

### **Operating Revenues and Expenditures**

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. Budgetary information for each type of fund is contained within the 2018 Operating Budget document. However, in order to provide our stakeholders with a concise depiction of operating revenues and expenditures, staff has combined revenue and expenditures from the General Fund, the most prevalent fund, and the majority of the special revenue funds to reflect operating activity:

- 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.

### **Operating Revenues**

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 major employers, Nationwide Mutual Insurance Company (Nationwide) and JP Morgan Chase (Chase), the 2017 original income tax revenue projection reflected a 5.8% reduction over 2016 actual receipts. However, year-to-date receipts through October 31, 2017 reflected a 4.1% decrease over the same time period in 2016. This better-than-expected reduction was due to a delayed departure of Nationwide employees, which is now, to the best of our knowledge, anticipated to be completed by the 4<sup>th</sup> quarter of 2018, over one-year later than originally anticipated. Continuing with

our conservative approach to budgeting, the Administration has revised its original projected income tax revenue for 2017 to reflect a 4.8% decrease over 2016 actual receipts.

While our 2017 income tax revenue has exceeded expectations, we continue to be cognizant of the volatility in this revenue stream, as evident by the departure of Nationwide and Chase. The 2018 estimated income tax revenue reflects a slight 0.4% increase over the revised 2017 projected revenue. In estimating 2018 income tax revenue, Staff has taken into consideration the final movement of employees from Nationwide by year-end 2018, as well as a reduction of employees from The Wendy's Company (Wendy's), an announcement that was made by Wendy's in May 2017. The loss from these two companies, is offset by new revenue generated by United Healthcare, which opened a facility within the City the fall of 2017. Additional growth is occurring throughout the remaining businesses in the City.

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. As a result of this conservative budgeting, operating revenues have continued to exceed the amount budgeted. In 2017, the estimated operating revenues are projected to be \$82.36 million, which represents a 2.4% increase over the original 2017 budgeted revenues. This increase in actual revenues over projections is attributable to better than expected income tax revenues, and an increase in revenue from licenses and permits, as a result of the significant building activity occurring in the City. In 2018, operating revenues are projected to be \$82.02 million, which represents a 2.0% increase over the original 2017 budgeted operating revenues. While the growth in projected income tax revenues over the original 2017 estimate is the primary driver for the increase, charges for services within Public Safety and Events also are expected to contribute to the growth in revenue. More specifically, as a result of the City providing dispatching services for the Upper Arlington Divisions of Police and Fire, additional revenue will be received which will be offset by an increase in expenditures, while Events Administration is anticipating additional revenue generated on the City's signature events.

#### **Operating Revenues (in millions)**

	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017 Projected</b>	<b>2018 Proposed</b>
<b>Budgeted Revenues</b>	<b>\$71.70</b>	<b>\$76.96</b>	<b>\$78.13</b>	<b>\$80.41</b>	<b>\$82.02</b>
<b>Actual Revenues</b>	<b>\$85.89</b>	<b>\$86.90</b>	<b>\$87.09</b>	<b>\$82.36*</b>	

\*estimate

## **Operating Expenditures**

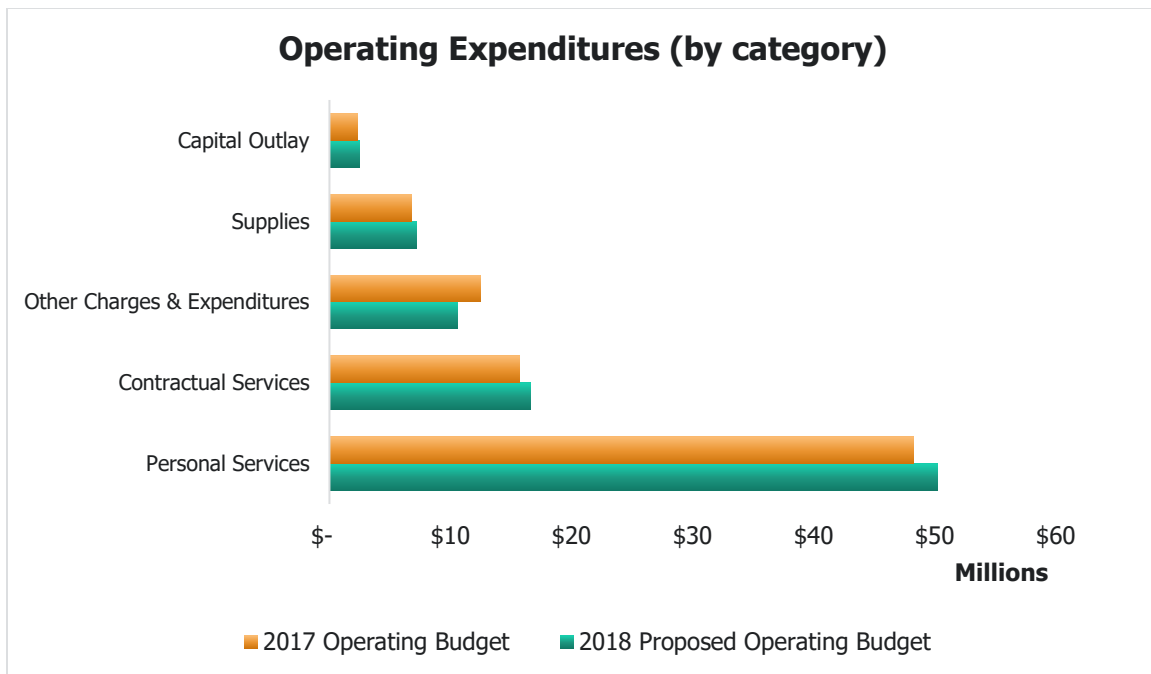
The annual Operating Budget is prepared using conservative revenue and expenditure estimates, which historically has resulted in the projected operating expenditures exceeding operating revenues and the reliance on the existing fund balances to offset the difference or “gap”. However, it is generally 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 2017 Operating Budget was prepared, the projected expenditures were expected to exceed revenue by \$5.1 million. However, remaining conservative in our planning, it is now anticipated the operating expenditures will exceed the operating revenue by approximately \$3.1 million. The primary reason for expenditures exceeding revenue is related to capital expenditures. In 2016, the City purchased 73.65 acres located at 6600 Shier Rings Road (the Rings Farm) for \$5,900,000, payable over five years (as authorized by Ordinance No. 05-16). This \$1,285,025 annual payment will inflate our capital expenditures each year through 2020. Additionally, in 2017, a \$1.25 million increase in income tax refunds was budgeted to pay a one-time refund.

Therefore, the increase in expenditures related to the land acquisition, income tax refunds, and an advance made from the General Fund to the Capital Construction Fund, are expected to result in the General Fund balance decreasing from \$56.7 million at year-end 2016 to \$51.3 million at year-end 2017. This level is 72.3% of the fund’s operating expenditures, \$15.8 million more than the required 50% as stipulated by the General Fund Balance Policy.

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 approximately \$3.5 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 to ensure proposed funding is at a level that will ensure our high service levels are consistent with past practice and that budgets can be realistically executed. As a result, we will likely see actual operating expenditures more in line with the budgeted operating expenditures.

The 2018 Operating Budget reflects funding requests totaling \$87.0 million in operating expenditures. This represents a \$1.53 million or 1.8% increase compared to the approved 2017 Operating Budget. A comparison of the 2017 Operating Budget and the 2018 Proposed Operating Budget, by category, is as follows:



As evident in the chart above, the City's largest expenditure is for personal services. This component is proposed to increase nearly \$2.0 million or 4.1% as part of the 2018 Operating Budget. These increases will be discussed further in the 'Staffing and Compensation' section of this letter. Contractual services, supplies and capital outlay each increased, reflecting an overall increase of \$1.5 million or 6.1% over 2017. Highlights of these increases are discussed in the 'New Initiatives' section of this letter. A large portion of these increases were offset by a reduction in the 'Other Charges and Expenditure' category, which decreased nearly \$2 million or 16% between 2017 and 2018. This decrease resulted from the reduction of income tax refunds and economic development incentive payments that will be made in 2018.

Based on the estimated operating revenues of \$82.02 million, the expenditures are anticipated to exceed revenue by \$4.97 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 2018 Operating Budget is balanced.

However, as previously mentioned, our conservative approach to budgeting has historically resulted in the gap between expenditures and revenue at year-end being less than projected when the Operating Budgets were prepared. In fact, looking back at each of the last three years, operating revenues exceeded operating expenditures. While this budget proposes the use of existing fund balance(s) to compensate for any fund in which the expenditures exceed revenue, the Administration recognizes that year over year, the utilization of existing fund balance for recurring expenditures is not sustainable. Should that start to occur, the Administration stands prepared to recommend adjustments to the Operating Budget that bring expenditures more in line with revenues.

### Operating Expenditures (in millions)

	2014	2015	2016	2017 Projected	2018 Proposed
<b>Budgeted Expenditures<sup>1</sup></b>	<b>\$74.82</b>	<b>\$75.29</b>	<b>\$79.30</b>	<b>\$85.47</b>	<b>\$87.00</b>
<b>Actual Expenditures</b>	<b>\$70.93</b>	<b>\$74.06</b>	<b>\$82.56</b>	<b>\$85.47<sup>2</sup></b>	
<b>Actual Encumbrances</b>	<b>\$4.48</b>	<b>\$4.28</b>	<b>\$5.39</b>		

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

<sup>2</sup> Conservative estimate based on expenditure of all appropriated funds.

From the standpoint of maintaining a sufficient level of reserves, if the operating revenues and operating expenditures in 2018 are consistent with the budgeted amounts, the 2018 General Fund year-end balance is projected to be approximately \$51.23 million, or 71.3% of the 2018 General Fund year-end expenditures and operating transfers, exceeding the 50% requirement by \$15.32 million.

### Staffing and Compensation

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 2018 Operating Budget reflects funding for 406 full-time employees – an increase of seven employees over the 2017 authorization level, each supporting the City’s strategic focus areas.

#### **Police – 2 Full-Time Positions (Estimated Cost: \$190,300)**

The safety of our residents is our number one priority. The City has experienced significant growth over the last 15 years and with projected development, that trend is expected to continue, necessitating the need for additional public safety officials. We continue 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. We continue to support the assignment of one of our full-time officers 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 to serve in the patrol section of the Department. While the budget reflects funding for these two officers for the entire year, it is not anticipated that the positions will be filled until June.

**Volunteer Resources – 1 Full-Time Position (Estimated Cost: \$56,500)**

A hallmark characteristic of a healthy and engaged community is its level of citizen engagement. The City of Dublin takes great pride in its relationship building with citizens and businesses through volunteerism, an investment in utilizing the skills, time and talent of its own citizenry. From Park Ambassadors to Community Service Officers, Bicycle Ambassadors to Program Assistants teaching at the Dublin Community Recreation Center, to assisting with world-class Events and serving as Office Teams, service-learning students, from children's to senior involvement, we see measurable outcomes from their service. In the past two years, Volunteer Resources has seen an increase of nearly 2,000 volunteer hours as a direct result of the hiring of one part-time seasonal position that was created in 2015. This translates into one full-time equivalent providing volunteer assistance throughout the City. The 2018 Operating Budget includes funding to reclassify this position to a full-time position, a Volunteer Resource Coordinator, focusing on increasing volunteer efforts for park projects, scout projects, horticulture support, nature education assistance, and the increasing demand for assistance to our aging population leveraging the generosity of our volunteers to enhance City operations and the community at large.

**Streets & Utilities – 2 Full-Time Positions (Estimated Cost: \$38,500)**

As the City continues to grow and develop, we want to uphold our best in class services. We were fortunate in the past to be able to provide snow removal, leaf pickup, asphalt work and other maintenance services by supplementing our full-time workforce with qualified part-time and seasonal employees holding commercial driver's licenses (CDL). However, with a low unemployment rate in the Columbus area, we are finding it difficult to hire and retain quality seasonal employees that hold a CDL. Therefore, I am requesting two new full-time maintenance workers for Streets & Utilities. The cost of these two new positions will be partially offset by the reduction of three part-time/seasonal employees, one in Solid Waste Management and two in Streets & Utilities.

**Finance – 2 Full-Time Positions (Estimated Cost: \$142,500)**

And finally, I am requesting the addition of one full-time position within the Tax Division and the reclassification of a part-time Accountant position in the Finance Department to a full-time position. Similar to other positions requested, growth in the City results in an increased workload for Staff. Within the Tax Division, the number of tax returns (individual and net profits returns) has nearly doubled since 1998 while the number of W2s issued for Dublin-based employment has increased over 300% in the same timeframe. During that time period, the tax staff has grown by only one permanent part-time position. The level of review for compliance with our tax code that our auditors are able to conduct on returns decreases as the number of returns increases. The addition of another Corporate Tax Auditor position (previously titled Accounting Specialist) will allow more in-depth review of our net profit accounts, which in the past, has resulted in approximately \$1 million in additional taxes assessed annually, providing more than sufficient revenue to cover the expense of the added position.

With respect to the reclassification of a part-time accountant to a full-time position within the Department of Finance, this request stems from our desire to continue providing accurate and timely financial reporting to our stakeholders. With the complexities of the City (for example, nearly 40 Tax Increment Financing (TIF) funds, five debt service funds, and 14 special revenue funds) combined with over \$280 million in expenditure activity, \$240 million in revenue activity, and accounting for numerous capital assets and infrastructure projects, our current staffing of 1.5 employees (one full-time Chief Accountant and one part-time Accountant) is insufficient to prepare the financial statements and Comprehensive Annual Financial Report (CAFR), and provide sufficient internal auditing functions that assist us in achieving the cleanest audit possible. It is imperative that we continue providing accurate and timely financial reporting to our constituents. The addition of this full-time position will help ensure that continues into the future.

### **Classification Study (Estimated cost: \$100,000)**

While the number of employees is important, it is essential that departments and divisions have the proper classification of employees providing the services. During the fall of 2017, the Human Resources Department, with Westcott Hunter, a compensation and human resources consulting group, conducted a review of all job band assignments for non-union jobs for proper salary grade placement. The primary purpose of this review was to ensure that all non-union City jobs are assigned to the correct job band and salary grade based on job responsibilities. Additionally, the job band matrix structure was reviewed and it was found that it still accurately reflects the responsibilities of the City's jobs. The banding matrix makes distinctions between job levels in the right places, and has the correct number of bands to recognize the different levels of work in the City. While the City's wage structure is reviewed on a bi-annual basis, a review of the job band assignments had not been completed in over ten (10) years. Of the 121 job classifications reviewed, 21 positions were recommended to be upgraded. To ensure the internal equity of the City's non-union jobs is maintained, the results of this study have been incorporated within the proposed 2018 Operating Budget and results in the following:

- The upgrade of five (5) positions to Director level status.

<b>Current Position Title</b>	<b>Current Pay Band</b>	<b>Proposed Position Title</b>	<b>Proposed Pay Band</b>
Volunteer Administrator	4.2	Director of Volunteer Resources	3.2
Court Administrator	4.1	Director of Court Services	3.2
Event Manager	3.3	Director of Community Events	3.2
Fleet Manager	3.3	Director of Fleet Management	3.2
Facilities Manager	3.3	Director of Facilities Management	3.2

- The upgrade of 16 positions, some of which include a change in position title to more accurately reflect the job duties of the position.

<b>Current Position Title (Department/Division)</b>	<b>Current Pay Band</b>	<b>Proposed Position Title</b>	<b>Proposed Pay Band</b>
Accounting Assistant (Tax)	5.3	Auditor	5.2
Accounting Specialist (Tax)	5.2	Corporate Tax Auditor	4.3
Accounting Specialist (PT) (Tax)*	5.3	No Change	5.2
Accounting Specialist (Finance)	5.2	Senior Accounting Specialist	5.1
Human Resources Business Partner (HR)	4.3	No Change	4.2
Electrical Worker	5.3	No Change	5.2
Contract & Procurement Coordinator (Public Works)	5.1	No Change	4.3
Code Enforcement Supervisor (Planning)	5.1	No Change	4.3
Geographic Information Systems Administrator (IT)	4.1	Data Manager	3.3
Senior GIS Analyst (IT)	4.3	Senior Data Analyst	4.1
GIS Analyst (IT)	5.1	Data Analyst	4.3
Network Engineer (IT)	4.2	No Change	4.1
Support Services Analyst (IT)	5.1	No Change	4.3
Commercial Plans Examiner (Building)	4.2	No Change	4.1
Adaptive Recreation Coordinator (Recreation)	5.2	No Change	5.1
Deputy Clerk of Council (City Council)	5.1	No Change	4.3

- The modification of nine (9) position titles to more accurately reflect the job duties of the position. These proposed changes do not impact the pay band of the incumbent(s) in the position.

<b>Current Position Title</b>	<b>Proposed Position Title</b>
Administrative Support II (Building)	Permit Technician
Administrative Support III (Building)	Review Services Coordinator
Administrative Support II (Police)	Records Technician II
Court Liaison (Police)	Record Technician II
Records Management Technician (Court)	Records Retention Technician
Senior Project Manager (City Manager)	Government and International Relations Manager
Executive Administrative Professional (City Manager)	Executive Assistant to the City Manager
Website Administrator (Communications & Public Information)	Digital & Brand Manager
Website Developer (Communications & Public Information)	Digital & Graphic Designer

The 2018 Operating Budget reflects funding for nearly 237 full-time equivalent (FTE) part-time and seasonal positions, a decrease of nearly 21 from the approved 2017 Operating Budget. Changes from 2018 that are not previously addressed include:

- The elimination of a part-time building inspector.
- The reallocation of a part-time Planning Assistant to a permanent part-time Code Enforcement Officer.
- The reduction of nearly 15 part-time/seasonal positions within the Dublin Community Recreation Center and the pools. Many of these reductions are a result of the City contracting with Bill Wadley Swim Academy, LLC for the management and administration of the community swim team and summer Dolphins swim team programs. The other reductions are the result of re-allocation of front desk staff.

The budget provides for an overall increase of 2% in non-bargaining unit salaries and wages as well as the negotiated wage increase for employees covered by each of the three collective bargaining agreements. The agreement with the Fraternal Order of Police provides for a 2.75% wage increase; and the agreement with the United Steelworkers of America provides for a 2% wage increase. The agreement with the Fraternal Order of Police – Ohio Labor Council expires December 31, 2017 and contract negotiations are currently underway.

The proposed 2018 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). This plan continues to have annual deductibles established but for the first time, the City's annual contribution to employee's HSA/HRA account will be based on the coverage level and not tied to the City's wellness program, Healthy by Choice (HBC). However, also beginning in 2018, the City will charge a premium for medical coverage based on the coverage level. These premiums can be waived depending on the employee and his or her spouse, if applicable, participating in the HBC program and meeting its' standards.

The funding level for single and family coverage has been increased for 2018 by 14.2% and 7.2%, respectively. While our projected claims and expenses associated with our insurance programs necessitate a funding increase of less than 2% for both single and family coverage, we have incorporated a \$500,000 contribution towards the Employee Benefits Self-Insurance Fund in order to increase the fund balance. In previous years, due to historically high levels of fund balance, the funding level for single and family coverage had been lowered so the anticipated revenue was less than the expenditures, essentially 'buying down' the rate using the fund balance. As planned, the fund balance decreased. However, depending on claim activity through the end of the year, we may be at the point where it is prudent to build the fund balance back up to ensure a proper level of reserve is maintained. For this reason, the \$500,000 contribution was incorporated into the 2018 Operating Budget. However, to the extent that an amount less than \$500,000 is needed to increase the fund balance, the funding levels will be adjusted downward.

The overall cost of the salary and benefits package proposed in the 2018 Operating Budget totals \$50.20 million, which is an increase of \$1.99 million or 4.1% over the 2017 Operating Budget. This amount includes funding for existing positions, the implementation of the results from the compensation and classification study, and the seven new full-time employees.

### **New Initiatives**

In order to provide the best quality of life and environment in which our residents and businesses can thrive, it is important that we finalize and begin implementing some of the planning studies that have been underway. There are five components to the long range planning projects undertaken during this fiscal year. First is an investment in sound physical planning that builds vital neighborhoods and business districts (W. Bridge Street Framework Plan, Bright Road Area Plan). Second is a commitment to updating zoning codes to attract new investment (Bridge Street District, West Innovation District), while encouraging reinvestment in aging business districts (Metro-Blazer). Third is a continuation of

Council priorities (Mobility Study, phase 3). Fourth is updating codes and guidelines to protect the historic district. And fifth, participation in regional multi-jurisdictional planning (MORPC Corridor Study).

In order to maintain our community's beauty, it is essential that sufficient resources are dedicated to the maintenance of our rights-of-way and intersections. Funds are programmed within the 2018 Operating Budget for landscaping maintenance in the public areas of Bridge Park, along Riverside Drive and SR 161, and at the recently completed I270/US 33 Interchange. Additionally, as part of the Capital Improvements Program, funds have been programed for streetscape improvements on Frantz Road, Emerald Parkway and West Bridge Street.

We will also conduct the National Citizens Survey this year to benchmark how residents view our service delivery compared to other cities in the country. This survey will also enable us to assess other interests and concerns of our residents.

### **Capital Improvements Program**

To set the infrastructure conditions for economic vitality and a high quality of life, execution of the approved 2018-2022 Capital Improvement Program (CIP) on time and on budget is essential. The 2018 Operating Budget appropriates funds to implement the first year of the five-year CIP, including new assets and infrastructure as well as capital maintenance expenditures. Capital improvements funded from the Capital Improvements Tax Fund in 2018 include an overlay of the Emerald Parkway Bridge deck, a continuation of the Riverside Crossing park development, and the previously mentioned Frantz Road streetscape improvements (between Tuttle Road and Bridge Street), and West Bridge Street area improvements, which may include streetscape enhancements, roadway improvements, landscaping, pedestrian mobility options, and traffic calming. Other capital improvements programmed for 2018 from Tax Increment Financing (TIF) funds or other capital funds include the land acquisition necessary for the Tuttle Crossing Boulevard extension, the design work related to the Eiterman Road relocation and the University Boulevard extension, both of which serve the City's West Innovation District. Funds are also programmed to continue extending water and sewer lines to areas currently not served.

Additionally, as part of the CIP, City Council committed to the upfront funding of the roadway connection between Hyland-Croy Road and the Riviera subdivision (Cassio Lane) using the General Fund balance. This advance will be repaid from the Riviera TIF that has been established which will provide revenue to fund this important roadway.

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 2018 as part of the CIP to ensure that City facilities, roadways, pedestrian tunnels, guardrails, waterlines and sewer lines remain in the best condition possible. Details of the 2018 capital improvements are included under the 'Capital Project Funds' tab of the budget.

The Administration is committed to meeting Council's strategic focus areas which are aligned to the City's Vision and Mission Statements. The 2018 Operating Budget allocates resources recognizing these commitments while exercising strong fiscal responsibility demanded, and deserved, by the community.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Dana L. McDaniel", written in a cursive style.

Dana L. McDaniel  
City Manager

**THIS PAGE LEFT BLANK INTENTIONALLY**



## 2018 OPERATING BUDGET-CITY OF DUBLIN, OHIO



### **Mission Statement**

We are and always have been a proud local democracy. In our service, we strive to provide the best quality of life and environment in which our residents and business can thrive. We seek to ally our proud traditions with the best innovations of the future.

### **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, 2017**

*Christopher P. Morill*

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, 2017. 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.

## **2018 OPERATING BUDGET - CITY OF DUBLIN, OHIO**

### **City Council\***

Gregory S. Peterson, Mayor

John G. Reiner, Vice Mayor

Amy J. Salay

Timothy A. Lecklider

Christina A. Alutto

Chris Amorose Groomes

Michael H. Keenan

Clerk of Council - Anne Clarke

*\*Reflects composition of Council when the 2018 Operating Budget was adopted.*

### **City Administration**

#### Senior Leadership Team

City Manager

Dana L. McDaniel

Assistant City Manager

Michelle Crandall

Director of Communications and Public Information

Sue D. Burness

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

Jennifer D. Readler

Director of Parks & Recreation

Matthew C. Earman

Chief of Police

Heinz W. Von Eckartsberg

Director of Public Works

Megan D. O'Callaghan

## 2018 OPERATING BUDGET-CITY OF DUBLIN, OHIO

### Dublin City Council Goals

Dublin City Council has a long history of engaging in an annual goal setting process to establish near and long-term priorities for the community. The 2017 retreat, held February 2-3 with the Senior Leadership Team, provided an opportunity to review the focus areas and associated priorities and strategies. From that discussion, Council affirmed many significant initiatives and provided direction to staff, within the context of the City's five Strategic Focus Areas, noted below.

In preparation of the 2018 Operating Budget, each City division used these strategic focus areas as guidance for operational priorities for the upcoming year. Although not always reflected as specific budget items in the operating and/or capital improvements budgets, the daily functions and activities of all operating units are closely aligned with these strategic focus areas, and, as such, are important to highlight as part of the overall budget document.

### Strategic Focus Areas:

#### 1. Fiscal Health

The City ensures its financial health through the implementation and coordination of sound fiscal policies.

##### Priorities:

- *Maintain high bond ratings*  
A measure of the credit quality of the City
- *Provide accurate and reliable revenue and expenditure forecasting*  
Provide accurate and reliable forecasts of revenue and expenditures to ensure available resources are allocated to the highest priorities and expenditures are effectively monitored and managed by the City's administration.
- *Prioritize capital and funding plans for critical infrastructure*  
Adopt a capital improvement program that provides an appropriate balance of maintenance of existing infrastructure and forward investing in new infrastructure.
- *Maintain a transparent financial environment, free of fraud, waste and abuse.*  
Earn and maintain the trust of the public, business community, investors and rating agencies by ensuring systems and processes are in place to prevent fraud, waste, and abuse of public funds.

## **2018 OPERATING BUDGET-CITY OF DUBLIN, OHIO**

### **2. Economic Vitality**

The City ensures its economic vitality through sound land use planning; forward investing in infrastructure; and continuous focus on innovative economic development programs to compete regionally, nationally, and globally.

Priorities:

- *Sound land use planning*  
Apply sound land use policies that maintain the City's balance of residential and commercial mix and to keep the City relevant, competitive and vibrant.
- *Investing in infrastructure*  
Focus on maintaining existing infrastructure to a high standard while balancing the need for new infrastructure.
- *Innovative economic development programs to compete regionally, nationally, and globally*  
The future of the City's revenues and its resident's quality of life is dependent on the presence of jobs in the City.
- *Innovative ecosystem*  
Provide an environment that promotes the synergy of a diverse set of participants and resources seeking to grow the modern innovation economy; one which generates new ideas, information, products, technologies and jobs.

### **3. Smart Customer Focused Government**

The City is a high-performing organization that is accountable and responsive to the needs and desires of the community and continuously improving on its best-in-class services.

Priorities:

- *Employ outcome-based management systems*  
Develop and sustain a capable culture of continuous improvement throughout the organization.
- *Seek shared service and partnership opportunities*  
The City has a tradition of leveraging shared services and partnerships for innovative approaches to new and growing services and investments resulting in cost savings.

## 2018 OPERATING BUDGET-CITY OF DUBLIN, OHIO

- *Develop employees*

Our employees are our most precious resource. Invest in our employees to continually increase technical and leadership skills.

- *Best in class services*

Provide the highest quality services possible within the confines of the resources provided.

- *Extraordinary amenities*

Community amenities that make Dublin a special place to live and work as provided by the City, philanthropy, or through partnerships.

#### 4. Community Engagement

The City secures home rule powers and local self-governance for its residents through proactive communication and a focus on public input, volunteerism, diversity, and inclusion.

Priorities:

- *Ensure exemplary local democracy*

The City is a proud local democracy responsible for self-governance.

- *Proactive and sustained communications*

Keep the public and employees informed.

- *Involve the community*

Resident involvement and active participation of residents and businesses help to root people to invest in their community.

- *Honor our diversity, diverse cultures and engage globally*

Dublin's cultural diversity is growing and its global presence must grow with it.

#### 5. Safe and Resilient Community of Choice

The City provides a secure and stable environment and continuously prepares to respond to, withstand and recover from adverse situations.

Priorities:

- *Safety*

Public and employee safety – Safety is our highest priority!

- *Emergency preparedness and management*

The City conducts hazard analysis and applies the four phases of emergency management: mitigation, preparedness, response, and recovery.

## **2018 OPERATING BUDGET-CITY OF DUBLIN, OHIO**

- *Sustainability*

As humanity pushes up against the limits of the ecosystem to provide resources and absorb waste, we need to find ways to continue growth while reducing the environmental impact of that growth.

- *Community wellness*

Promote and support the health/wellness of our residents and corporate residents through innovative partnerships and programs.

## 2018 OPERATING BUDGET – CITY OF DUBLIN, OHIO

### Dublin Community Profile



Encompassing nearly 25 square miles, Dublin is located on the Scioto River in the northwest part of the Columbus, Ohio metropolitan area. The City is home to more than 47,000 residents and more than 65,000 corporate citizens. Completion of the I-270 outerbelt and development of the Muirfield Village Golf Club and residential community began an extensive period of growth for Dublin in the 1970s that continues today. Dublin was platted as a Village in 1810 and officially became a city in August 1987.

Dublin's residential market offers something for every lifestyle, from historic neighborhoods to contemporary condominiums and breathtaking estates. Dublin residents are primarily upwardly mobile, aged 36 to 45 years, married and employed, a majority of whom have children living at home. Dublin's commitment to an outstanding quality of life makes it a great place to live and raise a family.

The City owns more than 1,200 acres of parkland, maintains 60 public parks along with 100+ miles of bike paths to complement a healthy and active community. The City has been named a Tree City USA by the National Arbor Foundation for more than 25 years in a row, and was named a Bicycle Friendly City by the League of American Bicyclists.

The City owns and operates the 110,000 square-foot Dublin Community Recreation Center that includes fitness facilities, two indoor pools, classrooms, a community hall and the Abbey Theater of Dublin. The City also owns and operates two outdoor municipal pools, and a satellite community center at Kaltenbach Park. In 2016 the City opened a new outdoor skate park which was designed based on public input and incorporates features for all age groups.

## 2018 OPERATING BUDGET – CITY OF DUBLIN, OHIO

### Dublin Community Profile (continued)

Dublin is known as a leader in municipal innovations, including tax increment financing, underground fiber optics, Wi-Fi deployment and green initiatives. In 2011, Dublin was named a Smart21 Community by the Intelligent Community Forum for the fourth consecutive year. Since 2010, the City has been selected as a Top Seven Intelligent Community. Also in 2009, *Forbes* recognized Dublin as one of the top 25 places to move in America. In October 2013, the City welcomed visitors from around the world for the 2013 Presidents Cup at Muirfield Village Golf Club. The Presidents Cup is a biennial golf tournament designed to give the world's best non-European golfers an opportunity to compete in international team competition. As a host community, Dublin became the only city in the world to have hosted The Solheim Cup, The Ryder Cup and the Presidents Cup.

The City also boasts solid financial ratings, receiving successive Aaa ratings from Moody's Investors Service since 2004 and AAA ratings from Fitch Ratings since 2001. *"The City's conservative budgeting and adherence to prudent fund balance policies have resulted in substantial reserves and ample financial flexibility."* – Excerpt from Fitch Ratings 2015 report.

The City of Dublin is home to the Annual Dublin Irish Festival and was named an International Festival & Events Association Pinnacle Awards (IFEA) World Festival and Event City in 2012. The City commemorated 30 years of presenting the Dublin Irish Festival in 2017, one of the largest Irish celebrations of its kind in the world. More than 100,000 people attend the Dublin Irish Festival attracting people from all over the U.S. and the world. More than 1,200 volunteers assisted City employees with hosting the festival which is held in Coffman Park. Guests generously donated more than 8.4 tons of canned goods for the Dublin Food Pantry. Highlights of the Festival each year include Celtic music and dance, animals of Ireland, sports of Ireland, shopping, kidzone, and Irish foods. The Festival continues to implement environmentally friendly practices to make landfill diversion easier. *Columbus Monthly* magazine named it the area's best festival.

Dublin sets the bar when it comes to police protection. The City was named one of the top 100 safest cities in the U.S. by *NeighborhoodScout* and one of the Safest 50 Cities in Ohio, by *Safewise*. In 2017, Dublin was ranked the safest City in Ohio by *SafeHomes's*. Among the factors considered by SafeHome, the FBI's latest report of how many and what types of crimes occurred in each city over a single year. Income and education level were taken into consideration as well.

Most Dublin residents live in the Dublin City School District, one of the 12th largest school districts in Ohio. Educating more than 14,000 students, the district consistently ranks among the top districts in Ohio. Dublin's three high schools have been ranked in the top 500 in the nation by *Newsweek*.

Dublin is home to several U.S. and international companies, including Ashland Chemical, Cardinal Health, Stanley Steemer, IGS Energy, OCLC, and the Wendy's Company. The income taxes generated by these and more than 3,000 other businesses are the primary source of funding for the City. A listing of the City's principal businesses and approximate number of employees is included in this section.

## 2018 OPERATING BUDGET – CITY OF DUBLIN, OHIO

### Top 10 Principal Business by Employment

<u>Employer</u>	<u>Business</u>	<u>Rank</u>	<u>Approximate Number of Employees (2)</u>	<u>Percentage of Total City Employment (1)</u>
Cardinal Health, Inc.	Pharmaceuticals	1	3,600	3.49%
Nationwide Insurance Enterprise	Insurance & Financial	2	3,400	3.30%
Ohio Health (3)	Medical & Administration	3	1,680	1.63%
Dublin City Schools	Education	4	1,530	1.48%
Fiserv Corporation	Electronic Bill Payments	5	1,000	0.97%
CareWorks Family of Companies	Insurance & Financial	6	865	0.84%
Express Scripts	Retailers/Wholesalers	7	760	0.74%
Online Computer Library Center	Computer Library	8	740	0.72%
Ashland Inc.	Research & Development	9	700	0.68%
The Wendy's Company	Restaurant Corporation	10	638	0.62%

(1) Based on W-2's filed.

(2) Full-time employee counts.

(3) Includes Dublin Methodist Hospital, Dublin Health Center, Post Preserve/Frantz Road centralized business office, Primary Care and MAXSports.

Sources: City of Dublin Finance Department and Economic Development for 2016. Data sources includes the number of W-2's filed with the City, news stories, public records, and employer telephone surveys. Employee counts may be estimates, as many companies consider this data confidential.

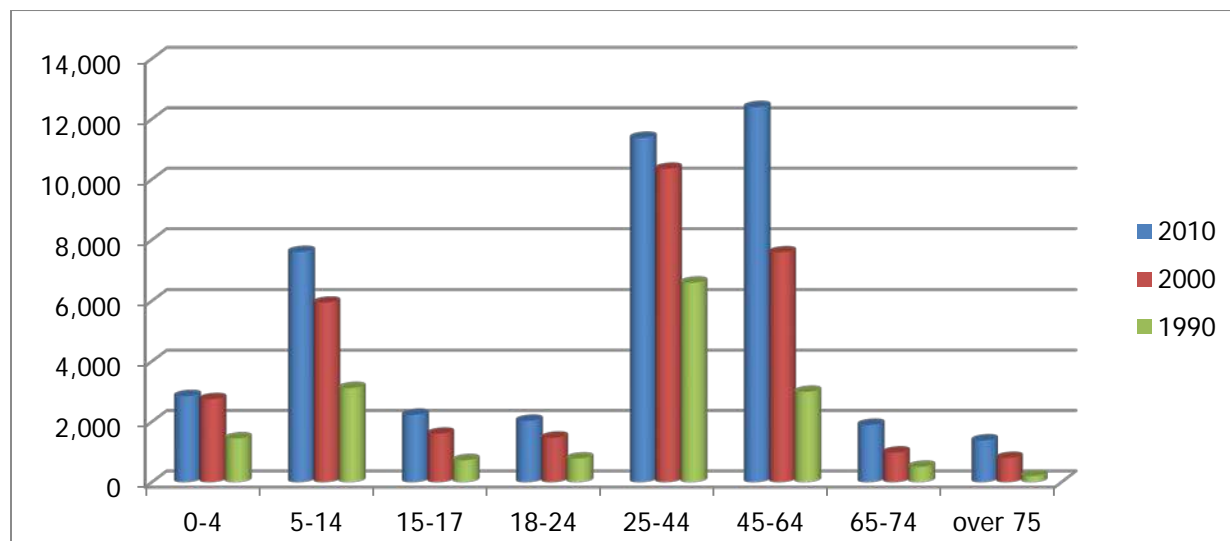
## 2018 OPERATING BUDGET – CITY OF DUBLIN, OHIO

### Demographic and Economic Statistics

<i>Population and Density</i>	<b>2010</b>	<b>2000</b>	<b>1990</b>
<b>Population</b>	41,751	31,478	16,371
<b>People /square mile</b>	1,684	1,489	924
<b>Household Size</b>	2.78	2.81	2.95
<b>Households</b>	14,984	12,040	5,923
<b>Households /square mile</b>	604	570	334

*Note:* The US Census Bureau estimates the City's population on July 1, 2016 to be 45,568. Estimated number of households in 2011-2015 is 15,355.

### *Age*



<i>Race and Ethnicity</i>	<b>2010</b>	<b>2000</b>	<b>1990</b>
<b>White</b>	33,089	27,855	15,225
<b>Black</b>	722	415	243
<b>Native American</b>	22	22	0
<b>Asian/Islander</b>	6,382	2,497	806
<b>Other</b>	772	414	0

<i>Housing Statistics</i>	<b>2010</b>	<b>2000</b>	<b>1990</b>
<b>Owner Occupied</b>	11,862	8,622	4,458
<b>Renter Occupied</b>	3,122	2,543	1,069
<b>Vacant Units</b>	795	875	396

Data Source: MORPC (1990, 2000, 2010 data from the US Census Bureau) unless otherwise noted.

## **2018 OPERATING BUDGET – CITY OF DUBLIN, OHIO**

### **Form of Government**

The City of Dublin was platted as a village under the laws of the State of Ohio in 1810. The City is a home rule municipal corporation and operates under its own charter. Voters adopted the City's original Charter on July 24, 1979, and revised the charter in 1996. The City's original Charter and the Revised Charter have provided for a Council/City Manager form of government.

The legislative authority is vested by the Charter in a seven-member Council with overlapping four-year terms. Three members are elected at-large and four members are elected from wards. The City Council fixes compensation of City officials and employees, and enacts ordinances and resolutions relating to City services; tax levies; appropriating and borrowing money; licensing and regulating businesses and trades; and other municipal purposes.

The presiding officer is the Mayor, who is a member of City Council and is elected by City Council for a two-year term. The Vice Mayor is also a member of City Council, elected by City Council for a two-year term.

The City Manager is the chief executive and administrative officer of the City and is appointed by the City Council to serve at its pleasure.

### **City Organizational Structure**

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

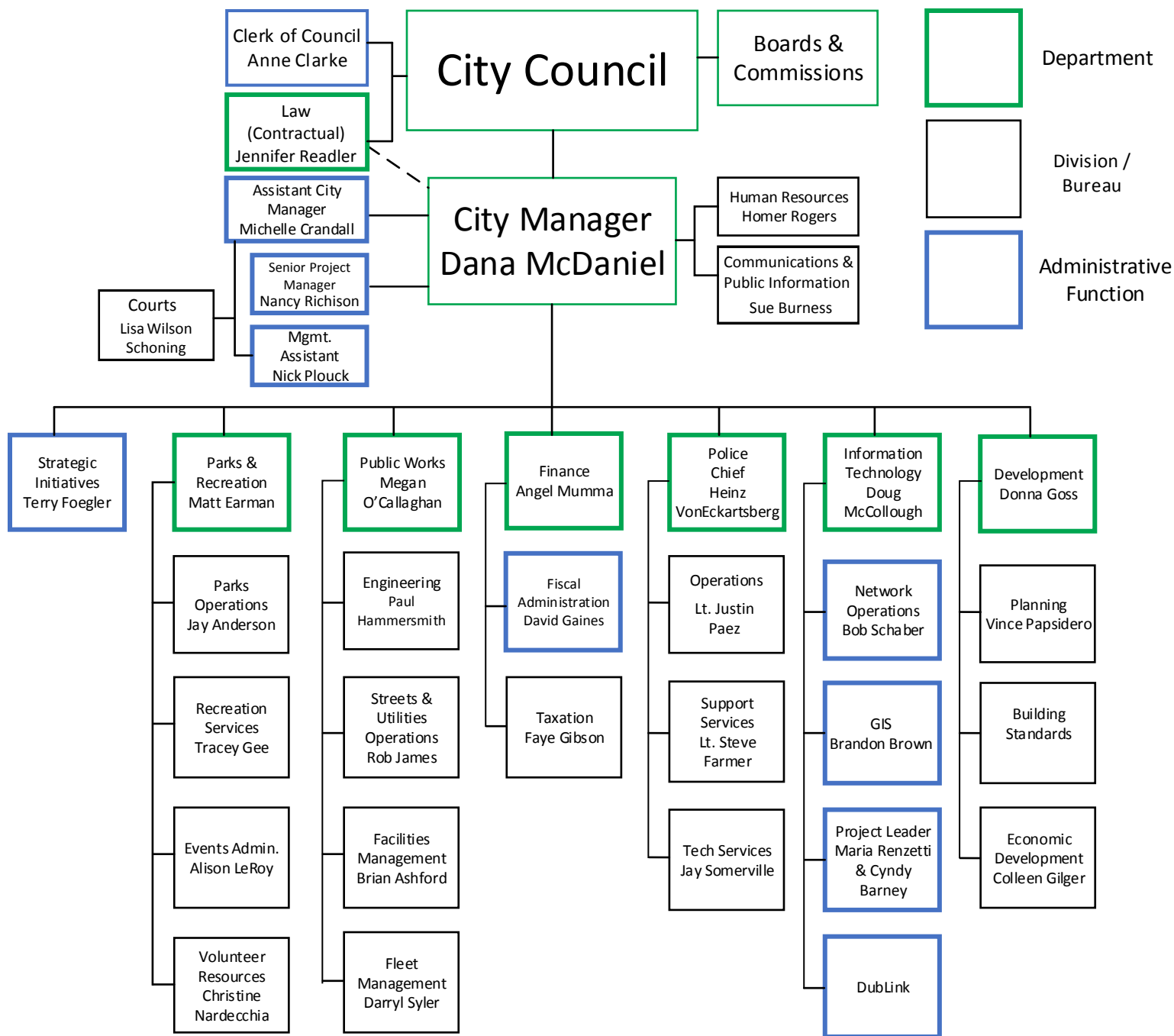
The City Manager is supported by an Assistant City Manager, as well as a management team comprised primarily of directors from across the organization.

### **City Manager**

The City Manager is charged with the responsibility for the administration of all municipal affairs as empowered by the Charter.

The City Manager is the chief administrative and law enforcement officer of the City of Dublin, responsible to City Council for the day-to-day operations for the City. Other responsibilities include advising City Council regarding the financial status and future needs of the City, reporting to City Council on the general operations of City departments, divisions, offices, boards, commissions, bureaus and agencies, as well as exercising leadership in the development of City projects.

# City of Dublin Residents



**THIS PAGE LEFT BLANK INTENTIONALLY**



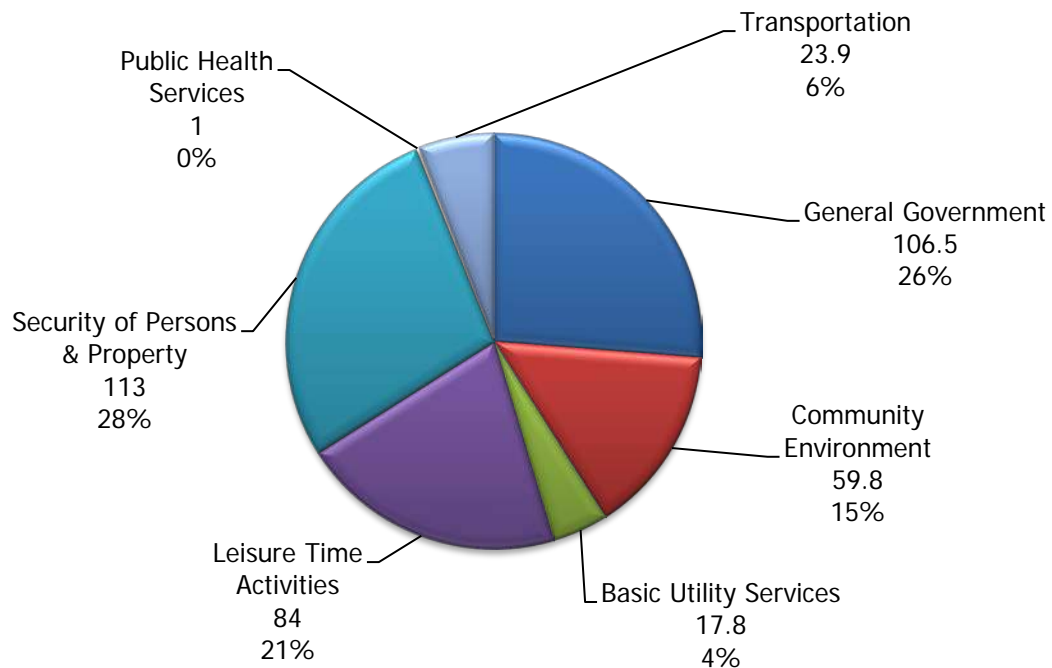
## 2018 OPERATING BUDGET - CITY OF DUBLIN, OHIO

### Staffing Comparison by Function Full-Time Employees

This table and chart, and the table on the following page, reflect full-time employees only. The 2018 Operating Budget also funds approximately 236 part-time and seasonal positions throughout the City.

	2014	2015	2016	2017	2018
General Government	93	99	101	103.5	106.5
Community Environment	59	60	59.3	59.8	59.8
Basic Utility Services	17	16	16.55	17.8	17.8
Leisure Time Activities	86	85	85	84	84
Security of Persons & Property	97	102	102	111	113
Public Health Services	1	1	1	1	1
Transportation	25	22	22.15	21.9	23.9
<b>TOTALS</b>	<b>378</b>	<b>385</b>	<b>387</b>	<b>399</b>	<b>406</b>

### 2018 Authorized and Funded Full-time Staffing by Function



**2018 OPERATING BUDGET - CITY OF DUBLIN, OHIO**

**Full-Time Staffing by Work Unit**

Work Unit	2018						2018 Position Requests and Reclass Requests (see footnote)
	2014 Funded	2015 Funded	2016 Funded	2017 Funded	2018 Adopted	Increase / (Decrease)	
City Council	2	3	3	3	3	0	
Office of the City Manager	6	6	6	6	6	0	(1)
Human Resources	10	10	9.75	10	10	0	
Communications and Public Information	7	8	8	8	8	0	(2)
Finance/ Office of the Director	10	11	10.5	11	12	1	Accountant (3)
Procurement	1	0	0	0	0	0	
Fiscal Administration	0	0	0	0	0	0	
Taxation	6	6	5.5	5	6	1	Corporate Tax Auditor
Public Works/ Office of Director	2	7	7	5.5	5.5	0	
Solid Waste Management	7	6	6.25	6.5	6.5	0	
Engineering	27	26	25.3	25.8	25.8	0	
Parks and Recreation/ Office of the Director	0	0	5.25	3	3	0	
Parks Operations	48	47	28.5	31.5	31.5	0	
Horticulture	0	0	7	7	7	0	
Forestry	0	0	6	6	6	0	
Development/Office of the Director	0	0	2	2	2	0	
Economic Development	5	5	4	4	4	0	
Building Standards	15	15	15	15	15	0	(4)
Planning	17	19	19	19	19	0	
Fleet Management	9	9	9	9	9	0	
Administrative Services	0	0	0	0	0	0	
Information Technology	13	13	14	15	15	0	
Court Services/Records Management	4	4	4	4	4	0	
Facilities Management	15	15	15	18	18	0	
Volunteer Resources	2	2	2	2	3	1	Volunteer Resources Coordinator (5)
Street and Utilities Operations	21	22	22.15	21.9	23.9	2	2 Maintenance Workers (6)
Public Service/Engineering/Sign Shop	4	0	0	0	0	0	
Cemetery Maintenance	1	1	1	1	1	0	
Recreation Services	7	7	9.95	10.65	10.65	0	
Community Recreation Center	15	15	11.3	10.9	10.9	0	
Municipal Pool	n/a	n/a	1.25	0.95	0.95	0	
Community Recreation Center - Facilities	10	9	9	6	6	0	
Police	97	102	102	111	113	2	2 Police Officers (7)
Events Administration	6	6	6	7	7	0	
Hotel/Motel Tax - Public Art	0	1	0.75	1	1	0	
Water Maintenance	1	1	1.6	2.6	2.6	0	
Sewer Maintenance	9	9	8.7	8.7	8.7	0	
Employee Benefits Self Insurance	1	1	1.25	1	1	0	
<b>TOTALS</b>	<b>378</b>	<b>386</b>	<b>387</b>	<b>399</b>	<b>406</b>	<b>7</b>	

**NOTES:**

(1) - Senior Project Manager re-titled to Government and International Relations Manager; re-title the Executive Administrative Professional to an Executive Assistant to the City Manager.

(2) - Website Administrator re-titled to Digital & Brand Manager; Website Developer re-titled to Digital & Graphic Designer.

(3) - Re-allocate permanent part-time (PPT) to a full-time (FT) Accountant position.

(4) - Re-allocate a Review Services Analyst position to an Electrical Inspector position; re-allocate a Administrative Support 3 to a Review Services Coordinator. Re-title the Administrative Support 2 to Permit Technicians.

(5) - Re-allocate one PT Program Specialist to a FT Volunteer Resources Coordinator position.

(6) - Three PT Seasonal Maintenance Worker positions were eliminated to fund two FT Maintenance Worker positions.

(7) - Re-title Administrative Assistant and Court Liaison positions to Record Technician positions.

**Note: Position and Reclass requests listed are not inclusive of the recommendations of the 2017 Classification Plan Study.**

2018 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Part-Time Staffing by Work Unit

Work Unit	2014 Funded	2015 Funded	2016 Funded	2017 Funded	2018 Adopted	Diff 2017 vs 2018	Notes:
City Council/Legislation	7	7	7	7	7	0	
Office of the City Manager	2	2	2	3	3	0	
Human Resources	0	0	0.5	0	0	0	
Communications and Public Information	2	2	2	2	2	0	
Finance/ Office of the Director	1	1	1	1	0	-1	(1)
Taxation	2	2	2	2	2	0	
Public Works/ Office of Director	1	1	1	1	1	0	
Solid Waste Management	3	3	2	2	1	-1	(4)
Engineering	0	2	2	2	2	0	
Parks and Recreation/ Office of the Director	N/A	N/A	0	0	0	0	
Parks Operations	45	45	45	22	22	0	
Horticulture	N/A	N/A	N/A	18	18	0	
Forestry	N/A	N/A	N/A	10	10	0	
Development/Office of the Director	N/A	N/A	1	1	1	0	
Economic Development	1	1	1	1	1	0	
Building Standards	0	1	1	1	0	-1	(2)
Planning	5	4	4	4	4	0	(6)
Fleet Management	0	0	0	0	0	0	
Information Technology	2	3	4	4	4	0	
Court Services/Records Management	1	1	1	1	1	0	(7)
Facilities Management	4	4	4	5	5	0	
Volunteer Resources	1	2	2	2	1	-1	(3)
Street and Utilities Operations	10	10	6	6	4	-2	(4)
Street -Engineering	0	0	0	0	0	0	
Cemetery Maintenance	2	2	2	2	2	0	
Recreation Services	32.5	33.5	28.32	33.05	26.91	-6.14	(5)
Community Recreation Center	48	48.8	53	50	45.21	-4.79	(5)
Community Recreation Center - Facilities	0	0	1	0		0	
Municipal Pools	65.25	65.25	65.25	65.25	61.5	-3.75	(5)
Police	0	0	0	0	0	0	
Events Administration	7	8	8	10	10	0	
Hotel/Motel Tax - Public Art	0	0	0	0	0	0	
Water Maintenance	1	1	1	1	1	0	
Sewer Maintenance	2	2	1	1	1	0	
Employee Benefits Self Insurance	1	1	0	0	0	0	
<b>TOTALS</b>	<b>246</b>	<b>252.55</b>	<b>248.07</b>	<b>257.3</b>	<b>236.62</b>	<b>-20.68</b>	

**Notes:**

- (1) - Permanent Part-time (PPT) Accountant position re-allocated to a full-time (FT) position.
- (2) - Part-time (PT) Building Inspector position eliminated.
- (3) - PT Program Specialist re-allocated to a FT Volunteer Resources Coordinator position.
- (4) - 3 PT Maintenance Worker positions re-allocated to 2 FT Maintenance Worker positions.
- (5) - Reduction due to re-allocation of front desk staff, Swim Team coaching being contracted, and refinement of budget formulas.
- (6) - 1 PT Planning Assistant has been re-allocated to a PPT Code Enforcement Officer.
- (7) - Records Management Technician in Courts will be re-titled to a Records Retention Technician.

## 2018 OPERATING BUDGET – CITY OF DUBLIN, OHIO

### The Relationship between Funds and City Departments/Divisions

The City of Dublin's organizational structure consists of Departments/Divisions performing various activities necessary for the City's operations, while the City's finances are reported in Funds. The following table is provided as a guide to understand the use of Funds by Department/Division.

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

## (2) Financial Overview

## **2018 OPERATING BUDGET – CITY OF DUBLIN, OHIO**

### **FINANCIAL MANAGEMENT POLICIES**

#### **Operating Budget Policies**

- The City will pay for all current expenditures with current revenues and fund balances. The City will avoid budgetary procedures that balance current expenditures at the expense of future years, such as postponing expenditures, underestimating expenditures, overestimating revenues, or utilizing short-term borrowing to balance the budget.
- The budget will provide for adequate maintenance and repair of capital assets and for their orderly replacement.
- The City will protect against catastrophic losses through a combination of insurance and self-insurance funded programs.
- The City will maintain a budgetary control system to help it adhere to the budget.
- Financial reports, which compare actual performance with the budget, are available on-line for budgetary review by the departments/divisions.

#### **Reserve Policies**

- The City will appropriate \$150,000 to a contingency account in the General Fund to provide for non-recurring and unanticipated expenditures.
- In accordance with the City's General Fund Balance Policy, the operating budget will be prepared in a manner in which the projected year-end General Fund balance will be equal to or greater than 50 percent of the actual General Fund operating 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.

## **2018 OPERATING BUDGET – CITY OF DUBLIN, OHIO**

### **Debt Management Policies**

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

### **Revenue Policies**

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

### **Purchasing Policies**

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

## **2018 OPERATING BUDGET – CITY OF DUBLIN, OHIO**

### **ACCOUNTING AND FUND STRUCTURE**

#### **Basis of Accounting**

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

The City produces a Comprehensive Annual Financial Report (CAFR), in conformance with the guidelines prescribed by the Government Financial Officers Association (GFOA). The GFOA awarded the Certificate of Achievement for Excellence in Financial Reporting to the City for its CAFR for the fiscal year ended December 31, 2015. This is the highest form of recognition for excellence in financial reporting. A copy of the CAFR can be obtained from the Finance Department or on the City's website at [www.dublinohiousa.gov](http://www.dublinohiousa.gov).

#### **Fund Accounting – Fund Types**

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

The following are the fund types used by the City:

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

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

## **2018 OPERATING BUDGET – CITY OF DUBLIN, OHIO**

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

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

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

Capital Construction Fund: In recent years, the City issued debt to fund the costs of capital improvements throughout the City. To account for the funding of these construction project with the objective of ensuring that only appropriated funds pertaining to the projects are utilized, the City established the Capital Construction Fund. This fund will be closed out when the projects are completed.

Permanent Funds: Permanent funds are used to account for and report resources that are restricted to the extent that only earnings, and not principal, may be used for purposes that support the reporting government's programs. The Cemetery Perpetual Care fund is considered a permanent fund.

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

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

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

## **2018 OPERATING BUDGET – CITY OF DUBLIN, OHIO**

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

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

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

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

## **2018 OPERATING BUDGET – CITY OF DUBLIN, OHIO**

### **BUDGET PROCEDURES**

#### **Tax Budget**

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

The tax budget is adopted by City Council, after a public hearing is held, by July 15 of each year. The budget is submitted to the Franklin and Delaware County Auditors, as Secretaries to the County Budget Commissions, by July 20 of each year, for the period January 1 to December 31 of the following year. Union County no longer requires submission of a Tax Budget. The Franklin County Commission (the Commission) determines if the budget substantiates a need to levy the full amount of authorized property tax rates and reviews revenue estimates. The Commission certifies its actions to the City on or around September 1. As part of this certification, the City receives the official certificate of estimated resources, which states the projected revenue of each fund. On or about January 1, the certificate of estimated resources is amended to include unencumbered fund cash balances at December 31. Prior to December 31, the City must revise its budget so that total contemplated expenditures from any fund during the ensuing total fiscal year will not exceed the amount stated in the certificate of estimated resources. For the 2018 budget year, the tax budget was approved by City Council on June 12, 2017 and was forwarded to the Franklin County Budget Commission before the deadline of July 20, 2017.

#### **Basis of Budgeting**

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

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

#### **Appropriations**

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

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

## **2018 OPERATING BUDGET – CITY OF DUBLIN, OHIO**

### **Encumbrances**

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

### **Budgetary Controls**

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

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

### **The Annual Budget Process**

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

General timeframes established by annual budget calendar are as follows:

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

## **2018 OPERATING BUDGET – CITY OF DUBLIN, OHIO**

### **TIMEFRAMES FOR THE 2018 OPERATING BUDGET**

August 25, 2017	Memo with budget parameters was forwarded to Departments and Divisions
September 8, 2017	Revenue estimates were completed
September 13, 2017	2018 budget requests were submitted to the Finance Department
September 22, 2017	Finance review of requests were completed, including comparison of estimated resources to budget requests and debt service
September 25 – October 13, 2017	Budget review meetings were conducted by the Senior Leadership Team (excluding the City Manager, Deputy City Manager, and Director of Finance)
October 17, 2017	Senior Leadership Team presented City Manager, Deputy City Manager, and Director of Finance with recommended 2018 Operating Budget
October 17 – October 24, 2017	City Manager met with Director of Finance, Deputy Finance Director and Budget Manager to finalize 2018 Operating Budget
November 2, 2017	The proposed 2018 Operating Budget was distributed to City Council. Electronic copies of the document were made available to City staff
November 6, 2017	The first reading of the 2018 Operating Budget was heard by Dublin City Council
November 8, 2017	City Council budget workshop conducted
November 20, 2017	Public hearing and adoption of the 2018 Operating Budget by Dublin City Council

2018 OPERATING BUDGET  
SUMMARY FOR ALL FUNDS

Fund	1/1/2018 Cash Balance	Estimated Revenue	Estimated Advances and Transfers-In	Estimated Resources Available	Estimated Expenditures	Estimated Advances and Transfers-Out	12/31/2018 Unencumbered Balance
GENERAL	\$ 51,313,524	\$ 69,169,795	\$ 5,883,000	\$ 126,366,319	\$ 53,650,040	\$ 21,490,000	\$ 51,226,279
<b>SPECIAL REVENUE FUNDS</b>							
Street Maintenance and Repair	\$ 947,204	1,483,500	2,000,000	4,430,704	3,761,715	-	668,989
State Highway Improvement	\$ 637,298	117,760	-	755,058	35,000	225,000	495,058
Recreation	\$ 1,606,255	3,454,650	4,000,000	9,060,905	7,834,850	-	1,226,055
Safety	\$ 960,066	2,716,004	11,680,000	15,356,070	15,331,810	-	24,260
Swimming Pool	\$ 58,172	479,500	420,000	957,672	956,700	-	972
Permissive Tax	\$ 1,212,973	105,000	-	1,317,973	-	-	1,317,973
Hotel/Motel	\$ 2,825,903	4,377,600	-	7,203,503	4,947,450	163,925	2,092,128
Education and Enforcement	\$ 80,351	900	-	81,251	16,395	-	64,856
Law Enforcement Trust	\$ 42,882	105	-	42,987	-	-	42,987
Mandatory Drug Fine	\$ 2,610	15	-	2,625	-	-	2,625
Mayor's Court Computer Fund	\$ 32,537	18,250	-	50,787	20,250	-	30,537
Cemetery	\$ 40,665	27,350	140,000	208,015	207,930	-	85
Accrued Leave Reserves	\$ 446,089	181,830	-	627,919	355,500	-	272,419
Wireless 9-1-1 System	\$ 461,684	176,820	-	638,504	46,820	80,000	511,684
<b>DEBT SERVICE FUNDS</b>							
G.O. Debt Service	\$ 5,305,513	-	12,546,700	17,852,213	14,007,550	-	3,844,663
Economic Development Bond Retirement	\$ 57	-	1,690,925	1,690,982	1,690,925	-	57
Special Assessment Debt Service	\$ -	-	-	-	-	-	-
1992 Special Assessment	\$ -	-	-	-	-	-	-
2001 Special Assessment	\$ 186,488	117,500	-	303,988	128,275	-	175,713
<b>CAPITAL PROJECTS FUNDS</b>							
Capital Improvements Tax	\$ 5,260,075	24,264,500	2,953,500	32,478,075	18,804,000	12,602,550	1,071,525
Capital Construction	\$ 4,629,100	30,010,000	-	34,639,100	29,936,100	4,703,000	-
Parkland Acquisition	\$ 1,157,480	741,350	-	1,898,830	410,450	589,550	898,830
Woerner-Temple TIF	\$ 57,314	175,000	330,000	562,314	3,000	452,225	107,090
Ruscilli TIF	\$ 295,676	494,500	500,000	1,290,176	7,800	600,000	682,376
Pizzuti TIF	\$ 72,334	218,000	50,000	340,334	3,000	327,500	9,834
Thomas/Kohler TIF	\$ 2,663,141	610,000	-	3,273,141	9,000	407,275	2,856,866
McKittrick TIF	\$ 3,588,372	1,100,000	-	4,688,372	15,000	2,300,525	2,372,847
Perimeter Center TIF	\$ 3,719,488	500,000	-	4,219,488	6,200	-	4,213,288
Rings Road TIF	\$ 471,190	310,000	-	781,190	5,000	276,875	499,315
Perimeter West TIF	\$ 807,047	1,400,000	-	2,207,047	45,000	1,561,125	600,922
Upper Metro Place TIF	\$ 3,735,508	255,000	-	3,990,508	3,500	836,100	3,150,908
Rings/Frantz TIF	\$ 2,917,855	415,000	-	3,332,855	5,000	-	3,327,855
Historic Dublin TIF	\$ 44,947	65,000	-	109,947	1,000	70,000	38,947
Emerald Pkwy Phase 5 TIF	\$ 22,107	-	-	22,107	-	-	22,107
Emerald Pkwy Phase 8 TIF	\$ 1,462,821	-	-	1,462,821	-	-	1,462,821
Perimeter Loop TIF	\$ 10,369	32,000	-	42,369	600	35,000	6,769

2018 OPERATING BUDGET  
SUMMARY FOR ALL FUNDS

Fund	1/1/2018 Cash Balance	Estimated Revenue	Estimated Advances and Transfers-In	Estimated Resources Available	Estimated Expenditures	Estimated Advances and Transfers-Out	12/31/2018 Unencumbered Balance
Tartan West TIF Fund	\$ 1,350,250	965,000	-	2,315,250	15,000	650,000	1,650,250
Shamrock Blvd. TIF Fund	\$ 107,895	45,000	-	152,895	750	50,000	102,145
River Ridge TIF Fund	\$ 1,090,062	96,000	-	1,186,062	1,250	187,700	997,112
Lifetime Fitness TIF	\$ 629,942	140,000	-	769,942	1,750	200,000	568,192
COIC Improvement Fund	\$ 487	-	-	487	-	-	487
Irelen Place TIF	\$ 3,929	4,000	-	7,929	100	3,500	4,329
Shier Rings Road TIF	\$ 134,266	12,500	-	146,766	250	-	146,516
Shamrock Crossing TIF	\$ 491,059	190,000	-	681,059	4,000	200,000	477,059
Bridge and High TIF	\$ 491,205	113,000	-	604,205	1,500	150,000	452,705
Dublin Methodist Hospital TIF	\$ 136,357	150,000	-	286,357	2,000	127,500	156,857
Kroger Centre TIF	\$ 77,067	242,000	-	319,067	4,000	282,375	32,692
Frantz/Dublin Road TIF	\$ 14,426	-	-	14,426	-	-	14,426
Delta Energy TIF	\$ 52,349	34,000	-	86,349	500	30,000	55,849
Bridge Street TIF	\$ 69,981	-	4,000,000	4,069,981	3,751,965	-	318,016
Vrable TIF	\$ 960,933	450,000	-	1,410,933	5,500	500,000	905,433
West Innovation TIF	\$ 938,527	295,000	-	1,233,527	3,500	300,000	930,027
Ohio University TIF	\$ 13,826	-	600,000	613,826	600,000	-	13,826
Tuller Flats TIF	\$ 60,231	-	350,000	410,231	5,000	359,975	45,256
Nestle TIF	\$ 101,544	38,500	-	140,044	750	-	139,294
Innovation TIF	\$ 83,004	80,000	-	163,004	1,000	-	162,004
Riviera TIF	\$ -	-	2,150,000	2,150,000	2,150,000	-	-
Bridge Park TIF	\$ 1,794,617	-	2,600,000	4,394,617	-	2,532,425	1,862,192
PERMENENT IMPROVEMENT FUNDS							
Cemetery Perpetual Care	\$ 1,385,116	20,000	-	1,405,116	-	-	1,405,116
ENTERPRISE FUNDS							
Water	\$ 12,025,986	1,082,500	-	13,108,486	3,716,006	-	9,392,480
Sewer	\$ 4,664,198	2,380,000	400,000	7,444,198	4,217,770	-	3,226,428
Sewer Construction Fund	\$ -	2,420,000	-	2,420,000	2,420,000	-	-
Merchandising	\$ 33,976	-	-	33,976	-	-	33,976
INTERNAL SERVICE FUNDS							
Employee Benefits Self-Insurance	\$ 556,878	8,010,200	-	8,567,078	7,471,235	-	1,095,843
Workers' Compensation Self-Insurance	\$ 277,528	100,000	-	377,528	299,450	-	78,078
FIDUCIARY FUNDS							
Trust and Agency	\$ 154,446	1,170,300	-	1,324,746	1,190,550	-	134,196
Convention and Visitor's Bureau	\$ 68,252	1,120,000	-	1,188,252	1,133,000	-	55,252
COIRS	\$ 444,822	314,000	-	758,822	314,000	-	444,822
Totals	\$ 125,288,255	\$ 162,488,929	\$ 52,294,125	\$ 340,071,309	\$ 179,556,686	\$ 52,294,125	\$ 108,220,498

## **2018 OPERATING BUDGET – CITY OF DUBLIN, OHIO**

### **REVENUE PROJECTIONS FOR 2018**

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

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

The following information provides projections for the major revenue sources of the City for 2018. The information provides actual information for 2015 and 2016, estimates for 2017, and projections for 2018, 2019, and 2020.

#### **General Fund**

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

2015	\$65,838,948
2016	67,485,222
2017	64,237,500
2018	64,500,000
2019	65,467,500
2020	66,450,000

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

Income tax revenues are the City's largest revenue source. In 2018, income tax revenues are estimated to comprise approximately 86% of General Fund operating revenues (which does not include transfers or advances) and nearly 80% of all operating revenue.

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

## **2018 OPERATING BUDGET – CITY OF DUBLIN, OHIO**

### **Intergovernmental Revenues**

Intergovernmental revenues comprise a small portion of the General Fund revenue. The most significant are local government fund collections.

### **Local Government**

2015	\$495,338
2016	322,331
2017	240,725
2018	205,220
2019	205,220
2020	205,220

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

Given the reduction of revenue allocated to the Local Government Fund from the State of Ohio, the City has budgeted local government revenue conservatively for 2018 and beyond.

### **Licenses and Permits**

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

2015	\$3,264,036
2016	3,736,117
2017	3,166,600
2018	2,052,650
2019	2,052,650
2020	2,052,650

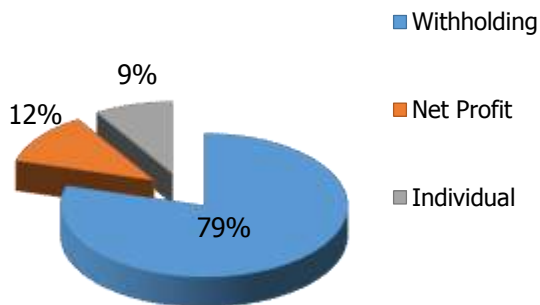
The City has adopted a fee structure based on the cost of providing services. The intent of this method is to identify the benefactor of a service (that is not a general tax service) and charge them a user fee based on the cost to provide the service. The total revenue collected for development and building activity fees are dependent upon the economy and can fluctuate significantly from year to year. Building activity increased in 2015 and 2016 due to an increase in larger-scale projects which resulted in an increase in revenue associated with inspections and plan review. Although we anticipate building activity to continue in the upcoming years, it will likely be smaller-scale projects, resulting in less revenue. Additionally, we recognize that economic conditions nationally and locally could impede this growth. For this reason, we estimate revenue in 2018 and beyond conservatively.

## 2018 OPERATING BUDGET – CITY OF DUBLIN, OHIO

Based on activity, adjustments may be made to the current year estimate periodically through the year. When the 2017 Operating Budget was prepared in the fall of 2016, Staff projected \$84,734,100 in revenue from the local income tax. This estimate was based on an assumption of a 1% decrease over the 2016 revised revenue estimate, determined when the 2017 Operating Budget was approved in December 2016. However, our actual income tax revenue for 2016 exceeded the revised estimate by 5.1%.

The projected decrease in income tax revenue in 2017 was based upon the anticipated loss of jobs from two of the City's major employers, Nationwide Mutual Insurance Company (Nationwide) and JP Morgan Chase (Chase). Based on actual 2016 receipts, the 2017 original income tax revenue projection reflected a 5.8% reduction over 2016. However, year-to-date receipts through October 31, 2017 reflect a 4.1% decrease over the same time period in 2016. This better-than-expected reduction was due to a delayed departure of the Nationwide employees, which is now, to the best of our knowledge, anticipated to be completed by the 4<sup>th</sup> quarter of 2018, over one-year later than originally anticipated.

**Estimated Distribution of 2018  
Income Tax Revenue**



Based on income tax receipts as of 10/31/2017

Given the budgeted income tax revenues versus actual collections through October, Staff revised the 2017 income tax revenues upwards to reflect anticipated revenue of \$85,650,000, an increase of \$915,900.

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

resulted in several major corporate expansions and several corporate relocations to Dublin.

The City's dependency on this volatile revenue source reinforces the need for conservative revenue projections. The 2018 income tax projection reflects a modest 0.4% increase over the 2017 revised estimate, taking into consideration the growth that has occurred in withholding from our existing businesses, while recognizing the continued loss of revenue from Nationwide. Additionally, Staff has factored in a reduction in revenue from The Wendy's Company, who announced in May 2017 that costs at their Dublin headquarters would be reduced, impacting employment. 2019, 2020, 2021 and 2022 each reflect an annual increase of 1.5%. These estimates are consistent with projections utilized in the 2018 – 2022 CIP.

## **2018 OPERATING BUDGET – CITY OF DUBLIN, OHIO**

### **Special Revenue Funds**

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

2015	\$1,846,148
2016	1,866,982
2017	1,567,760
2018	1,569,760
2019	1,569,760
2020	1,569,760

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

#### **Recreation Fees**

The Dublin Community Recreation Center (DCRC) was opened in 1996. When the rate structure was established for Phase 1 of the DCRC, the intent was that operating costs would be significantly covered by user fees collected. The rates established for other recreational programming are based on a goal of 50% cost recovery.

2015	\$4,192,377
2016	3,798,600
2017	3,518,150
2018	3,454,650
2019	3,454,650
2020	3,454,650

#### **Hotel/Motel Taxes**

2015	\$2,206,685
2016	2,047,945
2017	2,080,000
2018	2,080,000
2019	2,080,000
2020	2,080,000

The City of Dublin Hotel/Motel Tax Fund was established to improve the quality of life for the City's residents, corporate citizens and visitors. Home to 17 hotels/motels, Dublin generates funds from a six-percent tax on overnight stays. As part of the 2016 Operating Budget, Dublin City Council approved an increase to the percentage of bed tax revenues that the Dublin Convention & Visitors Bureau (DCVB) receive, from 25% to 35%. As such, the 2015 amounts reflect 75% of the total hotel/motel taxes collected, while 2016

## **2018 OPERATING BUDGET – CITY OF DUBLIN, OHIO**

and beyond reflect 65% of the projected total hotel/motel taxes collected. The remainder is recorded in the DCVB Fund and distributed to the Bureau on a monthly basis.

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

### **Capital Projects Funds**

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

#### **Income Taxes**

2015	\$21,945,914
2016	22,495,076
2017	21,412,500
2018	21,500,000
2019	21,822,500
2020	22,150,000

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

#### **Property Taxes**

2015	\$3,068,990
2016	3,130,706
2017	3,045,000
2018	3,045,000
2019	3,045,000
2020	3,045,000

The property tax revenue from the City's inside millage, or 1.75 mills, was allocated 100% to the Parkland Acquisition Fund from 2001 – 2006. This allocation addressed a City Council goal to identify a revenue source for the purpose of acquiring parkland, open space, and recreational facility sites. Beginning in 2007, the City began allocating .95 mills of the total 1.75 mills to the Parkland Acquisition Fund and the remaining .80 mills to the Capital Improvements Tax Fund. Beginning in 2010, the City allocated 1.4 mills to the Capital Improvements Tax Fund and the remaining .35 mills to the Parkland Acquisition Fund. Recognizing the benefits and flexibility of allocating more of the City's inside millage to the Capital Improvements Tax Fund, that allocation has continued since 2010 and most recently, was approved by City Council for 2017 – 2021 as part of the five-year CIP. This allocation is reviewed each year during the CIP process and can be reallocated if Council deems it appropriate.

## **2018 OPERATING BUDGET – CITY OF DUBLIN, OHIO**

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

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

### **Enterprise Funds**

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

2015	\$2,766,838
2016	2,802,846
2017	2,530,000
2018	2,455,000
2019	2,455,000
2020	2,455,000

The user fees provide the funding for ongoing maintenance of the water and sewer systems. Increasing maintenance needs within the sewer system have necessitated an increase in the surcharge over the past few years. In 2015, a \$0.25/MCF increase in the sewer surcharge was approved while the water surcharge remained unchanged. Considering existing fund balances as well as operational and capital needs within the funds, a \$0.25/MCF increase in the sewer surcharge was approved for 2016 and 2017, while a \$0.50/MCF increase was approved for 2018.

It has become apparent that due to the extensive capital needs, particularly in the sewer system, the water and sewer surcharges need to be further analyzed to ensure the rates established in the long term are sufficient to fund the future operational and capital needs of both systems. This analysis is expected to occur in 2018 with future changes in the surcharges based upon the results of this analysis.

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

2015	\$1,238,553
2016	2,008,393
2017	750,000
2018	810,000
2019	810,000
2020	810,000

While growth in development, particularly commercial development, is anticipated in the upcoming years, it is recognized that such growth is dependent upon the economy and can fluctuate significantly from year to year. Recognizing that economic conditions nationally and locally can impact this growth, revenue for 2018 and beyond is estimated conservatively.

## **2018 OPERATING BUDGET – CITY OF DUBLIN, OHIO**

The Administration has made tentative projections for revenues and expenses in the Water and Sewer Funds through 2026. The projections are revised annually. The City's Community Plan update and the information available from the City's geographic information system (GIS) provides information on the availability of developable land, the type of development and the infrastructure needs based on the anticipated development.

**2018 OPERATING BUDGET - CITY OF DUBLIN, OHIO**

**Revenue Comparisons - All Funds**

	2015 Actual	2016 Actual	2017 Estimate	2018 Budget
GENERAL FUND	\$ 96,342,590	\$ 85,654,347	\$ 101,956,950	\$ 75,052,795
<b><u>SPECIAL REVENUE FUNDS</u></b>				
Street Maintenance and Repair	3,653,391	3,238,402	2,978,000	3,483,500
State Highway Improvements	1,078,515	141,950	103,900	117,760
Cemetery	175,397	162,556	167,400	167,350
Recreation	7,592,377	7,298,600	7,518,150	7,454,650
Safety	12,304,383	12,882,342	13,314,585	14,396,004
Swimming Pool	885,763	831,699	908,000	899,500
Permissive Tax	105,385	2,914,706	105,000	105,000
Hotel/Motel Tax	4,638,730	4,343,528	3,850,000	4,377,600
Enforcement and Education	1,625	1,935	1,600	900
Law Enforcement Trust	247	232	65,095	105
Mandatory Drug Fine	21	30	25	15
Mayor's Court Computer	13,882	25,145	18,800	18,250
Accrued Leave Reserves	138,082	146,272	183,100	181,830
Wireless 9-1-1 System	130,050	135,244	375,000	176,820
<b><u>DEBT SERVICE FUNDS</u></b>				
General Obligation Bond Retirement	11,407,758	9,129,367	14,666,640	12,546,700
Economic Development Bond Retirement	1,992,122	215,140	1,003,400	1,690,925
Special Assessment Bond Retirement	741	897	800	-
1992 Special Assessment Bond Retirement	771	17	10	-
2001 Special Assessment Bond Retirement	128,077	124,720	119,500	117,500
<b><u>CAPITAL PROJECTS FUNDS</u></b>				
Capital Improvements Tax	26,262,202	26,921,306	31,323,985	27,218,000
Capital Construction	101,983,815	20,856,867	58,716,200	30,010,000
Parkland Acquisition	2,772,177	763,262	730,000	741,350
Woerner-Temple TIF	466,392	439,984	508,000	505,000
Ruscilli TIF	614,398	256,842	498,000	994,500
Pizzuti TIF	206,198	218,242	218,500	268,000
Thomas/Kohler TIF	732,697	646,833	610,000	610,000
McKittrick TIF	1,190,160	1,687,804	1,140,000	1,100,000
Perimeter Center TIF	494,484	506,398	492,000	500,000
Rings Road TIF	68,661	210,102	710,000	310,000
Perimeter West TIF	1,779,089	1,422,809	1,725,000	1,400,000
Upper Metro Place TIF	245,702	18,842,006	265,000	255,000
Rings/Frantz TIF	385,143	418,681	418,000	415,000
Historic Dublin Parking TIF	77,856	68,601	68,000	65,000
Emerald Pkwy Phase 8 TIF	645,687	-	-	-
Perimeter Loop TIF	36,041	36,527	36,000	32,000
Tartan West TIF Fund	705,230	910,076	1,355,000	965,000
Shamrock Blvd. TIF Fund	48,521	48,523	47,000	45,000
River Ridge TIF	30,844	97,063	96,000	96,000
Lifetime Fitness TIF	741,843	1,203,778	141,000	140,000
COIC Improvement Fund	673	-	65,000	-
Irelan Place TIF	4,201	4,202	4,200	4,000
Shier Rings Road TIF	(75,969)	13,040	17,500	12,500
Shamrock Crossing TIF Fund	144,014	193,420	334,000	190,000
Bridge and High TIF Fund	113,690	113,764	113,000	113,000
Dublin Methodist Hospital TIF Fund	151,842	151,848	75,500	150,000
Kroger Centre TIF	284,788	297,641	244,000	242,000
Frantz/Dublin Road TIF	-	200,000	-	-
Delta Energy TIF	34,398	34,399	34,000	34,000
Bridge Street TIF	7,275,000	5,000,000	1,550,000	4,000,000
Vrable TIF	239,000	2,776,813	-	450,000
Ohio University TIF	1,000	168,000	-	600,000
West Innovation TIF	2,450,000	1,753,282	294,500	295,000
Tuller TIF	2,600,000	14,220,000	2,286,000	350,000
Nestle TIF	22,963	39,987	39,800	38,500
Bridge Park TIF	3,500,000	-	-	2,600,000
Innovation TIF	-	4	84,000	80,000
Riviera TIF	-	9,000	325,000	2,150,000
<b><u>PERMENANT FUNDS</u></b>				
Cemetery Perpetual Care	111,848	67,167	32,000	20,000
<b><u>ENTERPRISE FUNDS</u></b>				
Water	1,679,191	1,933,691	1,381,800	1,082,500
Water Tower Construction Fund	12	-	-	-
Sewer	4,858,148	3,092,782	3,130,830	2,780,000
Sewer Construction Fund	2,500,068	1,449	1,380,000	2,420,000
Merchandising	2,782	3,241	500	-
<b><u>INTERNAL SERVICE FUNDS</u></b>				
Employee Benefits Self-Insurance	6,322,307	6,984,960	7,360,960	8,010,200
Worker's Compensation	104,110	107,207	100,000	100,000
<b><u>FIDUCIARY FUNDS</u></b>				
Convention and Visitors' Bureau	735,561	1,077,644	1,120,000	1,120,000
Other Agency	1,017,154	1,513,265	982,300	1,170,300
COIRS	57,885	238,261	263,600	314,000
<b>SUBTOTAL</b>	<b>314,211,713</b>	<b>242,797,900</b>	<b>267,652,130</b>	<b>214,783,054</b>
Less:				
Transfers & Advances	(93,740,050)	(59,691,684)	(101,324,655)	(52,294,125)
<b>TOTAL REVENUE</b>	<b>220,471,663</b>	<b>183,106,216</b>	<b>166,327,475</b>	<b>162,488,929</b>

**2018 OPERATING BUDGET - CITY OF DUBLIN, OHIO**

**Revenue Comparison - General Fund**

	2015 Actual	2016 Actual	2017 Estimate	2018 Budget
<b>TAXES</b>				
Income Taxes	\$ 65,838,948	\$ 67,485,222	\$ 64,237,500	\$ 64,500,000
<b>INTERGOVERNMENTAL REVENUE</b>				
Local Government	495,338	322,331	240,725	205,220
Estate Taxes	10,786	369	-	-
Cigarette Taxes	560	448	525	425
Liquor and Beer Permits	60,393	63,866	62,000	60,000
Grants-State & Federal	-	548	-	-
Other	9,617	11,870	10,000	10,000
<b>CHARGES FOR SERVICES</b>				
General Fees and Charges	30,543	5,141	3,000	3,000
Sale of Fuel	1,102,641	687,533	800,000	1,000,000
Vehicle Maintenance Services	49,603	59,515	75,000	85,000
IT Charges for Services	-	2,500	110,000	3,000
<b>FINES,LICENSES AND PERMITS</b>				
Fines and Forfeitures	316,813	359,450	310,000	310,000
Licenses and Permits	3,264,036	3,736,117	3,166,600	2,052,650
<b>OTHER REVENUES</b>				
Interest Income	426,390	609,639	580,000	550,000
Other	676,922	636,371	583,100	390,500
<b>NONOPERATING REVENUE</b>				
Transfers/Advances	24,060,000	11,673,427	31,778,500	5,883,000
<b>TOTAL GENERAL FUND REVENUE</b>	<u>\$ 96,342,590</u>	<u>\$ 85,654,347</u>	<u>\$ 101,956,950</u>	<u>\$ 75,052,795</u>

**2018 OPERATING BUDGET - CITY OF DUBLIN, OHIO**  
**Recap of 2018 Requests**

	Total Budget	Budget Total By Fund	Budget Total By Fund Type	Total
<b>GENERAL FUND</b>				
City Council/Boards & Commissions	\$764,440			
City Manager	1,375,090			
Miscellaneous	2,237,565			
Human Resources	2,002,210			
Communications and Public Information	1,870,940			
Legal Services	1,750,000			
Information Technology	5,203,965			
Court Services	391,125			
Records Management	167,340			
Finance				
Office of the Director	1,672,830			
Transfers/Advances	21,490,000			
Miscellaneous	518,025			
Taxation	3,845,670			
Public Works				
Office of the Director	758,945			
Solid Waste Management	3,532,060			
Fleet Management	3,193,895			
Engineering	3,816,620			
Miscellaneous	370,000			
Facilities Management	2,850,420			
Development				
Office of the Director	323,185			
Planning	2,610,015			
Economic Development	3,453,530			
Building Standards	1,861,655			
Parks and Recreation				
Office of the Director	442,825			
Park Operations	5,977,485			
Horticulture	1,248,355			
Forestry	1,070,355			
Volunteer Resources	341,495			
		\$75,140,040	\$75,140,040	
<b>SPECIAL REVENUE FUNDS</b>				
Street Maintenance and Repair Fund				
Street & Utilities Operations	3,399,215			
Engineering	362,500			
		3,761,715		
State Highway Improvements Fund				
Finance Misc - Transfers/Advances	225,000			
Engineering	35,000			
		260,000		
Cemetery Fund				
Cemetery	207,930			
		207,930		
Recreation Fund				
Recreation	2,693,095			
Community Recreation Center	3,934,805			
Community Recreation Center - Facilities	1,206,950			
		7,834,850		
Safety Fund				
Police	12,088,760			
Communication	3,243,050			
		15,331,810		
Swimming Pool Fund				
Dublin Municipal Pools	956,700			
		956,700		
Permissive Tax Fund	0			
		0		
Hotel/Motel Tax Fund				
Parks & Recreation - Public Art	170,310			
Events Administration	3,771,140			
Taxation	1,006,000			
Transfers/Advances	163,925			
		5,111,375		

**2018 OPERATING BUDGET - CITY OF DUBLIN, OHIO**  
**Recap of 2018 Requests**

	Total Budget	Budget Total By Fund	Budget Total By Fund Type	Total
<b>SPECIAL REVENUE FUNDS (Continued)</b>				
Education and Enforcement Fund				
Police	<u>16,395</u>			
		16,395		
Law Enforcement Trust Fund				
Police	<u>0</u>			
		0		
Mayor's Court Computer Fund				
Court Services	<u>20,250</u>			
		20,250		
Accrued Leave Reserve Fund				
Finance	<u>355,500</u>			
		355,500		
Wireless 9-1-1 System				
Police	<u>126,820</u>			
		126,820	33,983,345	
<b>DEBT SERVICE FUNDS</b>				
General Obligation Debt Service Fund		14,007,550		
Economic Development Bond Retirement		1,690,925		
Special Assessment Bond Retirement Fund		<u>128,275</u>		
			15,826,750	
<b>CAPITAL PROJECTS FUNDS</b>				
Capital Improvements Tax Fund		31,406,550		
Capital Construction Fund		34,639,100		
Parkland Acquisition Fund		1,000,000		
Transfers/Advances		12,440,100		
TIF Funds		<u>6,652,915</u>		
			86,138,665	
<b>ENTERPRISE FUNDS</b>				
Water Fund				
Finance	297,426			
Street & Utilities Operations	462,875			
Engineering	<u>2,955,705</u>			
		3,716,006		
Sewer Fund				
Finance	1,280,880			
Street & Utilities Operations	1,001,130			
Engineering	<u>1,935,760</u>			
		4,217,770		
Sewer Construction Fund	<u>2,420,000</u>			
		2,420,000		
Merchandising Fund				
Communications and Public Information		0		
			10,353,776	
<b>INTERNAL SERVICE FUNDS</b>				
Employee Benefits Self-Insurance Fund		7,471,235		
Workers' Comp. Self-Insurance Fund		<u>299,450</u>		
			7,770,685	
<b>TRUST AND AGENCY FUNDS</b>				
Unclaimed Monies		20,250		
Agency Fund		1,170,300		
Convention & Visitors' Bureau Fund		1,133,000		
COIRS		<u>314,000</u>		
			2,637,550	
			<b><u><u>\$231,850,811</u></u></b>	
<b>RECAP:</b>				
Total Amount Budgeted	231,850,811			
Less:				
Transfers / Advances	<u>(52,294,125)</u>			
Total Expenditures	<u><u>179,556,686</u></u>			

**2018 OPERATING BUDGET - CITY OF DUBLIN, OHIO**  
**Expenditure and Budget Summary - General Fund**

	2016 Actual	2017 Budget	2018 Budget
<b>GENERAL FUND</b>			
City Council	\$600,089	\$ 704,045	\$ 722,965
Boards & Commissions	18,695	26,475	41,475
City Manager	1,245,800	1,329,635	1,375,090
Miscellaneous	3,842,094	2,114,032	2,237,565
Human Resources	1,795,752	2,021,654	2,002,210
Communications and Public Information	1,740,853	1,882,200	1,870,940
Legal Services	1,937,724	1,750,000	1,750,000
Information Technology	4,263,836	4,819,895	5,203,965
Court Services	346,649	421,995	391,125
Records Management	144,321	154,310	167,340
Finance			
Office of the Director	1,451,549	1,622,165	1,672,830
Transfers/Advances	38,107,177	18,595,000	21,490,000
Miscellaneous	589,159	669,850	518,025
Taxation	3,743,191	4,532,430	3,845,670
Public Works			
Office of the Director	714,858	790,757	758,945
Solid Waste Management	3,151,083	3,254,020	3,532,060
Fleet Management	2,607,466	3,198,545	3,193,895
Engineering	3,260,715	3,759,440	3,816,620
Miscellaneous	240,013	360,000	370,000
Facilities Management	2,356,414	2,869,510	2,850,420
Development			
Office of the Director	275,160	317,095	323,185
Planning	2,151,980	2,264,055	2,610,015
Economic Development	4,766,151	4,782,095	3,453,530
Building Standards	1,777,292	1,908,645	1,861,655
Parks and Recreation			
Office of the Director	483,869	427,505	442,825
Parks Operations	6,665,436	5,309,235	5,977,485
Horticulture	-	1,225,230	1,248,355
Forestry	-	1,069,650	1,070,355
Volunteer Resources	237,185	291,030	341,495
	<b>\$ 88,514,511</b>	<b>\$ 72,470,498</b>	<b>\$ 75,140,040</b>

2018 OPERATING BUDGET - CITY OF DUBLIN, OHIO  
Revenue and Expenditure Summary  
(Excludes TIF Funds/Construction Funds)

Fund	General	Street Maintenance	State Highway	Cemetery	Recreation	Safety	Pool	Permissive Tax	Hotel/Motel Tax	Enforcement & Education
<b>Estimated revenues:</b>										
Income taxes	\$ 64,500,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Property taxes	-	-	-	-	-	411,000	-	-	-	-
Hotel/Motel taxes	-	-	-	-	-	-	-	-	2,080,000	-
Intergovernmental revenue	275,645	1,452,000	117,760	-	-	51,000	-	90,000	-	-
Charges for services	1,176,000	20,500	-	27,000	3,427,000	2,251,504	475,500	-	1,708,500	-
Fines, licenses and permits	2,362,650	-	-	-	-	-	-	-	192,000	-
Interest income	550,000	10,000	-	350	25,000	2,500	4,000	15,000	6,100	900
Miscellaneous	305,500	1,000	-	-	2,650	-	-	-	391,000	-
<b>Total estimated revenues</b>	<b>\$ 69,169,795</b>	<b>\$ 1,483,500</b>	<b>\$ 117,760</b>	<b>\$ 27,350</b>	<b>\$ 3,454,650</b>	<b>\$ 2,716,004</b>	<b>\$ 479,500</b>	<b>\$ 105,000</b>	<b>\$ 4,377,600</b>	<b>\$ 900</b>
<b>Estimated expenditures:</b>										
Personal services	26,592,315	2,422,970	-	147,880	4,843,250	14,798,190	595,480	-	792,655	2,420
Other expenses	25,421,750	1,314,945	35,000	45,050	2,694,350	508,420	321,920	-	3,733,295	-
Capital outlay	1,635,975	23,800	-	15,000	297,250	25,200	39,300	-	421,500	13,975
<b>Total estimated expenditures</b>	<b>\$ 53,650,040</b>	<b>\$ 3,761,715</b>	<b>\$ 35,000</b>	<b>\$ 207,930</b>	<b>\$ 7,834,850</b>	<b>\$ 15,331,810</b>	<b>\$ 956,700</b>	<b>\$ -</b>	<b>\$ 4,947,450</b>	<b>\$ 16,395</b>
<b>Excess of revenues over expenditures</b>	<b>\$ 15,519,755</b>	<b>\$ (2,278,215)</b>	<b>\$ 82,760</b>	<b>\$ (180,580)</b>	<b>\$ (4,380,200)</b>	<b>\$ (12,615,806)</b>	<b>\$ (477,200)</b>	<b>\$ 105,000</b>	<b>\$ (569,850)</b>	<b>\$ (15,495)</b>
<b>Other financing sources:</b>										
Transfers in	-	2,000,000	-	140,000	4,000,000	11,680,000	420,000	-	-	-
Transfers out	(18,660,000)	-	(25,000)	-	-	-	-	-	(163,925)	-
Advances in	5,883,000	-	-	-	-	-	-	-	-	-
Advances out	(2,830,000)	-	(200,000)	-	-	-	-	-	-	-
<b>Total other financing sources</b>	<b>\$ (15,607,000)</b>	<b>\$ 2,000,000</b>	<b>\$ (225,000)</b>	<b>\$ 140,000</b>	<b>\$ 4,000,000</b>	<b>\$ 11,680,000</b>	<b>\$ 420,000</b>	<b>\$ -</b>	<b>\$ (163,925)</b>	<b>\$ -</b>
<b>Net change in fund balance</b>	<b>\$ (87,245)</b>	<b>\$ (278,215)</b>	<b>\$ (142,240)</b>	<b>\$ (40,580)</b>	<b>\$ (380,200)</b>	<b>\$ (935,806)</b>	<b>\$ (57,200)</b>	<b>\$ 105,000</b>	<b>\$ (733,775)</b>	<b>\$ (15,495)</b>
<b>Estimated fund balance, January 1</b>	<b>\$ 51,313,524</b>	<b>\$ 947,204</b>	<b>\$ 637,298</b>	<b>\$ 40,665</b>	<b>\$ 1,606,255</b>	<b>\$ 960,066</b>	<b>\$ 58,172</b>	<b>\$ 1,212,973</b>	<b>\$ 2,825,903</b>	<b>\$ 80,351</b>
<b>Estimated fund balance, December 31</b>	<b>\$ 51,226,279</b>	<b>\$ 668,989</b>	<b>\$ 495,058</b>	<b>\$ 85</b>	<b>\$ 1,226,055</b>	<b>\$ 24,260</b>	<b>\$ 972</b>	<b>\$ 1,317,973</b>	<b>\$ 2,092,128</b>	<b>\$ 64,856</b>

2018 OPERATING BUDGET - CITY OF DUBLIN, OHIO  
Revenue and Expenditure Summary  
(Excludes TIF Funds/Construction Funds)

Fund	Law Enforcement	Mandatory Drug Fine	Court Computer	Accrued Leave	Wireless 911	Debt Service	Capital Improvements	Parkland Acquisition	Cemetery Perpetual Care
<b>Estimated revenues:</b>									
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 21,500,000	\$ -	\$ -
Income taxes	-	-	-	-	-	-	2,463,500	631,850	-
Property taxes	-	-	-	-	-	-	-	-	-
Hotel/Motel taxes	-	-	-	-	-	-	-	-	-
Intergovernmental revenue	-	-	-	-	171,820	-	250,000	108,000	-
Charges for services	-	-	-	180,330	-	-	-	-	7,500
Fines, licenses and permits	-	-	18,000	-	-	-	-	-	-
Interest income	5	15	250	1,500	5,000	500	-	1,500	12,500
Miscellaneous	100	-	-	-	-	117,000	51,000	-	-
<b>Total estimated revenues</b>	<b>\$ 105</b>	<b>\$ 15</b>	<b>\$ 18,250</b>	<b>\$ 181,830</b>	<b>\$ 176,820</b>	<b>\$ 117,500</b>	<b>\$ 24,264,500</b>	<b>\$ 741,350</b>	<b>\$ 20,000</b>
<b>Estimated expenditures:</b>									
Personal services	-	-	1,750	355,500	-	-	-	-	-
Other expenses	-	-	18,500	-	46,820	15,826,750	29,000	11,000	-
Capital outlay	-	-	-	-	-	-	18,775,000	399,450	-
<b>Total estimated expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 20,250</b>	<b>\$ 355,500</b>	<b>\$ 46,820</b>	<b>\$ 15,826,750</b>	<b>\$ 18,804,000</b>	<b>\$ 410,450</b>	<b>\$ -</b>
<b>Excess of revenues over expenditures</b>	<b>\$ 105</b>	<b>\$ 15</b>	<b>\$ (2,000)</b>	<b>\$ (173,670)</b>	<b>\$ 130,000</b>	<b>\$ (15,709,250)</b>	<b>\$ 5,460,500</b>	<b>\$ 330,900</b>	<b>\$ 20,000</b>
<b>Other financing sources:</b>									
Transfers in	-	-	-	-	-	14,237,625	500,000	-	-
Transfers out	-	-	-	-	(80,000)	-	(4,852,550)	(239,550)	-
Advances in	-	-	-	-	-	-	2,453,500	-	-
Advances out	-	-	-	-	-	-	(7,750,000)	(350,000)	-
<b>Total other financing sources</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (80,000)</b>	<b>\$ 14,237,625</b>	<b>\$ (9,649,050)</b>	<b>\$ (589,550)</b>	<b>\$ -</b>
<b>Net change in fund balance</b>	<b>\$ 105</b>	<b>\$ 15</b>	<b>\$ (2,000)</b>	<b>\$ (173,670)</b>	<b>\$ 50,000</b>	<b>\$ (1,471,625)</b>	<b>\$ (4,188,550)</b>	<b>\$ (258,650)</b>	<b>\$ 20,000</b>
<b>Estimated fund balance, January 1</b>	<b>\$ 42,882</b>	<b>\$ 2,610</b>	<b>\$ 32,537</b>	<b>\$ 446,089</b>	<b>\$ 461,684</b>	<b>\$ 5,492,058</b>	<b>\$ 5,260,075</b>	<b>\$ 1,157,480</b>	<b>\$ 1,385,116</b>
<b>Estimated fund balance, December 31</b>	<b>\$ 42,987</b>	<b>\$ 2,625</b>	<b>\$ 30,537</b>	<b>\$ 272,419</b>	<b>\$ 511,684</b>	<b>\$ 4,020,433</b>	<b>\$ 1,071,525</b>	<b>\$ 898,830</b>	<b>\$ 1,405,116</b>

2018 OPERATING BUDGET - CITY OF DUBLIN, OHIO  
Revenue and Expenditure Summary  
(Excludes TIF Funds/Construction Funds)

Fund	Water	Sewer	Merchandising	Employee Benefits	Workers Compensation	Fiduciary	Total
<b>Estimated revenues:</b>							
Income taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	86,000,000
Property taxes	-	-	-	-	-	-	3,506,350
Hotel/Motel taxes	-	-	-	-	-	1,120,000	3,200,000
Intergovernmental revenue	-	-	-	-	-	-	2,516,225
Charges for services	930,000	2,335,000	-	8,009,800	100,000	314,000	20,962,634
Fines, licenses and permits	2,500	-	-	-	-	-	2,575,150
Interest income	150,000	45,000	-	400	-	-	881,520
Miscellaneous	-	-	-	-	-	1,170,300	1,987,550
<b>Total estimated revenues</b>	<b>\$ 1,082,500</b>	<b>\$ 2,380,000</b>	<b>\$ -</b>	<b>\$ 8,010,200</b>	<b>\$ 100,000</b>	<b>\$ 2,604,300</b>	<b>\$ 121,629,429</b>
<b>Estimated expenditures:</b>							
Personal services	292,180	894,690	-	101,120	-	-	51,840,400
Other expenses	1,107,326	1,752,380	-	7,370,115	299,450	2,637,550	63,173,621
Capital outlay	2,316,500	1,570,700	-	-	-	-	25,533,650
<b>Total estimated expenditures</b>	<b>\$ 3,716,006</b>	<b>\$ 4,217,770</b>	<b>\$ -</b>	<b>\$ 7,471,235</b>	<b>\$ 299,450</b>	<b>\$ 2,637,550</b>	<b>\$ 140,547,671</b>
<b>Excess of revenues over expenditures</b>	<b>\$ (2,633,506)</b>	<b>\$ (1,837,770)</b>	<b>\$ -</b>	<b>\$ 538,965</b>	<b>\$ (199,450)</b>	<b>\$ (33,250)</b>	<b>\$ (18,918,242)</b>
<b>Other financing sources:</b>							
Transfers in	-	400,000	-	-	-	-	33,377,625 *
Transfers out	-	-	-	-	-	-	(24,021,025) *
Advances in	-	-	-	-	-	-	8,336,500 *
Advances out	-	-	-	-	-	-	(11,130,000) *
<b>Total other financing sources</b>	<b>\$ -</b>	<b>\$ 400,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 6,563,100</b>
<b>Net change in fund balance</b>	<b>\$ (2,633,506)</b>	<b>\$ (1,437,770)</b>	<b>\$ -</b>	<b>\$ 538,965</b>	<b>\$ (199,450)</b>	<b>\$ (33,250)</b>	
<b>Estimated fund balance, January 1</b>	<b>\$ 12,025,986</b>	<b>\$ 4,664,198</b>	<b>\$ 33,976</b>	<b>\$ 556,878</b>	<b>\$ 277,528</b>	<b>\$ 667,519</b>	
<b>Estimated fund balance, December 31</b>	<b>\$ 9,392,480</b>	<b>\$ 3,226,428</b>	<b>\$ 33,976</b>	<b>\$ 1,095,843</b>	<b>\$ 78,078</b>	<b>\$ 634,269</b>	

\*Note: Given that TIF Funds are excluded from the Revenue and Expenditure Summary, the total of 'Transfers In' will not equal the total of 'Transfers Out' nor will the 'Advances In' equal the 'Advances Out'

## 2-26

Fund	General Fund			Special Revenue Funds			Debt Service Funds			Capital Project Funds		
	2016 Actual	2017 Estimate	2018 Budget	2016 Actual	2017 Estimate	2018 Budget	2016 Actual	2017 Estimate	2018 Budget	2016 Actual	2017 Estimate	2018 Budget
<b>Estimated revenues:</b>												
Income taxes	\$ 67,485,222	\$ 64,237,500	\$ 64,500,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 22,495,076	\$ 21,412,500	\$ 21,500,000
Property taxes	-	-	-	451,485	400,000	411,000	-	-	-	3,194,679	3,095,350	3,095,350
Hotel/Motel taxes	-	-	-	2,047,945	2,080,000	2,080,000	-	-	-	-	-	-
Intergovernmental revenue	399,432	313,250	275,645	2,779,353	2,070,280	1,882,580	-	-	-	409,801	358,000	358,000
Charges for services	822,615	988,000	1,176,000	7,880,283	7,555,385	6,090,334	-	-	-	-	-	-
Fines, licenses and permits	4,095,567	3,476,600	2,362,850	228,265	197,000	210,000	-	-	-	-	-	-
Interest income	609,639	580,000	550,000	128,276	13,290	70,620	-	-	-	224,107	52,500	52,500
Miscellaneous	558,445	583,100	305,500	457,036	343,750	394,750	49,609	500	500	160,906	-	-
							795,454	120,000	117,000	-	-	-
<b>Total estimated revenues</b>	<b>\$ 73,980,920</b>	<b>\$ 70,178,450</b>	<b>\$ 69,169,795</b>	<b>\$ 13,972,643</b>	<b>\$ 12,659,685</b>	<b>\$ 13,139,284</b>	<b>\$ 845,063</b>	<b>\$ 120,500</b>	<b>\$ 117,500</b>	<b>\$ 26,484,569</b>	<b>\$ 24,918,350</b>	<b>\$ 25,005,850</b>
<b>Estimated expenditures:</b>												
Personal services	23,311,843	25,823,947	26,592,315	21,049,037	22,736,445	23,960,095	-	-	-	-	-	-
Other expenses	23,698,562	26,463,343	25,421,790	7,183,374	8,414,670	8,718,300	12,236,467	13,264,250	15,826,750	46,593	49,000	40,000
Capital outlay	3,396,929	1,691,725	1,635,975	2,157,921	606,550	836,025	-	-	-	20,269,947	22,581,100	19,174,450
<b>Total estimated expenditures</b>	<b>\$ 50,407,334</b>	<b>\$ 53,979,015</b>	<b>\$ 53,650,040</b>	<b>\$ 30,990,332</b>	<b>\$ 31,757,665</b>	<b>\$ 33,514,420</b>	<b>\$ 12,226,467</b>	<b>\$ 13,264,250</b>	<b>\$ 15,826,750</b>	<b>\$ 20,316,540</b>	<b>\$ 22,630,100</b>	<b>\$ 19,214,450</b>
<b>Excess of revenues over expenditures</b>	<b>\$ 23,573,586</b>	<b>\$ 16,199,435</b>	<b>\$ 15,519,755</b>	<b>\$ (17,017,689)</b>	<b>\$ (19,097,980)</b>	<b>\$ (20,375,136)</b>	<b>\$ (11,381,404)</b>	<b>\$ (13,143,750)</b>	<b>\$ (15,709,250)</b>	<b>\$ 6,168,029</b>	<b>\$ 2,288,250</b>	<b>\$ 5,791,400</b>
<b>Other financing sources:</b>												
Transfers in	-	-	-	15,950,000	18,120,000	18,240,000	8,625,079	11,293,450	14,237,625	400,000	-	500,000
Transfers out	(15,870,000)	(17,040,000)	(18,660,000)	(267,255)	(267,750)	(268,925)	-	-	-	(3,968,676)	(3,761,500)	(5,092,100)
Advances in	11,673,427	31,778,500	5,883,000	2,200,000	(267,750)	(268,925)	-	-	-	800,000	2,453,500	2,453,500
Advances out	(22,237,177)	(36,323,185)	(2,830,000)	-	(200,000)	(200,000)	-	-	-	(5,895,000)	(2,215,000)	(8,100,000)
<b>Total other financing sources</b>	<b>\$ (26,433,750)</b>	<b>\$ (21,584,685)</b>	<b>\$ (15,607,000)</b>	<b>\$ 17,882,745</b>	<b>\$ 17,652,250</b>	<b>\$ 17,771,075</b>	<b>\$ 8,625,079</b>	<b>\$ 11,293,450</b>	<b>\$ 14,237,625</b>	<b>\$ (8,663,676)</b>	<b>\$ (5,443,000)</b>	<b>\$ (10,238,600)</b>
<b>Net change in fund balance</b>	<b>\$ (2,860,164)</b>	<b>\$ (5,385,250)</b>	<b>\$ (87,245)</b>	<b>\$ 865,056</b>	<b>\$ (1,445,730)</b>	<b>\$ (2,604,061)</b>	<b>\$ (2,756,325)</b>	<b>\$ (1,850,300)</b>	<b>\$ (1,471,625)</b>	<b>\$ (2,495,647)</b>	<b>\$ (3,154,750)</b>	<b>\$ (4,447,200)</b>

2018 OPERATING BUDGET - CITY OF DUBLIN, OHIO  
Revenue and Expenditure Summary by Fund Type  
(Excludes TIF Funds/Construction Funds)

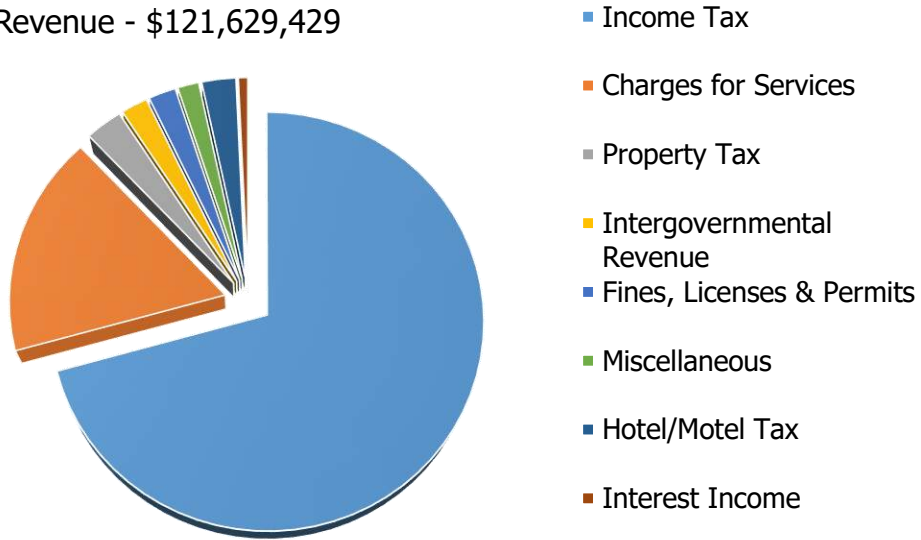
Fund	Permanent Funds			Enterprise Funds			Internal Service Funds			Fiduciary Funds		
	2016 Actual	2017 Estimate	2018 Budget	2016 Actual	2017 Estimate	2018 Budget	2016 Actual	2017 Estimate	2018 Budget	2016 Actual	2017 Estimate	2018 Budget
<b>Estimated revenues:</b>												
Income taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Property taxes	-	-	-	-	-	-	-	-	-	1,077,644	1,120,000	1,120,000
Hotel/Motel taxes	-	-	-	-	-	-	-	-	-	-	-	-
Intergovernmental revenue	51,690	31,000	7,500	4,813,869	3,282,000	3,265,000	7,075,989	7,460,560	8,109,800	236,900	262,500	314,000
Charges for services	-	-	-	3,105	2,500	2,500	-	-	-	-	-	-
Fees, licenses and permits	-	-	-	163,534	80,100	195,000	5,530	-	-	1,361	1,100	-
Interest income	15,477	2,500	12,500	-	-	-	10,648	400	400	1,513,265	982,500	1,170,300
Miscellaneous	-	-	-	684	100	-	-	-	-	-	-	-
<b>Total estimated revenues</b>	<b>\$ 67,167</b>	<b>\$ 33,500</b>	<b>\$ 20,000</b>	<b>\$ 4,981,212</b>	<b>\$ 3,364,700</b>	<b>\$ 3,462,500</b>	<b>\$ 7,092,167</b>	<b>\$ 7,460,960</b>	<b>\$ 8,110,200</b>	<b>\$ 2,829,170</b>	<b>\$ 2,365,900</b>	<b>\$ 2,604,300</b>
<b>Estimated expenditures:</b>												
Personal services	-	-	-	947,208	1,166,840	1,186,870	109,538	134,730	101,120	-	-	-
Other expenses	-	-	-	2,692,532	3,446,350	2,859,706	6,122,648	8,174,495	7,669,565	2,951,181	2,570,050	2,637,550
Capital outlay	-	-	-	1,017,589	1,927,200	3,887,200	-	-	-	-	-	-
<b>Total estimated expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 4,657,329</b>	<b>\$ 6,540,390</b>	<b>\$ 7,933,776</b>	<b>\$ 6,232,186</b>	<b>\$ 8,309,225</b>	<b>\$ 7,770,685</b>	<b>\$ 2,951,181</b>	<b>\$ 2,570,050</b>	<b>\$ 2,637,550</b>
<b>Excess of revenues over expenditures</b>	<b>\$ 67,167</b>	<b>\$ 33,500</b>	<b>\$ 20,000</b>	<b>\$ 323,883</b>	<b>\$ (3,175,690)</b>	<b>\$ (4,471,276)</b>	<b>\$ 859,981</b>	<b>\$ (848,265)</b>	<b>\$ 339,515</b>	<b>\$ (122,011)</b>	<b>\$ (204,150)</b>	<b>\$ (33,250)</b>
<b>Other financing sources:</b>												
Transfers in	-	-	-	48,501	200,000	400,000	-	-	-	-	-	-
Transfers out	-	-	-	(400,000)	-	-	-	-	-	-	-	-
Advances in	-	-	-	-	-	-	-	-	-	-	-	-
Advances out	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total other financing sources</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (351,499)</b>	<b>\$ 200,000</b>	<b>\$ 400,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Net change in fund balance</b>	<b>\$ 67,167</b>	<b>\$ 33,500</b>	<b>\$ 20,000</b>	<b>\$ (27,616)</b>	<b>\$ (2,975,690)</b>	<b>\$ (4,071,276)</b>	<b>\$ 859,981</b>	<b>\$ (848,265)</b>	<b>\$ 339,515</b>	<b>\$ (122,011)</b>	<b>\$ (204,150)</b>	<b>\$ (33,250)</b>

Fund	Totals		
	2016 Actual	2017 Estimate	2018 Budget
<b>Estimated revenues:</b>			
Income taxes	\$ 89,980,298	\$ 85,650,000	\$ 86,000,000
Property taxes	3,646,164	3,495,350	3,506,350
Hotel/Motel taxes	3,125,589	3,200,000	3,200,000
Intergovernmental revenue	3,588,586	2,741,510	2,516,225
Charges for services	20,881,346	19,579,445	20,962,634
Fees, licenses and permits	4,326,937	3,676,100	2,575,150
Interest income	1,197,553	730,390	881,520
Miscellaneous	3,506,438	2,029,250	1,987,550
<b>Total estimated revenues</b>	<b>\$ 130,252,911</b>	<b>\$ 121,102,045</b>	<b>\$ 121,629,429</b>
<b>Estimated expenditures:</b>			
Personal services	45,417,626	49,861,962	51,840,400
Other expenses	54,921,357	62,382,158	63,173,621
Capital outlay	27,442,386	26,806,575	25,533,650
<b>Total estimated expenditures</b>	<b>\$ 127,781,369</b>	<b>\$ 139,050,695</b>	<b>\$ 140,547,671</b>
<b>Excess of revenues over expenditures</b>	<b>\$ 2,471,542</b>	<b>\$ (17,948,650)</b>	<b>\$ (18,918,242)</b>
<b>Other financing sources:</b>			
Transfers in	25,023,580	29,613,450	33,377,625
Transfers out	(20,505,951)	(21,069,250)	(24,021,025)
Advances in	14,673,427	32,312,000	8,336,500
Advances out	(28,132,177)	(38,738,185)	(11,130,000)
<b>Total other financing sources</b>	<b>\$ (8,941,101)</b>	<b>\$ 2,118,015</b>	<b>\$ 6,563,100</b>
<b>Net change in fund balance</b>	<b>\$ (6,469,559)</b>	<b>\$ (15,830,635)</b>	<b>\$ (12,355,142)</b>

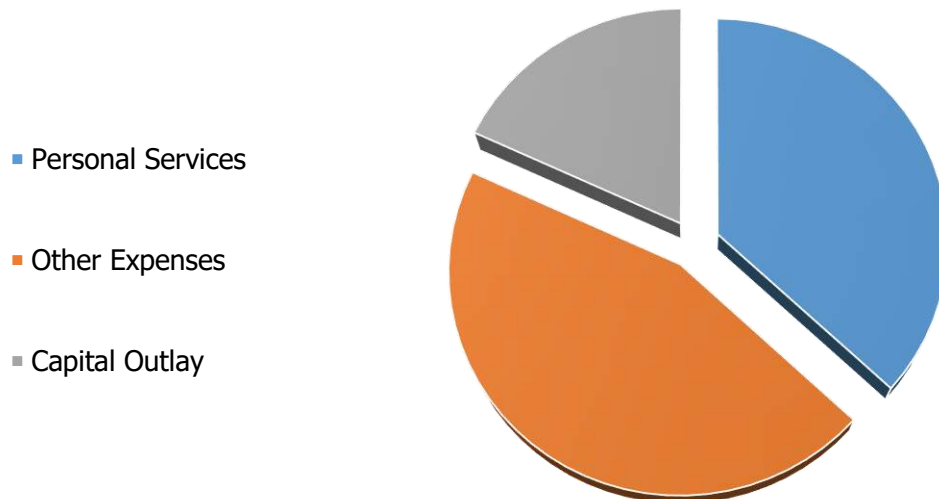
## 2018 OPERATING BUDGET – CITY OF DUBLIN, OHIO

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

2018 Revenue - \$121,629,429



2018 Expenditures - \$140,547,671



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

**2018 OPERATING BUDGET - CITY OF DUBLIN, OHIO**

**2018 Appropriations Summary by Expenditure Category - All Funds**

	<u>Personal Services</u>	<u>Other Expenses</u>	<u>Capital Outlay</u>	<u>Transfers/ Advances</u>	<u>Total</u>
<b>General Fund</b>	\$ 26,592,315	\$ 25,421,750	\$ 1,635,975	\$ 21,490,000	\$ 75,140,040
<b><u>Special Revenue Funds</u></b>					
Street Maintenance and Repair Fund					
Street and Utilities Operations	2,422,970	968,445	7,800	-	3,399,215
Engineering	-	346,500	16,000	-	362,500
State Highway Fund					
Engineering	-	35,000	-	-	35,000
Finance	-	-	-	225,000	225,000
Recreation Fund					
Recreation Services	1,685,070	995,025	13,000	-	2,693,095
Community Recreation Center	2,617,230	1,149,325	168,250	-	3,934,805
Community Recreation Center Facilities	540,950	550,000	116,000	-	1,206,950
Swimming Pool Fund	595,480	321,920	39,300	-	956,700
Permissive Tax Fund	-	-	-	-	-
Hotel/Motel Tax Fund	792,655	3,738,295	416,500	163,925	5,111,375
Safety Fund					
Police	11,667,440	398,120	23,200	-	12,088,760
Communication	3,130,750	110,300	2,000	-	3,243,050
Wireless 9-1-1 Fund	-	46,820	-	80,000	126,820
Educations and Enforcement Fund	2,420	-	13,975	-	16,395
Law Enforcement Fund	-	-	-	-	-
Mayor's Court Computer Fund	1,750	18,500	-	-	20,250
Cemetery Fund	147,880	45,050	15,000	-	207,930
Accrued Leave Reserve Fund	-	355,500	-	-	355,500
<b><u>Debt Service Funds</u></b>					
General Obligation Debt Service	-	14,007,550	-	-	14,007,550
Special Assessments	-	1,819,200	-	-	1,819,200
<b><u>Capital Projects Funds</u></b>					
Capital Improvements Tax Fund	-	29,000	18,775,000	12,602,550	31,406,550
Parkland Acquisition Fund	-	11,000	399,450	589,550	1,000,000
Capital Improvement Construction	-	-	29,936,100	4,703,000	34,639,100
TIF Funds	-	6,052,915	600,000	12,440,100	19,093,015
<b><u>Enterprise Funds</u></b>					
Water Fund					
Streets and Utilities	159,975	301,400	1,500	-	462,875
Finance	-	297,426	-	-	297,426
Engineering	132,205	508,500	2,315,000	-	2,955,705
Sewer Fund					
Streets and Utilities	716,530	228,900	55,700	-	1,001,130
Finance	-	1,280,880	-	-	1,280,880
Engineering	178,160	242,600	1,515,000	-	1,935,760
Sewer Construction Fund					
Finance	-	-	2,420,000	-	2,420,000
Merchandise Fund	-	-	-	-	-
<b><u>Internal Service Funds</u></b>					
Employee Benefits Self-Insurance Fund	101,120	7,370,115	-	-	7,471,235
Worker's Compensation Self-Insurance Fund	-	299,450	-	-	299,450
<b><u>Fiduciary Funds</u></b>					
Agency Fund	-	1,190,550	-	-	1,190,550
Dublin Convention and Visitor's Bureau Fund	-	1,133,000	-	-	1,133,000
COIRS	-	314,000	-	-	314,000
<b>Totals</b>	<b>\$ 51,484,900</b>	<b>\$ 69,587,036</b>	<b>\$ 58,484,750</b>	<b>\$ 52,294,125</b>	<b>\$ 231,850,811</b>

**2018 OPERATING BUDGET - CITY OF DUBLIN, OHIO**

**2018 Appropriations Summary by Expenditure Category - General Fund**

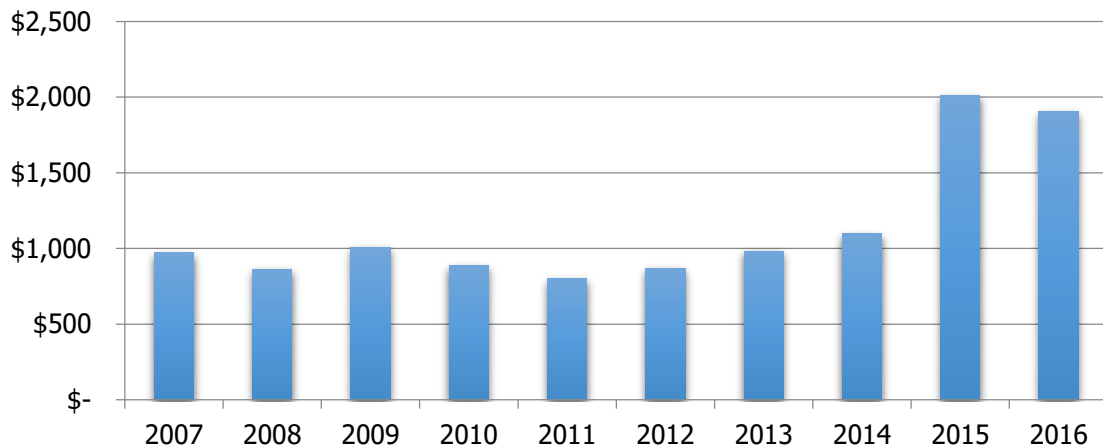
<b><u>General Fund</u></b>	<b><u>Personal Services</u></b>	<b><u>Other Expenses</u></b>	<b><u>Capital Outlay</u></b>	<b><u>Transfers/ Advances</u></b>	<b><u>Total</u></b>
City Council	\$ 693,165	\$ 29,800	-	-	722,965
Boards and Commissions	40,725	750	-	-	41,475
Office of the City Manager	1,054,810	320,280	-	-	1,375,090
Human Resources	1,229,960	772,250	-	-	2,002,210
Communications and Public Inforamtion	977,840	890,600	2,500	-	1,870,940
Legal Services	-	1,750,000	-	-	1,750,000
Court Services	278,040	113,085	-	-	391,125
Records Management	130,240	37,100	-	-	167,340
Miscellaneous Account/Contingencies	102,100	850,440	1,285,025	-	2,237,565
Information Technology	1,982,535	3,220,430	1,000	-	5,203,965
Finance - Office of the Director	1,390,130	282,700	-	-	1,672,830
Taxation	735,325	3,110,345	-	-	3,845,670
Miscellaneous Accounts	-	518,025	-	-	518,025
Transfers/Advances	-	-	-	21,490,000	21,490,000
Public Works					
Office of the Director	684,915	73,030	1,000	-	758,945
Solid Waste Management	822,055	2,704,880	5,125	-	3,532,060
Fleet Management	944,595	2,230,200	19,100	-	3,193,895
Engineering	2,977,160	834,460	5,000	-	3,816,620
Miscellaneous	-	370,000	-	-	370,000
Facilities Management	1,695,320	1,137,600	17,500	-	2,850,420
Parks and Recreation					
Office of the Director	427,435	15,390	-	-	442,825
Parks Operations	3,910,050	1,997,435	70,000	-	5,977,485
Horticulture	932,250	204,005	112,100	-	1,248,355
Forestry	827,285	134,445	108,625	-	1,070,355
Volunteer Resources	294,095	47,400	-	-	341,495
Development					
Office of the Director	315,105	3,080	5,000	-	323,185
Planning	2,088,825	517,190	4,000	-	2,610,015
Economic Development	534,700	2,918,830	-	-	3,453,530
Building Standards	1,523,655	338,000	-	-	1,861,655
<b>Totals</b>	<b>\$ 26,592,315</b>	<b>\$ 25,421,750</b>	<b>\$ 1,635,975</b>	<b>\$ 21,490,000</b>	<b>\$ 75,140,040</b>

## 2018 OPERATING BUDGET – CITY OF DUBLIN, OHIO

### DEBT ADMINISTRATION

Dublin's infrastructure needs are met through a five-year Capital Improvements Program (CIP). Currently, the 2018 - 2022 CIP programs nearly \$74.3 million in new capital assets and infrastructure. Several capital projects in past years have been funded utilizing proceeds from long-term debt. The City's CIP document provides a summary of additional infrastructure needs anticipated to be funded with long-term debt. By policy, fifteen percent of income tax revenues are allocated for debt service. Based on existing debt, the annual debt service for income tax funded projects totals 10.0% of 2018 projected income tax revenues.

**Net Bonded General Obligation  
Debt per Capita  
as of December 31, 2016**



In anticipation of a general obligation debt issuance that occurred in August 2017, the City received ratings from Moody's Investors Service ("Moody's"), Fitch Ratings ("Fitch"), and, for the first time, S&P Global ("S&P"). After completing a review that evaluated the City's existing financial condition, current developments and trends, and prospects for growth, all three agencies assigned their highest ratings, "Aaa", "AAA", and "AAA", respectively, to the City's bonds. In its report, S&P stated the City "possesses the financial stability necessary to sustain ratings on the limited-tax bonds equal to an unlimited-tax pledge." All agencies cited the City's strong and proactive management along with good financial policies and strong reserves as rationale for the rating. These ratings enable the City's debt to be issued at the lowest interest rates, resulting in reductions in future debt service payments. The City's diverse economic base, the City's history of operating surpluses and the continued use of that surplus to fund capital projects, and the City's continued long-term planning efforts will help maintain high credit ratings.

The City's long-term debt outstanding as of December 31, 2017 will be \$169.2 million. Of the total, approximately \$3.2 million will be retired using revenues generated by the City's water system operations, \$7.9 million will be retired using revenues generated by the City's sewer system operations, \$432,000 will be retired through the collection of special assessments, \$640,000 will be retired using property tax revenues, \$462,000 will

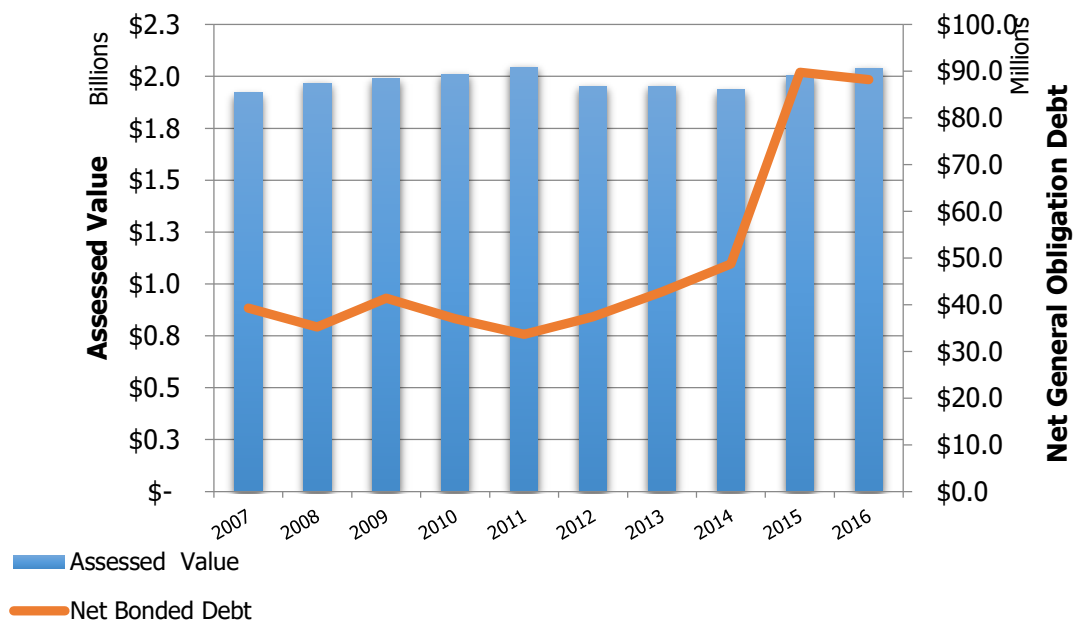
## 2018 OPERATING BUDGET – CITY OF DUBLIN, OHIO

be retired using hotel/motel tax revenues, \$212,500 will be retired using State Highway revenues and \$54.7 million will be retired using service payments in lieu of taxes from tax increment financing districts. The remaining \$101.6 million, or about 60%, will be retired with income tax revenue.

Under current state statutes, the City's general obligation debt issuances are subject to a legal limitation based on the total assessed value of real and personal property. Total general obligation debt of the City, exclusive of certain exempt debt, shall never exceed 10.5% of the total assessed valuation. The unvoted general obligation debt of the City cannot exceed 5.5% of the total assessed valuation. In 2017, the City's total taxable assessed valuation was \$2,063,082,680. As a result, the City had a legal debt margin for total debt of \$216,623,681 and a legal debt margin for unvoted debt of \$113,469,547.

<b>Limitation</b>	<b>Nonexempt Debt Outstanding</b>	<b>Additional Debt Capacity Within Limitation</b>
10 ½% = \$216,623,681	\$3,292,000	\$213,331,681
5 ½% = \$113,469,547	\$0	\$113,469,547

**Assessed Value Compared to Net General Obligation Debt**



Source: City of Dublin Comprehensive Annual Financial Report (CAFR) for the fiscal year-ended December 31, 2016.

## 2018 OPERATING BUDGET - CITY OF DUBLIN, OHIO

**DEBT SERVICE SCHEDULE**

Reflects Debt as of 10/30/17

			Date Of Issue	Original Amount	O/S Principal	2018 Principal Payment	Interest Payment
<u>Unvoted Bonds (G.O.)</u>			<u>Source</u>				
(3)	Upper Scioto West Branch (OWDA)	Sewer Fund	1/1/99	\$ 19,716,717	\$ 661,154	\$ 661,155	\$ 10,006
(1)	Avery-Muirfield Interchange	Income Tax Revenue	9/1/99	8,316,788	1,130,000	560,000	17,000
(4)	Rings Road Improvements (TIF)	Rings Road TIF	12/1/00	3,535,000	779,914	248,780	28,094
(6)	Arts Facility Acquisition	Hotel/Motel Tax Fund	12/1/00	1,360,000	296,368	94,536	10,676
(6)	Arts Facility Renovation	Hotel/Motel Tax Fund	12/1/00	755,000	165,342	52,741	5,956
(4)	Perimeter Drive Extension (TIF)	Perimeter West TIF	12/1/00	3,940,000	870,385	277,637	31,353
(4)	Emerald Parkway-Phase 7A (TIF)	Thomas Kohler TIF	12/1/00	2,020,000	442,991	141,306	15,958
(1)	Service Center	Income Tax Revenue	12/1/01	3,675,000	927,950	242,222	33,011
(1)	Municipal Pool South (OMB)	Income Tax Revenue	4/14/04	2,986,000	1,402,000	152,000	64,636
(4)	Industrial Pkwy/SR 161 Improvements	Perimeter West TIF	1/7/14	8,210,000	6,420,000	460,000	197,106
(2)	Darree Fields Water Tower	Water Fund	1/7/14	1,710,000	1,335,000	100,000	40,963
(3)	Sanitary Sewer Lining	Sewer Fund	1/7/14	1,880,000	1,470,000	105,000	45,200
(1)	LED Street Lights	Income Tax Revenue	10/2/12	2,185,000	1,225,000	235,000	31,550
(2)	Dublin Road Water Tower	Water Fund	10/2/12	2,360,000	1,885,000	100,000	56,463
(3)	Sewer Lining & Repairs	Sewer Fund	10/2/12	2,540,000	2,030,000	110,000	60,750
(4)	Emerald Parkway Phase 8	Emerald 8 TIF	12/17/13	5,420,000	5,400,000	5,000	177,525
(4)	Emerald Parkway Phase 8	Emerald 8 TIF	1/7/14	1,580,000	490,000	290,000	9,850
(4)	Bridge Street - Land Acquisition	Bridge Street TIF/River Ridge	12/17/13	4,435,000	4,415,000	5,000	144,900
(4)	Bridge Street - Land Acquisition	Bridge Street TIF/River Ridge	1/7/14	1,265,000	380,000	235,000	7,513
(4)	270/33 Interchange (Design, ROW)	Ruscilli/Upper Metro TIF	1/7/14	9,000,000	5,610,000	885,000	151,100
(1)	Justice Center Improvements	Income Tax Revenue	9/30/15	10,600,000	9,905,000	400,000	381,494
(3)	Sewer Lining & Repairs	Sewer Fund	9/30/15	2,500,000	2,335,000	95,000	89,969
(1)	BSD Transportation (Riverside Dr/161/Park)	Income Tax Revenue	9/30/15	25,000,000	23,365,000	945,000	899,925
(4)	BSD Transportation (Bridge Park)	Bridge Park TIF	9/30/15	11,100,000	10,685,000	430,000	411,481
(1)	BSD Parking Structures (Tax-Exempt)		10/28/15	16,000,000	16,000,000	-	718,231
(1)	BSD Parking Structures (Taxable)		10/28/15	16,000,000	16,000,000	300,000	672,675
(4)	270/33 Interchange (Construction) (SIB)	Pizzutti, Dublin Meth, Upper M	2/10/15	10,010,000	9,408,999	415,843	976,413
(8)	Dublin Road/Glick Road Improvements (OPWC)	State Highway	7/1/14	250,000	212,500	25,000	-
(4)	BSD Transportation (John Shields Parkway II)		12/6/16	9,325,000	8,980,000	350,000	278,000
(1)	Service Center Renovation/Expansion	Income Tax Revenue	8/2/17	3,300,000	3,300,000	115,000	128,600
(3)	Sewer Lining & Repairs/Extensions	Sewer Fund	8/2/17	1,380,000	1,380,000	50,000	53,800
(1)	Pedestrian Bridge/N. High Street	Income Tax Revenue	8/2/17	27,200,000	27,200,000	955,000	1,060,000
					166,107,603	9,041,219	6,810,198
<u>Unvoted Special Assessment Bonds</u>							
(7)	Ballantrae (2001)	Special Assessment	12/1/01	1,700,000	432,050	112,778	15,370
					432,050	112,778	15,370
<u>Voted Bonds (G.O.)</u>							
(1)	Recreation Center expansion	Income Tax Revenue	10/15/98	3,998,000	185,000	185,000	6,013
(4)	Woerner-Temple Road	Woerner Temple TIF	12/1/00	5,555,000	857,000	420,000	32,223
(1)	Emerald Parkway Overpass - Phase 7	Income Tax Revenue	12/1/00	6,565,000	1,018,000	499,000	38,275
(5)	Coffman Park Expansion	Property Tax Revenue	12/1/00	3,135,000	640,000	216,000	23,540
					2,700,000	1,320,000	100,050
Total Debt Payments					169,239,653	10,473,997	6,925,617
					\$ 101,657,950	\$ 4,588,222	\$ 4,051,410
(1)	Supported by income tax revenue				3,220,000	200,000	97,425
(2)	Supported by Water Fund revenue				7,876,154	1,021,155	259,725
(3)	Supported by Sewer Fund revenue				54,739,289	4,163,566	2,461,516
(4)	Supported by TIF revenue				640,000	216,000	23,540
(5)	Supported by property tax revenue				461,710	147,277	16,632
(6)	Supported by hotel/motel tax revenue				432,050	112,778	15,370
(7)	Supported by special assessment revenue				212,500	25,000	-
(8)	Supported by State Highway Fund revenue						



## 2018 OPERATING BUDGET - CITY OF DUBLIN, OHIO

### 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**

#### **2017** **CURRENT NUMBER**

#### **2018** **ADOPTED**

Mayor	1	1
Vice Mayor	1	1
Council Member	5	5
Clerk of Council	1	1
Deputy Clerk of Council	<u>2</u>	<u>2</u>
<b>TOTAL</b>	<b>10</b>	<b>10</b>

---

#### **NOTES & ADJUSTMENTS:**

2018 Operating Budget - City of Dublin, Ohio

		2016 Actual	2017 Budget	2017 Revised Budget	2018 Executive Budget
<b>101 General Fund</b>					
<b>50 City Council</b>					
<b>Personal Services</b>					
701101	Full Time Salaries/Wages	319,091	325,390	325,390	334,485
701103	Overtime Wages	6,838	5,000	5,000	5,000
701201	Employee Benefits	205,912	263,855	263,855	281,680
702000	Training/Travel	12,594	30,500	30,500	30,500
703100	Meeting Expenses	2,045	2,500	2,500	2,500
703101	Ceremonial Functions Expense	27,667	24,000	24,000	24,000
703201	Long Term Strategic Plan	10,485	12,000	12,000	15,000
<b>Personal Services Total:</b>		<b>584,631</b>	<b>663,245</b>	<b>663,245</b>	<b>693,165</b>
<b>Contractual Services</b>					
713004	Other Professional Services	7,231	16,000	16,000	16,000
715002	Advertising	4,528	15,000	15,000	4,000
716000	Memberships/Subscriptions	1,097	1,800	1,800	1,800
<b>Contractual Services Total:</b>		<b>12,856</b>	<b>32,800</b>	<b>32,800</b>	<b>21,800</b>
<b>Supplies</b>					
721001	Office Supplies	2,602	8,000	8,000	8,000
<b>Supplies Total:</b>		<b>2,602</b>	<b>8,000</b>	<b>8,000</b>	<b>8,000</b>
<b>City Council Total:</b>		<b>600,089</b>	<b>704,045</b>	<b>704,045</b>	<b>722,965</b>
<b>General Fund Total:</b>		<b>600,089</b>	<b>704,045</b>	<b>704,045</b>	<b>722,965</b>

2018 Operating Budget - City of Dublin, Ohio

		2016 Actual	2017 Budget	2017 Revised Budget	2018 Executive Budget
<b>101 General Fund</b>					
<b>50 City Council Boards and Commissions</b>					
<b>Personal Services</b>					
701101	Full Time Salaries/Wages	8,000	8,400	8,400	8,400
701201	Employee Benefits	1,112	1,325	1,325	1,325
702000	Training/Travel	9,583	15,000	15,000	30,000
703100	Meeting Expenses	0	1,000	1,000	1,000
<b>Personal Services Total:</b>		<b>18,695</b>	<b>25,725</b>	<b>25,725</b>	<b>40,725</b>
<b>Contractual Services</b>					
716000	Memberships/Subscriptions	0	750	750	750
<b>Contractual Services Total:</b>		<b>0</b>	<b>750</b>	<b>750</b>	<b>750</b>
<b>City Council Total:</b>		<b>18,695</b>	<b>26,475</b>	<b>26,475</b>	<b>41,475</b>
<b>General Fund Total:</b>		<b>18,695</b>	<b>26,475</b>	<b>26,475</b>	<b>41,475</b>

## **2018 OPERATING BUDGET - CITY OF DUBLIN, OHIO**

### **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 703101 includes funding for citywide ceremonial functions, which are reviewed and approved by the Mayor and the City Manager. These include events hosted by City Council; Memorial Tournament badges for Council Members; flowers, memorial donations, and special occasion recognition.
- Account 703201 provides funding for long-term strategic planning workshops, and Council retreat(s).
- 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. Additionally, for 2018 funding is provided for ARB Members to attend the Annual National Forum through the National Alliance for Preservation Commissions (NAPC).
- 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.

## 2018 OPERATING BUDGET - CITY OF DUBLIN, OHIO

### 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 ensure alignment with Council Strategic Focus Areas.
- 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.

---

<b><u>PERSONNEL DATA</u></b>	<b><u>2017</u></b>	<b><u>2018</u></b>
<b><u>POSITION TITLE</u></b>	<b><u>CURRENT</u></b>	<b><u>ADOPTED</u></b>
<b><u>NUMBER</u></b>		
City Manager	1	1
Assistant City Manager	1	1
Government and International Relations Manager (1)	1	1
Management Assistant	1	1
Executive Assistant to the City Manager (2)	1	1
Administrative Support 1	<u>1</u>	<u>1</u>
<b>TOTAL</b>	<b>6</b>	<b>6</b>
<b><u>PERMANENT PART-TIME/PART-TIME/SEASONAL STAFF</u></b>		
Director of Strategic Initiatives/Special Projects	1	1
Intern (ICF)	1	1
Intern	<u>1</u>	<u>1</u>
<b>TOTAL</b>	<b>3</b>	<b>3</b>

---

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

- (1) Previous position title was Senior Project Manager.  
(2) Previous position title was Executive Administrative Professional.

2018 Operating Budget - City of Dublin, Ohio

		2016 Actual	2017 Budget	2017 Revised Budget	2018 Executive Budget
<b>101 General Fund</b>					
<b>10 City Manager</b>					
<b>Personal Services</b>					
701101	Full Time Salaries/Wages	705,104	745,930	745,930	761,450
701103	Overtime Wages	2,635	3,000	3,000	3,000
701104	Other Wages	19,169	32,125	19,125	32,125
701201	Employee Benefits	202,688	238,620	238,620	224,735
702000	Training/Travel	14,684	14,000	14,518	14,000
703100	Meeting Expenses	8,621	6,750	6,750	6,500
703202	Staff Goal Setting	7,567	13,000	13,000	13,000
<b>Personal Services Total:</b>		<b>960,468</b>	<b>1,053,425</b>	<b>1,040,943</b>	<b>1,054,810</b>
<b>Contractual Services</b>					
713004	Other Professional Services	159,507	0	53,383	152,400
716000	Memberships/Subscriptions	7,511	8,210	8,285	9,380
<b>Contractual Services Total:</b>		<b>167,018</b>	<b>8,210</b>	<b>61,668</b>	<b>161,780</b>
<b>Supplies</b>					
721001	Office Supplies	5,711	3,100	3,474	3,500
<b>Supplies Total:</b>		<b>5,711</b>	<b>3,100</b>	<b>3,474</b>	<b>3,500</b>
<b>Other Charges and Ex</b>					
751003	Special Projects/Programs	112,603	264,900	290,758	155,000
<b>Other Charges and Ex Total:</b>		<b>112,603</b>	<b>264,900</b>	<b>290,758</b>	<b>155,000</b>
<b>City Manager Total:</b>		<b>1,245,800</b>	<b>1,329,635</b>	<b>1,396,842</b>	<b>1,375,090</b>
<b>General Fund Total:</b>		<b>1,245,800</b>	<b>1,329,635</b>	<b>1,396,842</b>	<b>1,375,090</b>

## 2018 OPERATING BUDGET - CITY OF DUBLIN, OHIO

### 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 the OCM.
- 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 leadership team retreats and goal setting.
- Account 713004 provides funding for consultants, and AMS Dublin/OU performing arts project.
- 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, Aging in Place survey/focus group, Friendship Cities – Ireland and Japan.

**THIS PAGE LEFT BLANK INTENTIONALLY**



## **2018 OPERATING BUDGET - CITY OF DUBLIN, OHIO**

### **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.

---

2018 Operating Budget - City of Dublin, Ohio

		2016 Actual	2017 Budget	2017 Revised Budget	2018 Executive Budget
<b>101 General Fund</b>					
<b>10 City Manager Miscellaneous</b>					
<b>Personal Services</b>					
701107	Salary Adjustments	0	0	0	102,100
<b>Personal Services Total:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>102,100</b>
<b>Contractual Services</b>					
713004	Other Professional Services	157,109	168,000	183,891	115,500
714006	Workers' Compensation	100,000	100,000	100,000	100,000
716000	Memberships/Subscriptions	52,571	68,257	69,657	70,610
719001	County Wide Disaster Serv	59,460	60,500	62,580	64,580
<b>Contractual Services Total:</b>		<b>369,140</b>	<b>396,757</b>	<b>416,128</b>	<b>350,690</b>
<b>Capital Outlay</b>					
735001	Cap Impr Land and Land Impr	3,080,990	1,285,025	1,285,025	1,285,025
<b>Capital Outlay Total:</b>		<b>3,080,990</b>	<b>1,285,025</b>	<b>1,285,025</b>	<b>1,285,025</b>
<b>Other Charges and Ex</b>					
751015	Leadership Dublin	10,000	10,000	10,000	10,000
753003	Settlement Claims	0	0	87,800	0
754002	Grants/Community Org	247,900	272,250	284,990	339,750
756002	Contingencies	134,063	150,000	71,414	150,000
<b>Other Charges and Ex Total:</b>		<b>391,963</b>	<b>432,250</b>	<b>454,204</b>	<b>499,750</b>
<b>City Manager Total:</b>		<b>3,842,094</b>	<b>2,114,032</b>	<b>2,155,357</b>	<b>2,237,565</b>
<b>General Fund Total:</b>		<b>3,842,094</b>	<b>2,114,032</b>	<b>2,155,357</b>	<b>2,237,565</b>

## **2018 OPERATING BUDGET - CITY OF DUBLIN, OHIO**

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

---

#### **BUDGET SUMMARY:**

##### **10110190**

- Account 701107 provides funding for the salary and benefit adjustments proposed in the 2017 Compensation Study.
- 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.
- Account 756002 provides funding for unanticipated expenditures that may occur throughout the year.

##### **10180190**

- Account 735001 provides funding for the annual payment (2017-2020) on the Rings Road Farm purchase.

**THIS PAGE LEFT BLANK INTENTIONALLY**



**2018 OPERATING BUDGET - CITY OF DUBLIN, OHIO**  
**Office of the City Manager / Human Resources**

**STATEMENT OF FUNCTIONS**

Human Resources is an engaged team of professionals who work in partnership with managers, their teams, and individual employees to sustain a talented, diverse workforce, foster a culture of health, safety, and productivity and provide innovative, collaborative business solutions that contribute to the strategic goals of the City. Human Resources provides leadership and direction to the organization in all functional areas of human resources management including recruitment & selection; classification & compensation; performance management; wage & salary administration; benefits administration; labor/employee relations; policy analysis/development; talent development & training management; 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 a meaningful employee recognition and appreciation program that fosters employee engagement.
- To administer labor relations functions, including collective bargaining, contract administration, and grievance arbitration processes; conduct negotiations for successor collective bargaining agreements.
- To lead the organization in workforce planning and succession/talent management efforts to help ensure the sustained success of the organization in the future.
- To administer property & casualty insurance, risk management, and occupational safety & health programs.
- To administer the City's self-insured Workers Compensation Program.

<b><u>PERSONNEL DATA</u></b>	<b><u>2017 (1)</u></b>	<b><u>2018</u></b>
<b><u>POSITION TITLE</u></b>	<b><u>CURRENT NUMBER</u></b>	<b><u>ADOPTED</u></b>
Director, Human Resources	1	1
Human Resource Manager	1	1
Talent Development and Training Manager	1	1
Human Resource Business Partner	3	3
Human Resources Coordinator (1)	1	1
Safety Administrator/Risk Manager	1	1
Risk Management Assistant	1	1
Administrative Support 2	<u>1</u>	<u>1</u>
<b>TOTAL</b>	<b>10</b>	<b>10</b>

**NOTES AND ADJUSTMENTS:**

(1) The 2017 current authorized numbers were adjusted during the year as a result of the Human Resources Division Reorganization. This reorganization was accomplished via memo to Council on January 3, 2017 which resulted in a \$34,096 savings to the operating budget. As part of that reorganization, Council approved an amendment to the Compensation Plan (Ord 3-17) which created the Wellness and Benefits Coordinator position, which is now wholly funded in the Internal Service/Employee Benefits Self-Insurance account. The Benefits Administrator was also eliminated from the Operating Budget allowing the Part Time HR Coordinator position to return to its previous Full Time Status.

2018 Operating Budget - City of Dublin, Ohio

		2016 Actual	2017 Budget	2017 Revised Budget	2018 Executive Budget
<b>101 General Fund</b>					
<b>10 City Manager Human Resources</b>					
<b>Personal Services</b>					
701101	Full Time Salaries/Wages	719,739	803,710	779,731	758,730
701103	Overtime Wages	155	500	500	500
701104	Other Wages	28,953	0	23,979	0
701201	Employee Benefits	262,452	248,325	248,325	247,680
701204	Uniforms and Clothing	0	2,000	4,000	2,000
701206	Employee Training and Developm	128,167	142,050	125,419	146,150
701207	Tuition Reimbursement	23,067	50,000	50,000	40,000
702000	Training/Travel	14,275	30,300	30,300	26,400
702001	Reimbursable Business Expense	0	3,500	3,500	3,500
703100	Meeting Expenses	1,090	5,000	5,000	5,000
<b>Personal Services Total:</b>		<b>1,177,898</b>	<b>1,285,385</b>	<b>1,270,754</b>	<b>1,229,960</b>
<b>Contractual Services</b>					
713004	Other Professional Services	80,254	124,779	179,946	147,480
713005	Misc. Contract. Serv.	17,668	24,135	24,135	39,680
714001	Insurance and Bonding	483,221	499,845	500,570	472,740
714009	Insurance Claims Paid	1,251	10,000	10,000	10,000
715002	Advertising	7,200	19,250	19,250	18,000
715003	Printing and Reproductions	2,026	3,000	3,000	1,000
716000	Memberships/Subscriptions	7,613	10,000	10,000	10,500
<b>Contractual Services Total:</b>		<b>599,232</b>	<b>691,009</b>	<b>746,901</b>	<b>699,400</b>
<b>Supplies</b>					
721001	Office Supplies	5,761	11,125	19,199	8,605
724003	Equipment Maintenance	0	180	180	180
<b>Supplies Total:</b>		<b>5,761</b>	<b>11,305</b>	<b>19,379</b>	<b>8,785</b>
<b>Other Charges and Ex</b>					
751003	Special Projects/Programs	300	300	300	0
751005	Risk Mgt. /Safety Programs	8,599	28,655	25,206	15,855
751017	Employee Recognition Program	3,962	5,000	6,038	48,210
<b>Other Charges and Ex Total:</b>		<b>12,861</b>	<b>33,955</b>	<b>31,544</b>	<b>64,065</b>
<b>City Manager Total:</b>		<b>1,795,752</b>	<b>2,021,654</b>	<b>2,068,578</b>	<b>2,002,210</b>
<b>General Fund Total:</b>		<b>1,795,752</b>	<b>2,021,654</b>	<b>2,068,578</b>	<b>2,002,210</b>

## 2018 OPERATING BUDGET - CITY OF DUBLIN, OHIO

### Office of the City Manager / Human Resources

---

#### **BUDGET SUMMARY:**

#### **10110120**

- Account 701101 provides salary/wage funding for the staffing reflected under Personnel Data.
- Account 701103 provides overtime funding for the non-exempt staff reflected under Personnel Data.
- Account 701104 provides funding for hiring other temporary staff when needed.
- Account 701105 provides an account for covering short term disability
- Account 701201 provides funding for the benefits provided to the staff reflects under Personnel Data.
- Account 701204 provides funding for official City of Dublin apparel used for ceremonial observances and other City representational duties. In addition to the HR staff identified under Personnel Data each new employee to the City is provided a City of Dublin official shirt at onboarding with the exception of those who are provided City funded uniforms (i.e. Maintenance Workers, Police Officers, Custodians, Recreation Staff, etc.) which they are required to wear during work hours. The Divisions and Departments responsible for those employees are funded separately.
- Account 701206 provides funding for a City-wide training and development. This training includes, but is not limited to Drug-free Workplace Training, Staff Technology Development on administrative software programs, Leader Development Training for Supervisors and Directors, Executive Leadership Training and Mentoring for the City Manager and Directors, and training the use of specialized software used in the Human Resources Division used to execute their specific duties.
- 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 702001 provides funding for reimbursable business expenses
- Account 703100 provides funding to provide logistical support of significant hiring (panel interviews), promotional and bargaining events.
- 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. This account also provides funding to conduct periodic Classification and/or Compensation Plan studies as required.
- 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 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 714009 provides funding for the payment of Insurance Claims
- Account 715002 provides funding for recruitment announcements on various social media websites, in newspapers, and in professional/trade journals and publications.
- Account 715003 provides for the various professional printing needs of the HR division related to Open Enrollment and the various other HR events conducted throughout the year.
- Account 716000 provides funding for membership of HR Staff to the various professional organizations that provide ongoing HR/Risk Management/ Safety related education and updates.
- Account 721001 provides for office supplies to the HR Division.
- Account 724003 provides for annual maintenance of the HR document shredder.
- Account 751005 provides funding for employee safety programs, some of which are mandated by state safety regulations.
- Account 751017 funds the Employee Recognition and Appreciation Program to include longevity awards presented on 5<sup>th</sup> year anniversaries, retirement awards and recognition events, and various employee appreciation breakfasts and luncheons.

## 2018 OPERATING BUDGET - CITY OF DUBLIN, OHIO

### Office of the City Manager / Human Resources

#### Performance Measures:

The development of the City Dublin's workforce and its leaders is a primary focus of the City Manager. As such a new position was created in 2014 to address Talent Development and it has been modified since then and is now entitled as the "Talent Development and Training Manager". Over the last two years, Council has invested in Leader Development and Career Development in the "Employee Training and Development" account.

The Talent Development and Training Program to date has been a driving factor in maintaining a culture of learning and development with the objective to maintain a sustainable workforce that aligns with the City's service based growth strategy. In 2015, 2016 and 2017 the direction of the program focused on providing training to fill perceived gaps in much needed skill sets and we searched out and leveraged training that was currently available. As we move forward into 2018 and beyond, it is our intent to leverage the Korn Ferry Competency Model for talent development. This competency model provides a solid framework for competency based training at various levels of an organization and it will serve the City well in providing a solid foundation for a City Leader Certification Program that is supportive of our Strategic Plan.

The following chart depicts the various training venues and offerings that have been accomplished with the City's investment and how we have expended the efforts each year.

YEAR	SUBJECT	GROUP	# TRAINED
2017	Coaching for Peak Performance	Frontline Leaders	67
	Your Leadership Journey	Frontline Leaders	58
	Appreciating Great Work	Directors and Higher	22
	Foundations of Leadership	Directors and Higher	24
	Strategic Leadership	Directors and Higher	27
	MAPS - Various Courses	Individual Employees	24
	Matrix - Lunch and Learns (6 Sessions)	Open to all Supervisors	30 per session
	Time Management	Individual Employees	4
	Admin Support Training Workshop	Admin Support Staff and their Supervisors	55
2016	Your Leadership Journey	Directors and Higher	24
	Executing Leadership at the Frontline	Directors and Higher	24
	Coaching for Peak Performance	Directors and Higher	24
	Leading Self	Frontline Leaders	58
2015	Essentials of Leadership	Frontline Leaders	49
		Directors and Higher	24

## 2018 OPERATING BUDGET - CITY OF DUBLIN, OHIO

### Office of the City Manager / Human Resources

---

Subjects of Training:

**Coaching for Peak Performance** – An Ohio University workshop designed to enhance coaching skills that will lead to enhanced performance in the workforce.

**Your Leadership Journey** – An Ohio University workshop designed to give insight to the student regarding their development as a leader.

**Leading Self** – An Ohio University one day workshop designed to assist the student in learning how to lead their toughest follower – Their self!

**Essentials of Supervision** – An Ohio University Two Day Workshop which focuses on essential basic skills all supervisors must have to be successful in leading their employees.

**Appreciating Great Work** – An O.C. Tanner workshop on how leaders can use genuine proactive appreciation of their employees to drive great work as opposed to merely recognizing it after it occurs.

**Strategic Leadership** – An Ohio University one-day seminar designed to help leaders think strategically, know their business, generate ideas and focus, and develop learning agility

**Executing Leadership at the Frontline** – On Ohio University Seminar focused on leadership at the frontline of an organization.

**Foundations of Leadership** – Ohio University seminar designed to provide Leaders with a foundation of talent acquisition and development.

**"Lunch and Learn" Sessions for Supervisors** – A series of one hour discussions on various topics hosted by Psychologists from Matrix Integrated Psychological Services, our Employee Assistance Program (EAP) provider. These discussions provide insight to the psychological challenges of leadership. The City is afforded six of these sessions per year as part of our contract with Matrix.

**The Computer Workshop** – A local vendor which provides technical training sessions on various forms of software commonly used in the private and public sector. Training sessions include offering like Beginning, Intermediate and Advanced Skills in the various Microsoft Office Programs like Power Point, Excel and Word.

**Management Advancement for the Public Sector (MAPS)** – Sponsored by the Ohio State University John Glenn College of Public Affairs, there are several course offerings provided that we acquire vouchers for our employees to take advantage of.

**Time Management** - The City of Columbus Citywide Training Program offers training on multiple subjects. Time Management is but one of them. It is our intent to leverage their low cost training opportunities to bolster our professional and leader development programs in 2018 and beyond.

**Admin Support Training Workshop**- facilitated by Dr. Kim Carter with the Leadership Architect Group, workshop was designed to provide training to our Admin Supports and supervisors to improve communication and effectiveness.

**THIS PAGE LEFT BLANK INTENTIONALLY**



## 2018 OPERATING BUDGET - CITY OF DUBLIN, OHIO

### Office of the City Manager / Communications and Public Information

#### **STATEMENT OF FUNCTIONS**

Communications and Public Information 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.

<b><u>PERSONNEL DATA</u></b>	<b><u>2017</u></b>	<b><u>2018</u></b>
<b><u>POSITION TITLE</u></b>	<b><u>CURRENT</u></b>	<b><u>ADOPTED</u></b>
<b><u>NUMBER</u></b>		
Director, Communications and Public Information	1	1
Public Affairs Officer	1	1
Public Information Officer	3	3
Digital & Brand Manager (1)	1	1
Digital & Graphic Designer (2)	1	1
Administrative Support 3	1	1
<b>TOTAL</b>	<b>8</b>	<b>8</b>
<b><u>PART-TIME/SEASONAL STAFF</u></b>		
Communications Interns	<u>2</u>	<u>2</u>
<b>TOTAL</b>	<b>2</b>	<b>2</b>

#### **NOTES & ADJUSTMENTS:**

- (1) Title changed from Website Administrator to Digital & Brand Manager.
- (2) Title changed from Website Developer to Digital & Graphic Designer.

## 2018 Operating Budget - City of Dublin, Ohio

		2016 Actual	2017 Budget	2017 Revised Budget	2018 Executive Budget
<b>101 General Fund</b>					
<b>10 City Manager Communications and Public Information</b>					
<b>Personal Services</b>					
701101	Full Time Salaries/Wages	590,018	644,945	644,945	623,825
701103	Overtime Wages	3,925	4,500	4,500	4,500
701104	Other Wages	16,218	30,000	30,000	30,000
701201	Employee Benefits	251,793	284,105	284,105	299,365
701204	Uniforms and Clothing	876	1,400	1,734	1,400
702000	Training/Travel	8,469	15,250	15,250	15,250
703100	Meeting Expenses	5,522	4,250	4,250	3,500
<b>Personal Services Total:</b>		<b>876,822</b>	<b>984,450</b>	<b>984,784</b>	<b>977,840</b>
<b>Contractual Services</b>					
713004	Other Professional Services	409,086	342,325	389,458	393,750
713005	Misc. Contract. Serv.	1,031	0	40	48,000
715001	Communications	180	500	500	500
715002	Advertising	18,667	23,000	13,608	83,000
715003	Printing and Reproductions	8,963	20,000	20,000	10,000
716000	Memberships/Subscriptions	2,754	3,025	3,725	4,925
<b>Contractual Services Total:</b>		<b>440,681</b>	<b>388,850</b>	<b>427,331</b>	<b>540,175</b>
<b>Supplies</b>					
721001	Office Supplies	5,488	3,000	3,000	3,000
721002	Operating Supplies	1,769	16,500	1,460	1,000
724003	Equipment Maintenance	11	1,000	1,000	1,000
<b>Supplies Total:</b>		<b>7,267</b>	<b>20,500</b>	<b>5,460</b>	<b>5,000</b>
<b>Capital Outlay</b>					
734002	Tools	385	2,500	2,500	2,500
<b>Capital Outlay Total:</b>		<b>385</b>	<b>2,500</b>	<b>2,500</b>	<b>2,500</b>
<b>Other Charges and Ex</b>					
751003	Special Projects/Programs	177,540	238,000	280,451	330,425
751012	Promotional Programs	238,158	247,900	247,900	15,000
<b>Other Charges and Ex Total:</b>		<b>415,697</b>	<b>485,900</b>	<b>528,351</b>	<b>345,425</b>
<b>City Manager Total:</b>		<b>1,740,852</b>	<b>1,882,200</b>	<b>1,948,426</b>	<b>1,870,940</b>
<b>General Fund Total:</b>		<b>1,740,852</b>	<b>1,882,200</b>	<b>1,948,426</b>	<b>1,870,940</b>

## **2018 OPERATING BUDGET - CITY OF DUBLIN, OHIO**

### **Office of the City Manager / Communications and Public Information**

---

#### **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 brand management, social media consulting, photography, videography – creative, production, graphic design, social media strategy, survey data analysis and integration, Dublin Life magazine and special inserts.
- Account 713005 includes funding for video/photo hosting, webpage enhancements, media analytics/measurements, and National Citizens Survey.
- 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, postcards and brochures.
- 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 721001 provides 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 the State of the City address and reception, Legends Championship Luncheon, leadership breakfast, Safe Ride Programs, social media campaigns, Fore! Miler sponsorship, Memorial Tournament activities including hospitality villa, catering, badge package, and media promotions.
- Account 751012 includes funding for promotional items and the Dublin merchandise on-line store maintenance fees.

# 2018 OPERATING BUDGET - CITY OF DUBLIN, OHIO

## Office of the City Manager / Communications and Public Information

### PERFORMANCE MEASURES:

### Digital Media

#### // websites

	2012	2013	2014	2015	2016	2017* Projected
<b>dublinohiousa.gov</b>						
sessions	762,360	821,080	844,969	969,480	974,769	1,157,978
pageviews	2,117,640	2,093,339	2,052,637	2,213,397	2,173,537	2,604,676
mobile sessions	30,985	191,582	255,302	360,680	419,916	543,996
	2012	2013	2014	2015	2016	2017* Projected
<b>dublinirishfestival.org</b>						
sessions	251,622	320,946	292,935	225,575	216,250	211,492
pageviews	781,914	965,911	841,125	612,965	599,275	573,370
mobile sessions	54,052	91,051	122,402	114,403	122,769	110,022
	2012	2013	2014	2015	2016	2017* Projected
<b>bridgestreet.dublinohiousa.gov</b>						
sessions	NA	NA	NA	31,495	51,609	49,708
pageviews	NA	NA	NA	98,640	143,329	126,400
mobile sessions	NA	NA	NA	10,667	17,894	19,958
	2012	2013	2014	2015	2016	2017* Projected
<b>dubnet.dublinohiousa.gov</b>						
sessions	NA	NA	NA	86,722	85,657	83,178
pageviews	NA	NA	NA	310,466	187,633	171,690
mobile sessions	NA	NA	NA	1,059	1,987	3,990
	2012	2013	2014	2015	2016	2017* Projected
<b>econdev.dublinohiousa.gov</b>						
sessions	NA	NA	NA	NA	19,936	19,152
pageviews	NA	NA	NA	NA	40,274	38,098
mobile sessions	NA	NA	NA	NA	5,264	5,686

A session is the period time a user is actively engaged with your website, app, etc.  
Pageviews is the total number of pages viewed.

#### // Social Media - Followers/Likes

	2012	2013	2014	2015	2016	2017* January - July
Facebook	3,757	6,844	7,918	9,741	12,572	14,096*
Twitter	4,886	7,658	9,206	11,135	12,755	13,566*
LinkedIn	NA	424	784	1,209	1,486	1,706*
Instagram	233	717	1,400	2,470	3,833	4,844*
Nextdoor	NA	NA	1,611	5,326	8,549	10,427*

#### // eNews

	2012	2013	2014	2015	2016	2017* Projected
Audience	2,267	2,739	3,185	4,522	4,781	6,762*

## 2018 OPERATING BUDGET - CITY OF DUBLIN, OHIO

### Office of the City Manager / Communications and Public Information

#### PERFORMANCE MEASURES:

## Video

### // Facebook 2016\* (July - December)



Videos are getting more engagement, and they're being prioritized over other content in Facebook's Newsfeeds.

### // Facebook 2017\* (January - July)



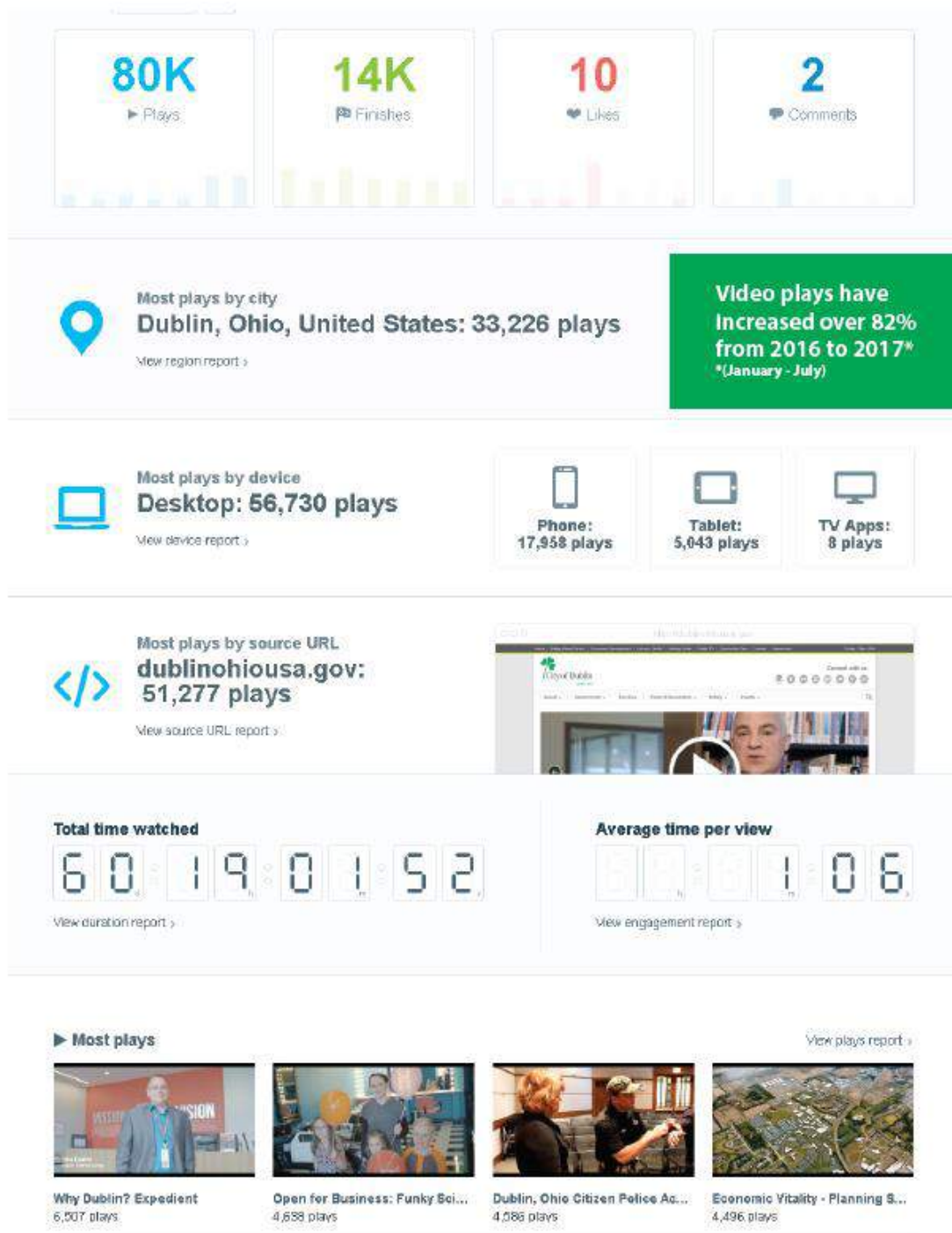
## 2018 OPERATING BUDGET - CITY OF DUBLIN, OHIO

### Office of the City Manager / Communications and Public Information

#### PERFORMANCE MEASURES:

## Video

// Vimeo 2017\* (January - July)



## 2018 OPERATING BUDGET - CITY OF DUBLIN, OHIO

### 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.

---

<b><u>PERSONNEL DATA</u></b> <b><u>POSITION TITLE</u></b>	<b><u>2017</u></b> <b><u>CURRENT NUMBER</u></b>	<b><u>2018</u></b> <b><u>ADOPTED</u></b>
--	--	---

Director of Law *	1	1
-------------------	---	---

Assistant Director of Law *	<u>2</u>	<u>2</u>
-----------------------------	----------	----------

<b>TOTAL</b>	<b>3</b>	<b>3</b>
--------------	----------	----------

---

#### **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.

2018 Operating Budget - City of Dublin, Ohio

		2016 Actual	2017 Budget	2017 Revised Budget	2018 Executive Budget
<b>101 General Fund</b>					
<b>10 City Manager Legal Services</b>					
<b>Contractual Services</b>					
713002	Legal Services	1,022,194	1,000,000	1,006,135	1,000,000
713003	Other Legal Services	682,782	575,000	562,302	575,000
713004	Other Professional Services	232,748	175,000	251,267	175,000
<b>Contractual Services Total:</b>		<b>1,937,724</b>	<b>1,750,000</b>	<b>1,819,704</b>	<b>1,750,000</b>
<b>City Manager Total:</b>		<b>1,937,724</b>	<b>1,750,000</b>	<b>1,819,704</b>	<b>1,750,000</b>
<b>General Fund Total:</b>		<b>1,937,724</b>	<b>1,750,000</b>	<b>1,819,704</b>	<b>1,750,000</b>

## 2018 OPERATING BUDGET - CITY OF DUBLIN, OHIO

### 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**



## 2018 OPERATING BUDGET - CITY OF DUBLIN, OHIO

### 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.
- 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**

##### **2017 CURRENT NUMBER**

##### **2018 ADOPTED**

Director of Finance	1	1
Deputy Director of Finance	1	1
Chief Accountant	1	1
Budget Manager	1	1
Financial Analyst	1	1
Payroll Specialist	2	2
Accountant (1)	0	1
Senior Accounting Specialist (2)	0	1
Accounting Specialist (2)	3	2
Administrative Support 3	<u>1</u>	<u>1</u>
<b>TOTAL</b>	<b>11</b>	<b>12</b>

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

Accountant (1)	<u>1</u>	<u>0</u>
<b>TOTAL</b>	<b>1</b>	<b>0</b>

#### **NOTES & ADJUSTMENTS:**

(1) Re-allocate the permanent part-time Accountant position to a full-time position is proposed. This position was full-time until 2013 when the previous Accountant resigned from the position and it was backfilled as a part-time position. However after re-assessment, the position is needed full-time to better assist with the preparation of the City's CAFR and daily accounting tasks in the Finance Department.

(2) Reclassifies one Accounting Specialist to Senior Accounting Specialist as recommended by 2017 Classification Plan Study.

2018 Operating Budget - City of Dublin, Ohio

		2016 Actual	2017 Budget	2017 Revised Budget	2018 Executive Budget
<b>101 General Fund</b>					
<b>20 Finance</b>					
<b>Office of the Director/Fiscal Administration/Procurement</b>					
<b>Personal Services</b>					
701101	Full Time Salaries/Wages	869,379	1,002,900	1,002,900	985,360
701103	Overtime Wages	6,295	6,000	6,000	6,000
701201	Employee Benefits	322,766	346,065	346,065	384,270
701204	Uniforms and Clothing	0	2,000	2,000	2,000
702000	Training/Travel	10,351	12,500	13,653	12,500
<b>Personal Services Total:</b>		<b>1,208,791</b>	<b>1,369,465</b>	<b>1,370,618</b>	<b>1,390,130</b>
<b>Contractual Services</b>					
713001	Accounting/Auditing Services	1,130	1,200	1,200	11,200
713004	Other Professional Services	42,000	48,000	61,400	48,000
713005	Misc. Contract. Serv.	94,266	80,000	93,557	100,000
715001	Communications	20,965	24,000	24,000	24,000
715002	Advertising	4,877	5,000	5,000	5,000
715003	Printing and Reproductions	7,715	10,000	10,000	10,000
716000	Memberships/Subscriptions	3,166	3,000	3,000	3,000
717001	Rents and Leases	14,028	15,000	15,000	15,000
<b>Contractual Services Total:</b>		<b>188,147</b>	<b>186,200</b>	<b>213,157</b>	<b>216,200</b>
<b>Supplies</b>					
721001	Office Supplies	29,240	40,000	40,850	40,000
721002	Operating Supplies	2,906	3,000	3,000	3,000
721003	Coffee/Misc. Supplies	20,842	22,000	22,265	22,000
724003	Equipment Maintenance	695	500	1,100	500
728000	Office Expense	928	1,000	1,000	1,000
<b>Supplies Total:</b>		<b>54,610</b>	<b>66,500</b>	<b>68,214</b>	<b>66,500</b>
<b>Finance Total:</b>		<b>1,451,549</b>	<b>1,622,165</b>	<b>1,651,989</b>	<b>1,672,830</b>
<b>General Fund Total:</b>		<b>1,451,549</b>	<b>1,622,165</b>	<b>1,651,989</b>	<b>1,672,830</b>

## **2018 OPERATING BUDGET - CITY OF DUBLIN, OHIO**

### **Finance / Office of the Director / Fiscal Administration & Procurement**

---

#### **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, fees associated with the City's purchasing card program, contractual service related to assistance in preparation of the City's financial statements, 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 of Services Study document, and the CAFR. The number of hard copy documents produced continues to be reduced due to an increase in requests for electronic versions, as well as availability of posting documents on the City's website.
- Account 717001 includes funding for rental of the City Hall postage machine and water coolers.
- Account 721001 provides funding for copy paper for City Hall, blank check stock and W-2 forms, payroll direct deposit paper, 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.

## **2018 OPERATING BUDGET - CITY OF DUBLIN, OHIO**

### **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.

---

2018 Operating Budget - City of Dublin, Ohio

		<b>2016 Actual</b>	<b>2017 Budget</b>	<b>2017 Revised Budget</b>	<b>2018 Executive Budget</b>
<b>101 General Fund</b>					
<b>20 Finance</b>					
<b>Transfers/Advances</b>					
741201	Transf Exp Street Maint and Re	1,450,000	2,000,000	2,000,000	2,000,000
741225	Transf Exp Recreation	3,500,000	4,500,000	4,500,000	4,000,000
741226	Transf Exp Pool	300,000	400,000	400,000	420,000
741241	Transf Exp Safety	10,500,000	11,000,000	11,000,000	11,600,000
741261	Transf Exp Cemetery	120,000	140,000	140,000	140,000
741401	Transf Exp Capital Impr Tax	0	0	5,037,063	500,000
742404	Adv Exp Capital Improv Const	10,588,677	0	28,106,700	0
742412	Adv Exp TIF Woerner-Temple	309,000	230,000	230,000	330,000
742457	Adv Exp Bridge Street	2,500,000	0	450,000	0
742458	Adv Exp TIF Vrible	2,025,000	0	0	0
742459	Adv Exp TIF West Innovation	937,500	0	0	0
742460	Adv Exp TIF Ohio University	168,000	0	0	0
742461	Adv Exp TIF Tuller	5,700,000	0	1,886,000	350,000
742465	Adv Exp TIF Riviera	9,000	325,000	325,000	2,150,000
742701	Adv Exp Self Ins- Employee Ben	0	0	450,000	0
<b>Transfers/Advances Total:</b>		<b>38,107,177</b>	<b>18,595,000</b>	<b>54,524,763</b>	<b>21,490,000</b>
<b>Finance Total:</b>		<b>38,107,177</b>	<b>18,595,000</b>	<b>54,524,763</b>	<b>21,490,000</b>
<b>General Fund Total:</b>		<b>38,107,177</b>	<b>18,595,000</b>	<b>54,524,763</b>	<b>21,490,000</b>

## 2018 OPERATING BUDGET - CITY OF DUBLIN, OHIO

### 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.

---

2018 Operating Budget - City of Dublin, Ohio

		2016 Actual	2017 Budget	2017 Revised Budget	2018 Executive Budget
<b>101 General Fund</b>					
<b>20 Finance</b>					
<b>Miscellaneous</b>					
<b>Contractual Services</b>					
711001	County Auditor Deductions	13,507	14,000	14,000	10,000
711003	Real Estate Taxes	155,499	185,000	219,000	45,500
713001	Accounting/Auditing Services	51,024	60,850	69,394	57,200
714002	Health Services	369,129	398,000	398,000	393,325
<b>Contractual Services Total:</b>		<b>589,159</b>	<b>657,850</b>	<b>700,394</b>	<b>506,025</b>
<b>Other Charges and Ex</b>					
755000	Refunds	0	12,000	12,000	12,000
<b>Other Charges and Ex Total:</b>		<b>0</b>	<b>12,000</b>	<b>12,000</b>	<b>12,000</b>
<b>Finance Total:</b>		<b>589,159</b>	<b>669,850</b>	<b>712,394</b>	<b>518,025</b>
<b>General Fund Total:</b>		<b>589,159</b>	<b>669,850</b>	<b>712,394</b>	<b>518,025</b>

## **2018 OPERATING BUDGET - CITY OF DUBLIN, OHIO**

### **Finance/ Miscellaneous Accounts**

---

#### **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 real estate apportionment.
- Account 711003 funds real estate taxes for properties and rights-of-way 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. Funding is also provided for reparations per Ohio Revised Code.
- Account 713001 provides funding for the City's annual audit.
- Account 755000 provides funding for refunds.

**2018 OPERATING BUDGET - CITY OF DUBLIN, OHIO**  
**Finance / Taxation**

---

**STATEMENT OF FUNCTIONS**

The Division of Taxation is responsible for the collection of all tax revenues including hotel/motel tax, audits, delinquency collections, compliance projects, refunds, coordination of hotel/motel tax grants, and other duties as assigned. The City of Dublin continues to grow and, as a mandatory filing community, the City 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**

**2017**  
**CURRENT NUMBER**

**2018**  
**ADOPTED**

Director, Taxation

1

1

Tax Manager

1

1

Accounting Specialist (1)

2

0

Corporate Tax Auditor(1)

0

3

Accounting Assistant (2)

1

0

Auditor (2)

0

1

**TOTAL**

**5**

**6**

**PERMANENT PART-TIME/SEASONAL STAFF**

Accounting Specialist-Tax

0

1

Accounting Assistant

2

1

**TOTAL**

**2**

**2**

**NOTES AND ADJUSTMENTS:**

- (1) Abolishing the two Accounting Specialist positions and adding three Corporate Tax Auditor positions is proposed to address work load and assist with special audits. Title change is appropriate to function and implements recommendations of the 2017 Classification Plan Study.
- (2) Implements recommendation of 2017 Classification Plan Study/more appropriate title.

2018 Operating Budget - City of Dublin, Ohio

		2016 Actual	2017 Budget	2017 Revised Budget	2018 Executive Budget
<b>101 General Fund</b>					
<b>20 Finance</b>					
<b>Taxation</b>					
<b>Personal Services</b>					
701101	Full Time Salaries/Wages	460,706	487,455	487,455	529,455
701103	Overtime Wages	3,557	4,000	4,000	4,000
701105	Short Term Disability	4,847	0	0	0
701201	Employee Benefits	184,555	182,930	182,930	197,370
702000	Training/Travel	2,627	4,500	4,500	4,500
<b>Personal Services Total:</b>		<b>656,291</b>	<b>678,885</b>	<b>678,885</b>	<b>735,325</b>
<b>Contractual Services</b>					
713004	Other Professional Services	17,684	19,000	19,000	19,250
713005	Misc. Contract. Serv.	21,986	49,700	78,243	46,600
715001	Communications	11,696	20,100	24,129	20,100
716000	Memberships/Subscriptions	892	1,345	1,345	1,345
<b>Contractual Services Total:</b>		<b>52,258</b>	<b>90,145</b>	<b>122,717</b>	<b>87,295</b>
<b>Supplies</b>					
721001	Office Supplies	2,451	3,000	3,000	3,000
721004	Dublin Forms	9,604	10,000	10,000	9,650
724003	Equipment Maintenance	0	400	400	400
<b>Supplies Total:</b>		<b>12,055</b>	<b>13,400</b>	<b>13,400</b>	<b>13,050</b>
<b>Other Charges and Ex</b>					
755000	Refunds	3,022,586	3,750,000	4,477,046	3,010,000
<b>Other Charges and Ex Total:</b>		<b>3,022,586</b>	<b>3,750,000</b>	<b>4,477,046</b>	<b>3,010,000</b>
<b>Finance Total:</b>		<b>3,743,191</b>	<b>4,532,430</b>	<b>5,292,048</b>	<b>3,845,670</b>
<b>General Fund Total:</b>		<b>3,743,191</b>	<b>4,532,430</b>	<b>5,292,048</b>	<b>3,845,670</b>

## 2018 OPERATING BUDGET - CITY OF DUBLIN, OHIO

### Finance / Taxation

---

#### **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, and research database costs.
- 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**



## 2018 OPERATING BUDGET - CITY OF DUBLIN, OHIO

### 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**

#### **2017** **CURRENT NUMBER**

#### **2018** **ADOPTED**

Director, Public Works  
Infrastructure Asset Manager Engineer  
Engineering Project Inspector  
Engineering Technician I  
Administrative Support 3  
Contract and Procurement Coordinator  
**TOTAL**

1  
1  
.5  
1  
1  
1  
**5.5**

1  
1  
.5  
1  
1  
1  
**5.5**

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

Intern  
**TOTAL**

1  
**1**

1  
**1**

---

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

2018 Operating Budget - City of Dublin, Ohio

		2016 Actual	2017 Budget	2017 Revised Budget	2018 Executive Budget
<b>101 General Fund</b>					
<b>30 Public Works Office of the Director of Public Works</b>					
<b>Personal Services</b>					
701101	Full Time Salaries/Wages	492,863	452,700	451,700	472,860
701103	Overtime Wages	3,476	4,000	5,000	5,000
701104	Other Wages	8,254	19,970	19,970	19,970
701105	Short Term Disability	18,539	0	0	0
701201	Employee Benefits	164,096	158,177	158,177	168,695
701204	Uniforms and Clothing	200	750	750	750
702000	Training/Travel	14,176	13,040	13,040	13,040
703100	Meeting Expenses	1,011	4,600	4,600	4,600
<b>Personal Services Total:</b>		<b>702,615</b>	<b>653,237</b>	<b>653,237</b>	<b>684,915</b>
<b>Contractual Services</b>					
713004	Other Professional Services	1,407	10,000	19,500	7,500
713005	Misc. Contract. Serv.	4,512	120,000	145,488	60,000
715001	Communications	49	200	200	200
716000	Memberships/Subscriptions	1,189	1,820	1,820	1,830
<b>Contractual Services Total:</b>		<b>7,157</b>	<b>132,020</b>	<b>167,008</b>	<b>69,530</b>
<b>Supplies</b>					
721001	Office Supplies	776	2,000	2,500	2,000
721002	Operating Supplies	2,745	1,500	1,500	1,500
<b>Supplies Total:</b>		<b>3,521</b>	<b>3,500</b>	<b>4,000</b>	<b>3,500</b>
<b>Capital Outlay</b>					
731000	Furniture/Equipment	1,565	2,000	27,435	1,000
<b>Capital Outlay Total:</b>		<b>1,565</b>	<b>2,000</b>	<b>27,435</b>	<b>1,000</b>
<b>Public Works Total:</b>		<b>714,858</b>	<b>790,757</b>	<b>851,680</b>	<b>758,945</b>
<b>General Fund Total:</b>		<b>714,858</b>	<b>790,757</b>	<b>851,680</b>	<b>758,945</b>

## **2018 OPERATING BUDGET - CITY OF DUBLIN, OHIO**

### **Public Works / Office of the Director**

---

#### **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 and special events.
- Account 701104 provides funding 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 training, support and maintenance of VHB Pavement software.
- Account 713005 provides funding for Misc. Contract Services for Pavement Deflection Testing and Cores, and for Bridge Inspections.
- 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. and other office needs.

##### **10180310**

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

**THIS PAGE LEFT BLANK INTENTIONALLY**



## 2018 OPERATING BUDGET - CITY OF DUBLIN, OHIO

### 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.

---

<b><u>PERSONNEL DATA</u></b> <b><u>POSITION TITLE</u></b>	<b><u>2017</u></b> <b><u>CURRENT NUMBER</u></b>	<b><u>2018</u></b> <b><u>ADOPTED</u></b>
Director, Street & Utilities Operations (1)	.25	.25
Operations Administrator (2)	1	1
Maintenance Crew Supervisor (3)	.50	.50
Maintenance Worker	4	4
Administrative Support 2 (4)	.75	.75
<b>TOTAL</b>	<b>6.5</b>	<b>6.5</b>
 <b><u>PART-TIME/SEASONAL STAFF</u></b>		
Seasonal Maintenance Worker (5)	<u>2</u>	<u>1</u>
<b>TOTAL</b>	<b>2</b>	<b>1</b>

---

#### **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 Street & Utilities Operations Fund.
- (5) Requesting addition of 2 Maintenance Workers in Street and Utilities Operations lieu of 3 Seasonal Maintenance Worker positions. 2 Seasonal Maintenance Worker positions were eliminated from Street and Utilities Operations and 1 from Solid Waste.

2018 Operating Budget - City of Dublin, Ohio

		2016 Actual	2017 Budget	2017 Revised Budget	2018 Executive Budget
<b>101 General Fund</b>					
<b>30 Public Works Solid Waste</b>					
<b>Personal Services</b>					
701101	Full Time Salaries/Wages	396,636	442,875	442,875	479,400
701103	Overtime Wages	54,634	40,000	40,000	40,000
701104	Other Wages	11,964	32,330	32,330	29,100
701201	Employee Benefits	220,834	247,965	247,965	265,400
701204	Uniforms and Clothing	3,449	5,480	5,957	4,955
702000	Training/Travel	407	3,200	3,200	3,200
<b>Personal Services Total:</b>		<b>687,924</b>	<b>771,850</b>	<b>772,327</b>	<b>822,055</b>
<b>Contractual Services</b>					
713004	Other Professional Services	339	0	0	0
713005	Misc. Contract. Serv.	0	5,300	5,300	5,300
715001	Communications	0	100	100	100
715003	Printing and Reproductions	0	300	300	300
716000	Memberships/Subscriptions	20	160	160	610
<b>Contractual Services Total:</b>		<b>359</b>	<b>5,860</b>	<b>5,860</b>	<b>6,310</b>
<b>Supplies</b>					
721001	Office Supplies	0	300	300	300
721002	Operating Supplies	1,134	1,940	1,940	1,740
<b>Supplies Total:</b>		<b>1,134</b>	<b>2,240</b>	<b>2,240</b>	<b>2,040</b>
<b>Capital Outlay</b>					
731000	Furniture/Equipment	0	1,000	2,000	1,000
734002	Tools	1,202	4,125	5,177	4,125
<b>Capital Outlay Total:</b>		<b>1,202</b>	<b>5,125</b>	<b>7,177</b>	<b>5,125</b>
<b>Other Charges and Ex</b>					
751004	Refuse Collection/Recycling	2,460,464	2,468,445	2,765,221	2,696,030
751012	Promotional Programs	0	500	500	500
<b>Other Charges and Ex Total:</b>		<b>2,460,464</b>	<b>2,468,945</b>	<b>2,765,721</b>	<b>2,696,530</b>
<b>Public Works Total:</b>		<b>3,151,083</b>	<b>3,254,020</b>	<b>3,553,326</b>	<b>3,532,060</b>
<b>General Fund Total:</b>		<b>3,151,083</b>	<b>3,254,020</b>	<b>3,553,326</b>	<b>3,532,060</b>

## **2018 OPERATING BUDGET - CITY OF DUBLIN, OHIO**

### **Public Works / Solid Waste Management**

---

#### **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 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.

##### **10180340**

- Account 731000 provides funding for miscellaneous equipment and furniture.
- Account 734002 provides funding for hand tools, rakes for leaf collection, pitch forks, EZ reach grippers, blowers, and other small tools.

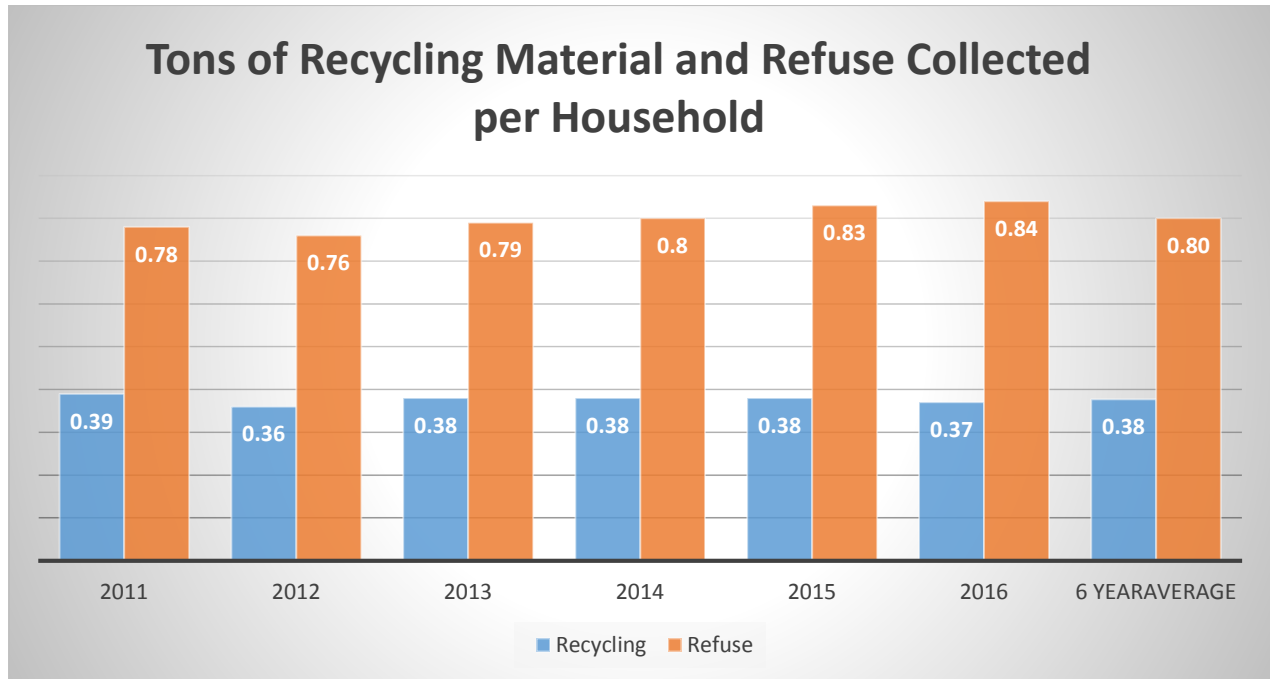
## 2018 OPERATING BUDGET - CITY OF DUBLIN, OHIO

### Public Works / Solid Waste Management

#### 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 0.38 tons/household. The refuse rate has slowly increased starting in 2011 from .78 to .84 in 2016. Overall, the City of Dublin is experiencing fairly steady recycling tonnages over the six year period with slight increases in refuse tonnages.

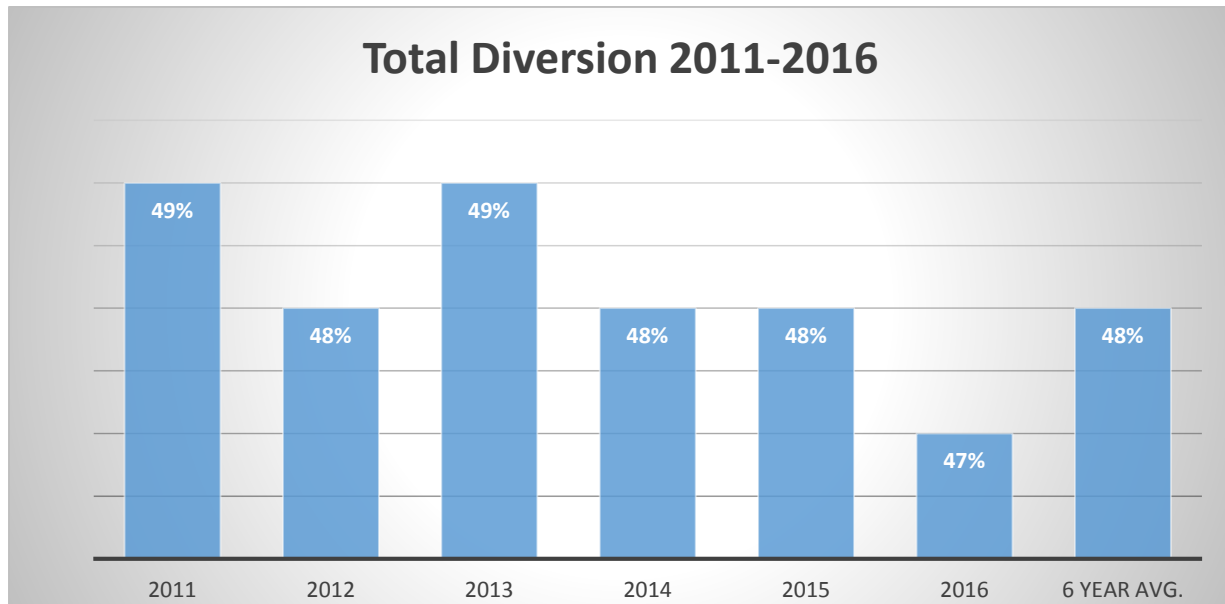
## 2018 OPERATING BUDGET - CITY OF DUBLIN, OHIO

### Public Works / Solid Waste Management

---

#### Performance Measures:

##### City Diversion Rate (% per Year)



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

The City of Dublin measures diversion rate as the amount of waste directed away from the landfill through 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.

**THIS PAGE LEFT BLANK INTENTIONALLY**



## 2018 OPERATING BUDGET - CITY OF DUBLIN, OHIO

### Public Works / Engineering

---

#### **STATEMENT OF FUNCTIONS**

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

---

#### **OBJECTIVES AND ACTIVITIES**

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

---

#### **PERSONNEL DATA**

##### **POSITION TITLE**

##### **2017 CURRENT NUMBER**

##### **2018 ADOPTED**

Director, Engineering	1	1
Engineering Manager	2	2
Senior Civil Engineer (1)	2.30	2.30
Civil Engineer II	6	6
Engineering Technician I (2)	1.5	1.5
Engineering Technician II	2	2
Electrical Worker	4	4
Engineering Project Inspector (3)	5	5
Administrative Support 2	2	2
<b>TOTAL</b>	<b>25.80</b>	<b>25.80</b>

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

Interns	2	2
<b>TOTAL</b>	<b>2</b>	<b>2</b>

---

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

- (1) One Senior Civil Engineer's time is allocated thirty percent (30%) to this budget, twenty percent (20%) to the Water Fund, and fifty percent (50%) to the Sewer Fund.
- (2) One Engineering Technician position is allocated fifty percent (50%) to this budget and fifty percent to the Water Fund. And one Engineering Technician I which is split funded between fifty percent (50%) to the Water Fund and fifty percent (50%) to this budget.
- (3) One Engineering Project Inspector position is allocated fifty percent (50%) to this budget and fifty percent (50%) to the Water Fund, and one Engineering Project Inspector is split fifty percent (50%) to Public Works and fifty percent (50%) to this budget.

2018 Operating Budget - City of Dublin, Ohio

		2016 Actual	2017 Budget	2017 Revised Budget	2018 Executive Budget
<b>101 General Fund</b>					
<b>30 Public Works Engineering</b>					
<b>Personal Services</b>					
701101	Full Time Salaries/Wages	1,829,579	1,972,085	1,972,085	1,891,150
701103	Overtime Wages	59,238	68,000	68,000	68,000
701104	Other Wages	11,169	17,000	17,000	17,000
701105	Short Term Disability	10,568	0	0	0
701201	Employee Benefits	844,681	922,225	922,225	967,770
701204	Uniforms and Clothing	7,103	6,490	6,490	6,490
702000	Training/Travel	17,528	24,750	25,094	24,750
703100	Meeting Expenses	1,989	2,000	2,000	2,000
<b>Personal Services Total:</b>		<b>2,781,854</b>	<b>3,012,550</b>	<b>3,012,894</b>	<b>2,977,160</b>
<b>Contractual Services</b>					
712002	Eng. Inspection Services	60,980	200,000	209,870	200,000
712003	Plan Review	0	5,000	5,000	5,000
713004	Other Professional Services	400,395	499,500	653,446	594,500
715001	Communications	150	2,000	2,000	3,000
715003	Printing and Reproductions	1,899	3,000	3,000	3,000
716000	Memberships/Subscriptions	4,136	5,990	5,990	5,460
<b>Contractual Services Total:</b>		<b>467,559</b>	<b>715,490</b>	<b>879,305</b>	<b>810,960</b>
<b>Supplies</b>					
721001	Office Supplies	4,535	7,000	7,280	7,000
721002	Operating Supplies	6,002	19,400	19,400	16,500
<b>Supplies Total:</b>		<b>10,537</b>	<b>26,400</b>	<b>26,680</b>	<b>23,500</b>
<b>Capital Outlay</b>					
731000	Furniture/Equipment	765	5,000	18,950	5,000
<b>Capital Outlay Total:</b>		<b>765</b>	<b>5,000</b>	<b>18,950</b>	<b>5,000</b>
<b>Public Works Total:</b>		<b>3,260,716</b>	<b>3,759,440</b>	<b>3,937,829</b>	<b>3,816,620</b>
<b>General Fund Total:</b>		<b>3,260,716</b>	<b>3,759,440</b>	<b>3,937,829</b>	<b>3,816,620</b>

## **2018 OPERATING BUDGET - CITY OF DUBLIN, OHIO**

### **Public Works / Engineering**

---

#### **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, and contract inspection services.
- Account 712003 provides funding for consultant and specialized plan review.
- Account 713004 provides funding for consulting services, including surveying, bridge 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. Also including stormwater inspection services and stormwater GIS enhancements, and EBuilder training and integration with MUNIS.
- 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 for miscellaneous furniture and equipment needs.

2018 Operating Budget - City of Dublin, Ohio

		<b>2016 Actual</b>	<b>2017 Budget</b>	<b>2017 Revised Budget</b>	<b>2018 Executive Budget</b>
<b>101 General Fund</b>					
<b>30 Public Works Engineering Miscellaneous</b>					
<b>Contractual Services</b>					
717005	Utilities- Other Fuel Types	222,732	235,000	241,507	235,000
<b>Contractual Services Total:</b>		<b>222,732</b>	<b>235,000</b>	<b>241,507</b>	<b>235,000</b>
<b>Supplies</b>					
724001	General Maintenance	17,281	125,000	160,740	135,000
<b>Supplies Total:</b>		<b>17,281</b>	<b>125,000</b>	<b>160,740</b>	<b>135,000</b>
<b>Public Works Total:</b>		<b>240,013</b>	<b>360,000</b>	<b>402,247</b>	<b>370,000</b>
<b>General Fund Total:</b>		<b>240,013</b>	<b>360,000</b>	<b>402,247</b>	<b>370,000</b>

## **2018 OPERATING BUDGET - CITY OF DUBLIN, OHIO**

### **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, as well as a tester for 480V LED street lights.

**THIS PAGE LEFT BLANK INTENTIONALLY**



## 2018 OPERATING BUDGET - CITY OF DUBLIN, OHIO

### 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. The Division continues to pursue alternative fuel and other options in an effort to reduce emissions of the City fleet and equipment. The Fleet Management Division also oversees the City's fueling station providing the City's fleet, Dublin City Schools, and Washington Township Fire Department with fuel.

---

#### **OBJECTIVES AND ACTIVITIES**

- Provide the highest vehicle maintenance standards.
- Properly maintain fleet to ensure all City assets are 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 performance measures along with asset availability, schedule vs nonscheduled, and technician productivity measurements to ensure maximum usage of assets.
- Provide support for the online auction to dispose of older assets from the fleet.
- Analyze alternative fuel and hybrid fleet options and incorporate those options when appropriate.
- Oversee the City's fueling station, to ensure everything is functioning properly at the time of fueling, so the city vehicles can record the proper information. If the information is recorded properly it helps maintain the PM's (preventive maintenance) on the vehicles.
- Monitor and analyze vehicle and equipment usage to ensure proper size of fleet.
- Monitor the Motor Pool to get a better utilization of all vehicles.

---

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

#### **2017** **CURRENT NUMBER**

#### **2018** **ADOPTED**

Director of Fleet Management  
Fleet Manager  
Fleet Administrator  
Fleet Technician I (1)  
Administrative Support 2  
**TOTAL**

0  
1  
1  
6  
1  
**9**

1  
0  
1  
6  
1  
**9**

---

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

(1) Reclassify and elevate Fleet Manager to Director of Fleet Management implementing recommendations of 2017 Classification Plan Study.

## 2018 Operating Budget - City of Dublin, Ohio

		2016 Actual	2017 Budget	2017 Revised Budget	2018 Executive Budget
<b>101 General Fund</b>					
<b>30 Public Works Fleet Management</b>					
<b>Personal Services</b>					
701101	Full Time Salaries/Wages	591,985	620,025	620,025	627,250
701103	Overtime Wages	14,559	35,000	35,000	35,000
701201	Employee Benefits	248,173	269,845	269,845	255,470
701204	Uniforms and Clothing	5,926	9,375	9,476	9,375
702000	Training/Travel	19,859	17,500	27,500	17,500
<b>Personal Services Total:</b>		<b>880,503</b>	<b>951,745</b>	<b>961,846</b>	<b>944,595</b>
<b>Contractual Services</b>					
713004	Other Professional Services	10,136	12,800	12,300	11,300
713005	Misc. Contract. Serv.	96,988	81,500	89,558	82,500
716000	Memberships/Subscriptions	2,865	2,400	3,200	4,900
717001	Rents and Leases	33,391	66,500	69,421	56,500
<b>Contractual Services Total:</b>		<b>143,380</b>	<b>163,200</b>	<b>174,479</b>	<b>155,200</b>
<b>Supplies</b>					
721001	Office Supplies	850	1,500	1,736	1,500
721002	Operating Supplies	44,666	39,500	39,500	39,500
724003	Equipment Maintenance	33,368	17,000	20,400	17,000
726001	Vehicle Maintenance	445,637	400,000	440,243	410,000
726002	Fuel	1,033,004	1,603,500	1,693,772	1,607,000
<b>Supplies Total:</b>		<b>1,557,525</b>	<b>2,061,500</b>	<b>2,195,651</b>	<b>2,075,000</b>
<b>Capital Outlay</b>					
731000	Furniture/Equipment	162	1,000	1,338	1,000
734002	Tools	25,380	21,100	22,199	18,100
<b>Capital Outlay Total:</b>		<b>25,542</b>	<b>22,100</b>	<b>23,537</b>	<b>19,100</b>
<b>Other Charges and Ex</b>					
755001	Other Refunds	516	0	0	0
<b>Other Charges and Ex Total:</b>		<b>516</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Public Works Total:</b>		<b>2,607,467</b>	<b>3,198,545</b>	<b>3,355,514</b>	<b>3,193,895</b>
<b>General Fund Total:</b>		<b>2,607,467</b>	<b>3,198,545</b>	<b>3,355,514</b>	<b>3,193,895</b>

## **2018 OPERATING BUDGET - CITY OF DUBLIN, OHIO**

### **Public Works / Fleet Management**

---

#### **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. As well as APWA conference and the 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 towing of vehicles.
- Account 713005 provides funding for misc. contractual services, such as detailing of vehicles. This Account also provides funding for Integrated Business Solutions (IBS - NAPA) which is the City's parts provider, therefore also handling inventory and warranties. It is a contract that provides for a NAPA employee to be on-site during regular business hours.
- Account 716000 provides funding for memberships/subscriptions, such as 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 operating supplies such as soaps for the car wash, hand cleaners, and welding torch supplies.
- 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 (OSHA required), 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.

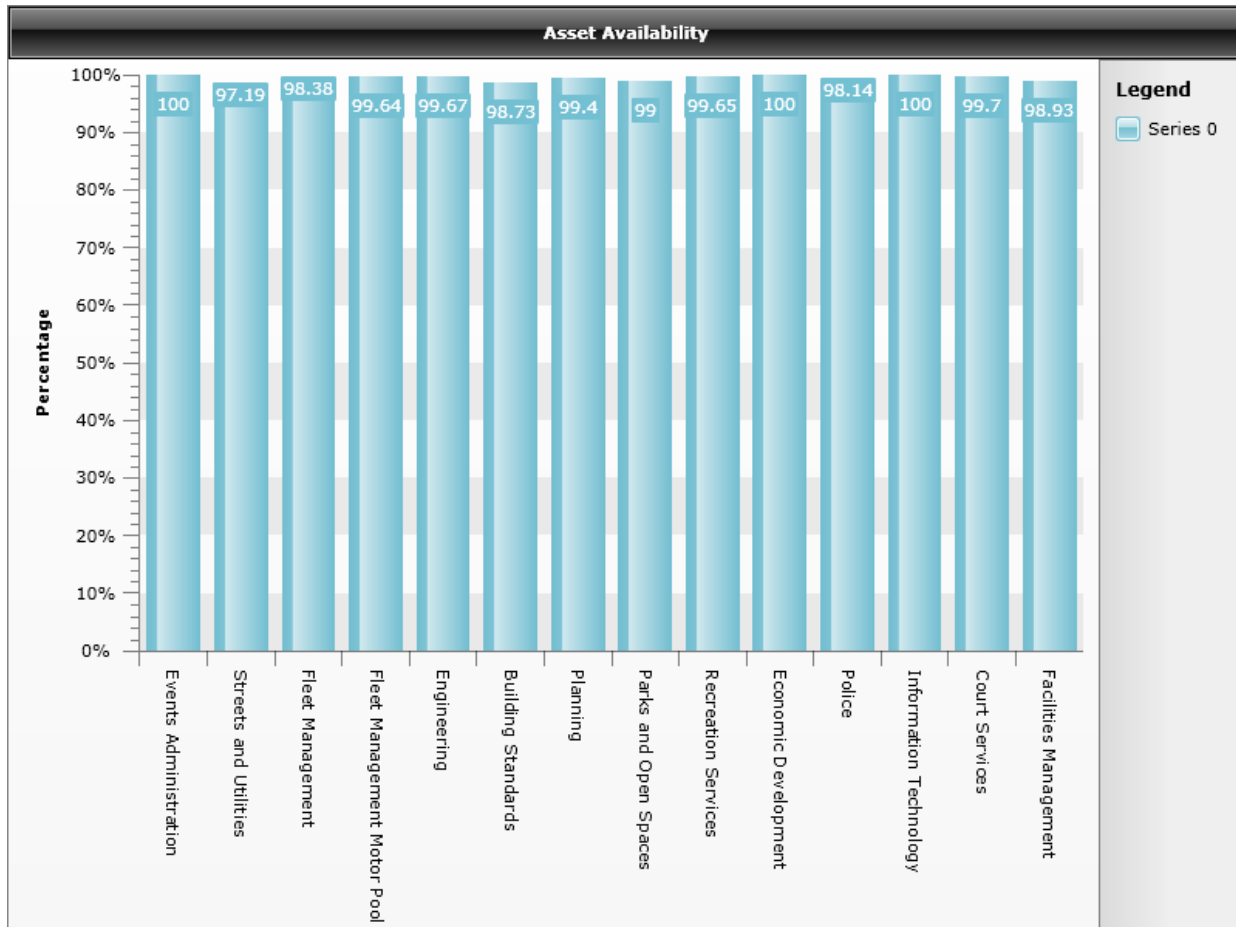
##### **10180370**

- Account 731000 provides funding for miscellaneous office furniture.
- Account 734002 provides funding for tool allowance for the technicians and special tools due to model year changes.

## 2018 OPERATING BUDGET - CITY OF DUBLIN, OHIO

### Public Works / Fleet Management

#### **PERFORMANCE MEASURES:**



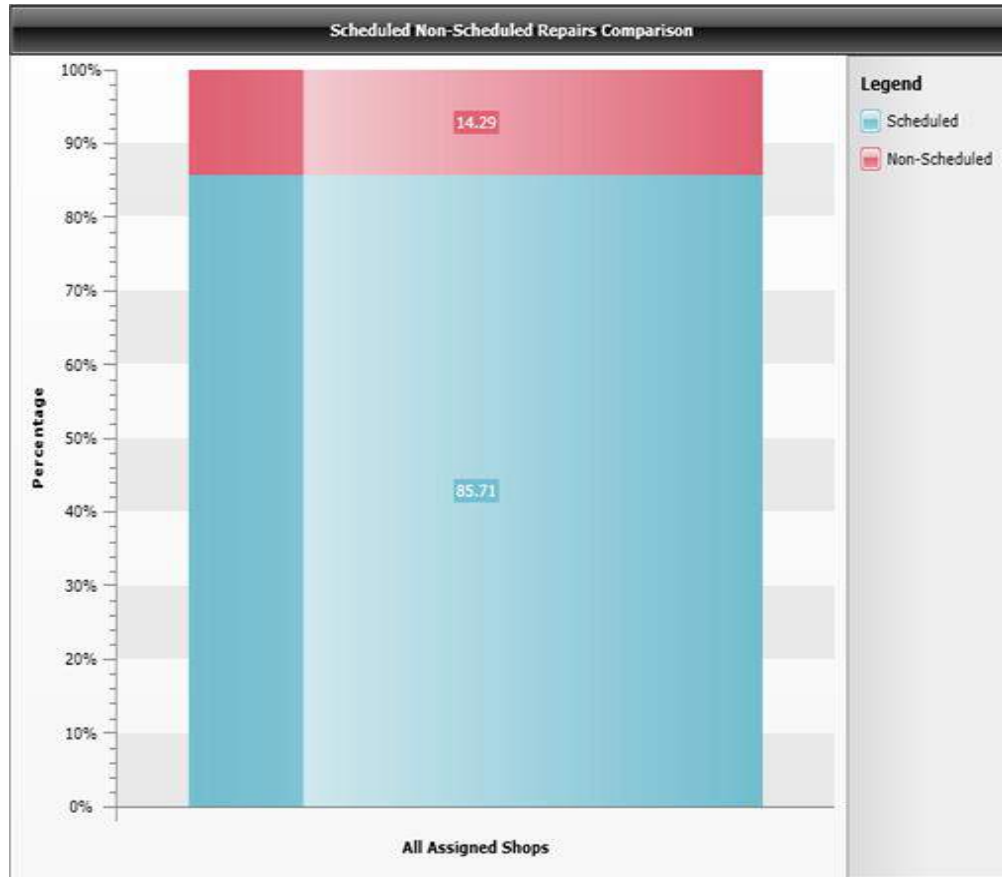
Since keeping assets on the road is the essential purpose of a fleet management organization, the rate of fleet availability is perhaps the most important of all fleet performance measures. Asset availability generally accepted benchmark is 95% or better for your entire fleet.

Decisions as to what constitutes downtime and factors such as age of the fleet and the mix of vehicle types will have a major impact on the performance the fleet organization can attain. As with most of the performance measures, perhaps the best value in tracking the fleet availability is to chart one's own performance over time. This way the fleet staff can monitor trends and document the impact that decisions such as a reduction in fleet replacement funding have on the fleet availability.

## 2018 OPERATING BUDGET - CITY OF DUBLIN, OHIO

### Public Works / Fleet Management

#### PERFORMANCE MEASURES:



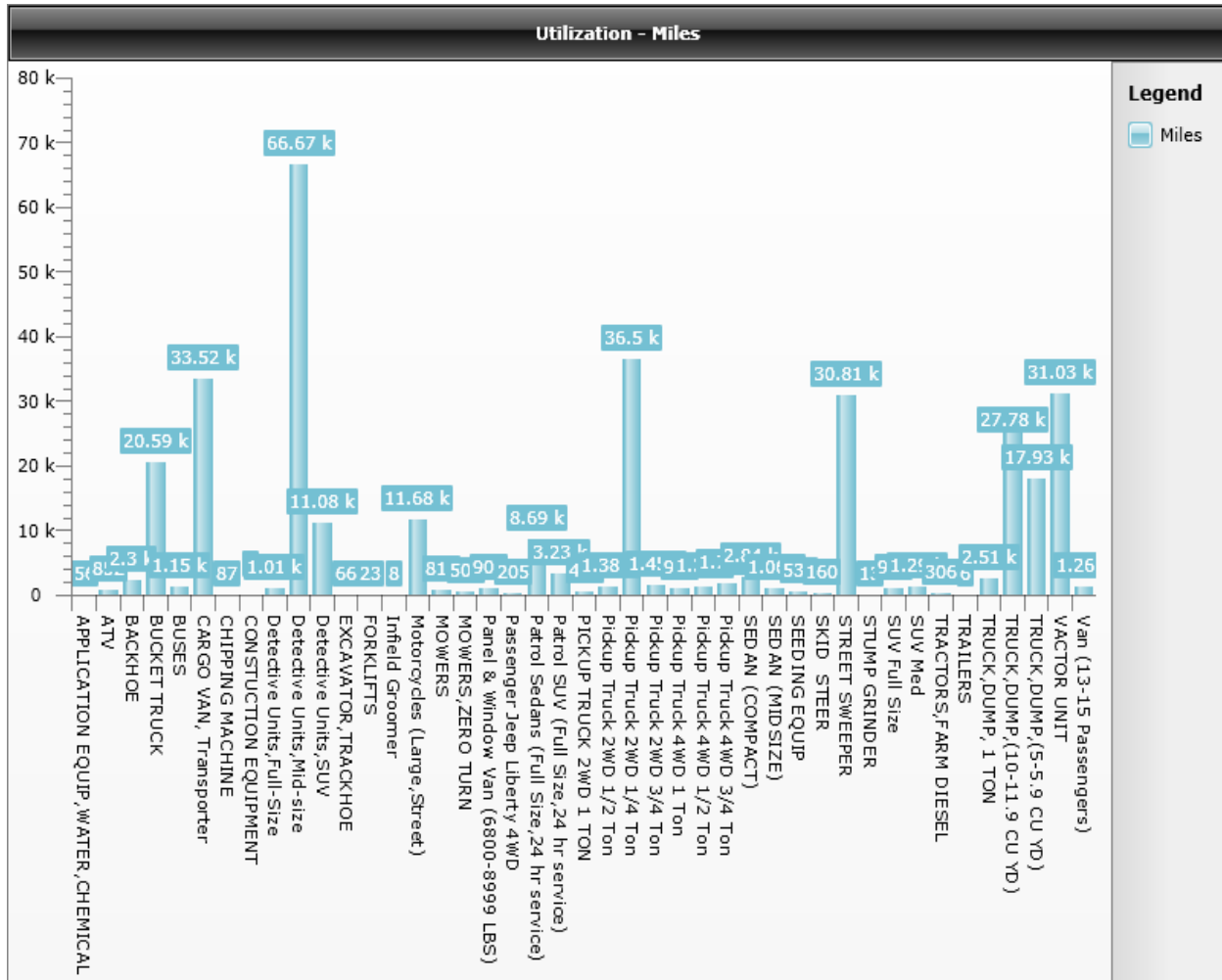
The monitoring of scheduled repairs is a performance measure that fleet applies here for accountability of the operation and uses to avoid unscheduled repairs and downtime when possible. It helps to monitor the efficiency and effectiveness's of various repair activities. This is a key performance indicator of how well you're Preventive Maintenance (PM) program is working. Scheduling the majority of the workload allows fleet to build a work plan and manage the majority of its shops resources in the most cost-effective way. Catching items before an asset is returned to service will increase by 20% asset availability, productivity, and customer service.

***"If we're not customer service driven, our vehicles won't be either"***

## 2018 OPERATING BUDGET - CITY OF DUBLIN, OHIO

### Public Works / Fleet Management

#### PERFORMANCE MEASURES:

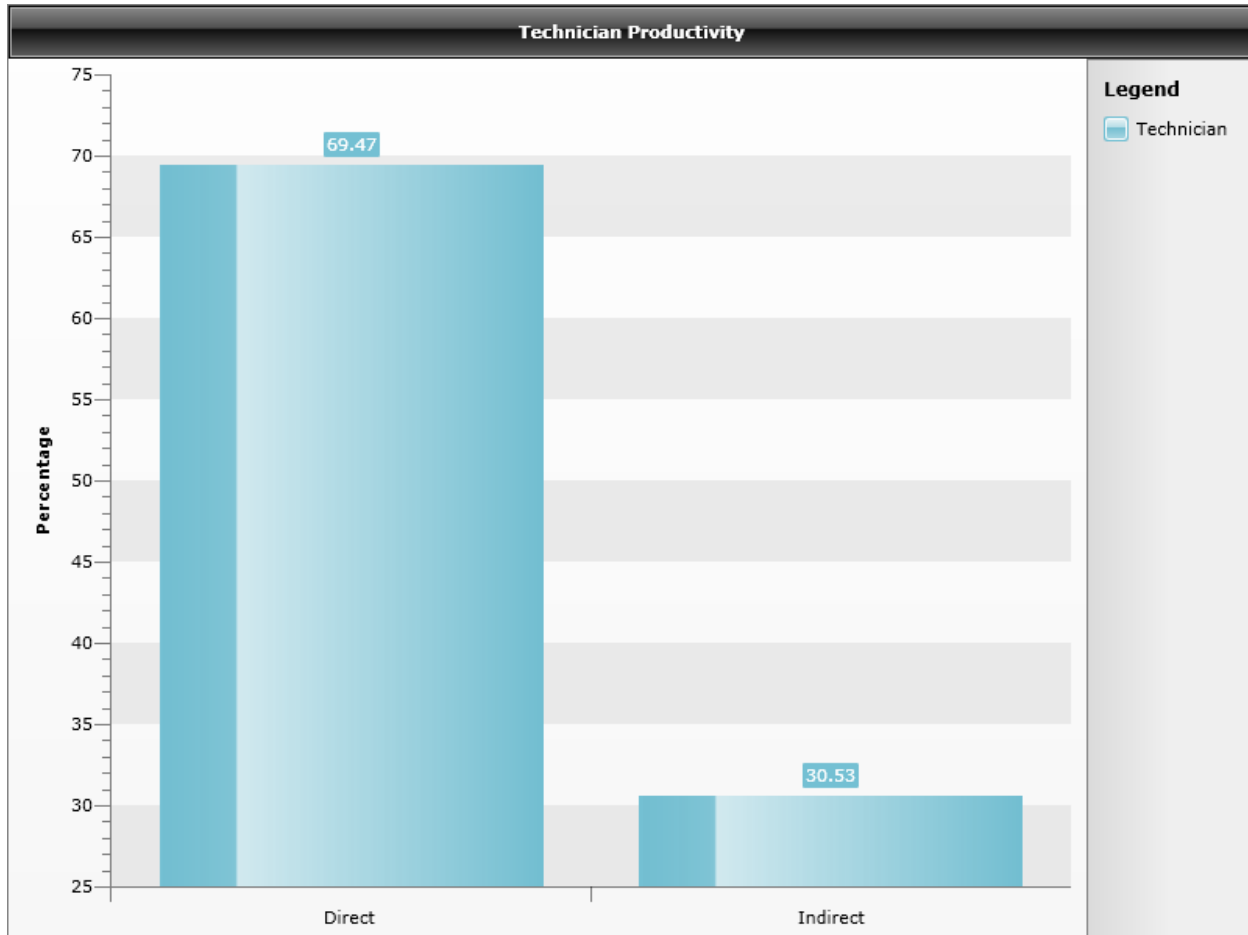


This performance measure allows fleet to see the overall utilization of all assets within fleet. In keeping with best practices and the fleet utilization policy, we can monitor assets to see if they are meeting the threshold set forth. Our best practice states 4000 miles per year for on road assets and at least 250 hours per year for equipment/off road assets. This allows fleet to ensure that we have the right size fleet and assets are not being under or over utilization in their area of operation. This also allows fleet to help determine if more or less assets are needed.

## 2018 OPERATING BUDGET - CITY OF DUBLIN, OHIO

### Public Works / Fleet Management

#### **PERFORMANCE MEASURES:**

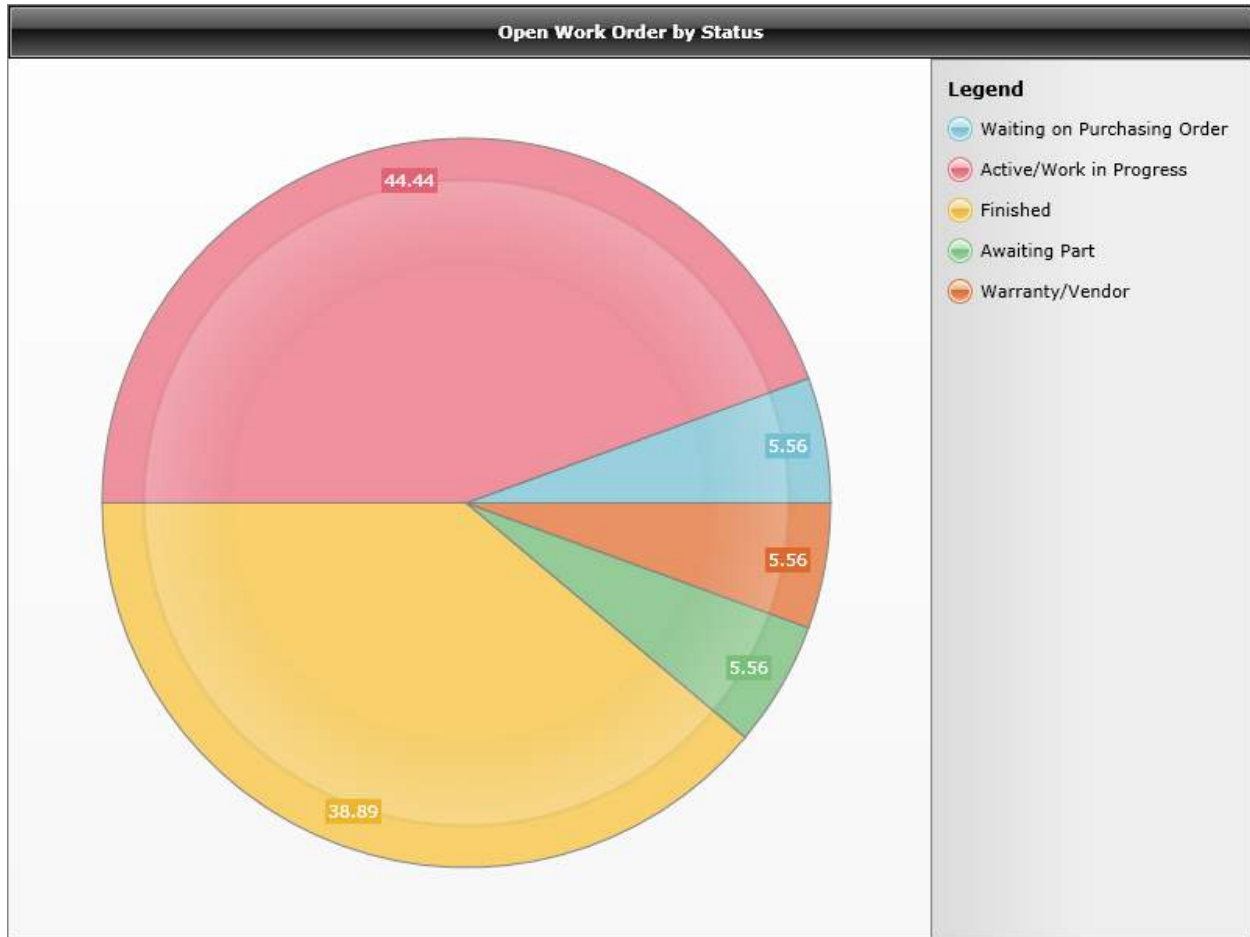


This performance measure is one that is used regularly by the fleet to ensure we are achieving the optimal technician productivity. Lower than average productivity can be attributed to many things that are not directly associated with the technician. Parts availability, access to special tools, and the overall work flow process are just a few. Optimizing technician productivity is important. High productivity helps with morale, customer satisfaction and the overall fleet budget. Best practices say between 65-75%, you are doing well.

## 2018 OPERATING BUDGET - CITY OF DUBLIN, OHIO

### Public Works / Fleet Management

#### **PERFORMANCE MEASURES:**

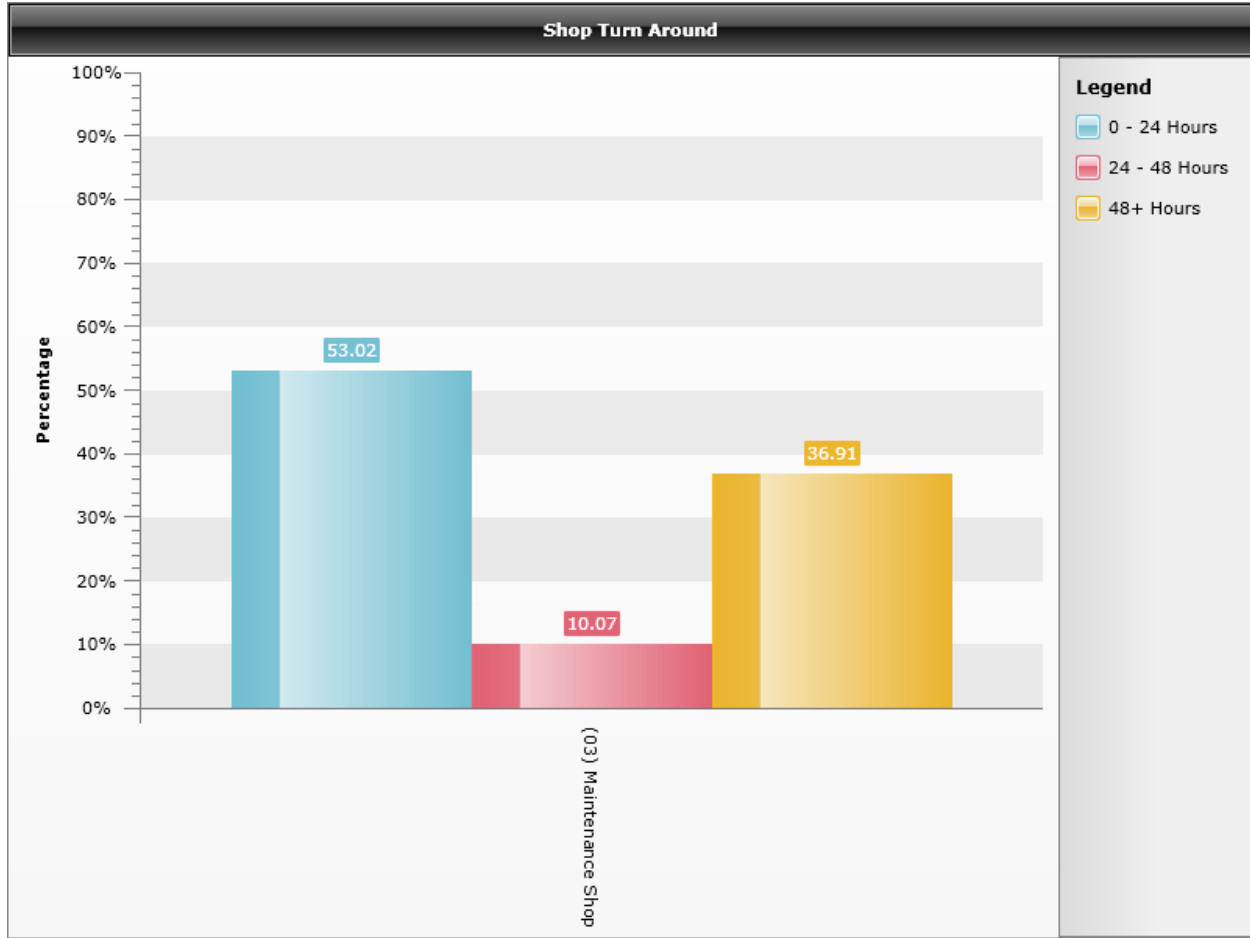


This performance measurement allows for a live look at what is actively being worked on in the fleet maintenance facility. It allows fleet to manage the work flow of all the technicians. It also allows fleet to look at what is at a vendor and what is warranty work being conducted.

## 2018 OPERATING BUDGET - CITY OF DUBLIN, OHIO

### Public Works / Fleet Management

#### PERFORMANCE MEASURES:

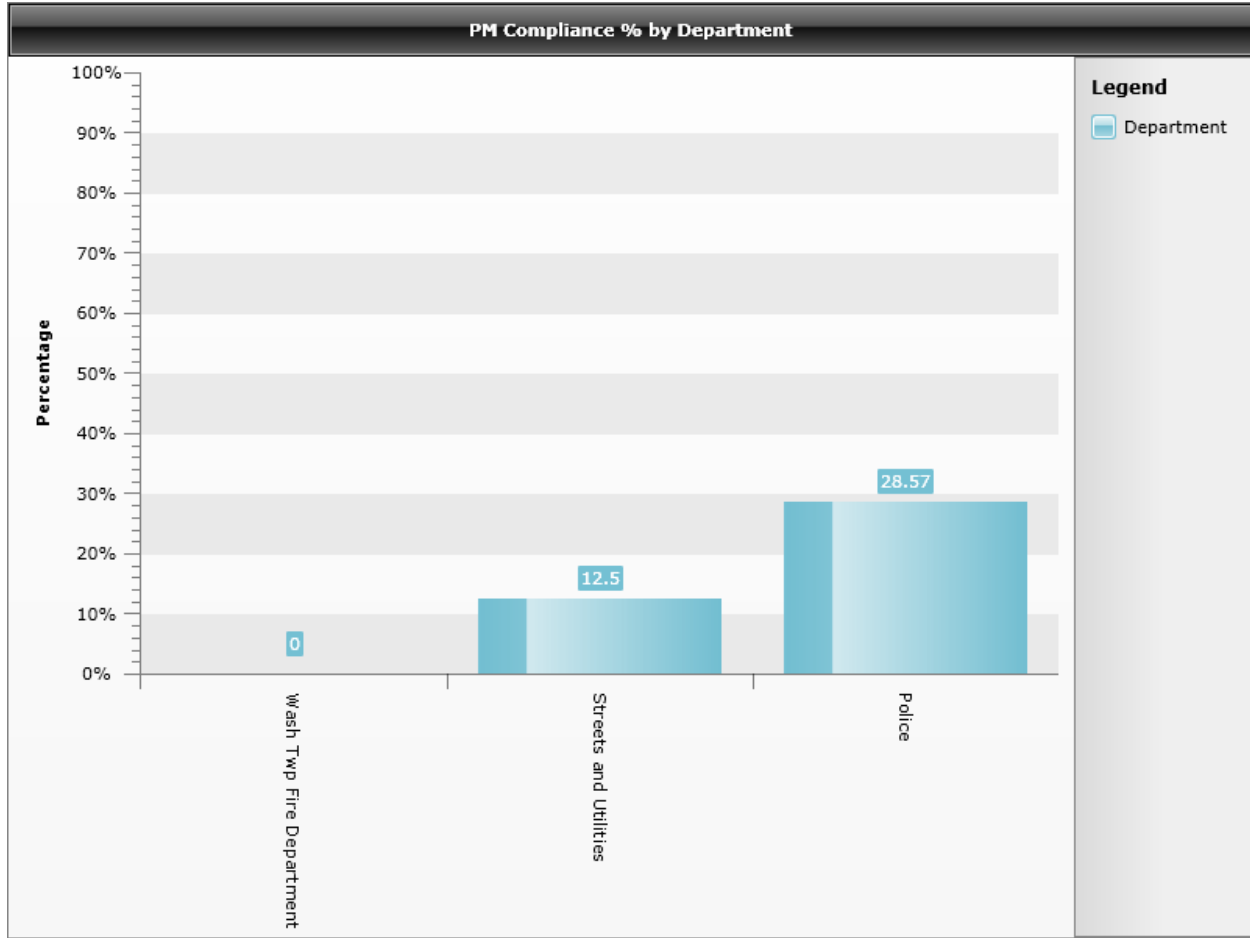


This measurement shows where the fleet is on the overall operation of timely repairs that come in. Our best practice for our fleet is 90% within 48 hours in and out of the shop and 10% within 48+ hours. This allows us to see where we need to improve our service in getting assets in and out of the shop in an efficient manner.

## 2018 OPERATING BUDGET - CITY OF DUBLIN, OHIO

### Public Works / Fleet Management

#### **PERFORMANCE MEASURES:**



The purpose of the Preventive Maintenance (PM) program is to increase operator safety, reduce downtime, track warranty, and avoid costly repairs. Operators must assist the PM program by conducting daily inspections, entering in accurate meter readings and keep PM appointments and following city operating policy and procedures.



**THIS PAGE LEFT BLANK INTENTIONALLY**



## 2018 OPERATING BUDGET - CITY OF DUBLIN, OHIO

### 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.

---

<b><u>PERSONNEL DATA</u></b>	<b><u>2017</u></b>	<b><u>2018</u></b>
<b><u>POSITION TITLE</u></b>	<b><u>CURRENT NUMBER</u></b>	<b><u>ADOPTED</u></b>
Director of Facilities Management(1)	0	1
Facilities Manager (1)	1	0
Operations Administrator	1	1
Maintenance Crew Supervisor	2	2
Facilities System Specialist	1	1
Maintenance Worker	3	3
Custodians	9	9
Administrative Support 2	<u>1</u>	<u>1</u>
<b>TOTAL</b>	<b>18</b>	<b>18</b>
 <b><u>PART-TIME/SEASONAL STAFF</u></b>		
Seasonal Maintenance Worker	<u>5</u>	<u>5</u>
<b>TOTAL</b>	<b>5</b>	<b>5</b>

---

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

(1) Reclassify and elevate Facilities Manager to Director of Facilities Management implementing recommendations of 2017 Classification Plan Study.

2018 Operating Budget - City of Dublin, Ohio

		2016 Actual	2017 Budget	2017 Revised Budget	2018 Executive Budget
<b>101 General Fund</b>					
<b>30 Public Works Facilities</b>					
<b>Personal Services</b>					
701101	Full Time Salaries/Wages	866,078	1,016,275	1,016,275	1,049,995
701103	Overtime Wages	17,777	25,000	24,250	20,000
701104	Other Wages	58,692	71,550	71,550	72,700
701201	Employee Benefits	410,983	526,635	526,635	531,675
701204	Uniforms and Clothing	12,025	13,200	14,283	13,200
702000	Training/Travel	3,806	8,500	8,500	7,500
703100	Meeting Expenses	209	250	250	250
<b>Personal Services Total:</b>		<b>1,369,570</b>	<b>1,661,410</b>	<b>1,661,743</b>	<b>1,695,320</b>
<b>Contractual Services</b>					
713005	Misc. Contract. Serv.	210,414	279,500	351,340	305,500
715001	Communications	3,675	5,100	5,470	5,100
716000	Memberships/Subscriptions	376	500	500	500
717001	Rents and Leases	2,364	3,500	3,500	3,500
717005	Utilities- Other Fuel Types	429,032	500,000	571,217	480,000
<b>Contractual Services Total:</b>		<b>645,861</b>	<b>788,600</b>	<b>932,027</b>	<b>794,600</b>
<b>Supplies</b>					
721001	Office Supplies	1,613	2,000	2,266	2,000
721002	Operating Supplies	117,060	140,000	168,740	125,000
724003	Equipment Maintenance	181,086	225,000	279,197	216,000
<b>Supplies Total:</b>		<b>299,759</b>	<b>367,000</b>	<b>450,203</b>	<b>343,000</b>
<b>Capital Outlay</b>					
731000	Furniture/Equipment	41,224	50,000	113,769	15,000
734002	Tools	0	2,500	4,400	2,500
<b>Capital Outlay Total:</b>		<b>41,224</b>	<b>52,500</b>	<b>118,169</b>	<b>17,500</b>
<b>Public Works Total:</b>		<b>2,356,414</b>	<b>2,869,510</b>	<b>3,162,142</b>	<b>2,850,420</b>
<b>General Fund Total:</b>		<b>2,356,414</b>	<b>2,869,510</b>	<b>3,162,142</b>	<b>2,850,420</b>

## **2018 OPERATING BUDGET - CITY OF DUBLIN, OHIO**

### **Public Works / Facilities**

---

#### **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. Adjusted to reflect transfer of snow/ice removal on City facility sidewalks and entrances to the Parks and Recreation Department.
- Account 701104 provides funding for Seasonal Maintenance Workers who maintain restrooms in the parks during the spring and summer. One position assists maintenance with building 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, and cleaning services for carpet, resilient flooring and windows. For 2018, funding included to add another building to contracted custodial contract. This will enable City custodial staff to accommodate building expansions at both the Justice and Service Centers.
- 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.

**THIS PAGE LEFT BLANK INTENTIONALLY**



## 2018 OPERATING BUDGET - CITY OF DUBLIN, OHIO

### Development / Office of the Director

---

#### **STATEMENT OF FUNCTION**

The Director of Development oversees the divisions of Economic Development, Building Standards, and Planning. The Director's budget supports the execution of strategic initiatives and projects in support of Council's goals. Internally, these include implementing training opportunities for career and leadership development for staff, and development and execution of process improvement measures to ensure the Department's staff is competent, responsive and customer service oriented. This office leads the Department in developing strategies to ensure the City's corporate office space remains competitive and identifies and implements strategies for revenue generation. In partnership with the CIO, the Director leads the effort to discover and develop partnerships with academic and industry partners to expand and deploy technological advances throughout the City for the betterment of the community.

---

#### **OBJECTIVES AND ACTIVITIES**

- Pro-actively communicate with Dublin-based businesses, neighborhoods and organizations to inform them of planning efforts and projects. Develop relationships that encourage a robust exchange of ideas and information and result in a high-level of engagement.
  - Continue to strengthen connections with regional partner agencies (i.e. Columbus2020, Jobs Ohio) to understand, assess and evaluate threats and act on opportunities to retain, expand and attract businesses/jobs.
  - Actively engage with academic partners (i.e. Ohio University and Ohio State University) to collaborate in identifying programmatic opportunities that bring research activity to the City.
  - Maintain relationships with members of the Council of Governments/US 33 Innovation Corridor, ODOT, OSMI and related committees to support the development of the connected/autonomous vehicle corridor and the new industry that will result.
  - In partnership with the CIO, build the vision for employing "smart" technologies throughout the City.
- 

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

#### **2017** **CURRENT NUMBER**

#### **2018** **ADOPTED**

Director of Development  
Administrative Support 3  
**TOTAL**

1  
1  
**2**

1  
1  
**2**

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

Intern  
**TOTAL**

1  
**1**

1  
**1**

---

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

2018 Operating Budget - City of Dublin, Ohio

		2016 Actual	2017 Budget	2017 Revised Budget	2018 Executive Budget
<b>101 General Fund</b>					
<b>70 Development</b>					
<b>Office of the Director of Development</b>					
<b>Personal Services</b>					
701101	Full Time Salaries/Wages	215,277	226,035	226,035	235,000
701103	Overtime Wages	1,901	2,500	2,500	2,500
701104	Other Wages	0	8,640	8,640	8,640
701201	Employee Benefits	54,758	71,420	71,420	61,965
702000	Training/Travel	1,841	3,500	3,500	3,500
702001	Reimbursable Business Expense	0	500	500	500
703100	Meeting Expenses	1,245	3,000	3,000	3,000
<b>Personal Services Total:</b>		<b>275,022</b>	<b>315,595</b>	<b>315,595</b>	<b>315,105</b>
<b>Contractual Services</b>					
713004	Other Professional Services	0	0	0	1,000
715003	Printing and Reproductions	125	500	400	500
716000	Memberships/Subscriptions	13	1,000	1,100	1,580
<b>Contractual Services Total:</b>		<b>138</b>	<b>1,500</b>	<b>1,500</b>	<b>3,080</b>
<b>Capital Outlay</b>					
731000	Furniture/Equipment	0	0	0	5,000
<b>Capital Outlay Total:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>5,000</b>
<b>Development Total:</b>		<b>275,160</b>	<b>317,095</b>	<b>317,095</b>	<b>323,185</b>
<b>General Fund Total:</b>		<b>275,160</b>	<b>317,095</b>	<b>317,095</b>	<b>323,185</b>

## **2018 OPERATING BUDGET - CITY OF DUBLIN, OHIO**

### **Development / Office of the Director**

---

#### **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 713004 provides funding for property appraisals and other professional services.
- Account 715003 funds printed projects, presentation materials, and event invitations.
- Account 716000 provides funding for professional memberships.

##### **10180710**

- Account 731000 provides funding for miscellaneous small office equipment.

**THIS PAGE LEFT BLANK INTENTIONALLY**



## 2018 OPERATING BUDGET - CITY OF DUBLIN, OHIO

### Development / Economic Development

---

#### **STATEMENT OF FUNCTION**

The Director of Economic Development oversees three Administrators and a team of Dublin Entrepreneurial Center consultants. The 2018 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, Bridge Street, 100-gig Broadband deployment and Corporate Wellness. 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**

#### **2017** **CURRENT NUMBER**

#### **2018** **ADOPTED**

Director of Economic Development  
Economic Development Administrator  
**TOTAL**

1  
3  
**4**

1  
3  
**4**

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

Intern  
**TOTAL**

1  
**1**

1  
**1**

---

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

2018 Operating Budget - City of Dublin, Ohio

		2016 Actual	2017 Budget	2017 Revised Budget	2018 Executive Budget
<b>101 General Fund</b>					
<b>70 Development Economic Development</b>					
<b>Personal Services</b>					
701101	Full Time Salaries/Wages	316,003	341,190	341,190	347,800
701104	Other Wages	726	9,985	9,985	9,985
701201	Employee Benefits	109,608	126,700	126,700	133,115
702000	Training/Travel	26,222	32,000	32,000	29,000
702001	Reimbursable Business Expense	1,280	2,000	2,000	2,000
703100	Meeting Expenses	18,891	15,300	15,300	12,800
<b>Personal Services Total:</b>		<b>472,730</b>	<b>527,175</b>	<b>527,175</b>	<b>534,700</b>
<b>Contractual Services</b>					
713004	Other Professional Services	343,980	362,000	419,608	527,000
715002	Advertising	78,297	100,000	116,279	147,300
715003	Printing and Reproductions	4,276	9,600	9,600	7,600
716000	Memberships/Subscriptions	30,109	33,870	33,870	46,070
717001	Rents and Leases	285,996	270,000	270,000	0
<b>Contractual Services Total:</b>		<b>742,658</b>	<b>775,470</b>	<b>849,357</b>	<b>727,970</b>
<b>Supplies</b>					
721001	Office Supplies	1,299	2,000	2,438	2,000
<b>Supplies Total:</b>		<b>1,299</b>	<b>2,000</b>	<b>2,438</b>	<b>2,000</b>
<b>Other Charges and Ex</b>					
751009	Economic Development	405,947	385,000	508,252	382,000
751010	Economic Dev Incentives	3,143,517	3,092,450	3,124,950	1,806,860
<b>Other Charges and Ex Total:</b>		<b>3,549,464</b>	<b>3,477,450</b>	<b>3,633,202</b>	<b>2,188,860</b>
<b>Development Total:</b>		<b>4,766,151</b>	<b>4,782,095</b>	<b>5,012,172</b>	<b>3,453,530</b>
<b>General Fund Total:</b>		<b>4,766,151</b>	<b>4,782,095</b>	<b>5,012,172</b>	<b>3,453,530</b>

## **2018 OPERATING BUDGET - CITY OF DUBLIN, OHIO**

### **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 three 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 713004 includes funding for consultation related to economic development including workforce programs, real estate reports, Dublin Entrepreneurial Center (DEC) management and consulting, and the DEC service contract.
- Account 715002 includes funds for marketing and advertising focused on targeted industry attraction efforts including print and digital web advertising.
- Account 715003 funds printed projects, site selection and program 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 (MODE), 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, and 100 gig project phase 2.
- Account 751010 reflects funding for economic development incentives in accordance with executed Economic Development Agreements.

## 2018 OPERATING BUDGET - CITY OF DUBLIN, OHIO

### Development / Economic Development

#### **PERFORMANCE MEASURES:**

##### **1) Total Number of Jobs Retained through Economic Development Agreements**

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

##### **2) Total Number of Jobs Created through Economic Development Agreements**

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

<b>Year</b>	<b>EDAs</b>	<b>Jobs Retained</b>	<b>New Jobs</b>
2016	4	2,148	25
2015	11	1,853	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
<b>Total</b>	<b>111</b>	<b>11,657</b>	<b>7,950</b>

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

<b>2016</b>	3.10%
<b>2015</b>	3.04%
<b>2014</b>	3.63%
<b>2013</b>	4.92%
<b>2012</b>	4.78%
<b>2011</b>	5.57%

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

## 2018 OPERATING BUDGET - CITY OF DUBLIN, OHIO

### Development / Economic Development

---

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

<b>2016</b>	9.28%
<b>2015</b>	12.93%
<b>2014</b>	13.83%
<b>2013</b>	14.50%
<b>2012</b>	14.40%
<b>2011</b>	14.85%

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

#### 5) Annual Number of Retention and Company Outreach Meetings Conducted

<b>2016</b>	370
<b>2015</b>	298
<b>2014</b>	308
<b>2013</b>	366
<b>2012</b>	355
<b>2011</b>	327

The goal is to have meaningful interactions with as many companies as possible annually. This is accomplished through 1-on-1 meetings, tours, conversations to discuss and solve issues, and recognitions. The Economic Development Division's annual goal is 400 visits.

**THIS PAGE LEFT BLANK INTENTIONALLY**



## 2018 OPERATING BUDGET - CITY OF DUBLIN, OHIO

### 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.
- 

<b><u>PERSONNEL DATA</u></b>	<b><u>2017</u></b>	<b><u>2018</u></b>
<b><u>POSITION TITLE</u></b>	<b><u>CURRENT NUMBER</u></b>	<b><u>ADOPTED</u></b>
Director, Building Standards	1	1
Review Services Analyst (1)	1	0
Commercial Plans Examiner	1	1
Senior Building Inspector	1	1
Building Inspector	4	4
Electrical Inspector (1)	1	2
Residential Plans Examiner	1	1
Development Review Specialist	1	1
Administrative Support 3 (2)	1	0
Review Services Coordinator (2)	0	1
Administrative Support 2 (3)	3	0
Permit Technician (3)	0	3
<b>TOTAL</b>	<b>15</b>	<b>15</b>
<b><u>PART-TIME/SEASONAL STAFF</u></b>		
Building Inspector (1)	1	0
<b>TOTAL</b>	<b>1</b>	<b>0</b>

---

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

(1) The part-time Building Inspector position will be reallocated to a full-time position to address the need for a full-time electrical inspector due to increases in both commercial and residential construction. The Review Services Analyst position was eliminated in order to fund this position. While the Review Services Analyst position is being eliminated it will be maintained until January 31, 2018 to accommodate the incumbent who has provided notice of retirement effective that same date.

(2) The Administrative Support 3 position will be reallocated to a Review Services Coordinator position.

(3) The three Administrative Support 2 positions will be reclassified to Permit Technicians.

2018 Operating Budget - City of Dublin, Ohio

		2016 Actual	2017 Budget	2017 Revised Budget	2018 Executive Budget
<b>101 General Fund</b>					
<b>70 Development Building Standards</b>					
<b>Personal Services</b>					
701101	Full Time Salaries/Wages	960,486	1,048,565	1,045,721	1,052,350
701103	Overtime Wages	11,574	10,000	12,521	10,000
701104	Other Wages	22,304	36,000	36,000	0
701105	Short Term Disability	453	0	2,844	0
701201	Employee Benefits	402,251	441,580	441,580	444,805
701204	Uniforms and Clothing	1,736	5,000	4,000	4,000
702000	Training/Travel	5,880	10,000	10,000	10,000
703100	Meeting Expenses	686	1,000	1,000	2,500
<b>Personal Services Total:</b>		<b>1,405,370</b>	<b>1,552,145</b>	<b>1,553,666</b>	<b>1,523,655</b>
<b>Contractual Services</b>					
712003	Plan Review	171,285	120,000	352,400	150,000
712004	Building Inspection Services	169,197	200,000	186,000	150,000
713004	Other Professional Services	0	0	0	3,000
713005	Misc. Contract. Serv.	11,616	10,000	25,770	7,000
715003	Printing and Reproductions	1,731	2,500	2,500	2,500
716000	Memberships/Subscriptions	2,518	4,000	4,600	4,000
<b>Contractual Services Total:</b>		<b>356,346</b>	<b>336,500</b>	<b>571,270</b>	<b>316,500</b>
<b>Supplies</b>					
721001	Office Supplies	3,476	5,000	5,000	4,000
721002	Operating Supplies	3,629	5,000	6,000	10,000
<b>Supplies Total:</b>		<b>7,105</b>	<b>10,000</b>	<b>11,000</b>	<b>14,000</b>
<b>Other Charges and Ex</b>					
755000	Refunds	8,472	10,000	1,709	7,500
<b>Other Charges and Ex Total:</b>		<b>8,472</b>	<b>10,000</b>	<b>1,709</b>	<b>7,500</b>
<b>Development Total:</b>		<b>1,777,292</b>	<b>1,908,645</b>	<b>2,137,645</b>	<b>1,861,655</b>
<b>General Fund Total:</b>		<b>1,777,292</b>	<b>1,908,645</b>	<b>2,137,645</b>	<b>1,861,655</b>

## **2018 OPERATING BUDGET - CITY OF DUBLIN, OHIO**

### **Development / Building Standards**

---

#### **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 provides funding for uniform s 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 are 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.
- 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.

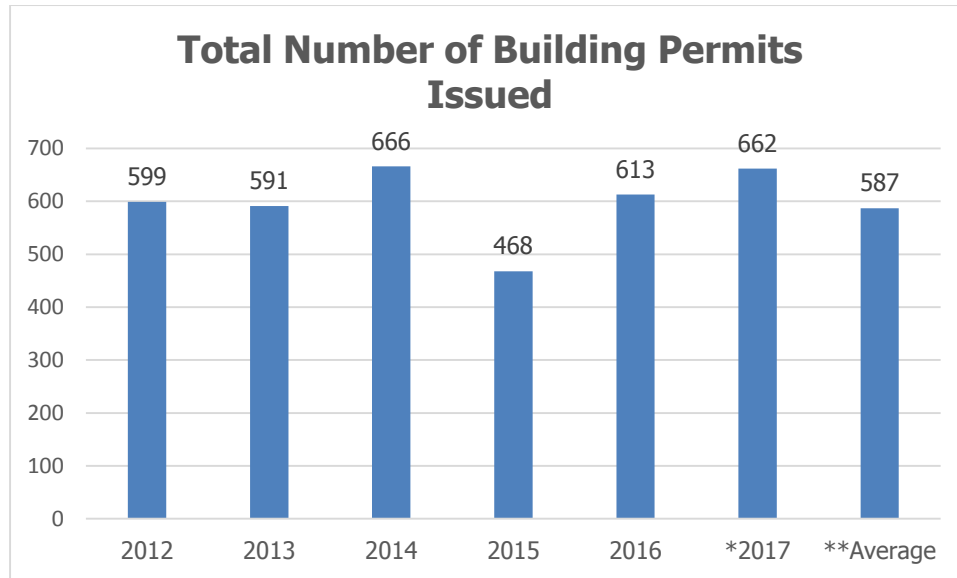
## 2018 OPERATING BUDGET - CITY OF DUBLIN, OHIO

### Development / Building Standards

---

#### **Performance Measures:**

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



*\*2017 Total is projected based upon 9/7/17 plan review data*

*\*\*5 year average does not include 2017 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 2017. 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.

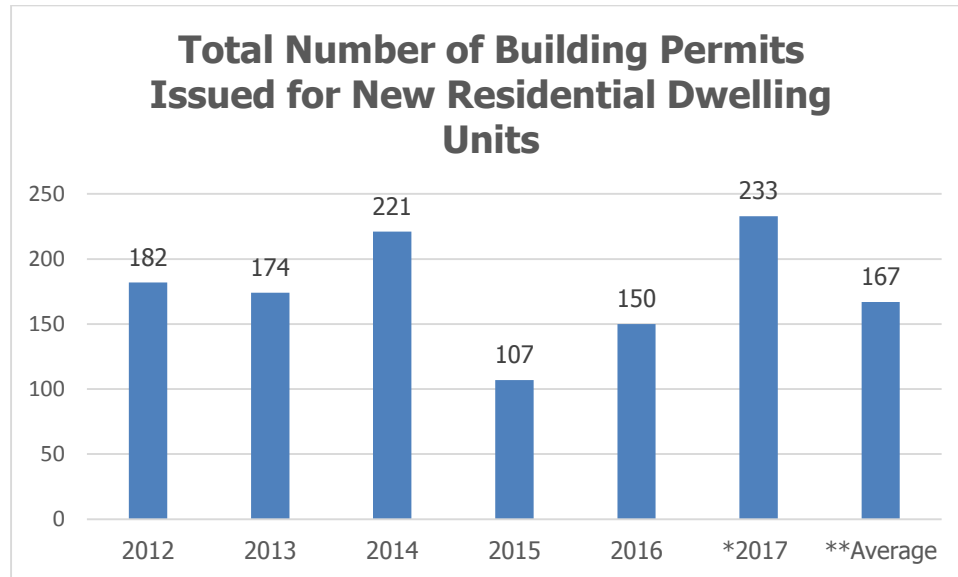
## 2018 OPERATING BUDGET - CITY OF DUBLIN, OHIO

### Development / Building Standards

---

#### **Performance Measures:**

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



*\*2017 Total is projected based upon 9/7/17 plan review data*

*\*\*5 year average does not include 2017 YTD statistic*

The total number of permits issued for new residential dwellings has steadily increased from a low in 2008 and we are projecting that residential permits will exceed the 2014 high. We believe that the low in 2015 was the result of low site inventories rather than economic conditions. New residential developments, such as Riviera phases 3 and 4, Celtic Crossing, and Wyandotte Woods phased 9 and 10 should drive residential permits to steadily increasing levels.

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.

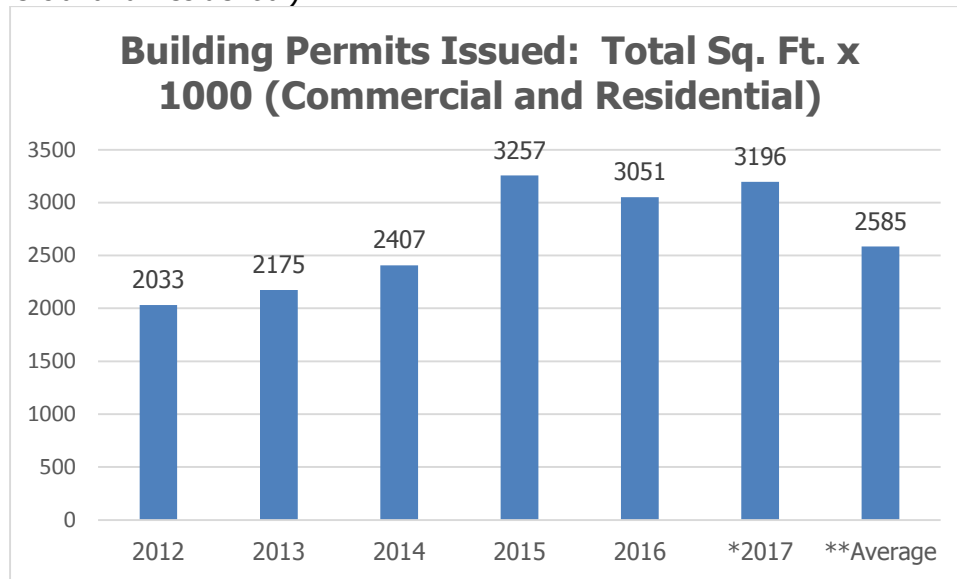
## 2018 OPERATING BUDGET - CITY OF DUBLIN, OHIO

### Development / Building Standards

---

#### **Performance Measures:**

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



*\*2017 Total is projected based upon 9/7/17 plan review data*

*\*\*5 year average does not include 2017 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. We are projecting 2017 Building Permits to equal the 2015 high.

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.

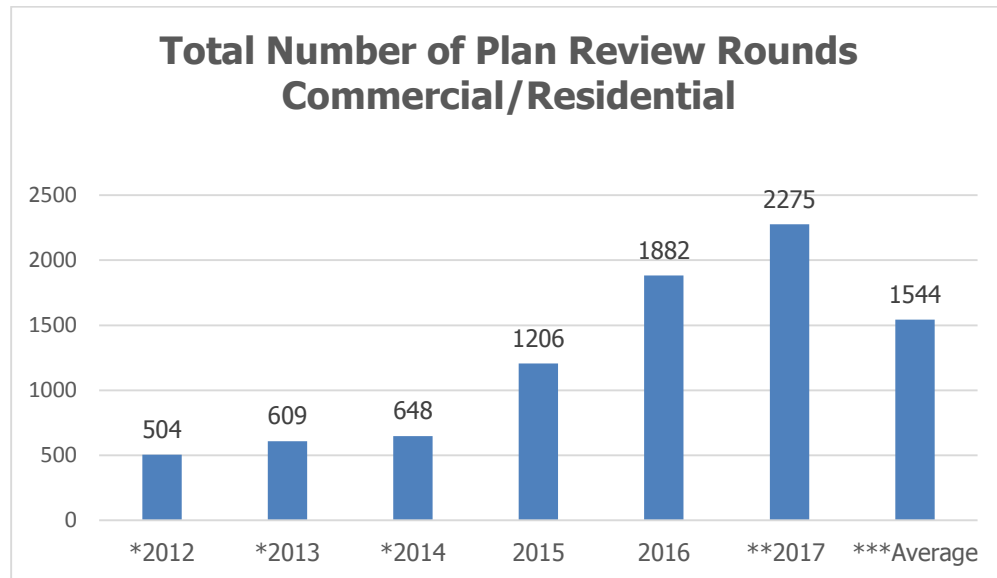
## 2018 OPERATING BUDGET - CITY OF DUBLIN, OHIO

### Development / Building Standards

---

#### **Performance Measures:**

#### **4. Total Number of Plan Review Rounds** (Commercial and Residential)



*\* Commercial plan reviews only*

*\*\*2017 Total is projected based upon 9/7/17 plan review data*

*\*\*\*Average of 2015 and 2016 combined plan reviews*

The number of plan review rounds is a metric which directly impacts internal staffing demands and external consultant staffing requirements. Residential applications may average 1½ review rounds per application. It is not unusual for commercial applications to require 10 – 40 review rounds per application. 2016 commercial applications averaged four review rounds per application.

This metric will take three years to establish trends with a consistent data base. The trend, however, is clearly up and nothing on the near term or mid-term horizon suggests that our number of projects and therefore our number review rounds will level off.

**THIS PAGE LEFT BLANK INTENTIONALLY**



## 2018 OPERATING BUDGET - CITY OF DUBLIN, OHIO

### 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.

---

<b>PERSONNEL DATA</b>	<b>2017</b>	<b>2018</b>
<b><u>POSITION TITLE</u></b>	<b><u>CURRENT NUMBER</u></b>	<b><u>ADOPTED</u></b>
Director, Planning	1	1
Planning Manager	1	1
Senior Planner	3	3
Planner II	2	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	<u>1</u>	<u>1</u>
<b>TOTAL</b>	<b>19</b>	<b>19</b>
<b><u>PART-TIME/PERMANENT PART-TIME/SEASONAL STAFF</u></b>		
Planning Assistant (1)	4	3
Code Enforcement Officer (2)	<u>0</u>	<u>1</u>
<b>TOTAL</b>	<b>4</b>	<b>4</b>

---

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

- (1) One Planning Assistant position eliminated to offset the addition of the Permanent Part-time (PPT) Code Enforcement Officer position.
- (2) PPT Code Enforcement Officer added (20 hrs/week).

2018 Operating Budget - City of Dublin, Ohio

		2016 Actual	2017 Budget	2017 Revised Budget	2018 Executive Budget
<b>101 General Fund</b>					
<b>70 Development Planning</b>					
<b>Personal Services</b>					
701101	Full Time Salaries/Wages	1,209,647	1,299,230	1,299,230	1,382,080
701103	Overtime Wages	13,298	12,500	15,500	12,500
701104	Other Wages	71,337	80,000	80,000	70,000
701201	Employee Benefits	490,351	505,755	505,755	556,885
701204	Uniforms and Clothing	1,854	2,375	4,521	2,810
702000	Training/Travel	42,396	62,300	70,599	62,300
703100	Meeting Expenses	1,100	1,750	1,881	2,250
<b>Personal Services Total:</b>		<b>1,829,984</b>	<b>1,963,910</b>	<b>1,977,485</b>	<b>2,088,825</b>
<b>Contractual Services</b>					
712008	Planning Services	237,311	200,000	622,338	358,970
713004	Other Professional Services	49,950	50,000	132,780	115,000
713005	Misc. Contract. Serv.	536	0	801	1,100
715001	Communications	5,219	7,500	9,451	7,500
715003	Printing and Reproductions	480	1,500	146	1,500
716000	Memberships/Subscriptions	8,629	10,000	9,582	10,000
717001	Rents and Leases	2,364	2,820	3,798	2,820
<b>Contractual Services Total:</b>		<b>304,489</b>	<b>271,820</b>	<b>778,896</b>	<b>496,890</b>
<b>Supplies</b>					
721001	Office Supplies	6,613	8,000	11,692	8,000
721002	Operating Supplies	3,215	4,000	4,888	4,000
724003	Equipment Maintenance	269	0	0	2,300
<b>Supplies Total:</b>		<b>10,097</b>	<b>12,000</b>	<b>16,580</b>	<b>14,300</b>
<b>Capital Outlay</b>					
731000	Furniture/Equipment	750	3,825	5,130	4,000
<b>Capital Outlay Total:</b>		<b>750</b>	<b>3,825</b>	<b>5,130</b>	<b>4,000</b>
<b>Other Charges and Ex</b>					
753001	Code Enforcement	6,611	6,500	5,315	3,000
755000	Refunds	50	6,000	6,000	3,000
<b>Other Charges and Ex Total:</b>		<b>6,661</b>	<b>12,500</b>	<b>11,315</b>	<b>6,000</b>
<b>Development Total:</b>		<b>2,151,980</b>	<b>2,264,055</b>	<b>2,789,406</b>	<b>2,610,015</b>
<b>General Fund Total:</b>		<b>2,151,980</b>	<b>2,264,055</b>	<b>2,789,406</b>	<b>2,610,015</b>

## **2018 OPERATING BUDGET - CITY OF DUBLIN, OHIO**

### **Development / Planning**

---

#### **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 Community Development Software 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. A majority of the funding ( $\pm 75\%$ ) is for Phase 3 of the Mobility Plan, Phase 2 of Historic Preservation Planning, and the West portion of the West Bridge Street Plan. A small balance of funds ( $\pm 25\%$ ) are available for code updates or other implementation tasks resulting from 2017 projects, and smaller initiatives for 2018.
- 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.

##### **10180720**

- Account 731000 provides funding for equipment and furniture.

**THIS PAGE LEFT BLANK INTENTIONALLY**



## 2018 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**

#### **2017** **CURRENT NUMBER**

#### **2018** **ADOPTED**

Director, Parks and Recreation

1

1

Landscape Architect

1

1

Administrative Support 3

1

1

**TOTAL**

**3**

**3**

---

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

2018 Operating Budget - City of Dublin, Ohio

		2016 Actual	2017 Budget	2017 Revised Budget	2018 Executive Budget
<b>101 General Fund</b>					
<b>40 Parks and Recreation</b>					
<b>Office of the Director of Parks and Recreation</b>					
<b>Personal Services</b>					
701101	Full Time Salaries/Wages	329,283	280,585	280,585	290,290
701103	Overtime Wages	4,101	4,500	4,500	4,500
701201	Employee Benefits	141,198	116,250	116,250	123,145
701204	Uniforms and Clothing	0	500	500	300
702000	Training/Travel	3,590	7,700	7,700	7,700
703100	Meeting Expenses	0	500	2,500	1,500
<b>Personal Services Total:</b>		<b>478,171</b>	<b>410,035</b>	<b>412,035</b>	<b>427,435</b>
<b>Contractual Services</b>					
713005	Misc. Contract. Serv.	0	4,500	4,500	4,500
715001	Communications	0	100	100	100
716000	Memberships/Subscriptions	4,555	6,070	6,133	5,990
<b>Contractual Services Total:</b>		<b>4,555</b>	<b>10,670</b>	<b>10,733</b>	<b>10,590</b>
<b>Supplies</b>					
721001	Office Supplies	1,142	1,800	2,014	1,800
<b>Supplies Total:</b>		<b>1,142</b>	<b>1,800</b>	<b>2,014</b>	<b>1,800</b>
<b>Other Charges and Ex</b>					
751003	Special Projects/Programs	0	5,000	3,000	3,000
<b>Other Charges and Ex Total:</b>		<b>0</b>	<b>5,000</b>	<b>3,000</b>	<b>3,000</b>
<b>Parks and Recreation Total:</b>		<b>483,869</b>	<b>427,505</b>	<b>427,781</b>	<b>442,825</b>
<b>General Fund Total:</b>		<b>483,869</b>	<b>427,505</b>	<b>427,781</b>	<b>442,825</b>

## **2018 OPERATING BUDGET - CITY OF DUBLIN, OHIO**

### **Parks & Recreation**

---

#### **BUDGET SUMMARY:**

##### **10140410**

- Account 701100 provides funding for the staffing reflected in the Personnel Data.
- Account 701103 provides for funding of overtime for Administrative Support staff for meetings, special events and other unexpected circumstances.
- Account 701204 has decreased and provides minimal funding for Landscape Architect for PPE Replacements and supplies.
- Account 702000 includes the same 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.
- Account 703100 includes increased funding for miscellaneous meetings including Riverside Park meetings.
- Account 713005 provides funding for parkland fee study for "fee in-lieu of parkland dedication."
- 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.

**THIS PAGE LEFT BLANK INTENTIONALLY**



## 2018 OPERATING BUDGET - CITY OF DUBLIN, OHIO

### Parks & Recreation / Parks Operations

---

#### **STATEMENT OF FUNCTIONS:**

The City of Dublin takes pride in providing its residents and visitors the highest quality public parks to pursue their active and passive outdoor needs. Parks strives to be both environmentally and economically sound in its management of public areas including parks, gateways and rights-of-way.

---

#### **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**

#### **2017** **CURRENT NUMBER**

#### **2018** **ADOPTED**

Director, Parks Operations  
Operations Administrator  
Nature Education Coordinator (1)  
Contract Specialist  
Maintenance Crew Supervisor  
Maintenance Worker  
Administrative Support 2  
**TOTAL**

1  
1  
.5  
1  
7  
20  
1  
**31.50**

1  
1  
.5  
1  
7  
20  
1  
**31.50**

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

Seasonal Maintenance Worker  
**TOTAL**

22  
**22**

22  
**22**

---

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

(1) The Nature Education Coordinator position is funded fifty percent (50%) from the Parks Operations budget and fifty percent (50%) from the Recreation Services budget.

2018 Operating Budget - City of Dublin, Ohio

		2016 Actual	2017 Budget	2017 Revised Budget	2018 Executive Budget
<b>101 General Fund</b>					
<b>40 Parks and Recreation Parks Operations</b>					
<b>Personal Services</b>					
701101	Full Time Salaries/Wages	2,515,878	2,037,300	2,037,300	2,112,500
701103	Overtime Wages	128,720	95,000	95,000	95,000
701104	Other Wages	620,795	372,400	372,400	372,400
701105	Short Term Disability	10,182	0	0	0
701201	Employee Benefits	1,400,042	1,095,835	1,095,835	1,271,440
701204	Uniforms and Clothing	50,953	44,500	60,033	44,500
702000	Training/Travel	16,780	15,230	15,732	14,210
<b>Personal Services Total:</b>		<b>4,743,350</b>	<b>3,660,265</b>	<b>3,676,300</b>	<b>3,910,050</b>
<b>Contractual Services</b>					
713005	Misc. Contract. Serv.	1,007,781	950,000	1,105,240	1,354,810
715001	Communications	46	200	281	200
716000	Memberships/Subscriptions	5,759	3,045	3,224	2,900
717005	Utilities- Other Fuel Types	280,502	300,000	336,499	300,000
<b>Contractual Services Total:</b>		<b>1,294,088</b>	<b>1,253,245</b>	<b>1,445,244</b>	<b>1,657,910</b>
<b>Supplies</b>					
721001	Office Supplies	5,948	8,690	9,940	8,690
721002	Operating Supplies	40,833	45,000	51,431	45,750
722001	Reforestation	0	0	177,849	0
724002	Park Maintenance	231,661	150,000	190,852	193,000
724003	Equipment Maintenance	89,327	90,000	94,519	90,000
<b>Supplies Total:</b>		<b>367,768</b>	<b>293,690</b>	<b>524,592</b>	<b>337,440</b>
<b>Capital Outlay</b>					
731000	Furniture/Equipment	46,979	65,500	76,299	42,000
734002	Tools	18,687	8,450	8,678	8,000
735001	Cap Impr Land and Land Impr	177,349	20,000	44,412	20,000
<b>Capital Outlay Total:</b>		<b>243,014</b>	<b>93,950</b>	<b>129,389</b>	<b>70,000</b>
<b>Other Charges and Ex</b>					
751003	Special Projects/Programs	17,215	8,085	17,805	2,085
<b>Other Charges and Ex Total:</b>		<b>17,215</b>	<b>8,085</b>	<b>17,805</b>	<b>2,085</b>
<b>Parks and Recreation Total:</b>		<b>6,665,436</b>	<b>5,309,235</b>	<b>5,793,329</b>	<b>5,977,485</b>
<b>General Fund Total:</b>		<b>6,665,436</b>	<b>5,309,235</b>	<b>5,793,329</b>	<b>5,977,485</b>

## **2018 OPERATING BUDGET - CITY OF DUBLIN, OHIO**

### **Parks & Recreation / Parks Operations**

---

#### **BUDGET SUMMARY:**

##### **10140430**

- Account 701100 provides funding for staffing reflected in the Personnel Data.
- Account 701104 includes funding for 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 713005 provides funding for contractual services for rights-of-way maintenance, mulching, and pond maintenance, additional funds for Bridge Street District rights-of-way maintenance, City building landscape improvements and high visibility rights-of-way landscaped areas. Increase in funding request is due to Bridge St, US33/270 Interchange maintenance obligations and rights-of-way landscaping improvements.
- Account 716000 provides funding for such memberships and renewals as commercial drivers' license, pesticide license renewal, trapping license renewal, and reference materials.
- Account 717005 provides funding for electricity, natural gas and water and sewer charges for services provided in the City's parks.
- 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, and fertilizer. Increase reflects renovations to Avery ball diamonds 5-9 and current on-going park maintenance obligations. Funding for snow and ice chemicals was removed from the Forestry budget account 724002 and re-allocated in Park Operations account 724002.
- 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 751003 provides funding for nature education programs, and dedication pavers/engraving for the Grounds of Remembrance.

##### **10180430**

- 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 731000 regarding work for the Cemetery was moved into the Cemetery Budget (Fund 261) under account 724003.
- Account 735001 includes funding for continued expansion of in-ground irrigation on athletic fields, replacement aerators at Wedgewood Hills and Wyandotte Woods Parks. Account 735001 regarding work for the Cemetery was moved into the Cemetery Budget (Fund 261) under account 724001.

**THIS PAGE LEFT BLANK INTENTIONALLY**



## 2018 OPERATING BUDGET - CITY OF DUBLIN, OHIO

### 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**

#### **2017** **CURRENT NUMBER**

#### **2018** **ADOPTED**

City Horticulturist

1

1

Assistant Horticulturist

6

6

**TOTAL**

**7**

**7**

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

Seasonal Maintenance Worker

18

18

**TOTAL**

**18**

**18**

---

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

2018 Operating Budget - City of Dublin, Ohio

		2016 Actual	2017 Budget	2017 Revised Budget	2018 Executive Budget
<b>101 General Fund</b>					
<b>40 Parks and Recreation Horticulture</b>					
<b>Personal Services</b>					
701101	Full Time Salaries/Wages	0	396,660	396,660	405,660
701103	Overtime Wages	0	25,000	25,000	25,000
701104	Other Wages	0	230,600	227,100	230,600
701201	Employee Benefits	0	242,415	242,415	243,095
701204	Uniforms and Clothing	0	6,380	9,880	17,470
702000	Training/Travel	0	10,425	10,425	10,425
<b>Personal Services Total:</b>		<b>0</b>	<b>911,480</b>	<b>911,480</b>	<b>932,250</b>
<b>Contractual Services</b>					
713005	Misc. Contract. Serv.	0	100,000	100,000	100,000
716000	Memberships/Subscriptions	0	1,650	1,650	2,005
<b>Contractual Services Total:</b>		<b>0</b>	<b>101,650</b>	<b>101,650</b>	<b>102,005</b>
<b>Supplies</b>					
721002	Operating Supplies	0	6,500	6,500	6,500
724002	Park Maintenance	0	64,500	64,500	64,500
724003	Equipment Maintenance	0	2,500	2,500	2,500
<b>Supplies Total:</b>		<b>0</b>	<b>73,500</b>	<b>73,500</b>	<b>73,500</b>
<b>Capital Outlay</b>					
731000	Furniture/Equipment	0	5,100	5,100	4,600
734002	Tools	0	7,500	7,500	7,500
735001	Cap Impr Land and Land Impr	0	100,000	100,000	100,000
<b>Capital Outlay Total:</b>		<b>0</b>	<b>112,600</b>	<b>112,600</b>	<b>112,100</b>
<b>Other Charges and Ex</b>					
751003	Special Projects/Programs	0	26,000	26,000	28,500
<b>Other Charges and Ex Total:</b>		<b>0</b>	<b>26,000</b>	<b>26,000</b>	<b>28,500</b>
<b>Parks and Recreation Total:</b>		<b>0</b>	<b>1,225,230</b>	<b>1,225,230</b>	<b>1,248,355</b>
<b>General Fund Total:</b>		<b>0</b>	<b>1,225,230</b>	<b>1,225,230</b>	<b>1,248,355</b>

## **2018 OPERATING BUDGET - CITY OF DUBLIN, OHIO**

### **Parks & Recreation / Parks Operations/Horticulture**

---

#### **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. Increase over prior year reflects actual costs. The prior year was the first year the Horticulture and Forestry work units were broken-out of Parks Operations, and some line items were originally budgeted too low.
- 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 751003 provides funding Earth Day Activities, Legacy Tree Program, Legacy Bench Program, Christmas tree and seasonal decorations for the Historic District.

##### **10180433**

- Account 731000 provides funding for equipment such as chainsaws, backpack sprayers, specific tools, tool box and cart.
- 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 planters, and prairie seed.

**THIS PAGE LEFT BLANK INTENTIONALLY**



## 2018 OPERATING BUDGET - CITY OF DUBLIN, OHIO

### 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**

#### **2017** **CURRENT NUMBER**

#### **2018** **ADOPTED**

City Forester

1

1

Assistant Forester

5

5

**TOTAL**

**6**

**6**

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

Seasonal Maintenance Worker

10

10

**TOTAL**

**10**

**10**

---

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

2018 Operating Budget - City of Dublin, Ohio

		2016 Actual	2017 Budget	2017 Revised Budget	2018 Executive Budget
<b>101 General Fund</b>					
<b>40 Parks and Recreation Forestry</b>					
<b>Personal Services</b>					
701101	Full Time Salaries/Wages	0	360,325	360,325	362,100
701103	Overtime Wages	0	25,000	25,000	25,000
701104	Other Wages	0	186,765	186,765	188,425
701201	Employee Benefits	0	224,470	224,470	226,645
701204	Uniforms and Clothing	0	6,190	6,190	11,200
702000	Training/Travel	0	14,160	14,160	13,915
<b>Personal Services Total:</b>		<b>0</b>	<b>816,910</b>	<b>816,910</b>	<b>827,285</b>
<b>Contractual Services</b>					
713005	Misc. Contract. Serv.	0	80,000	80,000	80,000
716000	Memberships/Subscriptions	0	2,570	2,570	2,545
<b>Contractual Services Total:</b>		<b>0</b>	<b>82,570</b>	<b>82,570</b>	<b>82,545</b>
<b>Supplies</b>					
721002	Operating Supplies	0	4,100	4,100	4,100
724002	Park Maintenance	0	56,220	56,220	45,050
724003	Equipment Maintenance	0	2,000	2,000	1,500
<b>Supplies Total:</b>		<b>0</b>	<b>62,320</b>	<b>62,320</b>	<b>50,650</b>
<b>Capital Outlay</b>					
731000	Furniture/Equipment	0	6,600	6,600	4,125
734002	Tools	0	7,000	7,000	7,000
735001	Cap Impr Land and Land Impr	0	92,500	92,500	97,500
<b>Capital Outlay Total:</b>		<b>0</b>	<b>106,100</b>	<b>106,100</b>	<b>108,625</b>
<b>Other Charges and Ex</b>					
751003	Special Projects/Programs	0	1,750	1,750	1,250
<b>Other Charges and Ex Total:</b>		<b>0</b>	<b>1,750</b>	<b>1,750</b>	<b>1,250</b>
<b>Parks and Recreation Total:</b>		<b>0</b>	<b>1,069,650</b>	<b>1,069,650</b>	<b>1,070,355</b>
<b>General Fund Total:</b>		<b>0</b>	<b>1,069,650</b>	<b>1,069,650</b>	<b>1,070,355</b>

## **2018 OPERATING BUDGET - CITY OF DUBLIN, OHIO**

### **Parks & Recreation / Parks Operations/Forestry**

---

#### **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 pruning and 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, mulch, tree injections, and grass seed. Funding for snow and ice chemicals were removed from the Forestry budget account 724002 and re-allocated to the Park Operations account 724002.
- Account 724003 provides funding for equipment maintenance and repair.
- Account 751003 provides funding for Arbor Day trees.

##### **10180434**

- 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 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.

**THIS PAGE LEFT BLANK INTENTIONALLY**



## 2018 OPERATING BUDGET - CITY OF DUBLIN, OHIO

### 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.
- 

<b><u>PERSONNEL DATA</u></b> <b><u>POSITION TITLE</u></b>	<b><u>2017</u></b> <b><u>CURRENT NUMBER</u></b>	<b><u>2018</u></b> <b><u>ADOPTED</u></b>
Director of Volunteer Resources (1)	0	1
Volunteer Administrator (1)	1	0
Administrative Support II	1	1
Volunteer Resources Coordinator (2)	<u>0</u>	<u>1</u>
<b>TOTAL</b>	<b>2</b>	<b>3</b>
<b><u>PART-TIME/SEASONAL STAFF</u></b>		
Seasonal Worker (2)	1	0
Intern	<u>1</u>	<u>1</u>
<b>TOTAL</b>	<b>2</b>	<b>1</b>

---

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

- (1) Reclassify the Volunteer Administrator to the Director of Volunteer Resources and implement recommendations of the 2017 Classification Plan Study.
- (2) PT Seasonal Worker to be re-allocated as one FT Volunteer Resources Coordinator.

2018 Operating Budget - City of Dublin, Ohio

		2016 Actual	2017 Budget	2017 Revised Budget	2018 Executive Budget
<b>101 General Fund</b>					
<b>40 Parks and Recreation Volunteer Services</b>					
<b>Personal Services</b>					
701101	Full Time Salaries/Wages	133,659	143,640	143,640	197,050
701103	Overtime Wages	2,341	2,350	3,200	3,000
701104	Other Wages	24,164	37,100	36,250	12,510
701201	Employee Benefits	45,986	48,640	48,640	75,885
701204	Uniforms and Clothing	282	2,400	2,400	400
702000	Training/Travel	1,365	4,100	4,100	3,000
703100	Meeting Expenses	1,354	2,500	2,500	2,250
<b>Personal Services Total:</b>		<b>209,152</b>	<b>240,730</b>	<b>240,730</b>	<b>294,095</b>
<b>Contractual Services</b>					
713004	Other Professional Services	8,920	14,800	15,022	12,000
715002	Advertising	0	800	800	800
715003	Printing and Reproductions	4,179	6,500	6,500	4,000
716000	Memberships/Subscriptions	191	500	500	500
717001	Rents and Leases	1,100	1,500	1,500	1,500
<b>Contractual Services Total:</b>		<b>14,390</b>	<b>24,100</b>	<b>24,322</b>	<b>18,800</b>
<b>Supplies</b>					
721001	Office Supplies	913	2,200	2,510	2,500
721002	Operating Supplies	1,500	8,000	9,717	8,000
<b>Supplies Total:</b>		<b>2,412</b>	<b>10,200</b>	<b>12,227</b>	<b>10,500</b>
<b>Other Charges and Ex</b>					
751003	Special Projects/Programs	11,231	16,000	16,499	18,100
<b>Other Charges and Ex Total:</b>		<b>11,231</b>	<b>16,000</b>	<b>16,499</b>	<b>18,100</b>
<b>Parks and Recreation Total:</b>		<b>237,185</b>	<b>291,030</b>	<b>293,778</b>	<b>341,495</b>
<b>General Fund Total:</b>		<b>237,185</b>	<b>291,030</b>	<b>293,778</b>	<b>341,495</b>

## 2018 OPERATING BUDGET - CITY OF DUBLIN, OHIO

### Parks and Recreation / Volunteer Resources

---

#### **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, many of which take place on weekends and during evening hours.
- Account 701104 provides funding for as seasonal staff intern.
- 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 713004 reflects a decrease in requested funds. This line 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. Backgrounds are completed every five years; 2018 marks the first year of decreased need in the city-wide rollout.
- 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.
- Account 717001 provides for any needed rental items (such as portable restrooms) for parks and art installation projects.
- 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.
- Account 751003 contains a \$2,100 transfer from what was previously in the Division of Community Relations for Martin Luther King, Jr. Day expenses (community celebration sponsorship, Sunday Supper and volunteer project support).

## 2018 OPERATING BUDGET - CITY OF DUBLIN, OHIO

### Parks & Recreation / Volunteer Resources

---

#### **PERFORMANCE MEASURES:**

##### **1) Dollar Value of a Volunteer Hour**

City of Dublin	<i>Estimated</i> 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.

**2018 OPERATING BUDGET - CITY OF DUBLIN, OHIO**  
**Information Technology**

**STATEMENT OF FUNCTIONS:**

Mission Statement: *Enabling our customers to meet the needs and desires of the community by optimizing the use of appropriate and forward thinking technology solutions that are aligned with citywide goals and objectives.*

The administration of the City's information technology is the responsibility of the 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**

**2017**  
**CURRENT NUMBER**

**2018**  
**ADOPTED**

Chief Information Officer  
IT Director  
Data Manager (1) (2)  
Geographic Info Systems (GIS) Administrator (2)  
Senior Data Analyst (1) (2)  
Senior GIS Analyst (2)  
Support Services Administrator  
Support Services Analyst  
Network Operations Manager  
Information Technology Project Leader  
Network Engineer (1)  
Software Application Specialist  
Administrative Support 3  
**TOTAL**

1  
1  
0  
1  
0  
2  
1  
2  
1  
2  
2  
1  
1  
**15**

1  
1  
1  
0  
2  
0  
0  
3  
1  
3  
2  
0  
1  
**15**

**PART-TIME/SEASONAL STAFF**

Intern (GIS)  
Intern (Support Services)  
**TOTAL**

1  
3  
**4**

1  
3  
**4**

**NOTES AND ADJUSTMENTS:**

- (1) Implements upgrades in classifications associated pay grades and title changes based upon 2017 Classification Plan Study.
- (2) Shift of GIS to more of a Data Management focus combined with GIS.

2018 Operating Budget - City of Dublin, Ohio

		2016 Actual	2017 Budget	2017 Revised Budget	2018 Executive Budget
<b>101 General Fund</b>					
<b>60 Information Technology</b>					
<b>Personal Services</b>					
701101	Full Time Salaries/Wages	1,070,755	1,210,315	1,210,315	1,266,830
701103	Overtime Wages	20,719	21,000	21,000	21,000
701104	Other Wages	44,306	57,240	57,240	57,240
701201	Employee Benefits	460,589	546,875	546,875	590,585
702000	Training/Travel	27,641	46,880	47,390	46,880
<b>Personal Services Total:</b>		<b>1,624,011</b>	<b>1,882,310</b>	<b>1,882,820</b>	<b>1,982,535</b>
<b>Contractual Services</b>					
713004	Other Professional Services	777,583	1,051,135	1,402,804	887,615
715001	Communications	579,728	471,000	541,098	628,360
716000	Memberships/Subscriptions	1,786	2,200	2,200	2,000
717001	Rents and Leases	87,962	88,250	88,500	100,975
<b>Contractual Services Total:</b>		<b>1,447,060</b>	<b>1,612,585</b>	<b>2,034,602</b>	<b>1,618,950</b>
<b>Supplies</b>					
721001	Office Supplies	2,809	4,000	4,790	3,000
721002	Operating Supplies	160,454	170,000	172,289	186,000
724003	Equipment Maintenance	1,028,013	1,150,000	1,146,141	1,412,480
<b>Supplies Total:</b>		<b>1,191,276</b>	<b>1,324,000</b>	<b>1,323,220</b>	<b>1,601,480</b>
<b>Capital Outlay</b>					
731000	Furniture/Equipment	1,490	1,000	1,000	1,000
<b>Capital Outlay Total:</b>		<b>1,490</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>
<b>Information Technology Total:</b>		<b>4,263,836</b>	<b>4,819,895</b>	<b>5,241,642</b>	<b>5,203,965</b>
<b>General Fund Total:</b>		<b>4,263,836</b>	<b>4,819,895</b>	<b>5,241,642</b>	<b>5,203,965</b>

## **2018 OPERATING BUDGET - CITY OF DUBLIN, OHIO**

### **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 part-time staff.
- 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. Also included is Fiber network management and hosting, telecom consulting, Columbus Fibernet network Management.
- 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 including internet and Network Fleet GPS/AVL 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, plotter paper, 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. Some of the services included in this line item include the Cityworks application, Faster Fleet Management, Adobe Cloud License renewal, Claritysoft Contracts Management, CodeRED for the Police Department, Columbus Fibernet annual maintenance, Dublink operations, ESRI Inc. maintenance license enterprise agreement, Kronos maintenance software and equipment, Microsoft license bundle, WiFi Fiber, Cisco SMARTnet coverage, One Source document laserfiche annual support, Superior maintenance Police and Courts products, Sunguard Onesolution, unscheduled fiber repairs, Vermont Systems – maintenance RecTrac, Tyler Technologies support and updating license, security camera maintenance, and EBuilder.

##### **10180610**

- Account 731000 provides funding for additional equipment and furniture.

**THIS PAGE LEFT BLANK INTENTIONALLY**



## 2018 OPERATING BUDGET - CITY OF DUBLIN, OHIO

### 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**

#### **2017** **CURRENT NUMBER**

#### **2018** **ADOPTED**

Director of Court Services (1)(2)  
Court Administrator (1)(2)  
Community Justice Officer  
Court Clerk  
Administrative Support 2 (2)  
**TOTAL**

0  
.5  
1  
1  
.75  
**3.25**

.5  
0  
1  
1  
.75  
**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) Reclassifies the Court Administrator to a Director of Court Services and implements recommendations of 2017 Classification Plan Study
- (2) Allocates fifty percent (50%) to Court Services and fifty percent (50%) to Records Management.
- (3) Allocates seventy-five percent (75%) to Court Services and twenty-five percent (25%) to Records Management

2018 Operating Budget - City of Dublin, Ohio

		2016 Actual	2017 Budget	2017 Revised Budget	2018 Executive Budget
<b>101 General Fund</b>					
<b>10 City Manager Court Services</b>					
<b>Personal Services</b>					
701101	Full Time Salaries/Wages	180,285	221,235	219,035	205,300
701103	Overtime Wages	1,287	1,000	3,200	3,500
701201	Employee Benefits	69,199	88,575	88,575	66,240
702000	Training/Travel	2,462	3,000	3,000	3,000
<b>Personal Services Total:</b>		<b>253,233</b>	<b>313,810</b>	<b>313,810</b>	<b>278,040</b>
<b>Contractual Services</b>					
713002	Legal Services	1,674	3,200	3,200	4,600
713004	Other Professional Services	68,979	79,500	90,098	83,000
713005	Misc. Contract. Serv.	9,319	11,000	11,000	11,000
715001	Communications	0	3,000	3,000	3,000
716000	Memberships/Subscriptions	611	685	685	685
<b>Contractual Services Total:</b>		<b>80,584</b>	<b>97,385</b>	<b>107,983</b>	<b>102,285</b>
<b>Supplies</b>					
721001	Office Supplies	2,170	2,500	2,500	2,500
721002	Operating Supplies	10,403	8,000	11,097	8,000
724003	Equipment Maintenance	260	300	300	300
<b>Supplies Total:</b>		<b>12,833</b>	<b>10,800</b>	<b>13,897</b>	<b>10,800</b>
<b>City Manager Total:</b>		<b>346,649</b>	<b>421,995</b>	<b>435,690</b>	<b>391,125</b>
<b>General Fund Total:</b>		<b>346,649</b>	<b>421,995</b>	<b>435,690</b>	<b>391,125</b>

## **2018 OPERATING BUDGET - CITY OF DUBLIN, OHIO**

### **Office of the City Manager / Court Services**

---

#### **BUDGET SUMMARY:**

##### **10110150**

- Account 701100 provides funding for the staffing reflected under Personnel Data.
- Account 701103 provides funding for overtime due to Court on Tuesday afternoons and special events.
- 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.

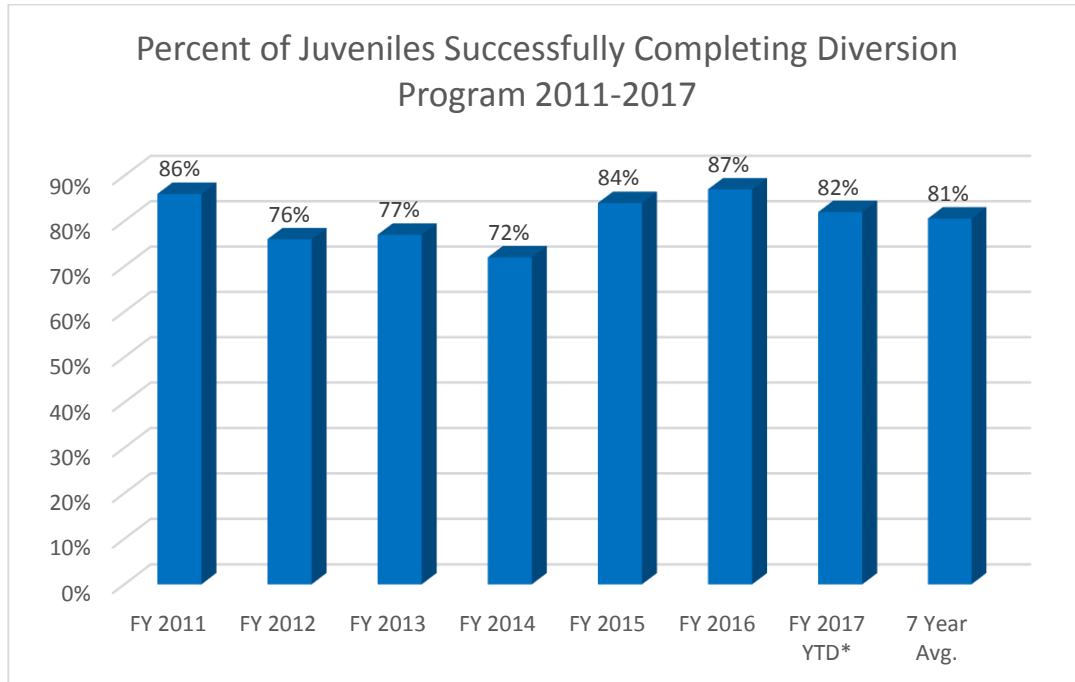
## 2018 OPERATING BUDGET - CITY OF DUBLIN, OHIO

### Office of the City Manager / Court Services

#### **Performance Measures:**

**1. Percent of Juveniles Successfully Completing Diversion Program:**

This measure is reflective of the percentage of juveniles who completed all of the required conditions of the diversion program and did not re-offend during the 6 months the case remained open. It is also used as a benchmark to ensure that the City is providing the appropriate level of client-service.



\*2017 YTD rate as of June 30, 2017

## 2018 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**

#### **2017** **CURRENT NUMBER**

#### **2018** **ADOPTED**

Director of Court Services(1)(2)

0

.5

Court Administrator (1)

.5

0

Administrative Support 2 (1)

.25

.25

**TOTAL**

.75

.75

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

Records Retention 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.

(2) Reclassifies the Court Administrator to Director of Courts Administration and implements the 2017 Classification Plan Study recommendations.

2018 Operating Budget - City of Dublin, Ohio

		2016 Actual	2017 Budget	2017 Revised Budget	2018 Executive Budget
<b>101 General Fund</b>					
<b>10 City Manager Records Management</b>					
<b>Personal Services</b>					
701101	Full Time Salaries/Wages	82,287	85,765	85,765	95,020
701103	Overtime Wages	334	500	500	500
701201	Employee Benefits	32,115	31,445	31,445	34,220
702000	Training/Travel	20	500	500	500
<b>Personal Services Total:</b>		<b>114,756</b>	<b>118,210</b>	<b>118,210</b>	<b>130,240</b>
<b>Contractual Services</b>					
713004	Other Professional Services	19,444	25,000	25,000	25,000
713005	Misc. Contract. Serv.	4,922	5,000	5,000	6,000
716000	Memberships/Subscriptions	195	600	600	600
<b>Contractual Services Total:</b>		<b>24,560</b>	<b>30,600</b>	<b>30,600</b>	<b>31,600</b>
<b>Supplies</b>					
721001	Office Supplies	2,202	2,000	2,000	2,000
724003	Equipment Maintenance	2,803	3,500	3,500	3,500
<b>Supplies Total:</b>		<b>5,005</b>	<b>5,500</b>	<b>5,500</b>	<b>5,500</b>
<b>City Manager Total:</b>		<b>144,321</b>	<b>154,310</b>	<b>154,310</b>	<b>167,340</b>
<b>General Fund Total:</b>		<b>144,321</b>	<b>154,310</b>	<b>154,310</b>	<b>167,340</b>

## **2018 OPERATING BUDGET - CITY OF DUBLIN, OHIO**

### **Office of the City Manager / Records Management**

---

#### **BUDGET SUMMARY:**

##### **10110160**

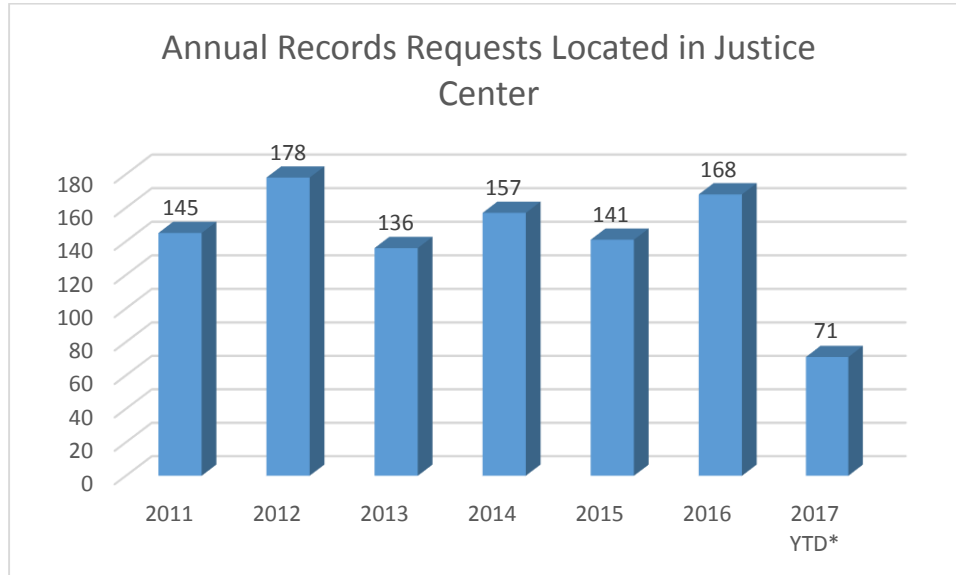
- Account 701100 provides funding for staffing allocations as provided under the Personnel Data - Notes and Adjustments section.
- Account 713004 provides funding for the scanning of permanent records and frequently accessed records.
- Account 724003 provides funding for maintenance contracts for software 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.

## 2018 OPERATING BUDGET - CITY OF DUBLIN, OHIO

### Office of the City Manager / Records Management

#### **Performance Measures:**

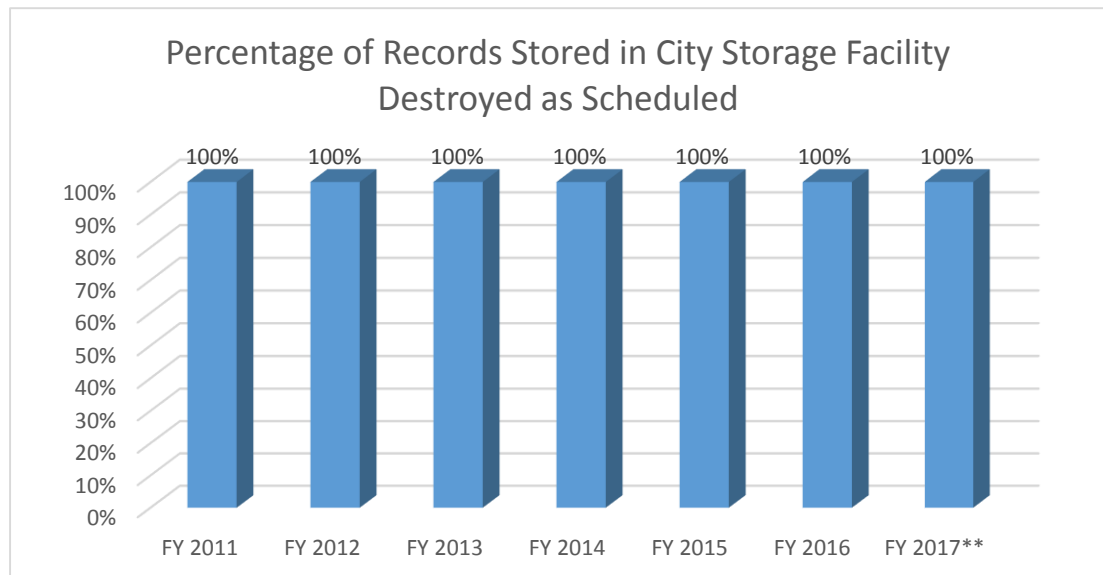
**1. Annual Records Requests Located in Justice Center:**



\* 2017 YTD as of June 30, 2017

**2. 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

\*\* FY 2017 as of June 30, 2017



## 2018 OPERATING BUDGET - CITY OF DUBLIN, OHIO

### 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**

#### **2017** **CURRENT NUMBER**

#### **2018** **ADOPTED**

Director, Street & Utilities Operations (1)  
Operations Administrator (2)  
Maintenance Crew Supervisor (3)  
Maintenance Worker (4)  
Administrative Support 2 (5)

.50  
1.45  
2.70  
16  
1.25

.50  
1.45  
2.70  
18  
1.25

#### **TOTAL**

**21.90**

**23.90**

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

Seasonal Maintenance Worker (4)

6  
**6**

4  
**4**

#### **TOTAL**

---

#### **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) Requesting addition of 2 Maintenance Workers in lieu of 3 Seasonal Maintenance Workers. 2 Seasonal Maintenance Worker positions were eliminated from Street and Utilities Operations and 1 from Solid Waste.

(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.

2018 Operating Budget - City of Dublin, Ohio

		2016 Actual	2017 Budget	2017 Revised Budget	2018 Executive Budget
<b>201 Street Maintenance and Repair</b>					
<b>30 Public Works Street and Utilities Operations</b>					
<b>Personal Services</b>					
701101	Full Time Salaries/Wages	1,178,857	1,260,865	1,260,865	1,352,995
701103	Overtime Wages	99,262	140,000	140,000	140,000
701104	Other Wages	157,157	135,720	135,720	116,230
701201	Employee Benefits	620,590	747,970	747,970	769,955
701204	Uniforms and Clothing	17,273	21,765	22,514	21,750
702000	Training/Travel	8,827	24,220	24,220	22,040
<b>Personal Services Total:</b>		<b>2,081,965</b>	<b>2,330,540</b>	<b>2,331,289</b>	<b>2,422,970</b>
<b>Contractual Services</b>					
711002	Repair Services	11,988	0	3,882	0
713005	Misc. Contract. Serv.	79,123	116,000	149,326	121,000
715001	Communications	0	100	100	100
716000	Memberships/Subscriptions	1,060	1,660	1,660	1,260
717001	Rents and Leases	4,099	4,300	4,300	4,300
<b>Contractual Services Total:</b>		<b>96,270</b>	<b>122,060</b>	<b>159,268</b>	<b>126,660</b>
<b>Supplies</b>					
721001	Office Supplies	3,940	4,400	4,669	4,400
721002	Operating Supplies	49,596	97,000	102,825	97,000
723001	Street Salt	262,347	615,655	1,049,267	615,385
723006	Special Events	2,856	3,000	3,142	3,000
724003	Equipment Maintenance	435	2,000	2,000	2,000
725002	Signs	90,755	170,000	264,257	120,000
<b>Supplies Total:</b>		<b>409,929</b>	<b>892,055</b>	<b>1,426,161</b>	<b>841,785</b>
<b>Capital Outlay</b>					
731000	Furniture/Equipment	0	1,500	3,000	1,500
734002	Tools	1,784	6,300	6,300	6,300
<b>Capital Outlay Total:</b>		<b>1,784</b>	<b>7,800</b>	<b>9,300</b>	<b>7,800</b>
<b>Public Works Total:</b>		<b>2,589,948</b>	<b>3,352,455</b>	<b>3,926,018</b>	<b>3,399,215</b>
<b>Street Maintenance and Repair Total:</b>		<b>2,589,948</b>	<b>3,352,455</b>	<b>3,926,018</b>	<b>3,399,215</b>

## **2018 OPERATING BUDGET - CITY OF DUBLIN, OHIO**

### **Public Works / Street and Utilities Operations**

---

#### **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 701204 provides funding for necessary uniforms and clothing including boots, gloves, rain gear, and rental uniforms.
- 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.

##### **20180330**

- Account 731000 provides funding for miscellaneous equipment or furniture.
- Account 734002 provides funding for miscellaneous tools.

**THIS PAGE LEFT BLANK INTENTIONALLY**



## **2018 OPERATING BUDGET - CITY OF DUBLIN, OHIO**

### **Public Works / Engineering / Transportation Traffic Signals and Street Lights**

---

#### **STATEMENT OF FUNCTION**

This program is responsible for installing, repairing, and maintaining all traffic signals, traffic control signs, and street lights 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 siren maintenance, maintenance of school zones and flashers, 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.

2018 Operating Budget - City of Dublin, Ohio

		2016 Actual	2017 Budget	2017 Revised Budget	2018 Executive Budget
<b>201 Street Maintenance and Repair</b>					
<b>30 Public Works</b>					
<b>Transportation - Traffic Signals and Street Lights</b>					
<b>Contractual Services</b>					
713004	Other Professional Services	132,402	125,000	125,000	125,000
717005	Utilities- Other Fuel Types	18,228	28,000	34,609	28,000
<b>Contractual Services Total:</b>		<b>150,630</b>	<b>153,000</b>	<b>159,609</b>	<b>153,000</b>
<b>Supplies</b>					
721002	Operating Supplies	0	2,500	2,500	2,500
724001	General Maintenance	142,184	190,000	284,463	190,000
724003	Equipment Maintenance	0	1,000	1,000	1,000
<b>Supplies Total:</b>		<b>142,184</b>	<b>193,500</b>	<b>287,963</b>	<b>193,500</b>
<b>Capital Outlay</b>					
731000	Furniture/Equipment	0	11,000	11,000	11,000
734002	Tools	1,663	2,500	2,500	5,000
<b>Capital Outlay Total:</b>		<b>1,663</b>	<b>13,500</b>	<b>13,500</b>	<b>16,000</b>
<b>Public Works Total:</b>		<b>294,477</b>	<b>360,000</b>	<b>461,072</b>	<b>362,500</b>
<b>Street Maintenance and Repair Total:</b>		<b>294,477</b>	<b>360,000</b>	<b>461,072</b>	<b>362,500</b>

## **2018 OPERATING BUDGET - CITY OF DUBLIN, OHIO**

### **Public Works / Engineering / Transportation Traffic Signals and Street Lights**

---

#### **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 and illuminated street sign repair and maintenance.
- Account 734002 provides funding for hammers, drills, measuring tapes, and miscellaneous hand tools.

##### **20180320**

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

**THIS PAGE LEFT BLANK INTENTIONALLY**



## **2018 OPERATING BUDGET - CITY OF DUBLIN, OHIO**

### **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.

2018 Operating Budget - City of Dublin, Ohio

		2016 Actual	2017 Budget	2017 Revised Budget	2018 Executive Budget
<b>202 State Highway</b>					
<b>20 Finance</b>					
<b>Transfers/Advances</b>					
741000	Transfers Expense	25,000	25,000	25,000	25,000
742000	Advances Expense	0	0	0	200,000
<b>Transfers/Advances Total:</b>		<b>25,000</b>	<b>25,000</b>	<b>25,000</b>	<b>225,000</b>
<b>Finance Total:</b>		<b>25,000</b>	<b>25,000</b>	<b>25,000</b>	<b>225,000</b>
<b>30 Public Works</b>					
<b>Contractual Services</b>					
713004	Other Professional Services	22,450	0	0	0
717005	Utilities- Other Fuel Types	24,318	35,000	43,839	35,000
<b>Contractual Services Total:</b>		<b>46,768</b>	<b>35,000</b>	<b>43,839</b>	<b>35,000</b>
<b>Capital Outlay</b>					
735006	Cap Impr Str Maint Proj	627,195	0	1,400	0
<b>Capital Outlay Total:</b>		<b>627,195</b>	<b>0</b>	<b>1,400</b>	<b>0</b>
<b>Public Works Total:</b>		<b>673,963</b>	<b>35,000</b>	<b>45,239</b>	<b>35,000</b>
<b>70 Development</b>					
<b>Transfers/Advances</b>					
742000	Advances Expense	0	200,000	200,000	0
<b>Transfers/Advances Total:</b>		<b>0</b>	<b>200,000</b>	<b>200,000</b>	<b>0</b>
<b>Development Total:</b>		<b>0</b>	<b>200,000</b>	<b>200,000</b>	<b>0</b>
<b>State Highway Total:</b>		<b>698,963</b>	<b>260,000</b>	<b>270,239</b>	<b>260,000</b>

## **2018 OPERATING BUDGET - CITY OF DUBLIN, OHIO**

### **Public Works / Engineering / Highway Maintenance**

---

#### **BUDGET SUMMARY:**

#### **20296290/20297290**

- Account 741000 and 742000 provide funding for necessary transfers to general obligation bond retirement, and advances as necessary.

#### **20270320**

- 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**



## 2018 OPERATING BUDGET - CITY OF DUBLIN, OHIO

### 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**

#### **2017** **CURRENT NUMBER**

#### **2018** **ADOPTED**

Maintenance Crew Supervisor  
Maintenance Worker  
Custodians  
**TOTAL**

1  
3  
2  
**6**

1  
3  
2  
**6**

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

Seasonal Maintenance Worker  
**TOTAL**

0  
**0**

0  
**0**

---

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

2018 Operating Budget - City of Dublin, Ohio

		2016 Actual	2017 Budget	2017 Revised Budget	2018 Executive Budget
<b>225 Recreation</b>					
<b>30 Public Works</b>					
<b>Community Recreation Center - Facilities</b>					
<b>Personal Services</b>					
701101	Full Time Salaries/Wages	421,634	335,060	335,060	336,250
701103	Overtime Wages	13,970	14,600	14,600	14,600
701104	Other Wages	21,834	0	0	0
701201	Employee Benefits	232,357	198,070	198,070	182,050
701204	Uniforms and Clothing	5,187	6,400	7,195	6,400
702000	Training/Travel	0	1,500	1,500	1,300
703100	Meeting Expenses	0	350	350	350
<b>Personal Services Total:</b>		<b>694,983</b>	<b>555,980</b>	<b>556,775</b>	<b>540,950</b>
<b>Contractual Services</b>					
713005	Misc. Contract. Serv.	292,997	360,000	457,778	365,500
717001	Rents and Leases	0	1,500	1,500	1,500
<b>Contractual Services Total:</b>		<b>292,997</b>	<b>361,500</b>	<b>459,278</b>	<b>367,000</b>
<b>Supplies</b>					
721002	Operating Supplies	85,328	103,000	114,528	100,000
724003	Equipment Maintenance	63,801	80,000	106,775	83,000
<b>Supplies Total:</b>		<b>149,129</b>	<b>183,000</b>	<b>221,302</b>	<b>183,000</b>
<b>Capital Outlay</b>					
734002	Tools	171	1,000	1,000	1,000
735002	Cap Impr Build & Other Struct	57,572	203,000	249,756	115,000
<b>Capital Outlay Total:</b>		<b>57,743</b>	<b>204,000</b>	<b>250,756</b>	<b>116,000</b>
<b>Public Works Total:</b>		<b>1,194,853</b>	<b>1,304,480</b>	<b>1,488,112</b>	<b>1,206,950</b>
<b>Recreation Total:</b>		<b>1,194,853</b>	<b>1,304,480</b>	<b>1,488,112</b>	<b>1,206,950</b>

## **2018 OPERATING BUDGET - CITY OF DUBLIN, OHIO**

### **Public Works /Community Recreation Center – Facilities**

---

#### **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, pest control, window cleaning, and contract custodial cleaning services.
- Account 721002 provides funding for custodial supplies, light bulbs, filters, paints and other miscellaneous supplies to maintain the facility.
- Account 724003 includes funding for ongoing general maintenance and repair of the Community Recreation Center (DCRC) as well as HVAC and related equipment repairs.

##### **22580350**

- Account 735002 provides funding to for a number of capital improvement projects.

**THIS PAGE LEFT BLANK INTENTIONALLY**



**2018 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.
- 

<b>PERSONNEL DATA</b>	<b>2017</b>	<b>2018</b>
<b><u>POSITION TITLE</u></b>	<b><u>CURRENT NUMBER</u></b>	<b><u>ADOPTED</u></b>
Director, Recreation Service	.45	.45
Recreation Services Administrator	1.8	2.3
Recreation Program Supervisor	5.1	4.3
Recreation Program Coordinator	1	1
Recreation Operations Supervisor	.25	.25
Nature Education Coordinator (2)	.5	.5
Recreation Operations Specialist	.25	.5
Administrative Support 3	.6	.6
Adaptive Recreation Coordinator	<u>1</u>	<u>.75</u>
<b>TOTAL (1)</b>	<b>10.95</b>	<b>10.65</b>
<b><u>PART-TIME/SEASONAL STAFF</u></b>		
Front Desk	3.64	0.00
Intern	1.27	1.27
Open Gym & Sports Programs	3.39	2.95
Special Events	.09	0
Pre-School / Youth Camps	13.61	13.61
Pre-School / Youth Programs	3.19	3.19
Teen Camps	2.82	3.34
Teen Programs / Lounge	1.15	.9
Adult Programs	.14	.19
Senior Programs / Program Assistants	1.22	1.15
Special Needs	<u>.29</u>	<u>.31</u>
<b>TOTAL (3)</b>	<b>33.05 FTE</b>	<b>26.91 FTE</b>

---

**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) Reduction due to reallocation of front desk staff to DCRC budget and refined budget formulas to more closely predict actuals.

## 2018 Operating Budget - City of Dublin, Ohio

		2016 Actual	2017 Budget	2017 Revised Budget	2018 Executive Budget
<b>225 Recreation</b>					
<b>40 Parks and Recreation</b>					
<b>Recreation Services</b>					
<b>Personal Services</b>					
701101	Full Time Salaries/Wages	528,189	583,295	583,295	616,540
701103	Overtime Wages	5,989	6,500	6,500	6,500
701104	Other Wages	563,531	650,000	650,000	650,000
701105	Short Term Disability	18,818	0	0	0
701201	Employee Benefits	321,598	383,000	383,000	391,025
701204	Uniforms and Clothing	16,800	15,065	16,908	13,955
702000	Training/Travel	8,889	7,050	7,064	7,050
<b>Personal Services Total:</b>		<b>1,463,814</b>	<b>1,644,910</b>	<b>1,646,766</b>	<b>1,685,070</b>
<b>Contractual Services</b>					
713004	Other Professional Services	321,290	400,000	438,408	475,470
713005	Misc. Contract. Serv.	47,987	50,400	50,400	50,400
715001	Communications	0	8,560	8,560	8,310
715002	Advertising	0	0	0	1,500
715003	Printing and Reproductions	22,942	29,000	33,000	32,000
716000	Memberships/Subscriptions	2,624	2,195	2,295	2,230
717001	Rents and Leases	90,575	133,905	142,913	130,600
<b>Contractual Services Total:</b>		<b>485,418</b>	<b>624,060</b>	<b>675,576</b>	<b>700,510</b>
<b>Supplies</b>					
721001	Office Supplies	3,971	14,160	22,265	14,160
721002	Operating Supplies	72,294	90,000	96,339	104,255
724003	Equipment Maintenance	0	1,000	1,000	1,000
<b>Supplies Total:</b>		<b>76,265</b>	<b>105,160</b>	<b>119,604</b>	<b>119,415</b>
<b>Capital Outlay</b>					
731000	Furniture/Equipment	6,053	2,000	3,700	2,000
734003	Sports and Recreation Equipment	7,518	11,000	11,000	11,000
<b>Capital Outlay Total:</b>		<b>13,571</b>	<b>13,000</b>	<b>14,700</b>	<b>13,000</b>
<b>Other Charges and Ex</b>					
751002	Special Events	1,770	31,900	31,900	31,900
751013	Sports Leagues	43,906	56,650	57,210	53,700
751014	Sr. Citizen Activities	16,232	29,500	32,255	29,500
755000	Refunds	67,318	60,000	60,000	60,000
<b>Other Charges and Ex Total:</b>		<b>129,226</b>	<b>178,050</b>	<b>181,365</b>	<b>175,100</b>
<b>Parks and Recreation Total:</b>		<b>2,168,293</b>	<b>2,565,180</b>	<b>2,638,011</b>	<b>2,693,095</b>

2018 Operating Budget - City of Dublin, Ohio

	<b>2016 Actual</b>	<b>2017 Budget</b>	<b>2017 Revised Budget</b>	<b>2018 Executive Budget</b>
<b>Recreation Total:</b>	<b>2,168,293</b>	<b>2,565,180</b>	<b>2,638,011</b>	<b>2,693,095</b>

## **2018 OPERATING BUDGET - CITY OF DUBLIN, OHIO**

### **Parks & Recreation / Recreation Services**

---

#### **BUDGET SUMMARY:**

##### **22540440**

- Account 701100 provides funding for full-time staff allocated to this budget as reflected in the Personnel Data and Notes and Adjustments.
- Account 701104 provides funding for part-time and seasonal staff wages. Consolidated front desk wages to DCRC budget. Increased camp counselor starting pay rate. Added one counselor in training to teen camps. Added funds for potential pay structure changes. Added funds for instructor support for nature education. Further refined camp staff formulas to reflect actuals. Removed old adaptive specialist part time hours and park permit assistant hours that shifted during restructuring.
- Account 713004 provides for other professional services and includes an increase for camp presenters and the neighborhood park programming initiative. Adjusted sports programs to age group supervisors.
- Account 713005 provides increased funding for fees to accept credit cards (allocated 50/50 split between this budget and the DCRC budget).
- Account 715001 provides funding for paper and ink for plotter, senior newsletter, and postage.
- Account 715002 includes increased funding for new program promotions.
- 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 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 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 724003 provides funding for kiln and pottery wheel repair.
- Account 751013 provides funding for sports leagues including league officials, and for the revenue split with Dublin City Schools for use of tennis courts for tennis league.
- Account 751014 provides funding for Senior Citizen activities and programming such as dance events, monthly meetings, event supplies, and holiday parties.

##### **22580440**

- Account 731000 provides funding for senior lounge and teen lounge equipment and furniture.
- Account 734003 provides funding for softball, basketball and volleyball leagues.

## 2018 OPERATING BUDGET - CITY OF DUBLIN, OHIO

### 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**

##### **2017**

##### **CURRENT NUMBER**

##### **2018**

##### **ADOPTED**

Director, Recreation Services

.5

.5

Recreation Services Administrator

1.9

1.4

Recreation Program Supervisor

1.25

2.3

Membership Services Supervisor

.6

.6

Recreation Operations Supervisor

.75

.75

Theater Supervisor

.7

.7

Recreation Program Coordinator

3.65

2.75

Recreation Operations Specialist

1.55

1.5

Administrative Support 3

.4

.4

**TOTAL (1)**

**11.3**

**10.9**

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

Reservation Facility Workers

2.27

2.27

Fitness/Wellness

8.93

8.00

Aquatics

23.49

19.88

Babysitters

5.82

7

Wee Folk Room Front Desk

1.5

1.59

Front Desk

6.76

5.07

Theater Staff

.76

.87

Manager on Duty

.54

.53

**TOTAL (2)**

**50 FTE**

**45.21 FTE**

---

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

- (1) The full-time positions are allocated between the DCRC budget, Recreation Programs budget, and the Dublin Municipal Pools budget. Slight variation from last year due to departmental restructuring in 2017 and reallocation of % of time to each budget.
- (2) Part time reductions are due to elimination of swim team coaches, reduction in part time MOD hours and reduction in front desk staff hours to match actuals.

2018 Operating Budget - City of Dublin, Ohio

		2016 Actual	2017 Budget	2017 Revised Budget	2018 Executive Budget
<b>225 Recreation</b>					
<b>40 Parks and Recreation</b>					
<b>Community Recreation Center</b>					
<b>Personal Services</b>					
701101	Full Time Salaries/Wages	745,059	799,130	750,630	846,885
701103	Overtime Wages	9,519	9,000	9,000	9,000
701104	Other Wages	1,198,939	1,300,000	1,293,000	1,181,845
701201	Employee Benefits	503,325	560,120	545,620	548,440
701204	Uniforms and Clothing	11,289	13,325	13,364	10,655
702000	Training/Travel	33,533	39,065	47,073	20,405
<b>Personal Services Total:</b>		<b>2,501,664</b>	<b>2,720,640</b>	<b>2,658,688</b>	<b>2,617,230</b>
<b>Contractual Services</b>					
713004	Other Professional Services	234,968	284,565	398,328	256,935
713005	Misc. Contract. Serv.	38,902	57,300	57,815	57,300
715001	Communications	2,038	5,000	6,000	4,000
715002	Advertising	3,145	14,000	20,546	12,000
715003	Printing and Reproductions	28,351	35,500	48,590	32,500
716000	Memberships/Subscriptions	1,160	1,430	1,692	7,330
717001	Rents and Leases	8,526	20,900	21,716	10,900
717005	Utilities- Other Fuel Types	494,925	540,000	671,342	515,000
<b>Contractual Services Total:</b>		<b>812,014</b>	<b>958,695</b>	<b>1,226,029</b>	<b>895,965</b>
<b>Supplies</b>					
721001	Office Supplies	14,118	20,000	22,847	20,000
721002	Operating Supplies	25,807	36,025	46,686	42,600
723004	Merchandise for Resale	1,939	3,000	3,000	3,000
723005	Other Program Supplies	20,815	45,300	53,426	48,110
724001	General Maintenance	74,758	70,150	66,643	92,700
724003	Equipment Maintenance	2,514	6,950	8,431	6,950
<b>Supplies Total:</b>		<b>139,951</b>	<b>181,425</b>	<b>201,033</b>	<b>213,360</b>
<b>Capital Outlay</b>					
731000	Furniture/Equipment	56,258	70,000	87,461	61,700
734002	Tools	797	2,250	2,250	2,250
734003	Sports and Recreation Equipmen	107,495	100,000	102,428	104,300
<b>Capital Outlay Total:</b>		<b>164,550</b>	<b>172,250</b>	<b>192,139</b>	<b>168,250</b>
<b>Other Charges and Ex</b>					
755000	Refunds	31,734	40,000	40,000	40,000
<b>Other Charges and Ex Total:</b>		<b>31,734</b>	<b>40,000</b>	<b>40,000</b>	<b>40,000</b>
<b>Parks and Recreation Total:</b>		<b>3,649,913</b>	<b>4,073,010</b>	<b>4,317,889</b>	<b>3,934,805</b>

2018 Operating Budget - City of Dublin, Ohio

	2016 Actual	2017 Budget	2017 Revised Budget	2018 Executive Budget
<b>225 Recreation</b>				
<b>Recreation Total:</b>	<b>3,649,913</b>	<b>4,073,010</b>	<b>4,317,889</b>	<b>3,934,805</b>

## 2018 OPERATING BUDGET - CITY OF DUBLIN, OHIO

### Community Recreation Center

---

#### **BUDGET SUMMARY:**

#### **22540441**

- Account 701100 provides funding for full-time staff allocated to this budget as reflected in the Personnel Data and Notes and Adjustments. Removed Swim Team Coordinator Funds.
- Account 701104 provides funding for part-time and seasonal staff wages. Consolidated front desk wages to CRC budget. Removed Swim Team Coaches (BWSA Contract) and added funds for potential pay structure changes.
- Account 702000 includes funding for staff continuing education/conferences, American Red Cross certifications. Swim team coach travel for anticipated swim meets removed (BWSA contract).
- Account 713004 includes a decrease in funding for personal trainers due to reduced interest in personal training. Personal training program will be refocused to include new small group training elements. Also includes funding for Bill Wadley Swim Academy Contract and Parks and Recreation month activities.
- 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 REC budget).
- Account 715001 provides funding for paper and ink for plotter, senior newsletter, and postage. Removed outdated line items budgeted elsewhere.
- Account 715002 Advertising includes funding for new program promotions.
- Account 715003 includes funding for the Healthy Brochure (split between this budget and the REC 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 updates. Old promotional formats removed and found cheaper printing for swim lesson cards.
- Account 716000 provides funding for fitness floor magazines and newspapers and new licensing fees for Tribe Team Training and MyZone programs.
- Account 717001 includes funding for rental of a postage machine. Rental of a 50 meter pool for the Community Swim Team removed (BWSA Contract). Also includes costs to relocate DCRC theater programs displaced by Tantrum Theater.
- Account 721001 provides funding for membership supplies and general office supplies for staff.
- Account 721002 provides funding for pool chlorine, CO2 and reagents, advanced water quality testing, supplies for facility rentals and team up software fees.
- Account 723005 provides funding for program supplies such as arts and crafts supplies, aquatic participant certificates, birthday party package supplies, and various training manuals. DCST supplies removed (BWSA contract). Increase in Rec Cross material costs.
- 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. Also includes funds to expand programming space in aerobic studio 1, add keyless entry and appliances to the pavilion and replace furniture at Kaltenbach.
- Account 724003 provides funding for community hall and theater equipment repair.
- Account 734003 provides funding to replace heavily used fitness equipment, per the rotation schedule of equipment. Also includes replacement of the oldest elliptical trainers, treadmills and steppers. Also includes MyZone and Team Tribe supplies. All equipment being replaced will be placed into service at other employee fitness rooms and/or posted online for resale through GovDeals.

## 2018 OPERATING BUDGET - CITY OF DUBLIN, OHIO

### Community Recreation Center

---

#### **22580441**

- Account 731000 includes funding for community hall tables and chairs, lobby furniture, and lighting upgrades for the theater.

**THIS PAGE LEFT BLANK INTENTIONALLY**



## 2018 OPERATING BUDGET - CITY OF DUBLIN, OHIO

### 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**

#### **2017** **CURRENT NUMBER**

#### **2018** **ADOPTED**

Maintenance Worker

1  
**1**

1  
**1**

**TOTAL**

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

Seasonal Maintenance Worker

2  
**2**

2  
**2**

**TOTAL**

---

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

- (1) Account 735001 for the Cemetery was moved into the Cemetery Budget under account 724001.  
(2) Account 731000 for the Cemetery was moved into the Cemetery Budget under account 724003.

2018 Operating Budget - City of Dublin, Ohio

		2016 Actual	2017 Budget	2017 Revised Budget	2018 Executive Budget
<b>261 Cemetery</b>					
<b>40 Parks and Recreation</b>					
<b>Personal Services</b>					
701101	Full Time Salaries/Wages	65,458	66,860	66,860	67,760
701103	Overtime Wages	3,846	5,000	5,000	6,000
701104	Other Wages	27,426	29,280	29,280	29,280
701201	Employee Benefits	36,685	39,685	39,685	41,740
701204	Uniforms and Clothing	816	2,100	2,147	2,100
702000	Training/Travel	11	1,000	1,000	1,000
<b>Personal Services Total:</b>		<b>134,241</b>	<b>143,925</b>	<b>143,972</b>	<b>147,880</b>
<b>Contractual Services</b>					
713004	Other Professional Services	181	1,000	1,000	3,750
713005	Misc. Contract. Serv.	4,302	9,000	9,575	16,000
715003	Printing and Reproductions	500	500	500	0
716000	Memberships/Subscriptions	0	200	200	200
717005	Utilities- Other Fuel Types	234	950	971	950
<b>Contractual Services Total:</b>		<b>5,218</b>	<b>11,650</b>	<b>12,246</b>	<b>20,900</b>
<b>Supplies</b>					
721001	Office Supplies	189	200	200	0
724001	General Maintenance	5,647	8,400	8,480	21,650
724003	Equipment Maintenance	251	500	500	2,500
<b>Supplies Total:</b>		<b>6,087</b>	<b>9,100</b>	<b>9,180</b>	<b>24,150</b>
<b>Capital Outlay</b>					
731000	Furniture/Equipment	4,025	2,000	2,460	2,000
735001	Cap Impr Land and Land Impr	19,665	13,000	13,000	13,000
<b>Capital Outlay Total:</b>		<b>23,690</b>	<b>15,000</b>	<b>15,460</b>	<b>15,000</b>
<b>Parks and Recreation Total:</b>		<b>169,236</b>	<b>179,675</b>	<b>180,858</b>	<b>207,930</b>
<b>Cemetery Total:</b>		<b>169,236</b>	<b>179,675</b>	<b>180,858</b>	<b>207,930</b>

## **2018 OPERATING BUDGET - CITY OF DUBLIN, OHIO**

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

---

#### **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 717005 provides 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 724001 (1) includes funding for fence and stone wall work, headstone refurbishing, annuals/perennials, tree planting replacements and mulch.
- Account 724003 (2) includes funds for walk behind mower and trimmers.

**THIS PAGE LEFT BLANK INTENTIONALLY**



## 2018 OPERATING BUDGET - CITY OF DUBLIN, OHIO

### 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**

#### **2017** **CURRENT NUMBER**

#### **2018** **ADOPTED**

Director, Recreation Services  
Recreation Services Administrator  
Recreation Supervisor  
Recreation Program Coordinator  
**TOTAL (1)**

.05  
.30  
.35  
.55  
**1.25**

.05  
.30  
.35  
.25  
**.95**

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

Pool Manager  
Concession Manager  
Assistant Concession Manager  
Pool Lifeguard  
Desk Staff/Concession Staff  
Swim Team Coaches (2)  
Swim Instructors

4.5  
.75  
2.75  
39.5  
13.75  
3.75  
.25

4.5  
.75  
2.75  
39.5  
13.75  
0  
.25

**TOTAL**

**65.25 FTE**

**61.5 FTE**

\*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.
- (2) Swim Team Coaches provided by Bill Wadley Swim Academy contract for 2018.

2018 Operating Budget - City of Dublin, Ohio

		2016 Actual	2017 Budget	2017 Revised Budget	2018 Executive Budget
<b>226 Pool</b>					
<b>40 Parks and Recreation</b>					
<b>Personal Services</b>					
701101	Full Time Salaries/Wages	70,337	79,350	79,350	70,375
701103	Overtime Wages	1,308	1,300	5,150	1,300
701104	Other Wages	424,829	427,315	423,465	414,970
701201	Employee Benefits	96,135	100,655	100,655	95,335
701204	Uniforms and Clothing	11,528	13,000	13,000	13,000
702000	Training/Travel	1,147	500	500	500
<b>Personal Services Total:</b>		<b>605,285</b>	<b>622,120</b>	<b>622,120</b>	<b>595,480</b>
<b>Contractual Services</b>					
713004	Other Professional Services	730	1,430	1,430	1,130
713005	Misc. Contract. Serv.	4,312	4,400	4,400	4,400
715001	Communications	0	200	200	1,000
716000	Memberships/Subscriptions	1,200	1,200	1,200	0
717005	Utilities- Other Fuel Types	93,659	150,500	174,232	150,500
719004	Concessions Vendor Services	55,239	71,000	71,000	64,000
<b>Contractual Services Total:</b>		<b>155,140</b>	<b>228,730</b>	<b>252,462</b>	<b>221,030</b>
<b>Supplies</b>					
721001	Office Supplies	0	500	500	0
721002	Operating Supplies	5,682	6,000	6,000	14,340
723002	Pool Supplies/Chemicals	15,431	23,300	23,461	21,500
723005	Other Program Supplies	183	3,400	3,400	900
724001	General Maintenance	51,857	61,200	61,200	63,650
<b>Supplies Total:</b>		<b>73,153</b>	<b>94,400</b>	<b>94,561</b>	<b>100,390</b>
<b>Capital Outlay</b>					
731000	Furniture/Equipment	29,837	55,000	55,000	39,300
735002	Cap Impr Build & Other Structure	30,916	0	1,650	0
<b>Capital Outlay Total:</b>		<b>60,753</b>	<b>55,000</b>	<b>56,650</b>	<b>39,300</b>
<b>Other Charges and Ex</b>					
755000	Refunds	0	500	500	500
<b>Other Charges and Ex Total:</b>		<b>0</b>	<b>500</b>	<b>500</b>	<b>500</b>
<b>Parks and Recreation Total:</b>		<b>894,332</b>	<b>1,000,750</b>	<b>1,026,293</b>	<b>956,700</b>
<b>Pool Total:</b>		<b>894,332</b>	<b>1,000,750</b>	<b>1,026,293</b>	<b>956,700</b>

## 2018 OPERATING BUDGET - CITY OF DUBLIN, OHIO

### 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. Swim Team Coordinator removed (BWSA Contract.)
- Account 701104 provides funding for seasonal staff wages based on pool operating schedules and analysis of spending trends. Swim Team Coaches removed (BWSA Contract). Funds added for potential pay structure changes.
- Account 713004 provides funding for pool and food licenses.
- Account 715001 provides funding for replacement radios.
- Account 717005 provides funding for utilities for the outdoor municipal pool facilities.
- Account 719004 provides funding for supplies to stock the concession stands at the pool facilities. Line items added for new hotdog and slushy machines. Expenses for supplies are offset by revenues generated.
- Account 721002 provides funding for new recycling dumpster rentals and advanced water quality testing.
- Account 723002 provides funding for pool chemicals such as chlorine and CO2.
- Account 724001 provides funding for general maintenance and repairs such as replacement shade awnings, and office and restroom painting at South Pool.

#### **22680440**

- Account 731000 includes funding for safety equipment, spare pumps, backstroke flags, guard office lockers, privacy netting for North Pool fence and dumpster enclosures at both pools.

**THIS PAGE LEFT BLANK INTENTIONALLY**



**2018 OPERATING BUDGET - CITY OF DUBLIN, OHIO**  
**Parks & Recreation / Events Administration**

---

**STATEMENT OF FUNCTIONS**

**Hotel/Motel Tax Fund** Prior to 2016, 75% of the hotel/motel tax revenues were credited to Hotel/Motel Tax Fund in accordance with City Ordinance No. 133-87 and the Ohio Revised Code. The remaining 25% was distributed to the Dublin Convention and Visitors Bureau (DCVB). For 2016, City Council has approved an increase for the DCVB to 35%, with the remaining 65% credited to the hotel/motel tax fund. From the Hotel/Motel Tax Fund, the City allocates 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. In addition, in 2017, the division took on the responsibility of Veteran's & Memorial Day and Tree Lighting. The division is also now responsible for all public use of City parks including rentals and sports tournaments.

---

**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 and sport tournaments 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 Signature events to local, regional, national and international markets to increase overnight stay in Dublin hotels. In addition, help DCVB recruit events and tournaments that result in overnight stays.
  - 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.
  - To facilitate rentals of park shelter houses and Kaltenbach park facility.
- 

**PERSONNEL DATA**

**POSITION TITLE**

**2017**  
**CURRENT NUMBER**

**2018**  
**ADOPTED**

Director of Community Events(1)  
Event Manager(1)  
Event Administrator (2)  
Event Coordinator (2)  
Administrative Support II  
**TOTAL**

0  
1  
3  
2  
1  
**7**

1  
0  
3  
2  
1  
**7**

**PART-TIME/SEASONAL STAFF**

Event Specialist, year-round  
Administrative Support - summer  
Summer Event Support  
**TOTAL**

4  
1  
5  
**10**

4  
1  
5  
**10**

**NOTES AND ADJUSTMENTS:**

(1) Reclassifies the Events Manager to the Director of Community Events and implements the recommendations of the 2017 Classification Plan Study

(1) 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 (50%) to Parks Operations due to the nature of their duties. Revenue generated from this function will be posted to the General Fund.

2018 Operating Budget - City of Dublin, Ohio

		2016 Actual	2017 Budget	2017 Revised Budget	2018 Executive Budget
<b>232 Hotel/Motel Tax</b>					
<b>40 Parks and Recreation Events Administration</b>					
<b>Personal Services</b>					
701101	Full Time Salaries/Wages	350,578	352,870	352,870	363,600
701103	Overtime Wages	10,988	19,000	19,000	13,000
701104	Other Wages	106,187	99,000	99,000	105,000
701105	Short Term Disability	580	0	0	0
701201	Employee Benefits	165,100	172,175	172,175	176,560
701204	Uniforms and Clothing	986	21,350	26,096	25,760
702000	Training/Travel	11,049	11,275	10,579	11,275
703100	Meeting Expenses	4,029	3,850	3,850	4,450
<b>Personal Services Total:</b>		<b>649,495</b>	<b>679,520</b>	<b>683,570</b>	<b>699,645</b>
<b>Contractual Services</b>					
713004	Other Professional Services	1,843,757	1,916,180	1,990,364	2,020,680
713005	Misc. Contract. Serv.	7,366	47,800	22,800	47,800
714001	Insurance and Bonding	5,642	6,000	6,016	6,500
715001	Communications	4,351	4,000	4,000	4,000
715002	Advertising	72,857	87,000	88,600	90,000
715003	Printing and Reproductions	16,006	17,800	17,800	17,500
716000	Memberships/Subscriptions	3,056	3,155	3,155	3,265
<b>Contractual Services Total:</b>		<b>1,953,035</b>	<b>2,081,935</b>	<b>2,132,735</b>	<b>2,189,745</b>
<b>Supplies</b>					
721001	Office Supplies	7,588	7,250	7,320	8,000
721002	Operating Supplies	305,749	300,000	301,609	311,350
<b>Supplies Total:</b>		<b>313,337</b>	<b>307,250</b>	<b>308,929</b>	<b>319,350</b>
<b>Capital Outlay</b>					
731000	Furniture/Equipment	2,210	0	0	0
734002	Tools	2,238	2,500	2,500	6,500
735002	Cap Impr Build & Other Struct Cap Impr	0	0	0	60,000
735005	Park & Bikewy Impr	0	0	0	350,000
<b>Capital Outlay Total:</b>		<b>4,448</b>	<b>2,500</b>	<b>2,500</b>	<b>416,500</b>
<b>Other Charges and Ex</b>					
751003	Special Projects/Programs	41,541	41,800	49,300	33,500
751012	Promotional Programs	11,196	13,100	19,100	13,100
751016	Volunteer Programs	23,776	11,500	14,000	17,500
755000	Refunds	150	0	0	0
<b>Other Charges and Ex Total:</b>		<b>76,663</b>	<b>66,400</b>	<b>82,400</b>	<b>64,100</b>

2018 Operating Budget - City of Dublin, Ohio

	<b>2016 Actual</b>	<b>2017 Budget</b>	<b>2017 Revised Budget</b>	<b>2018 Executive Budget</b>
<b>232 Hotel/Motel Tax</b>				
<b>Parks and Recreation Total:</b>	<b>2,996,979</b>	<b>3,137,605</b>	<b>3,210,134</b>	<b>3,689,340</b>
<b>Hotel/Motel Tax Total:</b>	<b>2,996,979</b>	<b>3,137,605</b>	<b>3,210,134</b>	<b>3,689,340</b>

2018 Operating Budget - City of Dublin, Ohio

		2016 Actual	2017 Budget	2017 Revised Budget	2018 Executive Budget
<b>232 Hotel/Motel Tax</b>					
<b>20 Finance</b>					
<b>Contractual Services</b>					
713005	Misc. Contract. Serv.	3,000	3,000	3,200	3,200
<b>Contractual Services Total:</b>		<b>3,000</b>	<b>3,000</b>	<b>3,200</b>	<b>3,200</b>
<b>Finance Total:</b>		<b>3,000</b>	<b>3,000</b>	<b>3,200</b>	<b>3,200</b>
<b>30 Public Works</b>					
<b>Supplies</b>					
721002	Operating Supplies	8,363	20,000	25,928	20,000
<b>Supplies Total:</b>		<b>8,363</b>	<b>20,000</b>	<b>25,928</b>	<b>20,000</b>
<b>Public Works Total:</b>		<b>8,363</b>	<b>20,000</b>	<b>25,928</b>	<b>20,000</b>
<b>40 Parks and Recreation</b>					
<b>Supplies</b>					
721002	Operating Supplies	24,302	25,600	27,560	27,600
<b>Supplies Total:</b>		<b>24,302</b>	<b>25,600</b>	<b>27,560</b>	<b>27,600</b>
<b>Parks and Recreation Total:</b>		<b>24,302</b>	<b>25,600</b>	<b>27,560</b>	<b>27,600</b>
<b>60 Information Technology</b>					
<b>Capital Outlay</b>					
732000	Information Technology	0	0	0	5,000
<b>Capital Outlay Total:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>5,000</b>
<b>Information Technology Total:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>5,000</b>
<b>80 Police</b>					
<b>Contractual Services</b>					
713005	Misc. Contract. Serv.	22,456	26,000	26,000	26,000
<b>Contractual Services Total:</b>		<b>22,456</b>	<b>26,000</b>	<b>26,000</b>	<b>26,000</b>
<b>Police Total:</b>		<b>22,456</b>	<b>26,000</b>	<b>26,000</b>	<b>26,000</b>
<b>Hotel/Motel Tax Total:</b>		<b>58,121</b>	<b>74,600</b>	<b>82,688</b>	<b>81,800</b>

## **2018 OPERATING BUDGET - CITY OF DUBLIN, OHIO**

### **Parks & Recreation / Events Administration**

---

#### **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. Amount budgeted is lower due to increase in other wages allowing staff to avoid non-event overtime.
- Account 701104 includes funding for part-time/seasonal staff. An increase is included to cover more help outside the typical event season allowing a reduction in overtime costs.
- Account 701204 provides funding for uniforms for all staff and for all events volunteers and participants. There is an increase due to the addition of a staff t-shirt for those working Irish Festival which was a 30<sup>th</sup> Anniversary initiative.
- Account 702000 provides funding for staff training and conferences. A small amount was added to cover the cost of travel to view RFID in action at an event.
- Account 703100 provides funding for committee and sponsorship meetings.
- Account 715001 is used for rental radios and courier services.
- 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 are due to the addition of lighting in Coffman Park and for City Hall for the tree lighting part of which was in Parks Operations budget, increased safety measures including fencing and structural enhancements to temporary structures during events, increases in patron services such as restrooms and shuttles and an increase in amount budgeted for the fundraising group payments and ticket and token processing which increase as revenue increases.\*
- Account 713005 includes funding for credit card fees used at events as well as rental of an off-site storage facility. No increase.
- Account 714001 provides funding for Alcohol liability policy to cover all DIF fundraising groups. Slight increase as costs increase as revenue increases.\*
- Account 715001 includes funding for courier services and radio rental for Dublin Irish Festival (DIF). No increase
- 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. No change from previous budget.
- Account 721001 includes general office supplies and paper for signage for events. The addition is to cover ink for Division plotter printer no longer covered by IT.
- 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. Small increase to cover costs of beverages which is budgeted for the average amount spent in a 3-year period.\*

## **2018 OPERATING BUDGET - CITY OF DUBLIN, OHIO**

### **Parks & Recreation / Events Administration**

---

- Account 751003 provides funding for committee ceremonial needs, funding for the DIF scholarship and sustainability efforts. It is also including funding for the DIF Economic Impact study completed every 5 years. Overall decrease due to the one-time funding of DIF 30th Anniversary initiatives.
- 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. Increase due to funding of the kick-off celebration that was funded in '17 through the 30<sup>th</sup> Anniversary Initiatives.

\* Many increases reflect actual costs of services for the 2017 DIF which had an increase in revenues of \$200,000 over '16. The associated revenue and costs are anticipated for '18. Much of the increase was due to increase in cost of admission.

## **2018 OPERATING BUDGET - CITY OF DUBLIN, OHIO**

### **Parks & Recreation / Events Administration**

---

#### **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 Dublin Irish Festival (DIF) weekend.

#### **23240330 – Street & Utilities Operations**

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

#### **23240430 – Park Operations**

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

#### **23240820 - Police**

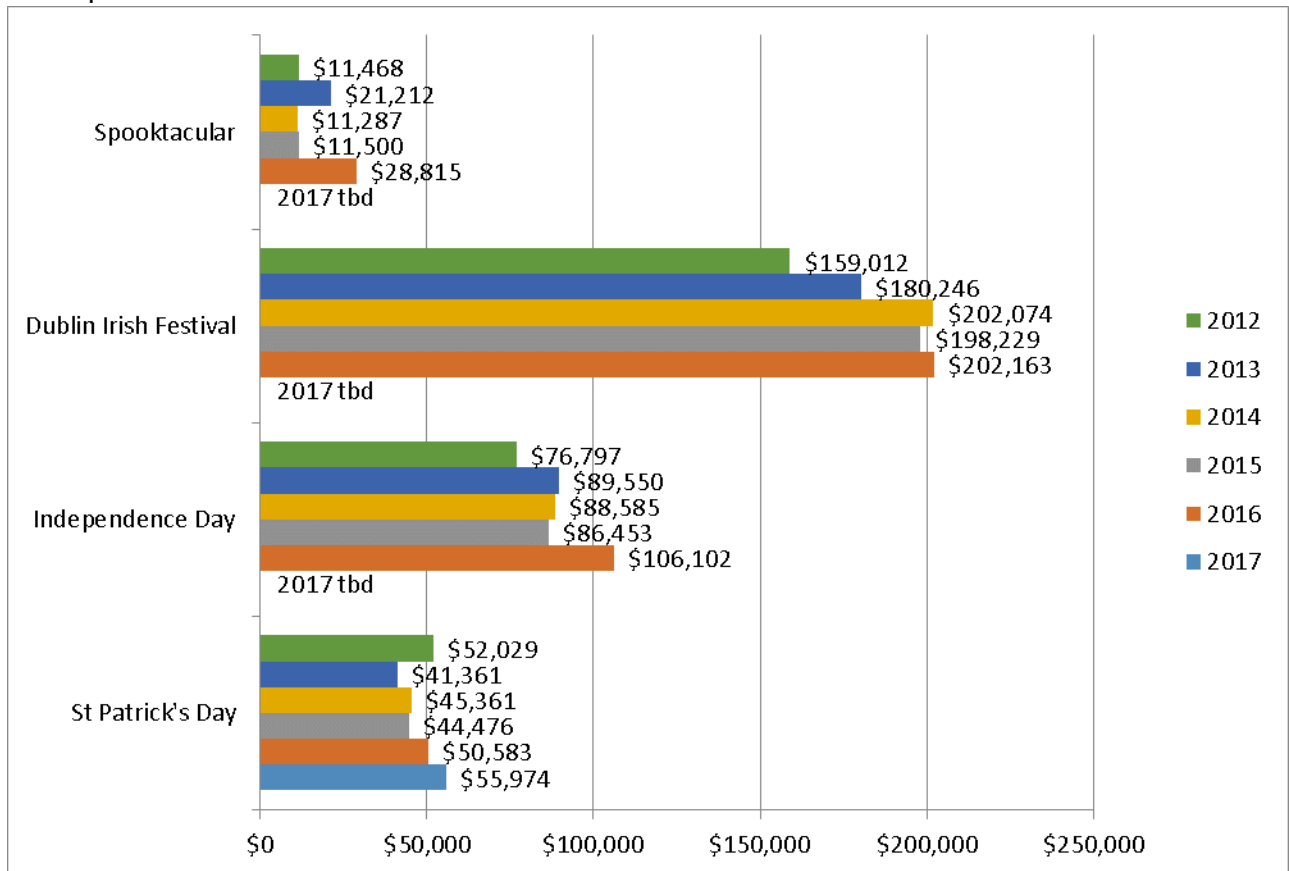
- Account 713005 includes funding to Police for private security hired for Independence Day and DIF events.

## 2018 OPERATING BUDGET - CITY OF DUBLIN, OHIO

### Parks & Recreation / Events Administration

#### 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*

*\*\*2017 Figures are yet to be determined for Independence Day, Spooktacular & Dublin Irish Festival*

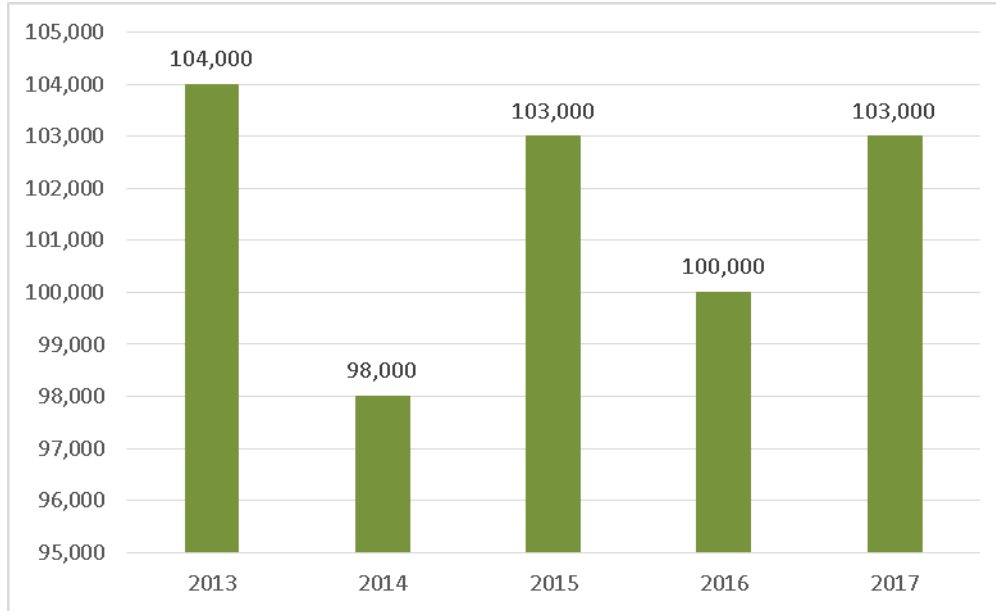
## 2018 OPERATING BUDGET - CITY OF DUBLIN, OHIO

### Parks & Recreation / Events Administration

---

#### **Performance Measures:**

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



---

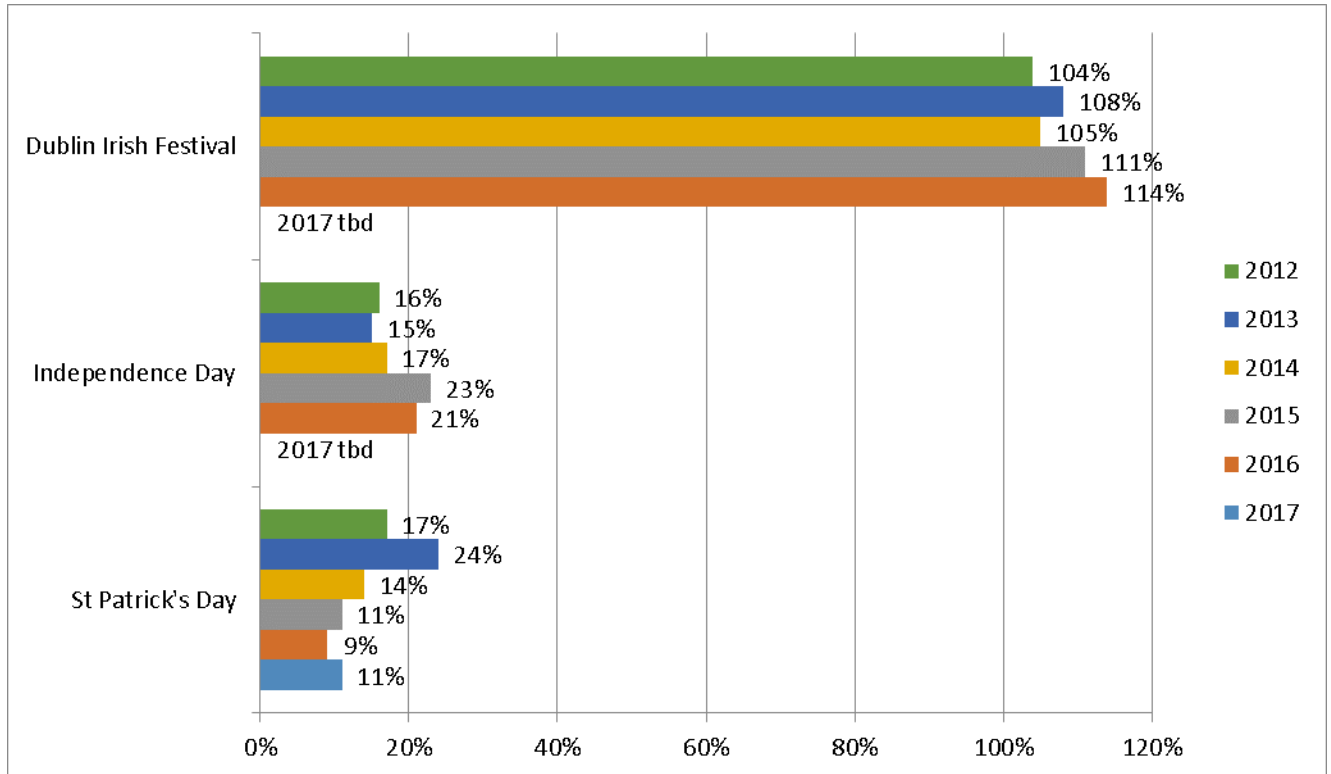
This measurement tracks the actual number of people who attend the Dublin Irish Festival.

## 2018 OPERATING BUDGET - CITY OF DUBLIN, OHIO

### Parks & Recreation / Events Administration

#### **Performance Measures:**

#### **3. Percent of Budgeted Expenditure Recovered per City Signature Event** (Cost Recovery with Staffing)



This measurement tracks the receipts collected (example: ticket sale and sponsorship) vs. the expenditures (example: entertainment) per event. Each event has different overall goals based on projected revenue potential. Staffing costs are included, but Irish Festival only includes day of regular and overtime, not time spent preparing for event.

## 2018 OPERATING BUDGET - CITY OF DUBLIN, OHIO

### 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.

---

<b><u>PERSONNEL DATA</u></b> <b><u>POSITION TITLE</u></b>	<b><u>2017</u></b> <b><u>CURRENT NUMBER</u></b>	<b><u>2018</u></b> <b><u>ADOPTED</u></b>
--	--	---

Public Art Conservation/Contract Specialist	<u>1</u>	<u>1</u>
---	----------	----------

<b>TOTAL</b>	<b>1</b>	<b>1</b>
--------------	----------	----------

---

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

2018 Operating Budget - City of Dublin, Ohio

		2016 Actual	2017 Budget	2017 Revised Budget	2018 Executive Budget
<b>232 Hotel/Motel Tax</b>					
<b>40 Parks and Recreation</b>					
<b>Public Art</b>					
<b>Personal Services</b>					
701101	Full Time Salaries/Wages	39,136	53,865	53,865	54,850
701103	Overtime Wages	1,155	1,200	1,200	1,200
701201	Employee Benefits	14,028	20,030	20,030	34,460
701204	Uniforms and Clothing	0	500	500	500
702000	Training/Travel	549	2,000	2,000	2,000
<b>Personal Services Total:</b>		<b>54,868</b>	<b>77,595</b>	<b>77,595</b>	<b>93,010</b>
<b>Contractual Services</b>					
713004	Other Professional Services	36,557	50,000	50,000	50,000
716000	Memberships/Subscriptions	385	200	200	200
<b>Contractual Services Total:</b>		<b>36,942</b>	<b>50,200</b>	<b>50,200</b>	<b>50,200</b>
<b>Supplies</b>					
721002	Operating Supplies	710	1,000	1,000	1,000
<b>Supplies Total:</b>		<b>710</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>
<b>Capital Outlay</b>					
731000	Furniture/Equipment	1,792	0	0	0
<b>Capital Outlay Total:</b>		<b>1,792</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Other Charges and Ex</b>					
751003	Special Projects/Programs	134,421	26,100	138,836	26,100
<b>Other Charges and Ex Total:</b>		<b>134,421</b>	<b>26,100</b>	<b>138,836</b>	<b>26,100</b>
<b>Parks and Recreation Total:</b>		<b>228,733</b>	<b>154,895</b>	<b>267,631</b>	<b>170,310</b>
<b>Hotel/Motel Tax Total:</b>		<b>228,733</b>	<b>154,895</b>	<b>267,631</b>	<b>170,310</b>

2018 Operating Budget - City of Dublin, Ohio

		2016 Actual	2017 Budget	2017 Revised Budget	2018 Executive Budget
<b>232 Hotel/Motel Tax</b>					
<b>20 Finance</b>					
<b>Transfers/Advances</b>					
741000	Transfers Expense	162,255	162,750	162,750	163,925
<b>Transfers/Advances Total:</b>		<b>162,255</b>	<b>162,750</b>	<b>162,750</b>	<b>163,925</b>
<b>Other Charges and Ex</b>					
751001	City Sponsored Projects	45,000	6,000	131,999	6,000
754002	Grants/Community Org	249,653	200,000	210,632	200,000
754003	Grants/DAC	739,296	800,000	875,000	800,000
<b>Other Charges and Ex Total:</b>		<b>1,033,949</b>	<b>1,006,000</b>	<b>1,217,631</b>	<b>1,006,000</b>
<b>Finance Total:</b>		<b>1,196,204</b>	<b>1,168,750</b>	<b>1,380,381</b>	<b>1,169,925</b>
<b>Hotel/Motel Tax Total:</b>		<b>1,196,204</b>	<b>1,168,750</b>	<b>1,380,381</b>	<b>1,169,925</b>

## **2018 OPERATING BUDGET - CITY OF DUBLIN, OHIO**

### **Hotel Motel Tax Fund**

---

#### **BUDGET SUMMARY:**

##### **23240410 – Park Operations**

- Account 70110 provides funding for staffing reflected in Personnel Data
- 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.

## **2018 OPERATING BUDGET - CITY OF DUBLIN, OHIO**

### **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).

---

2018 Operating Budget - City of Dublin, Ohio

		2016 Actual	2017 Budget	2017 Revised Budget	2018 Executive Budget
<b>252 Mayor's Court Computer</b>					
<b>10 City Manager</b>					
<b>Personal Services</b>					
702000	Training/Travel	0	1,750	1,750	1,750
<b>Personal Services Total:</b>		<b>0</b>	<b>1,750</b>	<b>1,750</b>	<b>1,750</b>
<b>Supplies</b>					
721001	Office Supplies	317	500	500	500
724003	Equipment Maintenance	16,831	18,000	18,000	18,000
<b>Supplies Total:</b>		<b>17,148</b>	<b>18,500</b>	<b>18,500</b>	<b>18,500</b>
<b>City Manager Total:</b>		<b>17,148</b>	<b>20,250</b>	<b>20,250</b>	<b>20,250</b>
<b>Mayor's Court Computer Total:</b>		<b>17,148</b>	<b>20,250</b>	<b>20,250</b>	<b>20,250</b>

## **2018 OPERATING BUDGET - CITY OF DUBLIN, OHIO**

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

---

#### **BUDGET SUMMARY:**

#### **25210150**

- Account 702000 provides funding for one staff member to attend the Sungard Annual Conference.
- Account 721001 provides funding for computer related supplies.
- Account 724003 includes funding for software maintenance agreement fees for Sungard and LEADS (Law Enforcement Automated Data System) user fees.

**THIS PAGE LEFT BLANK INTENTIONALLY**



## **2018 OPERATING BUDGET - CITY OF DUBLIN, OHIO**

### **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.

---

2018 Operating Budget - City of Dublin, Ohio

	2016 Actual	2017 Budget	2017 Revised Budget	2018 Executive Budget
<b>231 Permissive Tax</b>				
<b>30 Public Works</b>				
<b>Capital Outlay</b>				
735006 Cap Impr Str Maint Proj	1,790,058	0	238,386	0
<b>Capital Outlay Total:</b>	<b>1,790,058</b>	<b>0</b>	<b>238,386</b>	<b>0</b>
<b>Public Works Total:</b>	<b>1,790,058</b>	<b>0</b>	<b>238,386</b>	<b>0</b>
<b>Permissive Tax Total:</b>	<b>1,790,058</b>	<b>0</b>	<b>238,386</b>	<b>0</b>

## 2018 OPERATING BUDGET - CITY OF DUBLIN, OHIO

### Permissive Tax Fund

---

#### **BUDGET SUMMARY:**

#### **23180320**

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

**THIS PAGE LEFT BLANK INTENTIONALLY**



## **2018 OPERATING BUDGET - CITY OF DUBLIN, OHIO**

### **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.

2018 Operating Budget - City of Dublin, Ohio

		2016 Actual	2017 Budget	2017 Revised Budget	2018 Executive Budget
<b>262 Accrued Leave Reserves</b>					
<b>20 Finance</b>					
<b>Personal Services</b>					
701201	Employee Benefits	0	0	5,197	5,500
701205	Accrued Leave Payout	285,283	350,000	344,803	350,000
<b>Personal Services Total:</b>		<b>285,283</b>	<b>350,000</b>	<b>350,000</b>	<b>355,500</b>
<b>Finance Total:</b>		<b>285,283</b>	<b>350,000</b>	<b>350,000</b>	<b>355,500</b>
<b>Accrued Leave Reserves Total:</b>		<b>285,283</b>	<b>350,000</b>	<b>350,000</b>	<b>355,500</b>

## 2018 OPERATING BUDGET - CITY OF DUBLIN, OHIO

### Finance/ Accrued Leave Reserve Fund

---

#### **BUDGET SUMMARY:**

##### **26210210**

- Account 701205 reflects the estimated payments that will be made for accrued leaves in 2018 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**



## Safety / Police

---

### **STATEMENT OF FUNCTIONS**

Police, under the direction of the Chief of Police, is comprised of three work units: Operations, Support Services, and Technical Services. 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, Community Impact Unit, and special event security planning. Technical Services includes the consolidated communications center (NWRECC), records section, property room operations, accreditation and training, technology support, 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 utilize 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

**2018 OPERATING BUDGET - CITY OF DUBLIN, OHIO****Safety/ Police**

<b>PERSONNEL DATA</b> <b><u>POSITION TITLE</u></b>	<b><u>2017</u></b> <b><u>CURRENT NUMBER</u></b>	<b><u>2018</u></b> <b><u>ADOPTED</u></b>
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) (2)	55	57
Emergency Mgmt Coordinator/Law Enforcement Planner	1	1
Civilian Accreditation Manager	1	1
Administrative Support III	1	1
Records Technician II(3)	0	4
Administrative Support 2(3)	4	0
Records Technician I(3)	0	1
Court Liaison(3)	1	0
Police Property Technician	1	1
Communications Technician	26	26
Communications Supervisor	4	4
Communications Manager	<u>1</u>	<u>1</u>
<b>TOTAL</b>	<b>111</b>	<b>113</b>

**NOTES AND ADJUSTMENTS:**

- (1) Police request authorization for two additional sworn officer positions. For 2018, funding for the two new positions will be allocated for half the year to allow time for hiring.
- (2) For 2018, Police request authorization for two (2) additional sworn officer positions (above authorized staffing) temporarily to allow for future anticipated retirements. This will be contingent on available funding.
- (3) The 4 Administrative Support II positions and the Court Liaison are reclassified to 4 Records Management Technician IIs and one Records Management Technician I. The Records Management Technician I is planned against a pending retirement at the end of 2017. If for some reason that retirement does not happen, then there will be 5 Record Technician II positions. The planned end state is for there to be 3 Records Management Technician II positions and 2 Records Management Technician I positions. The number of Records Management Technician II positions will be reduced and reclassified through attrition as Records Management Technician II positions become vacant until 2 Records Management Technician I positions are available to be filled.

## 2018 Operating Budget - City of Dublin, Ohio

		2016 Actual	2017 Budget	2017 Revised Budget	2018 Executive Budget
<b>241 Safety</b>					
<b>80 Police</b>					
<b>Personal Services</b>					
701101	Full Time Salaries/Wages	6,744,832	7,200,895	7,200,365	7,447,400
701103	Overtime Wages	459,514	521,100	521,100	505,000
701105	Short Term Disability	3,637	0	530	0
701201	Employee Benefits	2,984,692	3,153,800	3,153,800	3,398,040
701204	Uniforms and Clothing	145,307	158,000	233,921	182,000
702000	Training/Travel	77,627	125,000	190,677	125,000
703100	Meeting Expenses	5,791	10,000	11,614	9,000
703200	Personnel Planning	32	1,000	1,000	1,000
<b>Personal Services Total:</b>		<b>10,421,432</b>	<b>11,169,795</b>	<b>11,313,006</b>	<b>11,667,440</b>
<b>Contractual Services</b>					
711001	County Auditor Deductions	9,022	11,000	18,750	18,800
713004	Other Professional Services	2,767	11,000	11,977	12,500
713005	Misc. Contract. Serv.	113,594	120,000	160,368	115,975
715001	Communications	15,563	15,000	19,731	15,000
716000	Memberships/Subscriptions	34,135	40,000	53,512	43,345
<b>Contractual Services Total:</b>		<b>175,081</b>	<b>197,000</b>	<b>264,338</b>	<b>205,620</b>
<b>Supplies</b>					
721001	Office Supplies	11,471	16,000	17,187	16,000
721002	Operating Supplies	61,112	80,000	111,871	91,200
724003	Equipment Maintenance	59,272	75,000	83,537	79,800
<b>Supplies Total:</b>		<b>131,855</b>	<b>171,000</b>	<b>212,595</b>	<b>187,000</b>
<b>Capital Outlay</b>					
731000	Furniture/Equipment	10,673	75,000	84,072	23,200
<b>Capital Outlay Total:</b>		<b>10,673</b>	<b>75,000</b>	<b>84,072</b>	<b>23,200</b>
<b>Other Charges and Ex</b>					
751006	DARE Program	4,206	5,000	6,100	5,000
755000	Refunds	0	500	500	500
<b>Other Charges and Ex Total:</b>		<b>4,206</b>	<b>5,500</b>	<b>6,600</b>	<b>5,500</b>
<b>Police Total:</b>		<b>10,743,248</b>	<b>11,618,295</b>	<b>11,880,612</b>	<b>12,088,760</b>
<b>Safety Total:</b>		<b>10,743,248</b>	<b>11,618,295</b>	<b>11,880,612</b>	<b>12,088,760</b>

2018 Operating Budget - City of Dublin, Ohio

		2016 Actual	2017 Budget	2017 Revised Budget	2018 Executive Budget
<b>241 Safety</b>					
<b>80 Police Communications</b>					
<b>Personal Services</b>					
701101	Full Time Salaries/Wages	1,425,852	1,581,410	1,731,410	2,046,710
701103	Overtime Wages	136,481	125,000	125,000	125,000
701201	Employee Benefits	573,159	698,260	778,260	921,540
701204	Uniforms and Clothing	7,666	10,000	15,290	12,000
702000	Training/Travel	12,849	23,000	23,001	25,500
<b>Personal Services Total:</b>		<b>2,156,006</b>	<b>2,437,670</b>	<b>2,672,961</b>	<b>3,130,750</b>
<b>Contractual Services</b>					
715001	Communications	1,965	2,500	2,524	2,500
716000	Memberships/Subscriptions	2,327	3,800	4,072	3,800
<b>Contractual Services Total:</b>		<b>4,292</b>	<b>6,300</b>	<b>6,596</b>	<b>6,300</b>
<b>Supplies</b>					
721001	Office Supplies	2,207	4,000	4,540	4,000
721002	Operating Supplies	1,452	1,000	1,000	1,000
724003	Equipment Maintenance	37,841	26,000	28,405	99,000
<b>Supplies Total:</b>		<b>41,500</b>	<b>31,000</b>	<b>33,945</b>	<b>104,000</b>
<b>Capital Outlay</b>					
731000	Furniture/Equipment	0	3,500	3,500	2,000
<b>Capital Outlay Total:</b>		<b>0</b>	<b>3,500</b>	<b>3,500</b>	<b>2,000</b>
<b>Police Total:</b>		<b>2,201,798</b>	<b>2,478,470</b>	<b>2,717,002</b>	<b>3,243,050</b>
<b>Safety Total:</b>		<b>2,201,798</b>	<b>2,478,470</b>	<b>2,717,002</b>	<b>3,243,050</b>

## **2018 OPERATING BUDGET - CITY OF DUBLIN, OHIO**

### **Safety/ Police**

---

#### **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 equipment, ammunition, jail supplies, range supplies, canine food and supplies, and other miscellaneous operating supplies that are needed.
- Account 751006 includes funding for all Drug Abuse Prevention Programs (previously known as DARE) related supplies and activities.

##### **24180820**

- Account 731000 includes funding for equipment for motorcycles, and 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.

##### **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.

##### **24150841**

- Account 731000 includes funding for console enhancements.

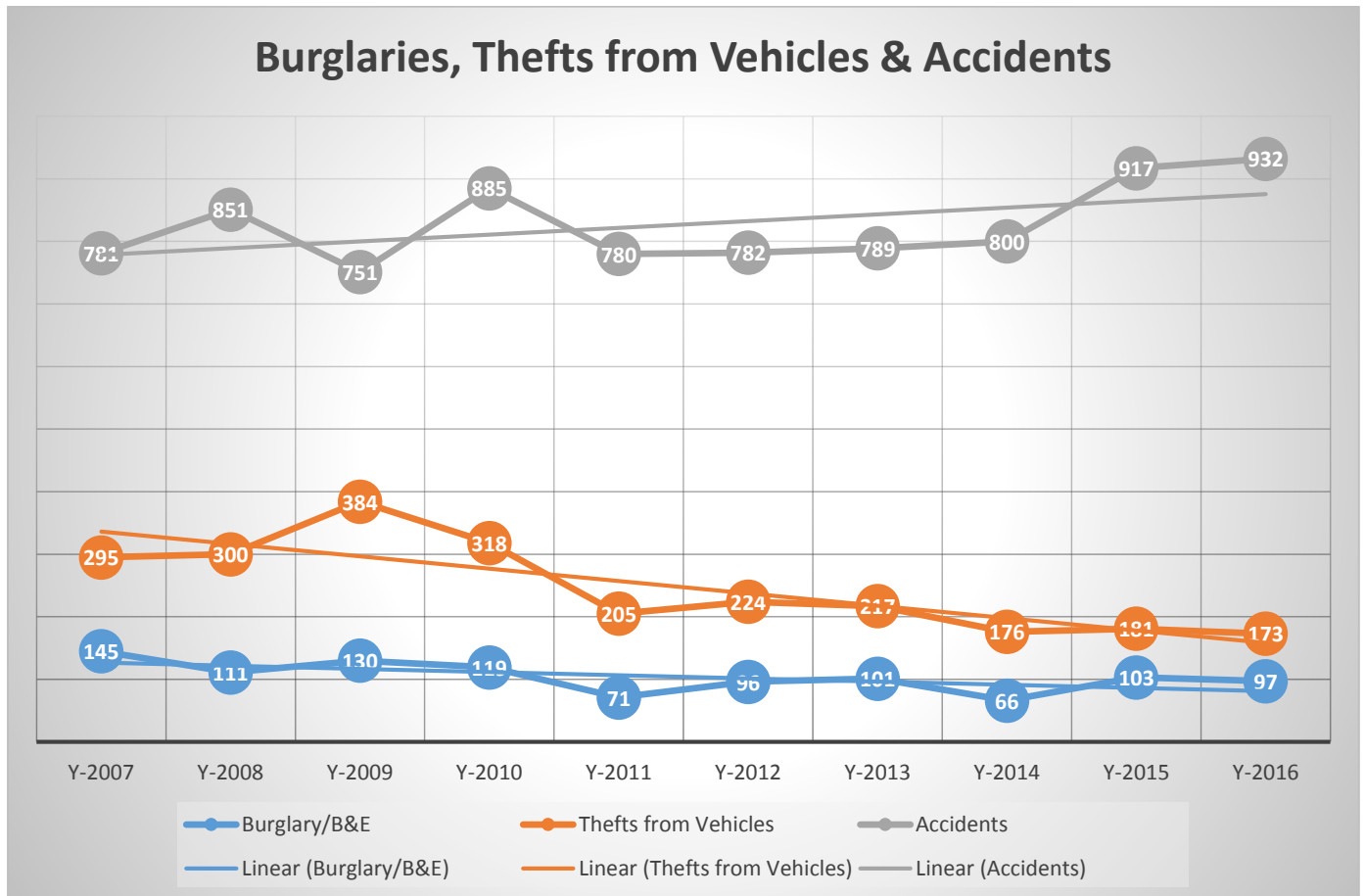
## 2018 OPERATING BUDGET - CITY OF DUBLIN, OHIO

### Safety/ Police

#### Performance Measures:

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

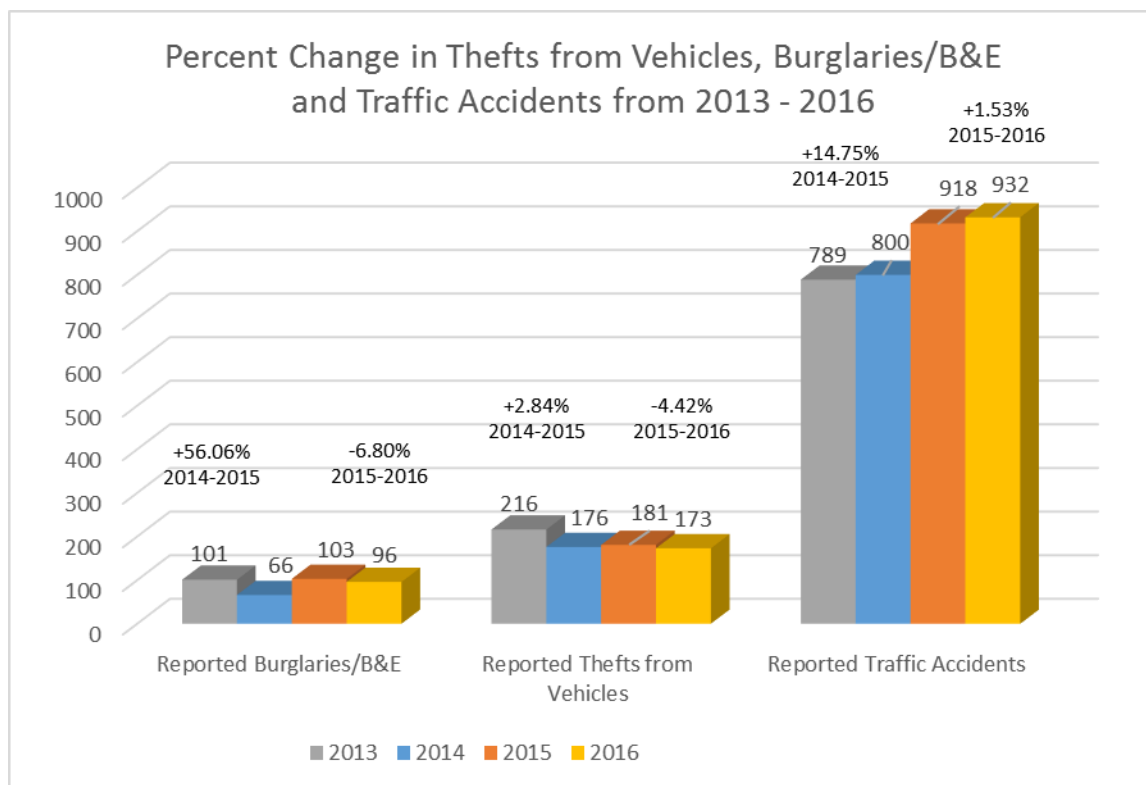
The Police Department collects statistical data on the number of burglaries/breaking & entering, thefts from vehicles, and traffic crashes to track progress in furtherance of our annual goals. This data represents the three index measurements that track how successful we are as an agency in reducing crime and disorder. These goals and index measurements have been 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 and professional judgment. The crimes measured have a high frequency of occurrence. Part of the police department's mission is to 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.



Safety/ Police

Performance Measures:

4. Percent Change in the Number of Reported Thefts from Vehicles  
(2013 to 2016)
5. Percent Change in the Number of Reported Burglaries/B&E4  
(2013 to 2016)
6. Percent Change in the Number of Reported Traffic Accidents  
(2013 to 2016)



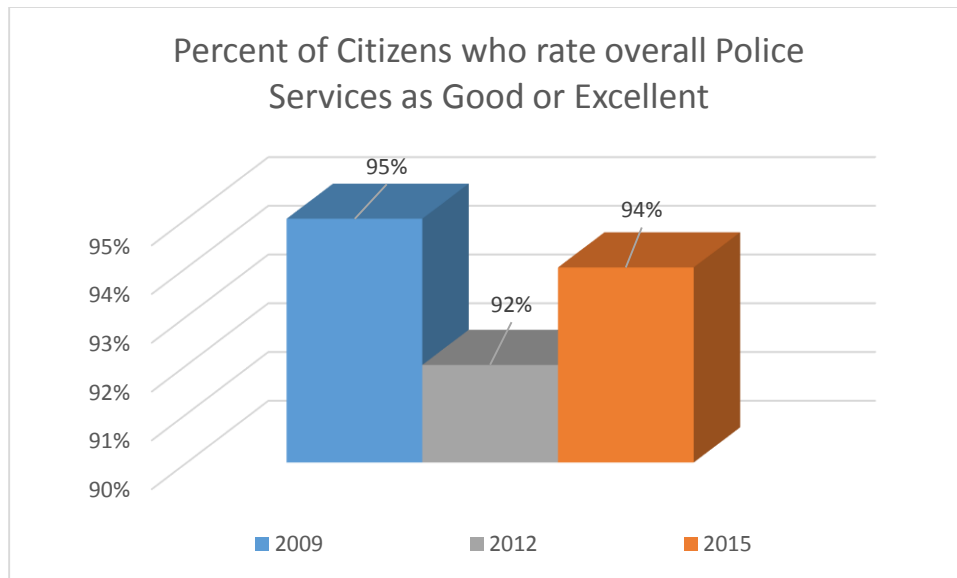
## 2018 OPERATING BUDGET - CITY OF DUBLIN, OHIO

### Safety/ Police

---

#### 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 Police Department. The department uses this information in various ways such as annual goal setting.

## **2018 OPERATING BUDGET - CITY OF DUBLIN, OHIO**

### **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.

---

2018 Operating Budget - City of Dublin, Ohio

		2016 Actual	2017 Budget	2017 Revised Budget	2018 Executive Budget
<b>251 Enforcement and Education</b>					
<b>80 Police</b>					
<b>Personal Services</b>					
701103	Overtime Wages	0	2,000	2,000	2,000
701201	Employee Benefits	0	0	0	420
<b>Personal Services Total:</b>		<b>0</b>	<b>2,000</b>	<b>2,000</b>	<b>2,420</b>
<b>Capital Outlay</b>					
731000	Furniture/Equipment	0	0	0	13,975
<b>Capital Outlay Total:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>13,975</b>
<b>Police Total:</b>		<b>0</b>	<b>2,000</b>	<b>2,000</b>	<b>16,395</b>
<b>Enforcement and Education Total:</b>		<b>0</b>	<b>2,000</b>	<b>2,000</b>	<b>16,395</b>

## **2018 OPERATING BUDGET - CITY OF DUBLIN, OHIO**

### **Safety/ Police /Enforcement and Education**

---

#### **BUDGET SUMMARY:**

##### **25150800**

- Account 701103 provides funds for overtime for personnel to conduct OVI enforcement.
- Account 731000 provides funds to purchase equipment for use in covert investigations and operations.

**THIS PAGE LEFT BLANK INTENTIONALLY**



## **2018 OPERATING BUDGET - CITY OF DUBLIN, OHIO**

### **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.

---

2018 Operating Budget - City of Dublin, Ohio

		2016 Actual	2017 Budget	2017 Revised Budget	2018 Executive Budget
<b>242 Law Enforcement</b>					
<b>80 Police</b>					
<b>Contractual Services</b>					
713005	Misc. Contract. Serv.	0	0	64,724	0
<b>Contractual Services Total:</b>		<b>0</b>	<b>0</b>	<b>64,724</b>	<b>0</b>
<b>Police Total:</b>		<b>0</b>	<b>0</b>	<b>64,724</b>	<b>0</b>
<b>Law Enforcement Total:</b>		<b>0</b>	<b>0</b>	<b>64,724</b>	<b>0</b>

## 2018 OPERATING BUDGET - CITY OF DUBLIN, OHIO

### Safety / Police / Law Enforcement Trust Fund

---

#### **BUDGET SUMMARY:**

#### **24280820**

- Account 731000 provides for furniture and equipment. No request in 2018.

**THIS PAGE LEFT BLANK INTENTIONALLY**



## **2018 OPERATING BUDGET - CITY OF DUBLIN, OHIO**

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

---

#### **STATEMENT OF FUNCTIONS**

Ohio Revised Code (ORC) §128.42 establishes a \$0.25 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 ORC §128.55, 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 February 2017, 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 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.

---

2018 Operating Budget - City of Dublin, Ohio

		<b>2016 Actual</b>	<b>2017 Budget</b>	<b>2017 Revised Budget</b>	<b>2018 Executive Budget</b>
<b>244 Wireless 9-1-1 System</b>					
<b>80 Police</b>					
<b>Supplies</b>					
724003	Equipment Maintenance	0	0	0	46,820
<b>Supplies Total:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>46,820</b>
<b>Transfers/Advances</b>					
741000	Transfers Expense	80,000	80,000	80,000	80,000
<b>Transfers/Advances Total:</b>		<b>80,000</b>	<b>80,000</b>	<b>80,000</b>	<b>80,000</b>
<b>Police Total:</b>		<b>80,000</b>	<b>80,000</b>	<b>80,000</b>	<b>126,820</b>
<b>Wireless 9-1-1 System Total:</b>		<b>80,000</b>	<b>80,000</b>	<b>80,000</b>	<b>126,820</b>

## 2018 OPERATING BUDGET - CITY OF DUBLIN, OHIO

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

---

#### **BUDGET SUMMARY:**

#### **24410820**

- Account 713004 provides funding for the maintenance agreement on NG911 system.

#### **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**





## **2018 OPERATING BUDGET - CITY OF DUBLIN, OHIO**

### **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.

2018 Operating Budget - City of Dublin, Ohio

		2016 Actual	2017 Budget	2017 Revised Budget	2018 Executive Budget
<b>310 General Debt Service</b>					
<b>20 Finance</b>					
<b>Debt Service</b>					
761001	Debt Issuance Costs	85,232	5,000	133,130	5,000
762002	Principal- Parks Programs	338,000	605,000	605,000	553,000
762003	Principal- Transportation	5,754,066	6,380,600	6,380,600	7,382,625
762004	Principal- Land and Buildings	947,474	756,150	756,150	904,525
763003	Interest- Parks Program	111,785	119,300	119,300	94,225
763004	Interest- Transportation	2,789,634	3,414,100	3,414,100	4,508,400
763005	Interest- Land and Buildings	553,043	464,000	464,000	559,775
<b>Debt Service Total:</b>		<b>10,579,234</b>	<b>11,744,150</b>	<b>11,872,280</b>	<b>14,007,550</b>
<b>Finance Total:</b>		<b>10,579,234</b>	<b>11,744,150</b>	<b>11,872,280</b>	<b>14,007,550</b>
<b>General Debt Service Total:</b>		<b>10,579,234</b>	<b>11,744,150</b>	<b>11,872,280</b>	<b>14,007,550</b>

2018 Operating Budget - City of Dublin, Ohio

		2016 Actual	2017 Budget	2017 Revised Budget	2018 Executive Budget
<b>311 Econ Development Bond Retirmnt</b>					
<b>20 Finance</b>					
<b>Debt Service</b>					
762004	Principal- Land and Buildings	0	0	0	300,000
763004	Interest- Transportation	1,518,406	0	0	0
763005	Interest- Land and Buildings	0	1,391,000	1,390,963	1,390,925
<b>Debt Service Total:</b>		<b>1,518,406</b>	<b>1,391,000</b>	<b>1,390,963</b>	<b>1,690,925</b>
<b>Finance Total:</b>		<b>1,518,406</b>	<b>1,391,000</b>	<b>1,390,963</b>	<b>1,690,925</b>
<b>Econ Development Bond Retirmnt Total:</b>		<b>1,518,406</b>	<b>1,391,000</b>	<b>1,390,963</b>	<b>1,690,925</b>

2018 Operating Budget - City of Dublin, Ohio

	2016 Actual	2017 Budget	2017 Revised Budget	2018 Executive Budget
<b>320 S.A. Debt Service</b>				
<b>20 Finance</b>				
<b>Contractual Services</b>				
711001 County Auditor Deductions	41	0	0	0
<b>Contractual Services Total:</b>	<b>41</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Finance Total:</b>	<b>41</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>S.A. Debt Service Total:</b>	<b>41</b>	<b>0</b>	<b>0</b>	<b>0</b>

2018 Operating Budget - City of Dublin, Ohio

	2016 Actual	2017 Budget	2017 Revised Budget	2018 Executive Budget
<b>321 1992 S.A. Debt Service</b>				
<b>20 Finance</b>				
<b>Contractual Services</b>				
711001 County Auditor Deductions	1	0	0	0
<b>Contractual Services Total:</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Finance Total:</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>1992 S.A. Debt Service Total:</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>

2018 Operating Budget - City of Dublin, Ohio

		<b>2016 Actual</b>	<b>2017 Budget</b>	<b>2017 Revised Budget</b>	<b>2018 Executive Budget</b>
<b>322 2001 S.A. Debt Service</b>					
<b>20 Finance</b>					
<b>Contractual Services</b>					
711001	County Auditor Deductions	32	200	200	100
<b>Contractual Services Total:</b>		<b>32</b>	<b>200</b>	<b>200</b>	<b>100</b>
<b>Debt Service</b>					
762003	Principal- Transportation	104,836	108,100	108,100	112,800
763004	Interest- Transportation	23,916	20,800	20,800	15,375
<b>Debt Service Total:</b>		<b>128,752</b>	<b>128,900</b>	<b>128,900</b>	<b>128,175</b>
<b>Finance Total:</b>		<b>128,784</b>	<b>129,100</b>	<b>129,100</b>	<b>128,275</b>
<b>2001 S.A. Debt Service Total:</b>		<b>128,784</b>	<b>129,100</b>	<b>129,100</b>	<b>128,275</b>

**(6) Capital Project Funds**

## **2018 OPERATING BUDGET - CITY OF DUBLIN, OHIO**

### **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](http://dublinohiousa.gov/economic-development/capital-improvements-program).

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

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.

## 2018 OPERATING BUDGET - CITY OF DUBLIN, OHIO

### Capital Improvements Program (CIP)

#### DEFINITION OF CAPITAL EXPENDITURES

Project Type	Considered a Capital Improvement Project (CIP)	A Maintenance Project or Expenditure (Operating Budget)
<i>Capital Enhancements / New Capital Infrastructure</i>	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.	
<i>Capital Maintenance</i>	Projects resulting in the repair, replacement, renovation or minor upgrade of an existing asset.	
<i>Capital Allocation</i>	Projects or programs resulting in acquisition of real property such as land or permanent easements, or reserves for contingencies for future projects.	
<i>Routine Maintenance</i>		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.

## 2018 OPERATING BUDGET - CITY OF DUBLIN, OHIO

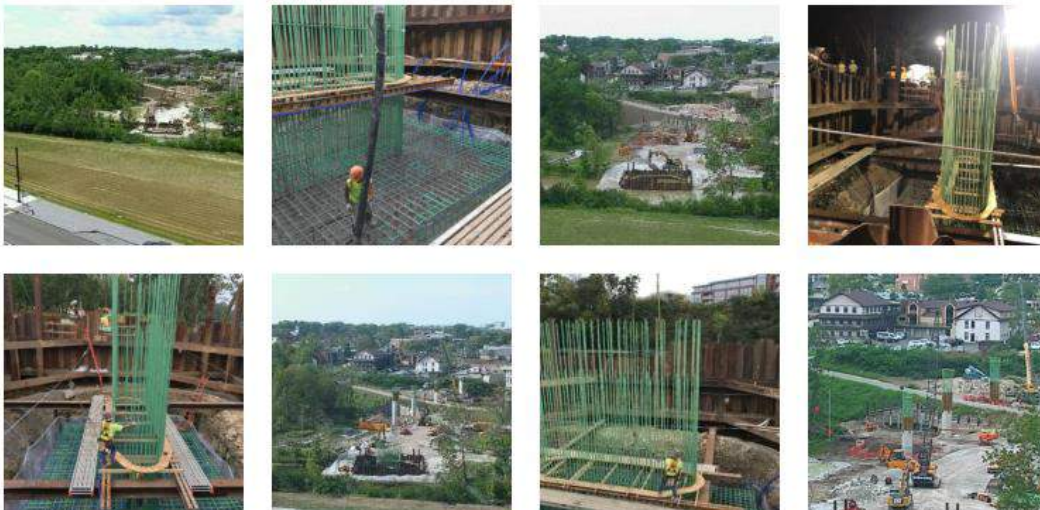
### Capital Improvements Program (CIP)

#### **Notable CIP Impacts on the Operating Budget (On-Going Expenses)**

<b><u>(MUNIS)</u></b> <b><u>Project</u></b> <b><u>No.</u></b>	<b><u>Project Description</u></b>	<b><u>Operating Cost</u></b>	<b><u>Notes</u></b>
<b>ET003</b>	US33/SR161/Post Road Interchange	\$155,000	Contracted landscape maintenance, plus cost of irrigation.
<b>GR133</b>	Riverside Crossing Park	\$110,000	Increased cost of contracted landscape maintenance service.



*Depiction of the Riverside Crossing Park and the Scioto Pedestrian Bridge.*



*Construction of the Scioto Pedestrian Bridge, October 2017.*

## 2018 OPERATING BUDGET - CITY OF DUBLIN, OHIO

### Capital Improvements Program (CIP)

---

#### **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.

## 2018 OPERATING BUDGET - CITY OF DUBLIN, OHIO

### Capital Improvements Program (CIP)

---

- 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 2018, 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.

## **2018 OPERATING BUDGET - CITY OF DUBLIN, OHIO**

### **Capital Improvements Program (CIP)**

---

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

The five-year program provides for significant capital programming. The programming of projects needs 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 2018-2022 CIP that have been identified as infrastructure projects benefiting the reflected TIFs.

2018 Operating Budget - City of Dublin, Ohio

		2016 Actual	2017 Budget	2017 Revised Budget	2018 Executive Budget
<b>401 Capital Improvements Tax</b>					
<b>20 Finance</b>					
<b>Contractual Services</b>					
711001	County Auditor Deductions	37,002	39,000	39,000	29,000
<b>Contractual Services Total:</b>		<b>37,002</b>	<b>39,000</b>	<b>39,000</b>	<b>29,000</b>
<b>Capital Outlay</b>					
735001	Cap Impr Land and Land Impr	308,053	500,000	587,365	500,000
736000	Cap Impr Other Projects	0	0	0	250,000
737000	Cap Impr Contingencies	0	250,000	250,000	250,000
<b>Capital Outlay Total:</b>		<b>308,053</b>	<b>750,000</b>	<b>837,365</b>	<b>1,000,000</b>
<b>Transfers/Advances</b>					
741000	Transfers Expense	3,731,976	3,522,600	4,322,600	4,852,550
742000	Advances Expense	5,355,000	0	0	7,750,000
<b>Transfers/Advances Total:</b>		<b>9,086,976</b>	<b>3,522,600</b>	<b>4,322,600</b>	<b>12,602,550</b>
<b>Finance Total:</b>		<b>9,432,031</b>	<b>4,311,600</b>	<b>5,198,965</b>	<b>13,631,550</b>
<b>30 Public Works</b>					
<b>Capital Outlay</b>					
734004	Other Equipment	1,755,670	1,295,000	1,520,399	1,660,000
735002	Cap Impr Build & Other Struct	1,360,009	1,040,000	1,981,304	1,090,000
735004	Cap Impr New Str Const/Eng Ser	0	300,000	460,100	0
735006	Cap Impr Str Maint Proj	8,811,613	14,560,000	17,998,983	10,285,000
735010	Cap Impr Storm Sewer Imp	1,140,144	1,165,000	1,238,562	725,000
<b>Capital Outlay Total:</b>		<b>13,067,436</b>	<b>18,360,000</b>	<b>23,199,347</b>	<b>13,760,000</b>
<b>Public Works Total:</b>		<b>13,067,436</b>	<b>18,360,000</b>	<b>23,199,347</b>	<b>13,760,000</b>
<b>40 Parks and Recreation</b>					
<b>Capital Outlay</b>					
735005	Cap Impr Park & Bikewy Impr	4,568,454	1,730,000	6,369,182	2,105,000
<b>Capital Outlay Total:</b>		<b>4,568,454</b>	<b>1,730,000</b>	<b>6,369,182</b>	<b>2,105,000</b>
<b>Parks and Recreation Total:</b>		<b>4,568,454</b>	<b>1,730,000</b>	<b>6,369,182</b>	<b>2,105,000</b>

2018 Operating Budget - City of Dublin, Ohio

		2016 Actual	2017 Budget	2017 Revised Budget	2018 Executive Budget
<b>401 Capital Improvements Tax</b>					
<b>60 Information Technology</b>					
<b>Capital Outlay</b>					
732000	Information Technology	802,013	1,425,000	2,361,842	1,740,000
736000	Cap Impr Other Projects	450,496	0	57,860	0
<b>Capital Outlay Total:</b>		<b>1,252,509</b>	<b>1,425,000</b>	<b>2,419,702</b>	<b>1,740,000</b>
<b>Information Technology Total:</b>		<b>1,252,509</b>	<b>1,425,000</b>	<b>2,419,702</b>	<b>1,740,000</b>
<b>70 Development</b>					
<b>Transfers/Advances</b>					
742000	Advances Expense	0	2,015,000	2,015,000	0
<b>Transfers/Advances Total:</b>		<b>0</b>	<b>2,015,000</b>	<b>2,015,000</b>	<b>0</b>
<b>Development Total:</b>		<b>0</b>	<b>2,015,000</b>	<b>2,015,000</b>	<b>0</b>
<b>80 Police</b>					
<b>Capital Outlay</b>					
734001	Police Capital Equipment	688,495	300,000	540,689	170,000
<b>Capital Outlay Total:</b>		<b>688,495</b>	<b>300,000</b>	<b>540,689</b>	<b>170,000</b>
<b>Police Total:</b>		<b>688,495</b>	<b>300,000</b>	<b>540,689</b>	<b>170,000</b>
<b>Capital Improvements Tax Total:</b>		<b>29,008,924</b>	<b>28,141,600</b>	<b>39,742,885</b>	<b>31,406,550</b>

2018 Operating Budget - City of Dublin, Ohio

		2016 Actual	2017 Budget	2017 Revised Budget	2018 Executive Budget
<b>404 Capital Improvement Constructi</b>					
<b>20 Finance</b>					
<b>Contractual Services</b>					
713005	Misc. Contract. Serv.	35,149	0	22,000	0
<b>Contractual Services Total:</b>		<b>35,149</b>	<b>0</b>	<b>22,000</b>	<b>0</b>
<b>Transfers/Advances</b>					
741000	Transfers Expense	8,520,000	0	596,435	4,703,000
742000	Advances Expense	3,723,427	3,500,000	30,268,500	0
<b>Transfers/Advances Total:</b>		<b>12,243,427</b>	<b>3,500,000</b>	<b>30,864,935</b>	<b>4,703,000</b>
<b>Debt Service</b>					
761001	Debt Issuance Costs	120,250	0	422,966	0
<b>Debt Service Total:</b>		<b>120,250</b>	<b>0</b>	<b>422,966</b>	<b>0</b>
<b>Finance Total:</b>		<b>12,398,826</b>	<b>3,500,000</b>	<b>31,309,901</b>	<b>4,703,000</b>
<b>30 Public Works</b>					
<b>Contractual Services</b>					
713004	Other Professional Services	0	0	180,050	0
<b>Contractual Services Total:</b>		<b>0</b>	<b>0</b>	<b>180,050</b>	<b>0</b>
<b>Capital Outlay</b>					
735002	Cap Impr Build & Other Struct	26,233,133	0	15,037,923	12,580,000
735004	Cap Impr New Str Const/Eng Ser	21,154,437	0	15,014,956	16,256,100
735006	Cap Impr Str Maint Proj	0	0	22,126,570	0
<b>Capital Outlay Total:</b>		<b>47,387,570</b>	<b>0</b>	<b>52,179,449</b>	<b>28,836,100</b>
<b>Public Works Total:</b>		<b>47,387,570</b>	<b>0</b>	<b>52,359,499</b>	<b>28,836,100</b>
<b>40 Parks and Recreation</b>					
<b>Capital Outlay</b>					
735005	Cap Impr Park & Bikewy Impr	0	0	1,017,480	1,100,000
<b>Capital Outlay Total:</b>		<b>0</b>	<b>0</b>	<b>1,017,480</b>	<b>1,100,000</b>
<b>Parks and Recreation Total:</b>		<b>0</b>	<b>0</b>	<b>1,017,480</b>	<b>1,100,000</b>
<b>Capital Improvement Constructi Total:</b>		<b>59,786,396</b>	<b>3,500,000</b>	<b>84,686,880</b>	<b>34,639,100</b>

2018 Operating Budget - City of Dublin, Ohio

		<b>2016 Actual</b>	<b>2017 Budget</b>	<b>2017 Revised Budget</b>	<b>2018 Executive Budget</b>
<b>412 TIF Woerner-Temple</b>					
<b>20 Finance</b>					
<b>Contractual Services</b>					
711001	County Auditor Deductions	2,035	3,000	3,000	3,000
<b>Contractual Services Total:</b>		<b>2,035</b>	<b>3,000</b>	<b>3,000</b>	<b>3,000</b>
<b>Transfers/Advances</b>					
741000	Transfers Expense	448,663	449,300	449,300	452,225
<b>Transfers/Advances Total:</b>		<b>448,663</b>	<b>449,300</b>	<b>449,300</b>	<b>452,225</b>
<b>Finance Total:</b>		<b>450,697</b>	<b>452,300</b>	<b>452,300</b>	<b>455,225</b>
<b>TIF Woerner-Temple Total:</b>		<b>450,697</b>	<b>452,300</b>	<b>452,300</b>	<b>455,225</b>

2018 Operating Budget - City of Dublin, Ohio

		<b>2016 Actual</b>	<b>2017 Budget</b>	<b>2017 Revised Budget</b>	<b>2018 Executive Budget</b>
<b>415 TIF Ruscilli</b>					
<b>20 Finance</b>					
<b>Contractual Services</b>					
711001	County Auditor Deductions	6,706	7,000	7,600	7,800
<b>Contractual Services Total:</b>		<b>6,706</b>	<b>7,000</b>	<b>7,600</b>	<b>7,800</b>
<b>Transfers/Advances</b>					
741000	Transfers Expense	1,035,475	737,800	737,800	600,000
<b>Transfers/Advances Total:</b>		<b>1,035,475</b>	<b>737,800</b>	<b>737,800</b>	<b>600,000</b>
<b>Finance Total:</b>		<b>1,042,181</b>	<b>744,800</b>	<b>745,400</b>	<b>607,800</b>
<b>TIF Ruscilli Total:</b>		<b>1,042,181</b>	<b>744,800</b>	<b>745,400</b>	<b>607,800</b>

2018 Operating Budget - City of Dublin, Ohio

		2016 Actual	2017 Budget	2017 Revised Budget	2018 Executive Budget
<b>416 TIF Pizzuti</b>					
<b>20 Finance</b>					
<b>Contractual Services</b>					
711001	County Auditor Deductions	2,768	3,000	3,000	3,000
<b>Contractual Services Total:</b>		<b>2,768</b>	<b>3,000</b>	<b>3,000</b>	<b>3,000</b>
<b>Capital Outlay</b>					
735001	Cap Impr Land and Land Impr	0	0	116,650	0
<b>Capital Outlay Total:</b>		<b>0</b>	<b>0</b>	<b>116,650</b>	<b>0</b>
<b>Transfers/Advances</b>					
741000	Transfers Expense	0	325,000	325,000	327,500
<b>Transfers/Advances Total:</b>		<b>0</b>	<b>325,000</b>	<b>325,000</b>	<b>327,500</b>
<b>Finance Total:</b>		<b>2,768</b>	<b>328,000</b>	<b>444,650</b>	<b>330,500</b>
<b>30 Public Works</b>					
<b>Contractual Services</b>					
713004	Other Professional Services	36,759	0	8,977	0
<b>Contractual Services Total:</b>		<b>36,759</b>	<b>0</b>	<b>8,977</b>	<b>0</b>
<b>Capital Outlay</b>					
735006	Cap Impr Str Maint Proj	166,444	0	641,864	0
<b>Capital Outlay Total:</b>		<b>166,444</b>	<b>0</b>	<b>641,864</b>	<b>0</b>
<b>Public Works Total:</b>		<b>203,202</b>	<b>0</b>	<b>650,841</b>	<b>0</b>
<b>TIF Pizzuti Total:</b>		<b>205,970</b>	<b>328,000</b>	<b>1,095,491</b>	<b>330,500</b>

2018 Operating Budget - City of Dublin, Ohio

		2016 Actual	2017 Budget	2017 Revised Budget	2018 Executive Budget
<b>419 TIF Thomas/Kohler</b>					
<b>20 Finance</b>					
<b>Contractual Services</b>					
711001	County Auditor Deductions	8,982	9,000	9,000	9,000
<b>Contractual Services Total:</b>		<b>8,982</b>	<b>9,000</b>	<b>9,000</b>	<b>9,000</b>
<b>Transfers/Advances</b>					
741000	Transfers Expense	155,678	156,200	156,200	157,275
742000	Advances Expense	250,000	0	0	250,000
<b>Transfers/Advances Total:</b>		<b>405,678</b>	<b>156,200</b>	<b>156,200</b>	<b>407,275</b>
<b>Finance Total:</b>		<b>414,660</b>	<b>165,200</b>	<b>165,200</b>	<b>416,275</b>
<b>30 Public Works</b>					
<b>Contractual Services</b>					
713004	Other Professional Services	43,911	0	497,668	0
<b>Contractual Services Total:</b>		<b>43,911</b>	<b>0</b>	<b>497,668</b>	<b>0</b>
<b>Capital Outlay</b>					
735004	Cap Impr New Str Const/Eng Ser	0	0	1,170,000	0
<b>Capital Outlay Total:</b>		<b>0</b>	<b>0</b>	<b>1,170,000</b>	<b>0</b>
<b>Public Works Total:</b>		<b>43,911</b>	<b>0</b>	<b>1,667,668</b>	<b>0</b>
<b>TIF Thomas/Kohler Total:</b>		<b>458,571</b>	<b>165,200</b>	<b>1,832,868</b>	<b>416,275</b>

2018 Operating Budget - City of Dublin, Ohio

		<b>2016 Actual</b>	<b>2017 Budget</b>	<b>2017 Revised Budget</b>	<b>2018 Executive Budget</b>
<b>421 TIF McKitrick Project</b>					
<b>20 Finance</b>					
<b>Contractual Services</b>					
711001	County Auditor Deductions	120,486	25,000	25,000	15,000
<b>Contractual Services Total:</b>		<b>120,486</b>	<b>25,000</b>	<b>25,000</b>	<b>15,000</b>
<b>Transfers/Advances</b>					
741000	Transfers Expense	494,000	1,074,800	1,074,800	2,300,525
<b>Transfers/Advances Total:</b>		<b>494,000</b>	<b>1,074,800</b>	<b>1,074,800</b>	<b>2,300,525</b>
<b>Finance Total:</b>		<b>614,486</b>	<b>1,099,800</b>	<b>1,099,800</b>	<b>2,315,525</b>
<b>TIF McKitrick Project Total:</b>		<b>614,486</b>	<b>1,099,800</b>	<b>1,099,800</b>	<b>2,315,525</b>

2018 Operating Budget - City of Dublin, Ohio

		2016 Actual	2017 Budget	2017 Revised Budget	2018 Executive Budget
<b>425 TIF Perimeter Center</b>					
<b>20 Finance</b>					
<b>Contractual Services</b>					
711001	County Auditor Deductions	5,568	6,000	6,000	6,200
<b>Contractual Services Total:</b>		<b>5,568</b>	<b>6,000</b>	<b>6,000</b>	<b>6,200</b>
<b>Finance Total:</b>		<b>5,568</b>	<b>6,000</b>	<b>6,000</b>	<b>6,200</b>
<b>30 Public Works</b>					
<b>Contractual Services</b>					
713004	Other Professional Services	240,530	0	303,945	0
<b>Contractual Services Total:</b>		<b>240,530</b>	<b>0</b>	<b>303,945</b>	<b>0</b>
<b>Public Works Total:</b>		<b>240,530</b>	<b>0</b>	<b>303,945</b>	<b>0</b>
<b>TIF Perimeter Center Total:</b>		<b>246,098</b>	<b>6,000</b>	<b>309,945</b>	<b>6,200</b>

2018 Operating Budget - City of Dublin, Ohio

		<b>2016 Actual</b>	<b>2017 Budget</b>	<b>2017 Revised Budget</b>	<b>2018 Executive Budget</b>
<b>426 TIF Rings Road</b>					
<b>20 Finance</b>					
<b>Contractual Services</b>					
711001	County Auditor Deductions	10,225	12,000	12,000	5,000
<b>Contractual Services Total:</b>		<b>10,225</b>	<b>12,000</b>	<b>12,000</b>	<b>5,000</b>
<b>Transfers/Advances</b>					
741000	Transfers Expense	274,081	274,900	274,900	276,875
<b>Transfers/Advances Total:</b>		<b>274,081</b>	<b>274,900</b>	<b>274,900</b>	<b>276,875</b>
<b>Finance Total:</b>		<b>284,306</b>	<b>286,900</b>	<b>286,900</b>	<b>281,875</b>
<b>TIF Rings Road Total:</b>		<b>284,306</b>	<b>286,900</b>	<b>286,900</b>	<b>281,875</b>

2018 Operating Budget - City of Dublin, Ohio

		2016 Actual	2017 Budget	2017 Revised Budget	2018 Executive Budget
<b>431 TIF Perimeter West</b>					
<b>20 Finance</b>					
<b>Contractual Services</b>					
711001	County Auditor Deductions	20,227	22,000	44,025	45,000
<b>Contractual Services Total:</b>		<b>20,227</b>	<b>22,000</b>	<b>44,025</b>	<b>45,000</b>
<b>Transfers/Advances</b>					
741000	Transfers Expense	965,905	965,300	965,300	966,125
742000	Advances Expense	0	0	0	595,000
<b>Transfers/Advances Total:</b>		<b>965,905</b>	<b>965,300</b>	<b>965,300</b>	<b>1,561,125</b>
<b>Finance Total:</b>		<b>986,132</b>	<b>987,300</b>	<b>1,009,325</b>	<b>1,606,125</b>
<b>30 Public Works</b>					
<b>Contractual Services</b>					
713004	Other Professional Services	0	340,000	340,000	0
<b>Contractual Services Total:</b>		<b>0</b>	<b>340,000</b>	<b>340,000</b>	<b>0</b>
<b>Capital Outlay</b>					
735004	Cap Impr New Str Const/Eng Ser	108,894	0	0	0
<b>Capital Outlay Total:</b>		<b>108,894</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Public Works Total:</b>		<b>108,894</b>	<b>340,000</b>	<b>340,000</b>	<b>0</b>
<b>TIF Perimeter West Total:</b>		<b>1,095,026</b>	<b>1,327,300</b>	<b>1,349,325</b>	<b>1,606,125</b>

2018 Operating Budget - City of Dublin, Ohio

		2016 Actual	2017 Budget	2017 Revised Budget	2018 Executive Budget
<b>432 TIF Upper Metro Place</b>					
<b>20 Finance</b>					
<b>Contractual Services</b>					
711001	County Auditor Deductions	2,957	3,500	3,500	3,500
<b>Contractual Services Total:</b>		<b>2,957</b>	<b>3,500</b>	<b>3,500</b>	<b>3,500</b>
<b>Transfers/Advances</b>					
741000	Transfers Expense	4,743	1,267,800	1,267,800	836,100
<b>Transfers/Advances Total:</b>		<b>4,743</b>	<b>1,267,800</b>	<b>1,267,800</b>	<b>836,100</b>
<b>Finance Total:</b>		<b>7,699</b>	<b>1,271,300</b>	<b>1,271,300</b>	<b>839,600</b>
<b>30 Public Works</b>					
<b>Contractual Services</b>					
713004	Other Professional Services	82,649	0	251,138	0
<b>Contractual Services Total:</b>		<b>82,649</b>	<b>0</b>	<b>251,138</b>	<b>0</b>
<b>Capital Outlay</b>					
735004	Cap Impr New Str Const/Eng Ser	18,564,199	0	23,974,423	0
<b>Capital Outlay Total:</b>		<b>18,564,199</b>	<b>0</b>	<b>23,974,423</b>	<b>0</b>
<b>Public Works Total:</b>		<b>18,646,848</b>	<b>0</b>	<b>24,225,561</b>	<b>0</b>
<b>TIF Upper Metro Place Total:</b>		<b>18,654,547</b>	<b>1,271,300</b>	<b>25,496,861</b>	<b>839,600</b>

2018 Operating Budget - City of Dublin, Ohio

		2016 Actual	2017 Budget	2017 Revised Budget	2018 Executive Budget
<b>433 TIF Rings/Frantz</b>					
<b>20 Finance</b>					
<b>Contractual Services</b>					
711001	County Auditor Deductions	4,742	5,000	5,000	5,000
<b>Contractual Services Total:</b>		<b>4,742</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>
<b>Transfers/Advances</b>					
742000	Advances Expense	250,000	0	0	0
<b>Transfers/Advances Total:</b>		<b>250,000</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Finance Total:</b>		<b>254,742</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>
<b>30 Public Works</b>					
<b>Contractual Services</b>					
713004	Other Professional Services	174,541	125,000	409,078	0
<b>Contractual Services Total:</b>		<b>174,541</b>	<b>125,000</b>	<b>409,078</b>	<b>0</b>
<b>Capital Outlay</b>					
735004	Cap Impr New Str Const/Eng Ser	200	2,665,000	2,665,000	0
<b>Capital Outlay Total:</b>		<b>200</b>	<b>2,665,000</b>	<b>2,665,000</b>	<b>0</b>
<b>Public Works Total:</b>		<b>174,741</b>	<b>2,790,000</b>	<b>3,074,078</b>	<b>0</b>
<b>TIF Rings/Frantz Total:</b>		<b>429,483</b>	<b>2,795,000</b>	<b>3,079,078</b>	<b>5,000</b>

2018 Operating Budget - City of Dublin, Ohio

		2016 Actual	2017 Budget	2017 Revised Budget	2018 Executive Budget
<b>436 TIF Historic Dublin Parking</b>					
<b>20 Finance</b>					
<b>Contractual Services</b>					
711001	County Auditor Deductions	777	1,000	1,000	1,000
<b>Contractual Services Total:</b>		<b>777</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>
<b>Transfers/Advances</b>					
742000	Advances Expense	0	70,000	70,000	70,000
<b>Transfers/Advances Total:</b>		<b>0</b>	<b>70,000</b>	<b>70,000</b>	<b>70,000</b>
<b>Finance Total:</b>		<b>777</b>	<b>71,000</b>	<b>71,000</b>	<b>71,000</b>
<b>TIF Historic Dublin Parking Total:</b>		<b>777</b>	<b>71,000</b>	<b>71,000</b>	<b>71,000</b>

2018 Operating Budget - City of Dublin, Ohio

		2016 Actual	2017 Budget	2017 Revised Budget	2018 Executive Budget
<b>441 TIF Emerald Parkway Phase 8</b>					
<b>20 Finance</b>					
<b>Transfers/Advances</b>					
741000	Transfers Expense	384,388	479,500	479,500	0
<b>Transfers/Advances Total:</b>		<b>384,388</b>	<b>479,500</b>	<b>479,500</b>	<b>0</b>
<b>Finance Total:</b>		<b>384,388</b>	<b>479,500</b>	<b>479,500</b>	<b>0</b>
<b>30 Public Works</b>					
<b>Contractual Services</b>					
713004	Other Professional Services	1,908	15,000	43,860	0
<b>Contractual Services Total:</b>		<b>1,908</b>	<b>15,000</b>	<b>43,860</b>	<b>0</b>
<b>Capital Outlay</b>					
735001	Cap Impr Land and Land Impr	348,726	0	0	0
735004	Cap Impr New Str Const/Eng Ser	0	360,000	371,300	0
<b>Capital Outlay Total:</b>		<b>348,726</b>	<b>360,000</b>	<b>371,300</b>	<b>0</b>
<b>Public Works Total:</b>		<b>350,634</b>	<b>375,000</b>	<b>415,159</b>	<b>0</b>
<b>TIF Emerald Parkway Phase 8 Total:</b>		<b>735,022</b>	<b>854,500</b>	<b>894,659</b>	<b>0</b>

2018 Operating Budget - City of Dublin, Ohio

		2016 Actual	2017 Budget	2017 Revised Budget	2018 Executive Budget
<b>442 TIF Perimeter Loop</b>					
<b>20 Finance</b>					
<b>Contractual Services</b>					
711001	County Auditor Deductions	438	600	600	600
<b>Contractual Services Total:</b>		<b>438</b>	<b>600</b>	<b>600</b>	<b>600</b>
<b>Transfers/Advances</b>					
742000	Advances Expense	0	35,000	35,000	35,000
<b>Transfers/Advances Total:</b>		<b>0</b>	<b>35,000</b>	<b>35,000</b>	<b>35,000</b>
<b>Finance Total:</b>		<b>438</b>	<b>35,600</b>	<b>35,600</b>	<b>35,600</b>
<b>TIF Perimeter Loop Total:</b>		<b>438</b>	<b>35,600</b>	<b>35,600</b>	<b>35,600</b>

2018 Operating Budget - City of Dublin, Ohio

		2016 Actual	2017 Budget	2017 Revised Budget	2018 Executive Budget
<b>443 TIF Tartan West</b>					
<b>20 Finance</b>					
<b>Contractual Services</b>					
711001	County Auditor Deductions	13,854	15,000	15,000	15,000
713005	Misc. Contract. Serv.	3,150	0	4,350	0
<b>Contractual Services Total:</b>		<b>17,004</b>	<b>15,000</b>	<b>19,350</b>	<b>15,000</b>
<b>Transfers/Advances</b>					
742000	Advances Expense	0	0	0	650,000
<b>Transfers/Advances Total:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>650,000</b>
<b>Finance Total:</b>		<b>17,004</b>	<b>15,000</b>	<b>19,350</b>	<b>665,000</b>
<b>30 Public Works</b>					
<b>Contractual Services</b>					
713004	Other Professional Services	155,666	0	144,155	0
<b>Contractual Services Total:</b>		<b>155,666</b>	<b>0</b>	<b>144,155</b>	<b>0</b>
<b>Capital Outlay</b>					
735006	Cap Impr Str Maint Proj	6,670	2,135,000	2,148,398	0
<b>Capital Outlay Total:</b>		<b>6,670</b>	<b>2,135,000</b>	<b>2,148,398</b>	<b>0</b>
<b>Public Works Total:</b>		<b>162,336</b>	<b>2,135,000</b>	<b>2,292,552</b>	<b>0</b>
<b>TIF Tartan West Total:</b>		<b>179,339</b>	<b>2,150,000</b>	<b>2,311,902</b>	<b>665,000</b>

2018 Operating Budget - City of Dublin, Ohio

		2016 Actual	2017 Budget	2017 Revised Budget	2018 Executive Budget
<b>444 TIF Shamrock Blvd.</b>					
<b>20 Finance</b>					
<b>Contractual Services</b>					
711001	County Auditor Deductions	550	750	750	750
<b>Contractual Services Total:</b>		<b>550</b>	<b>750</b>	<b>750</b>	<b>750</b>
<b>Transfers/Advances</b>					
742000	Advances Expense	0	25,000	50,000	50,000
<b>Transfers/Advances Total:</b>		<b>0</b>	<b>25,000</b>	<b>50,000</b>	<b>50,000</b>
<b>Finance Total:</b>		<b>550</b>	<b>25,750</b>	<b>50,750</b>	<b>50,750</b>
<b>TIF Shamrock Blvd. Total:</b>		<b>550</b>	<b>25,750</b>	<b>50,750</b>	<b>50,750</b>

2018 Operating Budget - City of Dublin, Ohio

		2016 Actual	2017 Budget	2017 Revised Budget	2018 Executive Budget
<b>446 TIF River Ridge</b>					
<b>20 Finance</b>					
<b>Contractual Services</b>					
711001	County Auditor Deductions	1,099	1,250	1,250	1,250
<b>Contractual Services Total:</b>		<b>1,099</b>	<b>1,250</b>	<b>1,250</b>	<b>1,250</b>
<b>Transfers/Advances</b>					
741000	Transfers Expense	137,091	137,700	137,700	137,700
742000	Advances Expense	200,000	0	0	50,000
<b>Transfers/Advances Total:</b>		<b>337,091</b>	<b>137,700</b>	<b>137,700</b>	<b>187,700</b>
<b>Finance Total:</b>		<b>338,190</b>	<b>138,950</b>	<b>138,950</b>	<b>188,950</b>
<b>TIF River Ridge Total:</b>		<b>338,190</b>	<b>138,950</b>	<b>138,950</b>	<b>188,950</b>

2018 Operating Budget - City of Dublin, Ohio

		2016 Actual	2017 Budget	2017 Revised Budget	2018 Executive Budget
<b>447 TIF Lifetime Fitness</b>					
<b>20 Finance</b>					
<b>Contractual Services</b>					
711001	County Auditor Deductions	1,607	1,750	1,750	1,750
<b>Contractual Services Total:</b>		<b>1,607</b>	<b>1,750</b>	<b>1,750</b>	<b>1,750</b>
<b>Transfers/Advances</b>					
742000	Advances Expense	0	0	150,000	200,000
<b>Transfers/Advances Total:</b>		<b>0</b>	<b>0</b>	<b>150,000</b>	<b>200,000</b>
<b>Finance Total:</b>		<b>1,607</b>	<b>1,750</b>	<b>151,750</b>	<b>201,750</b>
<b>30 Public Works</b>					
<b>Contractual Services</b>					
713004	Other Professional Services	4,180	0	0	0
<b>Contractual Services Total:</b>		<b>4,180</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Capital Outlay</b>					
735006	Cap Impr Str Maint Proj	504,570	0	0	0
<b>Capital Outlay Total:</b>		<b>504,570</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Public Works Total:</b>		<b>508,750</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TIF Lifetime Fitness Total:</b>		<b>510,356</b>	<b>1,750</b>	<b>151,750</b>	<b>201,750</b>

2018 Operating Budget - City of Dublin, Ohio

		<b>2016 Actual</b>	<b>2017 Budget</b>	<b>2017 Revised Budget</b>	<b>2018 Executive Budget</b>
<b>448 COIC Improvement</b>					
<b>30 Public Works</b>					
<b>Contractual Services</b>					
713004	Other Professional Services	0	25,000	25,000	0
<b>Contractual Services Total:</b>		<b>0</b>	<b>25,000</b>	<b>25,000</b>	<b>0</b>
<b>Capital Outlay</b>					
735006	Cap Impr Str Maint Proj	0	155,000	155,000	0
<b>Capital Outlay Total:</b>		<b>0</b>	<b>155,000</b>	<b>155,000</b>	<b>0</b>
<b>Public Works Total:</b>		<b>0</b>	<b>180,000</b>	<b>180,000</b>	<b>0</b>
<b>COIC Improvement Total:</b>		<b>0</b>	<b>180,000</b>	<b>180,000</b>	<b>0</b>

2018 Operating Budget - City of Dublin, Ohio

		2016 Actual	2017 Budget	2017 Revised Budget	2018 Executive Budget
<b>449 TIF Irelan Place</b>					
<b>20 Finance</b>					
<b>Contractual Services</b>					
711001	County Auditor Deductions	48	100	100	100
<b>Contractual Services Total:</b>		<b>48</b>	<b>100</b>	<b>100</b>	<b>100</b>
<b>Transfers/Advances</b>					
742000	Advances Expense	0	3,500	3,500	3,500
<b>Transfers/Advances Total:</b>		<b>0</b>	<b>3,500</b>	<b>3,500</b>	<b>3,500</b>
<b>Finance Total:</b>		<b>48</b>	<b>3,600</b>	<b>3,600</b>	<b>3,600</b>
<b>TIF Irelan Place Total:</b>		<b>48</b>	<b>3,600</b>	<b>3,600</b>	<b>3,600</b>

2018 Operating Budget - City of Dublin, Ohio

	2016 Actual	2017 Budget	2017 Revised Budget	2018 Executive Budget
<b>450 TIF Shier Rings Road</b>				
<b>20 Finance</b>				
<b>Contractual Services</b>				
711001 County Auditor Deductions	134	250	250	250
<b>Contractual Services Total:</b>	<b>134</b>	<b>250</b>	<b>250</b>	<b>250</b>
<b>Finance Total:</b>	<b>134</b>	<b>250</b>	<b>250</b>	<b>250</b>
<b>TIF Shier Rings Road Total:</b>	<b>134</b>	<b>250</b>	<b>250</b>	<b>250</b>

2018 Operating Budget - City of Dublin, Ohio

		<b>2016 Actual</b>	<b>2017 Budget</b>	<b>2017 Revised Budget</b>	<b>2018 Executive Budget</b>
<b>451 TIF Shamrock Crossing</b>					
<b>20 Finance</b>					
<b>Contractual Services</b>					
711001	County Auditor Deductions	2,191	2,500	3,800	4,000
<b>Contractual Services Total:</b>		<b>2,191</b>	<b>2,500</b>	<b>3,800</b>	<b>4,000</b>
<b>Transfers/Advances</b>					
742000	Advances Expense	0	100,000	100,000	200,000
<b>Transfers/Advances Total:</b>		<b>0</b>	<b>100,000</b>	<b>100,000</b>	<b>200,000</b>
<b>Finance Total:</b>		<b>2,191</b>	<b>102,500</b>	<b>103,800</b>	<b>204,000</b>
<b>TIF Shamrock Crossing Total:</b>		<b>2,191</b>	<b>102,500</b>	<b>103,800</b>	<b>204,000</b>

2018 Operating Budget - City of Dublin, Ohio

		<b>2016 Actual</b>	<b>2017 Budget</b>	<b>2017 Revised Budget</b>	<b>2018 Executive Budget</b>
<b>452 TIF Bridge and High Street</b>					
<b>20 Finance</b>					
<b>Contractual Services</b>					
711001	County Auditor Deductions	1,289	1,500	1,500	1,500
<b>Contractual Services Total:</b>		<b>1,289</b>	<b>1,500</b>	<b>1,500</b>	<b>1,500</b>
<b>Transfers/Advances</b>					
742000	Advances Expense	100,000	100,000	100,000	150,000
<b>Transfers/Advances Total:</b>		<b>100,000</b>	<b>100,000</b>	<b>100,000</b>	<b>150,000</b>
<b>Finance Total:</b>		<b>101,289</b>	<b>101,500</b>	<b>101,500</b>	<b>151,500</b>
<b>TIF Bridge and High Street Total:</b>		<b>101,289</b>	<b>101,500</b>	<b>101,500</b>	<b>151,500</b>

2018 Operating Budget - City of Dublin, Ohio

		2016 Actual	2017 Budget	2017 Revised Budget	2018 Executive Budget
<b>453 TIF Dublin Methodist Hospital</b>					
<b>20 Finance</b>					
<b>Contractual Services</b>					
711001	County Auditor Deductions	1,720	2,000	2,000	2,000
<b>Contractual Services Total:</b>		<b>1,720</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>
<b>Transfers/Advances</b>					
741000	Transfers Expense	0	130,000	130,000	127,500
<b>Transfers/Advances Total:</b>		<b>0</b>	<b>130,000</b>	<b>130,000</b>	<b>127,500</b>
<b>Finance Total:</b>		<b>1,720</b>	<b>132,000</b>	<b>132,000</b>	<b>129,500</b>
<b>TIF Dublin Methodist Hospital Total:</b>		<b>1,720</b>	<b>132,000</b>	<b>132,000</b>	<b>129,500</b>

2018 Operating Budget - City of Dublin, Ohio

		<b>2016 Actual</b>	<b>2017 Budget</b>	<b>2017 Revised Budget</b>	<b>2018 Executive Budget</b>
<b>454 TIF Kroger Centre</b>					
<b>20 Finance</b>					
<b>Contractual Services</b>					
711001	County Auditor Deductions	3,336	4,000	4,000	4,000
<b>Contractual Services Total:</b>		<b>3,336</b>	<b>4,000</b>	<b>4,000</b>	<b>4,000</b>
<b>Transfers/Advances</b>					
741000	Transfers Expense	99,388	0	97,238	282,375
<b>Transfers/Advances Total:</b>		<b>99,388</b>	<b>0</b>	<b>97,238</b>	<b>282,375</b>
<b>Finance Total:</b>		<b>102,724</b>	<b>4,000</b>	<b>101,238</b>	<b>286,375</b>
<b>TIF Kroger Centre Total:</b>		<b>102,724</b>	<b>4,000</b>	<b>101,238</b>	<b>286,375</b>

2018 Operating Budget - City of Dublin, Ohio

		2016 Actual	2017 Budget	2017 Revised Budget	2018 Executive Budget
<b>455 TIF Frantz/Dublin Road</b>					
<b>30 Public Works</b>					
<b>Contractual Services</b>					
713004	Other Professional Services	45,427	0	152,901	0
<b>Contractual Services Total:</b>		<b>45,427</b>	<b>0</b>	<b>152,901</b>	<b>0</b>
<b>Public Works Total:</b>		<b>45,427</b>	<b>0</b>	<b>152,901</b>	<b>0</b>
<b>TIF Frantz/Dublin Road Total:</b>		<b>45,427</b>	<b>0</b>	<b>152,901</b>	<b>0</b>

2018 Operating Budget - City of Dublin, Ohio

		<b>2016 Actual</b>	<b>2017 Budget</b>	<b>2017 Revised Budget</b>	<b>2018 Executive Budget</b>
<b>456 TIF Delta Energy</b>					
<b>20 Finance</b>					
<b>Contractual Services</b>					
711001	County Auditor Deductions	389	500	500	500
<b>Contractual Services Total:</b>		<b>389</b>	<b>500</b>	<b>500</b>	<b>500</b>
<b>Transfers/Advances</b>					
742000	Advances Expense	0	30,000	30,000	30,000
<b>Transfers/Advances Total:</b>		<b>0</b>	<b>30,000</b>	<b>30,000</b>	<b>30,000</b>
<b>Finance Total:</b>		<b>389</b>	<b>30,500</b>	<b>30,500</b>	<b>30,500</b>
<b>TIF Delta Energy Total:</b>		<b>389</b>	<b>30,500</b>	<b>30,500</b>	<b>30,500</b>

2018 Operating Budget - City of Dublin, Ohio

		2016 Actual	2017 Budget	2017 Revised Budget	2018 Executive Budget
<b>457 TIF Bridge Street</b>					
<b>20 Finance</b>					
<b>Contractual Services</b>					
719006	Contractual Obligations	1,536,965	0	1,537,000	1,536,965
<b>Contractual Services Total:</b>		<b>1,536,965</b>	<b>0</b>	<b>1,537,000</b>	<b>1,536,965</b>
<b>Capital Outlay</b>					
735001	Cap Impr Land and Land Impr	0	0	18,250	0
<b>Capital Outlay Total:</b>		<b>0</b>	<b>0</b>	<b>18,250</b>	<b>0</b>
<b>Transfers/Advances</b>					
741000	Transfers Expense	254,598	255,600	255,600	0
<b>Transfers/Advances Total:</b>		<b>254,598</b>	<b>255,600</b>	<b>255,600</b>	<b>0</b>
<b>Finance Total:</b>		<b>1,791,563</b>	<b>255,600</b>	<b>1,810,850</b>	<b>1,536,965</b>
<b>30 Public Works</b>					
<b>Contractual Services</b>					
713004	Other Professional Services	2,700,915	1,525,000	2,528,884	2,215,000
<b>Contractual Services Total:</b>		<b>2,700,915</b>	<b>1,525,000</b>	<b>2,528,884</b>	<b>2,215,000</b>
<b>Capital Outlay</b>					
731000	Furniture/Equipment	0	375,000	365,000	0
735001	Cap Impr Land and Land Impr	-1,059,459	0	0	0
735002	Cap Impr Build & Other Struct	28,760	0	445,680	0
735004	Cap Impr New Str Const/Eng Ser	792,713	0	108,593	0
<b>Capital Outlay Total:</b>		<b>-237,986</b>	<b>375,000</b>	<b>919,273</b>	<b>0</b>
<b>Public Works Total:</b>		<b>2,462,929</b>	<b>1,900,000</b>	<b>3,448,157</b>	<b>2,215,000</b>
<b>TIF Bridge Street Total:</b>		<b>4,254,492</b>	<b>2,155,600</b>	<b>5,259,007</b>	<b>3,751,965</b>

2018 Operating Budget - City of Dublin, Ohio

		2016 Actual	2017 Budget	2017 Revised Budget	2018 Executive Budget
<b>458 TIF Vrable</b>					
<b>20 Finance</b>					
<b>Contractual Services</b>					
711001	County Auditor Deductions	1,818	2,000	5,500	5,500
<b>Contractual Services Total:</b>		<b>1,818</b>	<b>2,000</b>	<b>5,500</b>	<b>5,500</b>
<b>Transfers/Advances</b>					
742000	Advances Expense	0	0	0	500,000
<b>Transfers/Advances Total:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>500,000</b>
<b>Finance Total:</b>		<b>1,818</b>	<b>2,000</b>	<b>5,500</b>	<b>505,500</b>
<b>30 Public Works</b>					
<b>Contractual Services</b>					
713004	Other Professional Services	0	0	3,012	0
<b>Contractual Services Total:</b>		<b>0</b>	<b>0</b>	<b>3,012</b>	<b>0</b>
<b>Capital Outlay</b>					
735004	Cap Impr New Str Const/Eng Ser	1,455,426	0	1,322	0
<b>Capital Outlay Total:</b>		<b>1,455,426</b>	<b>0</b>	<b>1,322</b>	<b>0</b>
<b>Public Works Total:</b>		<b>1,455,426</b>	<b>0</b>	<b>4,334</b>	<b>0</b>
<b>TIF Vrable Total:</b>		<b>1,457,244</b>	<b>2,000</b>	<b>9,834</b>	<b>505,500</b>

2018 Operating Budget - City of Dublin, Ohio

		2016 Actual	2017 Budget	2017 Revised Budget	2018 Executive Budget
<b>459 TIF West Innovation</b>					
<b>20 Finance</b>					
<b>Contractual Services</b>					
711001	County Auditor Deductions	66	100	3,700	3,500
<b>Contractual Services Total:</b>		<b>66</b>	<b>100</b>	<b>3,700</b>	<b>3,500</b>
<b>Transfers/Advances</b>					
742000	Advances Expense	0	0	0	300,000
<b>Transfers/Advances Total:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>300,000</b>
<b>Finance Total:</b>		<b>66</b>	<b>100</b>	<b>3,700</b>	<b>303,500</b>
<b>30 Public Works</b>					
<b>Capital Outlay</b>					
735006	Cap Impr Str Maint Proj	1,032,378	0	603,200	0
<b>Capital Outlay Total:</b>		<b>1,032,378</b>	<b>0</b>	<b>603,200</b>	<b>0</b>
<b>Public Works Total:</b>		<b>1,032,378</b>	<b>0</b>	<b>603,200</b>	<b>0</b>
<b>TIF West Innovation Total:</b>		<b>1,032,444</b>	<b>100</b>	<b>606,900</b>	<b>303,500</b>

2018 Operating Budget - City of Dublin, Ohio

	2016 Actual	2017 Budget	2017 Revised Budget	2018 Executive Budget
<b>460 TIF Ohio University</b>				
<b>20 Finance</b>				
<b>Capital Outlay</b>				
735001 Cap Impr Land and Land Impr	167,125	0	635	0
<b>Capital Outlay Total:</b>	<b>167,125</b>	<b>0</b>	<b>635</b>	<b>0</b>
<b>Finance Total:</b>	<b>167,125</b>	<b>0</b>	<b>635</b>	<b>0</b>
<b>30 Public Works</b>				
<b>Contractual Services</b>				
713004 Other Professional Services	500	0	0	0
<b>Contractual Services Total:</b>	<b>500</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Capital Outlay</b>				
735006 Cap Impr Str Maint Proj	0	0	0	600,000
<b>Capital Outlay Total:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>600,000</b>
<b>Public Works Total:</b>	<b>500</b>	<b>0</b>	<b>0</b>	<b>600,000</b>
<b>TIF Ohio University Total:</b>	<b>167,625</b>	<b>0</b>	<b>635</b>	<b>600,000</b>

2018 Operating Budget - City of Dublin, Ohio

		2016 Actual	2017 Budget	2017 Revised Budget	2018 Executive Budget
<b>461 TIF Tuller</b>					
<b>20 Finance</b>					
<b>Contractual Services</b>					
711001	County Auditor Deductions	0	5,000	5,000	5,000
<b>Contractual Services Total:</b>		<b>0</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>
<b>Transfers/Advances</b>					
741000	Transfers Expense	0	0	0	359,975
<b>Transfers/Advances Total:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>359,975</b>
<b>Finance Total:</b>		<b>0</b>	<b>5,000</b>	<b>5,000</b>	<b>364,975</b>
<b>30 Public Works</b>					
<b>Contractual Services</b>					
713004	Other Professional Services	3,363,101	0	40,156	0
<b>Contractual Services Total:</b>		<b>3,363,101</b>	<b>0</b>	<b>40,156</b>	<b>0</b>
<b>Capital Outlay</b>					
735001	Cap Impr Land and Land Impr	0	0	37,158	0
735004	Cap Impr New Str Const/Eng Ser	2,708,917	0	4,263,786	0
<b>Capital Outlay Total:</b>		<b>2,708,917</b>	<b>0</b>	<b>4,300,944</b>	<b>0</b>
<b>Public Works Total:</b>		<b>6,072,018</b>	<b>0</b>	<b>4,341,100</b>	<b>0</b>
<b>70 Development</b>					
<b>Transfers/Advances</b>					
742000	Advances Expense	7,950,000	0	0	0
<b>Transfers/Advances Total:</b>		<b>7,950,000</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Development Total:</b>		<b>7,950,000</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TIF Tuller Total:</b>		<b>14,022,018</b>	<b>5,000</b>	<b>4,346,100</b>	<b>364,975</b>

2018 Operating Budget - City of Dublin, Ohio

		2016 Actual	2017 Budget	2017 Revised Budget	2018 Executive Budget
<b>462 TIF Nestle</b>					
<b>20 Finance</b>					
<b>Contractual Services</b>					
711001	County Auditor Deductions	446	500	500	750
<b>Contractual Services Total:</b>		<b>446</b>	<b>500</b>	<b>500</b>	<b>750</b>
<b>Finance Total:</b>		<b>446</b>	<b>500</b>	<b>500</b>	<b>750</b>
<b>TIF Nestle Total:</b>		<b>446</b>	<b>500</b>	<b>500</b>	<b>750</b>

2018 Operating Budget - City of Dublin, Ohio

		<b>2016 Actual</b>	<b>2017 Budget</b>	<b>2017 Revised Budget</b>	<b>2018 Executive Budget</b>
<hr/>					
<b>463 TIF Bridge Park</b>					
<b>20 Finance</b>					
<b>Transfers/Advances</b>					
741000	Transfers Expense	215,140	1,490,300	1,490,300	2,532,425
<b>Transfers/Advances Total:</b>		<b>215,140</b>	<b>1,490,300</b>	<b>1,490,300</b>	<b>2,532,425</b>
<hr/>					
<b>Finance Total:</b>		<b>215,140</b>	<b>1,490,300</b>	<b>1,490,300</b>	<b>2,532,425</b>
<hr/>					
<b>TIF Bridge Park Total:</b>		<b>215,140</b>	<b>1,490,300</b>	<b>1,490,300</b>	<b>2,532,425</b>

2018 Operating Budget - City of Dublin, Ohio

	2016 Actual	2017 Budget	2017 Revised Budget	2018 Executive Budget
<b>464 TIF Innovation</b>				
<b>20 Finance</b>				
<b>Contractual Services</b>				
711001 County Auditor Deductions	0	250	955	1,000
<b>Contractual Services Total:</b>	<b>0</b>	<b>250</b>	<b>955</b>	<b>1,000</b>
<b>Finance Total:</b>	<b>0</b>	<b>250</b>	<b>955</b>	<b>1,000</b>
<b>TIF Innovation Total:</b>	<b>0</b>	<b>250</b>	<b>955</b>	<b>1,000</b>

2018 Operating Budget - City of Dublin, Ohio

		<b>2016 Actual</b>	<b>2017 Budget</b>	<b>2017 Revised Budget</b>	<b>2018 Executive Budget</b>
<b>465 TIF Riviera</b>					
<b>30 Public Works</b>					
<b>Contractual Services</b>					
713004	Other Professional Services	0	125,000	125,000	2,150,000
<b>Contractual Services Total:</b>		<b>0</b>	<b>125,000</b>	<b>125,000</b>	<b>2,150,000</b>
<b>Capital Outlay</b>					
735001	Cap Impr Land and Land Impr	0	200,000	208,415	0
<b>Capital Outlay Total:</b>		<b>0</b>	<b>200,000</b>	<b>208,415</b>	<b>0</b>
<b>Public Works Total:</b>		<b>0</b>	<b>325,000</b>	<b>333,415</b>	<b>2,150,000</b>
<b>TIF Riviera Total:</b>		<b>0</b>	<b>325,000</b>	<b>333,415</b>	<b>2,150,000</b>

**CITY OF DUBLIN  
CAPITAL IMPROVEMENTS PROGRAM  
2018-2022**

PROJECT DESCRIPTION	TOTAL 2018-2022 (\$000)	BEYOND 2022 (\$000)	TOTAL TO BE BUDGETED
<b><u>SUMMARY</u></b>			
Administration - Capital Allocations	10,250	0	10,250
Total - ADMINISTRATION	10,250	0	10,250
City Facilities - Capital Maintenance	3,065	225	3,290
City Facilities - Capital Enhancements / New Capital Infrastructure	1,080	2,040	3,120
Total - CITY FACILITIES	4,145	2,265	6,410
City-Wide Fleet - Capital Maintenance	6,790	0	6,790
City-Wide Fleet - Capital Enhancements / New Capital Infrastructure	410	0	410
Total - CITY-WIDE FLEET	7,200	0	7,200
Parks - Capital Maintenance	4,075	0	4,075
Parks - Capital Enhancements / New Capital Infrastructure	26,720	16,160	42,880
Total - PARKS	30,795	16,160	46,955
Police - Capital Maintenance	885	0	885
Police - Capital Enhancements / New Capital Infrastructure	120	0	120
Total - POLICE	1,005	0	1,005
Utilities - Sanitary Sewer - Capital Maintenance	6,300	2,050	8,350
Utilities - Sanitary Sewer - Capital Enhancements / New Capital Infrastructure	13,910	650	14,560
Total - UTILITIES - SANITARY SEWER	20,210	2,700	22,910
Utilities - Stormwater - Capital Maintenance	3,105	685	3,790
Utilities - Stormwater - Capital Enhancements / New Capital Infrastructure	1,410	660	2,070
Total - UTILITIES - STORMWATER	4,515	1,345	5,860
Computer Hardware / Software / Fiber - Capital Maintenance	5,500	0	5,500
Computer Hardware / Software / Fiber - Capital Enhancements / New Capital Infrastructure	2,325	0	2,325
Total - COMPUTER HARDWARE / SOFTWARE / FIBER	7,825	0	7,825
Transportation - Bicycle and Pedestrian - Capital Maintenance	3,575	125	3,700
Transportation - Bicycle and Pedestrian - Capital Enhancements / New Capital Infrastructure	2,825	6,135	8,960
Total - TRANSPORTATION - BICYCLE AND PEDESTRIAN	6,400	6,260	12,660
Transportation - Bridges and Culvert - Capital Maintenance	9,740	170	9,910
Transportation - Bridges and Culvert - Capital Enhancements / New Capital Infrastructure	0	36,050	36,050
Total - TRANSPORTATION - BRIDGES AND CULVERTS	9,740	36,220	45,960
Transportation - Streets and Parking - Capital Maintenance	40,175	680	40,855
Transportation - Streets and Parking - Capital Enhancements / New Capital Infrastructure	48,445	61,065	109,510
Total - TRANSPORTATION - STREETS AND PARKING	88,620	61,745	150,365
Utilities - Water - Capital Maintenance	475	0	475
Utilities - Water - Capital Enhancements / New Capital Infrastructure	6,590	220	6,810
Total - UTILITIES - WATER	7,065	220	7,285
TOTALS:			
Capital Maintenance	83,685	3,935	87,620
Capital Allocations	10,250	0	10,250
Capital Enhancements / New Capital Infrastructure	103,835	122,980	226,815
TOTAL PROJECT BUDGET	197,770	126,915	324,685

CITY OF DUBLIN  
CAPITAL IMPROVEMENT PROJECTS  
2018-2022

(MUNIS) PROJECT NO.	DESCRIPTION	PRIOR YEARS (\$000)	2017	2018	2019	2020	2021	2022	TOTAL 2018-2022 (\$000)	BEYOND 2022 (\$000)	TOTAL TO BE BUDGETED
---------------------------	-------------	---------------------------	------	------	------	------	------	------	-------------------------------	---------------------------	----------------------------

**ADMINISTRATION**

**CAPITAL ALLOCATIONS**

AL181	Land Acquisition	0	500	500	500	500	500	500	2,500	0	2,500
AL182	Parkland Acquisition	0	650	650	650	650	650	650	3,250	0	3,250
AA181	Contingencies	0	250	250	250	250	250	250	1,250	0	1,250
ES142	Allocation for Sewer Extensions	0	400	400	400	400	400	400	2,000	0	2,000
AL183	Mobility Initiatives	0	0	250	250	250	250	250	1,250	0	1,250

7/31/2017

<b>2018-2022</b>	<b>TOTAL</b>	<b>0</b>	<b>1,800</b>	<b>2,050</b>	<b>2,050</b>	<b>2,050</b>	<b>2,050</b>	<b>2,050</b>	<b>10,250</b>	<b>0</b>	<b>10,250</b>
------------------	--------------	----------	--------------	--------------	--------------	--------------	--------------	--------------	---------------	----------	---------------

**2017-2021**

<b>TOTAL - ADMINISTRATION</b>	0	1,800	1,800	1,800	1,800	1,800	1,800	0
\$\$ Difference	0	0	250	250	250	250	250	n/a
% Difference	0.0%	0.0%	13.9%	13.9%	13.9%	13.9%	13.9%	n/a

CITY OF DUBLIN  
CAPITAL IMPROVEMENT PROJECTS  
2018-2022

(MUNIS) PROJECT NO.	DESCRIPTION	PRIOR YEARS (\$000)	2017	2018	2019	2020	2021	2022	TOTAL 2018-2022 (\$000)	BEYOND 2022 (\$000)	TOTAL TO BE BUDGETED
---------------------------	-------------	---------------------------	------	------	------	------	------	------	-------------------------------	---------------------------	----------------------------

CITY FACILITIES

CAPITAL MAINTENANCE

	<u>City-Wide</u>										
AB181	Building Maintenance/Renovations	0	950	905	740	380	440	600	3,065	225	3,290
7/31/2017	<b>TOTAL</b>	<b>0</b>	<b>950</b>	<b>905</b>	<b>740</b>	<b>380</b>	<b>440</b>	<b>600</b>	<b>3,065</b>	<b>225</b>	<b>3,290</b>

CAPITAL ENHANCEMENTS / NEW CAPITAL INFRASTRUCTURE

	<u>5800 Building</u>										
AB175	Renovate Office Space	0	3,480	0	0	0	0	0	0	0	0
	<u>Fleet</u>										
AB174	Salt Barns (2)	0	0	80	1,000	0	0	0	1,080	0	1,080
	<u>Justice Center</u>										
AB061	Covered Parking	0	0	0	0	0	0	0	0	1,800	1,800
	<u>Dublin Community Recreation Center (DCRC)</u>										
AB173	Pool Tile Replacement	0	0	0	0	0	0	0	0	240	240
7/31/2017	<b>TOTAL</b>	<b>0</b>	<b>3,480</b>	<b>80</b>	<b>1,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,080</b>	<b>2,040</b>	<b>3,120</b>

2018-2022

<b>TOTAL - CITY FACILITIES</b>	<b>0</b>	<b>4,430</b>	<b>985</b>	<b>1,740</b>	<b>380</b>	<b>440</b>	<b>600</b>	<b>4,145</b>	<b>2,265</b>	<b>6,410</b>
--------------------------------	----------	--------------	------------	--------------	------------	------------	------------	--------------	--------------	--------------

2017-2021

<b>TOTAL - CITY FACILITIES</b>	<b>0</b>	<b>5,055</b>	<b>625</b>	<b>790</b>	<b>155</b>	<b>130</b>	<b>0</b>
\$ Difference	<b>0</b>	<b>(625)</b>	<b>360</b>	<b>950</b>	<b>225</b>	<b>310</b>	<b>n/a</b>
% Difference	<b>0.0%</b>	<b>-12.4%</b>	<b>57.6%</b>	<b>120.3%</b>	<b>145.2%</b>	<b>238.5%</b>	<b>n/a</b>

CITY OF DUBLIN  
CAPITAL IMPROVEMENT PROJECTS  
2018-2022

(MUNIS) PROJECT NO.	DESCRIPTION	PRIOR YEARS (\$000)	2017	2018	2019	2020	2021	2022	TOTAL 2018-2022 (\$000)	BEYOND 2022 (\$000)	TOTAL TO BE BUDGETED
---------------------------	-------------	---------------------------	------	------	------	------	------	------	-------------------------------	---------------------------	----------------------------

**CITY-WIDE FLEET**

**CAPITAL MAINTENANCE**

AV181	Replacement Vehicles	0	1,000	1,000	1,000	1,000	1,000	1,000	5,000	0	5,000
AV183	Replacement Equipment	0	405	505	535	355	95	300	1,790	0	1,790
7/31/2017	<b>TOTAL</b>	<b>0</b>	<b>1,405</b>	<b>1,505</b>	<b>1,535</b>	<b>1,355</b>	<b>1,095</b>	<b>1,300</b>	<b>6,790</b>	<b>0</b>	<b>6,790</b>

**NEW CAPITAL ASSETS**

AV181	New Vehicles	0	230	75	115	75	0	0	265	0	265
AV183	New Equipment	0	110	105	0	40	0	0	145	0	145
7/31/2017	<b>TOTAL</b>	<b>0</b>	<b>340</b>	<b>180</b>	<b>115</b>	<b>115</b>	<b>0</b>	<b>0</b>	<b>410</b>	<b>0</b>	<b>410</b>

<b>2018-2022</b>	<b>TOTAL - CITY-WIDE FLEET</b>	<b>0</b>	<b>1,745</b>	<b>1,685</b>	<b>1,650</b>	<b>1,470</b>	<b>1,095</b>	<b>1,300</b>	<b>7,200</b>	<b>0</b>	<b>7,200</b>
------------------	--------------------------------	----------	--------------	--------------	--------------	--------------	--------------	--------------	--------------	----------	--------------

**2017-2021**

<b>TOTAL - CITY-WIDE FLEET</b>	0	1,745	1,650	1,575	1,355	1,125	n/a
\$\$ Difference	0	0	35	75	115	(30)	n/a
% Difference	0.0%	0.0%	2.1%	4.8%	8.5%	-2.7%	n/a

CITY OF DUBLIN  
CAPITAL IMPROVEMENT PROJECTS  
2018-2022

(MUNIS) PROJECT NO.	DESCRIPTION	PRIOR YEARS (\$000)	2017	2018	2019	2020	2021	2022	TOTAL 2018-2022 (\$000)	BEYOND 2022 (\$000)	TOTAL TO BE BUDGETED
---------------------------	-------------	---------------------------	------	------	------	------	------	------	-------------------------------	---------------------------	----------------------------

**PARKS & RECREATION**

**CAPITAL MAINTENANCE**

AR181	Park Renovations / Rehabilitations	0	910	800	800	800	800	800	4,000	0	4,000
AB182	Public Art Maintenance	0	15	15	15	15	15	15	75	0	75
7/31/2017	<b>TOTAL</b>	<b>0</b>	<b>925</b>	<b>815</b>	<b>815</b>	<b>815</b>	<b>815</b>	<b>815</b>	<b>4,075</b>	<b>0</b>	<b>4,075</b>

**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	30	350	35	400	0	0	785	725	1,510
GR113	IGS Park (TIF)	161	0	0	30	150	0	0	180	0	180
GR161	Barronsmore Mound (Ballantrae)	0	0	0	0	115	0	0	115	0	115
GR991	Darree Fields Development	6,519	101	290	0	0	0	0	290	1,215	1,505
GR993	Amberleigh Community Park	2,634	0	0	0	0	0	0	0	675	675
GR992	Coffman Park Expansion	5,695	300	50	0	0	0	0	50	400	450
GR114	Holder-Wright Farm and Earthworks	2,056	2,110	0	0	0	0	0	0	2,035	2,035
GR133	Riverside Crossing Park	6,523	1,160	1,100	5,825	5,000	6,500	0	18,425	8,400	26,825
GR163	Tuller Flats	0	0	0	0	0	0	0	0	460	460
GR115	DCPN (North Pool)	795	12	100	5,660	0	0	0	5,760	0	5,760
GR171	DCPS (South Pool)	0	190	190	150	0	0	0	340	750	1,090
GR172	John Shields Parkway Greenway	0	0	0	0	0	0	0	0	1,200	1,200
GR181	Grounds of Remembrance	0	0	650	0	0	0	0	650	0	650
GR182	ML "Red" Trabue	0	0	0	0	0	0	0	0	300	300
7/31/2017	<b>TOTAL</b>	<b>24,705</b>	<b>3,948</b>	<b>2,755</b>	<b>11,725</b>	<b>5,690</b>	<b>6,525</b>	<b>25</b>	<b>26,720</b>	<b>16,160</b>	<b>42,880</b>

2018-2022

<b>TOTAL - PARKS</b>	<b>24,705</b>	<b>4,873</b>	<b>3,570</b>	<b>12,540</b>	<b>6,505</b>	<b>7,340</b>	<b>840</b>	<b>30,795</b>	<b>16,160</b>	<b>46,955</b>
----------------------	---------------	--------------	--------------	---------------	--------------	--------------	------------	---------------	---------------	---------------

2017-2021

<b>TOTAL - PARKS</b>	0	11,175	2,480	8,765	9,230	840	n/a
\$\$ Difference	(24,705)	(6,302)	1,090	3,775	(2,725)	6,500	n/a
% Difference	0.0%	-56.4%	44.0%	43.1%	-29.5%	773.8%	n/a

CITY OF DUBLIN  
CAPITAL IMPROVEMENT PROJECTS  
2018-2022

(MUNIS) PROJECT NO.	DESCRIPTION	PRIOR YEARS (\$000)	2017	2018	2019	2020	2021	2022	TOTAL 2018-2022 (\$000)	BEYOND 2022 (\$000)	TOTAL TO BE BUDGETED
---------------------------	-------------	---------------------------	------	------	------	------	------	------	-------------------------------	---------------------------	----------------------------

POLICE

CAPITAL MAINTENANCE

PP083	Replacement Lasers	53	0	10	10	0	0	0	20	0	20
PP084	Replacement Radars	76	0	10	10	0	0	0	20	0	20
PP168	Delaware Tactical Unit (DTU) Equipment	14	5	0	0	0	20	0	20	0	20
PP171	Walkie Upgrades	0	0	150	150	150	0	0	450	0	450
PP181	Replacement Bicycles	0	0	0	20	0	0	0	20	0	20
PP182	In Car Cameras	0	0	0	60	60	60	0	180	0	180
PP183	Replacement/Upgrade Tasers	0	0	0	0	0	0	175	175	0	175
7/31/2017	<b>TOTAL</b>	<b>143</b>	<b>5</b>	<b>170</b>	<b>250</b>	<b>210</b>	<b>80</b>	<b>175</b>	<b>885</b>	<b>0</b>	<b>885</b>

CAPITAL ENHANCEMENTS / NEW CAPITAL INFRASTRUCTURE

PP132	Automatic License Plate Readers	195	120	0	120	0	0	0	120	0	120
7/31/2017	<b>TOTAL</b>	<b>195</b>	<b>120</b>	<b>0</b>	<b>120</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>120</b>	<b>0</b>	<b>120</b>

<b>2018-2022</b>	<b>TOTAL - POLICE</b>	<b>338</b>	<b>125</b>	<b>170</b>	<b>370</b>	<b>210</b>	<b>80</b>	<b>175</b>	<b>1,005</b>	<b>0</b>	<b>1,005</b>
------------------	-----------------------	------------	------------	------------	------------	------------	-----------	------------	--------------	----------	--------------

**2017-2021**

<b>TOTAL - ADMINISTRATION</b>	0	975	170	170	150	0	0	0	0		
\$\$ Difference	0	(850)	0	200	60	80	n/a	n/a	n/a		
% Difference	0.0%	-87.2%	0.0%	117.6%	40.0%	0.0%	n/a	n/a	n/a		

CITY OF DUBLIN  
CAPITAL IMPROVEMENT PROJECTS  
2018-2022

(MUNIS) PROJECT NO.	DESCRIPTION	PRIOR YEARS (\$000)	2017	2018	2019	2020	2021	2022	TOTAL 2018-2022 (\$000)	BEYOND 2022 (\$000)	TOTAL TO BE BUDGETED
---------------------------	-------------	---------------------------	------	------	------	------	------	------	-------------------------------	---------------------------	----------------------------

**UTILITIES - SANITARY SEWER SYSTEM**

**CAPITAL MAINTENANCE**

ES071	Sewer Lining and Repair	0	0	1,500	0	1,500	0	1,500	4,500	1,500	6,000
ES181	Annual Sanitary Sewer Maintenance Program	0	200	225	225	250	250	250	1,200	250	1,450
ES122	Manhole Rehabilitations	852	275	0	300	0	300	0	600	300	900
7/31/2017	<b>TOTAL</b>	<b>852</b>	<b>475</b>	<b>1,725</b>	<b>525</b>	<b>1,750</b>	<b>550</b>	<b>1,750</b>	<b>6,300</b>	<b>2,050</b>	<b>8,350</b>

**CAPITAL ENHANCEMENTS / NEW CAPITAL INFRASTRUCTURE**

ES111	North Fork Sewer Capacity Improvements	0	10	360	0	0	0	0	360	0	360
ES173	Sewer Line Extensions - Areas 4B & 4C	0	205	615	0	0	0	0	615	0	615
ES174	Sewer Line Extensions - Areas 4A, 8A, 10C & 10D	0	0	305	930	0	0	0	1,235	0	1,235
ES175	Sewer Line Extensions - Areas 3A, 3B, 3C & 15	0	0	0	680	2,600	0	0	3,280	0	3,280
ES176	Sewer Line Extensions - Areas 2A, 2B & 2C	0	0	0	0	510	1,975	0	2,485	0	2,485
ES177	Sewer Line Extensions - Areas 8B & 8C	0	0	0	0	0	115	345	460	650	1,110
ES179	Deer Run Sewer Upsizing, group #1	0	0	415	75	2,780	0	0	3,270	0	3,270
ES178	Deer Run Sewer Upsizing, group #2	0	0	0	215	50	1,425	0	1,690	0	1,690
ES17A	Deer Run Sewer Upsizing - Dumfries Court	0	95	480	0	0	0	0	480	0	480
ES181	Pump Station Monitoring System	0	0	35	0	0	0	0	35	0	35
7/31/2017	<b>TOTAL</b>	<b>0</b>	<b>310</b>	<b>2,210</b>	<b>1,900</b>	<b>5,940</b>	<b>3,515</b>	<b>345</b>	<b>13,910</b>	<b>650</b>	<b>14,560</b>

**2018-2022**

<b>TOTAL - SANITARY SEWERS</b>	<b>852</b>	<b>785</b>	<b>3,935</b>	<b>2,425</b>	<b>7,690</b>	<b>4,065</b>	<b>2,095</b>	<b>20,210</b>	<b>2,700</b>	<b>22,910</b>
--------------------------------	------------	------------	--------------	--------------	--------------	--------------	--------------	---------------	--------------	---------------

**2017-2021**

<b>TOTAL - SANITARY SEWERS</b>	<b>852</b>	<b>1,340</b>	<b>3,835</b>	<b>2,290</b>	<b>7,250</b>	<b>3,455</b>	<b>0</b>
\$ Difference	<b>0</b>	<b>(555)</b>	<b>100</b>	<b>135</b>	<b>440</b>	<b>610</b>	<b>n/a</b>
% Difference	<b>0.0%</b>	<b>-41.4%</b>	<b>2.6%</b>	<b>5.9%</b>	<b>6.1%</b>	<b>17.7%</b>	<b>n/a</b>

CITY OF DUBLIN  
CAPITAL IMPROVEMENT PROJECTS  
2018-2022

(MUNIS) PROJECT NO.	DESCRIPTION	PRIOR YEARS (\$000)	2017	2018	2019	2020	2021	2022	TOTAL 2018-2022 (\$000)	BEYOND 2022 (\$000)	TOTAL TO BE BUDGETED
---------------------------	-------------	---------------------------	------	------	------	------	------	------	-------------------------------	---------------------------	----------------------------

**TECHNOLOGY**

**CAPITAL ENHANCEMENTS / NEW CAPITAL INFRASTRUCTURE**

<b>AI181</b>	Information Technology	0	1,100	900	900	900	900	900	4,500	0	4,500
<b>AI182</b>	Smart Cities Initiative	0	0	200	200	200	200	200	1,000	0	1,000
<b>Fiber</b>											
<b>AB082</b>	Dublink Extensions/Overbuilds	0	120	120	120	120	120	120	600	0	600
<b>AB142</b>	Dublink/Ignite (100gb Transport)	0	250	125	125	125	125	125	625	0	625
<b>AI172</b>	Connected Vehicles Systems Infrastructure	0	50	50	50	50	50	50	250	0	250
<b>AI183</b>	US33 COG Infrastructure	0	0	200	50	0	0	0	250	0	250
<b>AI184</b>	Traffic Fiber Network Enhancements	0	0	200	100	100	100	100	600	0	600

7/31/2017

<b>2018-2022</b>	<b>TOTAL</b>	<b>0</b>	<b>1,520</b>	<b>1,795</b>	<b>1,545</b>	<b>1,495</b>	<b>1,495</b>	<b>1,495</b>	<b>7,825</b>	<b>0</b>	<b>7,825</b>
------------------	--------------	----------	--------------	--------------	--------------	--------------	--------------	--------------	--------------	----------	--------------

<b>2017-2021</b>	<b>TOTAL - INFO TECHNOLOGY</b>	0	1,510	1,375	1,220	1,210	1,315	1,315	0		
	\$\$ Difference	0	10	420	325	285	180	180	n/a		
	% Difference	0.0%	0.7%	30.5%	26.6%	23.6%	13.7%	13.7%	n/a		

CITY OF DUBLIN  
CAPITAL IMPROVEMENT PROJECTS  
2018-2022

(MUNIS) PROJECT NO.	DESCRIPTION	PRIOR YEARS (\$000)	2017	2018	2019	2020	2021	2022	TOTAL 2018-2022 (\$000)	BEYOND 2022 (\$000)	TOTAL TO BE BUDGETED
---------------------------	-------------	---------------------------	------	------	------	------	------	------	-------------------------------	---------------------------	----------------------------

**TRANSPORTATION - BICYCLES AND PEDESTRIAN**

**CAPITAL MAINTENANCE**

AT183	Annual Shared Use Path Maintenance	0	310	450	370	385	345	55	1,605	0	1,605
AT186	Annual Sidewalk Program	0	50	250	250	250	250	250	1,250	125	1,375
AT179	Historic Dublin Brick Sidewalk Maintenance	0	0	0	390	220	110	0	720	0	720
7/31/2017	<b>TOTAL</b>	<b>0</b>	<b>360</b>	<b>700</b>	<b>1,010</b>	<b>855</b>	<b>705</b>	<b>305</b>	<b>3,575</b>	<b>125</b>	<b>3,700</b>

**CAPITAL ENHANCEMENTS / NEW CAPITAL INFRASTRUCTURE**

ET171 (split)	Click Road (section 3) SUP	0	95	385	0	0	0	0	385	0	385
ET16L	Perimeter Drive: Avery-Muirfield to Holt Road (TIF) Sidewalk	79	0	0	0	0	0	350	350	0	350
ET16M	Shier Rings Road: Eiterman to Cosgray SUP	0	0	0	0	0	0	0	0	360	360
ET16J	Concord Road SUP	0	170	0	0	0	0	0	0	0	0
ET172	Riverside Drive East Shared-Use Path, section 1	0	0	0	110	0	1,085	0	1,195	0	1,195
ET173	Riverside Drive East Shared-Use Path, section 2	0	0	0	0	85	0	0	85	625	710
ET174	Riverside Drive East Shared-Use Path, section 3	0	0	0	0	0	100	0	100	825	925
ET175	Dublin Center Drive Shared-Use Path	0	0	0	0	0	0	20	20	175	195
ET179	Summit View Road Shared-Use Path	0	0	0	0	0	0	0	0	480	480
ET176	Avery Road Sidewalk Connections	0	0	0	65	335	0	0	400	0	400
ET177	Wedgewood Hills Park Shared-Use Path	0	0	0	0	0	0	0	0	260	260
ET178	Wilcox Road Shared-Use Path	0	0	0	35	160	0	0	195	0	195
ET181	Franklin Street Crosswalk	0	0	0	0	0	0	15	15	70	85
ET182	Brand Road Shared-Use Path, Townsend Dr. to Avery Road	0	0	0	0	0	0	80	80	630	710
ET183	Dublin Road Shared-Use Path, Frantz Road to Limestone Ridge Dr.	0	0	0	0	0	0	0	0	2,710	2,710
7/31/2017	<b>TOTAL</b>	<b>79</b>	<b>265</b>	<b>385</b>	<b>210</b>	<b>580</b>	<b>1,185</b>	<b>465</b>	<b>2,825</b>	<b>6,135</b>	<b>8,960</b>

<b>2018-2022</b>	<b>TOTAL - BICYCLES AND PEDESTRIAN</b>	<b>79</b>	<b>625</b>	<b>1,085</b>	<b>1,220</b>	<b>1,435</b>	<b>1,890</b>	<b>770</b>	<b>6,400</b>	<b>6,260</b>	<b>12,660</b>
------------------	--	-----------	------------	--------------	--------------	--------------	--------------	------------	--------------	--------------	---------------

**2017-2021**

<b>TOTAL - BICYCLES AND PEDESTRIAN</b>	0	1,450	645	985	1,215	1,550	0
\$\$ Difference	(79)	(825)	440	235	220	340	n/a
% Difference	0.0%	-56.9%	68.2%	23.9%	18.1%	21.9%	n/a

CITY OF DUBLIN  
CAPITAL IMPROVEMENT PROJECTS  
2018-2022

(MUNIS) PROJECT NO.	DESCRIPTION	PRIOR YEARS (\$000)	2017	2018	2019	2020	2021	2022	TOTAL 2018-2022 (\$000)	BEYOND 2022 (\$000)	TOTAL TO BE BUDGETED
---------------------------	-------------	---------------------------	------	------	------	------	------	------	-------------------------------	---------------------------	----------------------------

**TRANSPORTATION - BRIDGES AND CULVERTS**

**CAPITAL MAINTENANCE**

AT18C	Annual Bridge Maintenance	0	405	305	915	1,450	765	1,565	5,000	0	5,000
ET162	Emerald Parkway (Scioto) Deck Overlay	0	100	2,500	0	0	0	0	2,500	0	2,500
AT188	Annual Pedestrian Tunnel Maintenance	0	225	475	455	250	490	230	1,900	0	1,900
AT18B	Annual Concrete Sealing Maintenance	0	35	0	70	0	70	0	140	70	210
AT18D	Annual Culvert Maintenance	0	100	0	100	0	100	0	200	100	300
7/31/2017	<b>TOTAL</b>	<b>0</b>	<b>865</b>	<b>3,280</b>	<b>1,540</b>	<b>1,700</b>	<b>1,425</b>	<b>1,795</b>	<b>9,740</b>	<b>170</b>	<b>9,910</b>

**CAPITAL ENHANCEMENTS / NEW CAPITAL INFRASTRUCTURE**

GR132	Scioto River Pedestrian Bridge	3,917	22,750	0	0	0	0	0	0	0	0
ET16B	John Shields Parkway Bridge	176	97	0	0	0	0	0	0	36,050	36,050
7/31/2017	<b>TOTAL</b>	<b>4,093</b>	<b>22,847</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>36,050</b>	<b>36,050</b>

<b>2018-2022</b>	<b>TOTAL - BRIDGES AND CULVERTS</b>	<b>4,093</b>	<b>23,712</b>	<b>3,280</b>	<b>1,540</b>	<b>1,700</b>	<b>1,425</b>	<b>1,795</b>	<b>9,740</b>	<b>36,220</b>	<b>45,960</b>
------------------	-------------------------------------	--------------	---------------	--------------	--------------	--------------	--------------	--------------	--------------	---------------	---------------

**2017-2021**

<b>TOTAL - BRIDGES AND CULVERTS</b>	0	23,715	3,580	1,195	1,255	905	0
\$\$ Difference	0	(3)	(300)	345	445	520	n/a
% Difference	0.0%	0.0%	-8.4%	28.9%	35.5%	57.5%	n/a

CITY OF DUBLIN  
CAPITAL IMPROVEMENT PROJECTS  
2018-2022

(MUNIS) PROJECT NO.	DESCRIPTION	PRIOR YEARS (\$000)	2017	2018	2019	2020	2021	2022	TOTAL 2018-2022 (\$000)	BEYOND 2022 (\$000)	TOTAL TO BE BUDGETED
<b>TRANSPORTATION - STREETS AND PARKING</b>											
<b>CAPITAL MAINTENANCE</b>											
AT181	Annual Street Maintenance Program	0	4,200	5,000	6,300	7,000	7,400	7,840	33,540	0	33,540
AT18A	Annual Guardrail Replacement & Maintenance	0	60	155	145	155	175	120	750	0	750
AT187	Annual Parking Lot Maintenance	0	415	430	455	425	385	445	2,140	80	2,220
AT18E	Annual Retaining Wall and Decorative Wall Maintenance	0	80	100	0	100	0	100	300	0	300
AT18F	Annual Pavement Preventive Maintenance	0	505	525	545	565	585	605	2,825	600	3,425
AT18G	Traffic Signal Wiring and Cabinet Maintenance and Replacement	0	0	75	210	220	115	0	620	0	620
7/31/2017	<b>TOTAL</b>	<b>0</b>	<b>5,260</b>	<b>6,285</b>	<b>7,655</b>	<b>8,465</b>	<b>8,660</b>	<b>9,110</b>	<b>40,175</b>	<b>680</b>	<b>40,855</b>

CAPITAL ENHANCEMENTS / NEW CAPITAL INFRASTRUCTURE

<b>Street Projects:</b>											
ET013	Tuttle Crossing Blvd. Ext.-Wilcox Road to Avery Road/Avery Road Widening - Tuttle Crossing to Rings Road East, phase 1 (TIF)	790	1,900	3,500	16,900	0	0	0	20,400	0	20,400
ET142	Avery Road Widening - Rings Road E. to Woerner Temple, phase 2 (TIF)	766	0	0	300	7,730	0	0	8,030	0	8,030
ET131	West Innovation Park Infrastructure - Onsite (TIF)	1,713	600	0	0	0	0	0	135	135	135
ET066	Eiterman Road Relocation (TIF)	137	0	340	0	0	0	0	340	2,745	3,085
ET164	University Boulevard Extension, phase 2 (TIF)	0	0	260	0	0	0	0	260	1,800	2,060
ET517	Shier Rings Road-Avery Road to Eiterman Road	0	0	0	0	150	0	0	150	2,785	2,935
ET523	Perimeter Drive Widening - Holt Road to Commerce Parkway (TIF)	0	0	0	0	300	0	180	480	5,055	5,535
ET17H	Post Road to Frantz Road Intersection Study	0	0	0	500	0	0	0	500	8,000	8,500
ET17D	Historic District High Street	1,161	5,480	1,900	0	0	0	0	1,900	0	1,900
ET16A	Historic District CM Library Street Network	434	217	5,200	0	0	0	0	5,200	0	5,200
ET16D	N. Riverview Rehabilitation	2,457	0	0	10	75	0	0	85	850	935
ET167	Bridge Street District Program Management	4,405	1,525	2,215	250	0	0	0	2,465	0	2,465
ET163	Uncurbed Streets - Mid-Century Neighborhood	320	4,436	50	0	0	0	0	50	0	50
ET17F	Dublin Cemetery Drive Improvements	0	15	0	230	0	0	0	230	0	230
ET165	Riviera Hyland-Croy Connector (TIF)	0	325	2,150	0	0	0	0	2,150	0	2,150
ET17L	Rings Road Utility Burial (Churchman Rd to Eiterman Rd)	0	0	0	0	0	0	0	0	655	655
ET17M	River Forest Storm and Roadway Improvement	0	0	0	180	0	0	1,800	1,980	0	1,980
ET158	Sawmill Road - Snouffer Road Intersection Improvements	125	241	450	0	0	0	0	450	6,215	6,665
ET17T	Bright Road Cul-de-Sac and Neighborhood Entry Feature	15	15	440	0	0	0	0	440	0	440

CITY OF DUBLIN  
CAPITAL IMPROVEMENT PROJECTS  
2018-2022

(MUNIS) PROJECT NO.	DESCRIPTION	PRIOR YEARS (\$000)	2017	2018	2019	2020	2021	2022	TOTAL 2018-2022 (\$000)	BEYOND 2022 (\$000)	TOTAL TO BE BUDGETED
---------------------------	-------------	---------------------------	------	------	------	------	------	------	-------------------------------	---------------------------	----------------------------

UTILITIES - WATER DISTRIBUTION SYSTEM

CAPITAL MAINTENANCE

EW131	Water Quality Unit Relocation	0	15	75	0	0	0	0	75	0	75
EW172	Tartan West Water Tank Re-Painting	0	0	0	0	10	390	0	400	0	400
7/31/2017	<b>TOTAL</b>	<b>0</b>	<b>15</b>	<b>75</b>	<b>0</b>	<b>10</b>	<b>390</b>	<b>0</b>	<b>475</b>	<b>0</b>	<b>475</b>

CAPITAL ENHANCEMENTS / NEW CAPITAL INFRASTRUCTURE

AW101	Water Line Replacement	827	70	580	70	600	75	600	1,925	75	2,000
EW174	Brand Road Booster Station Improvements	0	90	570	0	0	0	0	570	0	570
EW176	Water Line Extensions - Areas 4A & 8A	0	0	335	1,040	0	0	0	1,375	0	1,375
EW177	Water Line Extensions - Areas 4B & 4C	0	220	755	0	0	0	0	755	0	755
EW178	Water Line Extensions - Area 3A	0	0	0	130	460	0	0	590	0	590
EW179	Water Line Extensions - Areas 2B & 2C	0	0	0	0	270	910	0	1,180	0	1,180
EW17A	Water Line Extensions - Area 8C	0	0	0	0	0	45	150	195	145	340
7/31/2017	<b>TOTAL</b>	<b>827</b>	<b>380</b>	<b>2,240</b>	<b>1,240</b>	<b>1,330</b>	<b>1,030</b>	<b>750</b>	<b>6,590</b>	<b>220</b>	<b>6,810</b>

<b>2018-2022</b>	<b>TOTAL - WATER</b>	<b>827</b>	<b>395</b>	<b>2,315</b>	<b>1,240</b>	<b>1,340</b>	<b>1,420</b>	<b>750</b>	<b>7,065</b>	<b>220</b>	<b>7,285</b>
------------------	----------------------	------------	------------	--------------	--------------	--------------	--------------	------------	--------------	------------	--------------

**2017-2021**

<b>TOTAL - WATER</b>	<b>827</b>	<b>680</b>	<b>1,270</b>	<b>2,265</b>	<b>1,220</b>	<b>1,315</b>	<b>0</b>
\$\$ Difference	<b>0</b>	<b>(285)</b>	<b>1,045</b>	<b>(1,025)</b>	<b>120</b>	<b>105</b>	<b>n/a</b>
% Difference	<b>0.0%</b>	<b>-41.9%</b>	<b>82.3%</b>	<b>-45.3%</b>	<b>9.8%</b>	<b>8.0%</b>	<b>n/a</b>

CITY OF DUBLIN  
CAPITAL IMPROVEMENT PROJECTS  
2018-2022

(MUNIS) PROJECT NO.	DESCRIPTION	PRIOR YEARS (\$000)	2017	2018	2019	2020	2021	2022	TOTAL 2018-2022 (\$000)	BEYOND 2022 (\$000)	TOTAL TO BE BUDGETED
---------------------------	-------------	---------------------------	------	------	------	------	------	------	-------------------------------	---------------------------	----------------------------

**TRANSPORTATION - STREETS AND PARKING**

**CAPITAL ENHANCEMENTS / NEW CAPITAL INFRASTRUCTURE**

<b>Street Projects:</b>											
ET003	US33/SR161/Post Road Interchange	16,815	800	0	0	0	0	0	0	6,875	6,875
ET132	SR 161/Hyland-Croy Road Intersection Improvement (TIF)	0	380	0	0	0	0	0	0	0	0
ET518	Hyland-Croy & Post Preserve Roundabout (TIF)	0	0	0	0	0	0	230	230	1,775	2,005
ET092	Post Preserve Access Modification (TIF)	191	180	0	0	0	0	0	0	1,485	1,485
ET089	Hyland-Croy / McKittrick Road Roundabout	233	160	50	0	0	0	0	50	2,225	2,275
ET157	Post Road Improvements	0	0	0	0	0	0	0	0	5,230	5,230
ET17U	Riverside Dr/Summit View Road Intersection and Shared-Use Path	0	0	0	0	0	0	80	80	1,760	1,840
ET16E	Comprehensive Wayfinding System - Phased City Wide	250	825	30	190	185	165	105	675	0	675
ET184	Rings Farms Public Streets and Utilities	0	0	450	0	0	0	0	450	3,900	4,350
ET185	Cosgray and Rings Roads Intersection Improvements	0	0	0	0	0	0	0	0	225	225
ET186	Riverside Dr at Martin Road Roundabout and Access Management	0	0	0	0	0	0	0	0	9,350	9,350
ET187	Frantz Road Streetscape Improvements	0	0	190	1,060	0	0	0	1,250	0	1,250
ET188	West Bridge Street Area Improvements	0	0	475	0	0	0	0	475	0	475
<b>Parking Projects:</b>											
ET16K	Historic District CM Library Parking Deck	147	12,495	125	0	0	0	0	125	0	125
7/31/2017	<b>TOTAL</b>	<b>30,208</b>	<b>31,920</b>	<b>17,825</b>	<b>19,620</b>	<b>8,440</b>	<b>165</b>	<b>2,395</b>	<b>48,445</b>	<b>61,065</b>	<b>109,510</b>
2018-2022	<b>TOTAL - STREETS AND PARKING</b>	<b>30,208</b>	<b>37,180</b>	<b>24,110</b>	<b>27,275</b>	<b>16,905</b>	<b>8,825</b>	<b>11,505</b>	<b>88,620</b>	<b>61,745</b>	<b>150,365</b>

2017-2021

<b>TOTAL - STREETS AND PARKING</b>	27,477	37,290	14,480	24,505	28,605	17,070	0
\$ Difference	2,731	(110)	9,630	2,770	(11,700)	(8,245)	n/a
% Difference	0.0%	-0.3%	66.5%	11.3%	-40.9%	-48.3%	n/a

**THIS PAGE LEFT BLANK INTENTIONALLY**



## **2018 OPERATING BUDGET – CITY OF DUBLIN, OHIO**

### **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 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.

2018 Operating Budget - City of Dublin, Ohio

		2016 Actual	2017 Budget	2017 Revised Budget	2018 Executive Budget
<b>402 Parkland Acquisition</b>					
<b>20 Finance</b>					
<b>Contractual Services</b>					
711001	County Auditor Deductions	9,592	10,000	10,720	11,000
<b>Contractual Services Total:</b>		<b>9,592</b>	<b>10,000</b>	<b>10,720</b>	<b>11,000</b>
<b>Capital Outlay</b>					
735001	Cap Impr Land and Land Impr	385,000	16,100	1,101,100	399,450
<b>Capital Outlay Total:</b>		<b>385,000</b>	<b>16,100</b>	<b>1,101,100</b>	<b>399,450</b>
<b>Transfers/Advances</b>					
741000	Transfers Expense	236,700	238,900	238,900	239,550
742000	Advances Expense	540,000	200,000	200,000	350,000
<b>Transfers/Advances Total:</b>		<b>776,700</b>	<b>438,900</b>	<b>438,900</b>	<b>589,550</b>
<b>Finance Total:</b>		<b>1,171,292</b>	<b>465,000</b>	<b>1,550,720</b>	<b>1,000,000</b>
<b>40 Parks and Recreation</b>					
<b>Capital Outlay</b>					
735001	Cap Impr Land and Land Impr	0	385,000	0	0
<b>Capital Outlay Total:</b>		<b>0</b>	<b>385,000</b>	<b>0</b>	<b>0</b>
<b>Parks and Recreation Total:</b>		<b>0</b>	<b>385,000</b>	<b>0</b>	<b>0</b>
<b>Parkland Acquisition Total:</b>		<b>1,171,292</b>	<b>850,000</b>	<b>1,550,720</b>	<b>1,000,000</b>

**(7) Enterprise Funds**

## 2018 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.
- 

<b><u>PERSONNEL DATA</u></b> <b><u>POSITION TITLE</u></b>	<b><u>2017</u></b> <b><u>CURRENT NUMBER</u></b>	<b><u>2018</u></b> <b><u>ADOPTED</u></b>
Operations Administrator (1)	.10	.10
Maintenance Crew Supervisor (2)	.30	.30
Senior Civil Engineer (3)	.20	.20
Engineering Technician I (4)	.5	.5
Engineering Project Inspector (5)	.5	.5
Maintenance Worker	<u>1</u>	<u>1</u>
<b>TOTAL</b>	<b>2.60</b>	<b>2.60</b>
<b><u>PART-TIME/SEASONAL STAFF</u></b>		
Seasonal Maintenance Worker	<u>1</u>	<u>1</u>
<b>TOTAL</b>	<b>1</b>	<b>1</b>

---

#### **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.

2018 Operating Budget - City of Dublin, Ohio

		2016 Actual	2017 Budget	2017 Revised Budget	2018 Executive Budget
<b>610 Water</b>					
<b>30 Public Works</b>					
<b>Street and Utilities Operations</b>					
<b>Personal Services</b>					
701101	Full Time Salaries/Wages	82,389	90,520	90,520	91,810
701103	Overtime Wages	4,277	5,000	5,000	5,000
701104	Other Wages	5,938	15,000	15,000	15,000
701201	Employee Benefits	42,217	42,245	42,245	46,145
701204	Uniforms and Clothing	692	1,520	1,520	1,520
702000	Training/Travel	66	500	500	500
<b>Personal Services Total:</b>		<b>135,579</b>	<b>154,785</b>	<b>154,785</b>	<b>159,975</b>
<b>Contractual Services</b>					
713005	Misc. Contract. Serv.	25,617	55,000	99,943	60,000
715001	Communications	0	4,100	4,100	4,100
717005	Utilities- Other Fuel Types	151,738	180,000	197,380	180,000
718002	Hydrant Maint and Repair	48,658	50,600	52,140	50,600
<b>Contractual Services Total:</b>		<b>226,014</b>	<b>289,700</b>	<b>353,562</b>	<b>294,700</b>
<b>Supplies</b>					
721002	Operating Supplies	4,976	6,200	6,924	6,200
724003	Equipment Maintenance	38	500	500	500
<b>Supplies Total:</b>		<b>5,014</b>	<b>6,700</b>	<b>7,424</b>	<b>6,700</b>
<b>Capital Outlay</b>					
731000	Furniture/Equipment	0	1,000	1,000	1,000
734002	Tools	198	500	500	500
<b>Capital Outlay Total:</b>		<b>198</b>	<b>1,500</b>	<b>1,500</b>	<b>1,500</b>
<b>Public Works Total:</b>		<b>366,804</b>	<b>452,685</b>	<b>517,272</b>	<b>462,875</b>
<b>Water Total:</b>		<b>366,804</b>	<b>452,685</b>	<b>517,272</b>	<b>462,875</b>

2018 Operating Budget - City of Dublin, Ohio

		2016 Actual	2017 Budget	2017 Revised Budget	2018 Executive Budget
<b>610 Water</b>					
<b>20 Finance</b>					
<b>Transfers/Advances</b>					
741000	Transfers Expense	200,000	0	0	0
<b>Transfers/Advances Total:</b>		<b>200,000</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Debt Service</b>					
762001	Principal- Water	190,000	195,000	195,000	200,000
763002	Interest- Water	106,175	102,350	102,350	97,426
<b>Debt Service Total:</b>		<b>296,175</b>	<b>297,350</b>	<b>297,350</b>	<b>297,426</b>
<b>Finance Total:</b>		<b>496,175</b>	<b>297,350</b>	<b>297,350</b>	<b>297,426</b>
<b>Water Total:</b>		<b>496,175</b>	<b>297,350</b>	<b>297,350</b>	<b>297,426</b>

## **2018 OPERATING BUDGET - CITY OF DUBLIN, OHIO**

### **Public Works / Street & Utilities Operations / Water Maintenance**

---

#### **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.

2018 Operating Budget - City of Dublin, Ohio

		2016 Actual	2017 Budget	2017 Revised Budget	2018 Executive Budget
<b>610 Water</b>					
<b>30 Public Works Engineering</b>					
<b>Personal Services</b>					
701101	Full Time Salaries/Wages	16,963	84,195	84,195	71,590
701201	Employee Benefits	7,886	62,500	62,500	56,615
702000	Training/Travel	1,792	3,300	3,300	4,000
<b>Personal Services Total:</b>		<b>26,641</b>	<b>149,995</b>	<b>149,995</b>	<b>132,205</b>
<b>Contractual Services</b>					
713004	Other Professional Services	2,348	151,000	153,850	275,000
713005	Misc. Contract. Serv.	130,418	283,000	301,984	233,500
<b>Contractual Services Total:</b>		<b>132,766</b>	<b>434,000</b>	<b>455,834</b>	<b>508,500</b>
<b>Capital Outlay</b>					
735009	Cap Impr Water System Imp	712,670	1,270,000	2,209,031	2,315,000
<b>Capital Outlay Total:</b>		<b>712,670</b>	<b>1,270,000</b>	<b>2,209,031</b>	<b>2,315,000</b>
<b>Public Works Total:</b>		<b>872,077</b>	<b>1,853,995</b>	<b>2,814,860</b>	<b>2,955,705</b>
<b>Water Total:</b>		<b>872,077</b>	<b>1,853,995</b>	<b>2,814,860</b>	<b>2,955,705</b>

## **2018 OPERATING BUDGET - CITY OF DUBLIN, OHIO**

### **Public Works / Engineering / Water Maintenance**

---

#### **BUDGET SUMMARY:**

##### **61030320**

- Account 701100 provides funding for full-time staffing reflected in 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, booster station evaluations, water asset management and GIS Enhancements.
- Account 713005 provides funding for distribution system repairs, and water line locates by USIC Locating Services.

##### **61080320**

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

## 2018 OPERATING BUDGET - CITY OF DUBLIN, OHIO

### 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**

#### **2017** **CURRENT NUMBER**

#### **2018** **ADOPTED**

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	<u>6</u>	<u>6</u>
<b>TOTAL</b>	<b>8.70</b>	<b>8.70</b>

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

Seasonal Maintenance Worker	<u>1</u>	<u>1</u>
<b>TOTAL</b>	<b>1</b>	<b>1</b>

---

#### **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.

2018 Operating Budget - City of Dublin, Ohio

		2016 Actual	2017 Budget	2017 Revised Budget	2018 Executive Budget
<b>620 Sewer</b>					
<b>30 Public Works Street and Utilities Operations</b>					
<b>Personal Services</b>					
701101	Full Time Salaries/Wages	409,845	435,485	435,485	453,190
701103	Overtime Wages	20,585	25,000	25,000	25,000
701104	Other Wages	5,831	15,000	15,000	15,000
701201	Employee Benefits	192,136	204,625	204,625	209,875
701204	Uniforms and Clothing	4,865	6,845	7,002	6,315
702000	Training/Travel	2,304	7,150	7,150	7,150
<b>Personal Services Total:</b>		<b>635,565</b>	<b>694,105</b>	<b>694,262</b>	<b>716,530</b>
<b>Contractual Services</b>					
713005	Misc. Contract. Serv.	142,327	191,000	200,417	191,000
715001	Communications	0	2,600	2,600	2,600
717001	Rents and Leases	13,521	1,500	2,608	1,500
<b>Contractual Services Total:</b>		<b>155,848</b>	<b>195,100</b>	<b>205,625</b>	<b>195,100</b>
<b>Supplies</b>					
721001	Office Supplies	18	450	450	450
721002	Operating Supplies	3,384	6,350	6,350	6,350
724001	General Maintenance	3,213	13,000	13,000	13,000
724003	Equipment Maintenance	7,619	14,000	15,889	14,000
<b>Supplies Total:</b>		<b>14,234</b>	<b>33,800</b>	<b>35,689</b>	<b>33,800</b>
<b>Capital Outlay</b>					
731000	Furniture/Equipment	38,727	1,000	1,000	1,000
732000	Information Technology	0	0	0	50,000
734002	Tools	4,837	4,700	4,710	4,700
734004	Other Equipment	0	450,000	450,000	0
<b>Capital Outlay Total:</b>		<b>43,564</b>	<b>455,700</b>	<b>455,710</b>	<b>55,700</b>
<b>Public Works Total:</b>		<b>849,212</b>	<b>1,378,705</b>	<b>1,391,286</b>	<b>1,001,130</b>
<b>Sewer Total:</b>		<b>849,212</b>	<b>1,378,705</b>	<b>1,391,286</b>	<b>1,001,130</b>

2018 Operating Budget - City of Dublin, Ohio

		2016 Actual	2017 Budget	2017 Revised Budget	2018 Executive Budget
<b>620 Sewer</b>					
<b>20 Finance</b>					
<b>Transfers/Advances</b>					
741000	Transfers Expense	200,000	0	1	0
<b>Transfers/Advances Total:</b>		<b>200,000</b>	<b>0</b>	<b>1</b>	<b>0</b>
<b>Debt Service</b>					
761001	Debt Issuance Costs	0	0	5,795	0
762005	Principal- Sewer	1,507,567	1,580,900	1,580,900	1,021,155
763006	Interest- Sewer	288,643	253,400	253,400	259,725
<b>Debt Service Total:</b>		<b>1,796,210</b>	<b>1,834,300</b>	<b>1,840,095</b>	<b>1,280,880</b>
<b>Finance Total:</b>		<b>1,996,210</b>	<b>1,834,300</b>	<b>1,840,096</b>	<b>1,280,880</b>
<b>Sewer Total:</b>		<b>1,996,210</b>	<b>1,834,300</b>	<b>1,840,096</b>	<b>1,280,880</b>

## **2018 OPERATING BUDGET - CITY OF DUBLIN, OHIO**

### **Public Works / Street & Utilities Operations / Sewer Maintenance**

---

#### **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 grade rings, and ground rims/covers.
- Account 724003 includes funding to maintain and repair sanitary sewer equipment.

##### **62080330**

- Account 731000 provides funding for the miscellaneous furniture and equipment needs.
- 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.

2018 Operating Budget - City of Dublin, Ohio

		2016 Actual	2017 Budget	2017 Revised Budget	2018 Executive Budget
<b>620 Sewer</b>					
<b>30 Public Works Engineering</b>					
<b>Personal Services</b>					
701101	Full Time Salaries/Wages	107,896	111,195	111,195	115,960
701103	Overtime Wages	12	500	500	500
701201	Employee Benefits	40,505	53,360	53,360	56,100
701204	Uniforms and Clothing	0	400	400	400
702000	Training/Travel	1,010	2,500	2,460	5,200
<b>Personal Services Total:</b>		<b>149,423</b>	<b>167,955</b>	<b>167,915</b>	<b>178,160</b>
<b>Contractual Services</b>					
713004	Other Professional Services	66,052	228,400	331,346	121,900
713005	Misc. Contract. Serv.	0	120,000	120,000	120,000
<b>Contractual Services Total:</b>		<b>66,052</b>	<b>348,400</b>	<b>451,346</b>	<b>241,900</b>
<b>Supplies</b>					
721002	Operating Supplies	10	700	0	700
<b>Supplies Total:</b>		<b>10</b>	<b>700</b>	<b>0</b>	<b>700</b>
<b>Capital Outlay</b>					
735008	Cap Impr Sanitary Sewer Imp	261,157	200,000	822,022	1,515,000
<b>Capital Outlay Total:</b>		<b>261,157</b>	<b>200,000</b>	<b>822,022</b>	<b>1,515,000</b>
<b>Public Works Total:</b>		<b>476,642</b>	<b>717,055</b>	<b>1,441,284</b>	<b>1,935,760</b>
<b>Sewer Total:</b>		<b>476,642</b>	<b>717,055</b>	<b>1,441,284</b>	<b>1,935,760</b>

## **2018 OPERATING BUDGET - CITY OF DUBLIN, OHIO**

### **Public Works / Engineering / Sewer Maintenance**

---

#### **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 Engineering Technician I training and educational requirements for the Senior Civil Engineer.
- Account 713004 provides funding for the flow monitoring program, manhole inspections, and utility extension data gathering with Franklin County.
- Account 713005 provides funding for water line locates by USIC Locating Services.
- Account 721002 provides for miscellaneous supplies for Engineering Staff.

##### **62080320**

- Account 735008 provides for capital improvement projects approved in the 2018-2022 Capital Improvements Program.

## **2018 OPERATING BUDGET - CITY OF DUBLIN, OHIO**

### **Sewer Construction Fund**

---

#### **STATEMENT OF FUNCTIONS**

A fund provided to account for the bond issuance proceeds received, and to be expended for related public sanitary sewer infrastructure projects.

---

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

For financial reporting purposes in the City's Annual Comprehensive Annual Report (CARF), the Sewer Construction Fund is part of the Sewer Fund.

2018 Operating Budget - City of Dublin, Ohio

		2016 Actual	2017 Budget	2017 Revised Budget	2018 Executive Budget
<b>623 Sewer Construction</b>					
<b>10 City Manager</b>					
<b>Contractual Services</b>					
713005	Misc. Contract. Serv.	239	0	1	0
<b>Contractual Services Total:</b>		<b>239</b>	<b>0</b>	<b>1</b>	<b>0</b>
<b>City Manager Total:</b>		<b>239</b>	<b>0</b>	<b>1</b>	<b>0</b>
<b>20 Finance</b>					
<b>Transfers/Advances</b>					
741000	Transfers Expense	0	0	562,888	0
<b>Transfers/Advances Total:</b>		<b>0</b>	<b>0</b>	<b>562,888</b>	<b>0</b>
<b>Debt Service</b>					
761001	Debt Issuance Costs	0	0	19,139	0
<b>Debt Service Total:</b>		<b>0</b>	<b>0</b>	<b>19,139</b>	<b>0</b>
<b>Finance Total:</b>		<b>0</b>	<b>0</b>	<b>582,026</b>	<b>0</b>
<b>30 Public Works</b>					
<b>Capital Outlay</b>					
735008	Cap Impr Sanitary Sewer Imp	490,867	0	819,871	2,420,000
<b>Capital Outlay Total:</b>		<b>490,867</b>	<b>0</b>	<b>819,871</b>	<b>2,420,000</b>
<b>Public Works Total:</b>		<b>490,867</b>	<b>0</b>	<b>819,871</b>	<b>2,420,000</b>
<b>70 Development</b>					
<b>Transfers/Advances</b>					
741000	Transfers Expense	48,501	0	0	0
<b>Transfers/Advances Total:</b>		<b>48,501</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Development Total:</b>		<b>48,501</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Sewer Construction Total:</b>		<b>539,607</b>	<b>0</b>	<b>1,401,898</b>	<b>2,420,000</b>

## 2018 OPERATING BUDGET - CITY OF DUBLIN, OHIO

### Sewer Construction

---

#### **BUDGET SUMMARY:**

##### **62310210**

- Account 713005 provides funding for bank fees.

##### **62380320**

- Account 735008 provides funding for sanitary sewer projects funded through debt proceeds. These projects include manhole rehabilitation, sewer lining and repair, and sanitary sewer extensions.

##### **62390290**

- Account 761001 provides funding for debt issuance costs.

##### **62396290**

- Account 741000 provides for transfer of funds to the Debt Service Fund.

**THIS PAGE LEFT BLANK INTENTIONALLY**



## **2018 OPERATING BUDGET - CITY OF DUBLIN, OHIO**

### **Merchandising Fund**

---

#### **STATEMENT OF FUNCTIONS**

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

---

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

The City of Dublin merchandise is no longer handled through Communications and Public Information (Community Relations). The Department of Finance has contacted the State Auditor's Office to confirm the proper way to close this Fund. Therefore, no revenue or expenditures were budgeted for 2018.

2018 Operating Budget - City of Dublin, Ohio

		<b>2016 Actual</b>	<b>2017 Budget</b>	<b>2017 Revised Budget</b>	<b>2018 Executive Budget</b>
<b>630 Merchandising</b>					
<b>10 City Manager</b>					
<b>Contractual Services</b>					
713005	Misc. Contract. Serv.	209	300	300	0
<b>Contractual Services Total:</b>		<b>209</b>	<b>300</b>	<b>300</b>	<b>0</b>
<b>Supplies</b>					
721002	Operating Supplies	0	6,000	6,000	0
<b>Supplies Total:</b>		<b>0</b>	<b>6,000</b>	<b>6,000</b>	<b>0</b>
<b>City Manager Total:</b>		<b>209</b>	<b>6,300</b>	<b>6,300</b>	<b>0</b>
<b>Merchandising Total:</b>		<b>209</b>	<b>6,300</b>	<b>6,300</b>	<b>0</b>

## 2018 OPERATING BUDGET - CITY OF DUBLIN, OHIO

### Merchandising Fund

---

#### **BUDGET SUMMARY:**

#### **63010130**

- Account 721002 provides funding to buy merchandise for resale.

**THIS PAGE LEFT BLANK INTENTIONALLY**



**( 8 ) Internal Service Funds**

## 2018 OPERATING BUDGET - CITY OF DUBLIN, OHIO

### Internal Service / Employee Benefits Self-Insurance

#### **STATEMENT OF FUNCTIONS**

The Employee Benefits Self-Insurance Fund has been established to account for monies received from other funds as payment for providing medical, dental and vision benefits. The Employee Benefits Self-Insurance Fund makes payments for services provided to employees (claims), the third party administrator(s) and for stop-loss coverage. The budgeted amounts are based on the expected dollar value of claims that would be paid under the plan, third party administrator fees, and the premium for stop-loss insurance. "Premiums" are charged to benefit accounts based on the estimated cost of coverage. In 2018 funds have been programmed for all non-union personnel and all union personnel, including the United Steelworkers of America, the Fraternal Order of Police - Capital City Lodge No. 9, and the Fraternal Order of Police - Ohio Labor Council to participate in the City-wide Consumer Driven Health Plan with Health Savings Accounts and Healthy By Choice Plus (HBC Plus) Program. The Employee Benefits Self-Insurance Fund will continue the wellness benefit and the child care Flexible Spending Object account benefit for all full-time employees who participate in HBC Plus. The City-wide health plan includes an optional Health Savings Account (HSA) or Health Reimbursement Account (HRA) and will include 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**

##### **2017**

##### **CURRENT NUMBER**

##### **2018**

##### **ADOPTED**

Wellness and Benefits Coordinator (1)

1

1

##### **TOTAL**

**1**

**1**

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

(1) The 2017 current authorized number of positions were adjusted during the year as a result of the Human Resources Division Reorganization. This reorganization was accomplished via memo to Council on January 3, 2017 which resulted in a \$34,096 savings to the operating budget. As part of that reorganization, Council approved an amendment to the Compensation Plan (Ord 3-17) which created the Wellness and Benefits Coordinator position reflected above. This position is now funded in this account. The Benefits Administrator was also eliminated from the Operating Budget allowing the Part Time HR Coordinator position to return to its previous Full Time Status funded in the General Fund.

The annual funding level for 2018 for all employee groups is as follows:

Single               \$ 11,874

Family             \$ 25,638

In order to ensure the proper level of reserves, the funding level has been increased for 2018 by approximately 14.16% for single coverage and 7.19% for family coverage. These increases are based on projections from United Health Care for the upcoming benefit year and an assessment of current fund balances. The funding level is based on a \$500,000 additional contribution to bolster the Employee Benefits Self-Insurance fund balance. The fund balance is monitored continuously during the year and should the additional contribution not be necessary, the annual funding rate will be reduced accordingly.

2018 Operating Budget - City of Dublin, Ohio

		2016 Actual	2017 Budget	2017 Revised Budget	2018 Executive Budget
<b>701 Self Insurance - Employee Bens</b>					
<b>10 City Manager</b>					
<b>Personal Services</b>					
701101	Full Time Salaries/Wages	74,540	87,400	87,400	60,350
701201	Employee Benefits	34,368	42,330	42,330	35,770
702000	Training/Travel	630	5,000	5,000	5,000
<b>Personal Services Total:</b>		<b>109,538</b>	<b>134,730</b>	<b>134,730</b>	<b>101,120</b>
<b>Contractual Services</b>					
713005	Misc. Contract. Serv.	117,281	167,190	167,915	140,180
714003	Third Party Administrator	268,129	253,000	274,160	242,320
714005	Medical Dental Rx Vision	3,815,654	5,424,855	5,435,826	4,713,700
714008	Stop Loss Coverage	692,176	875,000	883,565	1,090,730
714010	Employer HSA Contribution	1,069,400	1,175,000	1,175,000	1,183,185
<b>Contractual Services Total:</b>		<b>5,962,640</b>	<b>7,895,045</b>	<b>7,936,465</b>	<b>7,370,115</b>
<b>City Manager Total:</b>		<b>6,072,178</b>	<b>8,029,775</b>	<b>8,071,195</b>	<b>7,471,235</b>
<b>20 Finance</b>					
<b>Transfers/Advances</b>					
742000	Advances Expense	0	0	450,000	0
<b>Transfers/Advances Total:</b>		<b>0</b>	<b>0</b>	<b>450,000</b>	<b>0</b>
<b>Finance Total:</b>		<b>0</b>	<b>0</b>	<b>450,000</b>	<b>0</b>
<b>Self Insurance - Employee Bens Total:</b>		<b>6,072,178</b>	<b>8,029,775</b>	<b>8,521,195</b>	<b>7,471,235</b>

## **2018 OPERATING BUDGET - CITY OF DUBLIN, OHIO**

### **Internal Service/ Employee Benefits Self Insurance**

---

#### **BUDGET SUMMARY:**

#### **70110120**

- Account 701100 provides funding for staffing reflected in the Personnel Data and Notes and Adjustments.
- Account 702000 provides funding for attendance annual professional development conferences.
- Account 713005 provides funding for miscellaneous contracted service includes funding for the City's comprehensive wellness programs. Funding is included for continuation of the on-site screenings, various educational classes, fitness programs and other wellness related counselling sessions. 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.

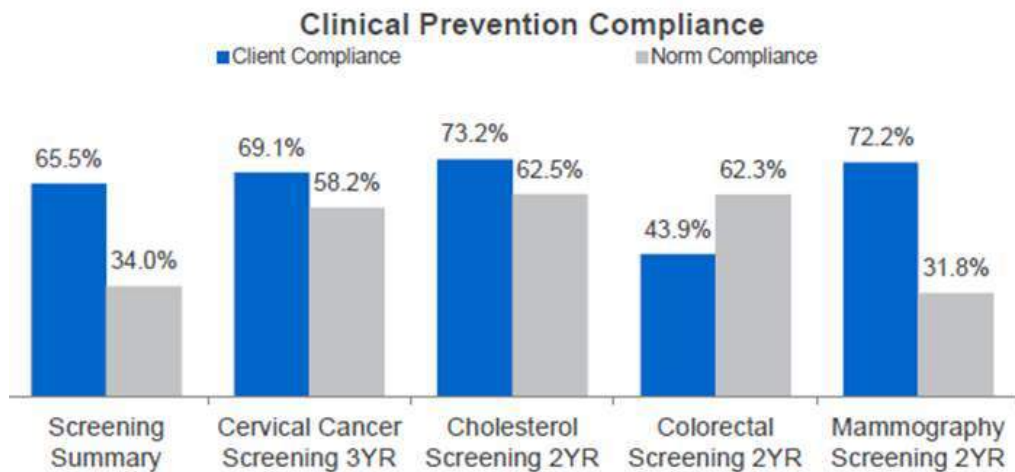
## 2018 OPERATING BUDGET - CITY OF DUBLIN, OHIO

### Human Resources

#### **PERFORMANCE MEASURES:**

Dublin's Healthy by Choice Wellness Program is a driving factor in keeping healthcare costs low and steady over the years. In 2016 the city had a 99.2 participation rate with our wellness program. Out of 354 employees on the City's health insurance plan 351 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 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 has increased over the prior year in most categories.



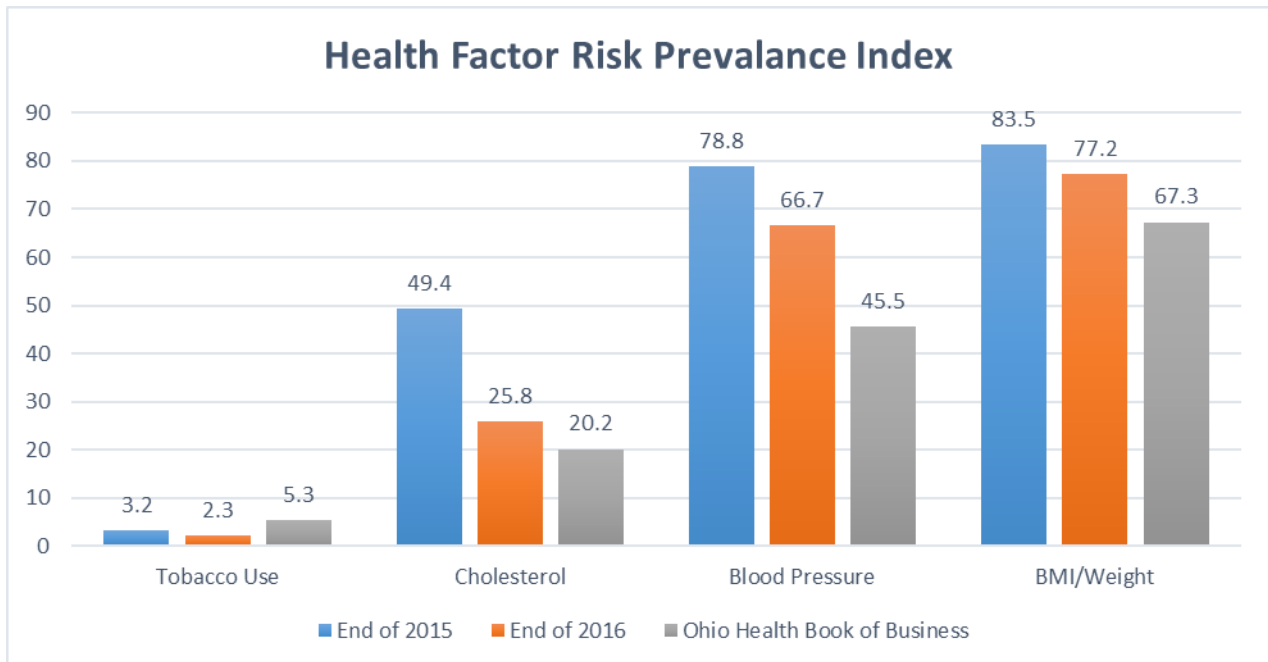
Employee and spouse engagement in the Healthy by Choice wellness program has had a significant positive impact on the City's claim's cost. The continued focus on preventive care and education will increase our trend of healthy members and at least maintain, if not improve, overall claims costs.

The composition of our City workforce and their families fluctuate annually. In 2016, our covered lives increased from 991 to 1,005. The average age of our covered employees is 45.5 years and 33.3% of our covered employee population is female, while 66.7 is male. In 2016 we saw a 9% decrease in Emergency Room visits. We are proud to report that over 92% of covered members who are over the age of 18, have engaged in Wellness visit, which is 31.5% higher than United Health Care's Book of Business. This is a direct result of our strong wellness program and continuous communication with our employees and their families.

## 2018 OPERATING BUDGET - CITY OF DUBLIN, OHIO

### Human Resources

The results of our "Healthy By Choice" program's biometric screenings of major risk factors are also indicative of a positive impact on the health of our workforce and their spouses. The most recent report from WebMD Health Services, the system Ohio Health utilized for Health Risk Assessments, came back with decreases in every measured risk factor. These risk factors include, in addition to those highlighted in the chart below, exercise, sleep, alcohol use, emotional health and stress. The chart below specifically depicts the reduction of risk prevalence from end of 2015 to the end of 2016 in our four measured areas for which we have screening criteria established. As you review this chart, keep in mind that the data represents a Risk Prevalence index and not a specific percentage of the population. While we still have work to do in order to be on par with Ohio Health's Book of business, there is marked improvement in every area measured from 2015 to 2016.



Human Resources continues to implement innovative strategies and techniques to engage our employees in programs that will make them better health care consumers, which directly impacts the cost of the medical plan. In 2016, our generic drug utilization increased to 88.1%, a 2.1% increase from 2015. This resulted in a \$107,000 savings. Due to the pharmacies strategies currently in place, the plan saw a projected savings of \$39,000. In 2018, the City will be implementing a quantity level limit and duration program, a limited pharmacy network, and an exclude at launch program. The City is projected to save \$45,350 with these simple, yet effective changes.

## **2018 OPERATING BUDGET - CITY OF DUBLIN, OHIO**

### **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, 2018 - December 31, 2018. This budget also reflects estimated fees for excess workers' compensation insurance coverage and volunteer insurance coverage.

2018 Operating Budget - City of Dublin, Ohio

		2016 Actual	2017 Budget	2017 Revised Budget	2018 Executive Budget
<b>703 Self Insurance - Workers' Comp</b>					
<b>10 City Manager</b>					
<b>Contractual Services</b>					
713005	Misc. Contract. Serv.	0	6,000	6,000	6,000
714003	Third Party Administrator	17,834	46,650	46,650	46,650
714007	Other Claims	73,030	138,000	138,000	158,000
714008	Stop Loss Coverage	69,144	88,800	89,318	88,800
<b>Contractual Services Total:</b>		<b>160,008</b>	<b>279,450</b>	<b>279,968</b>	<b>299,450</b>
<b>City Manager Total:</b>		<b>160,008</b>	<b>279,450</b>	<b>279,968</b>	<b>299,450</b>
<b>Self Insurance - Workers' Comp Total:</b>		<b>160,008</b>	<b>279,450</b>	<b>279,968</b>	<b>299,450</b>

## **2018 OPERATING BUDGET - CITY OF DUBLIN, OHIO**

### **Internal Service/ Workers' Compensation Fund**

---

#### **BUDGET SUMMARY:**

#### **70310120**

- Account 713005 provides funds for investigation of fraudulent claims.
- 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.
- Account 714007 funds medical and indemnity reserves for prior year claims, and estimated 2017 claims.
- 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.

## 2018 OPERATING BUDGET - CITY OF DUBLIN, OHIO

### Human Resources

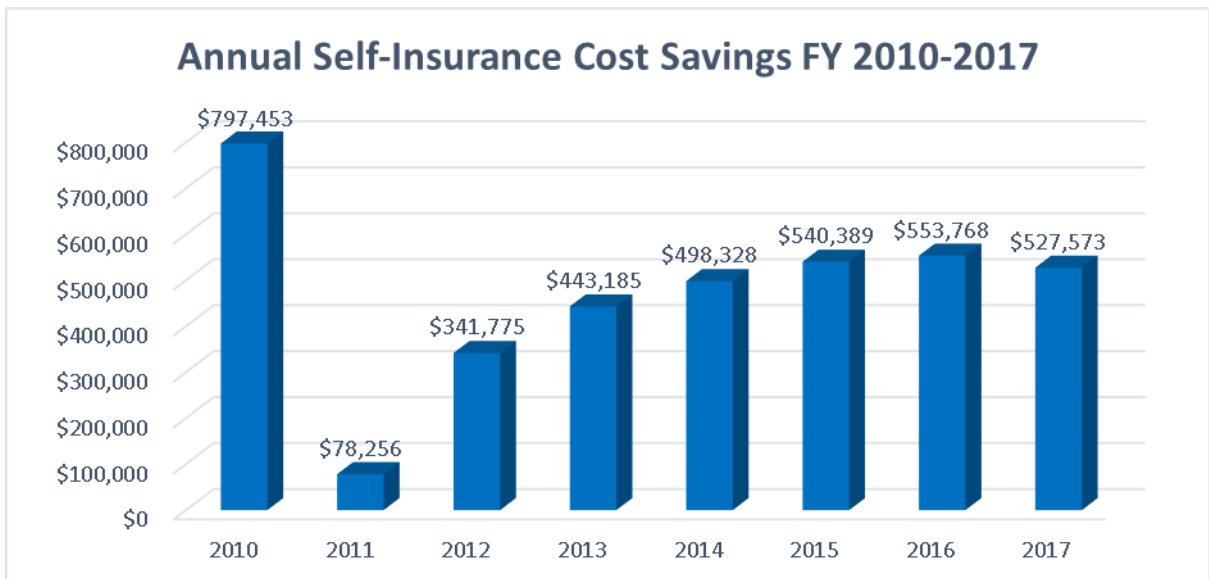
#### **PERFORMANCE MEASURES:**

**Percent Change in the Number of Worker's Compensation Claims Filed (including annual costs)**

	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014	FY2015	FY2016	FY2017*
# of Worker's Compensation Claims	30	31	25	29	22	24	23	18
Total Self Insured Cost	\$161,871	\$190,975	\$230,135	\$223,022	\$200,042	\$157,981	\$146,102	\$128,772
Percent Change in Insured Cost	(18%)	19%	20%	(4%)	(10%)	(21%)	(8%)	(12%)

\*As of  
9/11/2017

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 that 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.

**THIS PAGE LEFT BLANK INTENTIONALLY**





## 2018 OPERATING BUDGET - CITY OF DUBLIN, OHIO

### Fiduciary Funds

---

**Fiduciary funds** are used to report assets held in a trustee or agency capacity for others and therefore cannot be used to support the government's own programs.

These funds reflect the cost of reimbursing developers for the cost of installing certain public improvements (such as 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).

---

### **NOTES AND ADJUSTMENTS:**

2018 Operating Budget - City of Dublin, Ohio

		2016 Actual	2017 Budget	2017 Revised Budget	2018 Executive Budget
<b>803 Unclaimed Monies</b>					
<b>20 Finance</b>					
<b>Other Charges and Ex</b>					
755002	Refunds- Gen. Unclaim. Chk	42	250	250	250
755004	Refunds- Unclaim. Inc. Tax	6,269	20,000	20,000	20,000
<b>Other Charges and Ex Total:</b>		<b>6,311</b>	<b>20,250</b>	<b>20,250</b>	<b>20,250</b>
<b>Finance Total:</b>		<b>6,311</b>	<b>20,250</b>	<b>20,250</b>	<b>20,250</b>
<b>Unclaimed Monies Total:</b>		<b>6,311</b>	<b>20,250</b>	<b>20,250</b>	<b>20,250</b>

2018 Operating Budget - City of Dublin, Ohio

		2016 Actual	2017 Budget	2017 Revised Budget	2018 Executive Budget
<b>804 Convention and Visitors Bureau</b>					
<b>20 Finance</b>					
<b>Other Charges and Ex</b>					
751008	Dubl Conv and Vis Bureau	1,054,086	1,133,000	1,133,000	1,133,000
<b>Other Charges and Ex Total:</b>		<b>1,054,086</b>	<b>1,133,000</b>	<b>1,133,000</b>	<b>1,133,000</b>
<b>Finance Total:</b>		<b>1,054,086</b>	<b>1,133,000</b>	<b>1,133,000</b>	<b>1,133,000</b>
<b>Convention and Visitors Bureau Total:</b>		<b>1,054,086</b>	<b>1,133,000</b>	<b>1,133,000</b>	<b>1,133,000</b>

2018 Operating Budget - City of Dublin, Ohio

		2016 Actual	2017 Budget	2017 Revised Budget	2018 Executive Budget
<b>805 Agency</b>					
<b>20 Finance</b>					
<b>Contractual Services</b>					
711004	Sewer Tap Paybacks	1,037,036	800,000	800,000	610,000
<b>Contractual Services Total:</b>		<b>1,037,036</b>	<b>800,000</b>	<b>800,000</b>	<b>610,000</b>
<b>Other Charges and Ex</b>					
755000	Refunds	0	800	800	800
755005	Refunds- Conditional Occup	193,900	200,000	407,000	365,000
755006	Refunds- Residential 1%	5,295	4,200	12,203	6,000
755007	Refunds- Commercial 3%	34,314	35,000	35,002	30,000
755008	Refunds- Park/CRC Deposits	71,120	60,000	80,000	88,700
755010	Refunds- Theater Admission	0	30,000	20,800	2,000
755012	Refunds- Washington Twp.	14,640	12,000	12,000	12,000
755013	Refunds- Hydrant Permit	350	300	300	300
755014	Refunds- School Programs	8,700	12,000	56,700	55,000
755015	Refunds- Vendor Bonds	1,000	0	500	500
755021	Tantrum Refund OU	33,251	0	0	0
755024	Crawford Hoying Payment	0	0	1,998,546	0
<b>Other Charges and Ex Total:</b>		<b>362,569</b>	<b>354,300</b>	<b>2,623,851</b>	<b>560,300</b>
<b>Finance Total:</b>		<b>1,399,605</b>	<b>1,154,300</b>	<b>3,423,851</b>	<b>1,170,300</b>
<b>Agency Total:</b>		<b>1,399,605</b>	<b>1,154,300</b>	<b>3,423,851</b>	<b>1,170,300</b>

2018 Operating Budget - City of Dublin, Ohio

		2016 Actual	2017 Budget	2017 Revised Budget	2018 Executive Budget
<b>807 C.O.I.R.S.</b>					
<b>20 Finance</b>					
<b>Contractual Services</b>					
713001	Accounting/Auditing Services	0	4,500	4,500	4,500
713002	Legal Services	11,888	8,000	9,088	8,000
713004	Other Professional Services	187,573	34,500	43,000	34,500
714001	Insurance and Bonding	9,158	11,000	11,000	15,000
717005	Utilities- Other Fuel Types	5,459	7,500	7,650	10,000
<b>Contractual Services Total:</b>		<b>214,078</b>	<b>65,500</b>	<b>75,238</b>	<b>72,000</b>
<b>Supplies</b>					
724003	Equipment Maintenance	10,600	197,000	199,614	242,000
<b>Supplies Total:</b>		<b>10,600</b>	<b>197,000</b>	<b>199,614</b>	<b>242,000</b>
<b>Capital Outlay</b>					
731000	Furniture/Equipment	0	0	578,475	0
<b>Capital Outlay Total:</b>		<b>0</b>	<b>0</b>	<b>578,475</b>	<b>0</b>
<b>Other Charges and Ex</b>					
755000	Refunds	266,500	0	0	0
<b>Other Charges and Ex Total:</b>		<b>266,500</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Finance Total:</b>		<b>491,178</b>	<b>262,500</b>	<b>853,327</b>	<b>314,000</b>
<b>C.O.I.R.S. Total:</b>		<b>491,178</b>	<b>262,500</b>	<b>853,327</b>	<b>314,000</b>

**THIS PAGE LEFT BLANK INTENTIONALLY**





## 2018 OPERATING BUDGET – CITY OF DUBLIN, OHIO

### GLOSSARY OF TERMS

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

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

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

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

**Balanced Budget** – occurs when planned expenditures equal anticipated revenues.

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

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

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

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

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

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

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

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

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

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

**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.

## 2018 OPERATING BUDGET – CITY OF DUBLIN, OHIO

### 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.

## 2018 OPERATING BUDGET – CITY OF DUBLIN, OHIO

### 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."

## 2018 OPERATING BUDGET – CITY OF DUBLIN, OHIO

### 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.

## 2018 OPERATING BUDGET – CITY OF DUBLIN, OHIO

### 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.

## 2018 OPERATING BUDGET – CITY OF DUBLIN, OHIO

### 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.