



# 2019 Proposed Operating Budget



# 2019 OPERATING BUDGET - CITY OF DUBLIN, OHIO

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November 19, 2018

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

**I am pleased to present to you the Administration's 2019 Operating Budget** for your consideration. This budget was developed in accordance with the City Charter, the annual budget calendar, and the financial management policies and guidelines of the City. This proposed operating budget represents my best efforts in balancing current and future City priorities, needs, and initiatives, against projected available resources.

This proposed budget was formulated with the following guidance **to the City's departments** in each of **City Council's** strategic focus areas:

- **Fiscal Health & Accountability** – ensure the City remains fiscally strong and accountable.
  - **Comply with the City's** General Fund Balance Policy
  - **Comply with the City's** Debt Policy
  - Strive to maintain the highest bond ratings from each of the three bond rating agencies
  - **Estimate the City's** revenues conservatively
  - Limit the growth in operating expenditures by analyzing existing services and programs to ensure that they are being performed efficiently and effectively
  - Minimize staff increases by reclassifying/reorganizing operations where appropriate. Minimize/offset full-time staff growth with seasonal staff and contractual services
  - Review, prioritize, and minimize professional/contractual services
  - Offset, where feasible, uncontrolled cost increases (fuel, salt, inter-agency contracts, refuse/recycling retirement systems obligations, etc.)
  - Provide funding in accordance with bargaining unit agreements while funding fiscally appropriate wage increases for the non-bargaining unit employees (a 2% increase has been budgeted for all non-bargaining unit employees; however, that does not mean every non-bargaining unit employee will receive a 2% pay increase)
  - Maintain **the City's health benefits/wellness** program and contain costs (adjust stop loss coverage as needed)
  - Obtain a clean audit report from the State Auditor
  - Obtain recognition of the operating budget from the Government Finance Officers Association
  - Study the future of revenues other than the traditional sources (i.e. data, disruptive technologies)

- Safe and Resilient Community of Choice – Safety is our highest priority. 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. Expend the leadership capacity of the Police Department
  - **Sustain and improve the City's crime and crime prevention performance metrics**
  - Provide technical, safety, and leadership training to City employees
  - Equip City employees appropriately
  - Maintain City equipment to the highest levels of safety and operability
  - Sustain our outstanding employee safety record
  - Execute the five-year Capital Improvement Program (CIP) to maintain, replace and construct safe infrastructure, recreation/play areas, and facilities
  - Maintain accreditation standards
  
- Smart Customer Focused Services – strive to provide best in class services efficiently and cost effectively.
  - Continue to provide best in class services and maintain no less than 95% approval rating of city services (currently 99%)
  - No reduction in service levels
  - Leverage technology to increase efficiency
  - Cap special events that rely heavily on city resources, including City staff
  - Implement the 311 customer service and software program
  - Continually assess all legacy programs for purpose and value. Continuously improve, replace and/or re-invent programs and processes using Lean six sigma/Kaizen concepts (PIEworks)
  - New and additional programming must be introduced on its own merit. Identify, if possible, existing **"bill payers"** from the existing budget to cover new costs
  - Continue to develop performance metric/dashboard data platform and analytics (through contractual support) by Division for all operational areas
  
- Economic Vitality – **ensure the City's fiscal health (increase City's revenues)** by competing in the regional, national, and global economies.
  - Retain, expand, and attract high paying, high quality jobs – expand the technology, health care, and R&D clusters
  - Build upon and grow the startup/entrepreneurial and tech ecosystems
  - Execute the workforce marketing campaign
  - **Conduct an update of the City's Economic Development Strategic Plan**
  - **Forward invest in the City's infrastructure to retain, expand and attract businesses and jobs**
  - Leverage the US33 Innovation Corridor, SmartColumbus, and connected Dublin/intelligent infrastructure to be at the forefront of the emerging connected/autonomous industry
  - **Leverage the City's unique broadband infrastructure**

- Leverage the triple helix (Government/non-profit, academia, business)
  - Build the **City's** data platform to assist in economic development decision making; shift the real estate software platform; identify and import to our analysis the research of others, contract it where necessary
  - Understand the Dublin real estate market and anticipate vacancies (maintain 8-12% vacancy); build new capacity
  - Implement the Dublin Corporate Area Plan (DCAP) and West Innovation District (WID) area plans
  - **Leverage the City's land acquisitions for economic development** where appropriate
  - Finalize changes to the BSD code and associated zoning
  - Streamline all review processes, complete Accela software implementation and processes, tell the story
  - Be office development and re-development friendly
  - Actively engage businesses, building/land owners, development and real estate communities
  - Ensure a vibrant downtown Historic Dublin
  - **Finalize the assessment of the City's housing status and trends**, Remain engaged in the region partnerships (Mid-Ohio Regional Planning Commission, US33 Council of Government, Central Ohio Transit Authority, Solid Waste Authority of Central Ohio, Franklin County Board of Health, Franklin County Emergency Management Agency, etc.)
  - Engage State and Federal Legislative delegations on matters effecting local government
  - Market and advocate our brand
- Community Engagement – We are and always have been a proud local democracy. Earn and maintain the trust of our residents and businesses by providing an engaging, accessible and responsive local democracy.
    - Support meetings of City Council, and its' Boards, Commissions, and Committees
    - Support City **Council's community engagements**
    - Implement the support of PZC, ARB, BZA by the Clerk of Council effective January 1, 2019
    - Effectively and pro-actively communicate with the public leveraging all media outlets, and forms of media and methods of contact available (mailings, website, and social media)
    - Maximize face-to-face engagements with residents and businesses
    - Recognize and celebrate our residents, businesses, schools, and city accomplishments
    - Provide community events and seek engagement opportunities at these events
    - Conduct a State of the City

- Innovation is woven into everything we do. Every employee is a Chief Innovation Officer. we embrace an environment of inclusion where the talents, skills, abilities, experiences and ideas of all employees (and non-employees) are welcome to make our programs and processes better and seek new innovations that will keep us a cutting edge community and organization.

## 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 99.3% in 2013 to 86.1% in 2017. At year-end 2018, the fund balance is projected to be 70.9%. While the fund balance has decreased, in large part due to annual transfers from the General Fund to the Capital Improvement Tax Fund as well as due to some key land acquisitions, 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 S&P Global Ratings, as a rationale for the City's Aaa/AAA/AAA bond rating on its 2017 general obligation bonds. These ratings reflect 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 2019 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                       | ▪ Hotel/Motel Tax               |
| ▪ Street Maintenance and Repair | ▪ Enforcement and Education     |
| ▪ State Highway                 | ▪ Law Enforcement               |
| ▪ Cemetery                      | ▪ Mandatory Drug Fine           |
| ▪ Recreation                    | ▪ <b>Mayor's Court Computer</b> |
| ▪ Safety                        | ▪ Wireless 911                  |
| ▪ Pool                          |                                 |

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 final movement of employees from Nationwide Mutual Insurance Company (Nationwide) out of the City by year-end 2018, **as well as an anticipated reduction of employees from the Wendy's Company (Wendy's)**, the 2018 original income tax revenue projection reflected a 1.7% reduction over 2017 actual receipts. However, year-to-date receipts through September 30, 2018 reflected a 0.2% decrease over the same time period in 2017. This better-than-expected reduction is due to growth in our existing withholding base, which has reflected a 1.2% growth from 3<sup>rd</sup> quarter year-to-date 2017 versus 2018. Continuing with our conservative approach to budgeting, the Administration has revised its original projected income tax revenue for 2018 to reflect a 1.2% decrease over 2017 actual receipts.

While our 2018 income tax revenue has exceeded expectations, we continue to be cognizant of the volatility in this revenue stream. Over the past few years, we have seen a few large businesses leave the City – Nationwide, JP Morgan Chase, and Verizon. Despite this loss, income tax receipts have still grown an average of 1.6% over the last five years, showing the strength and stability of our existing tax base. While the loss of these businesses is not ideal, the vacancy created by these departures presents the City with an opportunity to market this office space to existing businesses, who may have outgrown their current space, as well as to potential new businesses. United Healthcare, as a new business to Dublin and Cardinal Health, an existing Dublin business, are two examples of businesses that have taken advantage of open office space created by these vacancies.

The 2019 estimated income tax revenue reflects a 1.2% reduction over the revised 2018 projected revenue. In estimating 2019 income tax revenue, Staff has taken into consideration the final movement of employees from Nationwide, as well as a continued reduction in **revenue from Wendy's. Additionally,** we have applied a 1% reduction across the board in our existing tax base. As a result, the 2019 estimate reflects \$85,400,000 in income tax revenue.

**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 2018, the estimated operating revenues are projected to be \$84.46 million, which represents a 2.9% increase over the original 2018 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 2019, operating revenues are projected to be \$86.79 million, which represents a 5.81% increase over the

original 2018 budgeted operating revenues. A large component of this increase is the anticipated sale of the City's Development building. As part of the strategy noted earlier to consolidate many municipal functions to what will become the new City Hall, it is expected that the City's development functions (development, economic development, planning, zoning and building) will be moved to the existing City Hall location. Additionally, in the fall of 2018, City Council approved the fee schedule for 2019. That legislation increased many charges for services to ensure the appropriate level of cost recovery, as determined by City Council.

#### Operating Revenues (in millions)

	2016	2017	2018 Projected	2019 Proposed
<b>Budgeted Revenues</b>	<b>\$78.13</b>	<b>\$80.41</b>	<b>\$82.02</b>	<b>\$86.79</b>
<b>Actual Revenues</b>	<b>\$87.09</b>	<b>\$86.81</b>	<b>\$84.46*</b>	

\*estimate

#### Operating Expenditures

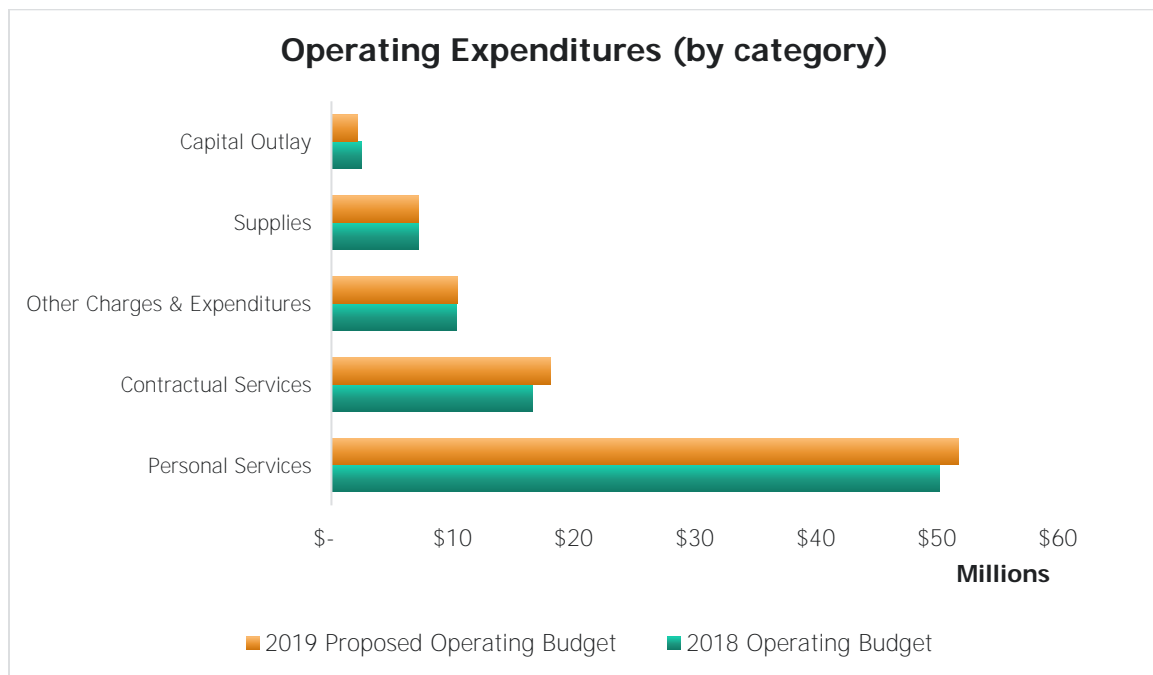
The annual Operating Budget is prepared using conservative revenue and expenditure estimates, which historically has resulted in the projected operating expenditures exceeding operating revenues and the reliance on the existing fund balances to offset the difference or "gap". However, it is generally 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 2018 Operating Budget was prepared, the projected expenditures were expected to exceed revenue by \$4.79 million. However, remaining conservative in our planning, it is now anticipated the operating expenditures will exceed the operating revenue by approximately \$6.35 million. The primary reason for expenditures exceeding revenue is related to capital expenditures in the General Fund. Earlier in 2018, the City purchased property located at 5555 Perimeter Drive in the amount of \$4 million. Located adjacent to City-owned property including the Justice Center and Coffman Park, the building situated on this 2.58 acres will be used to house City Hall in the near future. Its acquisition provided the City an opportunity to consolidate City operations and create a center of municipal government at a cost much lower than constructing a new City Hall. Additionally, during the fourth quarter of 2018, it is anticipated that the City will purchase approximately 28.84 acres of land adjacent to the Rings Farm, property purchased by the City in 2016. The estimated cost of this acquisition is approximately \$4.3 million. And finally, pursuant to the City's General Fund Balance Policy, \$1,983,050 was transferred from the General Fund to the Capital Improvement Tax Fund. This amount represented the 2017 General Fund balance in excess of 75%. This policy was adopted so that excess in the General Fund balance would be used for capital expenditures, not for ongoing operating expenditures.



As a result of expenditures exceeding revenue, the General Fund balance is expected to decrease from \$60.12 million at year-end 2017 to \$52.84 million at year-end 2018. This level is 70.9% of the **fund's** operating expenditures, \$15.57 million more than the required 50% as stipulated by the General Fund Balance Policy.

The 2019 Operating Budget reflects funding requests totaling \$89.61 million in operating expenditures. This represents a \$2.80 million or 3.22% increase compared to the approved 2018 Operating Budget. A comparison of the 2018 Operating Budget and the 2019 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 \$1.55 million or 3.10% as part of the 2019 Operating Budget. These increases **will be discussed further in the 'Staffing and Compensation' section of this letter**. Contractual services, supplies and other charges and expenditures each increased, reflecting an overall increase of \$1.59 million or 4.66% over 2018. **Highlights of these increases are discussed in the 'Significant Changes other than Personnel' section of this letter**. Capital outlay decreased approximately \$348,000 or 14.06%.

Based on the estimated operating revenues of \$86.79 million, the expenditures are anticipated to exceed revenue by \$2.82 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 2019 Operating Budget is balanced.

However, with the exception of 2018, 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. 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)

	2016	2017	2018 Projected	2019 Proposed
<b>Budgeted Expenditures<sup>1</sup></b>	<b>\$79.30</b>	<b>\$85.28</b>	<b>\$86.81</b>	<b>\$89.61</b>
<b>Actual Expenditures</b>	<b>\$79.32</b>	<b>\$79.86</b>	<b>\$90.69<sup>2</sup></b>	
<b>Actual Encumbrances</b>	<b>\$5.39</b>	<b>\$3.84</b>		

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

<sup>2</sup> Conservative estimate based on expenditure of all appropriated funds. This amount includes the acquisition of property in early 2018 as well as acquisition that is anticipated to occur during the 4<sup>th</sup> quarter of 2018, both of which were not budgeted.

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 2019 General Fund year-end balance is projected to be approximately \$52.96 million, or 71.1% of the 2019 General Fund year-end expenditures and operating transfers, exceeding the 50% requirement by \$15.71 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 2019 Operating Budget reflects funding for 406 full-time employees, which is the same level of full-time staff authorized in 2018.

## **Police – Net Change: 0**

### **Addition of 1 Deputy Chief of Police**

### **Increase of 3 Corporals**

### **Reduction of 4 Police Officers**

### **Reclassification of 1 Record Technician to a Records Supervisor**

**(Estimated Cost: \$77,880)**

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. In order to accommodate the continued growth, it is necessary to build the personnel infrastructure, focusing in 2019 on the supervisory capacity of the department, providing growth opportunities and succession planning.

The most notable change within the Police Department is the additional of a Deputy Chief of Police. This position will provide a unique leadership development opportunity for the agency. The succession planning efforts are always looking forward to our future needs and this position will allow us to develop the skills and qualities necessary for the potential future Chief. This position will also provide the department with an additional resource for liaison with other law enforcement and partner agencies and will have the ability to manage and lead special projects.

We are also proposing the creation of three new Corporal positions within Support Services. The position of Police Corporal was created about 15 years ago to provide the Patrol section of the Police Department with continuous supervisor coverage. The position within the rank structure has been of great benefit to the agency by providing additional leadership opportunities for staff, a more consistent **"street" presence for supervisors with an invaluable opportunity to hone their leadership skills before** becoming sergeants and lieutenants where their responsibilities include command over departmental units or bureaus. We have identified the need to extend this leadership to the units in the Support Services Bureau: the Community Impact Unit (CIU), the Community Education Unit (CEU), and the Detective Section. These new leadership positions will provide more consistent supervisory capabilities in the field during investigations, surveillance operations, search warrant execution, school policing, and community education events.

Due to the internal promotional opportunities that these positions provide, the addition of these four positions will be offset by the reduction of four Police Officers.

Additionally, we are requesting the reclassification of one Records Technician to a Records Supervisor position. This supervisor would oversee the day to day operations of the Records section, ensuring that metrics for customer service and records processing are met. This individual will assume the responsibilities of supervising the property function in Police and special duty administration. The oversight of this work is currently handled by the Accreditation Manager. This reclassification will allow

that individual to focus on the added duties associated with the accreditation and record keeping of both Law Enforcement and Public Safety Communications Accreditation.

**Parks & Recreation – Net Change: -1**

**Removal of Public Art Conservation/Contract Specialist**

**Removal of Contract Specialist**

**Addition of 1 Landscape Architect**

**Reclassification of 1 Landscape Architect to Landscape Architect Manager**

**(Estimated Savings: \$66,745)**

There are currently two positions vacant within the Parks & Recreation Department which have been evaluated to better maximize efficiencies within the organization. The Public Art Conservation/Contract Specialist is responsible for overseeing the maintenance and procurement processes for the inventory of public art throughout the City and is a liaison for the Dublin Arts Council. The Contract Specialist position is responsible for managing right-of-way maintenance contracts throughout the City as well as other special projects.

Staff is proposing to create a new work unit, Park Development. Led by the current Landscape Architect, whom we are proposing to reclassify as a Landscape Architect Manager (movement from 4.1 **to 3.3 within the City's current Classification System**), this unit will be responsible for inventorying all park amenities and developing a formal asset management plan, similar to what has been established in the Department of Public Works. Such a plan will more effectively organize maintenance and replacement schedules, maximize longevity and allow for more proactive strategies to minimize costs. Additionally, this unit will be responsible for managing the maintenance, procurement and deaccessioning of public art assets throughout the City as well as management of the landscaping **needs throughout the City's rights-of-way**. Designing new and enhanced landscape beds internally, managing contractors on a daily basis and maintaining general landscaping throughout the City will be a focus of this new work unit. With the movement of some existing personnel, the reclassification of the current Landscape Architect to a Landscape Architect Manager and the addition of one Landscape Architect, we feel the creation of this new unit will allow for a greater focus on park development, **landscaping and maintenance and upkeep of the City's vast park system**

**Planning – Net Change: +1**

**Reclassification of 1 Permanent Part-Time Code Enforcement Officer to Full-Time**

**(Estimated Cost: \$59,735)**

Code Enforcement has maintained static staffing levels despite the City's continued growth. The density of Bridge Park generates higher work load because of its urban form, which includes ongoing parking and sign enforcement demands. And with the proposed expansion of the Historic District (ARB authority

to extend west towards I-270) there will be additional code enforcement demands given the higher development, sign and landscaping standards that will eventually be in place. By further expanding our capacity as proposed with this position, Code Enforcement staff can move towards a proactive model of enforcement that is far more productive than a reactive mode. A discovery and preventive means of code compliance is the preferred method and results in better communication, improved efficiency and better customer service.

The 2019 Operating Budget reflects funding for nearly 190 part-time/seasonal positions. This level is relatively consistent with the funding level provided in 2018.

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; the agreement with the United Steelworkers of America provides for a 2% wage increase; and the agreement with the Fraternal Order of Police – Ohio Labor Council provides for a 2.75% wage increase.

The proposed 2019 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 with the **City's annual contribution to employee's HSA/HRA account based on the coverage level and not tied to the City's wellness program, Healthy by Choice (HBC)**. However, the City charges 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 decreased for 2019 by 11.7% and 6.7%, respectively. While our projected claims and expenses associated with our insurance programs are expected to remain relatively constant, the overall contribution calculation was decreased by \$500,000. In 2018, in order to build the Employee Benefits Self-Insurance Fund back up to ensure a sufficient level of reserve, a \$500,000 contribution was incorporated into the calculation. As planned, the fund balance has increased, resulting in a reduction to the 2019 contribution level.

The overall cost of the salary and benefits package proposed in the 2019 Operating Budget totals \$53.4 million, which is an increase of \$1.6 million or 3.1% over the 2018 Operating Budget. This amount includes funding for existing positions as well as the personnel changes noted above.

### **Significant Changes other than Personnel**

The Administration has worked diligently to ensure that growth in ongoing operating expenditures are kept to a minimum. By encouraging Staff to analyze operations to ensure our services are provided in the most efficient manner, we have been able to maintain expenses at a level relatively consistent over the past few years. However, there are some increases in expenditures that are unavoidable. The key drivers behind the \$2.80 million increase in operating expenditures from the original 2018 Operating Budget and the proposed 2019 Operating Budget are as follows:

- \$1,554,704 increase in costs related to salaries and benefits, as described above.
- **\$115,745 increase in costs related to the City's refuse collection and recycling program.** This service, provided to our residents at no cost, is budgeted to cost nearly \$2,812,000 in 2019.
- \$118,750 increase in fuel costs. It is anticipated that fuel prices will increase over the next year. Given that the City sells fuel to other entities, some of this increase is offset by additional revenue.
- \$263,700 increase in the cost of street salt used during winter weather events. In total, the City has budgeted nearly \$880,000 for street salt in 2019.
- **An increase of nearly \$65,000 has been programmed for the City's contract** with Franklin County Public Health for the provision of public health services.
- Nearly \$408,000 increase in property taxes. While the City is generally exempt from paying property taxes, the acquisition of large tracts of land by the City that had previously been classified as agricultural use (thereby qualifying it for a lower tax rate), results in a recoupment charge upon removal from the agricultural program.

## New Initiatives

In 2018, the City conducted the National Citizen Survey. We are extremely proud that 99% of the respondents rated the City as an excellent or good place to live. However, we certainly will not rest on our laurels. It is important that we continue to forward plan and make investments that will provide the best quality of life and environment in which our residents and businesses can thrive now and in the future. Funds have been programmed in 2019 to update the Bridge Street District travel demand/land use model as well as conduct a Frantz Road alternative transportation lane feasibility study. We recognize how important transportation is to our residents and our business community, and these two studies will help influence future transportation decisions.

Additionally, **funding to initiate a key component of the City's Aging in Place strategic plan is included.** In partnership with Syntero, a resource center for older adults and their caregivers will be created, **offering "navigation" services on Fridays and Saturdays, along with the development of a related informational website.** \$56,500 in grant funding for Syntero will allow this Dublin-based behavioral health agency to fund two part-time Navigators and one part-time Supervisor. This new service is in response to feedback obtained during a series of community conversations held with residents and two facilitated sessions held with more than thirty health, wellness and social service agencies that serve the older adult populations.

## Capital Improvements Program

To set the infrastructure conditions for economic vitality and a high quality of life, execution of the approved 2019-2023 Capital Improvement Program (CIP) on time and on budget is essential. The 2019 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 2019 include design work associated with the reconstruction of the North Pool (currently programmed for 2020), construction of the new Council **Chambers and related office space on the City's civic campus (located near the Justice Center and the City's recently acquired** property located at 5555 Perimeter Drive, which will house City Hall functions in the near future), streetscape improvements at West Bridge Street and SR-161, and stream relocation **on Ring's Farm, the City's property acquired in 2016 for economic development** purposes along Shier Rings Road. Additional, funding has been programmed for design work associated with two major roadway projects – the relocation of Shier Rings Road from Avery Road to Eiterman Road and the construction of a roundabout at Avery Road and Shier Rings Road, which includes the relocation of Old Avery Road. Other capital improvements programmed for 2019 from Tax Increment Financing (TIF) funds or other capital funds include the land acquisition necessary for the Tuttle Crossing Boulevard extension, and design work related to the US33/SR161/Post Road Interchange. Funds are also programmed to continue extending water and sewer lines to areas currently not served.

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 2019 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 2019 **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 2019 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

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## **2019 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, 2018**

*Christopher P. Morrell*

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, 2018. 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.

## **2019 OPERATING BUDGET - CITY OF DUBLIN, OHIO**

### **City Council**

Gregory S. Peterson, Mayor

Chris Amorose Groomes, Vice Mayor     Jane Fox

Cathy De Rosa

Christina A. Alutto

John Reiner

Michael H. Keenan

Clerk of Council - Anne Clarke

### **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**

## **2019 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.

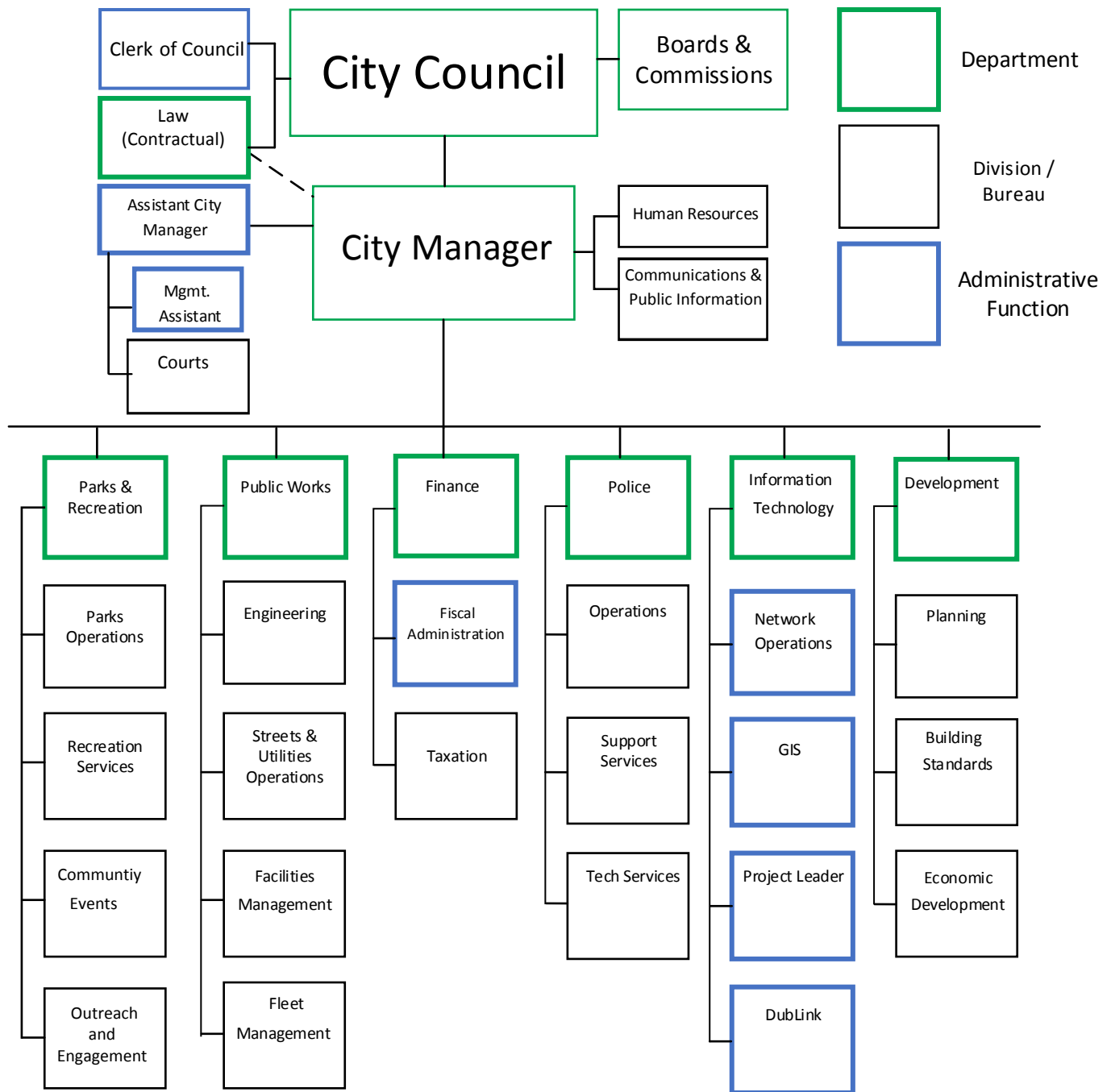
The City Manager is supported by an Assistant City Manager, as well as a management team comprised primarily of directors from across the organization.

### **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



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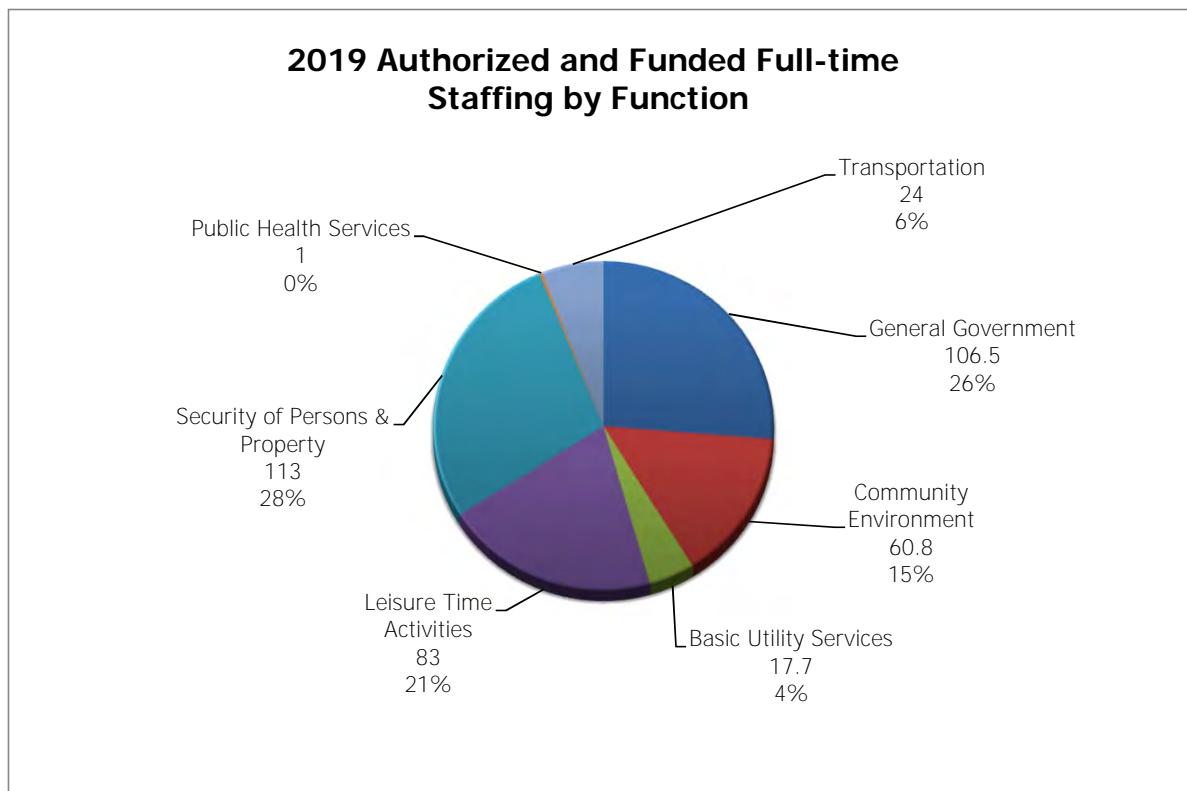


## 2018 OPERATING BUDGET - CITY OF DUBLIN, OHIO

### Staffing Comparison by Function Full-Time Employees

This table and chart, and the table on the following page, reflect full-time employees only. The 2019 Operating Budget also funds approximately 189.79 FTE part-time and seasonal positions through-out the City.

	2014	2015	2016	2017	2018	2019
General Government	93	99	101	103.5	106.5	106.5
Community Environment	59	60	59.3	59.8	59.8	60.8
Basic Utility Services	17	16	16.55	17.8	17.8	17.7
Leisure Time Activities	86	85	85	84	84	83
Security of Persons & Property	97	102	102	111	113	113
Public Health Services	1	1	1	1	1	1
Transportation	25	22	22.15	21.9	23.9	24
<b>TOTALS</b>	378	385	387	399	406	406



# 2019 OPERATING BUDGET - CITY OF DUBLIN, OHIO

## Full-Time Staffing by Work Unit

Work Unit	2014 Funded	2015 Funded	2016 Funded	2017 Funded	2018 Funded	2019 Proposed	2019 Increase / (Decrease)	2019 Position Requests and Re-allocations Requests (see footnotes)
City Council	2	3	3	3	3	3	0	
Office of the City Manager	6	6	6	6	6	6	0	
Human Resources	10	10	9.75	10	10	10	0	
Communications and Public Information	7	8	8	8	8	8	0	
Finance/ Office of the Director/Fiscal Adm.	10	11	10.5	11	12	12	0	
Procurement	1	n/a	n/a	n/a	n/a	n/a	n/a	
Taxation	6	6	5.5	5	6	6	0	
Public Works/ Office of Director	2	7	7	5.5	5.5	5.5	0	
Solid Waste Management	7	6	6.25	6.5	6.5	6.05	-0.45	(1)
Engineering	27	26	25.3	25.8	25.8	25.8	0	
Parks and Recreation/ Office of the Director	n/a	n/a	5.25	3	3	4.5	1.5	(2)
Parks Operations	48	47	28.5	31.5	31.5	29.5	-2	(2)
Horticulture	n/a	n/a	7	7	7	7	0	
Forestry	n/a	n/a	6	6	6	6	0	
Development/Office of the Director	n/a	n/a	2	2	2	2	0	
Economic Development	5	5	4	4	4	4	0	
Building Standards	15	15	15	15	15	15	0	
Planning	17	19	19	19	19	20	1	(3)
Fleet Management	9	9	9	9	9	9	0	
Information Technology	13	13	14	15	15	15	0	
Court Services/Records Management	4	4	4	4	4	4	0	
Facilities Management	15	15	15	18	18	18	0	
Outreach and Engagement	2	2	2	2	3	3	0	
Street and Utilities Operations	21	22	22.15	21.9	23.9	24	0.1	(1)
Public Service/Engineering/Sign Shop	4	0	0	0	0	0	0	
Cemetery Maintenance	1	1	1	1	1	1	0	
Recreation Services	7	7	9.95	10.65	10.65	10.65	0	
Community Recreation Center	15	15	11.3	10.9	10.9	10.9	0	
Municipal Pool	n/a	n/a	1.25	0.95	0.95	0.95	0	
Community Recreation Center - Facilities	10	9	9	6	6	6	0	
Community Events - Recreation	n/a	n/a	n/a	n/a	n/a	1	1	(4)
Police	97	102	102	111	113	113	0	(5)
Community Events - Hotel/Motel Tax Fund	6	6	6	7	7	6	-1	(4)
Hotel/Motel Tax - Public Art	0	1	0.75	1	1	0.5	-0.5	(2)
Water Maintenance	1	1	1.6	2.6	2.6	2.75	0.15	(1)
Sewer Maintenance	9	9	8.7	8.7	8.7	8.9	0.2	(1)
Employee Benefits Self Insurance	1	1	1.25	1	1	1	0	
<b>TOTALS</b>	<b>378</b>	<b>386</b>	<b>387</b>	<b>399</b>	<b>406</b>	<b>406</b>	<b>0.00</b>	

### NOTES:

(1) - Split changes to re-allocate .45 of FT amongst the Streets & Utilities work unit.

(2) - The current positions of Public Art Conservation/Contract Specialist within Hotel Motel Tax Fund, and the Contract Specialist position within this budget will be removed and combined into one reclassified position for a new Landscape Architect (4.3). This position is included in the budget of the Parks & Recreation/Office of the Director. The current Landscape Architect position will be re-classified to a higher step (4.1 to 3.3) and be re-titled as a Landscape Architect Manager. One Maintenance Crew Supervisor will be moved from Parks Operations to the Park Director's Office.

(3) - Convert one PPT Code Enforcement position to a FT Code Enforcement position.

(4) - Re-allocate 50% of the Event Administrator position and 50% of the Event Coordinator position to a new Parks & Recreation - Community Events work unit.

(5) - The following re-allocations have been requested: Re-allocate one Records Technician II position to a Records Supervisor position; re-allocate three (3) Police Officer positions to Police Corporal positions; re-allocate one Police Officer position to a Deputy Chief position.



2019 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Part-Time Staffing by Work Unit

Work Unit	2014 Funded	2015 Funded	2016 Funded	2017 Funded	2018 Funded	2019 Proposed	Diff 2018 vs 2019	Notes:
City Council/Legislation	7	7	7	7	7	7	0	
Office of the City Manager	2	2	2	3	3	2	-1	(1)
Human Resources	0	0	0.5	0	0	0	0	
Communications and Public Information	2	2	2	2	2	2	0	
Finance/ Office of the Director	1	1	1	1	0	0	0	
Taxation	2	2	2	2	2	2	0	
Public Works/ Office of Director	1	1	1	1	1	1	0	
Solid Waste Management	3	3	2	2	1	1	0	
Engineering	0	2	2	2	2	2	0	
Parks and Recreation/ Office of the Director	N/A	N/A	0	0	0	0	0	
Parks Operations	45	45	45	22	22	22	0	
Horticulture	N/A	N/A	N/A	18	18	18	0	
Forestry	N/A	N/A	N/A	10	10	10	0	
Development/Office of the Director	N/A	N/A	1	1	1	0	-1	(2)
Economic Development	1	1	1	1	1	1	0	
Building Standards	0	1	1	1	0	0	0	
Planning	5	4	4	4	4	3	-1	(3)
Fleet Management	0	0	0	0	0	0	0	
Information Technology	2	3	4	4	4	4	0	
Court Services/Records Management	1	1	1	1	1	1	0	
Facilities Management	4	4	4	5	5	5	0	
Outreach and Engagement	1	2	2	2	1	1	0	
Street and Utilities Operations	10	10	6	6	4	4	0	
Street -Engineering	0	0	0	0	0	0	0	
Cemetery Maintenance	2	2	2	2	2	2	0	
Recreation Services	32.5	33.5	28.32	33.05	26.91	27.4	0.49	(4)
Community Recreation Center	48	48.8	53	50	45.21	49.32	4.11	(5)
Community Recreation Center - Facilities	0	0	1	0	0	0	0	
Municipal Pools	65.25	65.25	65.25	65.25	18.59	18.07	-0.52	(6)
Police	0	0	0	0	0	0	0	
Community Events - Hotel/Motel Tax Fund	7	8	8	10	3.5	3.5	0	(7)
Community Events - Recreation	N/A	N/A	N/A	N/A	N/A	1.5	1.5	(7)
Hotel/Motel Tax - Public Art	0	0	0	0	0	0	0	
Water Maintenance	1	1	1	1	1	1	0	
Sewer Maintenance	2	2	1	1	1	1	0	
Employee Benefits Self Insurance	1	1	0	0	0	0	0	
<b>TOTALS</b>	<b>246</b>	<b>252.55</b>	<b>248.07</b>	<b>257.3</b>	<b>187.21</b>	<b>189.79</b>	<b>2.58</b>	

**Notes:**

- (1) - Removed position of the Director of Strategic Initiatives/Special Projects.
- (2) - Intern position removed. Funding re-allocated to additional hours for the Intern position in Economic Development.
- (3) - Convert on PPT Code Enforcement position to a FT Code Enforcement position.
- (4) - Part-time FTE's are increasing slightly due to new programs being offered.
- (5) - Part-time FTE's are increasing due to new programs being offered, however increases in wages expense will be offset by revenues.
- (6) - Part-time FTE's are decreasing. Note: The 2018 staffing number has been re-calculated using FTE's for a three month seasonal operation.
- (7) - Part-time FTE's were moved from Recreation Services to Community Events - Recreation for administrative support and for facilities reservations.  
Note: The 2018 staffing number has been re-calculated using FTE's for a three month seasonal operations.

## 2019 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>Legislative Affairs</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					
Community Events					X			X				
Outreach and Engagement	X											
<b>Development</b>												
Building	X											
Planning	X											
Economic Development	X											
<b>Police</b>						X			X			

## (2) Financial Overview

## FINANCIAL AND BUDGET STRUCTURE



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## **2019 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.

## **2019 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 bi-annual basis to calculate the costs of providing services and consider such information when establishing user charges.

### **PURCHASING POLICIES**

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

2019 OPERATING BUDGET  
SUMMARY FOR ALL FUNDS

Fund	1/1/2019 Cash Balance	Estimated Revenue	Estimated Advances and Transfers-In	Estimated Resources Available	Estimated Expenditures	Estimated Advances and Transfers-Out	12/31/2019 Unencumbered Balance
GENERAL	\$ 52,836,191	\$ 72,811,295	\$ 2,160,000	\$ 127,807,486	\$ 55,033,455	\$ 19,810,000	\$ 52,964,031
<u>SPECIAL REVENUE FUNDS</u>							
Street Maintenance and Repair	\$ 533,172	\$ 1,577,000	\$ 2,300,000	\$ 4,410,172	\$ 4,172,365	\$ -	\$ 237,807
State Highway Improvement	\$ 308,971	\$ 129,700	\$ -	\$ 438,671	\$ 31,000	\$ 75,000	\$ 332,671
Recreation	\$ 392,603	\$ 3,907,900	\$ 4,000,000	\$ 8,300,503	\$ 7,940,538	\$ -	\$ 359,965
Swimming Pool	\$ 74,130	\$ 532,000	\$ 420,000	\$ 1,026,130	\$ 1,007,995	\$ -	\$ 18,135
Permissive Tax	\$ 1,134,338	\$ 112,000	\$ -	\$ 1,246,338	\$ -	\$ -	\$ 1,246,338
Hotel/Motel	\$ 3,097,263	\$ 4,799,500	\$ -	\$ 7,896,763	\$ 4,869,490	\$ 165,400	\$ 2,861,873
Safety	\$ 840,157	\$ 2,843,633	\$ 12,680,000	\$ 16,363,790	\$ 16,246,325	\$ -	\$ 117,465
Law Enforcement Trust	\$ 46,896	\$ 700	\$ -	\$ 47,596	\$ 15,000	\$ -	\$ 32,596
Mandatory Drug Fine	\$ 2,665	\$ 40	\$ -	\$ 2,705	\$ -	\$ -	\$ 2,705
Wireless 9-1-1 System	\$ 546,179	\$ 138,200	\$ -	\$ 684,379	\$ 46,820	\$ 80,000	\$ 557,559
Education and Enforcement	\$ 68,988	\$ 1,000	\$ -	\$ 69,988	\$ 16,395	\$ -	\$ 53,593
Mayor's Court Computer Fund	\$ 36,078	\$ 18,500	\$ -	\$ 54,578	\$ 14,250	\$ -	\$ 40,328
Cemetery	\$ 29,888	\$ 27,070	\$ 160,000	\$ 216,958	\$ 213,190	\$ -	\$ 3,768
Accrued Leave Reserves	\$ 323,864	\$ 307,522	\$ -	\$ 631,386	\$ 355,500	\$ -	\$ 275,886
Rings Unitrust	\$ 300,000	\$ -	\$ -	\$ 300,000	\$ -	\$ -	\$ 300,000
<u>DEBT SERVICE FUNDS</u>							
G.O. Debt Service	\$ 2,917,544	\$ 44,000	\$ 12,328,415	\$ 15,289,959	\$ 13,489,330	\$ -	\$ 1,800,629
Economic Development Bond Retirement	\$ 1	\$ -	\$ 2,070,906	\$ 2,070,907	\$ 2,070,906	\$ -	\$ 1
Special Assessment Debt Service	\$ 1,780	\$ -	\$ -	\$ 1,780	\$ -	\$ -	\$ 1,780
1992 Special Assessment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2001 Special Assessment	\$ 176,043	\$ 110,000	\$ -	\$ 286,043	\$ 127,824	\$ -	\$ 158,219
<u>CAPITAL PROJECTS FUNDS</u>							
Capital Improvements Tax	\$ 9,501,526	\$ 27,317,500	\$ 2,262,500	\$ 39,081,526	\$ 25,034,000	\$ 5,694,300	\$ 8,353,226
Parkland Acquisition	\$ 716,650	\$ 809,150	\$ -	\$ 1,525,800	\$ 409,480	\$ 450,520	\$ 665,800
Capital Construction	\$ 32,820,174	\$ 10,900,000	\$ -	\$ 43,720,174	\$ 10,900,000	\$ -	\$ 32,820,174
Woerner-Temple TIF	\$ 78,939	\$ 170,000	\$ 330,000	\$ 578,939	\$ 3,000	\$ 455,600	\$ 120,339
Ruscilli TIF	\$ 691,131	\$ 510,300	\$ -	\$ 1,201,431	\$ 7,800	\$ -	\$ 1,193,631
Pizzuti TIF	\$ 707,370	\$ 165,000	\$ -	\$ 872,370	\$ 3,000	\$ -	\$ 869,370
Thomas/Kohler TIF	\$ 2,995,783	\$ 700,000	\$ -	\$ 3,695,783	\$ 1,939,000	\$ 408,700	\$ 1,348,083
McKittrick TIF	\$ 2,117,515	\$ 795,000	\$ -	\$ 2,912,515	\$ 15,000	\$ 1,108,900	\$ 1,788,615
Perimeter Center TIF	\$ 4,246,081	\$ 289,000	\$ -	\$ 4,535,081	\$ 6,200	\$ -	\$ 4,528,881
Rings Road TIF	\$ 106,292	\$ 310,000	\$ -	\$ 416,292	\$ 5,000	\$ 279,400	\$ 131,892
Perimeter West TIF	\$ 1,018,077	\$ 1,600,000	\$ -	\$ 2,618,077	\$ 679,500	\$ 1,251,050	\$ 687,527
Upper Metro Place TIF	\$ 2,710,361	\$ 530,000	\$ -	\$ 3,240,361	\$ 3,500	\$ 2,081,750	\$ 1,155,111
Rings/Frantz TIF	\$ 4,849,769	\$ 415,000	\$ -	\$ 5,264,769	\$ 1,005,000	\$ -	\$ 4,259,769
Historic Dublin TIF	\$ 43,611	\$ 68,000	\$ -	\$ 111,611	\$ 1,000	\$ 50,000	\$ 60,611
Emerald Pkwy Phase 5 TIF	\$ 22,107	\$ -	\$ -	\$ 22,107	\$ -	\$ -	\$ 22,107
Emerald Pkwy Phase 8 TIF	\$ 1,699,187	\$ -	\$ -	\$ 1,699,187	\$ -	\$ -	\$ 1,699,187
Perimeter Loop TIF	\$ 10,114	\$ 36,000	\$ -	\$ 46,114	\$ 600	\$ 35,000	\$ 10,514
Tartan West TIF Fund	\$ 2,317,579	\$ 1,130,000	\$ -	\$ 3,447,579	\$ 15,000	\$ 1,150,000	\$ 2,282,579



2019 OPERATING BUDGET  
SUMMARY FOR ALL FUNDS

Fund	1/1/2019 Cash Balance	Estimated Revenue	Estimated Advances and Transfers-In	Estimated Resources Available	Estimated Expenditures	Estimated Advances and Transfers-Out	12/31/2019 Unencumbered Balance
Shamrock Blvd. TIF Fund	\$ 110,407	\$ 50,000	\$ -	\$ 160,407	\$ 750	\$ 50,000	\$ 109,657
River Ridge TIF Fund	\$ 997,846	\$ 96,000	\$ -	\$ 1,093,846	\$ 1,250	\$ 187,850	\$ 904,746
Lifetime Fitness TIF	\$ 563,169	\$ 140,000	\$ -	\$ 703,169	\$ 1,750	\$ 300,000	\$ 401,419
COIC Improvement Fund	\$ 115,502	\$ -	\$ -	\$ 115,502	\$ 115,500	\$ -	\$ 2
Irelan Place TIF	\$ 12,236	\$ 12,000	\$ -	\$ 24,236	\$ 100	\$ 3,500	\$ 20,636
Shier Rings Road TIF	\$ 144,986	\$ 9,000	\$ -	\$ 153,986	\$ 250	\$ 150,000	\$ 3,736
Shamrock Crossing TIF	\$ 567,477	\$ 280,000	\$ -	\$ 847,477	\$ 4,000	\$ 300,000	\$ 543,477
Bridge and High TIF	\$ 445,579	\$ 113,000	\$ -	\$ 558,579	\$ 1,500	\$ 150,000	\$ 407,079
Dublin Methodist Hospital TIF	\$ 401,729	\$ 150,000	\$ -	\$ 551,729	\$ 2,000	\$ -	\$ 549,729
Kroger Centre TIF	\$ 44,612	\$ 240,700	\$ -	\$ 285,312	\$ 4,000	\$ 230,000	\$ 51,312
Frantz/Dublin Road TIF	\$ 14,526	\$ -	\$ -	\$ 14,526	\$ -	\$ -	\$ 14,526
Delta Energy TIF	\$ 46,280	\$ -	\$ -	\$ 46,280	\$ 500	\$ 30,000	\$ 15,780
Bridge Street TIF	\$ 2,163,351	\$ -	\$ 400,000	\$ 2,563,351	\$ 1,936,965	\$ -	\$ 626,386
Vrable TIF	\$ 1,410,004	\$ 450,000	\$ -	\$ 1,860,004	\$ 5,500	\$ 875,000	\$ 979,504
West Innovation TIF	\$ 1,112,457	\$ 480,000	\$ -	\$ 1,592,457	\$ 3,500	\$ 300,000	\$ 1,288,957
Ohio University TIF	\$ 13,844	\$ -	\$ -	\$ 13,844	\$ -	\$ -	\$ 13,844
Tuller TIF	\$ 236,156	\$ 950,000	\$ -	\$ 1,186,156	\$ 5,000	\$ 1,132,500	\$ 48,656
Nestle TIF	\$ 126,760	\$ 27,000	\$ -	\$ 153,760	\$ 750	\$ -	\$ 153,010
Bridge Park TIF	\$ 1,862,248	\$ 2,432,351	\$ -	\$ 4,294,599	\$ -	\$ 2,432,351	\$ 1,862,248
Innovation TIF	\$ 114,128	\$ 80,000	\$ -	\$ 194,128	\$ 1,000	\$ 150,000	\$ 43,128
Riviera TIF	\$ 85,727	\$ 200,000	\$ -	\$ 285,727	\$ -	\$ 270,000	\$ 15,727
Penzone TIF	\$ -	\$ 32,300	\$ 50,000	\$ 82,300	\$ -	\$ 80,000	\$ 2,300
H2 Hotel TIF	\$ -	\$ 125,000	\$ 25,000	\$ 150,000	\$ -	\$ 150,000	\$ -
<b>PERMENENT IMPROVEMENT FUNDS</b>							
Cemetery Perpetual Care	\$ 1,428,155	\$ 21,500	\$ -	\$ 1,449,655	\$ -	\$ -	\$ 1,449,655
<b>ENTERPRISE FUNDS</b>							
Water	\$ 9,796,847	\$ 962,500	\$ 500,000	\$ 11,259,347	\$ 2,130,885	\$ -	\$ 9,128,462
Sewer	\$ 3,336,660	\$ 2,310,000	\$ 200,000	\$ 5,846,660	\$ 3,067,774	\$ -	\$ 2,778,886
Sewer Construction Fund	\$ 589,494	\$ 3,070,000	\$ -	\$ 3,659,494	\$ 3,070,000	\$ -	\$ 589,494
Merchandising	\$ 34,038	\$ -	\$ -	\$ 34,038	\$ -	\$ -	\$ 34,038
<b>INTERNAL SERVICE FUNDS</b>							
Employee Benefits Self-Insurance	\$ 3,014,453	\$ 7,786,078	\$ -	\$ 10,800,531	\$ 7,779,070	\$ -	\$ 3,021,461
Workers' Compensation Self-Insurance	\$ 228,724	\$ 101,000	\$ -	\$ 329,724	\$ 240,150	\$ -	\$ 89,574
<b>FIDUCIARY FUNDS</b>							
Trust and Agency	\$ 331,399	\$ 1,304,200	\$ -	\$ 1,635,599	\$ 1,345,550	\$ -	\$ 290,049
Convention and Visitor's Bureau	\$ 75,346	\$ 1,346,150	\$ -	\$ 1,421,496	\$ 1,300,000	\$ -	\$ 121,496
COIRS	\$ 578,247	\$ 326,100	\$ -	\$ 904,347	\$ 317,500	\$ -	\$ 586,847
PACE	\$ -	\$ 254,745	\$ -	\$ 254,745	\$ 254,745	\$ -	\$ -
<b>Totals</b>	<b>\$ 160,321,403</b>	<b>\$ 156,454,634</b>	<b>\$ 39,886,821</b>	<b>\$ 356,662,858</b>	<b>\$ 167,267,452</b>	<b>\$ 39,886,821</b>	<b>\$ 149,508,585</b>

**2019 OPERATING BUDGET - CITY OF DUBLIN, OHIO**

**Revenue Comparisons - All Funds**

	2016 Actual	2017 Actual	2018 Estimate	2019 Budget
GENERAL FUND	\$ 85,654,347	\$ 104,629,432	\$ 94,485,295	\$ 74,971,295
<b>SPECIAL REVENUE FUNDS</b>				
Street Maintenance and Repair	3,238,402	2,541,027	3,233,500	3,877,000
State Highway Improvements	141,950	140,588	117,760	129,700
Recreation	7,298,600	6,612,477	7,404,650	7,907,900
Swimming Pool	831,699	861,413	905,000	952,000
Permissive Tax	2,914,706	121,302	105,000	112,000
Hotel/Motel Tax	4,343,528	4,563,498	4,377,600	4,799,500
Safety	12,882,342	13,010,158	15,530,000	15,523,633
Law Enforcement Trust	232	67,240	900	700
Mandatory Drug Fine	30	40	40	40
Wireless 9-1-1 System	135,244	439,777	176,820	138,200
Enforcement and Education	1,935	2,132	2,500	1,000
Mayor's Court Computer	25,145	24,364	18,250	18,500
Cemetery	162,556	129,503	187,000	187,070
Accrued Leave Reserves	146,272	184,371	181,830	307,522
Rings Unitrust	-	150,000	150,000	-
<b>DEBT SERVICE FUNDS</b>				
General Obligation Bond Retirement	9,129,367	12,544,789	12,746,700	12,372,415
Economic Development Bond Retirement	215,140	1,003,345	1,690,925	2,070,906
Special Assessment Bond Retirement	897	804	1,780	-
1992 Special Assessment Bond Retirement	17	7	-	-
2001 Special Assessment Bond Retirement	124,720	119,767	117,500	110,000
<b>CAPITAL PROJECTS FUNDS</b>				
Capital Improvements Tax	26,921,306	32,239,915	33,886,050	29,580,000
Parkland Acquisition	763,262	770,738	838,350	809,150
Capital Construction	20,856,867	59,007,076	69,145,000	10,900,000
Woerner-Temple TIF	439,984	509,785	475,000	500,000
Ruscilli TIF	256,842	501,251	1,000,000	510,300
Pizzuti TIF	218,242	218,743	215,000	165,000
Thomas/Kohler TIF	646,833	613,343	755,000	700,000
McKittrick TIF	1,687,804	1,144,647	840,000	795,000
Perimeter Center TIF	506,398	524,687	500,000	289,000
Rings Road TIF	210,102	311,959	315,000	310,000
Perimeter West TIF	1,422,809	1,725,746	1,710,000	1,600,000
Upper Metro Place TIF	18,842,006	6,627,058	1,595,000	530,000
Rings/Frantz TIF	418,681	418,934	435,000	415,000
Historic Dublin Parking TIF	68,601	68,661	69,000	68,000
Emerald Pkwy Phase 8 TIF	-	-	-	-
Perimeter Loop TIF	36,527	36,306	35,000	36,000
Tartan West TIF Fund	910,076	1,420,959	1,150,000	1,130,000
Shamrock Blvd. TIF Fund	48,523	47,247	53,000	50,000
River Ridge TIF	97,063	97,029	96,000	96,000
Lifetime Fitness TIF	1,203,778	141,934	134,000	140,000
COIC Improvement Fund	-	-	15	-
Ireland Place TIF	4,202	4,204	12,000	12,000
Shier Rings Road TIF	13,040	19,963	8,500	9,000
Shamrock Crossing TIF Fund	193,420	334,404	280,000	280,000
Bridge and High TIF Fund	113,764	113,862	105,000	113,000
Dublin Methodist Hospital TIF Fund	151,848	75,970	235,000	150,000
Kroger Centre TIF	297,641	247,832	250,000	240,700
Frantz/Dublin Road TIF	200,000	-	-	-
Delta Energy TIF	34,400	34,420	24,000	-
Bridge Street TIF	5,000,000	1,928,296	5,755,000	400,000
Vrable TIF	2,776,813	495,043	455,000	450,000
West Innovation TIF	1,753,282	294,666	480,000	480,000
Ohio University TIF	168,000	-	600,000	-
Tuller TIF	14,220,000	2,321,842	150,000	950,000
Nestle TIF	39,987	40,712	25,000	27,000
Bridge Park TIF	-	-	2,600,000	2,432,351
Innovation TIF	4	84,077	32,000	80,000
Riviera TIF	9,000	17,200	2,350,000	200,000
Penzon TIF	-	-	-	82,300
H2 Hotel TIF	-	-	-	150,000
<b>PERMANENT FUNDS</b>				
Cemetery Perpetual Care	67,167	42,039	33,000	21,500
<b>ENTERPRISE FUNDS</b>				
Water	1,933,691	1,706,762	1,173,600	1,462,500
Water Tower Construction Fund	-	-	-	-
Sewer	3,092,782	3,512,677	3,500,000	2,510,000
Sewer Construction Fund	1,449	1,380,000	2,420,000	3,070,000
Merchandising	3,241	562	-	-
<b>INTERNAL SERVICE FUNDS</b>				
Employee Benefits Self-Insurance	6,984,960	7,606,049	8,300,000	7,786,078
Worker's Compensation	107,207	5,613	50,000	101,000
<b>FIDUCIARY FUNDS</b>				
Convention and Visitors' Bureau	1,077,644	1,119,057	1,120,000	1,346,150
Other Agency	1,513,265	3,359,234	1,350,000	1,304,200
COIRS	238,261	1,021,316	314,000	326,100
Property Assessed Clean Energy	-	-	52,805	254,745
<b>SUBTOTAL</b>	<b>242,797,897</b>	<b>279,337,849</b>	<b>286,354,370</b>	<b>196,341,455</b>
Less:				
Transfers & Advances	(74,149,184)	(96,502,278)	(95,182,175)	(39,886,821)
<b>TOTAL REVENUE</b>	<b>168,648,713</b>	<b>182,835,571</b>	<b>191,172,195</b>	<b>156,454,634</b>

**2019 OPERATING BUDGET - CITY OF DUBLIN, OHIO**

**Revenue Comparison - General Fund**

	2016 Actual	2017 Actual	2018 Estimate	2019 Budget
<b>TAXES</b>				
Income Taxes	\$ 67,485,222	\$ 65,630,150	\$ 64,822,500	\$ 64,050,000
<b>INTERGOVERNMENTAL REVENUE</b>				
Local Government	322,332	293,943	205,220	215,220
Estate Taxes	369	-	-	-
Cigarette Taxes	448	535	425	425
Liquor and Beer Permits	63,866	68,334	60,000	60,000
Grants-State & Federal	548	-	-	-
Other	11,870	7,336	10,000	10,000
<b>CHARGES FOR SERVICES</b>				
General Fees and Charges	75,567	201,122	101,000	141,000
Sale of Fuel	687,533	980,740	850,000	900,000
Vehicle Maintenance Services	59,515	86,099	85,000	40,000
<b>FINES,LICENSES AND PERMITS</b>				
Fines and Forfeitures	359,450	324,052	310,000	310,000
Licenses and Permits	3,736,117	3,969,229	2,927,650	2,881,650
<b>OTHER REVENUES</b>				
Interest Income	609,639	812,125	675,000	900,000
Other	568,445	477,267	555,500	3,303,000
<b>NONOPERATING REVENUE</b>				
Transfers/Advances	11,673,427	31,778,500	23,883,000	2,160,000
<b>TOTAL GENERAL FUND REVENUE</b>	<u>\$ 85,654,347</u>	<u>\$ 104,629,432</u>	<u>\$ 94,485,295</u>	<u>\$ 74,971,295</u>

**2019 OPERATING BUDGET - CITY OF DUBLIN, OHIO**  
**Recap of 2019 Requests**

	<b>Total Budget</b>	<b>Budget Total By Fund</b>	<b>Budget Total By Fund Type</b>	<b>Total</b>
<b>GENERAL FUND</b>				
<b>City Council/Boards &amp; Commissions</b>	\$771,765			
<b>City Manager</b>	1,186,345			
Miscellaneous	2,191,965			
Human Resources	2,020,960			
Communications and Public Information	1,880,190			
Legal Services	1,950,000			
Information Technology	5,494,880			
Court Services	408,295			
Records Management	169,805			
<b>Finance</b>				
Office of the Director	1,701,100			
Transfers/Advances	19,810,000			
Miscellaneous	981,040			
Taxation	3,863,630			
<b>Public Works</b>				
Office of the Director	820,200			
Solid Waste Management	3,542,030			
Fleet Management	3,445,425			
Engineering	3,926,970			
Miscellaneous	360,000			
Facilities Management	2,919,340			
<b>Development</b>				
Office of the Director	320,895			
Planning	2,576,580			
Economic Development	3,392,870			
Building Standards	1,882,150			
<b>Parks and Recreation</b>				
Office of the Director	1,861,145			
Park Operations	4,586,750			
Horticulture	1,351,910			
Forestry	1,048,145			
Outreach and Engagement	379,070			
		\$74,843,455	<b>\$74,843,455</b>	
<b>SPECIAL REVENUE FUNDS</b>				
<b>Street Maintenance and Repair Fund</b>				
Street & Utilities Operations	3,808,365			
Engineering	364,000			
		4,172,365		
<b>State Highway Improvements Fund</b>				
Finance Misc - Transfers/Advances	75,000			
Engineering	31,000			
		106,000		
<b>Cemetery Fund</b>				
<b>Cemetery</b>	213,190			
		213,190		
<b>Recreation Fund</b>				
Recreation	2,676,343			
Community Recreation Center	3,840,670			
Community Recreation Center - Facilities	1,281,495			
Community Events - Recreation	142,030			
		7,940,538		
<b>Safety Fund</b>				
Police	12,790,335			
Communication	3,455,990			
		16,246,325		
<b>Swimming Pool Fund</b>				
Dublin Municipal Pools	1,007,995			
		1,007,995		
<b>Permissive Tax Fund</b>	0			
		0		
<b>Hotel/Motel Tax Fund</b>				
Parks & Recreation - Public Art	184,325			
Community Events	3,561,265			
Taxation	1,123,900			
Transfers/Advances	165,400			
		5,034,890		

**2019 OPERATING BUDGET - CITY OF DUBLIN, OHIO**  
**Recap of 2019 Requests**

	<b>Total Budget</b>	<b>Budget Total By Fund</b>	<b>Budget Total By Fund Type</b>	<b>Total</b>
<b><u>SPECIAL REVENUE FUNDS (Continued)</u></b>				
<b>Law Enforcement Trust Fund</b>				
Police	<u>15,000</u>	15,000		
<b>Education and Enforcement Fund</b>				
Police	<u>16,395</u>	16,395		
<b>Mayor's Court Computer Fund</b>				
Court Services	<u>14,250</u>	14,250		
<b>Accrued Leave Reserve Fund</b>				
Finance	<u>355,500</u>	355,500		
<b>Wireless 9-1-1 System</b>				
Police	46,820			
Transfers/Advances	<u>80,000</u>	126,820		
			<b>35,249,268</b>	
<b><u>DEBT SERVICE FUNDS</u></b>				
General Obligation Debt Service Fund		13,489,330		
Economic Development Bond Retirement		2,070,906		
Special Assessment Bond Retirement Fund		<u>127,824</u>		
			<b>15,688,060</b>	
<b><u>CAPITAL PROJECTS FUNDS</u></b>				
Capital Improvements Tax Fund		30,728,300		
Capital Construction Fund		10,900,000		
Parkland Acquisition Fund		860,000		
TIF Funds		<u>19,379,516</u>		
			<b>61,867,816</b>	
<b><u>ENTERPRISE FUNDS</u></b>				
<b>Water Fund</b>				
Finance	293,876			
Street & Utilities Operations	488,679			
Engineering	<u>1,348,330</u>	2,130,885		
<b>Sewer Fund</b>				
Finance	603,044			
Street & Utilities Operations	1,005,810			
IT - Capital	50,000			
Engineering	<u>1,408,920</u>	3,067,774		
<b>Sewer Construction Fund</b>		3,070,000		
<b>Merchandising Fund</b>		<u>0</u>		
			<b>8,268,659</b>	
<b><u>INTERNAL SERVICE FUNDS</u></b>				
Employee Benefits Self-Insurance Fund		7,741,070		
Workers' Comp. Self-Insurance Fund		<u>278,150</u>		
			<b>8,019,220</b>	
<b><u>TRUST AND AGENCY FUNDS</u></b>				
Unclaimed Money		20,250		
Convention & Visitors' Bureau Fund		1,300,000		
Agency Fund		1,325,300		
COIRS		317,500		
PACE		<u>254,745</u>		
			<b>3,217,795</b>	
<b>RECAP:</b>			<b><u>\$207,154,273</u></b>	
Total Amount Budgeted	\$207,154,273			
Less:				
Transfers / Advances	<u>(39,886,821)</u>			
Total Expenditures	<u>\$167,267,452</u>			

2019 OPERATING BUDGET - CITY OF DUBLIN, OHIO

**DEBT SERVICE SCHEDULE**  
Reflects Debt as of 10/30/2018

			Date Of Issue	Original Amount	O/S Principal	2019 Principal Payment	Interest Payment
<u>Unvoted Bonds (G.O.)</u>			<u>Source</u>				
(1)	Avery-Muirfield Interchange	Income Tax Revenue	9/1/99	8,316,788	570,000	570,000	5,700
(4)	Rings Road Improvements (TIF)	Rings Road TIF	12/1/00	3,535,000	531,134	259,462	19,929
(6)	Arts Facility Acquisition	Hotel/Motel Tax Fund	12/1/00	1,360,000	201,832	98,596	7,573
(6)	Arts Facility Renovation	Hotel/Motel Tax Fund	12/1/00	755,000	112,601	55,006	4,225
(4)	Perimeter Drive Extension (TIF)	Perimeter West TIF	12/1/00	3,940,000	592,748	289,561	22,241
(4)	Emerald Parkway-Phase 7A (TIF)	Thomas Kohler TIF	12/1/00	2,020,000	301,685	147,375	11,320
(1)	Service Center	Income Tax Revenue	12/1/01	3,675,000	685,728	249,045	25,062
(1)	Municipal Pool South (OMB)	Income Tax Revenue	4/14/04	2,986,000	1,250,000	158,000	57,610
(4)	Industrial Pkwy/SR 161 Improvements	Perimeter West TIF	1/7/14	8,210,000	5,960,000	475,000	190,206
(2)	Darree Fields Water Tower	Water Fund	1/7/14	1,710,000	1,235,000	95,000	39,463
(3)	Sanitary Sewer Lining	Sewer Fund	1/7/14	1,880,000	1,365,000	105,000	43,625
(1)	LED Street Lights	Income Tax Revenue	10/2/12	2,185,000	990,000	235,000	26,850
(2)	Dublin Road Water Tower	Water Fund	10/2/12	2,360,000	1,785,000	105,000	54,413
(3)	Sewer Lining & Repairs	Sewer Fund	10/2/12	2,540,000	1,920,000	110,000	58,550
(4)	Emerald Parkway Phase 8	Emerald 8 TIF	12/17/13	5,420,000	5,395,000	100,000	177,425
(4)	Emerald Parkway Phase 8	Emerald 8 TIF	1/7/14	1,580,000	200,000	200,000	5,500
(4)	Bridge Street - Land Acquisition	Bridge Street TIF/River Ridge TIF/McKittrick	12/17/13	4,435,000	4,410,000	100,000	144,800
(4)	Bridge Street - Land Acquisition	TIF/McKittrick	1/7/14	1,265,000	145,000	145,000	3,988
(4)	270/33 Interchange (Design, ROW)	Ruscilli/Upper Metro TIF	1/7/14	9,000,000	4,725,000	900,000	137,825
(1)	Justice Center Improvements	Income Tax Revenue	9/30/15	10,600,000	9,505,000	410,000	373,494
(3)	Sewer Lining & Repairs	Sewer Fund	9/30/15	2,500,000	2,240,000	95,000	88,069
(1)	BSD Transportation (Riverside Dr/161/Park)	Income Tax Revenue	9/30/15	25,000,000	22,420,000	965,000	881,025
(4)	BSD Transportation (Bridge Park)	Bridge Park TIF	9/30/15	11,100,000	10,255,000	440,000	402,881
(1)	BSD Parking Structures (Tax-Exempt)	Bridge Park TIF	10/28/15	16,000,000	16,000,000	-	718,231
(1)	BSD Parking Structures (Taxable)	Bridge Park TIF	10/28/15	16,000,000	15,700,000	695,000	657,675
(4)	270/33 Interchange (Construction) (SIB)	Pizzutti, Dublin Meth, Upper Metro	2/10/15	10,010,000	7,003,630	333,635	710,246
(8)	Dublin Road/Glick Road Improvements (OPWC)	State Highway	7/1/14	250,000	187,500	25,000	-
(4)	BSD Transportation (John Shields Parkway II)	Bridge Street TIFs	12/6/16	9,325,000	8,630,000	365,000	267,500
(1)	Service Center Renovation/Expansion	Income Tax Revenue	8/2/17	3,300,000	3,185,000	120,000	126,300
(3)	Sewer Lining & Repairs/Extensions	Sewer Fund	8/2/17	1,380,000	1,330,000	50,000	52,800
(1)	Pedestrian Bridge/N. High Street	Income Tax Revenue	8/2/17	27,200,000	26,245,000	975,000	1,040,900
					155,076,858	8,870,680	6,355,424
<u>Unvoted Special Assessment Bonds</u>							
(7)	Ballantrae (2001)	Special Assessment	12/1/01	1,700,000	319,272	115,955	11,669
					319,272	115,955	11,669
<u>Voted Bonds (G.O.)</u>							
(4)	Woerner-Temple Road	Woerner Temple TIF	12/1/00	5,555,000	437,000	437,000	18,573
(1)	Emerald Parkway Overpass - Phase 7	Income Tax Revenue	12/1/00	6,565,000	519,000	519,000	22,058
(5)	Coffman Park Expansion	Property Tax Revenue	12/1/00	3,135,000	424,000	224,000	16,520
					1,380,000	1,180,000	57,150
<b>Total Debt Payments</b>					<b>156,776,130</b>	<b>10,166,635</b>	<b>6,424,243</b>
(1)	Supported by income tax revenue				97,069,728	4,896,045	3,934,905
(2)	Supported by Water Fund revenue				3,020,000	200,000	93,875
(3)	Supported by Sewer Fund revenue				6,855,000	360,000	243,044
(4)	Supported by TIF revenue				48,586,197	4,192,033	2,112,433
(5)	Supported by property tax revenue				424,000	224,000	16,520
(6)	Supported by hotel/motel tax revenue				314,433	153,602	11,798
(7)	Supported by special assessment revenue				319,272	115,955	11,669
(8)	Supported by State Highway Fund revenue				187,500	25,000	-

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## 2019 OPERATING BUDGET - CITY OF DUBLIN, OHIO

### City Council

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#### **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.

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

#### **2018** **CURRENT NUMBER**

#### **2019** **PROPOSED**

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>

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

		<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2018 Revised Budget</b>	<b>2019 Department Budget</b>
<b>101 General Fund</b>					
<b>50 City Council</b>					
<b>Personal Services</b>					
701101	Full Time Salaries/Wages	326,720	334,485	334,485	342,515
701103	Overtime Wages	5,261	5,000	10,000	15,000
701201	Employee Benefits	204,273	281,680	281,680	268,775
702000	Training/Travel	3,961	30,500	28,000	24,500
703100	Meeting Expenses	1,554	2,500	4,500	10,000
703101	Ceremonial Functions Expense	25,113	24,000	25,225	24,000
703201	Long Term Strategic Plan	9,598	15,000	12,430	15,000
<b>Personal Services Total:</b>		<b>576,480</b>	<b>693,165</b>	<b>696,320</b>	<b>699,790</b>
<b>Contractual Services</b>					
713004	Other Professional Services	10,191	16,000	16,000	16,000
715002	Advertising	8,297	4,000	8,932	4,000
716000	Memberships/Subscriptions	893	1,800	2,056	2,500
<b>Contractual Services Total:</b>		<b>19,381</b>	<b>21,800</b>	<b>26,988</b>	<b>22,500</b>
<b>Supplies</b>					
721001	Office Supplies	970	8,000	8,998	8,000
<b>Supplies Total:</b>		<b>970</b>	<b>8,000</b>	<b>8,998</b>	<b>8,000</b>
<b>City Council Total:</b>		<b>596,830</b>	<b>722,965</b>	<b>732,306</b>	<b>730,290</b>
<b>General Fund Total:</b>		<b>596,830</b>	<b>722,965</b>	<b>732,306</b>	<b>730,290</b>

		<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2018 Revised Budget</b>	<b>2019 Department Budget</b>
<b>101 General Fund</b>					
<b>50 City Council</b>					
<b>Personal Services</b>					
701101	Full Time Salaries/Wages	7,100	8,400	8,400	8,400
701201	Employee Benefits	1,069	1,325	1,325	1,325
702000	Training/Travel	4,741	30,000	30,000	30,000
703100	Meeting Expenses	0	1,000	1,000	1,000
<b>Personal Services Total:</b>		<b>12,910</b>	<b>40,725</b>	<b>40,725</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>12,910</b>	<b>41,475</b>	<b>41,475</b>	<b>41,475</b>
<b>General Fund Total:</b>		<b>12,910</b>	<b>41,475</b>	<b>41,475</b>	<b>41,475</b>

## **2019 OPERATING BUDGET - CITY OF DUBLIN, OHIO**

### **City Council Boards and Commissions**

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#### **BUDGET SUMMARY**

##### **10110510**

- Account 701101 provides funding for the salaries/wages of City 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 701101 provides funding for salaries/wages of seven Planning and Zoning Commission Members.
- Account 702000 provides funding, as authorized by City Council, of travel and training for Planning and Zoning Commission Members and funding for orientation and training for all Board and Commission Members. 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.

## 2019 OPERATING BUDGET - CITY OF DUBLIN, OHIO

### Office of the City Manager

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#### **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, 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.

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#### **OBJECTIVES AND ACTIVITIES**

- To ensure alignment with City Council Strategic Focus Areas.
- Assist and advise City Council on strategic efforts.
- To provide leadership and direction for staff.
- To be responsive to needs of the community and to advise citizens regarding the structure and activities of the City organization.
- To facilitate citizen involvement and requests for service.
- To provide leadership in sustainable municipal services.

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<b><u>PERSONNEL DATA</u></b>	<b><u>2018</u></b>	<b><u>2019</u></b>
<b><u>POSITION TITLE</u></b>	<b><u>CURRENT</u></b>	<b><u>PROPOSED</u></b>
	<b><u>NUMBER</u></b>	
City Manager	1	1
Assistant City Manager	1	1
Government and International Relations Manager	1	1
Management Assistant	1	1
Executive Assistant to the City Manager	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	0
Intern (ICF)	1	1
Intern	<u>1</u>	<u>1</u>
<b>TOTAL</b>	<b>3</b>	<b>2</b>

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

(1) Director of Strategic Initiatives/Special projects position removed.

		2017 Actual	2018 Budget	2018 Revised Budget	2019 Department Budget
<b>101 General Fund</b>					
<b>10 City Manager</b>					
<b>Personal Services</b>					
701101	Full Time Salaries/Wages	740,367	761,450	784,450	675,090
701103	Overtime Wages	1,904	3,000	3,000	3,000
701104	Other Wages	15,556	32,125	32,125	32,125
701201	Employee Benefits	216,099	224,735	228,735	203,250
702000	Training/Travel	10,521	14,000	14,600	14,500
703100	Meeting Expenses	6,745	6,500	6,500	6,500
703202	Staff Goal Setting	4,457	13,000	13,450	12,000
<b>Personal Services Total:</b>		<b>995,648</b>	<b>1,054,810</b>	<b>1,082,860</b>	<b>946,465</b>
<b>Contractual Services</b>					
713004	Other Professional Services	51,591	152,400	174,091	76,800
716000	Memberships/Subscriptions	5,717	9,380	9,480	7,080
717001	Rents and Leases	11	0	0	0
<b>Contractual Services Total:</b>		<b>57,319</b>	<b>161,780</b>	<b>183,571</b>	<b>83,880</b>
<b>Supplies</b>					
721001	Office Supplies	2,482	3,500	4,442	3,500
<b>Supplies Total:</b>		<b>2,482</b>	<b>3,500</b>	<b>4,442</b>	<b>3,500</b>
<b>Other Charges and Ex</b>					
751003	Special Projects/Programs	258,717	155,000	147,600	152,500
<b>Other Charges and Ex Total:</b>		<b>258,717</b>	<b>155,000</b>	<b>147,600</b>	<b>152,500</b>
<b>City Manager Total:</b>		<b>1,314,166</b>	<b>1,375,090</b>	<b>1,418,473</b>	<b>1,186,345</b>
<b>General Fund Total:</b>		<b>1,314,166</b>	<b>1,375,090</b>	<b>1,418,473</b>	<b>1,186,345</b>

## 2019 OPERATING BUDGET - CITY OF DUBLIN, OHIO

### Office of the City Manager

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#### **BUDGET SUMMARY:**

##### **10110110**

- Account 701101 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 staff retreats, forums, etc.
- Account 703202 provides funding for leadership team retreats and goal setting.
- Account 713004 provides funding for other professional services and consultants. For 2019, this includes funding for the City's Lean Six Sigma Black Belt/Green Belt program and consultants for special projects.
- 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, and courier services.
- Account 751003 provides funding for projects such as the Citizens Academy, ICF Institute, PIEworks, ASN Support and Friendship Cities – Ireland and Japan.

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## 2019 OPERATING BUDGET - CITY OF DUBLIN, OHIO

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

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#### **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.

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		2017 Actual	2018 Budget	2018 Revised Budget	2019 Department Budget
<b>101 General Fund</b>					
<b>10 City Manager</b>					
Miscellaneous					
<b>Personal Services</b>					
701107	Salary Adjustments	0	102,100	102,100	0
<b>Personal Services Total:</b>		<b>0</b>	<b>102,100</b>	<b>102,100</b>	<b>0</b>
<b>Contractual Services</b>					
713004	Other Professional Services	70,459	115,500	121,000	115,500
714006	Workers' Compensation	0	100,000	100,000	100,000
716000	Memberships/Subscriptions	63,744	70,610	70,610	70,610
719001	County Wide Disaster Serv	62,580	64,580	64,580	64,580
<b>Contractual Services Total:</b>		<b>196,783</b>	<b>350,690</b>	<b>356,190</b>	<b>350,690</b>
<b>Capital Outlay</b>					
735001	Cap Impr Land and Land Impr	0	1,285,025	1,285,025	1,285,025
<b>Capital Outlay Total:</b>		<b>0</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	87,800	0	0	0
754002	Grants/Community Org	263,647	339,750	349,360	396,250
756002	Contingencies	29,245	150,000	206,954	150,000
<b>Other Charges and Ex Total:</b>		<b>390,693</b>	<b>499,750</b>	<b>566,314</b>	<b>556,250</b>
<b>City Manager Total:</b>		<b>587,476</b>	<b>2,237,565</b>	<b>2,309,629</b>	<b>2,191,965</b>
<b>General Fund Total:</b>		<b>587,476</b>	<b>2,237,565</b>	<b>2,309,629</b>	<b>2,191,965</b>

## 2019 OPERATING BUDGET - CITY OF DUBLIN, OHIO

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

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#### **BUDGET SUMMARY:**

##### **10110190**

- Account 713004 provides funding for federal and state lobbying efforts.
- Account 714006 provides funding for the City's self-insured workers' compensation program. This amount reflects the City's program costs including claims, third party administration and excess loss coverage.
- Account 716000 includes funds for memberships/subscriptions to the Ohio Municipal League, the National League of Cities, dues to the Mid-Ohio Regional Planning Commission, and any other citywide memberships/subscriptions.
- Account 719001 provides funding to the Franklin County Emergency Management Agency (FEMA) for the countywide disaster services program.
- Account 751015 provides funding for Leadership Dublin
- 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.

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**2019 OPERATING BUDGET - CITY OF DUBLIN, OHIO**  
**Office of the City Manager / Human Resources**

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**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.

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**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>PERSONNEL DATA</b>	<b>2018 (1)</b>	<b>2019</b>
<b><u>POSITION TITLE</u></b>	<b><u>CURRENT NUMBER</u></b>	<b><u>PROPOSED</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
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>

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**NOTES AND ADJUSTMENTS:**

		2017 Actual	2018 Budget	2018 Revised Budget	2019 Department Budget
<b>101 General Fund</b>					
<b>10 City Manager</b>					
Human Resources					
<b>Personal Services</b>					
701101	Full Time Salaries/Wages	738,780	758,730	758,730	799,370
701103	Overtime Wages	260	500	500	500
701104	Other Wages	18,987	0	0	0
701201	Employee Benefits	238,491	247,680	247,680	243,380
701204	Uniforms and Clothing	3,393	2,000	0	2,000
701206	Employee Training and Developm	117,837	146,150	156,413	163,395
701207	Tuition Reimbursement	19,053	40,000	40,000	40,000
702000	Training/Travel	21,752	26,400	24,800	21,900
702001	Reimbursable Business Expense	0	3,500	3,500	3,500
703100	Meeting Expenses	643	5,000	5,000	2,500
<b>Personal Services Total:</b>		<b>1,159,196</b>	<b>1,229,960</b>	<b>1,236,623</b>	<b>1,276,545</b>
<b>Contractual Services</b>					
713004	Other Professional Services	117,872	147,480	192,256	111,655
713005	Misc. Contract. Serv.	16,530	39,680	39,680	31,305
714001	Insurance and Bonding	461,068	472,740	474,527	494,090
714009	Insurance Claims Paid	1,796	10,000	10,000	10,000
715002	Advertising	8,345	18,000	19,500	10,000
715003	Printing and Reproductions	770	1,000	1,000	3,000
716000	Memberships/Subscriptions	7,661	10,500	12,560	11,160
<b>Contractual Services Total:</b>		<b>614,042</b>	<b>699,400</b>	<b>749,523</b>	<b>671,210</b>
<b>Supplies</b>					
721001	Office Supplies	7,846	8,605	8,656	8,605
724003	Equipment Maintenance	0	180	180	180
<b>Supplies Total:</b>		<b>7,846</b>	<b>8,785</b>	<b>8,836</b>	<b>8,785</b>
<b>Other Charges and Ex</b>					
751005	Risk Mgt. /Safety Programs	13,581	15,855	16,342	16,845
751017	Employee Recognition Program	5,283	48,210	48,210	47,575
<b>Other Charges and Ex Total:</b>		<b>18,865</b>	<b>64,065</b>	<b>64,552</b>	<b>64,420</b>
<b>City Manager Total:</b>		<b>1,799,948</b>	<b>2,002,210</b>	<b>2,059,534</b>	<b>2,020,960</b>
<b>General Fund Total:</b>		<b>1,799,948</b>	<b>2,002,210</b>	<b>2,059,534</b>	<b>2,020,960</b>

## 2019 OPERATING BUDGET - CITY OF DUBLIN, OHIO

### Office of the City Manager / Human Resources

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#### **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 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 (Neogov).**
- 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.

## 2019 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. In addition, over the last three years, Council has invested in Leader Development and Career Development in the "Employee Training and Development" account.

The Talent Development and Training Program drives 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 2018, the direction of the program focused on competency development while providing training to fill perceived gaps in much needed skill sets. We searched out and leveraged training that was currently available. As we move forward into 2019 and beyond, it is our intent to continue leveraging the Korn Ferry Competency Model for talent development, which provides a solid framework for competency based training at various levels of an organization that can be used for a City Leader Certification Program that is supportive of our Strategic Plan. Of particular note is the establishment of the "Emerging Leaders Program" that we have partnered with Ohio University to provide our non-supervisor / high potential employees an opportunity for leader development training. Also in 2019, our Leader Development program will begin focusing on the concepts of Diversity and Inclusion in order to better leverage and engage all aspects of our workforce.

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

YEAR	SUBJECT	GROUP	# TRAINED
2018	Emerging Leader Program (Year 1 of 3)	High Potential Employees	28
	Performance Measurements	Frontline Leaders	47
	Venture Canvas Model	Frontline Leaders	57
	Professional Writing and Presenting	Frontline leaders	57
	Private-Public-Partnerships (P3)	Directors and Higher	24
	Social Return on Investments	Directors and Higher	20
	Strategic Communication	Directors and Higher	24
	Matrix - Lunch and Learns	Open to all Supervisors	60
	Computer/Technical Training	Individual Employees	21
	MAPS - Various Courses	Individual Employees	9
	Lean Six Sigma Training	Individual Employees	24
	Admin Support Training Workshops	Admin Support Staff	48
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 & 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



## 2019 OPERATING BUDGET - CITY OF DUBLIN, OHIO

### Office of the City Manager / Human Resources

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#### **Subjects of and Tools for Training for 2019:**

**Diversity, Inclusion and Equality-** A Diversity and Inclusion Advisor will guide the senior leadership team to create an overarching diversity and inclusion vision that can support our future approach as a City. Through a series of confidential in-depth personal interviews, Jeanetta will provide the view of D&I, clearly defined scope of diversity and inclusion, and view of how we move this important work forward as conveyed by the leadership team.

**Personal Assessments (Myers- Briggs)-**An Ohio University workshop designed for high potential employees to enhance self-awareness, and help them to understand how individual preferences influence the way culture is shaped within organizations.

**Professional Ethics Workshop –** An Ohio University four-hour workshop designed with public sector case studies and discussions to explore how **one's response to difficult situations** 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.

**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 session 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.

**Admin Support Training Workshop-** Quarterly training events offered by various vendors for the Admin Support group.

**Learning Management System (LMS)-**With a fully automated LMS, we can easily create training course for our staff, add evaluations to course curriculum, issue certifications, track classroom led training, track certifications, and distribute updated policies for awareness. LM deliverables: Yearly training schedule, class enrollment capability feature, accreditation and certification tracking feature, and individual Career Roadmap feature.

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## 2019 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 eight digital properties/websites: City of Dublin, DubNet, Dublin Irish Festival, Bridge Street District, Economic Development, Dublin Reality Check, 270-33 Interchange and ICF Global Institute.
- Manage social media platforms through strategic messaging, images, video, Amazon Alexa daily updates, 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 city-wide opportunities and issues and supported by key relationships, a robust online newsroom and proactive social media efforts.
- Incorporate video production and messaging into city-wide strategic communication efforts; manage and produce weekly feature and informational videos on published through social media, Vimeo and YouTube. Content includes short video features, creative public service announcements, Why Dublin? business features and drone videography. Also live stream City Council meetings throughout the year.
- 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 Leadership 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.
- **Supports the City's efforts** with the DCVB, Chamber, Schools, DAC, HDBA, Downtown Dublin Alliance 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.
- Manage, produce and coordinate informational and media recognition/marketing events including State of the City Address.

<b><u>PERSONNEL DATA</u></b>	<b><u>2018</u></b>	<b><u>2019</u></b>
<b><u>POSITION TITLE</u></b>	<b><u>CURRENT</u></b>	<b><u>PROPOSED</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
Digital & Graphic Designer	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:**

		2017 Actual	2018 Budget	2018 Revised Budget	2019 Department Budget
<b>101 General Fund</b>					
<b>10 City Manager</b>					
Communications and Public Information					
<b>Personal Services</b>					
701101	Full Time Salaries/Wages	600,681	623,825	623,825	643,275
701103	Overtime Wages	3,228	4,500	4,500	4,500
701104	Other Wages	6,365	30,000	30,000	30,000
701201	Employee Benefits	267,876	299,365	299,365	288,880
701204	Uniforms and Clothing	81	1,400	3,000	800
702000	Training/Travel	7,080	15,250	15,250	15,250
703100	Meeting Expenses	1,883	3,500	3,500	3,500
<b>Personal Services Total:</b>		<b>887,193</b>	<b>977,840</b>	<b>979,440</b>	<b>986,205</b>
<b>Contractual Services</b>					
713004	Other Professional Services	372,220	393,750	422,080	433,300
713005	Misc. Contract. Serv.	38	48,000	48,000	23,620
715001	Communications	0	500	500	500
715002	Advertising	14,360	83,000	128,000	83,000
715003	Printing and Reproductions	9,209	10,000	10,000	15,000
716000	Memberships/Subscriptions	3,666	4,925	4,925	5,440
<b>Contractual Services Total:</b>		<b>399,491</b>	<b>540,175</b>	<b>613,505</b>	<b>560,860</b>
<b>Supplies</b>					
721001	Office Supplies	2,921	3,000	3,000	3,000
721002	Operating Supplies	618	1,000	1,500	1,000
724003	Equipment Maintenance	30	1,000	1,000	1,000
<b>Supplies Total:</b>		<b>3,570</b>	<b>5,000</b>	<b>5,500</b>	<b>5,000</b>
<b>Capital Outlay</b>					
734002	Tools	857	2,500	5,300	2,500
<b>Capital Outlay Total:</b>		<b>857</b>	<b>2,500</b>	<b>5,300</b>	<b>2,500</b>
<b>Other Charges and Ex</b>					
751003	Special Projects/Programs	190,828	330,425	368,753	315,625
751012	Promotional Programs	239,183	15,000	15,000	10,000
<b>Other Charges and Ex Total:</b>		<b>430,012</b>	<b>345,425</b>	<b>383,753</b>	<b>325,625</b>
<b>City Manager Total:</b>		<b>1,721,123</b>	<b>1,870,940</b>	<b>1,987,498</b>	<b>1,880,190</b>
<b>General Fund Total:</b>		<b>1,721,123</b>	<b>1,870,940</b>	<b>1,987,498</b>	<b>1,880,190</b>

## **2019 OPERATING BUDGET - CITY OF DUBLIN, OHIO**

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

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#### **Budget Summary:**

#### **10110130**

- Account 701101 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 branded tee shirts and items for the employee 410 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, Alexa/Google Home fees, eNews hosting, webpage enhancements, web security, Apple license, media analytics and measurements.
- Account 715002 provides funding for citywide local and national 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 716000 provides funding for professional association memberships, newspapers, AP style guide and award entries.
- Account 721001 provides funding for office supplies.
- Account 721002 provides funding for operating supplies.
- Account 724003 provides funding for equipment maintenance.
- Account 751003 includes funding for the State of the City address and reception, Legends Championship Luncheon, Leaderboard Breakfast, Safe Ride Programs, social media campaigns, Fore! Miller 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.

# 2019 OPERATING BUDGET - CITY OF DUBLIN, OHIO

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

### PERFORMANCE MEASURES:

### Digital Media

#### // websites

	2013	2014	2015	2016	2017	2018* January - July
<b>dublinohiousa.gov</b>						
sessions	821,080	844,969	969,480	974,769	887,153	573,822*
pageviews	2,093,339	2,052,637	2,213,397	2,173,537	1,978,280	1,257,595*
<b>dublinirishfestival.org</b>						
sessions	320,946	292,935	225,575	231,793*	231,793	109,439*
pageviews	965,911	841,125	612,965	599,275	640,155	390,929*
<b>bridgestreet.dublinohiousa.gov</b>						
sessions	NA	NA	31,495	51,609	48,841	44,383*
pageviews	NA	NA	98,640	143,329	120,549	99,368*
<b>dubnet.dublinohiousa.gov</b>						
sessions	NA	NA	86,722	85,657	70,334	37,562*
pageviews	NA	NA	310,466	187,633	146,747	77,203*
<b>econdev.dublinohiousa.gov</b>						
sessions	NA	NA	NA	19,936	20,703	9,727*
pageviews	NA	NA	NA	40,274	36,806	17,725*

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

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

	2013	2014	2015	2016	2017	2018* January - July
Facebook	6,844	7,918	9,741	12,572	14,720	15,971
Twitter	7,658	9,206	11,135	12,755	14,154	14,747
LinkedIn	424	784	1,209	1,486	2,094	2,549
Instagram	717	1,400	2,470	3,833	5,445	6,647
Nextdoor	NA	1,611	5,326	8,549	11,775	13,644

#### // eNews

Audience	2013	2014	2015	2016	2017	2018* January - July
	2,739	3,185	4,522	4,781	6,762	8,670*

## 2019 OPERATING BUDGET - CITY OF DUBLIN, OHIO

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

#### PERFORMANCE MEASURES:

## Video

### // Facebook 2018\* (January - July)

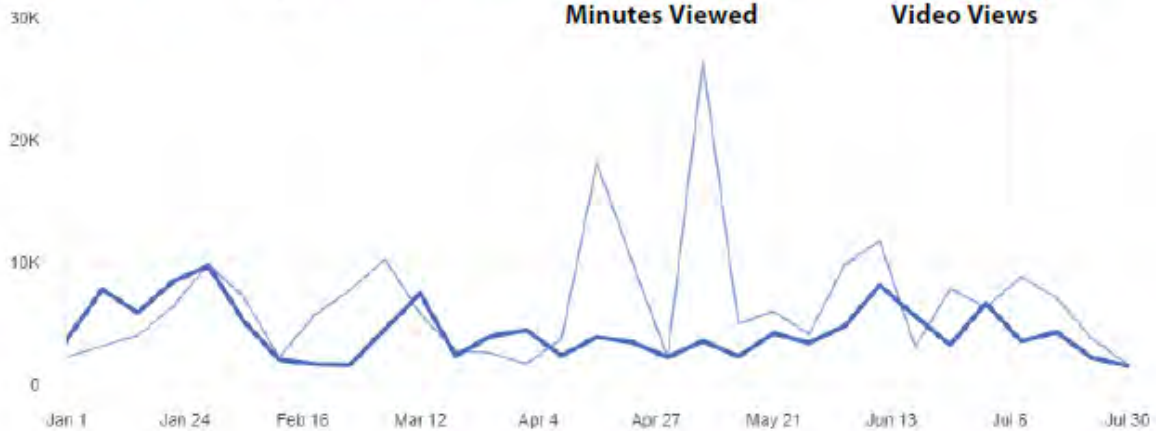
Jan 1, 2018 - Jul 31, 2018

129,972 Minutes Viewed

203,191 Previous Period

**130.1K**  
Minutes Viewed

**318.3K**  
Video Views



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

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

Jan 1, 2017 - Jul 31, 2017

126,872 Minutes Viewed

34,475 Previous Period

**126.9K**  
Minutes Viewed

**378.3K**  
Video Views



## 2019 OPERATING BUDGET - CITY OF DUBLIN, OHIO

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

#### PERFORMANCE MEASURES:

## Video

// Vimeo 2018\* (January - July)



Most plays by city

**Dublin, Ohio, United States: 65,614 plays**

[View region report >](#)

**Video plays have increased over 94% from 2017 to 2018\* (January - July)**



Most plays by device

**Desktop: 117,182 plays**

[View device report >](#)



Phone:  
29,044 plays



Tablet:  
6,521 plays



TV Apps:  
9 plays



Most plays by source URL

**dublinohiousa.gov:  
109,565 plays**

[View source URL report >](#)



Total time watched

47h 16m 11s 22s

[View duration report >](#)

Average time per view

00m 27s

[View engagement report >](#)

#### ► Most plays

[View plays report >](#)



Downtown Dublin Improvement...  
9,501 plays



Dublin Yearender 2017  
8,325 plays



Take-back Tuesdays  
8,051 plays



E-Filing vs. Paper Filing  
5,883 plays



## 2019 OPERATING BUDGET - CITY OF DUBLIN, OHIO

### Legal Services

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#### **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 Law Director **and the Law Director's staff provide many services including** attending all designated public meetings and staff meetings; drafting ordinances, resolutions and legal memoranda; handling planning/zoning/land use matters, including attendance at all Planning and Zoning Commission meetings; leading the right-of-way acquisition process, including representing the City in any eminent domain litigation; representing the City in all administrative hearings and general litigation; **drafting and negotiating contracts, including contracts for special events such as St. Patrick's Day, Fourth of July and the Irish Festival;** prosecuting code enforcement violations; handling annexation matters; assisting staff in responding to public records requests; representing the City in labor and employment matters; representing the City in construction matters; drafting policies and assisting in drafting administrative orders and advising City officials and employees on day-to-day matters. **Prosecutorial services include prosecuting all cases in Dublin Mayor's Court and Franklin County Municipal Court.** The Law Department also works closely with various governmental entities, **including the Franklin County Prosecutor's Office, the State Auditor, the State Attorney General's office, the Ohio Department of Transportation, and the Franklin County Board of Public Health.**

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#### **OBJECTIVES AND ACTIVITIES**

- To provide top quality legal counsel in accordance with the contract.

<b><u>PERSONNEL DATA</u></b> <b><u>POSITION TITLE</u></b>	<b><u>2018</u></b> <b><u>CURRENT NUMBER</u></b>	<b><u>2019</u></b> <b><u>PROPOSED</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>

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#### **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.

		<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2018 Revised Budget</b>	<b>2019 Department Budget</b>
<b>101 General Fund</b>					
<b>10 City Manager</b>					
Legal Services					
<b>Contractual Services</b>					
713002	Legal Services	938,076	1,000,000	1,011,924	1,000,000
713003	Other Legal Services	501,655	575,000	519,245	575,000
713004	Other Professional Services	327,314	175,000	399,100	375,000
<b>Contractual Services Total:</b>		<b>1,767,046</b>	<b>1,750,000</b>	<b>1,930,268</b>	<b>1,950,000</b>
<b>City Manager Total:</b>		<b>1,767,046</b>	<b>1,750,000</b>	<b>1,930,268</b>	<b>1,950,000</b>
<b>General Fund Total:</b>		<b>1,767,046</b>	<b>1,750,000</b>	<b>1,930,268</b>	<b>1,950,000</b>

## 2019 OPERATING BUDGET - CITY OF DUBLIN, OHIO

### Legal Services

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#### **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.

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## 2019 OPERATING BUDGET - CITY OF DUBLIN, OHIO

### Finance / Office of the Director / Fiscal Administration

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#### **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 Fiscal Administration.

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#### **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 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 Distinguished Budget Presentation Award for the Operating Budget.
- 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.

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

#### **2018** **CURRENT NUMBER**

#### **2019** **PROPOSED**

Director of Finance  
Deputy Director of Finance  
Chief Accountant  
Budget Manager  
Financial Analyst  
Payroll Specialist  
Accountant  
Senior Accounting Specialist  
Accounting Specialist  
Administrative Support 3  
**TOTAL**

1  
1  
1  
1  
1  
2  
1  
1  
2  
1  
**12**

1  
1  
1  
1  
1  
2  
1  
1  
2  
1  
**12**

---

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

		2017 Actual	2018 Budget	2018 Revised Budget	2019 Department Budget
<b>101 General Fund</b>					
<b>20 Finance</b>					
Office of the Director/Fiscal Administration/ Procurement					
<b>Personal Services</b>					
701101	Full Time Salaries/Wages	925,502	985,360	985,360	1,005,835
701103	Overtime Wages	4,092	6,000	6,000	6,000
701201	Employee Benefits	338,104	384,270	384,270	370,465
701204	Uniforms and Clothing	0	2,000	2,000	2,000
702000	Training/Travel	12,370	12,500	12,582	12,500
<b>Personal Services Total:</b>		<b>1,280,067</b>	<b>1,390,130</b>	<b>1,390,212</b>	<b>1,396,800</b>
<b>Contractual Services</b>					
713001	Accounting/Auditing Services	550	11,200	11,200	11,200
713004	Other Professional Services	14,510	48,000	8,000	21,000
713005	Misc. Contract. Serv.	151,346	100,000	182,967	150,000
715001	Communications	20,925	24,000	24,000	24,000
715002	Advertising	3,226	5,000	5,000	5,000
715003	Printing and Reproductions	5,353	10,000	14,646	10,000
716000	Memberships/Subscriptions	2,992	3,000	5,200	3,600
717001	Rents and Leases	14,553	15,000	15,000	15,000
<b>Contractual Services Total:</b>		<b>213,456</b>	<b>216,200</b>	<b>266,013</b>	<b>239,800</b>
<b>Supplies</b>					
721001	Office Supplies	15,112	40,000	41,376	38,000
721002	Operating Supplies	1,775	3,000	3,000	3,000
721003	Coffee/Misc. Supplies	23,896	22,000	23,012	22,000
724003	Equipment Maintenance	695	500	500	500
728000	Office Expense	476	1,000	800	1,000
<b>Supplies Total:</b>		<b>41,954</b>	<b>66,500</b>	<b>68,688</b>	<b>64,500</b>
<b>Finance Total:</b>		<b>1,535,477</b>	<b>1,672,830</b>	<b>1,724,913</b>	<b>1,701,100</b>
<b>General Fund Total:</b>		<b>1,535,477</b>	<b>1,672,830</b>	<b>1,724,913</b>	<b>1,701,100</b>

## 2019 OPERATING BUDGET - CITY OF DUBLIN, OHIO

### Finance /Office of the Director / Fiscal Administration

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#### **BUDGET SUMMARY:**

##### **10110210**

- Account 701101 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 tea, coffee and related supplies to make those beverages available to staff and visitors during meetings held in City buildings.

## **2019 OPERATING BUDGET - CITY OF DUBLIN, OHIO**

### **Finance / Transfers / Advances**

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#### **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.

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		<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2018 Revised Budget</b>	<b>2019 Department Budget</b>
<b>101 General Fund</b>					
<b>20 Finance</b>					
<b>Transfers/Advances</b>					
741201	Transf Exp Street Maint and Re	750,000	2,000,000	2,000,000	2,300,000
741225	Transf Exp Recreation	2,650,000	4,000,000	4,000,000	4,000,000
741226	Transf Exp Pool	350,000	420,000	420,000	420,000
741241	Transf Exp Safety	10,500,000	11,600,000	12,200,000	12,600,000
741261	Transf Exp Cemetery	100,000	140,000	165,000	160,000
741401	Transf Exp Capital Impr Tax	5,083,285	500,000	6,438,050	0
742404	Adv Exp Capital Improv Const	28,235,732	0	18,000,000	0
742412	Adv Exp TIF Woerner-Temple	330,000	330,000	330,000	330,000
742457	Adv Exp Bridge Street	450,000	0	0	0
742461	Adv Exp TIF Tuller	1,886,000	350,000	350,000	0
742465	Adv Exp TIF Riviera	17,200	2,150,000	2,150,000	0
742701	Adv Exp Self Ins- Employee Ben	450,000	0	0	0
<b>Transfers/Advances Total:</b>		<b>50,802,217</b>	<b>21,490,000</b>	<b>46,053,050</b>	<b>19,810,000</b>
<b>Finance Total:</b>		<b>50,802,217</b>	<b>21,490,000</b>	<b>46,053,050</b>	<b>19,810,000</b>
<b>General Fund Total:</b>		<b>50,802,217</b>	<b>21,490,000</b>	<b>46,053,050</b>	<b>19,810,000</b>

## 2019 OPERATING BUDGET - CITY OF DUBLIN, OHIO

### Finance / Miscellaneous Accounts

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#### **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.

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		2017 Actual	2018 Budget	2018 Revised Budget	2019 Department Budget
<b>101 General Fund</b>					
<b>20 Finance</b>					
Miscellaneous					
<b>Contractual Services</b>					
711001	County Auditor Deductions	476	10,000	10,000	2,500
711003	Real Estate Taxes	177,926	45,500	45,500	453,430
713001	Accounting/Auditing Services	48,373	57,200	67,200	57,200
714002	Health Services	387,444	393,325	398,409	457,910
<b>Contractual Services Total:</b>		<b>614,219</b>	<b>506,025</b>	<b>521,109</b>	<b>971,040</b>
<b>Other Charges and Ex</b>					
755000	Refunds	923	12,000	12,000	10,000
<b>Other Charges and Ex Total:</b>		<b>923</b>	<b>12,000</b>	<b>12,000</b>	<b>10,000</b>
<b>Finance Total:</b>		<b>615,142</b>	<b>518,025</b>	<b>533,109</b>	<b>981,040</b>
<b>General Fund Total:</b>		<b>615,142</b>	<b>518,025</b>	<b>533,109</b>	<b>981,040</b>

## **2019 OPERATING BUDGET - CITY OF DUBLIN, OHIO**

### **Finance/ Miscellaneous Accounts**

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#### **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 unanticipated refunds.

##### **10160290**

- Account 714002 provides funding for health services under contract with the Franklin County Board of Health and funding for contracted mosquito spraying.

**2019 OPERATING BUDGET - CITY OF DUBLIN, OHIO**  
**Finance / Taxation**

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**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 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.

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**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**

**2018**  
**CURRENT NUMBER**

**2019**  
**PROPOSED**

Director, Taxation

1

1

Tax Manager

1

1

Corporate Tax Auditor

3

3

Auditor

1

1

**TOTAL**

**6**

**6**

**PERMANENT PART-TIME/SEASONAL STAFF**

Accounting Specialist-Tax

1

1

Accounting Assistant

1

1

**TOTAL**

**2**

**2**

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**NOTES AND ADJUSTMENTS:**

		2017 Actual	2018 Budget	2018 Revised Budget	2019 Department Budget
<b>101 General Fund</b>					
<b>20 Finance</b>					
Taxation					
<b>Personal Services</b>					
701101	Full Time Salaries/Wages	435,228	529,455	529,455	519,935
701103	Overtime Wages	2,039	4,000	4,000	4,000
701201	Employee Benefits	158,871	197,370	196,870	224,850
702000	Training/Travel	1,894	4,500	4,725	4,500
<b>Personal Services Total:</b>		<b>598,032</b>	<b>735,325</b>	<b>735,050</b>	<b>753,285</b>
<b>Contractual Services</b>					
713004	Other Professional Services	20,323	19,250	19,250	19,250
713005	Misc. Contract. Serv.	13,275	46,600	56,826	44,600
713006	State Utility Fees City Tax	0	0	1,000	0
713007	State Opt - In Fess City Tax	0	0	2,800	0
715001	Communications	11,972	20,100	20,760	20,100
716000	Memberships/Subscriptions	1,216	1,345	1,345	1,345
<b>Contractual Services Total:</b>		<b>46,786</b>	<b>87,295</b>	<b>101,981</b>	<b>85,295</b>
<b>Supplies</b>					
721001	Office Supplies	2,530	3,000	4,719	3,000
721004	Dublin Forms	8,566	9,650	9,650	9,650
724003	Equipment Maintenance	0	400	400	400
<b>Supplies Total:</b>		<b>11,097</b>	<b>13,050</b>	<b>14,769</b>	<b>13,050</b>
<b>Capital Outlay</b>					
731000	Furniture/Equipment	0	0	4,765	2,000
<b>Capital Outlay Total:</b>		<b>0</b>	<b>0</b>	<b>4,765</b>	<b>2,000</b>
<b>Other Charges and Ex</b>					
755000	Refunds	5,048,296	3,010,000	3,001,200	3,010,000
<b>Other Charges and Ex Total:</b>		<b>5,048,296</b>	<b>3,010,000</b>	<b>3,001,200</b>	<b>3,010,000</b>
<b>Finance Total:</b>		<b>5,704,210</b>	<b>3,845,670</b>	<b>3,857,765</b>	<b>3,863,630</b>
<b>General Fund Total:</b>		<b>5,704,210</b>	<b>3,845,670</b>	<b>3,857,765</b>	<b>3,863,630</b>

## 2019 OPERATING BUDGET - CITY OF DUBLIN, OHIO

### Finance / Taxation

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#### **BUDGET SUMMARY:**

##### **10110220**

- Account 701101 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.

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## 2019 OPERATING BUDGET - CITY OF DUBLIN, OHIO

### Public Works / Office of the Director

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#### **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 the Infrastructure Asset Management Program and delivering top-notch City services.

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#### **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 departmental goals, clear customer service standards and 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.

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

#### **2018** **CURRENT NUMBER**

#### **2019** **PROPOSED**

Director, Public Works  
Infrastructure Asset Manager Engineer  
Engineering Project Inspector (1)  
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**

$\frac{1}{1}$   
**1**

$\frac{1}{1}$   
**1**

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

(1) The Engineering Project Inspector position is allocated 50% to this budget and 50% to the Engineering budget.

		2017 Actual	2018 Budget	2018 Revised Budget	2019 Department Budget
<b>101 General Fund</b>					
<b>30 Public Works</b>					
Office of the Director of Public Works					
<b>Personal Services</b>					
701101	Full Time Salaries/Wages	443,009	472,860	472,860	471,170
701103	Overtime Wages	4,845	5,000	5,000	5,000
701104	Other Wages	11,691	19,970	19,970	27,040
701201	Employee Benefits	147,977	168,695	168,695	174,060
701204	Uniforms and Clothing	574	750	750	250
702000	Training/Travel	7,793	13,040	13,040	14,260
703100	Meeting Expenses	3,510	4,600	4,600	4,600
<b>Personal Services Total:</b>		<b>619,397</b>	<b>684,915</b>	<b>684,915</b>	<b>696,380</b>
<b>Contractual Services</b>					
713004	Other Professional Services	8,956	7,500	10,986	12,500
713005	Misc. Contract. Serv.	78,179	60,000	123,944	105,000
715001	Communications	0	200	200	200
716000	Memberships/Subscriptions	1,170	1,830	1,830	1,620
<b>Contractual Services Total:</b>		<b>88,305</b>	<b>69,530</b>	<b>136,960</b>	<b>119,320</b>
<b>Supplies</b>					
721001	Office Supplies	1,771	2,000	2,442	2,000
721002	Operating Supplies	351	1,500	3,532	1,500
<b>Supplies Total:</b>		<b>2,121</b>	<b>3,500</b>	<b>5,974</b>	<b>3,500</b>
<b>Capital Outlay</b>					
731000	Furniture/Equipment	26,548	1,000	7,000	1,000
<b>Capital Outlay Total:</b>		<b>26,548</b>	<b>1,000</b>	<b>7,000</b>	<b>1,000</b>
<b>Public Works Total:</b>		<b>736,372</b>	<b>758,945</b>	<b>834,849</b>	<b>820,200</b>
<b>General Fund Total:</b>		<b>736,372</b>	<b>758,945</b>	<b>834,849</b>	<b>820,200</b>

## **2019 OPERATING BUDGET - CITY OF DUBLIN, OHIO**

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

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#### **BUDGET SUMMARY:**

##### **10110310**

- Account 701101 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.

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## 2019 OPERATING BUDGET - CITY OF DUBLIN, OHIO

### Public Works / Solid Waste Management

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#### **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.

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#### **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 commercial and residential recycling.

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<b><u>PERSONNEL DATA</u></b>	<b><u>2018</u></b>	<b><u>2019</u></b>
<b><u>POSITION TITLE</u></b>	<b><u>CURRENT NUMBER</u></b>	<b><u>PROPOSED</u></b>
Director, Street & Utilities Operations (1)	.25	.15
Operations Administrator (2)	1	1
Maintenance Crew Supervisor (3)	.50	.30
Maintenance Worker	4	4
Administrative Support 2 (4)	.75	.60
<b>TOTAL</b>	<b>6.5</b>	<b>6.05</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>

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

- (1) The Director of Street & Utilities Operations position is allocated 15% to this budget, 20% to the Sewer Fund, 5% to the Water Fund and 60% to the Street Fund.
- (2) Two Operations Administrator positions are allocated to this budget and also to other funds as follows:
  - OA1 – 20% Solid Waste Fund, 30% Street Fund, 40% Sewer Fund, 10% Water Fund
  - OA2 – 80% Solid Waste Fund, 20% Street Fund
- (3) A Maintenance Crew Supervisor position is allocated 30% to this budget, 50% to the Sewer Fund and 20% to the Water Fund.
- (4) Two Administrative Support 2 positions are allocated to this budget and also to other funds as follows:
  - AS1 – 15% Solid Waste Fund, 60% Street Fund, 15% Sewer Fund, 10% Water Fund
  - AS2 – 45% Solid Waste Fund, 30% Street Fund, 15% Sewer Fund, 10% Water Fund

		2017 Actual	2018 Budget	2018 Revised Budget	2019 Department Budget
<b>101 General Fund</b>					
<b>30 Public Works</b>					
Solid Waste					
<b>Personal Services</b>					
701101	Full Time Salaries/Wages	437,475	479,400	479,400	418,515
701103	Overtime Wages	26,391	40,000	40,000	40,000
701104	Other Wages	25,946	29,100	29,100	29,100
701201	Employee Benefits	211,627	265,400	265,400	222,470
701204	Uniforms and Clothing	3,535	4,955	5,640	4,395
702000	Training/Travel	40	3,200	1,700	1,700
<b>Personal Services Total:</b>		<b>705,013</b>	<b>822,055</b>	<b>821,240</b>	<b>716,180</b>
<b>Contractual Services</b>					
713005	Misc. Contract. Serv.	250	5,300	5,750	5,300
715001	Communications	0	100	100	100
715003	Printing and Reproductions	0	300	300	300
716000	Memberships/Subscriptions	194	610	610	710
<b>Contractual Services Total:</b>		<b>444</b>	<b>6,310</b>	<b>6,760</b>	<b>6,410</b>
<b>Supplies</b>					
721001	Office Supplies	0	300	300	300
721002	Operating Supplies	1,762	1,740	1,918	1,740
<b>Supplies Total:</b>		<b>1,762</b>	<b>2,040</b>	<b>2,218</b>	<b>2,040</b>
<b>Capital Outlay</b>					
731000	Furniture/Equipment	922	1,000	1,000	1,000
734002	Tools	727	4,125	4,125	4,125
<b>Capital Outlay Total:</b>		<b>1,649</b>	<b>5,125</b>	<b>5,125</b>	<b>5,125</b>
<b>Other Charges and Ex</b>					
751004	Refuse Collection/Recycling	2,645,835	2,696,030	2,784,416	2,811,775
751012	Promotional Programs	460	500	500	500
<b>Other Charges and Ex Total:</b>		<b>2,646,295</b>	<b>2,696,530</b>	<b>2,784,916</b>	<b>2,812,275</b>
<b>Public Works Total:</b>		<b>3,355,163</b>	<b>3,532,060</b>	<b>3,620,259</b>	<b>3,542,030</b>
<b>General Fund Total:</b>		<b>3,355,163</b>	<b>3,532,060</b>	<b>3,620,259</b>	<b>3,542,030</b>

## **2019 OPERATING BUDGET - CITY OF DUBLIN, OHIO**

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

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#### **BUDGET SUMMARY:**

##### **10130340**

- Account 701101 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.

## 2019 OPERATING BUDGET - CITY OF DUBLIN, OHIO

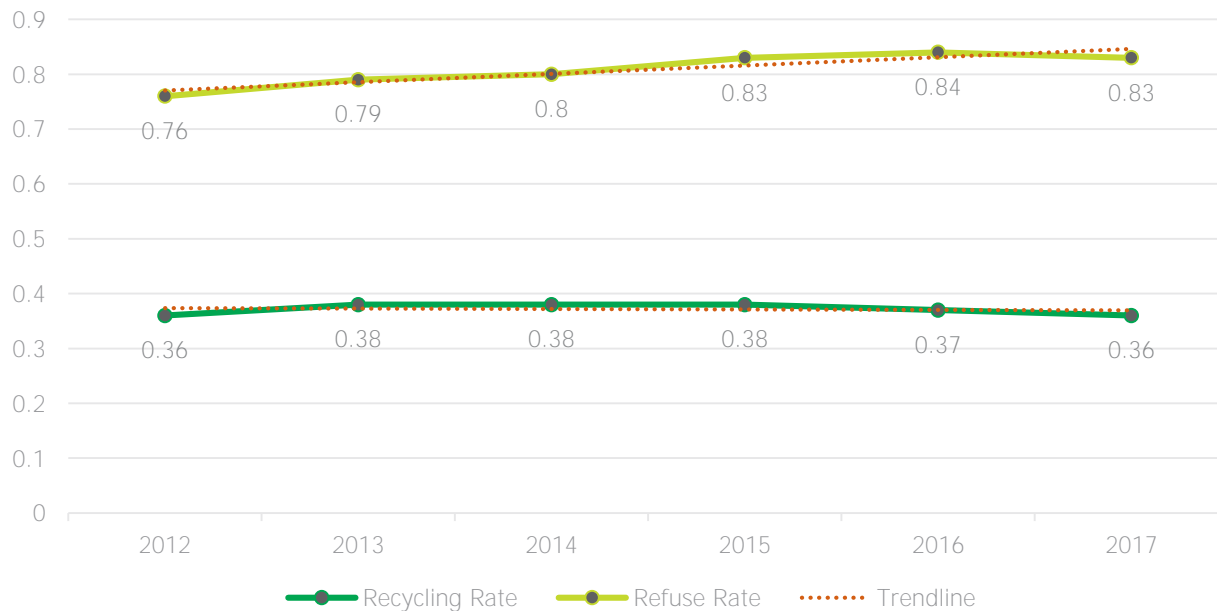
### Public Works / Solid Waste Management

#### Performance Measures:

##### Tons of Recycling Material Collected per Household

##### Tons of Refuse Collected per Household

#### Tons of Recycling and Refuse Material 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 0.37 tons/household. The refuse rate has slowly increased starting in 2012 from .76 to .83 in 2017. Overall, the City of Dublin is experiencing fairly steady recycling tonnages over the six year period with slight increases in refuse tonnages.



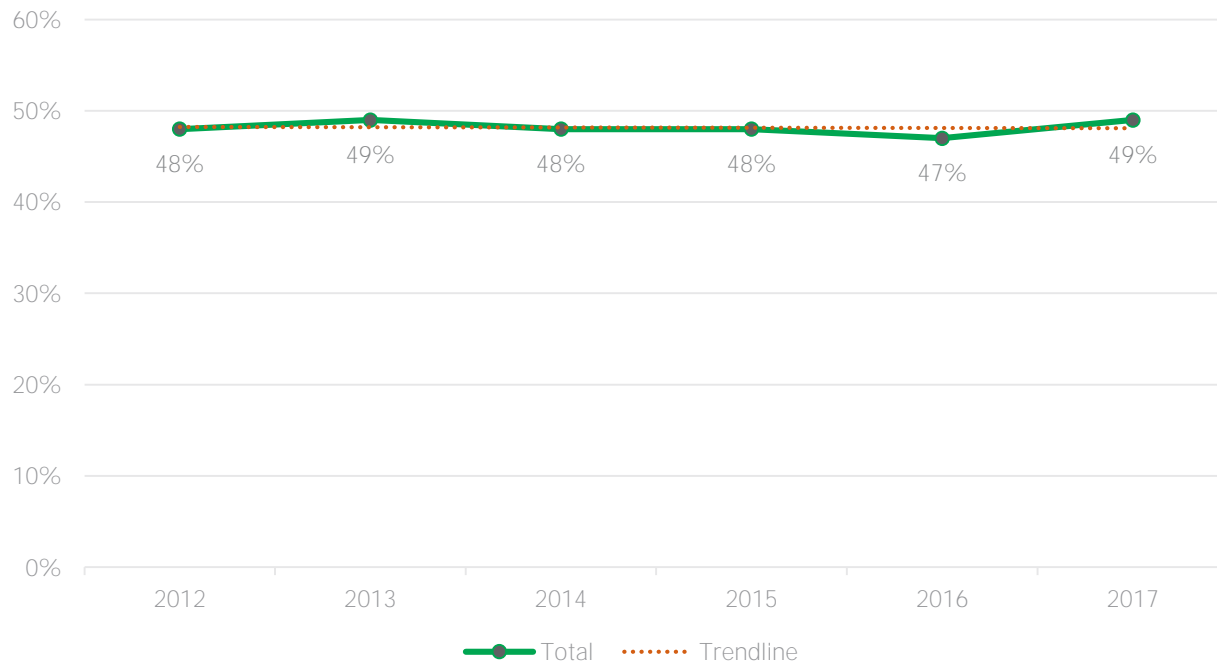
## 2019 OPERATING BUDGET - CITY OF DUBLIN, OHIO

### Public Works / Solid Waste Management

#### Performance Measures:

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

#### Total Diversion Rate 2012 - 2017



**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.

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## 2019 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**

##### **2018 CURRENT NUMBER**

##### **2019 PROPOSED**

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 is allocated 30% to this budget, 20% to the Water Fund and 50% to the Sewer Fund.
- (2) One Engineering Technician is allocated 50% to this budget and 50% to the Water Fund and one Engineering Technician I which is allocated 50% to this budget and 50% to the Water Fund.
- (3) One Engineering Project Inspector position is allocated 50% to this budget and 50% to the Water Fund and one Engineering Project Inspector is allocated 50% to this budget and 50% to Public Works.

		<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2018 Revised Budget</b>	<b>2019 Department Budget</b>
<b>101 General Fund</b>					
<b>30 Public Works</b>					
Engineering					
<b>Personal Services</b>					
701101	Full Time Salaries/Wages	1,833,484	1,891,150	1,891,150	1,956,810
701103	Overtime Wages	76,619	68,000	68,000	68,000
701104	Other Wages	13,134	17,000	17,000	17,000
701201	Employee Benefits	884,003	967,770	967,770	894,070
701204	Uniforms and Clothing	5,553	6,490	6,678	6,490
702000	Training/Travel	25,778	24,750	24,844	24,750
703100	Meeting Expenses	1,011	2,000	2,325	2,000
<b>Personal Services Total:</b>		<b>2,839,581</b>	<b>2,977,160</b>	<b>2,977,767</b>	<b>2,969,120</b>
<b>Contractual Services</b>					
712002	Eng. Inspection Services	100,886	200,000	230,318	200,000
712003	Plan Review	4,888	5,000	5,000	5,000
713004	Other Professional Services	285,533	594,500	803,299	713,250
715001	Communications	66	3,000	3,000	3,000
715003	Printing and Reproductions	508	3,000	3,000	3,000
716000	Memberships/Subscriptions	5,731	5,460	5,460	5,100
<b>Contractual Services Total:</b>		<b>397,611</b>	<b>810,960</b>	<b>1,050,077</b>	<b>929,350</b>
<b>Supplies</b>					
721001	Office Supplies	3,132	7,000	8,230	7,000
721002	Operating Supplies	4,701	16,500	16,500	16,500
<b>Supplies Total:</b>		<b>7,834</b>	<b>23,500</b>	<b>24,730</b>	<b>23,500</b>
<b>Capital Outlay</b>					
731000	Furniture/Equipment	14,096	5,000	20,000	5,000
<b>Capital Outlay Total:</b>		<b>14,096</b>	<b>5,000</b>	<b>20,000</b>	<b>5,000</b>
<b>Public Works Total:</b>		<b>3,259,122</b>	<b>3,816,620</b>	<b>4,072,574</b>	<b>3,926,970</b>
<b>General Fund Total:</b>		<b>3,259,122</b>	<b>3,816,620</b>	<b>4,072,574</b>	<b>3,926,970</b>

## 2019 OPERATING BUDGET - CITY OF DUBLIN, OHIO

### Public Works / Engineering

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#### **BUDGET SUMMARY:**

#### **10120320**

- Account 701101 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 as well as 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.

		<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2018 Revised Budget</b>	<b>2019 Department Budget</b>
<b>101 General Fund</b>					
<b>30 Public Works</b>					
Engineering Miscellaneous					
<b>Contractual Services</b>					
717005	Utilities- Other Fuel Types	220,952	235,000	255,532	235,000
<b>Contractual Services Total:</b>		<b>220,952</b>	<b>235,000</b>	<b>255,532</b>	<b>235,000</b>
<b>Supplies</b>					
724001	General Maintenance	40,879	135,000	170,205	125,000
<b>Supplies Total:</b>		<b>40,879</b>	<b>135,000</b>	<b>170,205</b>	<b>125,000</b>
<b>Public Works Total:</b>		<b>261,830</b>	<b>370,000</b>	<b>425,737</b>	<b>360,000</b>
<b>General Fund Total:</b>		<b>261,830</b>	<b>370,000</b>	<b>425,737</b>	<b>360,000</b>

## **2019 OPERATING BUDGET - CITY OF DUBLIN, OHIO**

### **Public Works /Engineer Miscellaneous**

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#### **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.

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## 2019 OPERATING BUDGET - CITY OF DUBLIN, OHIO

### Public Works / Fleet Management

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#### **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.

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#### **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.

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

#### **2018** **CURRENT NUMBER**

#### **2019** **PROPOSED**

Director of Fleet Management  
Fleet Administrator  
Fleet Technician I  
Administrative Support 2  
**TOTAL**

1  
1  
6  
1  
**9**

1  
1  
6  
1  
**9**

---

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

		2017 Actual	2018 Budget	2018 Revised Budget	2019 Department Budget
<b>101 General Fund</b>					
<b>30 Public Works</b>					
Fleet Management					
<b>Personal Services</b>					
701101	Full Time Salaries/Wages	606,516	627,250	636,250	669,540
701103	Overtime Wages	31,399	35,000	50,000	50,000
701201	Employee Benefits	242,693	255,470	262,470	277,460
701204	Uniforms and Clothing	7,817	9,375	10,974	9,375
702000	Training/Travel	23,888	17,500	20,000	17,500
<b>Personal Services Total:</b>		<b>912,312</b>	<b>944,595</b>	<b>979,694</b>	<b>1,023,875</b>
<b>Contractual Services</b>					
713004	Other Professional Services	6,191	11,300	11,300	11,300
713005	Misc. Contract. Serv.	87,555	82,500	111,431	86,000
716000	Memberships/Subscriptions	4,267	4,900	6,150	4,900
717001	Rents and Leases	35,896	56,500	65,500	56,500
<b>Contractual Services Total:</b>		<b>133,909</b>	<b>155,200</b>	<b>194,381</b>	<b>158,700</b>
<b>Supplies</b>					
721001	Office Supplies	1,112	1,500	1,500	1,500
721002	Operating Supplies	12,560	39,500	38,750	39,500
724003	Equipment Maintenance	19,969	17,000	37,000	17,000
726001	Vehicle Maintenance	410,499	410,000	533,711	460,000
726002	Fuel	1,158,869	1,607,000	1,524,334	1,725,750
<b>Supplies Total:</b>		<b>1,603,009</b>	<b>2,075,000</b>	<b>2,135,295</b>	<b>2,243,750</b>
<b>Capital Outlay</b>					
731000	Furniture/Equipment	817	1,000	1,000	1,000
734002	Tools	17,626	18,100	18,100	18,100
<b>Capital Outlay Total:</b>		<b>18,443</b>	<b>19,100</b>	<b>19,100</b>	<b>19,100</b>
<b>Public Works Total:</b>		<b>2,667,674</b>	<b>3,193,895</b>	<b>3,328,470</b>	<b>3,445,425</b>
<b>General Fund Total:</b>		<b>2,667,674</b>	<b>3,193,895</b>	<b>3,328,470</b>	<b>3,445,425</b>

## **2019 OPERATING BUDGET - CITY OF DUBLIN, OHIO**

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

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#### **BUDGET SUMMARY:**

##### **10110370**

- Account 701101 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 miscellaneous contractual services, such as detailing of vehicles, and bucket truck inspections. 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.

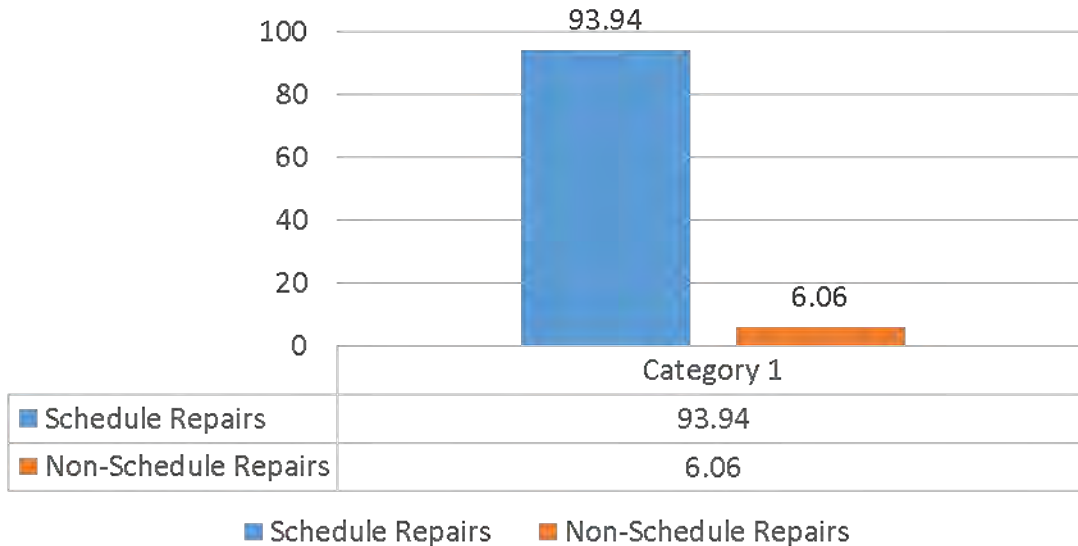
Decisions as to what constitutes downtime and factors such as age of the fleet and the mix of vehicle types will have a major impact on the performance the fleet organization can attain. As with most of the performance measures, perhaps the best value in tracking the fleet availability is to **chart 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.

## 2019 OPERATING BUDGET - CITY OF DUBLIN, OHIO

### Public Works / Fleet Management

#### **PERFORMANCE MEASURES:**

#### Schedule vs Non-Schedule Repairs



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"***

## 2019 OPERATING BUDGET - CITY OF DUBLIN, OHIO

### Public Works / Fleet Management

#### PERFORMANCE MEASURES:

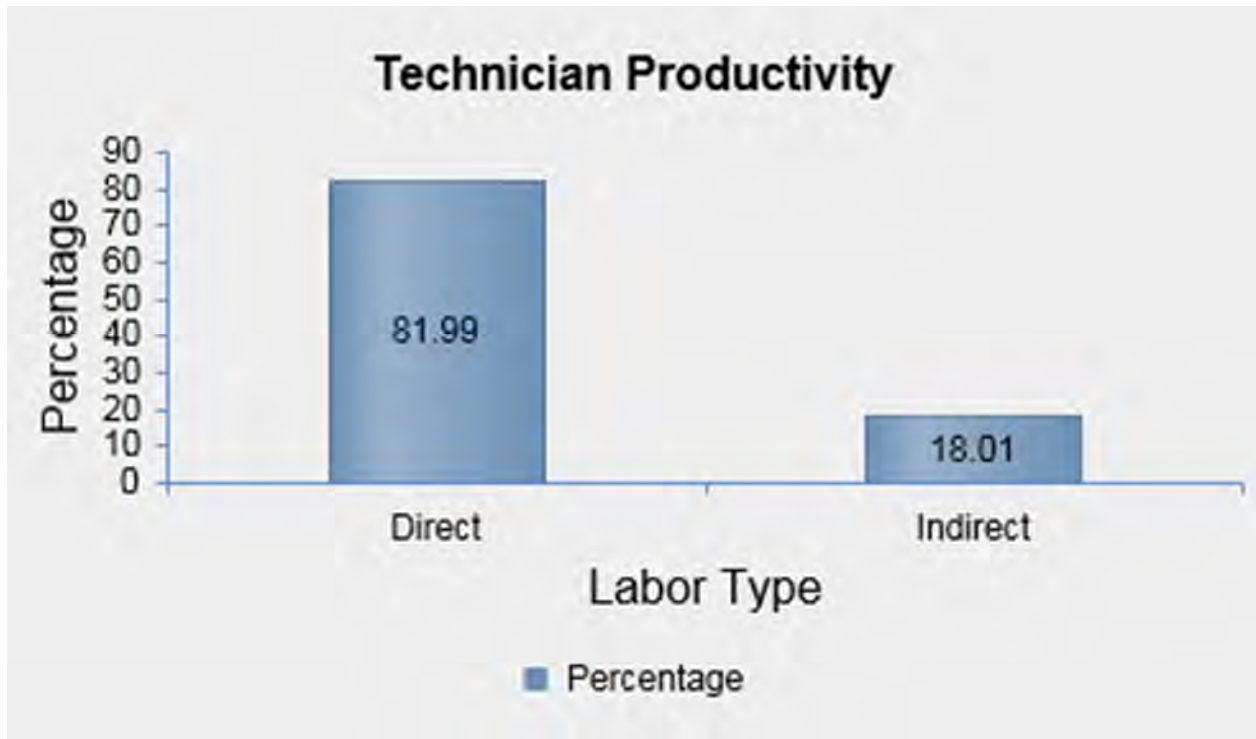


This performance measure allows fleet to see the overall utilization of all assets within fleet. In keeping with best practices and the fleet utilization policy, we can monitor assets to see if they are meeting the threshold set forth. Our best practice states 4000 miles per year for on road assets and 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.

## 2019 OPERATING BUDGET - CITY OF DUBLIN, OHIO

### Public Works / Fleet Management

#### **PERFORMANCE MEASURES:**

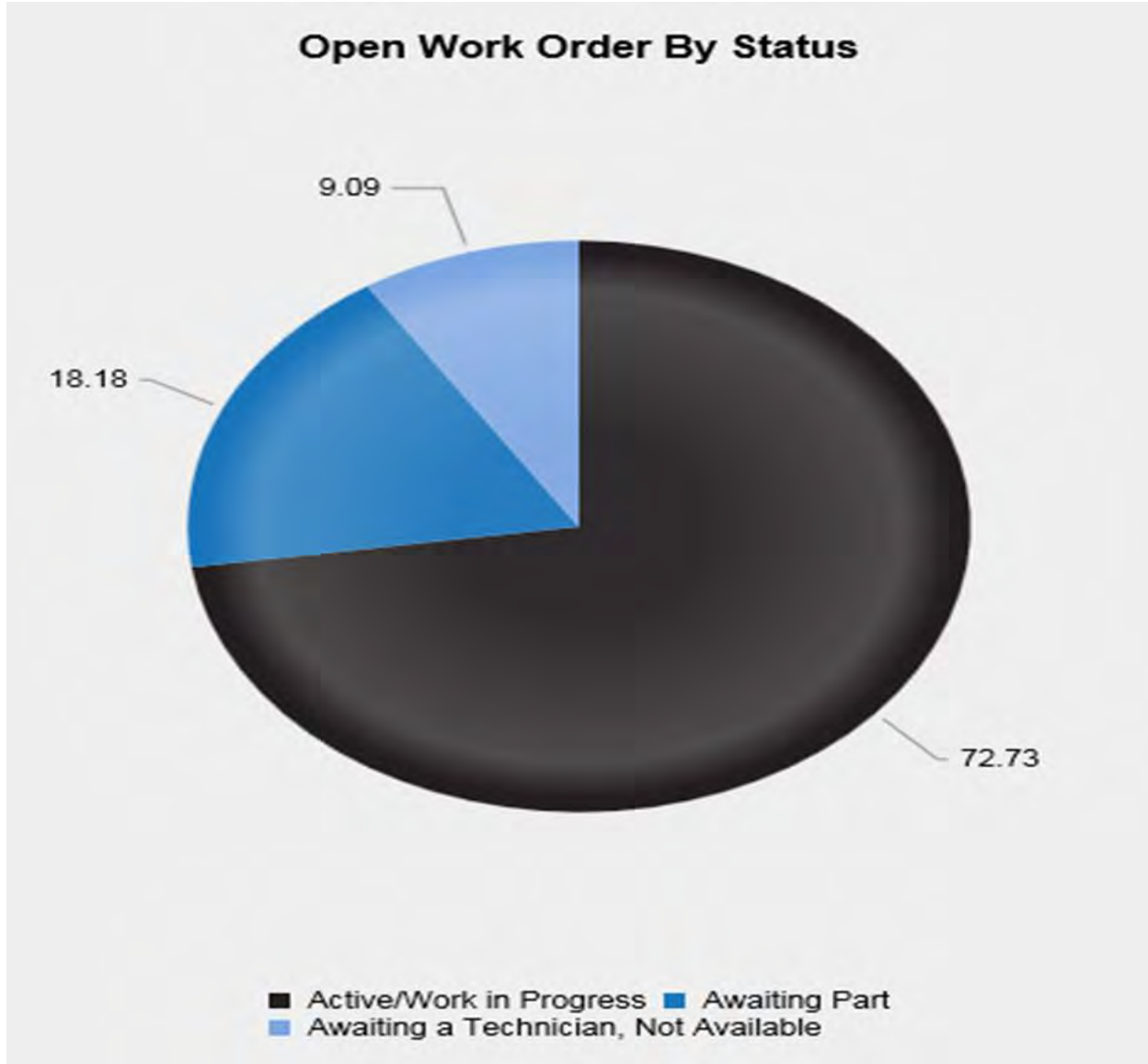


This performance measure is one that is used regularly by the fleet to ensure we are achieving the optimal technician productivity. Lower than average productivity can be attributed to many things that are not directly associated with the technician. Parts availability, access to special tools, and the 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.

## 2019 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.



## 2019 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.

## 2019 OPERATING BUDGET - CITY OF DUBLIN, OHIO

### Public Works / Fleet Management

#### **PERFORMANCE MEASURES:**

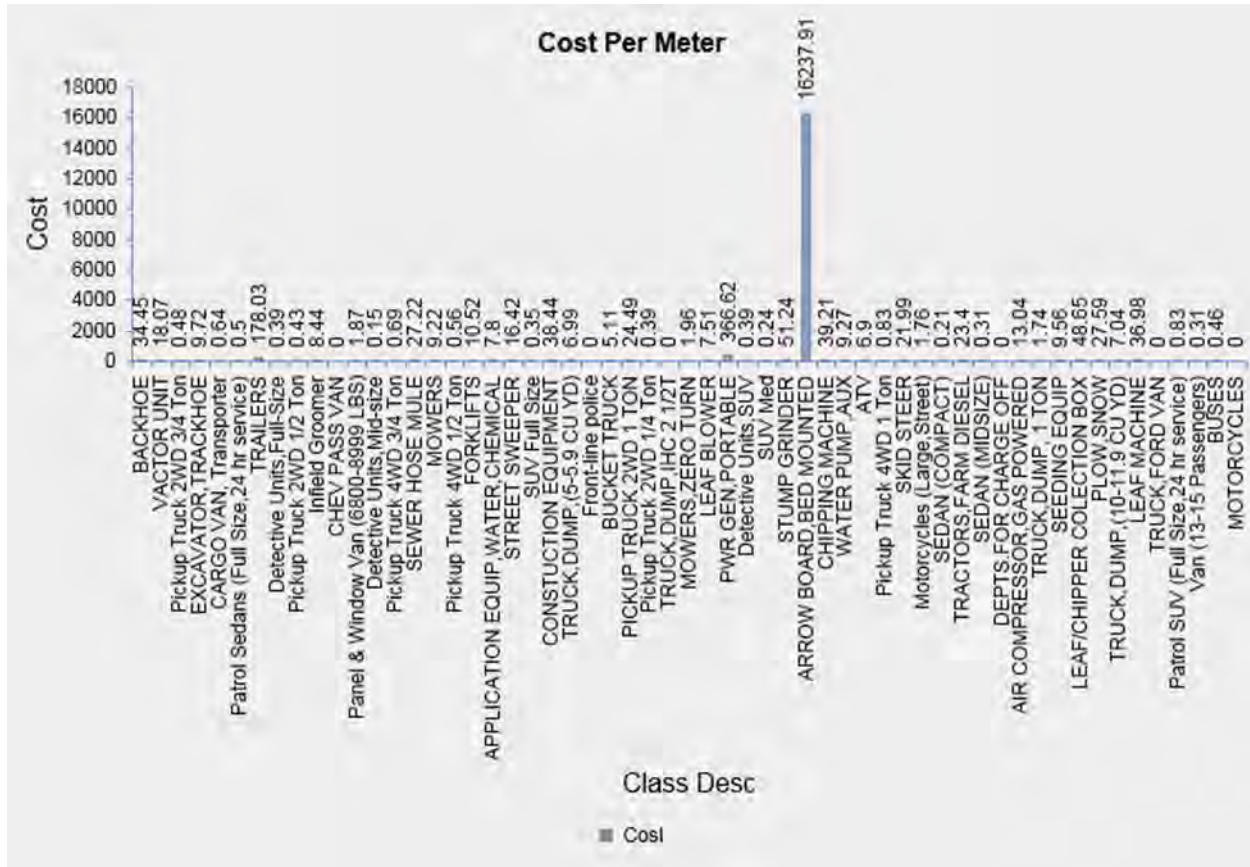


The purpose of the Preventive Maintenance (PM) program is to increase operator safety, reduce downtime, track warranty, and avoid costly repairs. Operators must assist the PM program by conducting daily inspections, entering in accurate meter readings and keep PM appointments and following city operating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

## 2019 OPERATING BUDGET - CITY OF DUBLIN, OHIO

### Public Works / Fleet Management

#### PERFORMANCE MEASURES:



The goal of this performance measure is to provide a reliable, accurate and credible tool for our fleet staff to use in evaluating one of the aspect of the performance of our fleet. Fleet staff can use this information to track the level of performance of the fleet assets and make adjustments to improve that performance if necessary, with the overall goal of our operation to be competitive and efficient. With this performance measure, fleet can make sound decisions to replace assets that drive up costs. This measurement can pinpoint assets that need to be replaced or reassigned because of improper utilization or being used in the wrong application. It is very important for us at fleet to ensure that we have the right asset for the right job.

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## 2019 OPERATING BUDGET - CITY OF DUBLIN, OHIO

### Public Works / Facilities

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#### **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.

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#### **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.

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<b><u>PERSONNEL DATA</u></b> <b><u>POSITION TITLE</u></b>	<b><u>2018</u></b> <b><u>CURRENT NUMBER</u></b>	<b><u>2019</u></b> <b><u>PROPOSED</u></b>
Director of Facilities Management	1	1
Operations Administrator	1	1
Maintenance Crew Supervisor	2	2
Facilities System Specialist	1	1
Maintenance Worker	3	3
Custodial Worker	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>

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

		2017 Actual	2018 Budget	2018 Revised Budget	2019 Department Budget
<b>101 General Fund</b>					
<b>30 Public Works</b>					
Facilities					
<b>Personal Services</b>					
701101	Full Time Salaries/Wages	1,031,507	1,049,995	1,049,995	1,085,585
701103	Overtime Wages	20,547	20,000	35,000	20,000
701104	Other Wages	62,222	72,700	47,700	72,700
701201	Employee Benefits	497,252	531,675	531,675	523,155
701204	Uniforms and Clothing	12,077	13,200	14,996	13,200
702000	Training/Travel	4,568	7,500	2,785	6,000
703100	Meeting Expenses	0	250	250	250
<b>Personal Services Total:</b>		<b>1,628,173</b>	<b>1,695,320</b>	<b>1,682,401</b>	<b>1,720,890</b>
<b>Contractual Services</b>					
713005	Misc. Contract. Serv.	238,206	305,500	350,764	311,000
715001	Communications	4	5,100	3,500	3,500
716000	Memberships/Subscriptions	551	500	500	500
717001	Rents and Leases	2,544	3,500	5,100	5,100
717005	Utilities- Other Fuel Types	427,148	480,000	516,004	519,350
<b>Contractual Services Total:</b>		<b>668,452</b>	<b>794,600</b>	<b>875,868</b>	<b>839,450</b>
<b>Supplies</b>					
721001	Office Supplies	1,247	2,000	2,963	2,000
721002	Operating Supplies	141,057	125,000	142,058	125,000
724003	Equipment Maintenance	204,184	216,000	314,300	220,500
<b>Supplies Total:</b>		<b>346,488</b>	<b>343,000</b>	<b>459,321</b>	<b>347,500</b>
<b>Capital Outlay</b>					
731000	Furniture/Equipment	91,441	15,000	26,277	10,000
734002	Tools	0	2,500	2,500	1,500
<b>Capital Outlay Total:</b>		<b>91,441</b>	<b>17,500</b>	<b>28,777</b>	<b>11,500</b>
<b>Public Works Total:</b>		<b>2,734,554</b>	<b>2,850,420</b>	<b>3,046,367</b>	<b>2,919,340</b>
<b>General Fund Total:</b>		<b>2,734,554</b>	<b>2,850,420</b>	<b>3,046,367</b>	<b>2,919,340</b>

## **2019 OPERATING BUDGET - CITY OF DUBLIN, OHIO**

### **Public Works / Facilities**

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#### **BUDGET SUMMARY:**

##### **10110350**

- Account 701101 provides funding for full-time staffing reflected in the Personnel Data
- Account 701103 includes funding for overtime wages to provide staff coverage for maintenance projects, emergency call-ins and special events.
- Account 701104 provides funding for Seasonal Maintenance Workers who maintain restrooms in the parks during the spring and summer. One position 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 713005 includes funding for preventive maintenance contracts for mechanical systems throughout City-owned facilities, contract cleaning at one building and scheduled cleaning services for carpet and windows in multiple buildings. Also provides funding for rental of floor mats, pest control service, fire and security alarm monitoring.
- 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.

##### **10180350**

- Account 731000 includes funding for items such as replacement furniture and flooring repairs in various City buildings.

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## 2019 OPERATING BUDGET - CITY OF DUBLIN, OHIO

### Development / Office of the Director

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#### **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.

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#### **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**

#### **2018** **CURRENT NUMBER**

#### **2019** **PROPOSED**

Director of Development  
Administrative Support 3

1

1

**TOTAL**

1

1

**2**

**2**

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

Intern (1)

1

0

**TOTAL**

**1**

**0**

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

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

(1) – Position removed. Funding re-allocated to additional hours for the Intern position in Economic Development.

		<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2018 Revised Budget</b>	<b>2019 Department Budget</b>
<b>101 General Fund</b>					
<b>70 Development</b>					
Office of the Director of Development					
<b>Personal Services</b>					
701101	Full Time Salaries/Wages	227,680	235,000	235,000	241,115
701103	Overtime Wages	2,592	2,500	2,500	2,500
701104	Other Wages	8,522	8,640	8,640	0
701201	Employee Benefits	51,982	61,965	61,965	59,150
702000	Training/Travel	1,046	3,500	3,500	9,140
702001	Reimbursable Business Expense	0	500	500	500
703100	Meeting Expenses	1,009	3,000	3,000	3,000
<b>Personal Services Total:</b>		<b>292,829</b>	<b>315,105</b>	<b>315,105</b>	<b>315,405</b>
<b>Contractual Services</b>					
713004	Other Professional Services	0	1,000	1,000	1,000
715003	Printing and Reproductions	0	500	500	500
716000	Memberships/Subscriptions	1,020	1,580	1,580	1,490
<b>Contractual Services Total:</b>		<b>1,020</b>	<b>3,080</b>	<b>3,080</b>	<b>2,990</b>
<b>Capital Outlay</b>					
731000	Furniture/Equipment	0	5,000	5,000	2,500
<b>Capital Outlay Total:</b>		<b>0</b>	<b>5,000</b>	<b>5,000</b>	<b>2,500</b>
<b>Development Total:</b>		<b>293,850</b>	<b>323,185</b>	<b>323,185</b>	<b>320,895</b>
<b>General Fund Total:</b>		<b>293,850</b>	<b>323,185</b>	<b>323,185</b>	<b>320,895</b>

## **2019 OPERATING BUDGET - CITY OF DUBLIN, OHIO**

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

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#### **BUDGET SUMMARY:**

##### **10110710**

- Account 701101 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.

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## 2019 OPERATING BUDGET - CITY OF DUBLIN, OHIO

### Development / Economic Development

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#### **STATEMENT OF FUNCTION**

The Director of Economic Development oversees three Administrators. The 2019 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; entrepreneurship; and marketing and advocacy. Key project areas include West Innovation master plan, Legacy Office Competitiveness, Bridge Street, 100-gig Broadband deployment, Dublin Reality Check workforce campaign, 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 and partners such as Dublin City Schools and Ohio University; administer City's incentive programs; and serve as a local business liaison to assist with development issues.

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#### **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**

#### **2018** **CURRENT NUMBER**

#### **2019** **PROPOSED**

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:**

		2017 Actual	2018 Budget	2018 Revised Budget	2019 Department Budget
<b>101 General Fund</b>					
<b>70 Development</b>					
Economic Development					
<b>Personal Services</b>					
701101	Full Time Salaries/Wages	335,617	347,800	347,800	361,200
701104	Other Wages	9,241	9,985	9,985	13,000
701201	Employee Benefits	135,262	133,115	133,115	129,920
702000	Training/Travel	26,591	29,000	29,241	29,000
702001	Reimbursable Business Expense	1,195	2,000	2,000	2,000
703100	Meeting Expenses	11,175	12,800	12,800	10,300
<b>Personal Services Total:</b>		<b>519,081</b>	<b>534,700</b>	<b>534,941</b>	<b>545,420</b>
<b>Contractual Services</b>					
713004	Other Professional Services	267,037	527,000	586,903	584,600
715002	Advertising	112,146	147,300	149,074	258,000
715003	Printing and Reproductions	0	7,600	7,600	6,000
716000	Memberships/Subscriptions	32,324	46,070	46,070	33,975
717001	Rents and Leases	269,996	0	0	0
<b>Contractual Services Total:</b>		<b>681,503</b>	<b>727,970</b>	<b>789,647</b>	<b>882,575</b>
<b>Supplies</b>					
721001	Office Supplies	1,704	2,000	2,000	2,500
<b>Supplies Total:</b>		<b>1,704</b>	<b>2,000</b>	<b>2,000</b>	<b>2,500</b>
<b>Other Charges and Ex</b>					
751009	Economic Development	231,150	382,000	542,063	287,000
751010	Economic Dev Incentives	2,405,933	1,806,860	1,841,860	1,575,375
754002	Grants/Community Org	0	0	0	100,000
<b>Other Charges and Ex Total:</b>		<b>2,637,083</b>	<b>2,188,860</b>	<b>2,383,923</b>	<b>1,962,375</b>
<b>Development Total:</b>		<b>3,839,372</b>	<b>3,453,530</b>	<b>3,710,512</b>	<b>3,392,870</b>
<b>General Fund Total:</b>		<b>3,839,372</b>	<b>3,453,530</b>	<b>3,710,512</b>	<b>3,392,870</b>

## 2019 OPERATING BUDGET - CITY OF DUBLIN, OHIO

### Development / Economic Development

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#### **BUDGET SUMMARY:**

#### **10110740**

- Account 701101 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, and Dublin Entrepreneurial Center (DEC) sponsorship.
- Account 715002 includes funds for marketing and advertising focused on workforce recruitment and 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), Catylist, 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.
- Account 751010 reflects funding for economic development incentives in accordance with executed Economic Development Agreements.
- **Account 754002 provides funding for the City's Façade Improvement Grant Program.**

## 2019 OPERATING BUDGET - CITY OF DUBLIN, OHIO

### Development / Economic Development

#### **PERFORMANCE MEASURES:**

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

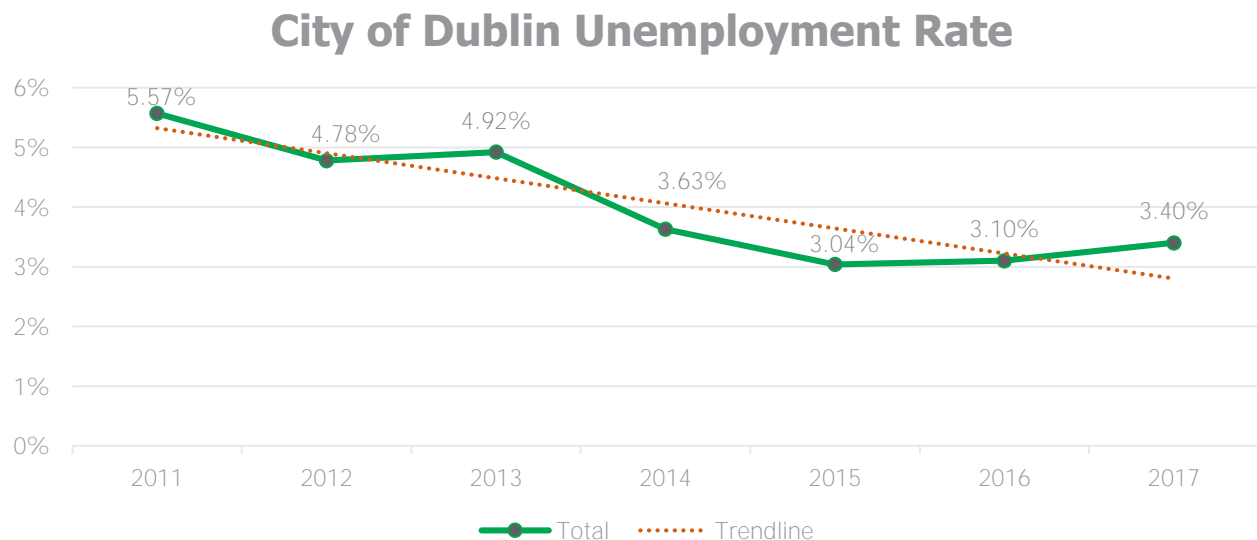
This measure shows that through the execution of Retention/Expansion Economic Development Agreements (EDAs), the City is successful at retaining employers at risk of moving from Dublin. This does not include companies renew leases without requesting incentives from the City to do so.

##### **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.

Year	EDAs	Jobs Retained	New Jobs
2017	8	425	298
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
<b>Total</b>	<b>55</b>	<b>7,233</b>	<b>3,354</b>

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

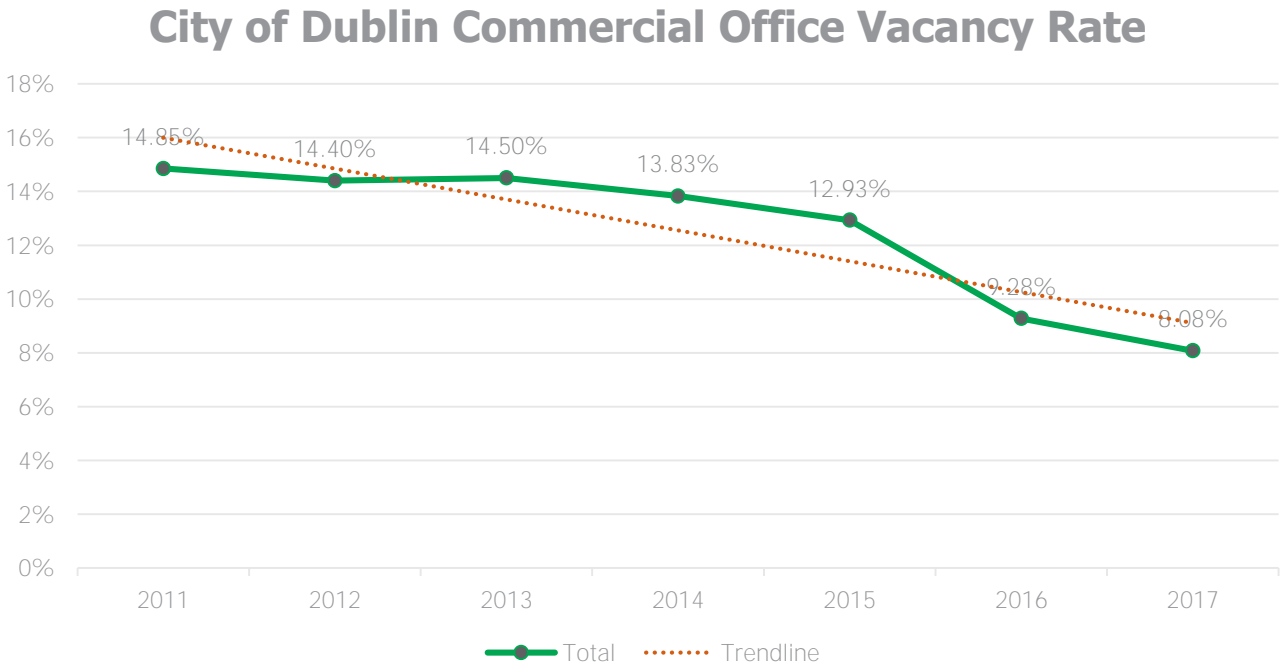


A high rate of unemployment indicates limited employment opportunities in a labor market that is in a situation of oversupply. A low rate of unemployment indicates a tight labor market, potential scarcity of skilled labor, and future cost pressures from wage demands from workers. Ideally, 5.5% is an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



## Development / Economic Development

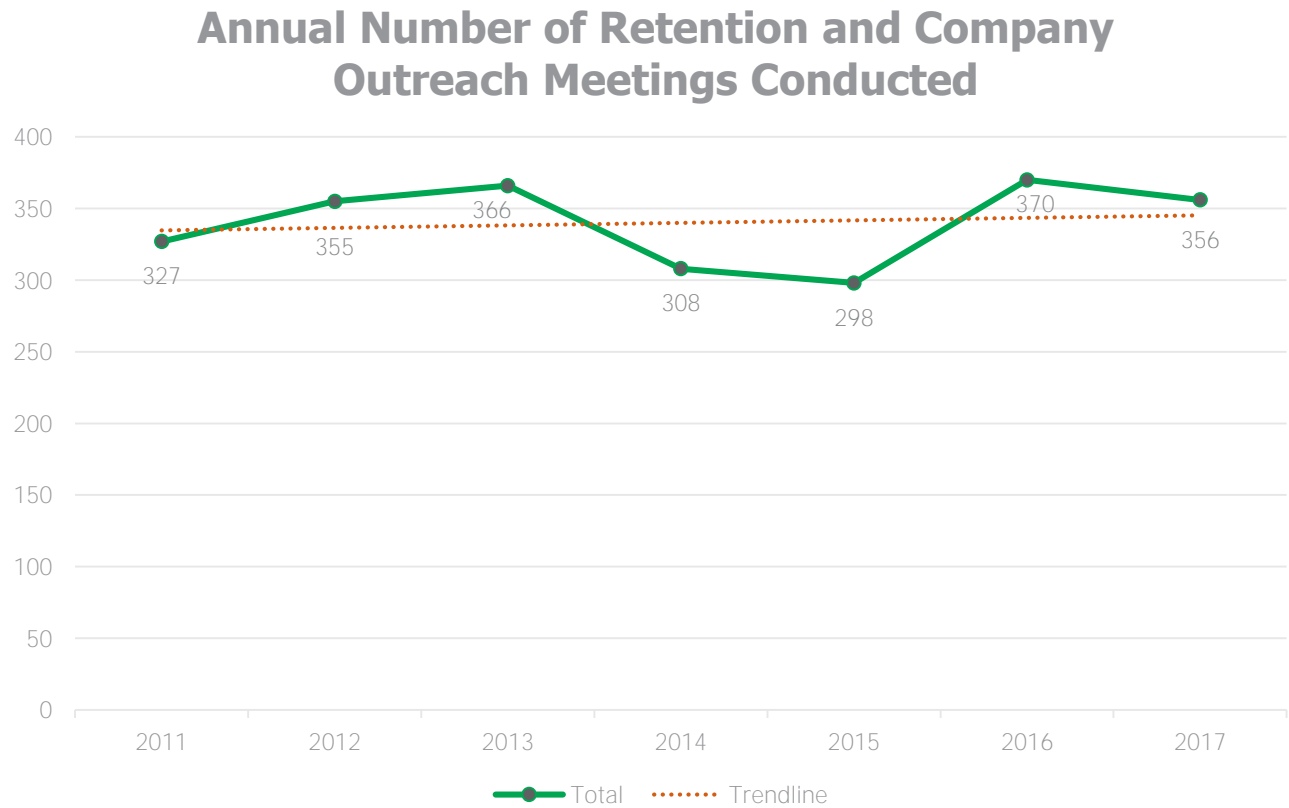
## 4) City of Dublin Commercial Office Vacancy Rate



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).

**Development / Economic Development**

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



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.

## 2019 OPERATING BUDGET - CITY OF DUBLIN, OHIO

### Development / Building Standards

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#### **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.

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#### **OBJECTIVES AND ACTIVITIES:**

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

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

#### **2018** **CURRENT NUMBER**

#### **2019** **PROPOSED**

Director, Building Standards  
Commercial Plans Examiner  
Senior Building Inspector  
Building Inspector  
Electrical Inspector  
Residential Plans Examiner  
Development Review Specialist  
Review Services Coordinator  
Permit Technician  
**TOTAL**

1  
1  
1  
4  
2  
1  
1  
1  
3  
**15**

1  
1  
1  
4  
2  
1  
1  
1  
3  
**15**

---

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

		2017 Actual	2018 Budget	2018 Revised Budget	2019 Department Budget
<b>101 General Fund</b>					
<b>70 Development</b>					
Building Standards					
<b>Personal Services</b>					
701101	Full Time Salaries/Wages	984,143	1,052,350	1,002,350	1,090,500
701103	Overtime Wages	14,293	10,000	20,000	10,000
701104	Other Wages	34,731	0	10,000	0
701105	Short Term Disability	2,844	0	0	0
701201	Employee Benefits	436,910	444,805	439,805	427,150
701204	Uniforms and Clothing	2,446	4,000	4,000	4,000
702000	Training/Travel	7,140	10,000	10,000	10,000
703100	Meeting Expenses	175	2,500	2,500	2,500
<b>Personal Services Total:</b>		<b>1,482,680</b>	<b>1,523,655</b>	<b>1,488,655</b>	<b>1,544,150</b>
<b>Contractual Services</b>					
712003	Plan Review	193,587	150,000	275,606	150,000
712004	Building Inspection Services	122,955	150,000	202,145	150,000
713004	Other Professional Services	0	3,000	48,000	3,000
713005	Misc. Contract. Serv.	24,911	7,000	47,000	7,000
715003	Printing and Reproductions	2,508	2,500	6,037	2,500
716000	Memberships/Subscriptions	4,390	4,000	4,000	4,000
<b>Contractual Services Total:</b>		<b>348,351</b>	<b>316,500</b>	<b>582,788</b>	<b>316,500</b>
<b>Supplies</b>					
721001	Office Supplies	3,382	4,000	4,541	4,000
721002	Operating Supplies	11,565	10,000	6,500	10,000
<b>Supplies Total:</b>		<b>14,947</b>	<b>14,000</b>	<b>11,041</b>	<b>14,000</b>
<b>Other Charges and Ex</b>					
755000	Refunds	0	7,500	7,500	7,500
<b>Other Charges and Ex Total:</b>		<b>0</b>	<b>7,500</b>	<b>7,500</b>	<b>7,500</b>
<b>Development Total:</b>		<b>1,845,979</b>	<b>1,861,655</b>	<b>2,089,984</b>	<b>1,882,150</b>
<b>General Fund Total:</b>		<b>1,845,979</b>	<b>1,861,655</b>	<b>2,089,984</b>	<b>1,882,150</b>

## 2019 OPERATING BUDGET - CITY OF DUBLIN, OHIO

### Development / Building Standards

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#### **BUDGET SUMMARY:**

#### **10120730**

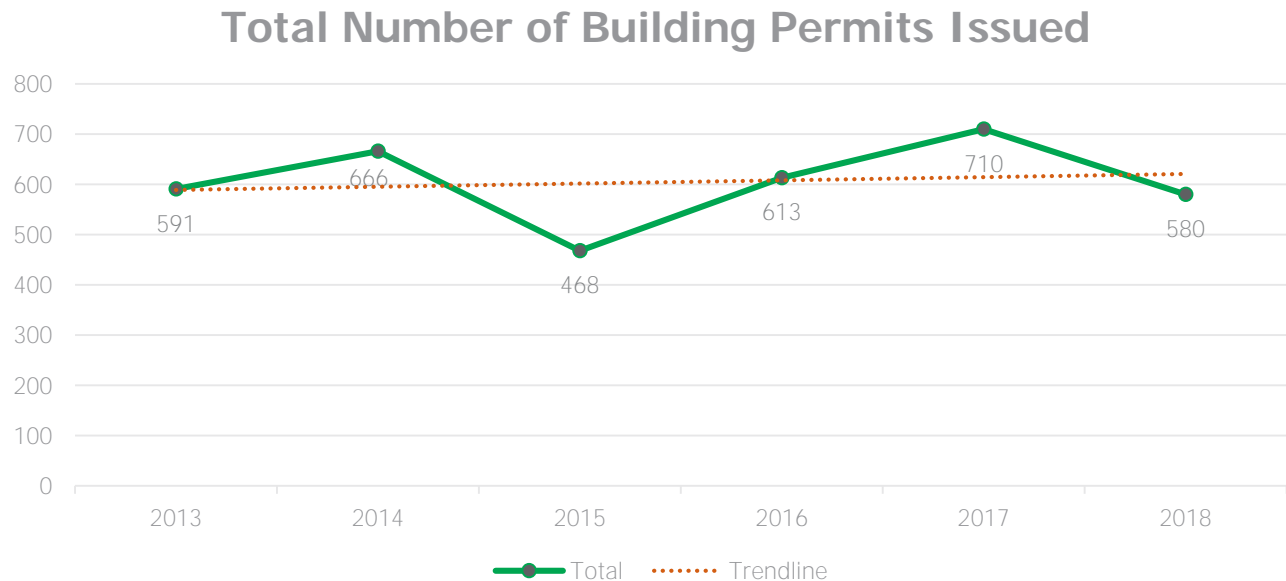
- Account 701101 provides funding for staffing reflected in the Personnel Data.
- Account 701104 provides funding for part-time inspector position.
- Account 701204 provides funding for uniform s includes shirts, boots and cold weather wear for Inspectors.
- Account 702000 provides funding for training, 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.

## 2019 OPERATING BUDGET - CITY OF DUBLIN, OHIO

### Development / Building Standards

#### Performance Measures:

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



*\*2018 Total is projected based upon 9/13/18 plan review data (457 actual y-t-d)*

*\*\*5 year average does not include 2018 YTD statistic*

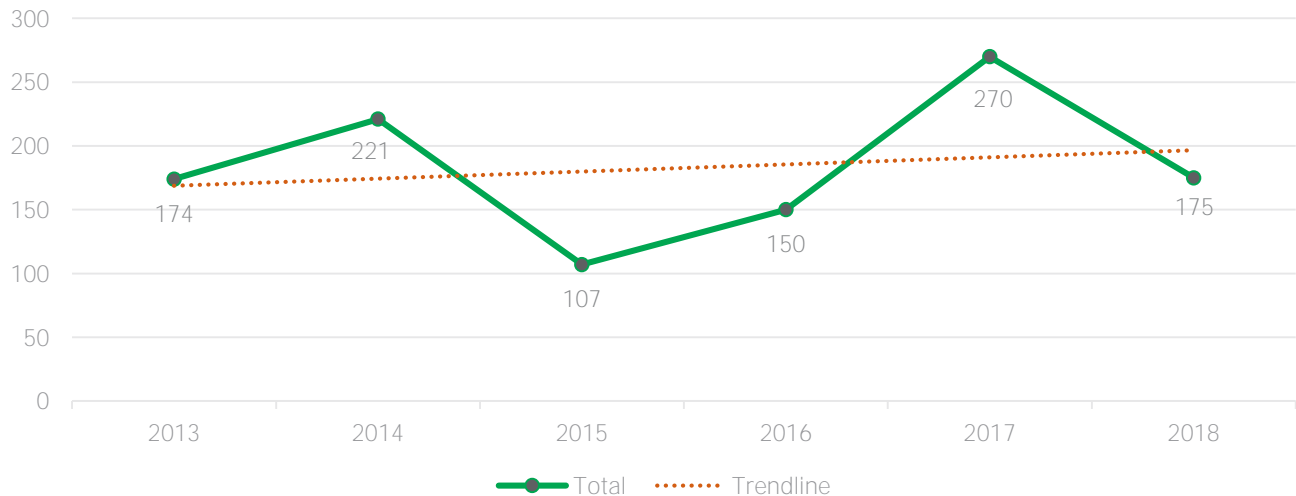
Construction activity within the City of Dublin maintained solid and robust gains from 2011 to 2017. The projected 2018 permits are a little less than the 5 year average. The commercial permits have increased and the size of the projects continue to increase as well. Building Standards must continue to examine its resources, both fiscally and in personnel, to keep pace with these indicators and to maintain a high level of service as work load levels of at the new normal 2015 to 2018 levels with the continued addition of major commercial and residential development for the foreseeable future.

## Development / Building Standards

### Performance Measures:

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

### Total Number of Building Permits Issued for New Residential Dwelling Units



*\*2018 Total is projected based upon 9/13/18 plan review data (actual 137 y-t-d)*

*\*\*5 year average does not include 2018 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 approach the 5 year average. We believe that the low in 2015 was the result of low site inventories rather than economic conditions. Residential developments, such as Riviera phases 3 and 4, Celtic Crossing, and Wyandotte Woods phased 9 and 10 will continue and the new Autumn Woods, Avondale and new phases of Oak Park should keep residential permits at the 5 year average.

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 normal 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.

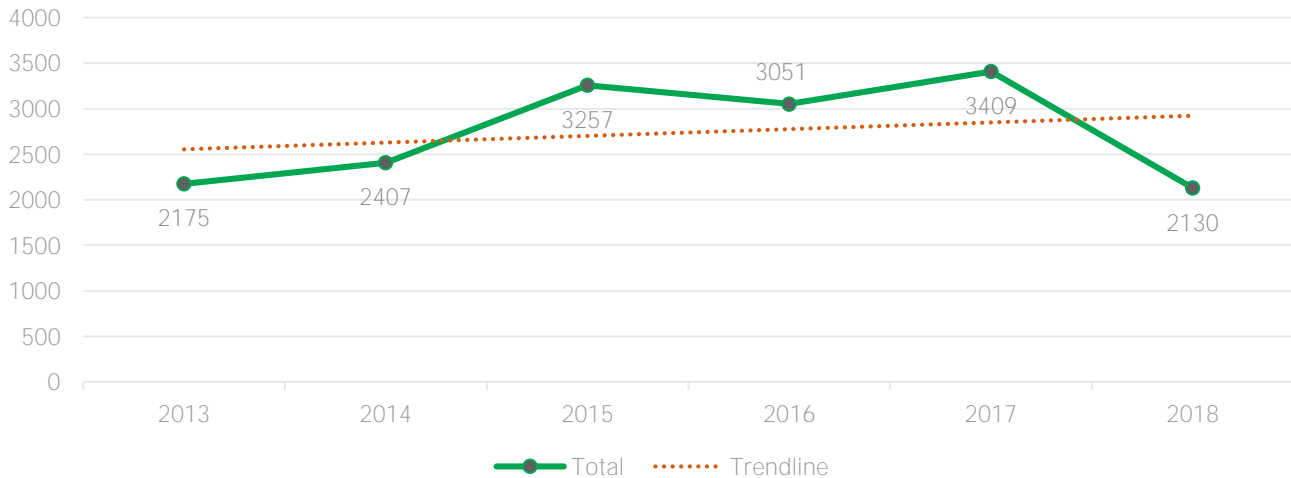
## 2019 OPERATING BUDGET - CITY OF DUBLIN, OHIO

### Development / Building Standards

#### Performance Measures:

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

#### Building Permits Issued: Total Sq. Ft. x 1000 (Commercial and Residential)



*\*2018 Total is projected based upon 9/13/18 plan review data (actual 1,687 y-t-d)*

*\*\*5 year average does not include 2018 YTD statistic*

The total number of square feet of construction in 2015 and 2017 set records for recent construction activity. Continuing development in the Bridge Street District, other commercial developments and continued stability in residential construction bode well for 2018 and beyond although we do not anticipate continued record breaking years and expect the new normal will be nominally less than the 5 year average. We are projecting 2018 Building Permits to be 75% of the 5 year average.

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.



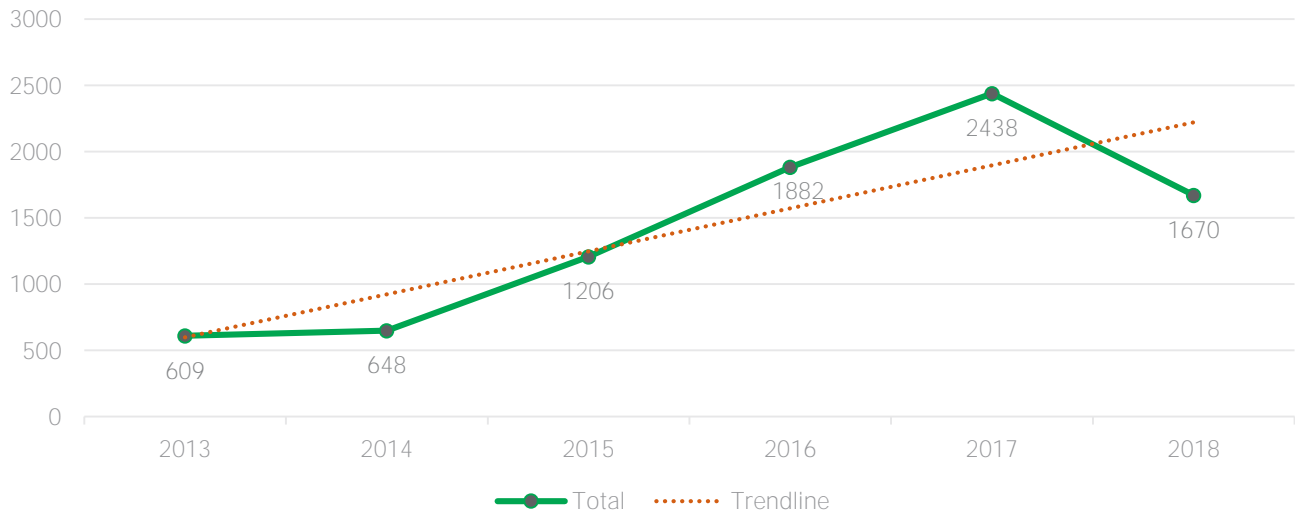
## 2019 OPERATING BUDGET - CITY OF DUBLIN, OHIO

### Development / Building Standards

#### Performance Measures:

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

### Number of Plan Reviews Commercial/Residential



\* Commercial plan reviews only

\*\*2018 Total is projected based upon 9/13/18 plan review data (actual 1,320 y-t-d)

\*\*\*5 year average does not include 2018 YTD statistic

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 the near term or mid-term horizon suggests that our number of projects and therefore our number review rounds will level off at nominally above the 5 year average.

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## 2019 OPERATING BUDGET - CITY OF DUBLIN, OHIO

### Development / Planning

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#### **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.

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#### **OBJECTIVES AND ACTIVITIES**

- To be responsive to citizens on planning issues and facilitate a citizen participation process.
  - To plan the orderly, high quality growth of the city by implementing the Community Plan.
  - To assist economic development activities by providing land use/site design support.
  - To assist in the coordination and the implementation of the capital improvement program.
  - To manage development proposals through the public hearing process.
  - To administer development regulations.
  - To be responsive to City Council goals.
  - To ensure compliance with all orders of City Council, Planning and Zoning Commission, Administrative Review Team, Board of Zoning Appeals, Architectural Review Board and various special subcommittees, task forces and other groups.
- 

#### **PERSONNEL DATA**

##### **POSITION TITLE**

##### **2018 CURRENT NUMBER**

##### **2019 PROPOSED**

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	3
Zoning Inspector	2	2
Administrative Support 3	1	1
Administrative Support 2	1	1
Administrative Support 1	1	1
<b>TOTAL</b>	<b>19</b>	<b>20</b>

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

Planning Assistant / Intern	3	3
Code Enforcement Officer (1)	1	0
<b>TOTAL</b>	<b>4</b>	<b>3</b>

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

(1) Proposal to convert one PPT Code Enforcement Officer to FT.

		2017 Actual	2018 Budget	2018 Revised Budget	2019 Department Budget
<b>101 General Fund</b>					
<b>70 Development</b>					
Planning					
<b>Personal Services</b>					
701101	Full Time Salaries/Wages	1,294,629	1,382,080	1,382,080	1,445,010
701103	Overtime Wages	16,297	12,500	12,500	12,500
701104	Other Wages	80,321	70,000	61,500	70,000
701201	Employee Benefits	525,088	556,885	556,885	614,790
701204	Uniforms and Clothing	2,407	2,810	4,070	2,810
702000	Training/Travel	63,614	62,300	69,130	62,000
703100	Meeting Expenses	784	2,250	3,260	2,250
<b>Personal Services Total:</b>		<b>1,983,140</b>	<b>2,088,825</b>	<b>2,089,425</b>	<b>2,209,360</b>
<b>Contractual Services</b>					
712008	Planning Services	380,320	358,970	600,177	222,000
713004	Other Professional Services	99,529	115,000	148,121	90,000
713005	Misc. Contract. Serv.	777	1,100	9,600	1,100
715001	Communications	7,819	7,500	5,421	7,500
715003	Printing and Reproductions	0	1,500	1,500	2,000
716000	Memberships/Subscriptions	9,835	10,000	10,100	10,000
717001	Rents and Leases	3,093	2,820	2,820	2,820
<b>Contractual Services Total:</b>		<b>501,373</b>	<b>496,890</b>	<b>777,739</b>	<b>335,420</b>
<b>Supplies</b>					
721001	Office Supplies	6,215	8,000	11,403	8,000
721002	Operating Supplies	2,287	4,000	5,985	4,000
724003	Equipment Maintenance	0	2,300	2,300	2,300
<b>Supplies Total:</b>		<b>8,502</b>	<b>14,300</b>	<b>19,689</b>	<b>14,300</b>
<b>Capital Outlay</b>					
731000	Furniture/Equipment	3,655	4,000	5,468	4,500
<b>Capital Outlay Total:</b>		<b>3,655</b>	<b>4,000</b>	<b>5,468</b>	<b>4,500</b>
<b>Other Charges and Ex</b>					
753001	Code Enforcement	2,995	3,000	9,306	10,000
755000	Refunds	0	3,000	3,000	3,000
<b>Other Charges and Ex Total:</b>		<b>2,995</b>	<b>6,000</b>	<b>12,306</b>	<b>13,000</b>
<b>Development Total:</b>		<b>2,499,666</b>	<b>2,610,015</b>	<b>2,904,626</b>	<b>2,576,580</b>
<b>General Fund Total:</b>		<b>2,499,666</b>	<b>2,610,015</b>	<b>2,904,626</b>	<b>2,576,580</b>

## 2019 OPERATING BUDGET - CITY OF DUBLIN, OHIO

### Development / Planning

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#### **BUDGET SUMMARY:**

#### **10120720**

- Account 701101 provides funding for the staffing reflected in the Personnel Data.
- Account 701104 provides wages for the Planning Assistants.
- Account 702000 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 712008 provides funding for planning area studies. These include the Bright Road Area Plan Update, code updates or other implementation tasks, Historic District Outreach/Training, Mobility Study phase 3 implementation, Smart Growth America, Planning Services LandPlan Studies, Southwest Area Plan phase 1, Placemaking and general services.
- 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 715001 provides funding for postage for all work units located within the 5800 Building.
- 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 such as office chairs and standing desks (desktop adjustable versions).

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## 2019 OPERATING BUDGET - CITY OF DUBLIN, OHIO

### Parks & Recreation/ Office of the Director

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#### **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.

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#### **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**

#### **2018** **CURRENT NUMBER**

#### **2019** **PROPOSED**

Director, Parks and Recreation  
Landscape Architect Manager (1)  
Landscape Architect (2)  
Maintenance Crew Supervisor (3)  
Administrative Support 3  
**TOTAL**

1  
0  
1  
0  
1  
**3**

1  
1  
.5  
1  
1  
**4.5**

---

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

(1) The current Landscape Architect position will be reclassified to a 3.3, a Landscape Architect Manager.

(2) The current positions of Public Art Conservation/Contract Specialist within Hotel Motel Tax Fund for public art and the Contract Specialist position within the Parks Operations budget will be removed and combined into one reclassified position for a new Landscape Architect (4.3). This position is included in the budget of the Parks & Recreation/Office of the Director (50%) and the Public Art budget (50%).

(3) One Maintenance Crew Supervisor was moved to **the Director's** Office from Parks Operations.

*Major increase in 713005 is due to the Responsibilities of the current contract specialist position with Parks Operations transitioning into the newly created Landscape Architect within Parks & Recreation/Office of the Director. This position, along with the Maintenance Crew Supervisor position will be under the direction of the Landscape Architect Supervisor position. This is a transition of all landscape maintenance contracts being moved from Parks Operations to the Parks & Recreation/Office of the Director.*

		2017 Actual	2018 Budget	2018 Revised Budget	2019 Department Budget
<b>101 General Fund</b>					
<b>40 Parks and Recreation</b>					
Office of the Director of Parks and Recreation					
<b>Personal Services</b>					
701101	Full Time Salaries/Wages	291,810	290,290	290,290	408,310
701103	Overtime Wages	2,654	4,500	4,500	4,500
701201	Employee Benefits	106,819	123,145	123,145	171,550
701204	Uniforms and Clothing	144	300	300	880
702000	Training/Travel	4,161	7,700	6,700	7,700
703100	Meeting Expenses	1,574	1,500	3,000	1,500
<b>Personal Services Total:</b>		<b>407,161</b>	<b>427,435</b>	<b>427,935</b>	<b>594,440</b>
<b>Contractual Services</b>					
713005	Misc. Contract. Serv.	237	4,500	4,400	1,255,315
715001	Communications	35	100	200	100
716000	Memberships/Subscriptions	6,053	5,990	5,990	6,490
<b>Contractual Services Total:</b>		<b>6,325</b>	<b>10,590</b>	<b>10,590</b>	<b>1,261,905</b>
<b>Supplies</b>					
721001	Office Supplies	1,611	1,800	1,868	1,800
<b>Supplies Total:</b>		<b>1,611</b>	<b>1,800</b>	<b>1,868</b>	<b>1,800</b>
<b>Other Charges and Ex</b>					
751003	Special Projects/Programs	1,643	3,000	2,500	3,000
<b>Other Charges and Ex Total:</b>		<b>1,643</b>	<b>3,000</b>	<b>2,500</b>	<b>3,000</b>
<b>Parks and Recreation Total:</b>		<b>416,741</b>	<b>442,825</b>	<b>442,893</b>	<b>1,861,145</b>
<b>General Fund Total:</b>		<b>416,741</b>	<b>442,825</b>	<b>442,893</b>	<b>1,861,145</b>



## 2019 OPERATING BUDGET - CITY OF DUBLIN, OHIO

### Parks & Recreation

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#### **BUDGET SUMMARY:**

##### **10140410**

- Account 701101 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."** **For 2019, all landscape maintenance contracts have been moved from the Parks Operations budget to this budget for oversight.** Those include the North and South landscape maintenance contracts, the facilities landscape maintenance contract, Muirfield landscape maintenance contract, supplemental contract mulching, rights-of-way landscape maintenance including the I-270/US33 interchange, and various HOA contracts.
- 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.

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## 2019 OPERATING BUDGET - CITY OF DUBLIN, OHIO

### Parks & Recreation / Parks Operations

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#### **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.

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#### **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.

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

#### **2018** **CURRENT NUMBER**

#### **2019** **PROPOSED**

Director, Parks Operations  
Operations Administrator  
Nature Education Coordinator (1)  
Contract Specialist (2)  
Maintenance Crew Supervisor (3)  
Maintenance Worker  
Administrative Support 2  
**TOTAL**

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

1  
1  
.5  
0  
6  
20  
1  
**29.5**

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

Seasonal Maintenance Worker  
**TOTAL**

22  
**22**

22  
**22**

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

- (1) The Nature Education Coordinator position is funded 50% from the Parks Operations budget and 50% from the Recreation Services budget.
- (2) The current positions of Public Art Conservation/Contract Specialist within Hotel Motel Tax Fund, and the Contract Specialist position within this budget will be removed and combined into one reclassified position for a new Landscape Architect (4.3). This position is 50% funded in the budget of the Parks & Recreation/Office of the Director and 50% in the Public Art budget.
- (3) **One Maintenance Crew Supervisor was moved from this budget to the Park Director's budget.**

		2017 Actual	2018 Budget	2018 Revised Budget	2019 Department Budget
<b>101 General Fund</b>					
<b>40 Parks and Recreation</b>					
Parks Operations					
<b>Personal Services</b>					
701101	Full Time Salaries/Wages	2,029,353	2,112,500	2,112,500	2,100,780
701103	Overtime Wages	97,586	95,000	215,000	95,000
701104	Other Wages	376,359	372,400	274,400	372,400
701201	Employee Benefits	1,156,327	1,271,440	1,271,440	1,142,920
701204	Uniforms and Clothing	34,253	44,500	53,143	44,500
702000	Training/Travel	5,294	14,210	3,780	10,875
<b>Personal Services Total:</b>		<b>3,699,172</b>	<b>3,910,050</b>	<b>3,930,263</b>	<b>3,766,475</b>
<b>Contractual Services</b>					
713005	Misc. Contract. Serv.	1,045,695	1,354,810	1,376,647	117,895
715001	Communications	0	200	200	200
716000	Memberships/Subscriptions	2,660	2,900	2,900	2,880
717005	Utilities- Other Fuel Types	289,791	300,000	316,780	300,725
<b>Contractual Services Total:</b>		<b>1,338,146</b>	<b>1,657,910</b>	<b>1,696,527</b>	<b>421,700</b>
<b>Supplies</b>					
721001	Office Supplies	5,125	8,690	8,690	8,690
721002	Operating Supplies	35,309	45,750	49,400	44,800
722001	Reforestation	0	0	282,149	0
724002	Park Maintenance	179,959	193,000	193,974	193,000
724003	Equipment Maintenance	50,510	90,000	90,000	90,000
<b>Supplies Total:</b>		<b>270,902</b>	<b>337,440</b>	<b>624,213</b>	<b>336,490</b>
<b>Capital Outlay</b>					
731000	Furniture/Equipment	47,010	42,000	56,245	32,000
734002	Tools	5,394	8,000	8,000	8,000
735001	Cap Impr Land and Land Impr	29,427	20,000	47,770	20,000
<b>Capital Outlay Total:</b>		<b>81,831</b>	<b>70,000</b>	<b>112,015</b>	<b>60,000</b>
<b>Other Charges and Ex</b>					
751003	Special Projects/Programs	15,745	2,085	2,085	2,085
<b>Other Charges and Ex Total:</b>		<b>15,745</b>	<b>2,085</b>	<b>2,085</b>	<b>2,085</b>
<b>Parks and Recreation Total:</b>		<b>5,405,796</b>	<b>5,977,485</b>	<b>6,365,103</b>	<b>4,586,750</b>
<b>General Fund Total:</b>		<b>5,405,796</b>	<b>5,977,485</b>	<b>6,365,103</b>	<b>4,586,750</b>

## 2019 OPERATING BUDGET - CITY OF DUBLIN, OHIO

### Parks & Recreation / Parks Operations

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#### **BUDGET SUMMARY:**

##### **10140430**

- Account 701101 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 lightning prediction service, pond maintenance, masonry repairs, SCRAM wildlife agreement/services. For 2019, the budget for all landscape maintenance contractual services have been moved to the Office of the Park Director for oversight.
- 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, and grass seed, mulch, and fertilizer, snow and ice chemicals.
- Account 724003 provides funding for equipment maintenance and repair, including contingency work associated with Ballantrae water play area, pond aerators, and irrigation systems.
- Account 734002 provides funding for power tools replacement, and crew specific tools replacements.
- Account 751003 provides funding for nature education programs, and dedication pavers/engraving for the Grounds of Remembrance (recovered through fee collection).

##### **10180430**

- Account 731000 includes funding for replacement/additional picnic tables, benches and trash cans. Includes funds new/replacement park signs as needed. Includes replacement of weed trimmers and blowers.
- Account 735001 includes funding for continued expansion of in-ground irrigation on athletic fields.

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## 2019 OPERATING BUDGET - CITY OF DUBLIN, OHIO

### Parks & Recreation / Parks Operations/Horticulture

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#### **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.

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#### **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.

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

#### **2018** **CURRENT NUMBER**

#### **2019** **PROPOSED**

City Horticulturist

1

1

Assistant Horticulturist

6

6

**TOTAL**

**7**

**7**

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

Seasonal Maintenance Worker

18

18

**TOTAL**

**18**

**18**

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

		2017 Actual	2018 Budget	2018 Revised Budget	2019 Department Budget
<b>101 General Fund</b>					
<b>40 Parks and Recreation</b>					
Horticulture					
<b>Personal Services</b>					
701101	Full Time Salaries/Wages	389,497	405,660	405,660	473,490
701103	Overtime Wages	8,149	25,000	55,000	65,000
701104	Other Wages	140,517	230,600	200,600	190,600
701201	Employee Benefits	201,895	243,095	243,095	278,305
701204	Uniforms and Clothing	7,308	17,470	17,839	17,470
702000	Training/Travel	10,064	10,425	10,425	11,130
<b>Personal Services Total:</b>		<b>757,430</b>	<b>932,250</b>	<b>932,619</b>	<b>1,035,995</b>
<b>Contractual Services</b>					
713005	Misc. Contract. Serv.	77,740	100,000	100,000	100,000
716000	Memberships/Subscriptions	1,610	2,005	2,005	2,705
<b>Contractual Services Total:</b>		<b>79,350</b>	<b>102,005</b>	<b>102,005</b>	<b>102,705</b>
<b>Supplies</b>					
721002	Operating Supplies	5,255	6,500	6,500	6,500
724002	Park Maintenance	31,766	64,500	64,500	64,500
724003	Equipment Maintenance	1,854	2,500	2,500	2,500
<b>Supplies Total:</b>		<b>38,875</b>	<b>73,500</b>	<b>73,500</b>	<b>73,500</b>
<b>Capital Outlay</b>					
731000	Furniture/Equipment	4,271	4,600	4,600	3,710
734002	Tools	7,347	7,500	7,500	7,500
735001	Cap Impr Land and Land Impr	82,093	100,000	100,000	100,000
<b>Capital Outlay Total:</b>		<b>93,711</b>	<b>112,100</b>	<b>112,100</b>	<b>111,210</b>
<b>Other Charges and Ex</b>					
751003	Special Projects/Programs	23,018	28,500	28,935	28,500
<b>Other Charges and Ex Total:</b>		<b>23,018</b>	<b>28,500</b>	<b>28,935</b>	<b>28,500</b>
<b>Parks and Recreation Total:</b>		<b>992,384</b>	<b>1,248,355</b>	<b>1,249,159</b>	<b>1,351,910</b>
<b>General Fund Total:</b>		<b>992,384</b>	<b>1,248,355</b>	<b>1,249,159</b>	<b>1,351,910</b>



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

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

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#### **BUDGET SUMMARY:**

##### **10140433**

- Account 701101 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 734002 provides funding for small tools such blades, pruners, drills, wheelbarrows, pole saws, 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 hand held blowers, backpack sprayers, hedge trimmers and wheel barrows.
- Account 735001 includes funding for additional trees and shrubs, historic Dublin planters, and prairie seed.

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## 2019 OPERATING BUDGET - CITY OF DUBLIN, OHIO

### Parks & Recreation / Parks Operations/Forestry

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#### **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.

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#### **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.

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

#### **2018** **CURRENT NUMBER**

#### **2019** **PROPOSED**

City Forester

1

1

Assistant Forester

5

5

**TOTAL**

**6**

**6**

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

Seasonal Maintenance Worker

10

10

**TOTAL**

**10**

**10**

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

		2017 Actual	2018 Budget	2018 Revised Budget	2019 Department Budget
<b>101 General Fund</b>					
<b>40 Parks and Recreation</b>					
Forestry					
<b>Personal Services</b>					
701101	Full Time Salaries/Wages	349,021	362,100	362,100	376,230
701103	Overtime Wages	12,178	25,000	25,000	25,000
701104	Other Wages	145,963	188,425	188,425	188,425
701201	Employee Benefits	197,635	226,645	226,645	222,490
701204	Uniforms and Clothing	5,975	11,200	11,200	11,200
702000	Training/Travel	10,178	13,915	13,915	13,845
<b>Personal Services Total:</b>		<b>720,949</b>	<b>827,285</b>	<b>827,285</b>	<b>837,190</b>
<b>Contractual Services</b>					
713005	Misc. Contract. Serv.	57,040	80,000	86,720	77,000
716000	Memberships/Subscriptions	2,556	2,545	2,545	2,480
<b>Contractual Services Total:</b>		<b>59,596</b>	<b>82,545</b>	<b>89,265</b>	<b>79,480</b>
<b>Supplies</b>					
721002	Operating Supplies	3,257	4,100	4,100	3,600
724002	Park Maintenance	50,362	45,050	44,880	44,825
724003	Equipment Maintenance	1,157	1,500	1,500	1,500
<b>Supplies Total:</b>		<b>54,776</b>	<b>50,650</b>	<b>50,480</b>	<b>49,925</b>
<b>Capital Outlay</b>					
731000	Furniture/Equipment	5,692	4,125	4,125	3,050
734002	Tools	4,885	7,000	7,000	3,750
735001	Cap Impr Land and Land Impr	82,884	97,500	97,500	73,500
<b>Capital Outlay Total:</b>		<b>93,460</b>	<b>108,625</b>	<b>108,625</b>	<b>80,300</b>
<b>Other Charges and Ex</b>					
751003	Special Projects/Programs	763	1,250	1,420	1,250
<b>Other Charges and Ex Total:</b>		<b>763</b>	<b>1,250</b>	<b>1,420</b>	<b>1,250</b>
<b>Parks and Recreation Total:</b>		<b>929,545</b>	<b>1,070,355</b>	<b>1,077,075</b>	<b>1,048,145</b>
<b>General Fund Total:</b>		<b>929,545</b>	<b>1,070,355</b>	<b>1,077,075</b>	<b>1,048,145</b>

## **2019 OPERATING BUDGET - CITY OF DUBLIN, OHIO**

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

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#### **BUDGET SUMMARY:**

##### **10140434**

- Account 701101 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 soil, mulch, tree injections, and grass seed.
- Account 724003 provides funding for equipment maintenance and repair.
- Account 734002 provides funding for small tools such ladders, blades, pruners, wheelbarrows, pole saws, watering supplies etc.
- Account 751003 provides funding for Arbor Day trees.

##### **10180434**

- Account 731000 includes funding for replacement of hedge trimmers and blowers.  
Account 735001 includes funding for continued replacement trees and annuals.

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## 2019 OPERATING BUDGET - CITY OF DUBLIN, OHIO

### Parks & Recreation / Outreach and Engagement

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#### **STATEMENT OF FUNCTIONS**

The Division of Outreach and Engagement supports the achievement of meaningful, inclusive community engagement through innovative service, civic initiatives, and learning opportunities that support and enhance City services and Dublin's quality of life.

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#### **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 convene, facilitate, engage and train residents, corporate residents and stakeholders **in outreach and engagement efforts that advance the city's strategic goals.**
  - Serves as the liaison to the nonprofit and service learning communities.
  - To operate under the following values:
    - Belonging** - We cultivate a sense of community belonging.
    - Engaging** - We connect residents with city government to build relationships and leadership.
    - Enriching** - We enhance people's lives through service.
    - Outstanding** - We seek innovation and encourage recognition citizen and volunteer recognition
    - Learning** - We emphasize learn-and-serve programming, focusing on local government learning.
    - Developing** - We build special connections with youth and older adults.
    - Supporting** - We maintain fiscally responsible opportunities that enhance City services and the community's quality of life.
    - Connecting** - In partnership with Economic Development and Events sponsorships, help to connect Dublin businesses to the community increasing their role of corporate citizenship/resident and potential long term commitment to Dublin.
- 

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

#### **2018** **CURRENT NUMBER**

#### **2019** **PROPOSED**

Director of Outreach and Engagement  
Administrative Support II  
Volunteer Coordinator  
**TOTAL**

1  
1  
1  
**3**

1  
1  
1  
**3**

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

Intern  
**TOTAL**

1  
**1**

1  
**1**

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

		2017 Actual	2018 Budget	2018 Revised Budget	2019 Department Budget
<b>101 General Fund</b>					
<b>40 Parks and Recreation</b>					
Outreach and Engagement					
<b>Personal Services</b>					
701101	Full Time Salaries/Wages	135,914	197,050	197,050	205,285
701103	Overtime Wages	2,837	3,000	3,000	3,000
701104	Other Wages	29,570	12,510	12,510	12,000
701201	Employee Benefits	48,004	75,885	78,385	79,285
701204	Uniforms and Clothing	2,125	400	404	800
702000	Training/Travel	2,973	3,000	3,000	3,000
703100	Meeting Expenses	1,057	2,250	2,250	2,500
<b>Personal Services Total:</b>		<b>222,479</b>	<b>294,095</b>	<b>296,599</b>	<b>305,870</b>
<b>Contractual Services</b>					
713004	Other Professional Services	9,617	12,000	15,026	12,000
715002	Advertising	0	800	600	800
715003	Printing and Reproductions	2,840	4,000	5,500	4,000
716000	Memberships/Subscriptions	413	500	500	500
717001	Rents and Leases	895	1,500	1,505	1,800
<b>Contractual Services Total:</b>		<b>13,765</b>	<b>18,800</b>	<b>23,131</b>	<b>19,100</b>
<b>Supplies</b>					
721001	Office Supplies	849	2,500	3,348	2,500
721002	Operating Supplies	2,506	8,000	12,255	8,000
<b>Supplies Total:</b>		<b>3,356</b>	<b>10,500</b>	<b>15,602</b>	<b>10,500</b>
<b>Other Charges and Ex</b>					
751003	Special Projects/Programs	13,097	18,100	18,292	43,600
<b>Other Charges and Ex Total:</b>		<b>13,097</b>	<b>18,100</b>	<b>18,292</b>	<b>43,600</b>
<b>Parks and Recreation Total:</b>		<b>252,697</b>	<b>341,495</b>	<b>353,625</b>	<b>379,070</b>
<b>General Fund Total:</b>		<b>252,697</b>	<b>341,495</b>	<b>353,625</b>	<b>379,070</b>



## **2019 OPERATING BUDGET - CITY OF DUBLIN, OHIO**

### **Parks and Recreation / Outreach and Engagement**

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#### **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 713004 provides funding for necessary background checks for all volunteer positions, and specialized volunteer training such as CPR/First Aid, bike safety trainings, Community Service Officer backgrounds.
- 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 outdoor 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.
- Account 751003 provides funding for citywide volunteer and corporate volunteer recognition presentations, programs and award items; program support and promotion, volunteer on-site event management needs, aging in place (AIP) programming. **Includes potential support for increased community engagement recognition and projects.**

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**2019 OPERATING BUDGET - CITY OF DUBLIN, OHIO**  
**Information Technology**

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**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.

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**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**

**2018**  
**CURRENT NUMBER**

**2019**  
**PROPOSED**

Chief Information Officer  
IT Director  
Data Manager  
Senior Data Analyst  
Support Services Analyst  
Network Operations Manager  
Information Technology Project Leader  
Network Engineer  
Administrative Support 3  
**TOTAL**

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

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

**PART-TIME/SEASONAL STAFF**

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

1  
3  
**4**

1  
3  
**4**

---

**NOTES AND ADJUSTMENTS:**

		2017 Actual	2018 Budget	2018 Revised Budget	2019 Department Budget
<b>101 General Fund</b>					
<b>60 Information Technology</b>					
<b>Personal Services</b>					
701101	Full Time Salaries/Wages	1,094,629	1,266,830	1,266,830	1,322,505
701103	Overtime Wages	20,776	21,000	36,000	36,000
701104	Other Wages	46,442	57,240	42,240	42,240
701201	Employee Benefits	489,390	590,585	590,585	562,165
702000	Training/Travel	33,020	46,880	46,880	45,000
703100	Meeting Expenses	0	0	0	1,500
<b>Personal Services Total:</b>		<b>1,684,257</b>	<b>1,982,535</b>	<b>1,982,535</b>	<b>2,009,410</b>
<b>Contractual Services</b>					
713004	Other Professional Services	1,147,135	887,615	961,253	467,500
713005	Misc. Contract. Serv.	0	0	0	1,113,470
715001	Communications	573,197	628,360	759,855	636,870
716000	Memberships/Subscriptions	945	2,000	2,000	2,110
717001	Rents and Leases	88,490	100,975	101,475	69,650
<b>Contractual Services Total:</b>		<b>1,809,767</b>	<b>1,618,950</b>	<b>1,824,583</b>	<b>2,289,600</b>
<b>Supplies</b>					
721001	Office Supplies	3,469	3,000	4,201	2,000
721002	Operating Supplies	178,782	186,000	195,934	147,000
724003	Equipment Maintenance	1,086,032	1,412,480	1,463,018	1,045,870
<b>Supplies Total:</b>		<b>1,268,282</b>	<b>1,601,480</b>	<b>1,663,154</b>	<b>1,194,870</b>
<b>Capital Outlay</b>					
731000	Furniture/Equipment	0	1,000	1,000	1,000
<b>Capital Outlay Total:</b>		<b>0</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>
<b>Information Technology Total:</b>		<b>4,762,306</b>	<b>5,203,965</b>	<b>5,471,272</b>	<b>5,494,880</b>
<b>General Fund Total:</b>		<b>4,762,306</b>	<b>5,203,965</b>	<b>5,471,272</b>	<b>5,494,880</b>

## **2019 OPERATING BUDGET - CITY OF DUBLIN, OHIO**

### **Information Technology**

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#### **BUDGET SUMMARY:**

##### **10110610**

- Account 701101 provides funding for the IT staffing reflected in the Personnel Data.
- Account 701104 provides funding for part-time staff and reflects a deduction.
- 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 telecom consulting, Columbus Fibernet Management and Dublink Operations.
- Account 713005 provides funding for contractual services used throughout the City. Some of the contracts included are eBuilder, Cologix back-up site for data center, MDC Dublink network management hosting and rack space, Claritysoft, Code RED for the Police Department, Microsoft license bundle, Office 365, Samanage helpdesk software and Kronos maintenance software and equipment.
- 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 **office space for the City's data center** at the Metro Data Center, dark fiber lease and Citywide copier lease.
- Account 721001 provides funding for office supplies.
- Account 721002 provides funding for general operating supplies, plotter paper and services, 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, Columbus Fibernet annual maintenance, ESRI Inc. maintenance license enterprise agreement, Cisco SMARTnet coverage, One Source document laser fiche annual support, Superior maintenance Police and Courts products, SunGard Onesolution, unscheduled fiber repairs, Vermont Systems – maintenance RecTrac, Tyler Technologies support and updating license, and Cistara updates on Police recording server.

##### **10180610**

- Account 731000 provides funding for additional equipment and furniture.

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## 2019 OPERATING BUDGET - CITY OF DUBLIN, OHIO

### Office of the City Manager / Court Services

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#### **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.**

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#### **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**

#### **2018** **CURRENT NUMBER**

#### **2019** **PROPOSED**

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

.5  
1  
1  
.75  
**3.25**

.5  
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) Allocates 50% to the Court Services budget and 50% to the Records Management budget.  
(2) Allocates 75% to the Court Services budget and 25% to the Records Management budget.

		<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2018 Revised Budget</b>	<b>2019 Department Budget</b>
<b>101 General Fund</b>					
<b>10 City Manager</b>					
Court Services					
<b>Personal Services</b>					
701101	Full Time Salaries/Wages	186,454	205,300	205,300	210,435
701103	Overtime Wages	3,121	3,500	3,500	3,500
701201	Employee Benefits	73,237	66,240	68,740	74,775
702000	Training/Travel	2,369	3,000	1,700	3,000
<b>Personal Services Total:</b>		<b>265,182</b>	<b>278,040</b>	<b>279,240</b>	<b>291,710</b>
<b>Contractual Services</b>					
713002	Legal Services	2,642	4,600	5,157	4,600
713004	Other Professional Services	69,724	83,000	89,262	86,500
713005	Misc. Contract. Serv.	8,429	11,000	11,000	11,000
715001	Communications	1,542	3,000	3,000	3,000
716000	Memberships/Subscriptions	485	685	685	685
<b>Contractual Services Total:</b>		<b>82,823</b>	<b>102,285</b>	<b>109,104</b>	<b>105,785</b>
<b>Supplies</b>					
721001	Office Supplies	1,599	2,500	2,996	2,500
721002	Operating Supplies	6,110	8,000	12,988	8,000
724003	Equipment Maintenance	0	300	300	300
<b>Supplies Total:</b>		<b>7,709</b>	<b>10,800</b>	<b>16,284</b>	<b>10,800</b>
<b>City Manager Total:</b>		<b>355,713</b>	<b>391,125</b>	<b>404,627</b>	<b>408,295</b>
<b>General Fund Total:</b>		<b>355,713</b>	<b>391,125</b>	<b>404,627</b>	<b>408,295</b>



## **2019 OPERATING BUDGET - CITY OF DUBLIN, OHIO**

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

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#### **BUDGET SUMMARY:**

##### **10110150**

- Account 701101 provides funding for the staffing reflected under Personnel Data.
- Account 701103 provides funding for overtime due to Court on Tuesday afternoons/evenings 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.

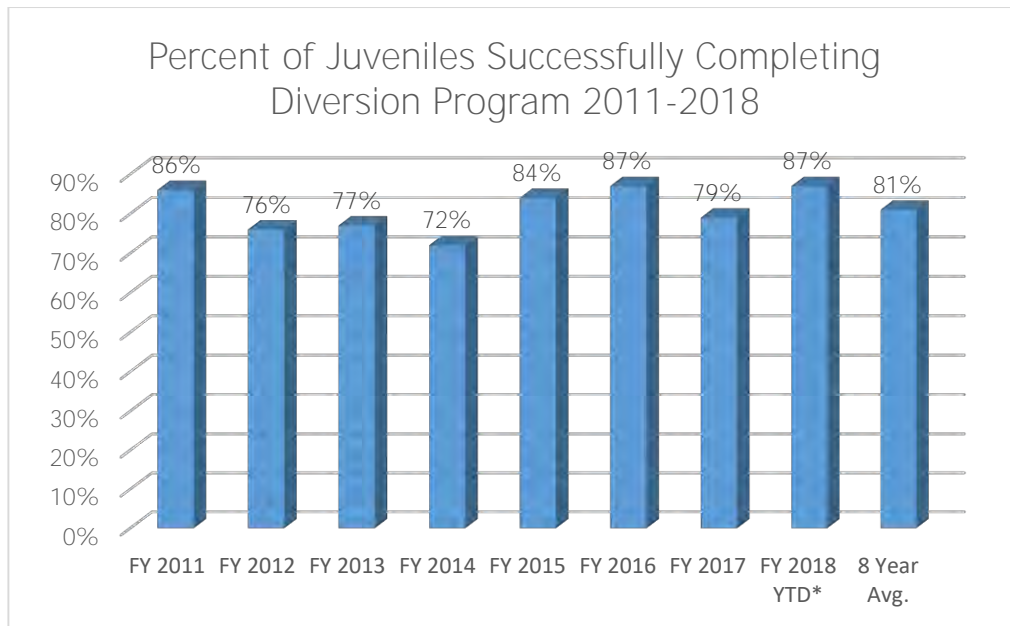
## 2019 OPERATING BUDGET - CITY OF DUBLIN, OHIO

### 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.



\*2018 YTD rate as of June 30, 2018

## 2019 OPERATING BUDGET - CITY OF DUBLIN, OHIO

### Office of the City Manager / Records Management

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#### **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.

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#### **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.

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

#### **2018** **CURRENT NUMBER**

#### **2019** **PROPOSED**

Director of Court Services(1)

.5

.5

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 50% of their time to Records Management, and the Administrative Support 2 allocates 25% of their time to Records Management.

		<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2018 Revised Budget</b>	<b>2019 Department Budget</b>
<b>101 General Fund</b>					
<b>10 City Manager</b>					
Records Management					
<b>Personal Services</b>					
701101	Full Time Salaries/Wages	85,788	95,020	95,020	100,850
701103	Overtime Wages	0	500	500	500
701201	Employee Benefits	25,732	34,220	34,220	30,355
702000	Training/Travel	0	500	500	500
<b>Personal Services Total:</b>		<b>111,520</b>	<b>130,240</b>	<b>130,240</b>	<b>132,205</b>
<b>Contractual Services</b>					
713004	Other Professional Services	14,510	25,000	25,000	25,000
713005	Misc. Contract. Serv.	4,620	6,000	6,000	6,500
716000	Memberships/Subscriptions	195	600	600	600
<b>Contractual Services Total:</b>		<b>19,325</b>	<b>31,600</b>	<b>31,600</b>	<b>32,100</b>
<b>Supplies</b>					
721001	Office Supplies	1,110	2,000	2,000	2,000
724003	Equipment Maintenance	2,803	3,500	3,500	3,500
<b>Supplies Total:</b>		<b>3,913</b>	<b>5,500</b>	<b>5,500</b>	<b>5,500</b>
<b>City Manager Total:</b>		<b>134,757</b>	<b>167,340</b>	<b>167,340</b>	<b>169,805</b>
<b>General Fund Total:</b>		<b>134,757</b>	<b>167,340</b>	<b>167,340</b>	<b>169,805</b>

## **2019 OPERATING BUDGET - CITY OF DUBLIN, OHIO**

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

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#### **BUDGET SUMMARY:**

##### **10110160**

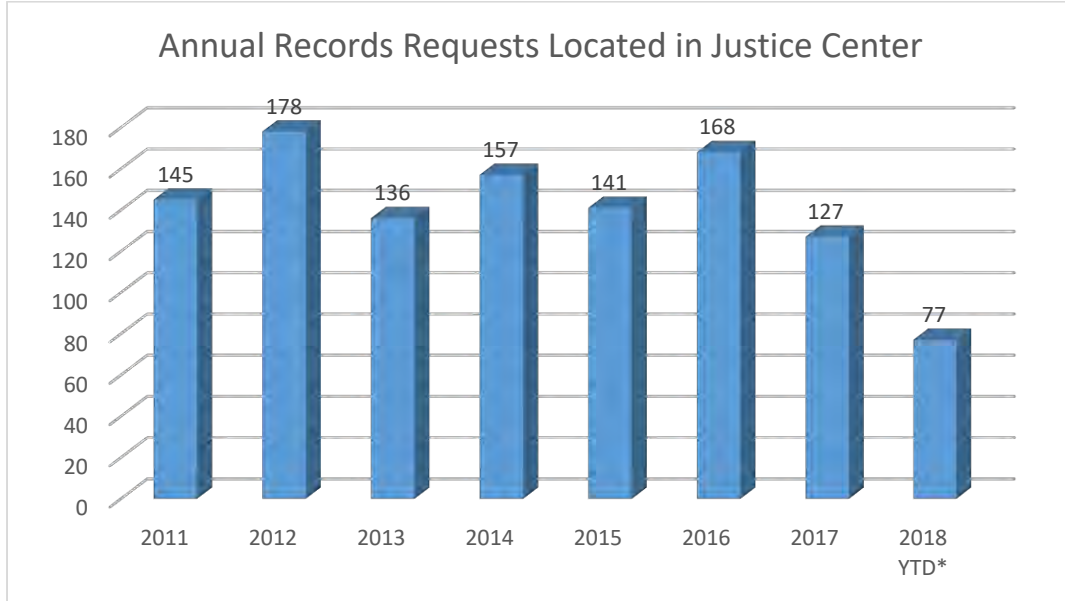
- Account 701101 provides funding for staffing allocations as provided under the Personnel Data -Notes and Adjustments section.
- Account 713004 provides funding for the scanning of permanent records and frequently accessed records.
- Account 724003 provides funding for maintenance contracts for software 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.

## 2019 OPERATING BUDGET - CITY OF DUBLIN, OHIO

### Office of the City Manager / Records Management

#### Performance Measures:

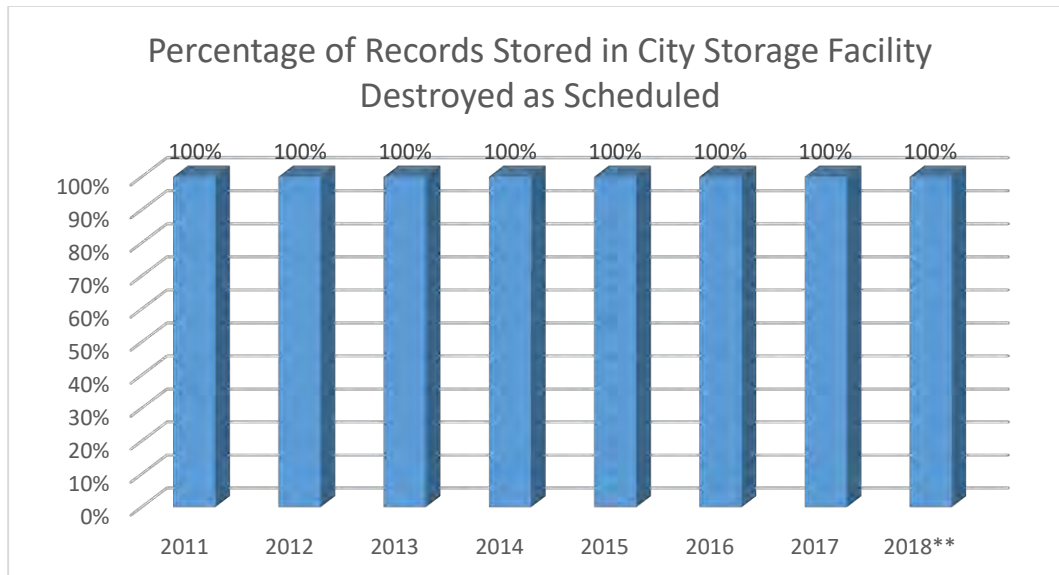
**1. Annual Records Requests Located in Justice Center:**



\* 2018 YTD as of June 30, 2018

**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 2018 as of June 30, 2018



## 2019 OPERATING BUDGET - CITY OF DUBLIN, OHIO

### Public Works / Street and Utilities Operations

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#### **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.

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#### **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**

#### **2018** **CURRENT NUMBER**

#### **2019** **PROPOSED**

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

.50  
1.45  
2.70  
18  
1.25

.60  
1.50  
3.0  
18  
.90

#### **TOTAL**

**23.90**

**24.0**

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

Seasonal Maintenance Worker

4  
**4**

4  
**4**

#### **TOTAL**

---

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

(1) The Director of Street and Utilities Operations position is allocated 60% to this budget, 15% to the Solid Waste Fund, 20% to the Sewer Fund, and 5% to the Water Fund.

(2) Three Operations Administrator positions are allocated to this budget as well as other funds as follows:

OA1 – 30% Street Fund, 40% Sewer Fund, 10% Water Fund, 20% Solid Waste Fund

OA2 – 100% Street Fund

OA3 – 20% Street Fund, 80% Solid Waste Fund

(3) Three Crew Supervisor positions are allocated to this budget.

(4) Two Administrative Support 2 positions are allocated to this budget as well as other funds as follows:

AS1 – 60% Street Fund, 15% Solid Waste Fund, 15% Sewer Fund, 10% Water Fund

AS2 – 30% Street Fund, 45% Solid Waste Fund, 15% Sewer Fund, 10% Water Fund



		2017 Actual	2018 Budget	2018 Revised Budget	2019 Department Budget
<b>201 Street Maintenance and Repair</b>					
<b>30 Public Works</b>					
Street and Utilities Operations					
<b>Personal Services</b>					
701101	Full Time Salaries/Wages	1,237,546	1,352,995	1,352,995	1,516,670
701103	Overtime Wages	102,405	140,000	240,000	160,000
701104	Other Wages	105,985	116,230	141,230	116,230
701201	Employee Benefits	621,726	769,955	769,955	732,655
701204	Uniforms and Clothing	17,878	21,750	23,090	20,825
702000	Training/Travel	11,159	22,040	22,610	22,040
<b>Personal Services Total:</b>		<b>2,096,699</b>	<b>2,422,970</b>	<b>2,549,880</b>	<b>2,568,420</b>
<b>Contractual Services</b>					
711002	Repair Services	965	0	0	0
713005	Misc. Contract. Serv.	81,119	121,000	175,411	121,000
715001	Communications	0	100	100	100
716000	Memberships/Subscriptions	1,368	1,260	1,260	1,260
717001	Rents and Leases	4,099	4,300	4,300	4,300
<b>Contractual Services Total:</b>		<b>87,551</b>	<b>126,660</b>	<b>181,071</b>	<b>126,660</b>
<b>Supplies</b>					
721001	Office Supplies	2,183	4,400	4,400	4,400
721002	Operating Supplies	78,811	97,000	117,366	97,000
723001	Street Salt	233,908	615,385	806,600	879,085
723006	Special Events	1,993	3,000	3,428	3,000
724003	Equipment Maintenance	0	2,000	2,000	2,000
725002	Signs	135,925	120,000	171,261	120,000
<b>Supplies Total:</b>		<b>452,819</b>	<b>841,785</b>	<b>1,105,055</b>	<b>1,105,485</b>
<b>Capital Outlay</b>					
731000	Furniture/Equipment	1,425	1,500	1,500	1,500
734002	Tools	0	6,300	6,300	6,300
<b>Capital Outlay Total:</b>		<b>1,425</b>	<b>7,800</b>	<b>7,800</b>	<b>7,800</b>
<b>Public Works Total:</b>		<b>2,638,495</b>	<b>3,399,215</b>	<b>3,843,806</b>	<b>3,808,365</b>
<b>Street Maintenance and Repair Total:</b>		<b>2,638,495</b>	<b>3,399,215</b>	<b>3,843,806</b>	<b>3,808,365</b>

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

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

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#### **BUDGET SUMMARY:**

##### **20170330**

- Account 701101 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. The budget provides for the same quantity of salt purchased in prior years, however the price is rising for 2019.
- 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.

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## **2019 OPERATING BUDGET - CITY OF DUBLIN, OHIO**

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

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#### **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.

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#### **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.

		2017 Actual	2018 Budget	2018 Revised Budget	2019 Department Budget
<b>201 Street Maintenance and Repair</b>					
<b>30 Public Works</b>					
Transportation - Traffic Signals and Street Lights					
<b>Contractual Services</b>					
713004	Other Professional Services	44,225	125,000	205,775	125,000
717005	Utilities- Other Fuel Types	17,367	28,000	32,673	29,500
<b>Contractual Services Total:</b>		<b>61,592</b>	<b>153,000</b>	<b>238,448</b>	<b>154,500</b>
<b>Supplies</b>					
721002	Operating Supplies	0	2,500	2,500	2,500
724001	General Maintenance	110,495	190,000	334,484	190,000
724003	Equipment Maintenance	0	1,000	1,610	1,000
<b>Supplies Total:</b>		<b>110,495</b>	<b>193,500</b>	<b>338,594</b>	<b>193,500</b>
<b>Capital Outlay</b>					
731000	Furniture/Equipment	0	11,000	11,000	11,000
734002	Tools	585	5,000	5,000	5,000
<b>Capital Outlay Total:</b>		<b>585</b>	<b>16,000</b>	<b>16,000</b>	<b>16,000</b>
<b>Public Works Total:</b>		<b>172,672</b>	<b>362,500</b>	<b>593,041</b>	<b>364,000</b>
<b>Street Maintenance and Repair Total:</b>		<b>172,672</b>	<b>362,500</b>	<b>593,041</b>	<b>364,000</b>

## **2019 OPERATING BUDGET - CITY OF DUBLIN, OHIO**

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

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#### **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 731000 provides funding to set-up a new cage area with shelving, work bench, and bins.

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## **2019 OPERATING BUDGET - CITY OF DUBLIN, OHIO**

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

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#### **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.

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

There are no personnel assigned to the Highway Maintenance budget.



		<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2018 Revised Budget</b>	<b>2019 Department Budget</b>
<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	200,000	200,000	200,000	50,000
<b>Transfers/Advances Total:</b>		<b>225,000</b>	<b>225,000</b>	<b>225,000</b>	<b>75,000</b>
<b>Finance Total:</b>		<b>225,000</b>	<b>225,000</b>	<b>225,000</b>	<b>75,000</b>
<b>30 Public Works</b>					
<b>Contractual Services</b>					
717005	Utilities- Other Fuel Types	15,103	35,000	39,673	31,000
<b>Contractual Services Total:</b>		<b>15,103</b>	<b>35,000</b>	<b>39,673</b>	<b>31,000</b>
<b>Public Works Total:</b>		<b>15,103</b>	<b>35,000</b>	<b>39,673</b>	<b>31,000</b>
<b>State Highway Total:</b>		<b>240,103</b>	<b>260,000</b>	<b>264,673</b>	<b>106,000</b>

## 2019 OPERATING BUDGET - CITY OF DUBLIN, OHIO

### Public Works / Engineering / Highway Maintenance

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#### **BUDGET SUMMARY:**

#### **20296290/20297740**

- 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.

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## 2019 OPERATING BUDGET - CITY OF DUBLIN, OHIO

### Public Works / Community Recreation Center – Facilities

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#### **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.

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#### **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**

#### **2018** **CURRENT NUMBER**

#### **2019** **PROPOSED**

Maintenance Crew Supervisor

1

1

Maintenance Worker

3

3

Custodians

2

2

**TOTAL**

**6**

**6**

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

Seasonal Maintenance Worker

0

0

**TOTAL**

**0**

**0**

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

		2017 Actual	2018 Budget	2018 Revised Budget	2019 Department Budget
<b>225 Recreation</b>					
<b>30 Public Works</b>					
Community Recreation Center - Facilities					
<b>Personal Services</b>					
701101	Full Time Salaries/Wages	326,988	336,250	342,250	358,815
701103	Overtime Wages	13,744	14,600	14,600	14,600
701201	Employee Benefits	172,710	182,050	192,050	190,060
701204	Uniforms and Clothing	4,579	6,400	6,653	4,600
702000	Training/Travel	0	1,300	1,300	1,300
703100	Meeting Expenses	115	350	350	350
<b>Personal Services Total:</b>		<b>518,135</b>	<b>540,950</b>	<b>557,203</b>	<b>569,725</b>
<b>Contractual Services</b>					
713005	Misc. Contract. Serv.	348,422	365,500	405,207	365,500
717001	Rents and Leases	0	1,500	1,500	1,000
<b>Contractual Services Total:</b>		<b>348,422</b>	<b>367,000</b>	<b>406,707</b>	<b>366,500</b>
<b>Supplies</b>					
721002	Operating Supplies	103,697	100,000	110,631	101,270
724003	Equipment Maintenance	51,875	83,000	139,077	83,000
<b>Supplies Total:</b>		<b>155,572</b>	<b>183,000</b>	<b>249,707</b>	<b>184,270</b>
<b>Capital Outlay</b>					
734002	Tools	0	1,000	1,000	1,000
735002	Cap Impr Build & Other Struct	127,675	115,000	144,500	160,000
<b>Capital Outlay Total:</b>		<b>127,675</b>	<b>116,000</b>	<b>145,500</b>	<b>161,000</b>
<b>Public Works Total:</b>		<b>1,149,804</b>	<b>1,206,950</b>	<b>1,359,117</b>	<b>1,281,495</b>
<b>Recreation Total:</b>		<b>1,149,804</b>	<b>1,206,950</b>	<b>1,359,117</b>	<b>1,281,495</b>

## **2019 OPERATING BUDGET - CITY OF DUBLIN, OHIO**

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

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#### **BUDGET SUMMARY:**

##### **22540350**

- Account 701101 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 contracted services such as 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 maintenance projects.

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**2019 OPERATING BUDGET - CITY OF DUBLIN, OHIO**  
**Parks & Recreation / Recreation Services**

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**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.

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**OBJECTIVES AND ACTIVITIES**

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

**PERSONNEL DATA**

**POSITION TITLE**

**2018  
CURRENT NUMBER**

**2019  
PROPOSED**

Director, Recreation Services	.45	.45
Recreation Services Administrator	2.3	2.3
Recreation Program Supervisor	4.3	3.6
Recreation Operations Supervisor	.25	.25
Theater Supervisor	0	.3
Adaptive Recreation Coordinator	.75	.75
Membership Services Coordinator	0	.4
Recreation Program Coordinator	1	1
Recreation Operations Specialist	.5	.5
Nature Education Coordinator(2)	.5	.5
Administrative Support 3	.6	.6
<b>TOTAL (1)</b>	<b>10.65</b>	<b>10.65</b>

**PART-TIME/SEASONAL STAFF**

Intern	1.27	1.07
Open Gym & Sports Programs	2.95	3.22
Pre-School / Youth Camps	13.61	16.38
Pre-School / Youth Programs	3.19	.55
Teen Camps	3.34	3.09
Teen Programs / Lounge	.9	1.15
Adult Programs	.19	.27
Senior Programs / Program Assistants	1.15	1.18
Special Needs	.31	.49
<b>TOTAL</b>	<b>26.91 FTE</b>	<b>27.40 FTE</b>

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**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.



		2017 Actual	2018 Budget	2018 Revised Budget	2019 Department Budget
<b>225 Recreation</b>					
<b>40 Parks and Recreation</b>					
Recreation Services					
<b>Personal Services</b>					
701101	Full Time Salaries/Wages	629,784	616,540	616,540	660,600
701103	Overtime Wages	5,219	6,500	6,500	5,000
701104	Other Wages	589,732	650,000	650,000	650,000
701201	Employee Benefits	381,659	391,025	391,025	409,630
701204	Uniforms and Clothing	13,895	13,955	14,537	13,274
702000	Training/Travel	7,011	7,050	7,583	9,000
<b>Personal Services Total:</b>		<b>1,627,299</b>	<b>1,685,070</b>	<b>1,686,185</b>	<b>1,747,504</b>
<b>Contractual Services</b>					
713004	Other Professional Services	344,152	475,470	528,524	430,000
713005	Misc. Contract. Serv.	50,674	50,400	50,400	50,400
715001	Communications	97	8,310	8,310	8,308
715002	Advertising	0	1,500	1,500	1,500
715003	Printing and Reproductions	17,946	32,000	41,703	33,500
716000	Memberships/Subscriptions	2,289	2,230	2,230	2,750
717001	Rents and Leases	87,109	130,600	151,914	88,352
<b>Contractual Services Total:</b>		<b>502,267</b>	<b>700,510</b>	<b>784,581</b>	<b>614,810</b>
<b>Supplies</b>					
721001	Office Supplies	7,198	14,160	14,172	14,160
721002	Operating Supplies	87,545	104,255	108,456	103,570
724003	Equipment Maintenance	0	1,000	1,000	1,000
<b>Supplies Total:</b>		<b>94,743</b>	<b>119,415</b>	<b>123,628</b>	<b>118,730</b>
<b>Capital Outlay</b>					
731000	Furniture/Equipment	1,981	2,000	3,143	2,000
734003	Sports and Recreation Equipmen	8,635	11,000	11,000	11,800
<b>Capital Outlay Total:</b>		<b>10,616</b>	<b>13,000</b>	<b>14,143</b>	<b>13,800</b>
<b>Other Charges and Ex</b>					
751002	Special Events	492	31,900	31,900	31,900
751013	Sports Leagues	35,273	53,700	57,917	45,100
751014	Sr. Citizen Activities	26,755	29,500	29,636	29,499
755000	Refunds	55,657	60,000	83,000	75,000
<b>Other Charges and Ex Total:</b>		<b>118,178</b>	<b>175,100</b>	<b>202,453</b>	<b>181,499</b>
<b>Parks and Recreation Total:</b>		<b>2,353,104</b>	<b>2,693,095</b>	<b>2,810,989</b>	<b>2,676,343</b>
<b>Recreation Total:</b>		<b>4-18</b>	<b>2,353,104</b>	<b>2,693,095</b>	<b>2,810,989</b>
					<b>2,676,343</b>

## **2019 OPERATING BUDGET - CITY OF DUBLIN, OHIO**

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

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#### **BUDGET SUMMARY:**

##### **22540440**

- Account 701101 provides funding for full-time staff allocated to this budget as reflected in the Personnel Data and Notes and Adjustments.
- Account 7011003 provides funding for overtime. This was reduced based on 2018 actuals.
- Account 701104 provides funding for part-time and seasonal staff wages. Further refined camp staff formulas to reflect actuals.
- Account 702000 provides funding for conference and mileage. Added funding for Adaptive Coordinator and moved Nature Education funds from Park Operations to Recreation.
- Account 713004 provides for other professional services such as camps and class instructors. Reduced based on 2018 actuals.
- Account 713005 provides 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 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. Removed Dublin City Schools revenue split due since we switched from revenue split to per page charge for our partnership.
- 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 751002 provides funding for Healthy Dublin.
- 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.
- Account 755000 provides funding for refunds. Increased based on 2018 actuals.

##### **22580440**

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

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## 2019 OPERATING BUDGET - CITY OF DUBLIN, OHIO

### Parks & Recreation / Community Recreation Center

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#### **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.

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#### **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**

##### **2018**

##### **CURRENT NUMBER**

##### **2019**

##### **PROPOSED**

Director, Recreation Services	.5	.5
Recreation Services Administrator	1.4	1.4
Recreation Program Supervisor	2.3	2.05
Recreation Operations Supervisor	.75	.75
Theater Supervisor	.7	.7
Adaptive Recreation Coordinator	0	.25
Membership Services Coordinator	.6	.6
Recreation Program Coordinator	2.75	2.75
Recreation Operations Specialist	1.5	1.5
Administrative Support 3	.4	.4
<b>TOTAL (1)</b>	<b>10.9</b>	<b>10.9</b>

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

Reservation Facility Workers	2.27	2.39
Fitness/Wellness	8.00	7.96
Aquatics	19.88	19.08
Babysitters	7	5.94
Wee Folk Room Front Desk	1.59	1.59
Front Desk	5.07	9.42
Theater Staff	.87	1.02
Manager on Duty	.53	1.13
Interns	0	.79
<b>TOTAL</b>	<b>45.21 FTE</b>	<b>49.32 FTE</b>

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#### **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 reallocation of % of time to each budget.

		2017 Actual	2018 Budget	2018 Revised Budget	2019 Department Budget
<b>225 Recreation</b>					
<b>40 Parks and Recreation</b>					
Community Recreation Center					
<b>Personal Services</b>					
701101	Full Time Salaries/Wages	750,270	846,885	846,885	812,000
701103	Overtime Wages	7,094	9,000	9,000	9,000
701104	Other Wages	1,246,143	1,181,845	1,181,845	1,225,000
701201	Employee Benefits	490,817	548,440	548,440	541,840
701204	Uniforms and Clothing	8,763	10,655	10,838	10,995
702000	Training/Travel	34,774	20,405	20,816	20,385
<b>Personal Services Total:</b>		<b>2,537,862</b>	<b>2,617,230</b>	<b>2,617,824</b>	<b>2,619,220</b>
<b>Contractual Services</b>					
713004	Other Professional Services	235,169	256,935	269,726	217,095
713005	Misc. Contract. Serv.	39,362	57,300	57,697	58,500
715001	Communications	0	4,000	8,000	4,000
715002	Advertising	4,837	12,000	13,340	12,000
715003	Printing and Reproductions	29,923	32,500	41,500	28,695
716000	Memberships/Subscriptions	1,206	7,330	7,330	8,100
717001	Rents and Leases	12,115	10,900	10,900	13,900
717005	Utilities- Other Fuel Types	475,587	515,000	643,730	530,160
<b>Contractual Services Total:</b>		<b>798,200</b>	<b>895,965</b>	<b>1,052,223</b>	<b>872,450</b>
<b>Supplies</b>					
721001	Office Supplies	5,626	20,000	23,496	20,000
721002	Operating Supplies	42,420	42,600	47,064	43,975
723004	Merchandise for Resale	2,970	3,000	3,000	3,000
723005	Other Program Supplies	35,341	48,110	50,867	46,865
724001	General Maintenance	37,242	92,700	103,004	63,930
724003	Equipment Maintenance	4,541	6,950	6,950	6,750
<b>Supplies Total:</b>		<b>128,140</b>	<b>213,360</b>	<b>234,381</b>	<b>184,520</b>
<b>Capital Outlay</b>					
731000	Furniture/Equipment	52,607	61,700	79,243	41,700
734002	Tools	548	2,250	2,250	2,250
734003	Sports and Recreation Equipmen	81,632	104,300	116,128	80,530
<b>Capital Outlay Total:</b>		<b>134,786</b>	<b>168,250</b>	<b>197,621</b>	<b>124,480</b>
<b>Other Charges and Ex</b>					
755000	Refunds	33,032	40,000	40,000	40,000
<b>Other Charges and Ex Total:</b>		<b>33,032</b>	<b>40,000</b>	<b>40,000</b>	<b>40,000</b>
<b>Parks and Recreation Total:</b>		<b>3,632,020</b>	<b>3,934,805</b>	<b>4,142,049</b>	<b>3,840,670</b>

	<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2018 Revised Budget</b>	<b>2019 Department Budget</b>
<b>225 Recreation</b>				
<b>Recreation Total:</b>	<b>3,632,020</b>	<b>3,934,805</b>	<b>4,142,049</b>	<b>3,840,670</b>

## 2019 OPERATING BUDGET - CITY OF DUBLIN, OHIO

### Community Recreation Center

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#### **BUDGET SUMMARY:**

##### **22540441**

- Account 701101 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. Added funds for wage increases for lifeguard and water safety instructor (swim lessons) positions.
- Account 702000 includes funding for staff continuing education/conferences, American Red Cross certifications.
- Account 713004 includes a decrease in funding based on 3 year actuals analysis.
- Account 713005 provides funding for cable for the DCRC (fee increase due to hardware changes required by Spectrum – paying per box now) 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..
- 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.
- Account 716000 provides funding for fitness floor magazines and newspapers and licensing fees for Tribe Team Training and MyZone programs.
- Account 717001 includes funding for rental of a postage machine and funding for highly attended summer outdoor theater performance.
- 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 and theater supplies.
- Account 723005 provides funding for program supplies such as arts and crafts supplies, aquatic participant certificates, birthday party package supplies, and various training manuals.
- Account 724001 includes additional funding for repairs and preventive maintenance for pool mechanicals.
- 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.

##### **22580441**

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

## 2019 OPERATING BUDGET - CITY OF DUBLIN, OHIO

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

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#### **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.

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#### **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**

#### **2018** **CURRENT NUMBER**

#### **2019** **PROPOSED**

Maintenance Worker

1

1

**TOTAL**

**1**

**1**

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

Seasonal Maintenance Worker

2

2

**TOTAL**

**2**

**2**

---

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



		2017 Actual	2018 Budget	2018 Revised Budget	2019 Department Budget
<b>261 Cemetery</b>					
<b>40 Parks and Recreation</b>					
<b>Personal Services</b>					
701101	Full Time Salaries/Wages	66,003	67,760	72,510	74,105
701103	Overtime Wages	5,752	6,000	8,000	6,000
701104	Other Wages	29,041	29,280	29,280	29,280
701201	Employee Benefits	40,250	41,740	41,740	41,105
701204	Uniforms and Clothing	1,341	2,100	2,286	2,100
702000	Training/Travel	0	1,000	0	1,000
<b>Personal Services Total:</b>		<b>142,387</b>	<b>147,880</b>	<b>153,816</b>	<b>153,590</b>
<b>Contractual Services</b>					
713004	Other Professional Services	0	3,750	0	3,750
713005	Misc. Contract. Serv.	4,624	16,000	14,000	16,000
716000	Memberships/Subscriptions	190	200	200	200
717005	Utilities- Other Fuel Types	263	950	987	950
<b>Contractual Services Total:</b>		<b>5,077</b>	<b>20,900</b>	<b>15,187</b>	<b>20,900</b>
<b>Supplies</b>					
721001	Office Supplies	33	0	0	0
724001	General Maintenance	3,384	21,650	21,650	21,200
724003	Equipment Maintenance	387	2,500	2,500	2,500
<b>Supplies Total:</b>		<b>3,804</b>	<b>24,150</b>	<b>24,150</b>	<b>23,700</b>
<b>Capital Outlay</b>					
731000	Furniture/Equipment	459	2,000	2,000	2,000
735001	Cap Impr Land and Land Impr	0	13,000	13,000	13,000
<b>Capital Outlay Total:</b>		<b>459</b>	<b>15,000</b>	<b>15,000</b>	<b>15,000</b>
<b>Parks and Recreation Total:</b>		<b>151,728</b>	<b>207,930</b>	<b>208,153</b>	<b>213,190</b>
<b>Cemetery Total:</b>		<b>151,728</b>	<b>207,930</b>	<b>208,153</b>	<b>213,190</b>

## **2019 OPERATING BUDGET - CITY OF DUBLIN, OHIO**

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

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#### **BUDGET SUMMARY:**

##### **26160432**

- Account 701101 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. Fees for niche engraving will be recovered through fee collection.
- Account 724001 includes funding for footers for monuments (recovered through fee collection), grass seed, concrete, topsoil, fertilizers, chemicals, for fence and stone wall work, headstone refurbishing, annuals/perennials, tree planting replacements and mulch.
- Account 724003 includes funds for mower and trimmers maintenance.

##### **26180432**

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

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## 2019 OPERATING BUDGET - CITY OF DUBLIN, OHIO

### Parks & Recreation / Dublin Municipal Pools

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#### **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.

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#### **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**

#### **2018** **CURRENT NUMBER**

#### **2019** **PROPOSED**

Director, Recreation Services  
Recreation Services Administrator  
Recreation Supervisor  
Recreation Program Coordinator  
**TOTAL (2)**

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

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

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

Pool Manager  
Concession Manager  
Assistant Concession Manager  
Pool Lifeguard  
Desk Staff/Concession Staff  
Swim Instructors

4.5  
.75  
2.75  
39.5  
13.75  
.25

1.31  
.24  
.89  
11.29  
4.18  
.16

#### **TOTAL**

**61.5 FTE** (See Note 1)

**18.07 FTE** (See Note 1)

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

(1) PART-TIME/SEASONAL STAFF: SEASONAL FTE vs. FTE calculations: In years past, FTE's for the outdoor pools were calculated as year round equivalent for a 3 month seasonal operation. Total hours budgeted for the 3 month operation were converted to a year round equivalent. This has caused confusion in the past, so from this point forward, FTE's will be calculated based on actual hours budgeted divided by 2,080. This is the same process used for the Recreation and DCRC budgets. It will appear as though there is a large reduction in FTE's, but it is just a change in how they are being reported. Calculated in this manner, the 2018 FTE request would have been 18.59 FTE and the 2019 FTE request is 18.07 FTE.

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

		2017 Actual	2018 Budget	2018 Revised Budget	2019 Department Budget
<b>226 Pool</b>					
<b>40 Parks and Recreation</b>					
<b>Personal Services</b>					
701101	Full Time Salaries/Wages	71,254	70,375	70,375	66,630
701103	Overtime Wages	4,943	1,300	3,300	3,000
701104	Other Wages	361,038	414,970	411,870	410,100
701201	Employee Benefits	80,288	95,335	95,335	93,755
701204	Uniforms and Clothing	7,296	13,000	13,000	11,565
702000	Training/Travel	15	500	500	500
<b>Personal Services Total:</b>		<b>524,834</b>	<b>595,480</b>	<b>594,380</b>	<b>585,550</b>
<b>Contractual Services</b>					
713004	Other Professional Services	862	1,130	1,130	920
713005	Misc. Contract. Serv.	3,563	4,400	4,400	4,400
715001	Communications	0	1,000	1,000	500
716000	Memberships/Subscriptions	1,200	0	0	0
717005	Utilities- Other Fuel Types	145,349	150,500	227,008	178,700
719004	Concessions Vendor Services	54,352	64,000	64,000	64,600
<b>Contractual Services Total:</b>		<b>205,326</b>	<b>221,030</b>	<b>297,538</b>	<b>249,120</b>
<b>Supplies</b>					
721002	Operating Supplies	4,397	14,340	14,340	14,790
723002	Pool Supplies/Chemicals	17,358	21,500	26,253	21,500
723005	Other Program Supplies	0	900	900	740
724001	General Maintenance	36,872	63,650	48,650	74,095
<b>Supplies Total:</b>		<b>58,626</b>	<b>100,390</b>	<b>90,143</b>	<b>111,125</b>
<b>Capital Outlay</b>					
731000	Furniture/Equipment	15,365	39,300	56,300	60,700
<b>Capital Outlay Total:</b>		<b>15,365</b>	<b>39,300</b>	<b>56,300</b>	<b>60,700</b>
<b>Other Charges and Ex</b>					
755000	Refunds	0	500	1,600	1,500
<b>Other Charges and Ex Total:</b>		<b>0</b>	<b>500</b>	<b>1,600</b>	<b>1,500</b>
<b>Parks and Recreation Total:</b>		<b>804,151</b>	<b>956,700</b>	<b>1,039,962</b>	<b>1,007,995</b>
<b>Pool Total:</b>		<b>804,151</b>	<b>956,700</b>	<b>1,039,962</b>	<b>1,007,995</b>

## 2019 OPERATING BUDGET - CITY OF DUBLIN, OHIO

### Dublin Municipal Pools

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#### **BUDGET SUMMARY:**

#### **22640440**

- Account 701101 provides funding for full-time staff allocated to this budget as reflected in the Notes and Adjustments.
- Account 701104 provides funding for seasonal staff wages based on pool operating schedules.
- 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 pizza oven. 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 a new boiler for the south lap pool and replacement of VGB covers at south.

#### **22680440**

- Account 731000 includes funding for safety equipment, spare pumps, pool chairs, slide tubes, an additional spray feature at south and safety mats for the south pool diving boards.

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**2019 OPERATING BUDGET - CITY OF DUBLIN, OHIO**  
**Parks & Recreation / Community Events**

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**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.

**Community Events** 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

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**OBJECTIVES AND ACTIVITIES**

- To plan, implement, and manage City-sponsored festivals, events and parades in a professional, safe 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 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 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.

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**PERSONNEL DATA**

**POSITION TITLE**

**2018  
CURRENT NUMBER**

**2019  
PROPOSED**

Director of Community Events

1

1

Event Administrator (1)

3

2.5

Event Coordinator (1)

2

1.5

Administrative Support II

1

1

**TOTAL**

**7**

**6**

**PART-TIME/SEASONAL STAFF**(2)

Event Specialist, year-round (FTE)

1.25

1.5

Administrative Support – summer (FTE) (3)

.75

.5

Summer Event Workers (FTE)

1.5

1.5

**TOTAL**

**3.5**

**3.5**

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**NOTES AND ADJUSTMENTS:**

(1) One half of the Events Administrator position and one Events Coordinator position are shown in this Division, their salaries are split fifty percent (50%) to Recreation and fifty percent (50%) to this fund. In '17 and '18 half of the salary was attributed to the parks budget but has been moved to more accurately represent the nature of their duties. No change in total staffing

(2) Previously shown as actual number of people, adjusted to show FTE, full time equivalent, for a more accurate representation of staffing. No change in total staffing.

(3) One summer admin. Position is now split with new general fund account. No change in total staffing.



		2017 Actual	2018 Budget	2018 Revised Budget	2019 Department Budget
<b>232 Hotel/Motel Tax</b>					
<b>40 Parks and Recreation</b>					
Community Events					
<b>Personal Services</b>					
701101	Full Time Salaries/Wages	345,805	363,600	363,600	441,175
701103	Overtime Wages	10,421	13,000	13,000	13,000
701104	Other Wages	103,396	105,000	105,000	112,000
701201	Employee Benefits	164,403	176,560	176,560	198,970
701204	Uniforms and Clothing	26,096	25,760	26,760	27,880
702000	Training/Travel	8,300	11,275	11,344	11,575
703100	Meeting Expenses	3,131	4,450	4,450	4,450
<b>Personal Services Total:</b>		<b>661,552</b>	<b>699,645</b>	<b>700,714</b>	<b>809,050</b>
<b>Contractual Services</b>					
713004	Other Professional Services	1,935,259	2,020,680	2,022,483	2,089,780
713005	Misc. Contract. Serv.	40,604	47,800	47,800	44,600
714001	Insurance and Bonding	6,016	6,500	6,500	6,500
715001	Communications	3,799	4,000	4,800	4,750
715002	Advertising	88,386	90,000	90,000	90,000
715003	Printing and Reproductions	14,209	17,500	17,430	16,850
716000	Memberships/Subscriptions	3,420	3,265	3,265	3,635
<b>Contractual Services Total:</b>		<b>2,091,693</b>	<b>2,189,745</b>	<b>2,192,278</b>	<b>2,256,115</b>
<b>Supplies</b>					
721001	Office Supplies	6,637	8,000	8,000	10,800
721002	Operating Supplies	302,617	311,350	312,307	339,400
<b>Supplies Total:</b>		<b>309,254</b>	<b>319,350</b>	<b>320,307</b>	<b>350,200</b>
<b>Capital Outlay</b>					
734002	Tools	3,801	6,500	6,500	6,500
735002	Cap Impr Build & Other Struct	0	60,000	60,000	0
735005	Cap Impr Park & Bikewy Impr	0	350,000	350,000	0
<b>Capital Outlay Total:</b>		<b>3,801</b>	<b>416,500</b>	<b>416,500</b>	<b>6,500</b>
<b>Other Charges and Ex</b>					
751003	Special Projects/Programs	32,475	33,500	44,500	7,750
751012	Promotional Programs	14,483	13,100	15,170	16,100
751016	Volunteer Programs	7,673	17,500	16,700	19,100
<b>Other Charges and Ex Total:</b>		<b>54,632</b>	<b>64,100</b>	<b>76,370</b>	<b>42,950</b>
<b>Parks and Recreation Total:</b>		<b>3,120,930</b>	<b>3,689,340</b>	<b>3,706,169</b>	<b>3,464,815</b>
<b>Hotel/Motel Tax Total:</b>		<b>3,120,930</b>	<b>3,689,340</b>	<b>3,706,169</b>	<b>3,464,815</b>

		2017 Actual	2018 Budget	2018 Revised Budget	2019 Department Budget
<b>232 Hotel/Motel Tax</b>					
<b>20 Finance</b>					
<b>Contractual Services</b>					
713005	Misc. Contract. Serv.	3,200	3,200	3,400	3,200
<b>Contractual Services Total:</b>		<b>3,200</b>	<b>3,200</b>	<b>3,400</b>	<b>3,200</b>
<b>Finance Total:</b>		<b>3,200</b>	<b>3,200</b>	<b>3,400</b>	<b>3,200</b>
<b>30 Public Works</b>					
<b>Supplies</b>					
721002	Operating Supplies	8,128	20,000	20,044	20,000
<b>Supplies Total:</b>		<b>8,128</b>	<b>20,000</b>	<b>20,044</b>	<b>20,000</b>
<b>Public Works Total:</b>		<b>8,128</b>	<b>20,000</b>	<b>20,044</b>	<b>20,000</b>
<b>40 Parks and Recreation</b>					
<b>Supplies</b>					
721002	Operating Supplies	24,123	27,600	27,600	31,250
<b>Supplies Total:</b>		<b>24,123</b>	<b>27,600</b>	<b>27,600</b>	<b>31,250</b>
<b>Parks and Recreation Total:</b>		<b>24,123</b>	<b>27,600</b>	<b>27,600</b>	<b>31,250</b>
<b>80 Police</b>					
<b>Contractual Services</b>					
713005	Misc. Contract. Serv.	24,074	26,000	26,000	27,000
<b>Contractual Services Total:</b>		<b>24,074</b>	<b>26,000</b>	<b>26,000</b>	<b>27,000</b>
<b>Police Total:</b>		<b>24,074</b>	<b>26,000</b>	<b>26,000</b>	<b>27,000</b>
<b>Hotel/Motel Tax Total:</b>		<b>59,525</b>	<b>76,800</b>	<b>77,044</b>	<b>81,450</b>

		2017 Actual	2018 Budget	2018 Revised Budget	2019 Department Budget
<b>232 Hotel/Motel Tax</b>					
<b>30 Public Works</b>					
<b>Capital Outlay</b>					
735002	Cap Impr Build & Other Struct	0	0	82,000	0
<b>Capital Outlay Total:</b>		<b>0</b>	<b>0</b>	<b>82,000</b>	<b>0</b>
<b>Public Works Total:</b>		<b>0</b>	<b>0</b>	<b>82,000</b>	<b>0</b>
<b>40 Parks and Recreation</b>					
<b>Capital Outlay</b>					
735005	Cap Impr Park & Bikewy Impr	0	0	0	50,000
<b>Capital Outlay Total:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>50,000</b>
<b>Parks and Recreation Total:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>50,000</b>
<b>60 Information Technology</b>					
<b>Capital Outlay</b>					
732000	Information Technology	0	5,000	5,000	15,000
<b>Capital Outlay Total:</b>		<b>0</b>	<b>5,000</b>	<b>5,000</b>	<b>15,000</b>
<b>Information Technology Total:</b>		<b>0</b>	<b>5,000</b>	<b>5,000</b>	<b>15,000</b>
<b>Hotel/Motel Tax Total:</b>		<b>0</b>	<b>5,000</b>	<b>87,000</b>	<b>65,000</b>

## 2019 OPERATING BUDGET - CITY OF DUBLIN, OHIO

### Parks & Recreation / Community Events

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#### **BUDGET SUMMARY:**

#### **23240450**

- Account 701101 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 City's two largest events.
- Account 701104 includes funding for part-time/seasonal staff. An increase is increase the hours for one event specialist year-round.
- Account 701204 provides funding for uniforms for all staff and for all events volunteers and participants. There is an increase to replace outdated shirts for volunteer stage managers.
- Account 702000 provides funding for staff training and conferences.
- Account 703100 provides funding for committee and sponsorship meetings.
- Account 713004 includes professional services for City-sponsored events including photography, marketing and marketing services and graphic design; citywide ASCAP and BMI and SEASAC music licensing; entertainment and activities including fireworks, children's games, parade floats, exhibitors, musicians and dancers. Operational services include sound and electrical professionals, cleaning services, hotels for entertainers, patron shuttle service, rentals including tents, generators, ice trucks, lights, port-a-johns, stages, tables, chairs, and golf carts. Increases are due to increased safety measures including fencing and increases in patron services such as cleaning of festival grounds. As significant amount of the increase is attributed to 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. There is a savings recognized by using our own merchant account instead of a third party's.
- Account 714001 provides funding for Alcohol liability policy to cover all DIF fundraising groups.
- Account 715001 is used for rental radios and courier services.
- Account 715002 includes funds for DIF advertising and an ad buyer.
- Account 715003 includes funds for DIF print materials including brochures, tickets and on-site-guides. A decrease is reflected due to less reliance on print materials and moving stationery for DIF to office supplies.
- Account 721001 includes general office supplies and paper for signage for events. The increase provides for additional signage printing for all city and moving DIF stationery from printing.
- 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 Beverage purchases are budgeted based on the average over a 3-year period. Increase for replacement trash boxes and additional token purchases and beverage purchases which will be offset by an increase in revenue.
- Account 751003 provides funding for committee ceremonial needs, funding for the DIF scholarship and sustainability efforts. Overall decrease due one-time cost in '18 for economic impact study done periodically
- Account 751012 provides funding for DIF promotional activities. Increase for promotional items to promote DIF at additional off-site events.
- Account 751005 includes funding for DIF volunteer programs. Slight increase due to improving frequency of volunteer shuttle.

## 2019 OPERATING BUDGET - CITY OF DUBLIN, OHIO

### Parks & Recreation / Community Events

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#### **BUDGET SUMMARY:**

The following four Accounts include budget items from other division that have been allocated to Community Events for 2019. 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.

The following accounts include budget amounts from the Capital Improvements Program (CIP) for projects to be paid from Hotel / Motel Tax Funds.

#### **23280430 – Park Operations**

- Account 735005 includes funding for public art maintenance and Dublin Arts Council site renovation.

#### **23280610 – Information Technology**

- Account 732000 provides funding for technology projects to assist with Community Events.

## 2019 OPERATING BUDGET - CITY OF DUBLIN, OHIO

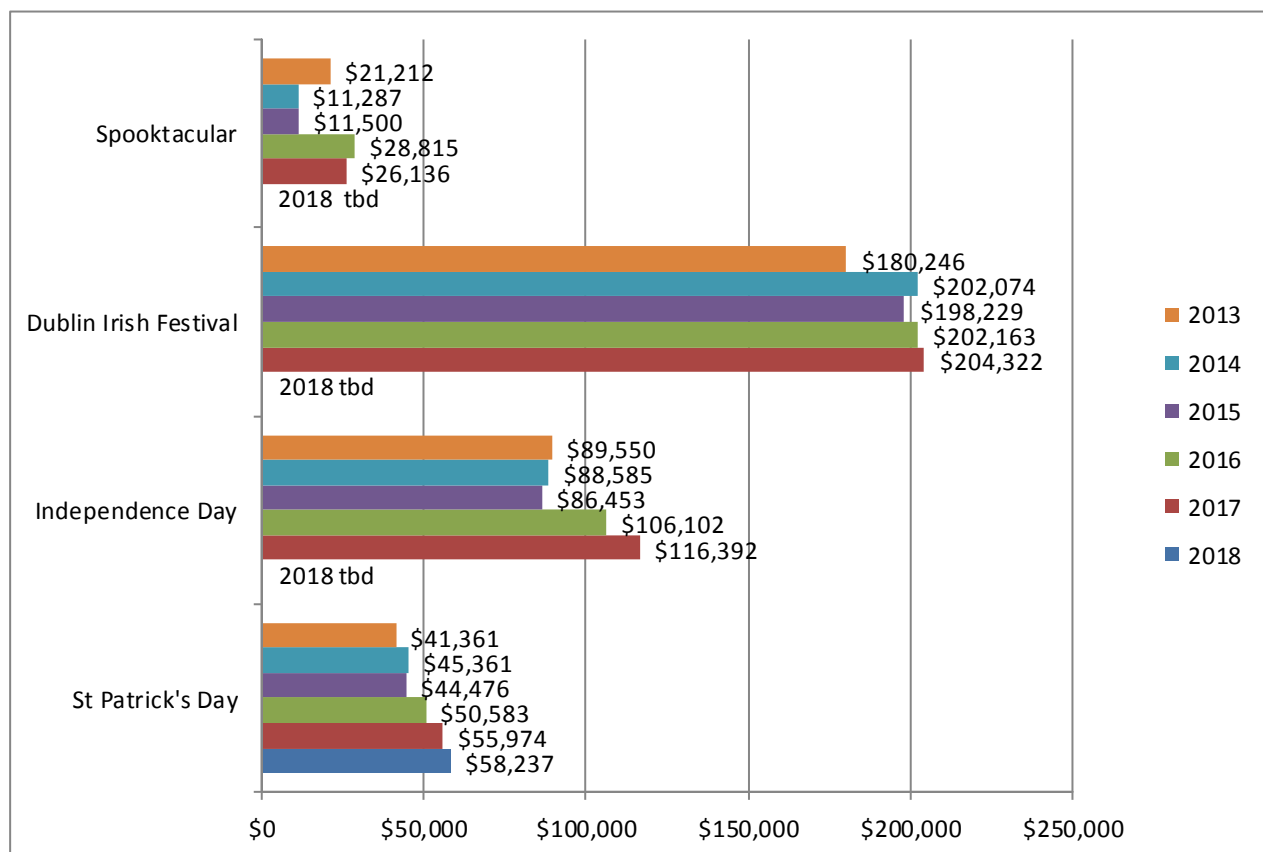
### Parks & Recreation / Community Events

#### Performance Measures:

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

*\*Pre and post event costs are not calculated for the Dublin Irish Festival*

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



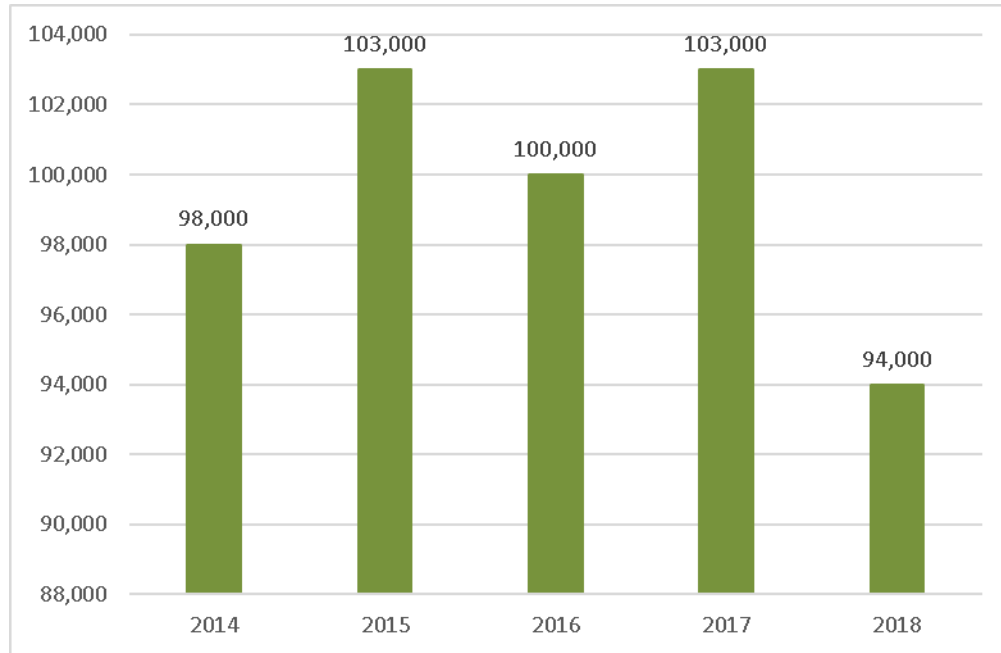
## 2019 OPERATING BUDGET - CITY OF DUBLIN, OHIO

### Parks & Recreation / Community Events

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#### **Performance Measures:**

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



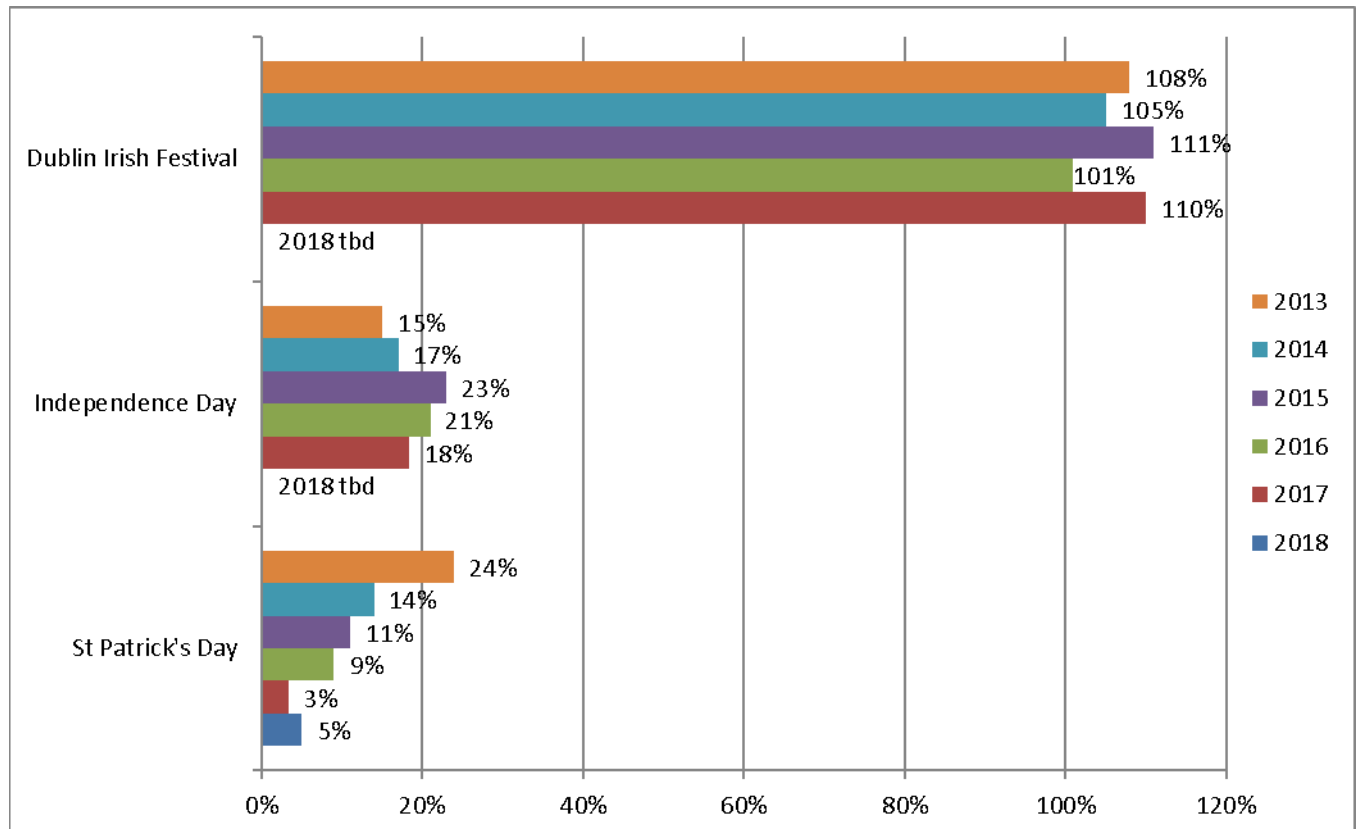
This measurement tracks the actual number of people who attend the Dublin Irish Festival.

## 2019 OPERATING BUDGET - CITY OF DUBLIN, OHIO

### Parks & Recreation / Community Events

#### 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.



**2019 OPERATING BUDGET - CITY OF DUBLIN, OHIO**  
**Parks & Recreation / Community Events**

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**STATEMENT OF FUNCTIONS**  
**Recreation Fund**

**Community Events** Beginning in 2017, Community Events has been responsible for the rentals of outdoor shelter houses, sports fields and the Kaltenbach Community Center. In addition, they are responsible for overseeing tournaments that use the sports fields.

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**OBJECTIVES AND ACTIVITIES**

- To plan and implement tournament support services including transportation, accommodations, equipment rentals, electrical and sound services and hospitality.
  - To facilitate rentals of park shelter houses and Kaltenbach park facility.
- 

**PERSONNEL DATA**

**POSITION TITLE**

**2018**  
**CURRENT NUMBER**

**2019**  
**PROPOSED**

Event Administrator (1)

0

.5

Event Coordinator (1)

0

.5

**TOTAL**

**0**

**1**

**PART-TIME/SEASONAL STAFF**

Administrative Support – summer(FTE) (2)

0

.25

Facilities Reservation Managers (FTE) (3)

0

1.25

**TOTAL**

**0**

**1.5**

---

**NOTES AND ADJUSTMENTS:**

(1) One half of the Events Administrator position and one Events Coordinator position are shown in this Division, their salaries are split fifty percent (50%) to Recreation and fifty percent (50%) to this fund due to the nature of their duties. This half was previously split with Parks Operations.

(2) Administrative Support position which was paid out of Bed tax, it will now be split 50%.

(3) Facilities reservation managers were paid out of Recreation previously.

		2017 Actual	2018 Budget	2018 Revised Budget	2019 Department Budget
<b>225 Recreation</b>					
<b>40 Parks and Recreation</b>					
Community Events - Recreation					
<b>Personal Services</b>					
701101	Full Time Salaries/Wages	0	0	0	59,025
701103	Overtime Wages	0	0	0	400
701104	Other Wages	0	0	0	30,750
701201	Employee Benefits	0	0	0	31,155
701204	Uniforms and Clothing	0	0	0	300
<b>Personal Services Total:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>121,630</b>
<b>Contractual Services</b>					
713004	Other Professional Services	0	0	0	1,000
<b>Contractual Services Total:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>1,000</b>
<b>Supplies</b>					
721002	Operating Supplies	0	0	0	900
724001	General Maintenance	0	0	0	7,000
<b>Supplies Total:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>7,900</b>
<b>Capital Outlay</b>					
731000	Furniture/Equipment	0	0	0	3,500
734002	Tools	0	0	0	3,000
<b>Capital Outlay Total:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>6,500</b>
<b>Other Charges and Ex</b>					
755000	Refunds	0	0	0	5,000
<b>Other Charges and Ex Total:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>5,000</b>
<b>Parks and Recreation Total:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>142,030</b>
<b>Recreation Total:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>142,030</b>

## 2019 OPERATING BUDGET - CITY OF DUBLIN, OHIO

### Parks & Recreation / Community Events

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#### **BUDGET SUMMARY:**

##### **22540450**

- Account 701101 provides funding for staffing reflected in Personnel Data and the Notes and Adjustments.
- Account 701104 includes funding for part-time/seasonal staff. This staff monitors usage of parks and staffs Kaltenbach facility.
- Account 701204 provides funding for uniforms for all staff.
- Account 713004 provides funding for software to coordinate rentals and park usage.
- Account 721002 includes funding for supplies for field usage.
- Account 724001 includes funding for repairs and improvements on rental facilities.
- Account 755000 provides funds for refund of deposits on rental facilities.

##### **22580450**

- Account 731000 includes funding for replacement appliances and furniture at rental facilities.
- Account 734002 provides funding for block party replacements.

## 2019 OPERATING BUDGET - CITY OF DUBLIN, OHIO

### Hotel Motel Tax Fund

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#### **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.

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#### **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.

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<b>PERSONNEL DATA</b>	<b>2018</b>	<b>2019</b>
<b><u>POSITION TITLE</u></b>	<b><u>CURRENT NUMBER</u></b>	<b><u>PROPOSED</u></b>
Public Art Conservation/Contract Specialist (1)	1	0
Landscape Architect (1)	<u>0</u>	<u>.50</u>
<b>TOTAL</b>	<b>1</b>	<b>.50</b>

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

(1) The current positions of Public Art Conservation/Contract Specialist within Hotel Motel Tax Fund, and the Contract Specialist position within the Parks Operation budget will be removed and combined into one reclassified position for a new Landscape Architect (4.3). This position is included in the budget of the Parks & Recreation/Office of the Director (50%) and the Public Art budget (50%).

		2017 Actual	2018 Budget	2018 Revised Budget	2019 Department Budget
<b>232 Hotel/Motel Tax</b>					
<b>40 Parks and Recreation</b>					
Public Art					
<b>Personal Services</b>					
701101	Full Time Salaries/Wages	39,712	54,850	54,850	35,350
701103	Overtime Wages	1,082	1,200	1,200	1,200
701201	Employee Benefits	13,918	34,460	34,460	17,975
701204	Uniforms and Clothing	0	500	500	500
702000	Training/Travel	1,701	2,000	2,000	2,000
<b>Personal Services Total:</b>		<b>56,413</b>	<b>93,010</b>	<b>93,010</b>	<b>57,025</b>
<b>Contractual Services</b>					
713004	Other Professional Services	28,616	50,000	50,000	50,000
716000	Memberships/Subscriptions	0	200	200	200
<b>Contractual Services Total:</b>		<b>28,616</b>	<b>50,200</b>	<b>50,200</b>	<b>50,200</b>
<b>Supplies</b>					
721002	Operating Supplies	378	1,000	1,000	1,000
<b>Supplies Total:</b>		<b>378</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>
<b>Other Charges and Ex</b>					
751003	Special Projects/Programs	86,053	26,100	36,438	26,100
<b>Other Charges and Ex Total:</b>		<b>86,053</b>	<b>26,100</b>	<b>36,438</b>	<b>26,100</b>
<b>Parks and Recreation Total:</b>		<b>171,460</b>	<b>170,310</b>	<b>180,648</b>	<b>134,325</b>
<b>Hotel/Motel Tax Total:</b>		<b>171,460</b>	<b>170,310</b>	<b>180,648</b>	<b>134,325</b>

		2017 Actual	2018 Budget	2018 Revised Budget	2019 Department Budget
<b>232 Hotel/Motel Tax</b>					
<b>20 Finance</b>					
<b>Transfers/Advances</b>					
741000	Transfers Expense	162,735	163,925	163,925	165,400
<b>Transfers/Advances Total:</b>		<b>162,735</b>	<b>163,925</b>	<b>163,925</b>	<b>165,400</b>
<b>Other Charges and Ex</b>					
751001	City Sponsored Projects	105,000	6,000	5,800	6,000
754002	Grants/Community Org	179,533	200,000	215,663	200,000
754003	Grants/DAC	719,259	800,000	800,000	802,500
754005	Grant/Bridge Park NCA	0	0	14,500	115,400
<b>Other Charges and Ex Total:</b>		<b>1,003,792</b>	<b>1,006,000</b>	<b>1,035,963</b>	<b>1,123,900</b>
<b>Finance Total:</b>		<b>1,166,527</b>	<b>1,169,925</b>	<b>1,199,888</b>	<b>1,289,300</b>
<b>Hotel/Motel Tax Total:</b>		<b>1,166,527</b>	<b>1,169,925</b>	<b>1,199,888</b>	<b>1,289,300</b>

## 2019 OPERATING BUDGET - CITY OF DUBLIN, OHIO

### Hotel Motel Tax Fund

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#### **BUDGET SUMMARY:**

##### **23240410 – Park Operations**

- Account 701101 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.
- Account 754005 provides funding for the Bridge Park New Community Authority (NCA).

##### **23296220 – Finance**

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

## **2019 OPERATING BUDGET - CITY OF DUBLIN, OHIO**

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

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#### **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).

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		<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2018 Revised Budget</b>	<b>2019 Department Budget</b>
<b>252 Mayor's Court Computer</b>					
<b>10 City Manager</b>					
<b>Personal Services</b>					
702000	Training/Travel	0	1,750	1,560	1,750
<b>Personal Services Total:</b>		<b>0</b>	<b>1,750</b>	<b>1,560</b>	<b>1,750</b>
<b>Supplies</b>					
721001	Office Supplies	331	500	500	500
724003	Equipment Maintenance	15,992	18,000	18,190	4,000
<b>Supplies Total:</b>		<b>16,324</b>	<b>18,500</b>	<b>18,690</b>	<b>4,500</b>
<b>Capital Outlay</b>					
731000	Furniture/Equipment	0	0	0	8,000
<b>Capital Outlay Total:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>8,000</b>
<b>City Manager Total:</b>		<b>16,324</b>	<b>20,250</b>	<b>20,250</b>	<b>14,250</b>
<b>Mayor's Court Computer Total:</b>		<b>16,324</b>	<b>20,250</b>	<b>20,250</b>	<b>14,250</b>

## 2019 OPERATING BUDGET - CITY OF DUBLIN, OHIO

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

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#### **BUDGET SUMMARY:**

#### **25210150**

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

#### **25280150**

- Account 731000 includes funding for the purchase and implementation of a digital recording software system for court proceedings.

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## 2019 OPERATING BUDGET - CITY OF DUBLIN, OHIO

### Permissive Tax Fund

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#### **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.

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	2017 Actual	2018 Budget	2018 Revised Budget	2019 Department Budget
<b>231 Permissive Tax</b>				
<b>30 Public Works</b>				
<b>Capital Outlay</b>				
735006 Cap Impr Str Maint Proj	238,337	0	400,000	0
<b>Capital Outlay Total:</b>	<b>238,337</b>	<b>0</b>	<b>400,000</b>	<b>0</b>
<b>Transfers/Advances</b>				
742000 Advances Expense	0	0	200,000	0
<b>Transfers/Advances Total:</b>	<b>0</b>	<b>0</b>	<b>200,000</b>	<b>0</b>
<b>Public Works Total:</b>	<b>238,337</b>	<b>0</b>	<b>600,000</b>	<b>0</b>
<b>Permissive Tax Total:</b>	<b>238,337</b>	<b>0</b>	<b>600,000</b>	<b>0</b>

## 2019 OPERATING BUDGET - CITY OF DUBLIN, OHIO

### Permissive Tax Fund

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#### **BUDGET SUMMARY:**

##### **23180320**

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

##### **23197320**

- Account 742000 provides funding for the repayment advances.

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## 2019 OPERATING BUDGET - CITY OF DUBLIN, OHIO

### Finance/ Accrued Leave Reserve Fund

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#### **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.

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#### **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.



		<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2018 Revised Budget</b>	<b>2019 Department Budget</b>
<b>262 Accrued Leave Reserves</b>					
<b>20 Finance</b>					
<b>Personal Services</b>					
701201	Employee Benefits	7,376	5,500	7,000	5,500
701205	Accrued Leave Payout	172,450	350,000	348,500	350,000
<b>Personal Services Total:</b>		<b>179,826</b>	<b>355,500</b>	<b>355,500</b>	<b>355,500</b>
<b>Finance Total:</b>		<b>179,826</b>	<b>355,500</b>	<b>355,500</b>	<b>355,500</b>
<b>Accrued Leave Reserves Total:</b>		<b>179,826</b>	<b>355,500</b>	<b>355,500</b>	<b>355,500</b>

## 2019 OPERATING BUDGET - CITY OF DUBLIN, OHIO

### Finance/ Accrued Leave Reserve Fund

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#### **BUDGET SUMMARY:**

##### **26210210**

- Account 701205 reflects the estimated payments that will be made for accrued leaves in 2019 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. Un-used appropriations lapse at year-end.

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## Safety / Police

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### **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 (NRECC), 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.

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### **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

**2019 OPERATING BUDGET - CITY OF DUBLIN, OHIO****Safety/ Police**

<b>PERSONNEL DATA</b>	<b>2018</b>	<b>2019</b>
<b><u>POSITION TITLE</u></b>	<b><u>CURRENT NUMBER</u></b>	<b><u>PROPOSED</u></b>
Chief of Police	1	1
Deputy Chief (1)	0	1
Police Lieutenant (Sworn Bureau Commander)	2	2
Technical Services Bureau Commander	1	1
Police Sergeant	6	6
Police Corporal (2)	6	9
Police Officer (4)	57	53
Emergency Mgmt Coordinator/Law Enforcement Planner	1	1
Civilian Accreditation Manager	1	1
Administrative Support III	1	1
Records Supervisor (3)	0	1
Records Technician II	4	3
Records Technician I	1	1
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>113</b>	<b>113</b>

**NOTES AND ADJUSTMENTS:**

- (1) Police request authorization to reallocate one police officer position to the position of Deputy Chief.
- (2) Police request authorization to reallocate three police officer positions to the position of corporal.
- (3) Police request authorization to reallocate one Records Technician II position the position of Records Supervisor.
- (4) For 2019, 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.

		2017 Actual	2018 Budget	2018 Revised Budget	2019 Department Budget
<b>241 Safety</b>					
<b>80 Police</b>					
<b>Personal Services</b>					
701101	Full Time Salaries/Wages	7,149,488	7,447,400	7,577,400	8,068,425
701103	Overtime Wages	398,568	505,000	505,000	507,600
701105	Short Term Disability	530	0	0	0
701201	Employee Benefits	3,243,567	3,398,040	3,493,040	3,520,200
701204	Uniforms and Clothing	166,257	182,000	253,376	183,525
702000	Training/Travel	93,499	125,000	139,297	92,400
703100	Meeting Expenses	7,036	9,000	9,156	8,500
703200	Personnel Planning	0	1,000	1,000	1,000
<b>Personal Services Total:</b>		<b>11,058,944</b>	<b>11,667,440</b>	<b>11,978,269</b>	<b>12,381,650</b>
<b>Contractual Services</b>					
711001	County Auditor Deductions	18,731	18,800	18,800	19,740
713004	Other Professional Services	1,142	12,500	14,145	12,500
713005	Misc. Contract. Serv.	136,949	115,975	130,821	112,875
715001	Communications	9,260	15,000	19,986	15,000
716000	Memberships/Subscriptions	34,608	43,345	43,815	42,270
717001	Rents and Leases	0	0	5,028	5,000
<b>Contractual Services Total:</b>		<b>200,689</b>	<b>205,620</b>	<b>232,595</b>	<b>207,385</b>
<b>Supplies</b>					
721001	Office Supplies	15,228	16,000	16,594	16,000
721002	Operating Supplies	82,630	91,200	106,094	81,975
724003	Equipment Maintenance	65,271	79,800	88,318	80,000
<b>Supplies Total:</b>		<b>163,130</b>	<b>187,000</b>	<b>211,006</b>	<b>177,975</b>
<b>Capital Outlay</b>					
731000	Furniture/Equipment	16,768	23,200	88,169	17,825
<b>Capital Outlay Total:</b>		<b>16,768</b>	<b>23,200</b>	<b>88,169</b>	<b>17,825</b>
<b>Other Charges and Ex</b>					
751006	DARE Program	3,372	5,000	5,590	5,000
755000	Refunds	0	500	500	500
<b>Other Charges and Ex Total:</b>		<b>3,372</b>	<b>5,500</b>	<b>6,090</b>	<b>5,500</b>
<b>Police Total:</b>		<b>11,442,903</b>	<b>12,088,760</b>	<b>12,516,129</b>	<b>12,790,335</b>
<b>Safety Total:</b>		<b>11,442,903</b>	<b>12,088,760</b>	<b>12,516,129</b>	<b>12,790,335</b>

		2017 Actual	2018 Budget	2018 Revised Budget	2019 Department Budget
<b>241 Safety</b>					
<b>80 Police</b>					
Communications					
<b>Personal Services</b>					
701101	Full Time Salaries/Wages	1,630,849	2,046,710	2,021,710	2,243,090
701103	Overtime Wages	119,565	125,000	150,000	125,000
701201	Employee Benefits	690,591	921,540	921,540	911,600
701204	Uniforms and Clothing	5,553	12,000	21,556	12,000
702000	Training/Travel	22,807	25,500	25,500	28,500
<b>Personal Services Total:</b>		<b>2,469,366</b>	<b>3,130,750</b>	<b>3,140,306</b>	<b>3,320,190</b>
<b>Contractual Services</b>					
715001	Communications	1,680	2,500	2,937	2,500
716000	Memberships/Subscriptions	3,457	3,800	3,800	33,800
<b>Contractual Services Total:</b>		<b>5,137</b>	<b>6,300</b>	<b>6,737</b>	<b>36,300</b>
<b>Supplies</b>					
721001	Office Supplies	1,938	4,000	4,772	4,000
721002	Operating Supplies	673	1,000	1,000	1,000
724003	Equipment Maintenance	16,700	99,000	108,857	92,500
<b>Supplies Total:</b>		<b>19,311</b>	<b>104,000</b>	<b>114,629</b>	<b>97,500</b>
<b>Capital Outlay</b>					
731000	Furniture/Equipment	31	2,000	5,000	2,000
<b>Capital Outlay Total:</b>		<b>31</b>	<b>2,000</b>	<b>5,000</b>	<b>2,000</b>
<b>Police Total:</b>		<b>2,493,845</b>	<b>3,243,050</b>	<b>3,266,672</b>	<b>3,455,990</b>
<b>Safety Total:</b>		<b>2,493,845</b>	<b>3,243,050</b>	<b>3,266,672</b>	<b>3,455,990</b>

## 2019 OPERATING BUDGET - CITY OF DUBLIN, OHIO

### Safety/ Police

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#### **BUDGET SUMMARY:**

##### **24150820**

- Account 701101 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/helmets 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, recruitment, 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 funding for crash data upgrades/cables and GPS updates.

##### **24150841**

- Account 701101 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, E911 PSAP equipment maintenance, PulsePoint, FATPOT, WestNet and console raised floor cleaning.
- Account 716000 provides funding for professional memberships, language line subscription, MTUG Membership and Smart911/RapidSOS subscription.
- Account 721001 includes funding for miscellaneous office supplies and public education supplies.
- Account 721002 includes funding for miscellaneous operating supplies that are needed.

##### **24180841**

- Account 731000 includes funding for IDT Response Equipment.



## 2019 OPERATING BUDGET - CITY OF DUBLIN, OHIO

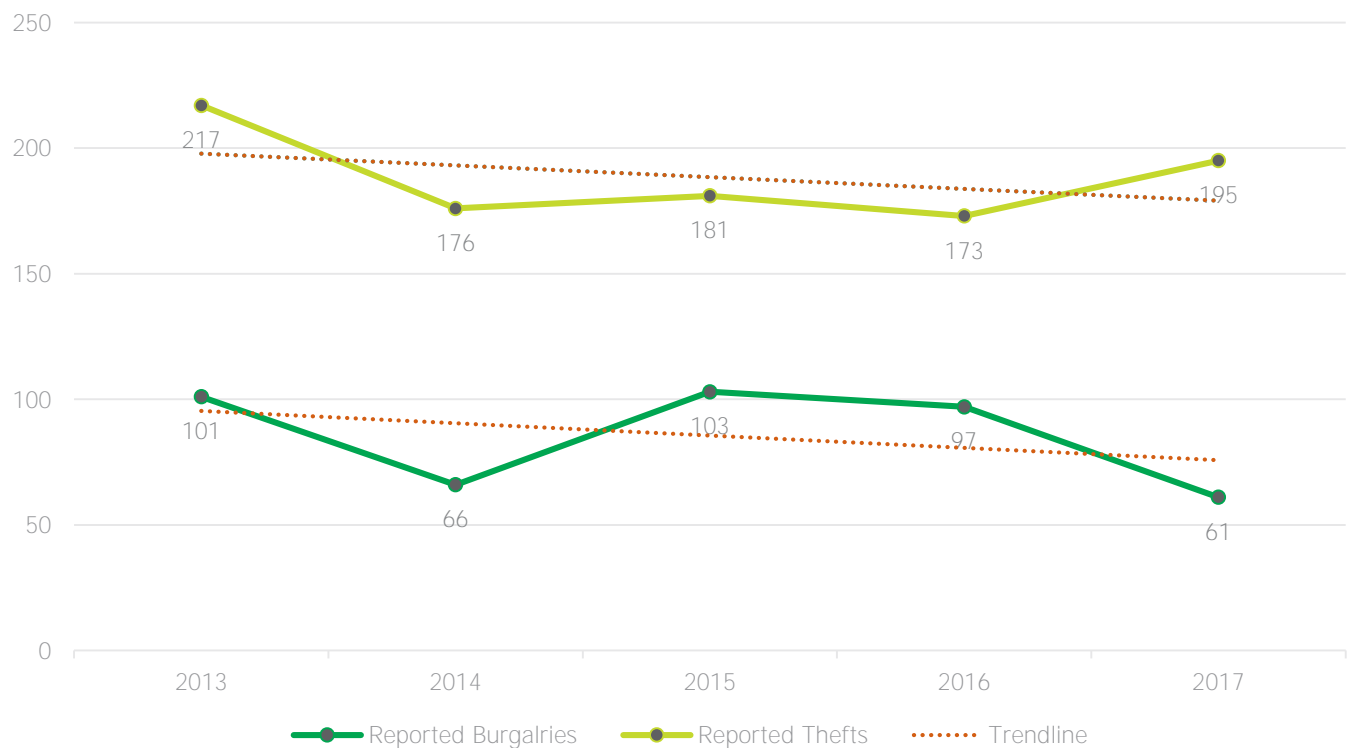
### Safety/ Police

#### 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.

### Burglaries & Thefts from Vehicles



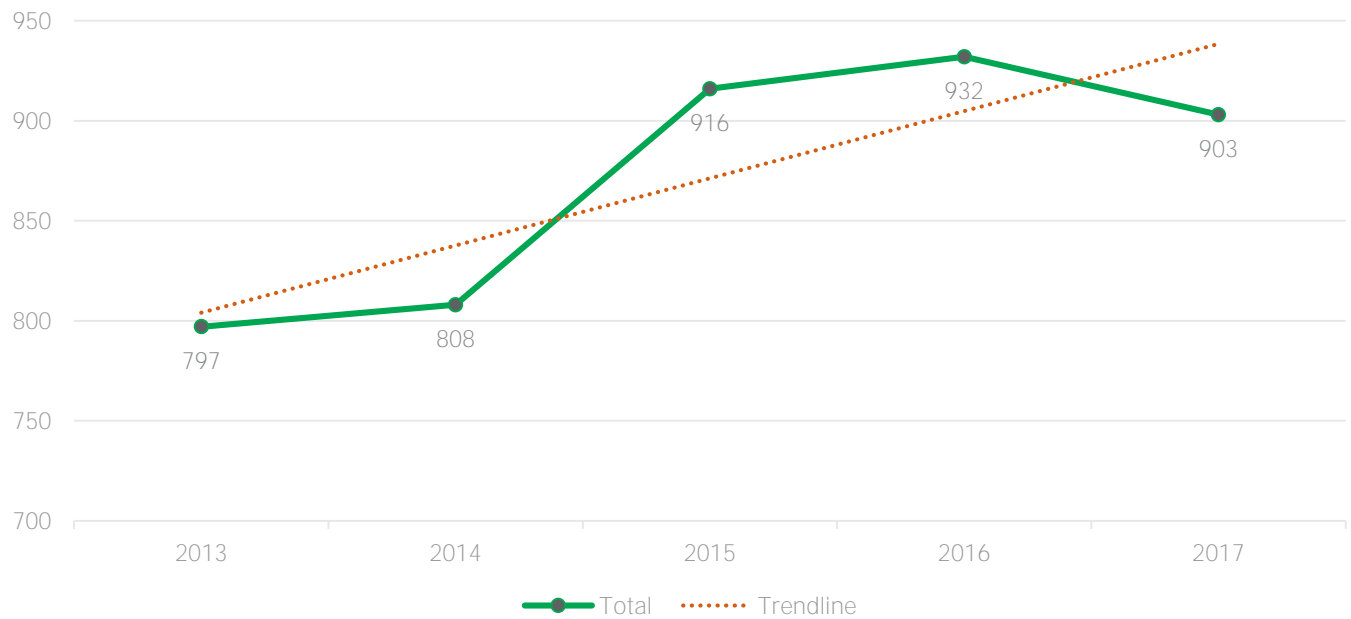
## 2019 OPERATING BUDGET - CITY OF DUBLIN, OHIO

### Safety/ Police

#### Performance Measures:

#### Safety/ Police Performance Measures:

#### Number of Auto Accidents



4. Percent Change in the Number of Reported Thefts from Vehicles (2013 to 2017)
5. Percent Change in the Number of Reported Burglaries/B&E4 (2013 to 2017)
6. Percent Change in the Number of Reported Traffic Accidents (2013 to 2017)

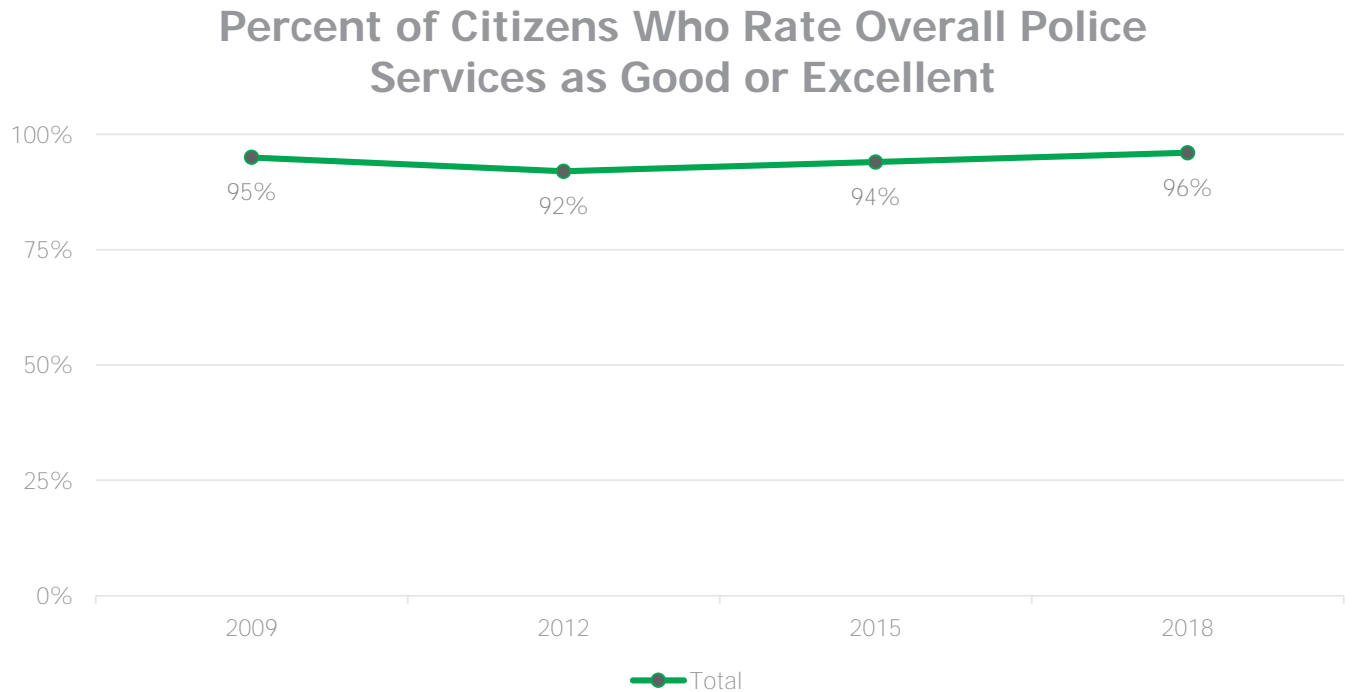
Year	Percent Change in Reported Thefts from Vehicles	Percent Change in Reported Burglaries/B&E	Percent Change in Reported Traffic Accidents
2017	12.72%	- 37.11%	- 3.11%
2016	- 4.42%	- 5.83%	1.75%
2015	2.84%	56.06%	13.37%
2014	- 16.59%	1.98%	14.93%

## 2019 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.

## 2019 OPERATING BUDGET - CITY OF DUBLIN, OHIO

### Safety/ Police/Enforcement and Education

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#### **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.

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		<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2018 Revised Budget</b>	<b>2019 Department Budget</b>
<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	420	420	420
<b>Personal Services Total:</b>		<b>0</b>	<b>2,420</b>	<b>2,420</b>	<b>2,420</b>
<b>Capital Outlay</b>					
731000	Furniture/Equipment	0	13,975	13,975	13,975
<b>Capital Outlay Total:</b>		<b>0</b>	<b>13,975</b>	<b>13,975</b>	<b>13,975</b>
<b>Police Total:</b>		<b>0</b>	<b>16,395</b>	<b>16,395</b>	<b>16,395</b>
<b>Enforcement and Education Total:</b>		<b>0</b>	<b>16,395</b>	<b>16,395</b>	<b>16,395</b>

## 2019 OPERATING BUDGET - CITY OF DUBLIN, OHIO

### Safety/ Police /Enforcement and Education

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#### **BUDGET SUMMARY:**

#### **25150800**

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

#### **25180800**

- Account 731000 provides funds to purchase equipment for use in covert investigations and operations.

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## 2019 OPERATING BUDGET - CITY OF DUBLIN, OHIO

### Safety / Police / Law Enforcement Trust Fund

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#### **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.

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		<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2018 Revised Budget</b>	<b>2019 Department Budget</b>
<b>242 Law Enforcement</b>					
<b>80 Police</b>					
<b>Contractual Services</b>					
713005	Misc. Contract. Serv.	0	0	24,032	0
<b>Contractual Services Total:</b>		<b>0</b>	<b>0</b>	<b>24,032</b>	<b>0</b>
<b>Capital Outlay</b>					
731000	Furniture/Equipment	0	0	0	15,000
<b>Capital Outlay Total:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>15,000</b>
<b>Police Total:</b>		<b>0</b>	<b>0</b>	<b>24,032</b>	<b>15,000</b>
<b>Law Enforcement Total:</b>		<b>0</b>	<b>0</b>	<b>24,032</b>	<b>15,000</b>

## 2019 OPERATING BUDGET - CITY OF DUBLIN, OHIO

### Safety / Police / Law Enforcement Trust Fund

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#### **BUDGET SUMMARY:**

#### **24250820**

- Account 713005 provides funding for fees to the County courts and prosecutor's offices (funds are not appropriated until needed.)

#### **24280820**

- Account 731000 provides funding for on-line incident/offense reporting service equipment.

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## **2019 OPERATING BUDGET - CITY OF DUBLIN, OHIO**

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

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#### **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.

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		2017 Actual	2018 Budget	2018 Revised Budget	2019 Department Budget
<b>244 Wireless 9-1-1 System</b>					
<b>20 Finance</b>					
<b>Transfers/Advances</b>					
741000	Transfers Expense	80,000	0	0	0
<b>Transfers/Advances Total:</b>		<b>80,000</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Finance Total:</b>		<b>80,000</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>80 Police</b>					
<b>Supplies</b>					
724003	Equipment Maintenance	0	46,820	125,820	46,820
<b>Supplies Total:</b>		<b>0</b>	<b>46,820</b>	<b>125,820</b>	<b>46,820</b>
<b>Capital Outlay</b>					
734001	Police Capital Equipment	233,782	0	29,000	0
<b>Capital Outlay Total:</b>		<b>233,782</b>	<b>0</b>	<b>29,000</b>	<b>0</b>
<b>Transfers/Advances</b>					
741000	Transfers Expense	0	80,000	80,000	80,000
<b>Transfers/Advances Total:</b>		<b>0</b>	<b>80,000</b>	<b>80,000</b>	<b>80,000</b>
<b>Police Total:</b>		<b>233,782</b>	<b>126,820</b>	<b>234,820</b>	<b>126,820</b>
<b>Wireless 9-1-1 System Total:</b>		<b>313,782</b>	<b>126,820</b>	<b>234,820</b>	<b>126,820</b>

## 2019 OPERATING BUDGET - CITY OF DUBLIN, OHIO

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

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#### **BUDGET SUMMARY:**

#### **24410820**

- Account 724003 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.

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## **2019 OPERATING BUDGET - CITY OF DUBLIN, OHIO**

### **General Obligation Debt Service**

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#### **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.

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#### **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.

		<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2018 Revised Budget</b>	<b>2019 Department Budget</b>
<b>310 General Debt Service</b>					
<b>20 Finance</b>					
<b>Debt Service</b>					
761001	Debt Issuance Costs	133,022	5,000	5,000	5,000
762002	Principal- Parks Programs	353,000	553,000	553,000	382,000
762003	Principal- Transportation	6,365,599	7,382,625	7,382,625	7,481,100
762004	Principal- Land and Buildings	1,030,437	904,525	904,525	932,700
763003	Interest- Parks Program	98,164	94,225	94,225	74,130
763004	Interest- Transportation	3,375,807	4,508,400	4,508,400	4,077,700
763005	Interest- Land and Buildings	500,140	559,775	559,775	536,700
<b>Debt Service Total:</b>		<b>11,856,169</b>	<b>14,007,550</b>	<b>14,007,550</b>	<b>13,489,330</b>
<b>Finance Total:</b>		<b>11,856,169</b>	<b>14,007,550</b>	<b>14,007,550</b>	<b>13,489,330</b>
<b>General Debt Service Total:</b>		<b>11,856,169</b>	<b>14,007,550</b>	<b>14,007,550</b>	<b>13,489,330</b>

		<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2018 Revised Budget</b>	<b>2019 Department Budget</b>
<b>311 Econ Development Bond Retirmnt</b>					
<b>20 Finance</b>					
<b>Debt Service</b>					
762004	Principal- Land and Buildings	0	300,000	300,000	695,000
763005	Interest- Land and Buildings	1,390,906	1,390,925	1,390,925	1,375,906
<b>Debt Service Total:</b>		<b>1,390,906</b>	<b>1,690,925</b>	<b>1,690,925</b>	<b>2,070,906</b>
<b>Finance Total:</b>		<b>1,390,906</b>	<b>1,690,925</b>	<b>1,690,925</b>	<b>2,070,906</b>
<b>Econ Development Bond Retirmnt Total:</b>		<b>1,390,906</b>	<b>1,690,925</b>	<b>1,690,925</b>	<b>2,070,906</b>

	2017 Actual	2018 Budget	2018 Revised Budget	2019 Department Budget
<b>320 S.A. Debt Service</b>				
<b>20 Finance</b>				
<b>Transfers/Advances</b>				
741000 Transfers Expense	2,401	0	0	0
<b>Transfers/Advances Total:</b>	<b>2,401</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Finance Total:</b>	<b>2,401</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>S.A. Debt Service Total:</b>	<b>2,401</b>	<b>0</b>	<b>0</b>	<b>0</b>

		2017 Actual	2018 Budget	2018 Revised Budget	2019 Department Budget
<b>321 1992 S.A. Debt Service</b>					
<b>20 Finance</b>					
<b>Transfers/Advances</b>					
741000	Transfers Expense	677	0	0	0
<b>Transfers/Advances Total:</b>		<b>677</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Finance Total:</b>		<b>677</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>1992 S.A. Debt Service Total:</b>		<b>677</b>	<b>0</b>	<b>0</b>	<b>0</b>

		<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2018 Revised Budget</b>	<b>2019 Department Budget</b>
<b>322 2001 S.A. Debt Service</b>					
<b>20 Finance</b>					
<b>Contractual Services</b>					
711001	County Auditor Deductions	53	100	400	200
<b>Contractual Services Total:</b>		<b>53</b>	<b>100</b>	<b>400</b>	<b>200</b>
<b>Debt Service</b>					
762003	Principal- Transportation	108,013	112,800	112,800	115,955
763004	Interest- Transportation	20,771	15,375	15,375	11,669
<b>Debt Service Total:</b>		<b>128,784</b>	<b>128,175</b>	<b>128,175</b>	<b>127,624</b>
<b>Finance Total:</b>		<b>128,836</b>	<b>128,275</b>	<b>128,575</b>	<b>127,824</b>
<b>2001 S.A. Debt Service Total:</b>		<b>128,836</b>	<b>128,275</b>	<b>128,575</b>	<b>127,824</b>

**(6) Capital Project Funds**

## **2019 OPERATING BUDGET - CITY OF DUBLIN, OHIO**

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

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#### **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.

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#### **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.



## 2019 OPERATING BUDGET - CITY OF DUBLIN, OHIO

### Capital Improvements Program (CIP)

#### DEFINITION OF CAPITAL EXPENDITURES

<b>Project Type</b>	<b>Considered a Capital Improvement Project (CIP)</b>	<b>A Maintenance Project or Expenditure (Operating Budget)</b>
<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 having an Infrastructure Asset Manager Engineer on 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 have been established which 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 assists the City in better quantifying impacts of capital expenditures on the operating budget into future years.

## 2019 OPERATING BUDGET - CITY OF DUBLIN, OHIO

### Capital Improvements Program (CIP)

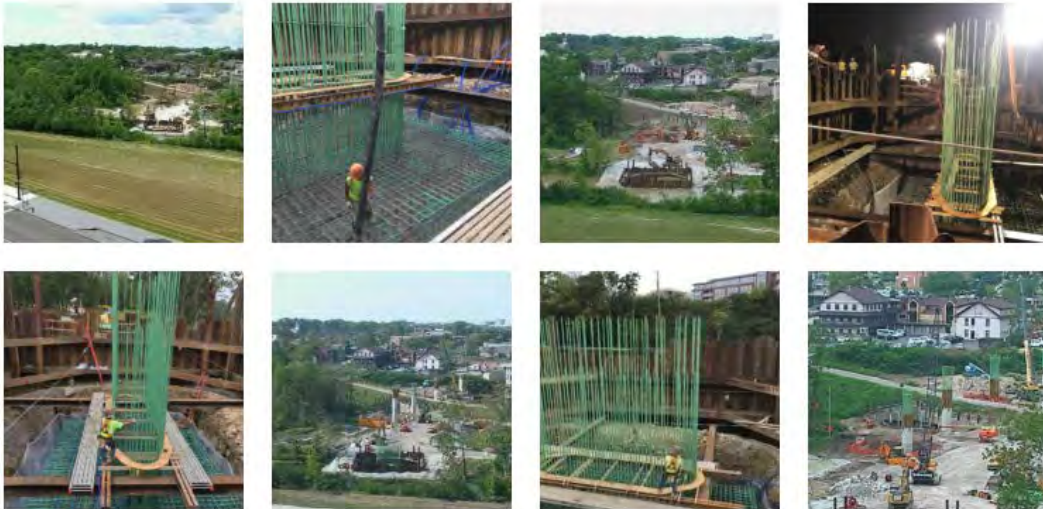
#### Notable CIP Impacts on the Operating Budget (On-Going Expenses)

In the chart below, we've noted some of the capital projects where additional recurring operating costs have been identified. The majority of times, as park, shared-use paths, roadways, etc., came on-line, the cost of operations are absorbed into the routine maintenance of the City.

<b>(MUNIS) Project No.</b>	<b>Project Description</b>	<b>Operating Cost</b>	<b>Notes</b>
<b>ET003</b>	US33/SR161/Post Road Interchange	\$155,000	Contracted landscape maintenance, plus cost of irrigation.
<b>GR132</b>	Scioto Pedestrian Bridge	\$50,000	Pedestrian bridge lighting operations.
<b>GR133</b>	Riverside Crossing Park	\$110,000	Increased cost of contracted landscape maintenance service for plazas and open spaces.



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



*Construction of the Scioto Pedestrian Bridge at Riverside Crossing Park.*

## 2019 OPERATING BUDGET - CITY OF DUBLIN, OHIO

### Capital Improvements Program (CIP)

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#### **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.

## 2019 OPERATING BUDGET - CITY OF DUBLIN, OHIO

### Capital Improvements Program (CIP)

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- 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 2019, 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.

## 2019 OPERATING BUDGET - CITY OF DUBLIN, OHIO

### Capital Improvements Program (CIP)

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- 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 2019-2023 CIP that have been identified as infrastructure projects benefiting the reflected TIFs.

		2017 Actual	2018 Budget	2018 Revised Budget	2019 Department Budget
<b>401 Capital Improvements Tax</b>					
<b>20 Finance</b>					
<b>Contractual Services</b>					
711001	County Auditor Deductions	24,458	29,000	44,000	29,000
<b>Contractual Services Total:</b>		<b>24,458</b>	<b>29,000</b>	<b>44,000</b>	<b>29,000</b>
<b>Capital Outlay</b>					
735001	Cap Impr Land and Land Impr	1,330,617	500,000	4,514,570	0
736000	Cap Impr Other Projects	0	250,000	250,000	250,000
737000	Cap Impr Contingencies	0	250,000	620,750	250,000
<b>Capital Outlay Total:</b>		<b>1,330,617</b>	<b>1,000,000</b>	<b>5,385,320</b>	<b>500,000</b>
<b>Transfers/Advances</b>					
741000	Transfers Expense	3,088,161	4,852,550	5,652,550	5,219,300
742000	Advances Expense	1,300,000	7,750,000	10,510,200	475,000
<b>Transfers/Advances Total:</b>		<b>4,388,161</b>	<b>12,602,550</b>	<b>16,162,750</b>	<b>5,694,300</b>
<b>Finance Total:</b>		<b>5,743,235</b>	<b>13,631,550</b>	<b>21,592,070</b>	<b>6,223,300</b>
<b>30 Public Works</b>					
<b>Capital Outlay</b>					
734004	Other Equipment	1,395,691	1,660,000	1,784,577	1,680,000
735002	Cap Impr Build & Other Struct	1,358,373	1,090,000	2,250,884	3,980,000
735004	Cap Impr New Str Const/Eng Ser	246,381	0	213,718	0
735006	Cap Impr Str Maint Proj	13,245,390	10,285,000	15,015,509	12,600,000
735010	Cap Impr Storm Sewer Imp	655,460	725,000	1,262,221	1,485,000
<b>Capital Outlay Total:</b>		<b>16,901,295</b>	<b>13,760,000</b>	<b>20,526,908</b>	<b>19,745,000</b>
<b>Public Works Total:</b>		<b>16,901,295</b>	<b>13,760,000</b>	<b>20,526,908</b>	<b>19,745,000</b>
<b>40 Parks and Recreation</b>					
<b>Capital Outlay</b>					
735005	Cap Impr Park & Bikewy Impr	1,771,016	2,105,000	5,865,039	2,560,000
<b>Capital Outlay Total:</b>		<b>1,771,016</b>	<b>2,105,000</b>	<b>5,865,039</b>	<b>2,560,000</b>
<b>Parks and Recreation Total:</b>		<b>1,771,016</b>	<b>2,105,000</b>	<b>5,865,039</b>	<b>2,560,000</b>

		2017 Actual	2018 Budget	2018 Revised Budget	2019 Department Budget
<b>401 Capital Improvements Tax</b>					
<b>60 Information Technology</b>					
<b>Capital Outlay</b>					
732000	Information Technology	1,863,709	1,740,000	2,310,451	1,305,000
736000	Cap Impr Other Projects	15,000	0	42,860	0
<b>Capital Outlay Total:</b>		<b>1,878,709</b>	<b>1,740,000</b>	<b>2,353,311</b>	<b>1,305,000</b>
<b>Information Technology Total:</b>		<b>1,878,709</b>	<b>1,740,000</b>	<b>2,353,311</b>	<b>1,305,000</b>
<b>80 Police</b>					
<b>Capital Outlay</b>					
734001	Police Capital Equipment	365,400	170,000	326,567	895,000
<b>Capital Outlay Total:</b>		<b>365,400</b>	<b>170,000</b>	<b>326,567</b>	<b>895,000</b>
<b>Police Total:</b>		<b>365,400</b>	<b>170,000</b>	<b>326,567</b>	<b>895,000</b>
<b>Capital Improvements Tax Total:</b>		<b>26,659,655</b>	<b>31,406,550</b>	<b>50,663,894</b>	<b>30,728,300</b>

		2017 Actual	2018 Budget	2018 Revised Budget	2019 Department Budget
<b>404 Capital Improvement Constructi</b>					
<b>20 Finance</b>					
<b>Contractual Services</b>					
713005	Misc. Contract. Serv.	9,431	0	16,000	0
<b>Contractual Services Total:</b>		<b>9,431</b>	<b>0</b>	<b>16,000</b>	<b>0</b>
<b>Transfers/Advances</b>					
741000	Transfers Expense	596,435	4,703,000	4,703,000	0
742000	Advances Expense	30,268,500	0	0	0
<b>Transfers/Advances Total:</b>		<b>30,864,935</b>	<b>4,703,000</b>	<b>4,703,000</b>	<b>0</b>
<b>Debt Service</b>					
761001	Debt Issuance Costs	201,898	0	0	0
<b>Debt Service Total:</b>		<b>201,898</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Finance Total:</b>		<b>31,076,264</b>	<b>4,703,000</b>	<b>4,719,000</b>	<b>0</b>
<b>30 Public Works</b>					
<b>Contractual Services</b>					
713004	Other Professional Services	53,525	0	380,635	0
<b>Contractual Services Total:</b>		<b>53,525</b>	<b>0</b>	<b>380,635</b>	<b>0</b>
<b>Capital Outlay</b>					
735002	Cap Impr Build & Other Struct	13,421,256	12,580,000	14,244,336	0
735004	Cap Impr New Str Const/Eng Ser	10,300,369	16,256,100	20,942,316	0
735006	Cap Impr Str Maint Proj	4,738,420	0	17,841,750	0
<b>Capital Outlay Total:</b>		<b>28,460,044</b>	<b>28,836,100</b>	<b>53,028,402</b>	<b>0</b>
<b>Public Works Total:</b>		<b>28,513,569</b>	<b>28,836,100</b>	<b>53,409,037</b>	<b>0</b>
<b>40 Parks and Recreation</b>					
<b>Capital Outlay</b>					
735005	Cap Impr Park & Bikewy Impr	957,258	1,100,000	3,200,000	10,900,000
<b>Capital Outlay Total:</b>		<b>957,258</b>	<b>1,100,000</b>	<b>3,200,000</b>	<b>10,900,000</b>
<b>Parks and Recreation Total:</b>		<b>957,258</b>	<b>1,100,000</b>	<b>3,200,000</b>	<b>10,900,000</b>
<b>Capital Improvement Constructi Total:</b>		<b>60,547,091</b>	<b>34,639,100</b>	<b>61,328,037</b>	<b>10,900,000</b>



		<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2018 Revised Budget</b>	<b>2019 Department 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	449,264	452,225	452,225	455,600
<b>Transfers/Advances Total:</b>		<b>449,264</b>	<b>452,225</b>	<b>452,225</b>	<b>455,600</b>
<b>Finance Total:</b>		<b>451,299</b>	<b>455,225</b>	<b>455,225</b>	<b>458,600</b>
<b>TIF Woerner-Temple Total:</b>		<b>451,299</b>	<b>455,225</b>	<b>455,225</b>	<b>458,600</b>

		<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2018 Revised Budget</b>	<b>2019 Department Budget</b>
<b>415 TIF Ruscilli</b>					
<b>20 Finance</b>					
<b>Contractual Services</b>					
711001	County Auditor Deductions	7,596	7,800	7,800	7,800
<b>Contractual Services Total:</b>		<b>7,596</b>	<b>7,800</b>	<b>7,800</b>	<b>7,800</b>
<b>Transfers/Advances</b>					
741000	Transfers Expense	497,725	600,000	600,000	0
<b>Transfers/Advances Total:</b>		<b>497,725</b>	<b>600,000</b>	<b>600,000</b>	<b>0</b>
<b>Finance Total:</b>		<b>505,321</b>	<b>607,800</b>	<b>607,800</b>	<b>7,800</b>
<b>TIF Ruscilli Total:</b>		<b>505,321</b>	<b>607,800</b>	<b>607,800</b>	<b>7,800</b>

		2017 Actual	2018 Budget	2018 Revised Budget	2019 Department Budget
<b>416 TIF Pizzuti</b>					
<b>20 Finance</b>					
<b>Contractual Services</b>					
711001	County Auditor Deductions	2,604	3,000	3,000	3,000
<b>Contractual Services Total:</b>		<b>2,604</b>	<b>3,000</b>	<b>3,000</b>	<b>3,000</b>
<b>Capital Outlay</b>					
735001	Cap Impr Land and Land Impr	116,550	0	0	0
<b>Capital Outlay Total:</b>		<b>116,550</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Transfers/Advances</b>					
741000	Transfers Expense	0	327,500	327,500	0
<b>Transfers/Advances Total:</b>		<b>0</b>	<b>327,500</b>	<b>327,500</b>	<b>0</b>
<b>Finance Total:</b>		<b>119,154</b>	<b>330,500</b>	<b>330,500</b>	<b>3,000</b>
<b>30 Public Works</b>					
<b>Contractual Services</b>					
713004	Other Professional Services	6,130	0	0	0
<b>Contractual Services Total:</b>		<b>6,130</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Capital Outlay</b>					
735006	Cap Impr Str Maint Proj	14,198	0	626,167	0
<b>Capital Outlay Total:</b>		<b>14,198</b>	<b>0</b>	<b>626,167</b>	<b>0</b>
<b>Public Works Total:</b>		<b>20,329</b>	<b>0</b>	<b>626,167</b>	<b>0</b>
<b>TIF Pizzuti Total:</b>		<b>139,483</b>	<b>330,500</b>	<b>956,667</b>	<b>3,000</b>

		<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2018 Revised Budget</b>	<b>2019 Department Budget</b>
<b>419 TIF Thomas/Kohler</b>					
<b>20 Finance</b>					
<b>Contractual Services</b>					
711001	County Auditor Deductions	7,958	9,000	12,000	9,000
<b>Contractual Services Total:</b>		<b>7,958</b>	<b>9,000</b>	<b>12,000</b>	<b>9,000</b>
<b>Transfers/Advances</b>					
741000	Transfers Expense	156,138	157,275	157,275	158,700
742000	Advances Expense	250,000	250,000	250,000	250,000
<b>Transfers/Advances Total:</b>		<b>406,138</b>	<b>407,275</b>	<b>407,275</b>	<b>408,700</b>
<b>Finance Total:</b>		<b>414,096</b>	<b>416,275</b>	<b>419,275</b>	<b>417,700</b>
<b>30 Public Works</b>					
<b>Contractual Services</b>					
713004	Other Professional Services	27,493	0	476,675	30,000
<b>Contractual Services Total:</b>		<b>27,493</b>	<b>0</b>	<b>476,675</b>	<b>30,000</b>
<b>Capital Outlay</b>					
735004	Cap Impr New Str Const/Eng Ser	0	0	1,170,000	1,900,000
<b>Capital Outlay Total:</b>		<b>0</b>	<b>0</b>	<b>1,170,000</b>	<b>1,900,000</b>
<b>Public Works Total:</b>		<b>27,493</b>	<b>0</b>	<b>1,646,675</b>	<b>1,930,000</b>
<b>TIF Thomas/Kohler Total:</b>		<b>441,589</b>	<b>416,275</b>	<b>2,065,950</b>	<b>2,347,700</b>

		<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2018 Revised Budget</b>	<b>2019 Department Budget</b>
<b>421 TIF McKitrick Project</b>					
<b>20 Finance</b>					
<b>Contractual Services</b>					
711001	County Auditor Deductions	12,955	15,000	15,000	15,000
<b>Contractual Services Total:</b>		<b>12,955</b>	<b>15,000</b>	<b>15,000</b>	<b>15,000</b>
<b>Transfers/Advances</b>					
741000	Transfers Expense	1,074,798	2,300,525	2,300,525	1,108,900
<b>Transfers/Advances Total:</b>		<b>1,074,798</b>	<b>2,300,525</b>	<b>2,300,525</b>	<b>1,108,900</b>
<b>Finance Total:</b>		<b>1,087,753</b>	<b>2,315,525</b>	<b>2,315,525</b>	<b>1,123,900</b>
<b>TIF McKitrick Project Total:</b>		<b>1,087,753</b>	<b>2,315,525</b>	<b>2,315,525</b>	<b>1,123,900</b>

		<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2018 Revised Budget</b>	<b>2019 Department Budget</b>
<b>425 TIF Perimeter Center</b>					
<b>20 Finance</b>					
<b>Contractual Services</b>					
711001	County Auditor Deductions	5,830	6,200	6,200	6,200
<b>Contractual Services Total:</b>		<b>5,830</b>	<b>6,200</b>	<b>6,200</b>	<b>6,200</b>
<b>Finance Total:</b>		<b>5,830</b>	<b>6,200</b>	<b>6,200</b>	<b>6,200</b>
<b>30 Public Works</b>					
<b>Contractual Services</b>					
713004	Other Professional Services	249,084	0	54,630	0
<b>Contractual Services Total:</b>		<b>249,084</b>	<b>0</b>	<b>54,630</b>	<b>0</b>
<b>Public Works Total:</b>		<b>249,084</b>	<b>0</b>	<b>54,630</b>	<b>0</b>
<b>TIF Perimeter Center Total:</b>		<b>254,914</b>	<b>6,200</b>	<b>60,830</b>	<b>6,200</b>

		<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2018 Revised Budget</b>	<b>2019 Department Budget</b>
<b>426 TIF Rings Road</b>					
<b>20 Finance</b>					
<b>Contractual Services</b>					
711001	County Auditor Deductions	3,531	5,000	5,000	5,000
<b>Contractual Services Total:</b>		<b>3,531</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>
<b>Transfers/Advances</b>					
741000	Transfers Expense	274,891	276,875	276,875	279,400
<b>Transfers/Advances Total:</b>		<b>274,891</b>	<b>276,875</b>	<b>276,875</b>	<b>279,400</b>
<b>Finance Total:</b>		<b>278,422</b>	<b>281,875</b>	<b>281,875</b>	<b>284,400</b>
<b>TIF Rings Road Total:</b>		<b>278,422</b>	<b>281,875</b>	<b>281,875</b>	<b>284,400</b>

		<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2018 Revised Budget</b>	<b>2019 Department Budget</b>
<b>431 TIF Perimeter West</b>					
<b>20 Finance</b>					
<b>Contractual Services</b>					
711001	County Auditor Deductions	44,023	45,000	45,000	45,000
<b>Contractual Services Total:</b>		<b>44,023</b>	<b>45,000</b>	<b>45,000</b>	<b>45,000</b>
<b>Transfers/Advances</b>					
741000	Transfers Expense	965,136	966,125	966,125	1,251,050
742000	Advances Expense	0	595,000	595,000	0
<b>Transfers/Advances Total:</b>		<b>965,136</b>	<b>1,561,125</b>	<b>1,561,125</b>	<b>1,251,050</b>
<b>Finance Total:</b>		<b>1,009,159</b>	<b>1,606,125</b>	<b>1,606,125</b>	<b>1,296,050</b>
<b>30 Public Works</b>					
<b>Contractual Services</b>					
713004	Other Professional Services	23,052	0	8,612	634,500
<b>Contractual Services Total:</b>		<b>23,052</b>	<b>0</b>	<b>8,612</b>	<b>634,500</b>
<b>Capital Outlay</b>					
735004	Cap Impr New Str Const/Eng Ser	0	0	202,000	0
<b>Capital Outlay Total:</b>		<b>0</b>	<b>0</b>	<b>202,000</b>	<b>0</b>
<b>Public Works Total:</b>		<b>23,052</b>	<b>0</b>	<b>210,612</b>	<b>634,500</b>
<b>TIF Perimeter West Total:</b>		<b>1,032,212</b>	<b>1,606,125</b>	<b>1,816,737</b>	<b>1,930,550</b>



		2017 Actual	2018 Budget	2018 Revised Budget	2019 Department Budget
<b>432 TIF Upper Metro Place</b>					
<b>20 Finance</b>					
<b>Contractual Services</b>					
711001	County Auditor Deductions	3,016	3,500	6,000	3,500
<b>Contractual Services Total:</b>		<b>3,016</b>	<b>3,500</b>	<b>6,000</b>	<b>3,500</b>
<b>Transfers/Advances</b>					
741000	Transfers Expense	171,585	836,100	836,100	2,081,750
<b>Transfers/Advances Total:</b>		<b>171,585</b>	<b>836,100</b>	<b>836,100</b>	<b>2,081,750</b>
<b>Finance Total:</b>		<b>174,601</b>	<b>839,600</b>	<b>842,100</b>	<b>2,085,250</b>
<b>30 Public Works</b>					
<b>Contractual Services</b>					
713004	Other Professional Services	96,076	0	155,062	0
<b>Contractual Services Total:</b>		<b>96,076</b>	<b>0</b>	<b>155,062</b>	<b>0</b>
<b>Capital Outlay</b>					
735004	Cap Impr New Str Const/Eng Ser	6,435,593	0	2,573,074	0
<b>Capital Outlay Total:</b>		<b>6,435,593</b>	<b>0</b>	<b>2,573,074</b>	<b>0</b>
<b>Public Works Total:</b>		<b>6,531,670</b>	<b>0</b>	<b>2,728,136</b>	<b>0</b>
<b>TIF Upper Metro Place Total:</b>		<b>6,706,270</b>	<b>839,600</b>	<b>3,570,236</b>	<b>2,085,250</b>

		<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2018 Revised Budget</b>	<b>2019 Department Budget</b>
<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>Finance Total:</b>		<b>4,742</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	374,226	0	269,406	0
<b>Contractual Services Total:</b>		<b>374,226</b>	<b>0</b>	<b>269,406</b>	<b>0</b>
<b>Capital Outlay</b>					
735004	Cap Impr New Str Const/Eng Ser	474,923	0	170,725	1,000,000
<b>Capital Outlay Total:</b>		<b>474,923</b>	<b>0</b>	<b>170,725</b>	<b>1,000,000</b>
<b>Public Works Total:</b>		<b>849,149</b>	<b>0</b>	<b>440,130</b>	<b>1,000,000</b>
<b>TIF Rings/Frantz Total:</b>		<b>853,890</b>	<b>5,000</b>	<b>445,130</b>	<b>1,005,000</b>

		<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2018 Revised Budget</b>	<b>2019 Department Budget</b>
<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	140,000	70,000	70,000	50,000
<b>Transfers/Advances Total:</b>		<b>140,000</b>	<b>70,000</b>	<b>70,000</b>	<b>50,000</b>
<b>Finance Total:</b>		<b>140,777</b>	<b>71,000</b>	<b>71,000</b>	<b>51,000</b>
<b>TIF Historic Dublin Parking Total:</b>		<b>140,777</b>	<b>71,000</b>	<b>71,000</b>	<b>51,000</b>

		2017 Actual	2018 Budget	2018 Revised Budget	2019 Department Budget
<b>441 TIF Emerald Parkway Phase 8</b>					
<b>30 Public Works</b>					
<b>Contractual Services</b>					
713004	Other Professional Services	17,131	0	11,729	0
<b>Contractual Services Total:</b>		<b>17,131</b>	<b>0</b>	<b>11,729</b>	<b>0</b>
<b>Capital Outlay</b>					
735004	Cap Impr New Str Const/Eng Ser	11,300	0	98,475	0
<b>Capital Outlay Total:</b>		<b>11,300</b>	<b>0</b>	<b>98,475</b>	<b>0</b>
<b>Public Works Total:</b>		<b>28,430</b>	<b>0</b>	<b>110,204</b>	<b>0</b>
<b>TIF Emerald Parkway Phase 8 Total:</b>		<b>28,430</b>	<b>0</b>	<b>110,204</b>	<b>0</b>

		<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2018 Revised Budget</b>	<b>2019 Department Budget</b>
<b>442 TIF Perimeter Loop</b>					
<b>20 Finance</b>					
<b>Contractual Services</b>					
711001	County Auditor Deductions	411	600	600	600
<b>Contractual Services Total:</b>		<b>411</b>	<b>600</b>	<b>600</b>	<b>600</b>
<b>Transfers/Advances</b>					
742000	Advances Expense	70,000	35,000	35,000	35,000
<b>Transfers/Advances Total:</b>		<b>70,000</b>	<b>35,000</b>	<b>35,000</b>	<b>35,000</b>
<b>Finance Total:</b>		<b>70,411</b>	<b>35,600</b>	<b>35,600</b>	<b>35,600</b>
<b>TIF Perimeter Loop Total:</b>		<b>70,411</b>	<b>35,600</b>	<b>35,600</b>	<b>35,600</b>

		2017 Actual	2018 Budget	2018 Revised Budget	2019 Department Budget
<b>443 TIF Tartan West</b>					
<b>20 Finance</b>					
<b>Contractual Services</b>					
711001	County Auditor Deductions	14,580	15,000	15,000	15,000
713005	Misc. Contract. Serv.	0	0	4,350	0
<b>Contractual Services Total:</b>		<b>14,580</b>	<b>15,000</b>	<b>19,350</b>	<b>15,000</b>
<b>Transfers/Advances</b>					
742000	Advances Expense	0	650,000	650,000	1,150,000
<b>Transfers/Advances Total:</b>		<b>0</b>	<b>650,000</b>	<b>650,000</b>	<b>1,150,000</b>
<b>Finance Total:</b>		<b>14,580</b>	<b>665,000</b>	<b>669,350</b>	<b>1,165,000</b>
<b>30 Public Works</b>					
<b>Contractual Services</b>					
713004	Other Professional Services	110,722	0	40,224	0
<b>Contractual Services Total:</b>		<b>110,722</b>	<b>0</b>	<b>40,224</b>	<b>0</b>
<b>Capital Outlay</b>					
735006	Cap Impr Str Maint Proj	1,459,707	0	104,048	0
<b>Capital Outlay Total:</b>		<b>1,459,707</b>	<b>0</b>	<b>104,048</b>	<b>0</b>
<b>Public Works Total:</b>		<b>1,570,429</b>	<b>0</b>	<b>144,271</b>	<b>0</b>
<b>TIF Tartan West Total:</b>		<b>1,585,008</b>	<b>665,000</b>	<b>813,621</b>	<b>1,165,000</b>

		<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2018 Revised Budget</b>	<b>2019 Department Budget</b>
<b>444 TIF Shamrock Blvd.</b>					
<b>20 Finance</b>					
<b>Contractual Services</b>					
711001	County Auditor Deductions	535	750	750	750
<b>Contractual Services Total:</b>		<b>535</b>	<b>750</b>	<b>750</b>	<b>750</b>
<b>Transfers/Advances</b>					
742000	Advances Expense	50,000	50,000	50,000	50,000
<b>Transfers/Advances Total:</b>		<b>50,000</b>	<b>50,000</b>	<b>50,000</b>	<b>50,000</b>
<b>Finance Total:</b>		<b>50,535</b>	<b>50,750</b>	<b>50,750</b>	<b>50,750</b>
<b>TIF Shamrock Blvd. Total:</b>		<b>50,535</b>	<b>50,750</b>	<b>50,750</b>	<b>50,750</b>

		<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2018 Revised Budget</b>	<b>2019 Department Budget</b>
<b>446 TIF River Ridge</b>					
<b>20 Finance</b>					
<b>Contractual Services</b>					
711001	County Auditor Deductions	1,098	1,250	1,250	1,250
<b>Contractual Services Total:</b>		<b>1,098</b>	<b>1,250</b>	<b>1,250</b>	<b>1,250</b>
<b>Transfers/Advances</b>					
741000	Transfers Expense	137,642	137,700	137,700	137,850
742000	Advances Expense	200,000	50,000	50,000	50,000
<b>Transfers/Advances Total:</b>		<b>337,642</b>	<b>187,700</b>	<b>187,700</b>	<b>187,850</b>
<b>Finance Total:</b>		<b>338,740</b>	<b>188,950</b>	<b>188,950</b>	<b>189,100</b>
<b>TIF River Ridge Total:</b>		<b>338,740</b>	<b>188,950</b>	<b>188,950</b>	<b>189,100</b>



		<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2018 Revised Budget</b>	<b>2019 Department Budget</b>
<b>447 TIF Lifetime Fitness</b>					
<b>20 Finance</b>					
<b>Contractual Services</b>					
711001	County Auditor Deductions	1,606	1,750	1,750	1,750
<b>Contractual Services Total:</b>		<b>1,606</b>	<b>1,750</b>	<b>1,750</b>	<b>1,750</b>
<b>Transfers/Advances</b>					
741000	Transfers Expense	0	0	0	100,000
742000	Advances Expense	300,000	200,000	200,000	200,000
<b>Transfers/Advances Total:</b>		<b>300,000</b>	<b>200,000</b>	<b>200,000</b>	<b>300,000</b>
<b>Finance Total:</b>		<b>301,606</b>	<b>201,750</b>	<b>201,750</b>	<b>301,750</b>
<b>TIF Lifetime Fitness Total:</b>		<b>301,606</b>	<b>201,750</b>	<b>201,750</b>	<b>301,750</b>

	2017 Actual	2018 Budget	2018 Revised Budget	2019 Department Budget
<b>448 COIC Improvement</b>				
<b>30 Public Works</b>				
<b>Capital Outlay</b>				
735006 Cap Impr Str Maint Proj	0	0	0	115,500
<b>Capital Outlay Total:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>115,500</b>
<b>Public Works Total:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>115,500</b>
<b>COIC Improvement Total:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>115,500</b>

		<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2018 Revised Budget</b>	<b>2019 Department Budget</b>
<b>449 TIF Irelan Place</b>					
<b>20 Finance</b>					
<b>Contractual Services</b>					
711001	County Auditor Deductions	48	100	200	100
<b>Contractual Services Total:</b>		<b>48</b>	<b>100</b>	<b>200</b>	<b>100</b>
<b>Transfers/Advances</b>					
742000	Advances Expense	7,000	3,500	3,500	3,500
<b>Transfers/Advances Total:</b>		<b>7,000</b>	<b>3,500</b>	<b>3,500</b>	<b>3,500</b>
<b>Finance Total:</b>		<b>7,048</b>	<b>3,600</b>	<b>3,700</b>	<b>3,600</b>
<b>TIF Irelan Place Total:</b>		<b>7,048</b>	<b>3,600</b>	<b>3,700</b>	<b>3,600</b>

	2017 Actual	2018 Budget	2018 Revised Budget	2019 Department Budget
<b>450 TIF Shier Rings Road</b>				
<b>20 Finance</b>				
<b>Contractual Services</b>				
711001 County Auditor Deductions	204	250	250	250
<b>Contractual Services Total:</b>	<b>204</b>	<b>250</b>	<b>250</b>	<b>250</b>
<b>Transfers/Advances</b>				
741000 Transfers Expense	0	0	0	150,000
<b>Transfers/Advances Total:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>150,000</b>
<b>Finance Total:</b>	<b>204</b>	<b>250</b>	<b>250</b>	<b>150,250</b>
<b>TIF Shier Rings Road Total:</b>	<b>204</b>	<b>250</b>	<b>250</b>	<b>150,250</b>

		<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2018 Revised Budget</b>	<b>2019 Department Budget</b>
<b>451 TIF Shamrock Crossing</b>					
<b>20 Finance</b>					
<b>Contractual Services</b>					
711001	County Auditor Deductions	3,786	4,000	4,000	4,000
<b>Contractual Services Total:</b>		<b>3,786</b>	<b>4,000</b>	<b>4,000</b>	<b>4,000</b>
<b>Transfers/Advances</b>					
741000	Transfers Expense	0	0	0	100,000
742000	Advances Expense	200,000	200,000	200,000	200,000
<b>Transfers/Advances Total:</b>		<b>200,000</b>	<b>200,000</b>	<b>200,000</b>	<b>300,000</b>
<b>Finance Total:</b>		<b>203,786</b>	<b>204,000</b>	<b>204,000</b>	<b>304,000</b>
<b>TIF Shamrock Crossing Total:</b>		<b>203,786</b>	<b>204,000</b>	<b>204,000</b>	<b>304,000</b>

		<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2018 Revised Budget</b>	<b>2019 Department 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	150,000	150,000	150,000	150,000
<b>Transfers/Advances Total:</b>		<b>150,000</b>	<b>150,000</b>	<b>150,000</b>	<b>150,000</b>
<b>Finance Total:</b>		<b>151,289</b>	<b>151,500</b>	<b>151,500</b>	<b>151,500</b>
<b>TIF Bridge and High Street Total:</b>		<b>151,289</b>	<b>151,500</b>	<b>151,500</b>	<b>151,500</b>

		<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2018 Revised Budget</b>	<b>2019 Department Budget</b>
<b>453 TIF Dublin Methodist Hospital</b>					
<b>20 Finance</b>					
<b>Contractual Services</b>					
711001	County Auditor Deductions	859	2,000	19,000	2,000
<b>Contractual Services Total:</b>		<b>859</b>	<b>2,000</b>	<b>19,000</b>	<b>2,000</b>
<b>Transfers/Advances</b>					
741000	Transfers Expense	0	127,500	127,500	0
<b>Transfers/Advances Total:</b>		<b>0</b>	<b>127,500</b>	<b>127,500</b>	<b>0</b>
<b>Finance Total:</b>		<b>859</b>	<b>129,500</b>	<b>146,500</b>	<b>2,000</b>
<b>TIF Dublin Methodist Hospital Total:</b>		<b>859</b>	<b>129,500</b>	<b>146,500</b>	<b>2,000</b>

		<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2018 Revised Budget</b>	<b>2019 Department Budget</b>
<b>454 TIF Kroger Centre</b>					
<b>20 Finance</b>					
<b>Contractual Services</b>					
711001	County Auditor Deductions	3,311	4,000	4,000	4,000
<b>Contractual Services Total:</b>		<b>3,311</b>	<b>4,000</b>	<b>4,000</b>	<b>4,000</b>
<b>Transfers/Advances</b>					
741000	Transfers Expense	479,476	282,375	282,375	230,000
<b>Transfers/Advances Total:</b>		<b>479,476</b>	<b>282,375</b>	<b>282,375</b>	<b>230,000</b>
<b>Finance Total:</b>		<b>482,787</b>	<b>286,375</b>	<b>286,375</b>	<b>234,000</b>
<b>TIF Kroger Centre Total:</b>		<b>482,787</b>	<b>286,375</b>	<b>286,375</b>	<b>234,000</b>



	2017 Actual	2018 Budget	2018 Revised Budget	2019 Department Budget
<b>455 TIF Frantz/Dublin Road</b>				
<b>30 Public Works</b>				
<b>Contractual Services</b>				
713004 Other Professional Services	54,260	0	98,641	0
<b>Contractual Services Total:</b>	<b>54,260</b>	<b>0</b>	<b>98,641</b>	<b>0</b>
<b>Public Works Total:</b>	<b>54,260</b>	<b>0</b>	<b>98,641</b>	<b>0</b>
<b>TIF Frantz/Dublin Road Total:</b>	<b>54,260</b>	<b>0</b>	<b>98,641</b>	<b>0</b>

		<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2018 Revised Budget</b>	<b>2019 Department 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	60,000	30,000	30,000	30,000
<b>Transfers/Advances Total:</b>		<b>60,000</b>	<b>30,000</b>	<b>30,000</b>	<b>30,000</b>
<b>Finance Total:</b>		<b>60,389</b>	<b>30,500</b>	<b>30,500</b>	<b>30,500</b>
<b>TIF Delta Energy Total:</b>		<b>60,389</b>	<b>30,500</b>	<b>30,500</b>	<b>30,500</b>

		2017 Actual	2018 Budget	2018 Revised Budget	2019 Department Budget
<b>457 TIF Bridge Street</b>					
<b>20 Finance</b>					
<b>Contractual Services</b>					
719006	Contractual Obligations	1,536,965	1,536,965	1,536,965	1,536,965
<b>Contractual Services Total:</b>		<b>1,536,965</b>	<b>1,536,965</b>	<b>1,536,965</b>	<b>1,536,965</b>
<b>Capital Outlay</b>					
735001	Cap Impr Land and Land Impr	19,999	0	250	0
<b>Capital Outlay Total:</b>		<b>19,999</b>	<b>0</b>	<b>250</b>	<b>0</b>
<b>Transfers/Advances</b>					
741000	Transfers Expense	255,600	0	0	0
<b>Transfers/Advances Total:</b>		<b>255,600</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Finance Total:</b>		<b>1,812,564</b>	<b>1,536,965</b>	<b>1,537,215</b>	<b>1,536,965</b>
<b>30 Public Works</b>					
<b>Contractual Services</b>					
713004	Other Professional Services	1,529,567	2,215,000	2,797,313	400,000
<b>Contractual Services Total:</b>		<b>1,529,567</b>	<b>2,215,000</b>	<b>2,797,313</b>	<b>400,000</b>
<b>Capital Outlay</b>					
735002	Cap Impr Build & Other Struct	406,475	0	60,800	0
735004	Cap Impr New Str Const/Eng Ser	14,409	0	66,834	0
<b>Capital Outlay Total:</b>		<b>420,884</b>	<b>0</b>	<b>127,634</b>	<b>0</b>
<b>Public Works Total:</b>		<b>1,950,451</b>	<b>2,215,000</b>	<b>2,924,947</b>	<b>400,000</b>
<b>TIF Bridge Street Total:</b>		<b>3,763,015</b>	<b>3,751,965</b>	<b>4,462,162</b>	<b>1,936,965</b>

		<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2018 Revised Budget</b>	<b>2019 Department Budget</b>
<b>458 TIF Vtable</b>					
<b>20 Finance</b>					
<b>Contractual Services</b>					
711001	County Auditor Deductions	5,172	5,500	5,500	5,500
<b>Contractual Services Total:</b>		<b>5,172</b>	<b>5,500</b>	<b>5,500</b>	<b>5,500</b>
<b>Transfers/Advances</b>					
741000	Transfers Expense	0	0	0	375,000
742000	Advances Expense	500,000	500,000	500,000	500,000
<b>Transfers/Advances Total:</b>		<b>500,000</b>	<b>500,000</b>	<b>500,000</b>	<b>875,000</b>
<b>Finance Total:</b>		<b>505,172</b>	<b>505,500</b>	<b>505,500</b>	<b>880,500</b>
<b>TIF Vtable Total:</b>		<b>505,172</b>	<b>505,500</b>	<b>505,500</b>	<b>880,500</b>

		<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2018 Revised Budget</b>	<b>2019 Department Budget</b>
<b>459 TIF West Innovation</b>					
<b>20 Finance</b>					
<b>Contractual Services</b>					
711001	County Auditor Deductions	3,336	3,500	9,500	3,500
<b>Contractual Services Total:</b>		<b>3,336</b>	<b>3,500</b>	<b>9,500</b>	<b>3,500</b>
<b>Transfers/Advances</b>					
742000	Advances Expense	300,000	300,000	300,000	300,000
<b>Transfers/Advances Total:</b>		<b>300,000</b>	<b>300,000</b>	<b>300,000</b>	<b>300,000</b>
<b>Finance Total:</b>		<b>303,336</b>	<b>303,500</b>	<b>309,500</b>	<b>303,500</b>
<b>30 Public Works</b>					
<b>Capital Outlay</b>					
735006	Cap Impr Str Maint Proj	600,000	0	0	0
<b>Capital Outlay Total:</b>		<b>600,000</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Public Works Total:</b>		<b>600,000</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TIF West Innovation Total:</b>		<b>903,336</b>	<b>303,500</b>	<b>309,500</b>	<b>303,500</b>

	2017 Actual	2018 Budget	2018 Revised Budget	2019 Department Budget
<b>460 TIF Ohio University</b>				
<b>20 Finance</b>				
<b>Capital Outlay</b>				
735001 Cap Impr Land and Land Impr	632	0	0	0
<b>Capital Outlay Total:</b>	<b>632</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Finance Total:</b>	<b>632</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>30 Public Works</b>				
<b>Capital Outlay</b>				
735006 Cap Impr Str Maint Proj	0	600,000	600,000	0
<b>Capital Outlay Total:</b>	<b>0</b>	<b>600,000</b>	<b>600,000</b>	<b>0</b>
<b>Public Works Total:</b>	<b>0</b>	<b>600,000</b>	<b>600,000</b>	<b>0</b>
<b>TIF Ohio University Total:</b>	<b>632</b>	<b>600,000</b>	<b>600,000</b>	<b>0</b>

		2017 Actual	2018 Budget	2018 Revised Budget	2019 Department 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	345,000	359,975	359,975	782,500
<b>Transfers/Advances Total:</b>		<b>345,000</b>	<b>359,975</b>	<b>359,975</b>	<b>782,500</b>
<b>Finance Total:</b>		<b>345,000</b>	<b>364,975</b>	<b>364,975</b>	<b>787,500</b>
<b>30 Public Works</b>					
<b>Contractual Services</b>					
713004	Other Professional Services	28,733	0	11,084	0
<b>Contractual Services Total:</b>		<b>28,733</b>	<b>0</b>	<b>11,084</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	3,238,724	0	990,403	0
<b>Capital Outlay Total:</b>		<b>3,238,724</b>	<b>0</b>	<b>1,027,561</b>	<b>0</b>
<b>Public Works Total:</b>		<b>3,267,457</b>	<b>0</b>	<b>1,038,646</b>	<b>0</b>
<b>70 Development</b>					
<b>Transfers/Advances</b>					
742000	Advances Expense	0	0	0	350,000
<b>Transfers/Advances Total:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>350,000</b>
<b>Development Total:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>350,000</b>
<b>TIF Tuller Total:</b>		<b>3,612,457</b>	<b>364,975</b>	<b>1,403,621</b>	<b>1,137,500</b>

		<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2018 Revised Budget</b>	<b>2019 Department Budget</b>
<b>462 TIF Nestle</b>					
<b>20 Finance</b>					
<b>Contractual Services</b>					
711001	County Auditor Deductions	446	750	750	750
<b>Contractual Services Total:</b>		<b>446</b>	<b>750</b>	<b>750</b>	<b>750</b>
<b>Finance Total:</b>		<b>446</b>	<b>750</b>	<b>750</b>	<b>750</b>
<b>TIF Nestle Total:</b>		<b>446</b>	<b>750</b>	<b>750</b>	<b>750</b>



		<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2018 Revised Budget</b>	<b>2019 Department Budget</b>
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<b>463 TIF Bridge Park</b>					
<b>20 Finance</b>					
<b>Transfers/Advances</b>					
741000	Transfers Expense	1,490,188	2,532,425	2,532,425	2,432,351
<b>Transfers/Advances Total:</b>		<b>1,490,188</b>	<b>2,532,425</b>	<b>2,532,425</b>	<b>2,432,351</b>
<hr/>					
<b>Finance Total:</b>		<b>1,490,188</b>	<b>2,532,425</b>	<b>2,532,425</b>	<b>2,432,351</b>
<hr/>					
<b>TIF Bridge Park Total:</b>		<b>1,490,188</b>	<b>2,532,425</b>	<b>2,532,425</b>	<b>2,432,351</b>

		<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2018 Revised Budget</b>	<b>2019 Department Budget</b>
<b>464 TIF Innovation</b>					
<b>20 Finance</b>					
<b>Contractual Services</b>					
711001	County Auditor Deductions	952	1,000	1,000	1,000
<b>Contractual Services Total:</b>		<b>952</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>
<b>Transfers/Advances</b>					
741000	Transfers Expense	0	0	0	150,000
<b>Transfers/Advances Total:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>150,000</b>
<b>Finance Total:</b>		<b>952</b>	<b>1,000</b>	<b>1,000</b>	<b>151,000</b>
<b>TIF Innovation Total:</b>		<b>952</b>	<b>1,000</b>	<b>1,000</b>	<b>151,000</b>

		<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2018 Revised Budget</b>	<b>2019 Department Budget</b>
<b>465 TIF Riviera</b>					
<b>20 Finance</b>					
<b>Transfers/Advances</b>					
742000	Advances Expense	0	0	0	270,000
<b>Transfers/Advances Total:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>270,000</b>
<b>Finance Total:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>270,000</b>
<b>30 Public Works</b>					
<b>Contractual Services</b>					
713004	Other Professional Services	25,566	2,150,000	2,350,000	0
<b>Contractual Services Total:</b>		<b>25,566</b>	<b>2,150,000</b>	<b>2,350,000</b>	<b>0</b>
<b>Public Works Total:</b>		<b>25,566</b>	<b>2,150,000</b>	<b>2,350,000</b>	<b>0</b>
<b>TIF Riviera Total:</b>		<b>25,566</b>	<b>2,150,000</b>	<b>2,350,000</b>	<b>270,000</b>

	2017 Actual	2018 Budget	2018 Revised Budget	2019 Department Budget
<b>466 TIF Penzone</b>				
<b>20 Finance</b>				
<b>Transfers/Advances</b>				
741000 Transfers Expense	0	0	0	80,000
<b>Transfers/Advances Total:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>80,000</b>
<b>Finance Total:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>80,000</b>
<b>TIF Penzone Total:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>80,000</b>

	2017 Actual	2018 Budget	2018 Revised Budget	2019 Department Budget
<b>467 TIF H2 Hotel</b>				
<b>20 Finance</b>				
<b>Transfers/Advances</b>				
741000 Transfers Expense	0	0	0	150,000
<b>Transfers/Advances Total:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>150,000</b>
<b>Finance Total:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>150,000</b>
<b>TIF H2 Hotel Total:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>150,000</b>

## 2019 OPERATING BUDGET – CITY OF DUBLIN, OHIO

### Parkland Acquisition Fund

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#### **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.

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#### **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 City Council deems it appropriate.

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

Also of note is that the final payment for the City's annual contribution of \$385,000 to the Metro Parks for Glacier Ridge was completed in 2017. The total contribution to Glacier Ridge Metro Park by the City was \$7.7 million, paid over the course of a 20 year period.

		2017 Actual	2018 Budget	2018 Revised Budget	2019 Department Budget
<b>402 Parkland Acquisition</b>					
<b>20 Finance</b>					
<b>Contractual Services</b>					
711001	County Auditor Deductions	10,719	11,000	11,000	11,000
<b>Contractual Services Total:</b>		<b>10,719</b>	<b>11,000</b>	<b>11,000</b>	<b>11,000</b>
<b>Capital Outlay</b>					
735001	Cap Impr Land and Land Impr	385,000	399,450	719,450	398,480
<b>Capital Outlay Total:</b>		<b>385,000</b>	<b>399,450</b>	<b>719,450</b>	<b>398,480</b>
<b>Transfers/Advances</b>					
741000	Transfers Expense	238,820	239,550	239,550	240,520
742000	Advances Expense	200,000	350,000	350,000	210,000
<b>Transfers/Advances Total:</b>		<b>438,820</b>	<b>589,550</b>	<b>589,550</b>	<b>450,520</b>
<b>Finance Total:</b>		<b>834,539</b>	<b>1,000,000</b>	<b>1,320,000</b>	<b>860,000</b>
<b>Parkland Acquisition Total:</b>		<b>834,539</b>	<b>1,000,000</b>	<b>1,320,000</b>	<b>860,000</b>

**(7) Enterprise Funds**



## 2019 OPERATING BUDGET - CITY OF DUBLIN, OHIO

### Public Works/ Water Maintenance

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#### **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.

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#### **OBJECTIVES AND ACTIVITIES**

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

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

#### **2018** **CURRENT NUMBER**

#### **2019** **PROPOSED**

Director, Street & Utilities Operations (1)  
Operations Administrator (2)  
Maintenance Crew Supervisor (3)  
Senior Civil Engineer (4)  
Engineering Technician I (5)  
Engineering Project Inspector (6)  
Maintenance Worker  
Administrative Support 2 (7)

0  
.10  
.30  
.20  
.5  
.5  
1  
0

.05  
.10  
.20  
.20  
.5  
.5  
1  
.20

#### **TOTAL**

**2.60**

**2.75**

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

Seasonal Maintenance Worker

1  
**1**

1  
**1**

#### **TOTAL**

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

- (1) The Director of Street and Utilities Operations position is allocated 5% to this budget, 60% to the Street Fund, 20% to the Sewer Fund and 15% to the Solid Waste Fund
- (2) 10% of an Operations Administrator position is allocated to this budget, 30% to the Street Fund, 40% to the Sewer Fund and 20% to the Solid Waste Fund.
- (3) 20% of a Crew Supervisor position is allocated to this fund, 50% to the Sewer Fund and 30% to the Solid Waste Fund.
- (4) 20% of one Senior Civil Engineer position is allocated to the Water Fund, 50% to the Sewer Fund and 30% to Engineering.
- (5) 50% of one Engineering Technician position is allocated to this budget and 50% to Engineering in the General Fund.
- (6) 50% of one Engineering Project Inspector position is allocated to this budget and 50% to Engineering in the General Fund.
- (7) Two Administrative Support 2 positions are allocated to this budget as well as other funds as follows:  
AS1 – 10% Water Fund, 60% Street Fund, 15% Solid Waste Fund, 15% Sewer Fund  
AS2 – 10% Water Fund, 30% Street Fund, 45% Solid Waste Fund, 15% Sewer Fund

		2017 Actual	2018 Budget	2018 Revised Budget	2019 Department Budget
<b>610 Water</b>					
<b>30 Public Works</b>					
Street and Utilities Operations					
<b>Personal Services</b>					
701101	Full Time Salaries/Wages	91,010	91,810	91,810	108,745
701103	Overtime Wages	987	5,000	5,000	5,000
701104	Other Wages	5,381	15,000	15,000	15,000
701201	Employee Benefits	41,361	46,145	46,145	54,915
701204	Uniforms and Clothing	868	1,520	1,829	1,519
702000	Training/Travel	0	500	500	500
<b>Personal Services Total:</b>		<b>139,606</b>	<b>159,975</b>	<b>160,284</b>	<b>185,679</b>
<b>Contractual Services</b>					
713005	Misc. Contract. Serv.	68,442	60,000	60,000	60,000
715001	Communications	0	4,100	4,100	4,100
716000	Memberships/Subscriptions	0	0	0	100
717005	Utilities- Other Fuel Types	143,574	180,000	186,680	180,000
718002	Hydrant Maint and Repair	46,606	50,600	97,194	50,600
<b>Contractual Services Total:</b>		<b>258,622</b>	<b>294,700</b>	<b>347,974</b>	<b>294,800</b>
<b>Supplies</b>					
721002	Operating Supplies	6,039	6,200	6,822	6,200
724003	Equipment Maintenance	157	500	500	500
<b>Supplies Total:</b>		<b>6,196</b>	<b>6,700</b>	<b>7,322</b>	<b>6,700</b>
<b>Capital Outlay</b>					
731000	Furniture/Equipment	0	1,000	1,000	1,000
734002	Tools	139	500	500	500
<b>Capital Outlay Total:</b>		<b>139</b>	<b>1,500</b>	<b>1,500</b>	<b>1,500</b>
<b>Public Works Total:</b>		<b>404,563</b>	<b>462,875</b>	<b>517,080</b>	<b>488,679</b>
<b>Water Total:</b>		<b>404,563</b>	<b>462,875</b>	<b>517,080</b>	<b>488,679</b>

		<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2018 Revised Budget</b>	<b>2019 Department Budget</b>
<b>610 Water</b>					
<b>20 Finance</b>					
<b>Debt Service</b>					
762001	Principal- Water	195,000	200,000	200,000	200,000
763002	Interest- Water	102,300	97,426	97,426	93,876
<b>Debt Service Total:</b>		<b>297,300</b>	<b>297,426</b>	<b>297,426</b>	<b>293,876</b>
<b>Finance Total:</b>		<b>297,300</b>	<b>297,426</b>	<b>297,426</b>	<b>293,876</b>
<b>Water Total:</b>		<b>297,300</b>	<b>297,426</b>	<b>297,426</b>	<b>293,876</b>

## **2019 OPERATING BUDGET - CITY OF DUBLIN, OHIO**

### **Public Works / Street & Utilities Operations / Water Maintenance**

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#### **BUDGET SUMMARY:**

##### **61030330**

- Account 701101 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.

##### **61080330**

- Account 731000 provides for furniture and equipment.

##### **61090290**

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

		2017 Actual	2018 Budget	2018 Revised Budget	2019 Department Budget
<b>610 Water</b>					
<b>30 Public Works</b>					
Engineering					
<b>Personal Services</b>					
701101	Full Time Salaries/Wages	34,686	71,590	71,590	74,970
701201	Employee Benefits	14,835	56,615	56,615	40,860
702000	Training/Travel	2,371	4,000	4,000	4,000
<b>Personal Services Total:</b>		<b>51,892</b>	<b>132,205</b>	<b>132,205</b>	<b>119,830</b>
<b>Contractual Services</b>					
713004	Other Professional Services	29,671	275,000	316,212	225,000
713005	Misc. Contract. Serv.	126,503	233,500	306,156	173,500
<b>Contractual Services Total:</b>		<b>156,174</b>	<b>508,500</b>	<b>622,368</b>	<b>398,500</b>
<b>Capital Outlay</b>					
735009	Cap Impr Water System Imp	1,273,536	2,315,000	2,579,188	830,000
<b>Capital Outlay Total:</b>		<b>1,273,536</b>	<b>2,315,000</b>	<b>2,579,188</b>	<b>830,000</b>
<b>Public Works Total:</b>		<b>1,481,601</b>	<b>2,955,705</b>	<b>3,333,761</b>	<b>1,348,330</b>
<b>Water Total:</b>		<b>1,481,601</b>	<b>2,955,705</b>	<b>3,333,761</b>	<b>1,348,330</b>

## **2019 OPERATING BUDGET - CITY OF DUBLIN, OHIO**

### **Public Works / Engineering / Water Maintenance**

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#### **BUDGET SUMMARY:**

##### **61030320**

- Account 701101 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 capital improvements projects approved in the 2019-2023 Capital Improvements Program such as waterline replacements and extensions.

## 2019 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**

##### **2018**

##### **CURRENT NUMBER**

##### **2019**

##### **PROPOSED**

Director, Street & Utilities Operations (1)

.25

.20

Engineering Technician I

0

1

Operations Administrator (2)

.45

.40

Maintenance Crew Supervisor (3)

.50

.50

Senior Civil Engineer (4)

.50

.50

Maintenance Worker

6

6

Administrative Support 2 (5)

0

.30

**TOTAL**

**8.70**

**8.9**

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

1

1

Seasonal Maintenance Worker

**1**

**1**

**TOTAL**

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

(1) The Director of Street & Utilities Operations position is allocated 20% to this budget, 15% to the Solid Waste Fund, 60% to the Street Fund and 5% to the Water Fund.

(2) 40% of an Operations Administrator position is allocated to this budget, 30% to the Street Fund, 20% to the Solid Waste Fund and 10% to the Water Fund.

(3) 50% of a Crew Supervisor position is allocated to this budget, 30% to the Solid Waste Fund, and 20% to the Water Fund.

(4) 20% of a Senior Civil Engineer position is allocated to the Water Fund, 50% to this budget, and 30% to Engineering.

(5) Two Administrative Support 2 positions are allocated to this budget and well as all other S&U funds as follows:

AS1 – 15% Sewer Fund, 10% Water Fund, 60% Street Fund, 15% Solid Waste Fund

AS2 – 15% Sewer Fund, 10% Water Fund, 30% Street Fund, 45% Solid Waste Fund

		2017 Actual	2018 Budget	2018 Revised Budget	2019 Department Budget
<b>620 Sewer</b>					
<b>30 Public Works</b>					
Street and Utilities Operations					
<b>Personal Services</b>					
701101	Full Time Salaries/Wages	442,323	453,190	453,190	487,050
701103	Overtime Wages	15,560	25,000	30,000	30,000
701104	Other Wages	5,062	15,000	10,000	15,000
701201	Employee Benefits	192,607	209,875	209,875	225,595
701204	Uniforms and Clothing	4,525	6,315	8,126	6,315
702000	Training/Travel	769	7,150	7,150	7,150
<b>Personal Services Total:</b>		<b>660,846</b>	<b>716,530</b>	<b>718,341</b>	<b>771,110</b>
<b>Contractual Services</b>					
713004	Other Professional Services	347	0	0	0
713005	Misc. Contract. Serv.	139,086	191,000	220,799	191,000
715001	Communications	0	2,600	2,600	2,600
716000	Memberships/Subscriptions	0	0	0	100
717001	Rents and Leases	1,100	1,500	1,500	1,500
<b>Contractual Services Total:</b>		<b>140,534</b>	<b>195,100</b>	<b>224,899</b>	<b>195,200</b>
<b>Supplies</b>					
721001	Office Supplies	394	450	506	450
721002	Operating Supplies	2,035	6,350	6,646	6,350
724001	General Maintenance	268	13,000	13,000	13,000
724003	Equipment Maintenance	2,008	14,000	14,000	14,000
<b>Supplies Total:</b>		<b>4,705</b>	<b>33,800</b>	<b>34,152</b>	<b>33,800</b>
<b>Capital Outlay</b>					
731000	Furniture/Equipment	0	1,000	1,000	1,000
734002	Tools	41	4,700	4,700	4,700
<b>Capital Outlay Total:</b>		<b>41</b>	<b>5,700</b>	<b>5,700</b>	<b>5,700</b>
<b>Public Works Total:</b>		<b>806,126</b>	<b>951,130</b>	<b>983,092</b>	<b>1,005,810</b>
<b>Sewer Total:</b>		<b>806,126</b>	<b>951,130</b>	<b>983,092</b>	<b>1,005,810</b>



		<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2018 Revised Budget</b>	<b>2019 Department Budget</b>
<b>620 Sewer</b>					
<b>20 Finance</b>					
<b>Debt Service</b>					
761001	Debt Issuance Costs	5,792	0	0	0
762005	Principal- Sewer	1,580,884	1,021,155	1,021,155	360,000
763006	Interest- Sewer	271,057	259,725	259,725	243,044
<b>Debt Service Total:</b>		<b>1,857,733</b>	<b>1,280,880</b>	<b>1,280,880</b>	<b>603,044</b>
<b>Finance Total:</b>		<b>1,857,733</b>	<b>1,280,880</b>	<b>1,280,880</b>	<b>603,044</b>
<b>Sewer Total:</b>		<b>1,857,733</b>	<b>1,280,880</b>	<b>1,280,880</b>	<b>603,044</b>

## **2019 OPERATING BUDGET - CITY OF DUBLIN, OHIO**

### **Public Works / Street & Utilities Operations / Sewer Maintenance**

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#### **BUDGET SUMMARY:**

##### **62030330**

- Account 701101 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.

		2017 Actual	2018 Budget	2018 Revised Budget	2019 Department Budget
<b>620 Sewer</b>					
<b>30 Public Works</b>					
Engineering					
<b>Personal Services</b>					
701101	Full Time Salaries/Wages	110,542	115,960	115,960	118,390
701103	Overtime Wages	0	500	500	500
701201	Employee Benefits	36,404	56,100	56,100	41,030
701204	Uniforms and Clothing	160	400	400	400
702000	Training/Travel	1,457	5,200	5,200	6,000
<b>Personal Services Total:</b>		<b>148,562</b>	<b>178,160</b>	<b>178,160</b>	<b>166,320</b>
<b>Contractual Services</b>					
713004	Other Professional Services	222,680	121,900	238,641	331,900
713005	Misc. Contract. Serv.	49,248	120,000	190,752	80,000
<b>Contractual Services Total:</b>		<b>271,928</b>	<b>241,900</b>	<b>429,393</b>	<b>411,900</b>
<b>Supplies</b>					
721002	Operating Supplies	0	700	300	700
<b>Supplies Total:</b>		<b>0</b>	<b>700</b>	<b>300</b>	<b>700</b>
<b>Capital Outlay</b>					
735008	Cap Impr Sanitary Sewer Imp	914,993	1,515,000	1,850,456	830,000
<b>Capital Outlay Total:</b>		<b>914,993</b>	<b>1,515,000</b>	<b>1,850,456</b>	<b>830,000</b>
<b>Public Works Total:</b>		<b>1,335,484</b>	<b>1,935,760</b>	<b>2,458,309</b>	<b>1,408,920</b>
<b>Sewer Total:</b>		<b>1,335,484</b>	<b>1,935,760</b>	<b>2,458,309</b>	<b>1,408,920</b>

## **2019 OPERATING BUDGET - CITY OF DUBLIN, OHIO**

### **Public Works / Engineering / Sewer Maintenance**

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#### **BUDGET SUMMARY:**

##### **62030320**

- Account 701101 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 2019-2023 Capital Improvements Program such as annual sewer maintenance, manhole rehabilitation and upsizing projects.

## **2019 OPERATING BUDGET - CITY OF DUBLIN, OHIO**

### **Sewer Construction Fund**

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#### **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.

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

For financial reporting purposes in the City's Annual Comprehensive Annual Report (CAFR), the Sewer Construction Fund is part of the Sewer Fund.

		2017 Actual	2018 Budget	2018 Revised Budget	2019 Department Budget
<b>623 Sewer Construction</b>					
<b>10 City Manager</b>					
<b>Contractual Services</b>					
713005	Misc. Contract. Serv.	0	0	750	0
<b>Contractual Services Total:</b>		<b>0</b>	<b>0</b>	<b>750</b>	<b>0</b>
<b>City Manager Total:</b>		<b>0</b>	<b>0</b>	<b>750</b>	<b>0</b>
<b>20 Finance</b>					
<b>Transfers/Advances</b>					
741000	Transfers Expense	562,888	0	0	0
<b>Transfers/Advances Total:</b>		<b>562,888</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Debt Service</b>					
761001	Debt Issuance Costs	9,569	0	0	0
<b>Debt Service Total:</b>		<b>9,569</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Finance Total:</b>		<b>572,456</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>30 Public Works</b>					
<b>Capital Outlay</b>					
735008	Cap Impr Sanitary Sewer Imp	73,779	2,420,000	2,575,579	3,070,000
<b>Capital Outlay Total:</b>		<b>73,779</b>	<b>2,420,000</b>	<b>2,575,579</b>	<b>3,070,000</b>
<b>Public Works Total:</b>		<b>73,779</b>	<b>2,420,000</b>	<b>2,575,579</b>	<b>3,070,000</b>
<b>Sewer Construction Total:</b>		<b>646,236</b>	<b>2,420,000</b>	<b>2,576,329</b>	<b>3,070,000</b>

## 2019 OPERATING BUDGET - CITY OF DUBLIN, OHIO

### Sewer Construction

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#### **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.

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## 2019 OPERATING BUDGET - CITY OF DUBLIN, OHIO

### Merchandising Fund

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#### **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.

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

*The City of Dublin merchandise is no longer handled through Communications and Public Information. 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 2019.*

	2017 Actual	2018 Budget	2018 Revised Budget	2019 Department Budget
<b>630 Merchandising</b>				
<b>10 City Manager</b>				
<b>Contractual Services</b>				
713005 Misc. Contract. Serv.	34	0	0	0
<b>Contractual Services Total:</b>	<b>34</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>City Manager Total:</b>	<b>34</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Merchandising Total:</b>	<b>34</b>	<b>0</b>	<b>0</b>	<b>0</b>

## 2019 OPERATING BUDGET - CITY OF DUBLIN, OHIO

### Merchandising Fund

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#### **BUDGET SUMMARY:**

##### **63010130**

- Account 721002 provides funding to buy merchandise for resale. *This Fund will be closed in 2019.*

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**( 8 ) Internal Service Funds**

## 2019 OPERATING BUDGET - CITY OF DUBLIN, OHIO

### Internal Service / Employee Benefits Self-Insurance

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#### **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.

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<b><u>PERSONNEL DATA</u></b>	<b><u>2018</u></b>	<b><u>2019</u></b>
<b><u>POSITION TITLE</u></b>	<b><u>CURRENT NUMBER</u></b>	<b><u>PROPOSED</u></b>
Wellness and Benefits Coordinator	$\frac{1}{1}$	$\frac{1}{1}$
<b>TOTAL</b>	<b>1</b>	<b>1</b>

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

The annual funding level for 2019 for all employee groups is as follows:

Single	\$ 10,480
Family	\$ 23,925

In order to ensure the proper level of reserves, the funding level was increased for 2018 by approximately 14.16% for single coverage and 7.19% for family coverage. These increases were based on projections from United Health Care and Oswald Consulting for the upcoming benefit year, and an assessment of the previous year's fund balances. Those increases were intended to strengthen the fund balance of the Employee Benefits Self-Insurance Fund going into 2019. The increases, along with a decrease in projected medical and Rx claims per-employee-per-month for 2019 have afforded the rates for 2019 to return to their previous levels, closer to the 2017 funding level. The funding level for single cover will decrease 11.74% for 2019, and the family coverage will decrease by 6.68% for 2019.

The fund balance of the Employee Benefits Self-Insurance Fund is monitored continuously during the year. If additional contributions should become necessary, the annual funding rate will be adjusted accordingly with the approval of City Council.

		2017 Actual	2018 Budget	2018 Revised Budget	2019 Department Budget
<b>701 Self Insurance - Employee Bens</b>					
<b>10 City Manager</b>					
<b>Personal Services</b>					
701101	Full Time Salaries/Wages	52,055	60,350	60,350	63,570
701201	Employee Benefits	15,058	35,770	35,770	34,190
702000	Training/Travel	2,010	5,000	5,000	0
<b>Personal Services Total:</b>		<b>69,123</b>	<b>101,120</b>	<b>101,120</b>	<b>97,760</b>
<b>Contractual Services</b>					
713005	Misc. Contract. Serv.	141,023	140,180	230,241	156,180
714003	Third Party Administrator	238,346	242,320	262,354	242,320
714005	Medical Dental Rx Vision	4,242,028	4,713,700	4,664,204	4,746,590
714008	Stop Loss Coverage	807,372	1,090,730	1,126,168	1,264,470
714010	Employer HSA Contribution	1,064,125	1,183,185	1,171,185	1,233,750
<b>Contractual Services Total:</b>		<b>6,492,894</b>	<b>7,370,115</b>	<b>7,454,152</b>	<b>7,643,310</b>
<b>City Manager Total:</b>		<b>6,562,017</b>	<b>7,471,235</b>	<b>7,555,272</b>	<b>7,741,070</b>
<b>20 Finance</b>					
<b>Transfers/Advances</b>					
742000	Advances Expense	450,000	0	0	0
<b>Transfers/Advances Total:</b>		<b>450,000</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Finance Total:</b>		<b>450,000</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Self Insurance - Employee Bens Total:</b>		<b>7,012,017</b>	<b>7,471,235</b>	<b>7,555,272</b>	<b>7,741,070</b>

## 2019 OPERATING BUDGET - CITY OF DUBLIN, OHIO

### Internal Service/ Employee Benefits Self Insurance

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#### **BUDGET SUMMARY:**

#### **70110120**

- Account 701101 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.



## 2019 OPERATING BUDGET - CITY OF DUBLIN, OHIO

### Human Resources

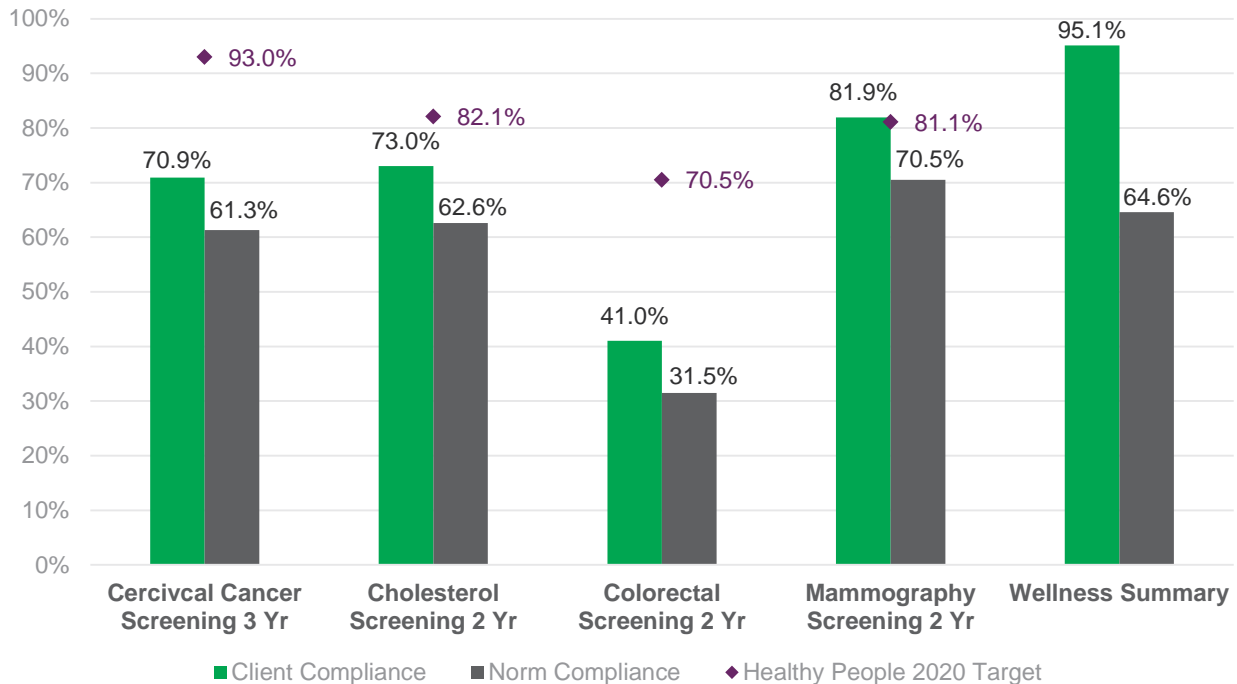
#### **PERFORMANCE MEASURES:**

Dublin's Healthy by Choice Wellness Program and Benefit plan design continues to offer value keeping healthcare costs steady. In 2017 the city had a 99.4 participation rate with our wellness program. Out of 360 employees on the City's health insurance plan 358 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 continues to exceed industry norms with over 95% of employees completing a preventive wellness visit with their primary care physician. The charts below indicate the United Health Care book of Business and compares their norms with the City of Dublin employee norms. We continue to exceed every category. This high compliance results in early disease detection and preventive care helps bend the curve of healthcare costs.

Current evidence suggests that high deductible health plans, like the one offered at the City of Dublin, are associated with lower health care costs as a result of reduction in the use of health services, including appropriate services. An example of this is the increase of virtual visit usage, which saves the City of Dublin health plan and the employee money.

### Prevention & Wellness Compliance



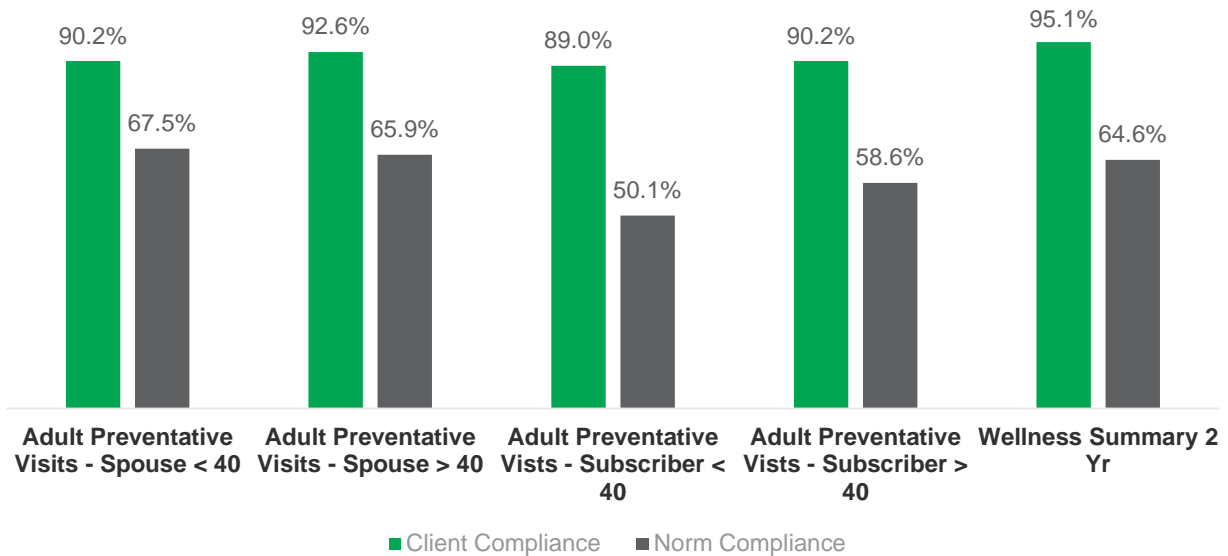
Employee and spouse engagement in the Healthy by Choice wellness program has had a significant positive impact on the City's claim's cost. The continued focus on preventive care and education will increase our trend of healthy members and at least maintain, if not improve, overall claims costs.

## 2019 OPERATING BUDGET - CITY OF DUBLIN, OHIO

### Human Resources

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 95% of covered members who are over the age of 18, have engaged in Wellness visit, which is 30.5% higher than United Health Care's Book of Business. This is a direct result of our strong wellness program, support from senior leadership, and continuous communication with our employees and their families.

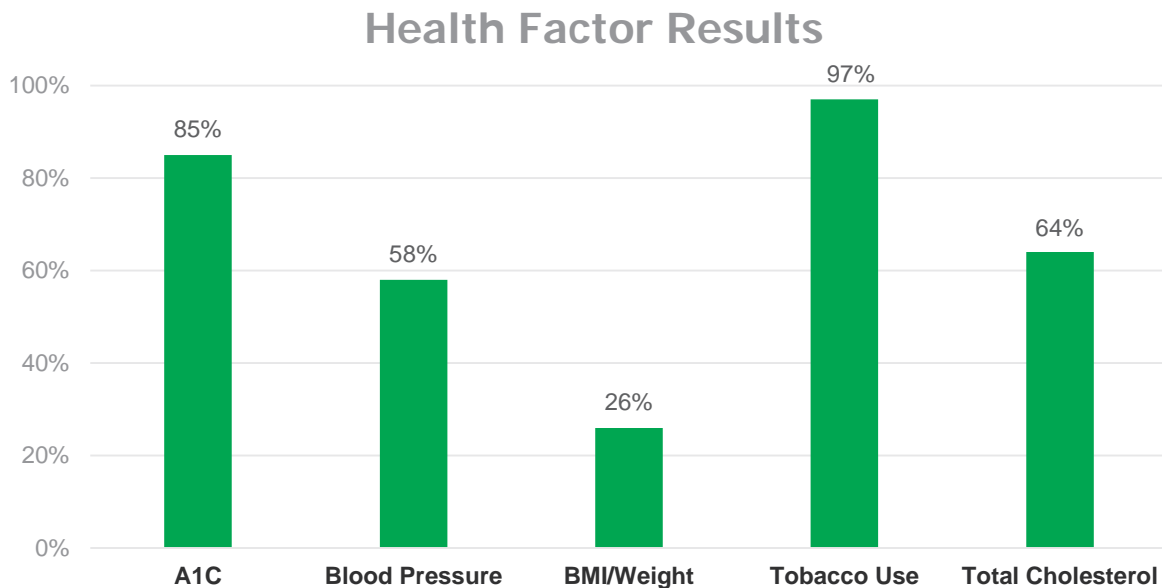
### Clinical Wellness Compliance



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 2017 biometric results indicate our employee population risk. The chart below specifically depicts what percentage of our population met the health factor guidelines for A1C (diabetes risk), BMI, Blood Pressure, Total Cholesterol, and Tobacco Use. From this information, coupled with our medical spend, we determine what areas of focus the Healthy by Choice program will make for the coming year. We will continue to encourage participation in weight management, exercise, stress reduction, financial wellness, and the total well-being of our employees and their spouses.

## 2019 OPERATING BUDGET - CITY OF DUBLIN, OHIO

### Human Resources



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 2017, our generic drug utilization increased to 88.6%, a .5% increase from 2017. This resulted in a \$30,000 savings. In 2018, the City implemented a quantity level limit and duration program, a limited pharmacy network, and an exclude at launch program, which is projected to have saved the City \$74,000. In 2019, all employees will undergo a benefit education class to ensure they have the most up to date information on how to be a good medical consumer.

## **2019 OPERATING BUDGET - CITY OF DUBLIN, OHIO**

### **Internal Service/ Workers' Compensation Fund**

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#### **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.

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#### **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, 2019 - December 31, 2019. This budget also reflects estimated fees for excess workers' compensation insurance coverage and volunteer insurance coverage.

		<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2018 Revised Budget</b>	<b>2019 Department Budget</b>
<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	17,993	46,650	46,650	46,650
714007	Other Claims	51,508	158,000	158,000	100,000
714008	Stop Loss Coverage	64,366	88,800	90,157	87,500
<b>Contractual Services Total:</b>		<b>133,867</b>	<b>299,450</b>	<b>300,807</b>	<b>240,150</b>
<b>City Manager Total:</b>		<b>133,867</b>	<b>299,450</b>	<b>300,807</b>	<b>240,150</b>
<b>Self Insurance - Workers' Comp Total:</b>		<b>133,867</b>	<b>299,450</b>	<b>300,807</b>	<b>240,150</b>

## 2019 OPERATING BUDGET - CITY OF DUBLIN, OHIO

### Internal Service/ Workers' Compensation Fund

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#### **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.

## 2019 OPERATING BUDGET - CITY OF DUBLIN, OHIO

### Human Resources

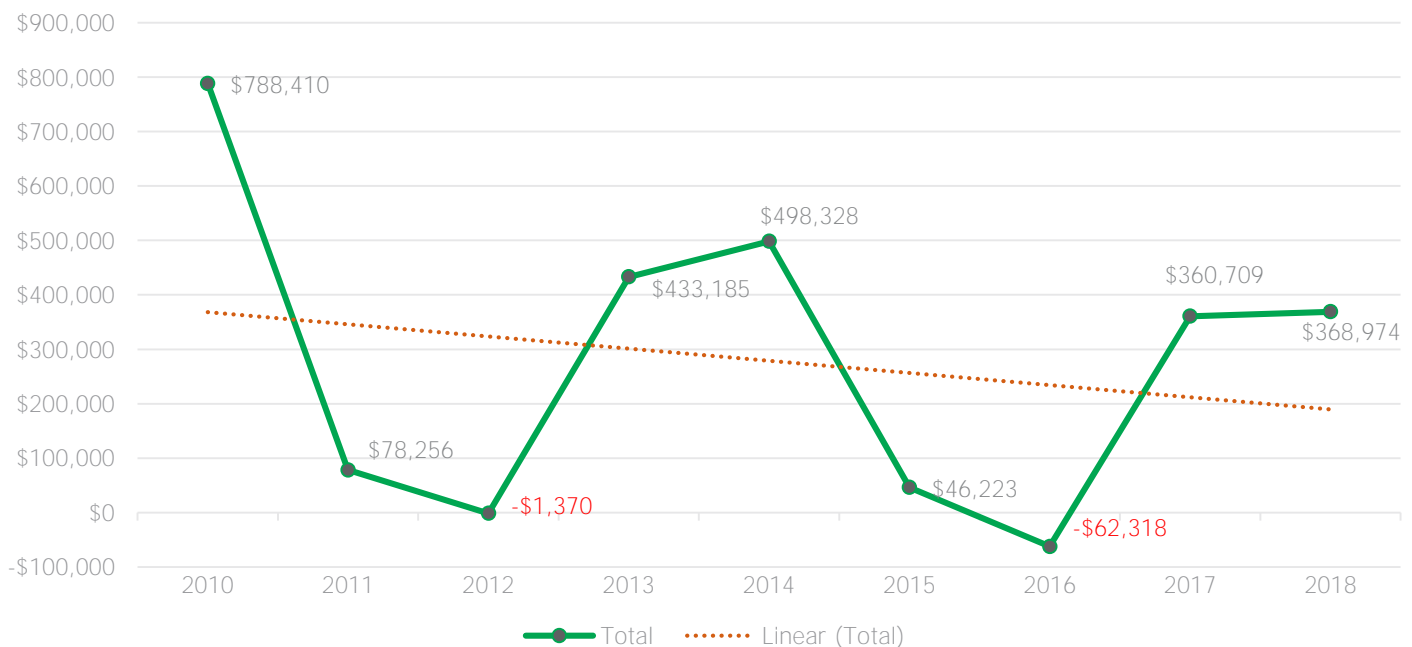
#### PERFORMANCE MEASURES:

#### Percent Change in Number of Worker's Compensation Claims Filed (including annual costs)

	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014	FY2015	FY2016	FY2017	FY2018*
<b># of Worker's Compensation Claims</b>	30	31	25	29	22	24	23	25	11
<b>Total Self Insured Cost</b>	\$161,871	\$190,975	\$230,135	\$223,022	\$200,042	\$157,981	\$146,102	\$158,749	\$119,180
<b>Percent Change in Insured Cost</b>	(18%)	19%	20%	(4%)	(10%)	(21%)	(8%)	8%	(26%)

\*As of 9/10/2018

### Annual Self Insurance Cost Savings FY 2009 - 2018



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 years 2011, 2012, 2015 and 2016 is that the Bureau of Worker's Compensation (BWC) issued a rebates to all "State Funded" BWC programs.





## 2019 OPERATING BUDGET - CITY OF DUBLIN, OHIO

### Fiduciary Funds

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**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.** They are considered clearing accounts for which the City has custodial responsibility.

These Funds reflect the cost of reimbursing developers for the cost of installing certain public improvements (such as water and sewer reimbursement, roadway construction, etc.) 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). A separate fund has also been established for the PACE special assessment collected through Franklin County.

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### **NOTES AND ADJUSTMENTS:**

		<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2018 Revised Budget</b>	<b>2019 Department Budget</b>
<b>803 Unclaimed Monies</b>					
<b>20 Finance</b>					
<b>Other Charges and Ex</b>					
755002	Refunds- Gen. Unclaim. Chk	0	250	10,250	250
755003	Refunds- Unclaim. Payroll	0	0	1,500	0
755004	Refunds- Unclaim. Inc. Tax	0	20,000	20,000	20,000
<b>Other Charges and Ex Total:</b>		<b>0</b>	<b>20,250</b>	<b>31,750</b>	<b>20,250</b>
<b>Finance Total:</b>		<b>0</b>	<b>20,250</b>	<b>31,750</b>	<b>20,250</b>
<b>Unclaimed Monies Total:</b>		<b>0</b>	<b>20,250</b>	<b>31,750</b>	<b>20,250</b>

		<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2018 Revised Budget</b>	<b>2019 Department Budget</b>
<b>804 Convention and Visitors Bureau</b>					
<b>20 Finance</b>					
<b>Other Charges and Ex</b>					
751008	Dubl Conv and Vis Bureau	1,111,963	1,133,000	1,133,000	1,300,000
<b>Other Charges and Ex Total:</b>		<b>1,111,963</b>	<b>1,133,000</b>	<b>1,133,000</b>	<b>1,300,000</b>
<b>Finance Total:</b>		<b>1,111,963</b>	<b>1,133,000</b>	<b>1,133,000</b>	<b>1,300,000</b>
<b>Convention and Visitors Bureau Total:</b>		<b>1,111,963</b>	<b>1,133,000</b>	<b>1,133,000</b>	<b>1,300,000</b>

		<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2018 Revised Budget</b>	<b>2019 Department Budget</b>
<b>805 Agency</b>					
<b>20 Finance</b>					
<b>Contractual Services</b>					
711004	Sewer Tap Paybacks	785,369	610,000	610,000	610,000
<b>Contractual Services Total:</b>		<b>785,369</b>	<b>610,000</b>	<b>610,000</b>	<b>610,000</b>
<b>Other Charges and Ex</b>					
755000	Refunds	0	800	800	800
755005	Refunds- Conditional Occup	484,900	365,000	465,000	465,000
755006	Refunds- Residential 1%	8,068	6,000	6,000	6,000
755007	Refunds- Commercial 3%	33,469	30,000	30,000	30,000
755008	Refunds- Park/CRC Deposits	108,480	88,700	88,700	88,700
755010	Refunds- Theater Admission	2,940	2,000	2,000	2,000
755012	Refunds- Washington Twp.	16,080	12,000	17,500	12,000
755013	Refunds- Hydrant Permit	0	300	300	300
755014	Refunds- School Programs	62,639	55,000	55,000	55,000
755015	Refunds- Vendor Bonds	500	500	500	500
755024	Crawford Hoying Bridge Pk Ext	681,810	0	1,175,826	0
755025	Washington Twshp Membrane Insp	900	0	1,000	0
755026	Bridge Park NCA Charges	0	0	55,000	55,000
<b>Other Charges and Ex Total:</b>		<b>1,399,785</b>	<b>560,300</b>	<b>1,897,626</b>	<b>715,300</b>
<b>Finance Total:</b>		<b>2,185,154</b>	<b>1,170,300</b>	<b>2,507,626</b>	<b>1,325,300</b>
<b>Agency Total:</b>		<b>2,185,154</b>	<b>1,170,300</b>	<b>2,507,626</b>	<b>1,325,300</b>

		<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2018 Revised Budget</b>	<b>2019 Department Budget</b>
<b>807 C.O.I.R.S.</b>					
<b>20 Finance</b>					
<b>Contractual Services</b>					
713001	Accounting/Auditing Services	3,221	4,500	4,500	4,500
713002	Legal Services	6,867	8,000	9,000	6,500
713004	Other Professional Services	14,318	34,500	81,340	31,500
714001	Insurance and Bonding	9,285	15,000	16,715	14,000
717005	Utilities- Other Fuel Types	5,563	10,000	10,758	12,000
<b>Contractual Services Total:</b>		<b>39,254</b>	<b>72,000</b>	<b>122,313</b>	<b>68,500</b>
<b>Supplies</b>					
724003	Equipment Maintenance	196,749	242,000	264,000	249,000
<b>Supplies Total:</b>		<b>196,749</b>	<b>242,000</b>	<b>264,000</b>	<b>249,000</b>
<b>Capital Outlay</b>					
731000	Furniture/Equipment	144,619	0	433,856	0
<b>Capital Outlay Total:</b>		<b>144,619</b>	<b>0</b>	<b>433,856</b>	<b>0</b>
<b>Finance Total:</b>		<b>380,621</b>	<b>314,000</b>	<b>820,169</b>	<b>317,500</b>
<b>C.O.I.R.S. Total:</b>		<b>380,621</b>	<b>314,000</b>	<b>820,169</b>	<b>317,500</b>

	2017 Actual	2018 Budget	2018 Revised Budget	2019 Department Budget
<b>817 Property Assessed Clean Energy</b>				
<b>70 Development</b>				
<b>Contractual Services</b>				
713005 Misc. Contract. Serv.	0	0	53,000	254,745
<b>Contractual Services Total:</b>	<b>0</b>	<b>0</b>	<b>53,000</b>	<b>254,745</b>
<b>Development Total:</b>	<b>0</b>	<b>0</b>	<b>53,000</b>	<b>254,745</b>
<b>Property Assessed Clean Energy Total:</b>	<b>0</b>	<b>0</b>	<b>53,000</b>	<b>254,745</b>



## 2019 OPERATING BUDGET – CITY OF DUBLIN, OHIO

### GLOSSARY OF TERMS AND ACRONYMS

***While not all-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.

**APWA – the American Public Works Association** is a not-for-profit, professional organization of public works agencies, private companies, and individuals dedicated to promoting professional excellence and public awareness through education, advocacy and the exchange of knowledge.

ASE – the **National Institute for Automotive Service Excellence** is a professional certification group that certifies professionals and shops in the automotive repair and service industry in the United States and part of Canada. The organization aims to improve the quality of vehicle repair and service through the testing and certification of service professionals.

**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



## 2019 OPERATING BUDGET – CITY OF DUBLIN, OHIO

### GLOSSARY OF TERMS AND ACRONYMS

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.

**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** – the **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** – money owed; also known as a liability.

**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.

## 2019 OPERATING BUDGET – CITY OF DUBLIN, OHIO

### GLOSSARY OF TERMS AND ACRONYMS

**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.

**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

## 2019 OPERATING BUDGET – CITY OF DUBLIN, OHIO

### GLOSSARY OF TERMS AND ACRONYMS

obligation bond principal and interest from governmental resources.

**GFX** – an abbreviation of graphics.

**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.”

**Grant** – a contribution by a government or other entity to support a particular function.

**High Deductible Health Plan** – a health insurance policy that requires the policyholder to pay more out-of-pocket medical expenses but usually has lower premiums than traditional health insurance plans.

**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), is 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.

**Interest** – a fee for the use of money over time. It is an expense to the borrower and revenue to the lender. Also, money earned on a savings account.

**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.

## 2019 OPERATING BUDGET – CITY OF DUBLIN, OHIO

### GLOSSARY OF TERMS AND ACRONYMS

**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.

**NAFA** – the **National Association of Fleet Administrators** is a not-for-profit, individual membership professional society for professionals who manage fleets of automobiles, SUVs, trucks, vans and a wide range of specialized mobile equipment for organizations in the United States and Canada.

**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.

**OCM** – an abbreviation for the Office of the City Manager.

**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

## 2019 OPERATING BUDGET – CITY OF DUBLIN, OHIO

### GLOSSARY OF TERMS AND ACRONYMS

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.

**Principal** – the unpaid balance on a loan, not including interest; the amount of money invested.

**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.

**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

## 2019 OPERATING BUDGET – CITY OF DUBLIN, OHIO

### GLOSSARY OF TERMS AND ACRONYMS

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.