



**2012**

**OPERATING**

**BUDGET**

**Adopted by Ordinance No. 60-11**



**CITY OF DUBLIN, OHIO  
OPERATING BUDGET FOR 2012  
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December 12, 2011

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

I am pleased to present to you the Administration's 2012 Operating Budget for review and consideration. This budget is balanced and was developed in accordance with the City Charter, the annual budget calendar, the stated financial management policies and guidelines of the City, and the City Council's adopted goals. This budget also recognizes the external economic conditions that demand conservative approaches to managing expenses while continuing to deliver high quality services to residents and corporate citizens.

In accordance with the City's financial management policies, the Operating Budget has been developed to maintain a minimum General Fund balance of at least 50% of General Fund expenditures, including operating transfers. The City has met or exceeded the threshold for several years, allowing the City to have sufficient fund balances and cash flow for unanticipated needs and to seize opportunities as they become available. The General Fund balance, as a percentage of expenditures and operating transfers, has grown from 59.8% in 2008, to 64.9% in 2009, and 75.9% in 2010.

The success of our local businesses is commensurate to the City's success in that approximately 80% of the City's total tax revenue is derived from withholding accounts, or the taxes withheld by employers from their employees' wages. Throughout 2011, the City again experienced growth in income tax revenues. The total income tax collections through the third quarter 2011 were up 4.06% when compared to collections through the third quarter 2010. This increase was driven by a 6.81% increase in income tax revenues derived from withholding accounts. Taking a conservative position for budgeting purposes, the Administration has projected the total income tax revenues for 2011 will be up 2% as compared to the total income tax revenues for 2010.

As a result of the increase in income tax revenues in 2011 and the continued close scrutiny of operating expenditures, the City's unexpended General Fund balance, which accounts for the majority of the City's reserves, is projected to be \$42.8 million at year-end 2011. The 2011 projected General Fund balance, as a percentage of projected expenditures and operating transfers is approximately 77.68%. This level of reserve is looked upon extremely favorably by the rating agencies and has been highlighted by both Moody's Investors Service and Fitch Ratings as a rationale for the City's Aaa/AAA bond rating, the highest rating available from both agencies.

Due to the continued unpredictable state of the global and national economies and in keeping with the City's financial management policies, it is conservatively estimated that 2012 income tax revenues will remain consistent with 2011 projected income tax revenues.

The City's strong tax base and conservative budget philosophy have resulted in operating revenues exceeding operating expenditures for many years. The exception occurred in 2009 as a result of a 6.14% decrease in income tax revenues. In 2011, the actual operating revenues are expected to exceed the budgeted operating revenues by approximately \$6.2 million.

■ **Office of City Manager**  
5200 Emerald Parkway  
Dublin, Ohio 43017  
  
phone 614.410.4400  
  
[www.dublinohiousa.gov](http://www.dublinohiousa.gov)

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

	2007	2008	2009	2010	2011 (Estimated)	2012 (Projected)
Budgeted Revenues	\$59.69	\$64.94	\$67.69	\$60.75	\$62.84	\$65.75
Actual Revenues	\$68.79	\$70.96	\$66.57	\$68.32	\$69.07	

The philosophy of conservatively estimating revenues has been followed over the years because of the limited control the City has over revenues as evidenced by the 2009 decline in income tax revenues. Operating revenues other than income taxes have continued to exceed the amount budgeted. For 2012, budgeted operating revenues are projected to be \$65.75 million, which represents a 4.63% increase over 2011 budgeted operating revenues. As previously stated, income tax revenues for 2012 have been projected to be equal to 2011 estimated income tax revenues. Non-income tax operating revenues are projected to decrease 2.63% over 2011 budgeted amounts, which are less than the 2011 current year estimates of \$16.4 million.

The budget development was driven by the five strategic focus areas and goal statements originally adopted by City Council in 2010 and reaffirmed in 2011. The 2012 Operating Budget reflects funding requests totaling \$68.1 million for operating expenditures. This reflects a 2.1% increase compared to the 2011 Operating Budget. The budget includes a salary increase of 2% for non-bargaining unit employees. Negotiated wage increases have also been included for those employees covered by the United Steelworkers of America and Fraternal Order of Police – City Lodge #9 (Police) contracts. Currently being negotiated is the contract with the Fraternal Order of Police – Ohio Labor Council (Communications Technicians). An allocated salary increase has been included in anticipation of reaching a settlement. In addition, approximately \$170,000 in operating expenditures related to the Bridge Street Corridor has been included as well as additional funding in Parks & Open Space in order to meet the increasing maintenance needs throughout the City parks.

While the 2012 estimated expenditures exceed the 2012 budgeted operating revenue, it is anticipated the difference or the “gap” at the end of the year will likely be less than projected or what typically has occurred, with the exception of 2009, is the operating expenditures will actually be less than the operating revenue.

From the standpoint of maintaining a sufficient level of reserves, if the operating revenues and operating expenditures in 2012 are consistent with the budgeted amounts, the 2012 General Fund year-end balance is projected to be approximately 69.7% of the 2012 General Fund expenditures and operating transfers, exceeding the 50% target balance by approximately \$11.4 million. The following table provides a history of the approved budget for operating expenditures as compared to actual expenditures and encumbrances and the projected expenditures for 2011.

**Operating Expenditures**  
**(in millions)**

	2007	2008	2009	2010	2011 (Estimated)	2012 (Adopted)
Budgeted Expenditures <sup>(1)</sup>	\$63.60	\$68.68	\$71.54	\$65.10	\$66.68	\$68.10
Actual Expenditures	\$60.21	\$63.33	\$65.30	\$63.60	\$65.95 <sup>(2)</sup>	
Actual Encumbrances	\$ 2.37	\$ 2.99	\$ 3.06	\$ 3.07		

(1) Does not include encumbrances carried forward.

(2) Includes anticipated encumbrances.

As has been the practice, the financial activity in 2012 will be closely monitored and adjustments made as necessary. Operations and services will continue to be reviewed and analyzed to better understand the cost of service delivery and to identify potential savings with minimal or no service reduction.

The 2012 Operating Budget also appropriates funds to implement the first year of the five-year Capital Improvements Program (CIP), funds to implement a phase of a major, multi-year project, and funds for non-major capital expenditures, including those of a continuing nature. Along with Bridge Street Corridor, other capital improvements funded from the Capital Improvements Tax Fund include the Coffman Park expansion, Emerald Parkway Bridge Park, infrastructure maintenance and major multi-use paths/bike lanes. Details are included, beginning on page 220 of the budget.

As previously stated, the 2012 Operating Budget includes allocations focused on Dublin City Council's adopted goals. The allocations include:

- *Economic Development* - The City's solid tax base is a direct result of the success of our local businesses. For this reason, the City remains focused on understanding the local economy and capitalizing on opportunities to support the retention, expansion and attraction of businesses. In 2011, the City completed the Battelle Study which provided a comprehensive business cluster analysis of Dublin's economic sectors. The results of this study will allow the City to focus on fostering business growth in targeted sectors.

The 2012 Operating Budget also includes allocations to continue updating zoning codes and related zoning of land for additional "business neighborhoods." These allocations will also be used towards the implementation and promotion of the City's recently adopted Economic Advancement Zone (EAZ) and TechFlex districts. Modernization of the Code and related zoning in these areas will be a key focus of economic development activities in 2012.



- *21<sup>st</sup> Century Learning Environment* - City Council has also taken the lead in creating a 21<sup>st</sup> century learning environment by initiating conversation about the formal and informal learning opportunities in Dublin. These conversations with community partners, including the library system, private non-profit institutions, and higher education institutions, are setting the foundation for a focused effort meeting future workforce development needs and reaffirming Dublin as a smart community of talented citizens. The 2012 Operating Budget provides the staffing resources needed to advance these conversations and planning efforts.
- *Bridge Street Corridor* - Approximately \$420,000 in operating and capital expenditures are allocated for continued refinement to the Bridge Street Corridor Plan. As part of the five-year CIP, an amount has been programmed for future debt payments in anticipation of infrastructure improvements within the Corridor. Furthermore, initial implementation of a new form-based zoning code as well as an additional \$250,000 in capital expenditures for the Historic District has been included within the operating budget.
- *Shared Services* - The Administration also continues to closely examine services and to capitalize on opportunities to work with other jurisdictions and organizations to share services. In 2012, the Administration will continue to evaluate opportunities for shared emergency call dispatching, information technology, economic development, and street and traffic sign production.
- *Wellness* - The budget incorporates continued funding for community and employee health and wellness initiatives. A part-time year-round intern has been added for wellness program planning, as well as funding for the highly successful Healthy Dublin initiative. These efforts are working to improve the health of employees and residents.
- *Employee Development* - There remains an emphasis on employee development with funding of citywide and specialized learning opportunities. In 2012 emphasis is placed upon increasing the skills and knowledge of supervisors through a supervisory basics program and implementation of Dublin-specific customer service training designed to reinforce the City of Dublin brand.

There are new programs recommended in the 2012 Operating Budget, which are focused on meeting resident requests and building community. In 2012 the City will conduct the first Dublin Police Citizens Academy to educate adults on the operations and the management of policing activities. It is anticipated that this program will result in a group of highly trained and knowledgeable citizens who can serve as ambassadors for community safety initiatives.

Further, the Dublin Irish Festival celebrates its 25<sup>th</sup> anniversary in 2012. The special occasion will be marked with exciting new activities for festival guests, including the 2012 International Highland Games Federation (I.H.G.F.) Woman's Professional World Team Championship, world-renowned Irish author visits, and historical displays.

The City can provide these quality services and experiences because of its continued diligence in determining appropriate staffing levels. In an effort to best utilize the City's resources effectively and efficiently while providing high quality services to its customers, the City has steadily adjusted the full-time workforce to more closely match the needs of the community. This has resulted in an overall decrease from

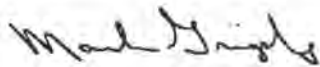
399 full-time authorized positions in 2009 to a level of 369 full-time authorized positions in 2012, 368 of which are recommended for funding. This results in the net reduction of 31 full-time funded positions over three years without a reduction in service levels.

The Administration has accomplished this staff reduction through careful analysis of current and future needs, the introduction of new technology, streamlining service delivery, and the reassignment of staff to services in greatest need for additional staffing. This analysis also supported that one previously authorized but unfunded position, a GIS Analyst, be recommended for funding to advance further the City's GIS system and the applications that GIS supports.

In addition to close examination of full-time staffing, the Administration closely reviewed part-time and seasonal staffing needs. This review resulted in the transfer of some responsibilities from Dublin Community Recreation Center (DCRC) Facilities to DCRC Recreation, the addition of a part-time zoning inspector, the addition of two seasonal maintenance workers and a horticulture intern in Parks and Open Space, and the addition of a wellness intern. Reductions were made in part-time staffing in Finance, Facilities, and the outdoor pools. These changes result in the net reduction of 5.8 FTE part-time and seasonal positions in the organization.

The Administration is committed to meeting the goals established by City Council and to ensuring that high quality services remain a community hallmark. The 2012 Operating Budget allocates resources recognizing these commitments while exercising strong fiscal responsibility demanded, and deserved, by the community.

Respectfully submitted,



Marsha I. Grigsby  
City Manager

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## **Mission Statement**

The City of Dublin strives to preserve and enhance the unique high quality of life offered to those who live or work in our community by providing the vision, leadership and performance standards which allow for managed growth and development. We endeavor to deliver our services cost-effectively, with an emphasis on quality and innovation. The City of Dublin seeks recognition in the field of local government as being responsive, cooperative, and culturally and environmentally sensitive, while embracing the highest standards of integrity and accountability to those we serve.

## **Core Values**

The City of Dublin operates under a set of seven key core values: integrity, respect, communication, teamwork, accountability, positive attitude and dedication to service. Staff members use these seven values as the basis for daily decision-making, including the decisions that go into the budget process.



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**City of Dublin  
Ohio**

For the Fiscal Year Beginning

**January 1, 2011**

*Linda C. Danson Jeffrey R. Egan*

President

Executive Director

**2012**  
**OPERATING BUDGET**  
**CITY OF DUBLIN, OHIO**

**COUNCIL**

Timothy A. Lecklider - Mayor  
Amy J. Salay, Vice - Mayor  
Cathy A. Boring  
Marilee Chinnici-Zuercher  
Richard S. Gerber  
Michael H. Keenan  
John G. Reiner

Clerk of Council, Anne Clarke

City Manager – Marsha I. Grigsby

Deputy City Manager/Director of Economic Development - Dana L. McDaniel

Deputy City Manager/Director of Finance – Angel L. Mumma

Director of Law - Stephen J. Smith

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## 2012 OPERATING BUDGET – CITY OF DUBLIN, OHIO

### Dublin City Council Goals

On April 25, 2011, City Council adopted Resolution 18-11, a statement of strategic focus areas for the City of Dublin and goals related to key elements of those areas. These goals are grouped into five major categories that address the areas of highest priority determined by consensus of City Council. This resolution represents the outcome of City Council's goal setting process, and serves as a guide for City residents, visitors, staff and officials in understanding the high quality of life in the City of Dublin.

In the preparation of the 2012 Operating Budget, each City division will use these goals as guidance for operational priorities for 2012. Although not always reflected as specific budget items in the operating and/or capital improvement budgets, the daily functions and activities of all operating units are closely aligned with these goals, and, as such, are important to highlight as part of the overall budget document.

#### Strategic Focus Areas:

##### 1. Fiscal Health & Economic Vitality

- The City ensures its financial security through the implementation and coordination of sound fiscal policies; carefully balanced land planning reflecting sound land use principles; forward investing in infrastructure development; and a continuous focus on successful economic development programs.

##### 2. Liveable, Sustainable and Safe

- The City supports a Liveable, Sustainable and Safe community by encouraging community pride and facilitating a high level of quality of life for citizens by planning and emphasizing public safety, innovative programs and extraordinary amenities.

##### 3. Civic Engagement

- The City creates a participatory environment for the active engagement of residents and community stakeholders by promoting proactive and ongoing communication; providing opportunities for citizens to utilize their talents and skills to benefit the community; and encouraging citizen education and interactions with the City and other organizations in order to foster pride and ownership in the community.

##### 4. Public Services and Infrastructure

- The City provides appropriately designed, well maintained and robust public infrastructure systems. Additionally, the City provides exemplary public services delivered in a manner to ensure an extraordinary quality of life. Infrastructure and services are provided in a cost-effective manner to meet the needs and expectations of residents, businesses, visitors and other stakeholders. These systems and services are created and implemented through a process of thoughtful prioritization with broad community input.

##### 5. Smart, Customer-focused Government

- The City maximizes its financial and human resources to execute the responsibilities of local government and to achieve established goals. The City is accountable and responsive to the needs and the desires of the community by employing performance-based management systems; evaluating best practices of other high-performing organizations; and working collaboratively with other public entities to provide efficient, responsive and innovation local government.



## 2012 OPERATING BUDGET – CITY OF DUBLIN, OHIO

### **City Council Goals:**

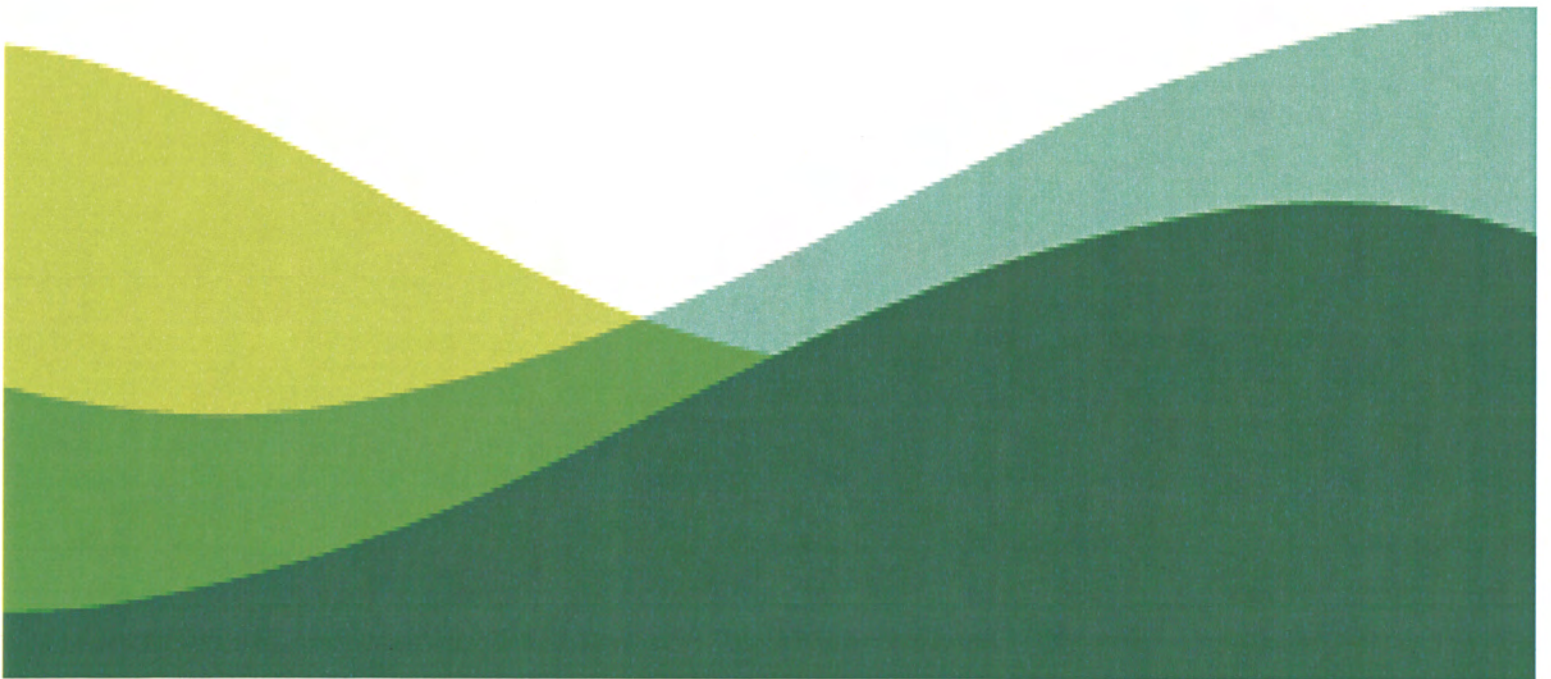
#### **2012 Goals:**

1. Facilitate increased networking between business and government to better understand business needs, challenges and opportunities to optimize Dublin's business climate.
2. Develop a 21<sup>st</sup> century learning environment, combining library and educational facilities, which will provide opportunities for lifelong learning, educational synergies and support the City's economic development, while advancing the community's quality of life.
3. Complete the Bridge Street Corridor Study to provide a vision for the corridor, which will reinforce the City's long-term competitiveness, create a vibrant and walkable environment with a dynamic mix of land uses and housing types, and that enhances the City's long-term sustainability.
4. Create a community culture of health, wellness and work/life balance for those who work and live in Dublin using innovative, collaborative, community-based educational and motivational initiatives.
5. Build on the City's existing practice of shared services by continuing to explore new partnerships with private, non – profit, and governmental entities, with a focus on service improvement and/or cost reduction.
6. Design and implement a citywide training and professional development program that reinforces the Dublin brand by ensuring employees have access to the right resources, training and skill improvement opportunities that maximize employee talents, foster a culture of innovation, and promote excellence in customer service through a coordinated, multiyear employee development strategy.

#### **On-going Goals:**

1. Achieve a higher level of distinction and establish Dublin's competitive edge.
2. Actively seek partnerships with Dublin City Schools, Columbus Metropolitan Libraries, community organizations and individuals for the creation of a new Dublin library and redevelopment of school property in Historic Dublin.
3. Enhance further development of Historic Dublin.
4. Promote a high quality of life by emphasizing neighborhoods and fostering a sense of community.
5. Set the standard as a leading Green Community.

# General Overview



## 2012 OPERATING BUDGET – CITY OF DUBLIN, OHIO

### **Dublin Community Profile**

Encompassing nearly 25 square miles, Dublin is located in the northwest part of the Columbus, Ohio metropolitan area. The City is home to more than 40,000 residents and more than 65,000 corporate citizens. Completion of the I-270 outerbelt and development of the Muirfield Village Golf Club and residential community began an extensive period of growth for Dublin in the 1970s that continues today. Dublin officially became a city in August 1987.

Dublin's residential market offers something for every lifestyle, from historic neighborhoods to contemporary condominiums and breathtaking estates. Dublin residents are primarily upwardly mobile, young, married and employed, a majority of whom have children living at home. On the following page, a chart showing Dublin's economic and demographic statistics illustrates the growth in the City over the past ten years.

The City owns more than 1,500 acres of parkland and nearly 100 miles of bike paths to complement an active citizenry. The City owns and operates the Dublin Community Recreation Center, an 110,000-square foot facility that includes fitness facilities, two indoor pools, classrooms, a community hall and the Abbey Theater of Dublin. The City also owns and operates two outdoor municipal pools.

In 2011, for the 4th year in a row, Dublin was named a Smart21 Community by the Intelligent Community Forum. Since 2010, the City has been selected as a Top Seven Intelligent Community. Also in 2009, *Forbes* recognized Dublin as one of the top 25 places to move in America. In 2011, it was announced that Dublin will be the host City for the 2013 President's Cup which will be held at the Muirfield Village Golf Club. The City also enjoys solid financial ratings, having received successive Aaa ratings from Moody's Investors Service and AAA ratings from Fitch Ratings for ten consecutive years. Offering a unique quality of life with natural beauty, historic sights and tourist attractions, Dublin is a great place to live, work and visit.

The City of Dublin appreciates art and culture. The City sponsors the Dublin Irish Festival, one of the largest Irish celebrations of its kind in the country. Approximately 100,000 people attended the event in 2011 as people from all across the world joined in on the festivities.

Dublin is home to several international companies, including Ashland Chemical, Cardinal Health, IGS Energy, OCLC, Verizon Wireless, and Wendy's International. The income taxes generated by these and more than 3,000 other businesses are the primary source of funding for the City. A listing of the City's principal businesses and approximate number of employees is included on the following page.

Most of the residents of Dublin live in Dublin City School District, one of the 15 largest school districts in Ohio. Educating nearly 14,000 students, the district consistently ranks among the top districts in Ohio.

## 2012 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Demographic and Economic Statistics Last 10 years				
Year	Population	New Construction Permits		
		Residential	Commercial	
2001	34,397	308	99	
2002	35,500	375	61	
2003	36,300	449	54	
2004	37,590	458	71	
2005	38,900	383	244	
2006	40,163	263	171	
2007	40,519	154	49	
2008	40,874	81	18	
2009	41,093	83	18	
2010	41,751	86	18	

Employer	Business		Approx # of Employees	Total City Employment
Nationwide Insurance Enterprises	Insurance & Financial	1	4,705	5.52%
Cardinal Health	Pharmaceuticals	2	3,620	4.25%
Cellco/Verizon Wireless	Telecommunications	3	1,800	2.11%
Dublin City Schools	Education	4	1,747	2.05%
Medco Health Solutions, Inc.	Retailers/Wholesalers	5	1,432	1.68%
Ashland Chemical Co.	Research & Developmnt	6	1,400	1.64%
Ohio Health	Medical & Administration	7	943	1.11%
Fiserv Corporation	Electronic Bill Payments	8	870	1.02%
Online Computer Library Center	Computer Library	9	788	0.92%
CareWorks Family of Companies	Insurance & Financial	10	650	0.76%
NCO Financial Group	Financial Institutions	11	605	0.71%
Pacer Global Logistics	Transportation Logistics	12	578	0.68%
Qwest Communications	Telecommunications	13	500	0.59%
City of Dublin	Government	14	399	0.47%
Laboratory Corp. of America	Medical Laboratory Testg	15	391	0.46%
IBM Corporation	Computers/Data Processing	16	350	0.41%
Interactive Teleservices	Computers/Data Processing	17	340	0.40%
MAG/Midwestern Auto Group	Automobile Sales	18	254	0.30%
WD Partners	Architectural Services	19	208	0.24%
Avizent/Frank Gates Service Co	Third Party Administrator	20	203	0.24%
Wendy's International	Restaurant Chain/Corp	21	199	0.23%
Quest Software	Computers/Data Processing	22	197	0.23%
Interstate Gas Supply, Inc.	Natural Gas Retailer	23	187	0.22%
Hotel Employment Services	Hotel/Hospitality	24	179	0.21%
Butler Animal Health Supply	Veterinary Medical Supply	25	150	0.18%
Bound Tree Medical	Medical Supply	26	103	0.12%
Sygma Networks Inc.	Food Service Distributor	27	100	0.12%
Embassy Suites	Hotel/Hospitality	28	100	0.12%
Total			22,998	29.61%

Source: City of Dublin Comprehensive Annual Financial Statement for the fiscal year ended December 31, 2010

## 2012 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.

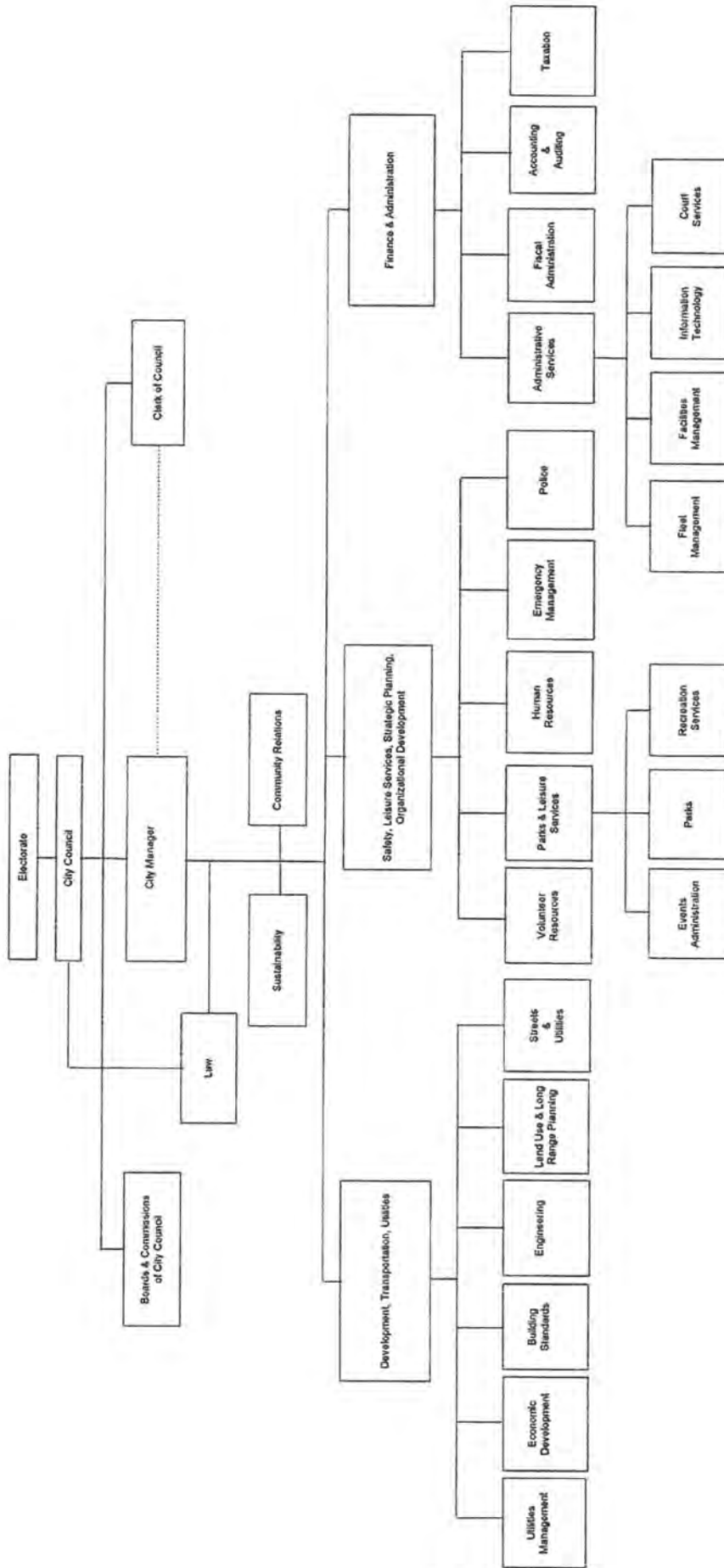
The City Manager is the chief executive and administrative officer of the City and is appointed by the City Council to serve at its pleasure. The City Manager is charged with the responsibility for the administration of all municipal affairs as empowered by the Charter.

### **City Organizational Structure**

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

The City Manager is supported by two Deputy City Managers as well as a management team comprised primarily of directors from across the organization. The City has 369 authorized full-time positions, of which 368 are funded and anticipated to be staffed in 2012.

# City of Dublin Functional Organizational Chart



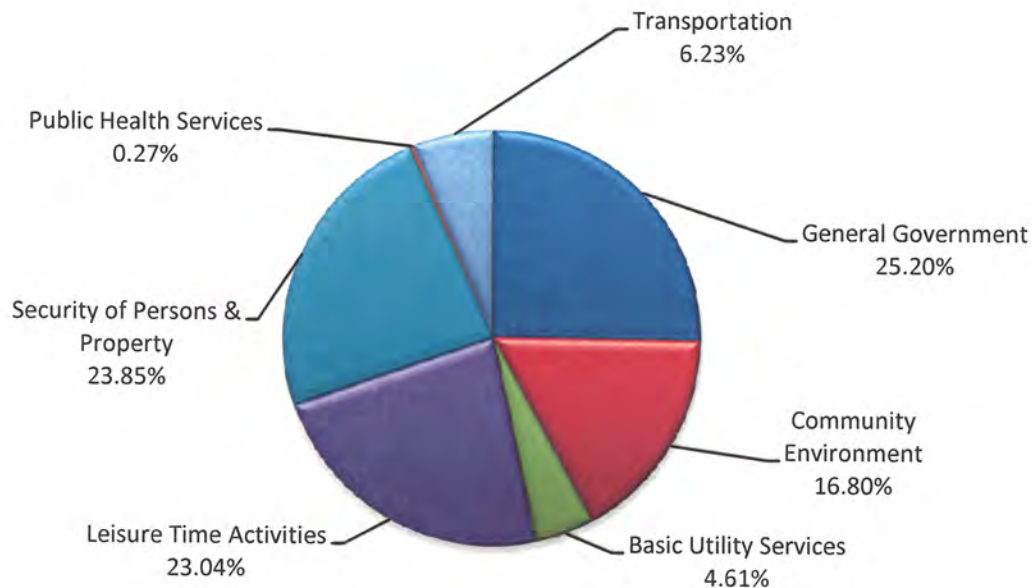
## 2012 OPERATING BUDGET - CITY OF DUBLIN, OHIO

### Staffing Comparison by Function Full-Time Employees

This table and chart, and the table on the follow page, reflect full-time employees only. The 2012 Operating Budget also funds approximately 234 part-time and seasonal positions throughout the City.

	2009 Authorized	2010 Authorized	2011 Authorized	2012 Authorized	2012 Funded
General Government	99	96	95	93	92
Community Environment	72	70	64	62	62
Basic Utility Services	20	17	17	17	17
Leisure Time Activities	87	89	88	85	85
Security of Persons & Property	94	94	90	88	88
Public Health Services	1	1	1	1	1
Transportation	26	24	27	23	23
<b>TOTALS</b>	<b>399</b>	<b>391</b>	<b>382</b>	<b>369</b>	<b>368</b>

### 2012 Authorized Staffing by Function



2012 OPERATING BUDGET - CITY OF DUBLIN, OHIO

**Full-Time Staffing by Work Unit**

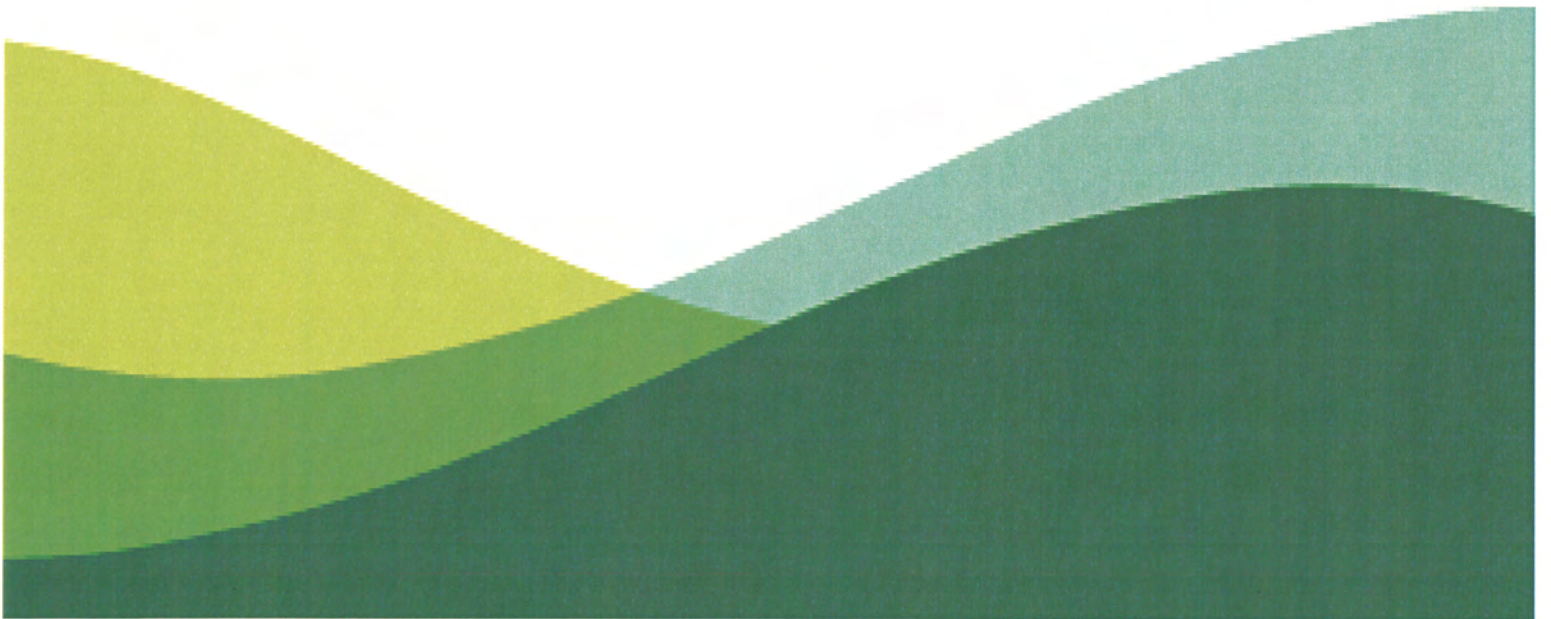
<b>Work Unit</b>	<b>2009 Authorized</b>	<b>2010 Authorized</b>	<b>2010 Funded</b>	<b>2011 Authorized</b>	<b>2011 Funded</b>	<b>2012 Authorized</b>	<b>2012 Funded</b>	<b>See Notes</b>
City Council	3	3	3	3	3	3	2	(1)
Office of the City Manager	5	6	6	6	6	6	6	
Human Resources	9	9	9	9	9	9	9	
Community Relations	9	8	7	7	7	7	7	
Finance/ Office of the Director	6	6	5	5	5	5	5	
Procurement	1	1	1	1	1	1	1	
Accounting and Auditing	6	6	6	6	6	6	6	
Taxation	5	5	5	5	5	5	5	
Public Service/ Office of Director	2	0	0	0	0	0	0	
Solid Waste Management	8	7	7	7	7	7	7	
Fleet Management	9	9	9	9	9	9	9	
Engineering	30	30	28	28	28	28	28	
Building Standards	18	18	16	15	15	15	15	
Land Use and Long Range Planning	23	22	20	21	19	19	19	(2)
Parks and Open Space	47	47	47	47	47	47	47	
Economic Development	3	3	3	5	5	5	5	
Administrative Services	4	2	2	2	2	2	2	
Information Technology	14	14	11	13	11	12	12	(3)
Court Services/Records Management	6	6	6	6	6	5	5	(4)
Facilities Management	17	16	15	16	15	16	16	(5)
Volunteer Resources	0	2	2	2	2	2	2	
Streets and Utilities	21	19	19	22	22	19	19	(6)
Public Service/Engineering	5	5	5	5	5	4	4	(7)
Cemetery Maintenance	1	1	1	1	1	1	1	
Recreation Services	6	8	8	7	7	7	7	
Community Recreation Center	17	14	14	15	15	15	15	
Community Recreation Center - Faciliti	15	15	15	14	14	11	11	(8)
Police	94	94	87	90	88	88	88	(9)
Special Events	3	5	5	5	5	5	5	
Water Maintenance	1	1	1	1	1	1	1	
Sewer Maintenance	11	9	9	9	9	9	9	
<b>TOTALS</b>	<b>399</b>	<b>391</b>	<b>372</b>	<b>382</b>	<b>375</b>	<b>369</b>	<b>368</b>	

**NOTES:**

- (1) One Staff Assistant position is authorized but unfunded in 2012.
- (2) One Planner position and one Zoning Inspector position authorized in 2011 but unfunded, are removed for 2012.
- (3) One Support Services Administrator authorized but unfunded in 2011, is removed for 2012.
- (4) One vacant Records Management Technician position previously authorized and funded in 2011 is removed in 2012.
- (5) Removed one vacant Maintenance Worker position that was authorized but unfunded for 2011. Removed one vacant Custodian Worker position for 2012 from the General Fund budget and transferred two Custodial Worker positions from the DCRC budget. This resulted in one additional Custodian Worker position in the General Fund budget for 2012.
- (6) Remove three Maintenance Workers in 2012 that were previously authorized and funded for 2011.
- (7) One Maintenance Worker position previously authorized and funded was vacated in 2011 and is removed in 2012.
- (8) One vacant Maintenance Crew supervisor position previously authorized and funded in 2011 is removed in 2012. Two Custodian Worker positions are transferred from this DCRC budget to the General Fund budget.
- (9) One Police Officer position and one Communications Technician position authorized in 2011 but unfunded, are removed for 2012.



# Financial Overview



## 2012 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.
- The City will prepare the operating budget with the goal of maintaining an actual year-end General Fund balance equal to 50 percent of the actual General Fund expenditures.

#### **CAPITAL IMPROVEMENT PROGRAM POLICIES**

- The City will develop a five-year Capital Improvements Program on an annual basis.
- The City will enact an annual capital improvement budget based on the multi-year Capital Improvements Program.
- The City will coordinate development of the capital improvement budget with development of the operating budget.

## 2012 OPERATING BUDGET – CITY OF DUBLIN, OHIO

### **DEBT MANAGEMENT POLICIES**

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

### **REVENUE POLICIES**

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

### **PURCHASING POLICIES**

- Purchases will be made in accordance with federal, state, and municipal requirements.
- Purchases will be made in an impartial, 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.

**Accounting and Fund Structure**

**Basis of Accounting**

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

**Fund Accounting – Fund Types**

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

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

Special Revenue Funds: Special revenue funds are used to account for the proceeds of specific revenue sources that are legally restricted to expenditures for specified purposes. The City's special revenue funds include the Street Maintenance and Repair Fund, into which the City's share of gasoline taxes and motor vehicle registration fees are deposited; the Recreation Fund, for user fees associated with the City's numerous recreation programs and programs provided at the Dublin Community Recreation Center; and the Safety Fund, into which property tax revenues earmarked for police services and contractual revenues for provision of dispatching services to Washington Township are deposited. The City also has special revenue funds for operation of the City's special events, outdoor pools, and for other purposes.

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

## 2012 OPERATING BUDGET – CITY OF DUBLIN, OHIO

### **Fund Accounting – Fund Types (Continued)**

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

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

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

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

**Water and Sewer Construction Funds.** In 2009, the City issued debt to fund the construction of the Darree Fields water storage tank and sewer lining and repair. To account for the funding of these construction projects with the objective of ensuring that only appropriated funds pertaining to each project are utilized, the City established the Water Tower Construction Fund and the Sewer Construction Funds. These funds will be closed-out when the projects are completed.

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

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

**Fiduciary Funds** These funds are used for assets held by the City in a trustee capacity or as an agent for individuals, private organizations, other governmental units, and/or other funds. Agency funds include deposits and unclaimed monies held for individuals

2012 OPERATING BUDGET – CITY OF DUBLIN, OHIO

**Fund Accounting – Fund Types (Continued)**

and private organizations, hotel/motel taxes collected on behalf of the Dublin Convention and Visitors Bureau, building surcharges, sewer capacity charges, court assessments, revenue sharing and payroll withholdings held for other governmental units.

## 2012 OPERATING BUDGET – CITY OF DUBLIN, OHIO

### **Budget Procedures**

#### **Tax Budget**

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

The tax budget is adopted by City Council, after a public hearing is held, by July 15 of each year. The budget is submitted to the Franklin and Delaware County Auditors, as Secretaries to the County Budget Commissions, by July 20 of each year, for the period January 1 to December 31 of the following year. Union County no longer requires submission of a Tax Budget. The Franklin County Commission (the Commission) determines if the budget substantiates a need to levy the full amount of authorized property tax rates and reviews revenue estimates. The Commission certifies its actions to the City on or around September 1. As part of this certification, the City receives the official certificate of estimated resources, which states the projected revenue of each fund. On or about January 1, the certificate of estimated resources is amended to include unencumbered fund cash balances at December 31. Prior to December 31, the City must revise its budget so that total contemplated expenditures from any fund during the ensuing total fiscal year will not exceed the amount stated in the certificate of estimated resources. For the 2012 budget year, the tax budget was approved by City Council on June 13, 2011 and was forwarded to the Franklin County Budget Commission before the deadline of July 20, 2011.

#### **Basis of Budgeting**

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

#### **Appropriations**

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

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

**Budget Procedures (Continued)**

**Encumbrances**

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

**Budgetary Controls**

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

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

**The Annual Budget Process**

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

- ♦ General time frames established by annual budget calendar are as follows:
  - Proposed operating budget completed by the end of October.
  - City Council review during November.
  - Adoption by year-end.



## 2012 OPERATING BUDGET – CITY OF DUBLIN, OHIO

### **Specific Time Frames for the 2012 Operating Budget**

August 19, 2011	Memo with budget parameters was forwarded to Departments and Divisions.
September 2, 2011	Revenue estimates were completed. Memo with budget parameters was forwarded to Departments and Divisions.
September 9, 2011	2012 budget requests were submitted to the Finance Department.
September 19, 2011	Finance review of requests was completed, including comparison of estimated resources to budget requests, debt service and capital improvement program.
September 19 - October 7, 2011	Budget review meetings with the Budget Review Committee, consisting of the City Manager, Deputy City Manager, Senior Project Manager in the Office of the City Manager, Deputy Finance Director, and Fiscal Analyst.
October 12, 2011	Final budget revisions were sent to heads of all City work units for final review and comment.
November 8, 2014	The proposed 2012 operating budget was assembled for distribution to City Council. City administrative staff did not receive printed documents; instead, the document was made through the City's website to reduce the number of documents reproduced.
November 14, 2011	First reading by Dublin City Council of the 2012 Operating Budget.
November 16, 2011	City Council budget workshop.
November 21, 2011	City Council budget workshop.
December 12, 2011	Public hearing and passage of the 2012 Operating Budget by Dublin City Council.

2012 OPERATING BUDGET-CITY OF DUBLIN, OHIO  
SUMMARY OF ALL FUNDS

Fund	1/1/2012		Estimated			12/31/2012	
	Cash Balance	Estimated Revenue	Estimated Transfers-In	Resources Available	Estimated Expenditures	Estimated Transfers-Out	Unencumbered Balance
GENERAL	42,754,682	56,659,925	75,000	99,489,607	42,504,350	16,635,000	40,350,257
<b>SPECIAL REVENUE FUNDS</b>							
Street Maintenance and Repair	242,849	1,550,070	1,650,000	3,442,919	3,431,680	-	11,239
State Highway Improvement	290,242	126,625	-	416,867	275,000	-	141,867
Cemetery	34,544	14,370	125,000	173,914	160,240	-	13,674
Recreation	576,704	3,188,900	4,000,000	7,765,604	7,448,320	-	317,284
Safety	511,412	993,810	9,380,000	10,885,222	10,363,710	-	521,512
Swimming Pool	143,331	492,525	300,000	935,856	860,890	-	74,966
Permissive	1,301,405	1,755,180	-	3,056,585	1,817,000	-	1,239,585
Hotel/Motel	2,452,784	2,713,150	-	5,165,934	3,250,350	163,290	1,752,294
Education and Enforcement	69,705	2,610	-	72,315	-	-	72,315
Law Enforcement Trust	42,354	710	-	43,064	30,950	-	12,114
Mandatory Drug Fine	2,475	20	-	2,495	-	-	2,495
Mayor's Court Computer Fund	37,713	7,720	-	45,433	29,450	-	15,983
Accrued Leave Reserves	1,542,428	76,600	-	1,619,028	76,600	-	1,542,428
Wireless 9-1-1 System	176,025	120,000	-	296,025	-	80,000	216,025
<b>DEBT SERVICE FUNDS</b>							
G.O. Debt Service	825,588	148,200	5,640,120	6,613,908	5,790,050	-	823,858
Special Assessment	-	-	-	-	-	-	-
1992 Special Assessment	70,347	100,000	-	170,347	108,390	-	61,957
2001 Special Assessment	167,007	152,525	-	319,532	128,830	-	190,702
<b>CAPITAL PROJECTS FUNDS</b>							
Capital Improvements Tax	6,737,617	21,137,670	704,500	28,579,787	16,035,500	6,299,680	6,244,607
Park Development	3,536,752	696,170	-	4,232,922	470,470	225,700	3,536,752
Woerner-Temple TIF	21,353	210,000	260,000	491,353	2,500	446,100	42,753
Ruscilli TIF	1,225,743	425,000	-	1,650,743	4,500	-	1,646,243
Pizzuti TIF	376,121	250,000	-	626,121	3,000	-	623,121
Thomas/Kohler TIF	2,986,590	1,650,000	-	4,636,590	2,922,000	657,400	1,057,190
McKittrick TIF	3,711,628	1,165,000	-	4,876,628	6,600	650,540	4,219,488
Perimeter Center TIF	858,198	450,000	-	1,308,198	336,000	-	972,198
Rings Road TIF	48,194	400,000	-	448,194	45,000	347,810	55,384
Perimeter West TIF	233,046	1,100,000	-	1,333,046	22,000	974,600	336,446
Upper Metro Place TIF	213,323	243,000	-	456,323	2,800	-	453,523
Rings/Frantz TIF	4,207,232	540,000	-	4,747,232	6,000	-	4,741,232
Historic Dublin TIF	337	60,000	-	60,337	1,000	45,000	14,337
Emerald Pkwy Phase 5 TIF	22,099	-	-	22,099	-	-	22,099
Emerald Pkwy Phase 8 TIF	7,311	9,900,000	400,000	10,307,311	10,200,000	-	107,311
Perimeter Loop TIF	6,162	50,000	-	56,162	1,000	50,000	5,162

2012 OPERATING BUDGET-CITY OF DUBLIN, OHIO  
SUMMARY OF ALL FUNDS

Fund	1/1/2012			Estimated			12/31/2012		
	Cash Balance	Estimated Revenue	Estimated Transfers-In	Resources Available	Estimated Expenditures	Estimated Transfers-Out	Unencumbered Balance		
Tartan West TIF Fund	4,468,662	450,000	1,900,000	6,818,662	3,650,000	1,485,700	1,682,962		
Shamrock Blvd. TIF Fund	25	11,800	-	11,825	250	-	11,575		
Land Acquisition Fund	9	-	-	9	-	-	9		
River Ridge TIF Fund	2,656,219	65,000	-	2,721,219	2,101,000	-	620,219		
Lifetime Fitness TIF	1,496,707	135,000	-	1,631,707	551,500	-	1,080,207		
COIC Improvement Fund	96,151	-	-	96,151	-	-	96,151		
Irelan Place TIF	1,002	9,000	-	10,002	150	9,500	352		
Shier Rings Road TIF	55,012	30,000	-	85,012	500	-	84,512		
Shamrock Crossing TIF	144,019	58,000	-	202,019	25,700	-	176,319		
Bridge and High TIF	206,726	55,000	-	261,726	750	-	260,976		
Dublin Methodist Hospital TIF	32,774	100,000	-	132,774	6,000	100,000	26,774		
Kroger Centre TIF	246,587	225,000	-	471,587	2,750	400,000	68,837		
Frantz/Dublin Road TIF	(0)	-	2,650,000	2,650,000	-	-	2,650,000		
Delta Energy TIF	86,160	-	-	86,160	86,160	-	-		
<b>ENTERPRISE FUNDS</b>									
Water	12,334,744	1,168,820	-	13,503,564	1,932,180	-	11,571,384		
Water Tower Construction Fund	0	2,990,000	-	2,990,000	2,990,000	-	0		
Sewer	6,596,918	2,036,010	1,485,700	10,118,628	2,869,110	-	7,249,518		
Sewer Construction Fund	(0)	2,110,000	-	2,110,000	2,110,000	-	(0)		
Merchandising	35,873	1,390	-	37,263	8,000	-	29,263		
<b>INTERNAL SERVICE FUNDS</b>									
Employee Benefits Self-Insurance	1,673,269	5,329,420	-	7,002,689	5,284,770	-	1,717,919		
Workers' Compensation Self-Insurance	717,603	256,070	-	973,673	327,430	-	646,243		
<b>FIDUCIARY FUNDS</b>									
Trust and Agency	188,290	493,000	-	681,290	581,000	-	100,290		
Income Tax Revenue Sharing Fund	-	-	-	-	-	-	-		
Convention and Visitor's Bureau	39,573	483,300	-	522,873	483,300	-	39,573		
Cemetery Perpetual Care	1,015,836	23,460	-	1,039,296	-	-	1,039,296		
<b>Totals</b>	<b>107,525,459</b>	<b>122,410,050</b>	<b>28,570,320</b>	<b>258,505,829</b>	<b>129,344,730</b>	<b>28,570,320</b>	<b>100,590,779</b>		

## 2012 OPERATING BUDGET – CITY OF DUBLIN, OHIO

### Revenue Projections for 2012

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

As part of the City's budget philosophy, as reflected in the Financial Management Policies section of the budget document, we will continue to estimate annual revenues by a conservative, objective, and analytical process. It is better to underestimate revenues which result in an increase in our fund balances than to overestimate and have a shortfall. Our goal is to make reasonable revenue projections, especially for our key revenues such as income taxes, property taxes, intergovernmental revenues, and charges for services.

The following information provides projections for the major revenue sources of the City for 2012. The information provides actual information for 2009 and 2010, estimates for 2011, and projections for 2012, 2013, and 2014.

#### General Fund

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

2009	49,430,696
2010	51,636,396
2011	52,669,100
2012	52,669,100
2013	52,682,370
2014	53,472,610

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

Income tax revenues are our largest revenue source. In 2012 income tax revenues are estimated to comprise 93% of our General Fund operating revenues (does not include transfers or advances) and 80% of all operating revenues. Because of the importance of our income tax collections, we monitor income tax collections on a daily basis.

Our 2011 income tax revenues are estimated to increase 2.00% over 2010 collections. This estimate is based on collections through October. In making current year estimates, we rely on the Receipts Distribution Summary, a report that compares the current year collections by type to last year's collections by type, and an in-house spreadsheet indicating total collections by month, percentage of increase/decrease and each month's collection as a percentage of total collections for past years. Through October, income tax revenues were up approximately 4.3%.

2012 OPERATING BUDGET – CITY OF DUBLIN, OHIO

**General Fund (Continued)**

Payroll withholding taxes typically make up approximately 80% of our incomes tax revenues. Withholding taxes are projected to be up approximately 5.83% over 2010.

The philosophy of conservatively estimating revenues has been followed over the years because of the limited control we have over revenues. Due to the uncertainty of the economy, we are conservatively estimating that the 2012 income tax revenues will be even with the 2011 estimated income tax revenues.

The next few years' income tax revenue collections will depend on the sustainability of the current economy, nationally and locally. The City continues to aggressively pursue high-end commercial development which has resulted in several major corporate expansions and several corporate relocations to Dublin. In conjunction with our existing tax base, we are hopeful that our revenue projections are low and unanticipated revenue will be available for subsequent programming.

The 2013 and 2014 estimated revenue is consistent with projections utilized in the 2012 - 2016 CIP. Based on the current 2012 estimated income tax revenue, our projections reflect a 0% growth rate in 2013 and a 1.5% growth rate for 2014.

**Intergovernmental Revenues**

There are several different revenues that comprise intergovernmental revenues in the General Fund. The most significant revenues are local government.

**Local Government**

2009	1,072,791
2010	1,040,397
2011	1,020,050
2012	692,400
2013	500,000
2014	500,000

Local government is the State of Ohio's revenue sharing program, whereby local governmental entities share a portion of the State's sales tax, income tax, corporate franchise tax, and public utility excise tax. A portion of the funds are distributed directly from the State of Ohio to the City and a portion of the funds are distributed to the counties who, in turn, distribute to local governmental entities.

The State of Ohio's fiscal year 2012 – 2013 biennial budget made changes to the funding of the Local Government Fund. A reduction of 25% year-over-year will be imposed during the first half of 2012 followed by a 50% reduction during the second half of 2012. The 2012 projection is based on a confirmation of the 2012 distribution from Franklin and Delaware Counties as well as the State of Ohio. While a restoration of "percentage of revenue" is expected in July 2013, the City will continue to budget local government revenue conservatively.

2012 OPERATING BUDGET – CITY OF DUBLIN, OHIO

**General Fund (Continued)**

**Estate Taxes**

2009	1,290,736
2010	493,998
2011	218,850
2012	25,000
2013	0
2014	0

The Ohio estate tax is a graduated tax levied on the transfer of assets of an estate. In 2011, this tax was repealed for estates of individuals dying on or after January 1, 2013. The conservative projection in 2012 reflects the unpredictability of this revenue source.

**Licenses and Permits**

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

2009	1,551,175
2010	1,481,567
2011	2,292,520
2012	1,367,675
2013	1,050,000
2014	1,050,000

The City has adopted a fee structure based on the cost of providing services. The intent of this method is to identify the benefactor of a service that is not a general public service and charge them a user fee based on the cost to provide the service. The total revenue collected for development and building activity fees are dependent upon the economy and can fluctuate significantly from year to year.

**Special Revenue Funds**

**Motor Vehicle License Taxes and Gasoline Taxes**

2009	1,857,007
2010	1,779,409
2011	1,666,590
2012	1,666,590
2013	1,500,000
2014	1,500,000

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

2012 OPERATING BUDGET – CITY OF DUBLIN, OHIO

**Special Revenue Funds (Continued)**

**Recreation Fees**

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

	<u>DCRC Only</u>	<u>Total Recreation</u>
2009	2,363,032	3,582,391
2010	2,398,715	3,661,318
2011	2,293,000	3,624,530
2012	2,140,000	3,188,900
2013	2,140,000	3,188,900
2014	2,140,000	3,188,900

**Hotel/Motel Taxes**

2009	1,471,543
2010	1,531,541
2011	1,550,000
2012	1,450,000
2013	1,450,000
2014	1,450,000

These amounts reflect 75% of the total hotel/motel taxes collected. The remaining 25% is recorded in the Dublin Convention & Visitors Bureau (DCVB) Fund and distributed to the Bureau on a monthly basis.

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

The 2011 estimate and 2012 projections represent conservative estimates based on current revenue and economic conditions. As with income tax revenues, the Administration will continue to closely monitor hotel/motel tax revenue throughout 2012 and make adjustments to projected revenue as necessary.

**Capital Projects Funds**

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

2012 OPERATING BUDGET – CITY OF DUBLIN, OHIO

**Capital Projects Funds (Continued)**

**Income Taxes**

2009	16,476,896
2010	17,212,130
2011	17,556,370
2012	17,556,370
2013	17,560,790
2014	17,824,200

The actual revenue and projections reflect 25% of the total income taxes collected. The remaining 75% is reflected in the General Fund and will comprise approximately 80% of all operating revenues.

**Property Taxes**

2009	3,529,091
2010	3,539,555
2011	3,493,000
2012	3,368,890
2013	3,350,000
2014	3,350,000

The property tax revenue from the City's inside millage, or 1.75 mills, was allocated 100% to the Parkland Acquisition Fund from 2001 – 2006. This reallocation addressed a City Council goal to identify a revenue source for the purpose of acquiring parkland, open space, and recreational facility sites. Beginning in 2007, the City began allocating .95 mills of the total 1.75 mills to the Parkland Acquisition Fund and the remaining .80 mills to the Capital Improvements Tax Fund. In 2010 and 2011, the City allocated 1.4 mills to the Capital Improvements Tax Fund and the remaining .35 mills to the Parkland Acquisition Fund. Recognizing the benefits and flexibility of allocating more of the City's inside millage to the Capital Improvements Tax Fund, Council approved allocating 1.4 mills to the Capital Improvements Tax Fund and .35 mills to the Parkland Acquisition Fund from 2012 – 2016. This allocation is reviewed each year during the CIP process and can be reallocated if Council deems it appropriate. The amounts shown above combine receipts to both funds.

**Enterprise Funds**

**Water and Sewer Surcharges**

2009	2,582,936
2010	2,631,275
2011	2,653,000
2012	2,595,780
2013	2,652,984
2014	2,667,240

The user fees provide the funding for ongoing maintenance of the water and sewer systems. Until 2008, user fees had not been increased since 1996. However, with



2012 OPERATING BUDGET – CITY OF DUBLIN, OHIO

**Enterprise Funds (Continued)**

maintenance needs increasing for the sewer system, an increase of \$0.25/MCF was implemented each year beginning in 2008 and continuing through 2011. In addition, in 2008, 2009, and 2010, \$0.25/MCF was reallocated from the Water Fund to the Sewer Fund. An additional \$0.25/MCF reallocation from the Water Fund to the Sewer Fund will resume in 2012 and 2013. The revenue projections for 2012 - 2014 are based on those adjustments, which were approved as part of the 2012 - 2016 CIP in September, 2011.

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

2009	399,084
2010	368,194
2011	530,000
2012	285,000
2013	285,000
2014	285,000

2011 estimated revenue is higher than previous years due to increased commercial development. Due to the slowing of residential growth, revenues from both water and sewer tap fees are projected to be lower in 2012. In 2009, fees for ¾" water taps increased by \$100 to \$1,800. Sewer tap fees also increased in 2009 by \$100 to \$2,100. The estimates reflected assume the issuance of 75 new tap permits in 2012, 2013 and 2014.

The Administration has made tentative projections for revenues and expenses in the Water and Sewer Funds through 2020. The projections are revised annually. The Community Plan update and the information available from the geographic information system (GIS) provides information on the availability of developable land, the type of development and the infrastructure needs based on the anticipated development.

2012 OPERATING BUDGET - CITY OF DUBLIN, OHIO

Revenue Comparisons - All Funds

	2010 Actual	2011 Budget	2011 Estimate	2012 Budget
GENERAL FUND	\$59,370,547	\$57,152,710	\$62,231,046	\$56,734,925
<b>SPECIAL REVENUE FUNDS</b>				
Street Maintenance and Repair	3,371,893	3,316,580	3,223,950	3,200,070
State Highway Improvements	138,950	135,780	127,625	126,625
Cemetery	138,344	147,370	141,550	139,370
Recreation	6,661,318	7,256,880	6,624,530	7,188,900
Safety	10,456,557	10,641,090	10,227,910	10,373,810
Swimming Pool	752,954	889,540	739,048	792,525
Permissive Tax	125,089	106,200	110,195	1,755,180
Hotel/Motel Tax	3,564,198	2,706,950	3,442,090	2,713,150
Enforcement and Education	3,804	2,610	2,912	2,610
Law Enforcement Trust	1,912	1,220	2,088	710
Mandatory Drug Fine	53	40	40	20
Mayor's Court Computer	10,801	9,530	8,420	7,720
Accrued Leave Reserves	216,241	150,000	149,660	76,600
Wireless 9-1-1 System	306,025	120,000	130,000	120,000
<b>DEBT SERVICE FUNDS</b>				
General Obligation Bond Retirement	6,957,415	5,706,960	5,715,750	5,788,320
Special Assessment Bond Retirement	1,608	-	330	-
1992 Special Assessment Bond Retirement	99,893	102,680	100,970	100,000
2001 Special Assessment Bond Retirement	158,855	150,000	147,932	152,525
<b>CAPITAL PROJECTS FUNDS</b>				
Capital Improvements Tax	23,821,049	24,470,940	23,035,450	21,842,170
Park Development	1,700,866	839,010	784,120	696,170
Woerner-Temple TIF	272,995	401,300	392,030	470,000
Ruscilli TIF	916,781	395,000	463,370	425,000
Pizzuti TIF	273,880	233,000	269,220	250,000
Thomas/Kohler TIF	931,853	673,600	831,950	1,650,000
McKittrick TIF	3,796,862	1,059,500	1,264,280	1,165,000
Perimeter Center TIF	447,805	410,000	493,850	450,000
Rings Road TIF	365,591	350,000	403,700	400,000
Perimeter West TIF	1,147,016	1,000,000	1,134,200	1,100,000
Upper Metro Place TIF	283,359	270,000	312,900	243,000
Rings/Frantz TIF	499,853	475,000	551,960	540,000
Historic Dublin Parking TIF	46,782	40,000	116,760	60,000
Emerald Pkwy Phase 5 TIF	-	-	385,672	-
Emerald Pkwy Phase 8 TIF	1,500,000	900,000	170	10,300,000
Perimeter Loop TIF	638,392	35,000	42,390	50,000
Tartan West TIF Fund	583,975	2,820,000	3,113,350	2,350,000
Shamrock Blvd. TIF Fund	106,007	100,000	(13,250)	11,800
Land Acquisition Fund	500,000	489,430	489,430	-
River Ridge TIF	33,879	50,000	2,224,720	65,000
Lifetime Fitness TIF	147,589	140,000	162,970	135,000
COIC Improvement Fund	2,939,058	2,654,380	1,906,380	-
Irelan Place TIF	8,636	8,600	9,540	9,000
Shier Rings Road TIF	12,434	12,000	13,730	30,000
Shamrock Crossing TIF Fund	83,804	57,000	60,110	58,000
Bridge and High TIF Fund	203,324	62,500	48,490	55,000
Dublin Methodist Hospital TIF Fund	7,150	50,000	245,140	100,000
Kroger Centre TIF	205,820	200,000	227,270	225,000
Frantz/Dublin Road TIF	-	-	-	2,650,000
Delta Energy TIF	-	1,500,000	1,200,000	-
<b>ENTERPRISE FUNDS</b>				
Water	1,477,306	1,362,740	1,426,711	1,168,820
Water Tower Construction Fund	168	-	-	2,990,000
Sewer	2,408,958	2,330,530	2,365,105	3,521,710
Sewer Construction Fund	383,535	-	30,230	2,110,000
Merchandising	2,773	2,620	2,707	1,390
<b>INTERNAL SERVICE FUNDS</b>				
Employee Benefits Self-Insurance	5,372,239	5,638,650	5,256,370	5,329,420
Worker's Compensation	215,302	265,240	237,040	256,070
<b>FIDUCIARY FUNDS</b>				
Cemetery Perpetual Care	97,518	38,230	35,530	23,460
Convention and Visitors' Bureau	510,513	483,300	516,670	483,300
Other Agency	719,509	428,100	587,010	493,000
TOTALS	144,499,038	138,841,810	143,753,321	150,980,370
Less:				
Transfers and advances	(29,924,812)	(33,835,020)	(30,562,388)	(28,570,320)
Sub-total	114,574,226	105,006,790	113,190,933	122,410,050
Debt Issuances/SIB and OWDA Loans	-	-	-	(15,000,000)
TOTAL REVENUE	\$114,574,226	\$105,006,790	\$113,190,933	\$107,410,050

## 2012 OPERATING BUDGET-CITY OF DUBLIN, OHIO

## Revenue Comparisons - General Fund

	2010 Actual	2011 Budget	2011 Estimate	2012 Budget
<b>TAXES</b>				
Income Taxes	51,636,396	49,430,700	52,669,100	52,669,100
Property Taxes	0	0	0	0
<b>INTERGOVERNMENTAL REVENUE</b>				
Personal Property Reimbursement	10,503	0	3,460	0
Local Government	1,040,398	1,032,233	1,020,050	692,400
Estate Taxes	493,998	25,000	218,850	25,000
Cigarette Taxes	544	250	700	250
Liquor and Beer Permits	51,954	40,000	52,000	40,000
Grants-State & Federal	83,992	0	0	0
Other	300	0	0	0
<b>CHARGES FOR SERVICES</b>				
General Fees and Charges	56,354	10,000	45,000	10,000
Sale of Fuel	785,082	700,000	875,000	775,000
<b>FINES, LICENSES AND PERMITS</b>				
Fines and Forfeitures	274,530	260,000	235,000	230,000
Licenses and Permits	1,481,567	1,164,800	2,292,520	1,367,675
<b>OTHER REVENUES</b>				
Interest Income	762,419	605,500	656,700	606,000
Other	544,510	222,500	450,940	244,500
<b>NONOPERATING REVENUE</b>				
Transfers/Advances	2,148,000	3,661,727	3,711,726	75,000
<b>TOTAL GENERAL FUND REVENUE</b>	<b>\$59,370,547</b>	<b>\$57,152,710</b>	<b>\$62,231,046</b>	<b>\$56,734,925</b>

**2012 OPERATING BUDGET-CITY OF DUBLIN, OHIO**

**RECAP OF 2012 REQUESTS**

	Total Budget	Budget Total By Fund	Budget Total By Fund Type	Total
<b>GENERAL FUND</b>				
City Council/Boards & Commissions	472,490			
City Manager	727,870			
Miscellaneous	790,750			
Human Resources	1,557,070			
Communications	1,416,180			
Legal Services	1,711,000			
Finance				
Office of the Director	627,500			
Procurement	185,960			
Transfers/Advances	16,635,000			
Miscellaneous	385,250			
Accounting & Auditing	632,410			
Taxation	2,844,270			
Public Services				
Solid Waste Management	3,335,420			
Fleet Management	2,832,290			
Engineering	2,862,400			
Miscellaneous	406,700			
Building Standards	1,441,440			
Land Use/ Long Range Planning	2,109,660			
Parks and Recreation				
Parks and Open Space	6,581,870			
Volunteer Resources	204,370			
Economic Development				
Office of the Director	5,397,560			
Administrative Services				
Office of the Director	238,790			
Information Technology	2,803,770			
Court Services	475,130			
Records Management	142,870			
Facilities Management	2,321,330			
		\$59,139,350	\$59,139,350	
<b>SPECIAL REVENUE FUNDS</b>				
Street Maintenance and Repair Fund				
Streets & Utilities	2,597,310			
Engineering	834,370			
		3,431,680		
State Highway Improvements Fund				
Streets & Utilities	0			
Engineering	275,000			
		275,000		
Cemetery Fund				
Cemetery	160,240			
		160,240		
Recreation Fund				
Recreation	1,962,770			
Community Recreation Center	3,777,940			
Community Recreation Center - Facilities	1,707,610			
		7,448,320		
Safety Fund				
Police	10,363,710			
		10,363,710		
Swimming Pool Fund				
Dublin Municipal Pools	860,890			
		860,890		
Permissive Tax Fund	1,817,000			
		1,817,000		
Hotel/Motel Tax Fund				
City Manager	103,050			
Events Administration	2,475,640			
Taxation	671,660			
Transfers/Advances	163,290			
		3,413,640		

**2012 OPERATING BUDGET-CITY OF DUBLIN, OHIO**

**RECAP OF 2012 REQUESTS**

	Total Budget	Budget Total By Fund	Budget Total By Fund Type	Total
<b>SPECIAL REVENUE FUNDS (Continued)</b>				
Education and Enforcement Fund				
Police	<u>0</u>			
Law Enforcement Trust Fund				
Police	<u>30,950</u>			
Mayor's Court Computer Fund				
Court Services	<u>29,450</u>			
Accrued Leave Reserve Fund				
Finance	<u>76,600</u>			
		<u>76,600</u>		
Wireless 9-1-1 System				
Police	<u>0</u>			
Transfers/Advances	<u>80,000</u>			
		<u>80,000</u>		
			27,987,480	
<b>DEBT SERVICE FUNDS</b>				
General Obligation Debt Service Fund				
Special Assessment Bond Retirement Fund				
1992 Special Assessment Bond Retirement Fund				
2001 Special Assessment Bond Retirement Fund				
		<u>5,790,050</u>		
			<u>0</u>	
			<u>108,390</u>	
			<u>128,830</u>	
			<u>6,027,270</u>	
<b>CAPITAL PROJECTS FUNDS</b>				
Capital Improvements Tax Fund				
Parkland Acquisition Fund				
		<u>22,335,180</u>		
			<u>696,170</u>	
			<u>23,031,350</u>	
<b>ENTERPRISE FUNDS</b>				
Water Fund				
Finance	583,200			
Streets & Utilities	365,900			
Engineering	<u>983,080</u>			
		<u>1,932,180</u>		
Water Tower Construction Fund				
Engineering	<u>2,990,000</u>			
		<u>2,990,000</u>		
Sewer Fund				
Finance	1,587,280			
Streets & Utilities	946,350			
Engineering	<u>335,480</u>			
		<u>2,869,110</u>		
Sewer Construction Fund				
Streets and Utilities	1,410,000			
Engineering	<u>700,000</u>			
		<u>2,110,000</u>		
Merchandising Fund				
Community Relations				
		<u>8,000</u>		
			9,909,290	
<b>INTERNAL SERVICE FUNDS</b>				
Employee Benefits Self-Insurance Fund				
Workers' Comp. Self-Insurance Fund				
		<u>5,284,770</u>		
		<u>327,430</u>		
			<u>5,612,200</u>	
<b>TRUST AND AGENCY FUNDS</b>				
Agency Fund				
Convention & Visitors' Bureau Fund				
		<u>581,000</u>		
		<u>483,300</u>		
			<u>1,064,300</u>	
			16,585,790	
			<u>\$132,771,240</u>	
<b>RECAP:</b>				
Total Amount Budgeted	\$132,771,240			
Project funds carried forward	25,143,810			
Less:				
Transfers	<u>(28,570,320)</u>			
Total Expenditures	<u>\$129,344,730</u>			

## Expenditure and Budget Summary General Fund

	2010 Actual	2011 Revised Budget	2011 Estimate	2012 Budget
<b>General Fund</b>				
City Council	\$457,901	\$529,894	\$453,900	\$443,540
Boards and Commissions	15,532	32,770	15,710	28,950
Office of the City Manager	668,809	816,139	713,570	727,870
Miscellaneous Account/Contingencies	657,126	785,323	710,680	790,750
Human Resources	1,784,884	1,542,288	1,481,760	1,557,070
Community Relations	1,133,697	1,396,384	1,346,560	1,416,180
Legal Services	1,949,194	1,870,400	1,820,000	1,711,000
Finance - Office of the Director	562,444	617,878	351,250	627,500
Procurement	175,139	192,260	151,590	185,960
Transfers and Advances	14,132,300	15,675,000	15,890,000	16,635,000
Miscellaneous Accounts	320,161	378,550	376,050	385,250
Accounting and Auditing	642,751	678,430	623,350	632,410
Taxation	2,962,060	2,760,475	2,710,290	2,844,270
Solid Waste Management	3,163,140	3,523,530	3,255,560	3,335,420
Fleet Management	2,262,605	2,874,498	2,638,190	2,832,290
Engineering	2,551,677	3,071,381	3,000,480	2,862,400
Miscellaneous	329,445	396,852	395,000	406,700
Building Standards	1,378,533	1,441,008	1,381,250	1,441,440
Land Use and Long Range Planning	2,029,809	2,441,155	2,245,850	2,109,660
Parks and Recreation				
Parks	6,164,173	6,741,761	6,280,930	6,581,870
Economic Development - Office of the Director	3,891,811	5,964,202	5,482,690	5,397,560
Administrative Services - Office of the Director	229,664	238,192	228,350	238,790
Information Technology	2,435,533	3,048,723	2,545,500	2,803,770
Court Services	415,255	479,581	412,050	475,130
Records Management	189,943	189,884	154,260	142,870
Facilities Management	2,138,107	2,459,733	2,170,550	2,321,330
Volunteer Resources	171,329	201,372	193,090	204,370
<b>TOTAL</b>	<b>\$52,813,022</b>	<b>\$60,347,663</b>	<b>\$57,028,460</b>	<b>\$59,139,350</b>

2012 OPERATING BUDGET - CITY OF DUBLIN, OHIO  
Revenue and Expenditure Summary

Fund	General	Street Maintenance	State Highway	Cemetery	Recreation	Safety	Pool	Permissive Tax
<b>Estimated revenues:</b>								
Income taxes	\$52,669,100	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Property taxes	0	0	0	0	0	396,100	0	0
Hotel/Motel taxes	0	0	0	0	0	0	0	0
Intergovernmental revenue	757,650	1,542,000	124,590	0	0	34,800	0	1,740,000
Charges for services	785,000	2,000	0	14,120	2,995,000	553,820	490,000	0
Fines, licenses and permits	1,597,675	0	0	0	0	0	0	0
Interest income	606,000	5,070	2,035	250	10,120	6,090	2,525	15,180
Miscellaneous	244,500	1,000	0	0	183,780	3,000	0	0
<b>Total estimated revenues</b>	<b>56,659,925</b>	<b>1,550,070</b>	<b>126,625</b>	<b>14,370</b>	<b>3,188,900</b>	<b>993,810</b>	<b>492,525</b>	<b>1,755,180</b>
<b>Estimated expenditures:</b>								
Personal services	20,315,100	2,173,070	0	125,790	4,734,690	9,834,800	499,240	0
Other expenses	22,004,950	1,232,560	25,000	17,750	2,315,250	518,110	331,650	0
Capital outlay	184,300	26,050	250,000	16,700	398,380	10,800	30,000	1,817,000
<b>Total estimated expenditures</b>	<b>42,504,350</b>	<b>3,431,680</b>	<b>275,000</b>	<b>160,240</b>	<b>7,448,320</b>	<b>10,363,710</b>	<b>860,890</b>	<b>1,817,000</b>
<b>Excess of revenues over expenditures</b>	<b>\$14,155,575</b>	<b>(\$1,881,610)</b>	<b>(\$148,375)</b>	<b>(\$145,870)</b>	<b>(\$4,259,420)</b>	<b>(\$9,369,900)</b>	<b>(\$368,365)</b>	<b>(\$61,820)</b>
<b>Other financing sources:</b>								
Transfers in	0	1,650,000	0	125,000	4,000,000	9,380,000	300,000	0
Transfers out	(15,375,000)	0	0	0	0	0	0	0
Advances in	75,000	0	0	0	0	0	0	0
Advances out	(1,260,000)	0	0	0	0	0	0	0
<b>Total other sources</b>	<b>(16,560,000)</b>	<b>1,650,000</b>	<b>0</b>	<b>125,000</b>	<b>4,000,000</b>	<b>9,380,000</b>	<b>300,000</b>	<b>0</b>
<b>Net change in fund balance</b>	<b>(2,404,425)</b>	<b>(231,610)</b>	<b>(148,375)</b>	<b>(20,870)</b>	<b>(259,420)</b>	<b>10,100</b>	<b>(68,365)</b>	<b>(61,820)</b>
<b>Estimated fund balance, January 1</b>	<b>42,754,682</b>	<b>242,849</b>	<b>290,242</b>	<b>34,544</b>	<b>576,704</b>	<b>511,412</b>	<b>143,331</b>	<b>1,301,405</b>
<b>Estimated fund balance, December 31</b>	<b>\$40,350,257</b>	<b>\$11,239</b>	<b>\$141,867</b>	<b>\$13,674</b>	<b>\$317,284</b>	<b>\$521,512</b>	<b>\$74,966</b>	<b>\$1,239,585</b>

2012 OPERATING BUDGET - CITY OF DUBLIN, OHIO  
Revenue and Expenditure Summary

Fund	Hotel/Motel Tax	Enforcement Education	Law Enforcement	Mandatory Drug Fine	Court Computer	Accrued Leave	Wireless 9-1-1	Debt Service
<b>Estimated revenues:</b>								
Income taxes	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Property taxes	0	0	0	0	0	0	0	0
Hotel/Motel taxes	1,450,000	0	0	0	0	0	0	0
Intergovernmental revenue	0	0	0	0	0	0	120,000	142,110
Charges for services	822,800	0	0	0	0	76,600	0	0
Fines, licenses and permits	110,000	1,800	0	0	6,500	0	0	0
Interest income	20,350	810	710	20	1,220	0	0	8,615
Miscellaneous	310,000	0	0	0	0	0	0	250,000
<b>Total estimated revenues</b>	<b>2,713,150</b>	<b>2,610</b>	<b>710</b>	<b>20</b>	<b>7,720</b>	<b>76,600</b>	<b>120,000</b>	<b>400,725</b>
<b>Estimated expenditures:</b>								
Personal services	492,200	0	0	0	0	76,600	0	0
Other expenses	2,758,150	0	15,000	0	15,450	0	0	6,027,270
Capital outlay	0	0	15,950	0	14,000	0	0	0
<b>Total estimated expenditures</b>	<b>3,250,350</b>	<b>0</b>	<b>30,950</b>	<b>0</b>	<b>29,450</b>	<b>76,600</b>	<b>0</b>	<b>6,027,270</b>
<b>Excess of revenues over expenditures</b>	<b>(\$537,200)</b>	<b>\$2,610</b>	<b>(\$30,240)</b>	<b>\$20</b>	<b>(\$21,730)</b>	<b>\$0</b>	<b>\$120,000</b>	<b>(\$5,626,545)</b>
<b>Other financing sources:</b>								
Transfers in	0	0	0	0	0	0	0	5,640,120
Transfers out	(163,290)	0	0	0	0	0	(80,000)	0
Advances in	0	0	0	0	0	0	0	0
Advances out	0	0	0	0	0	0	0	0
<b>Total other sources</b>	<b>(163,290)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(80,000)</b>	<b>5,640,120</b>
<b>Net change in fund balance</b>	<b>(700,490)</b>	<b>2,610</b>	<b>(30,240)</b>	<b>20</b>	<b>(21,730)</b>	<b>0</b>	<b>40,000</b>	<b>13,575</b>
<b>Estimated fund balance, January 1</b>	<b>2,452,784</b>	<b>69,705</b>	<b>42,354</b>	<b>2,475</b>	<b>37,713</b>	<b>1,542,428</b>	<b>176,025</b>	<b>1,062,942</b>
<b>Estimated fund balance, December 31</b>	<b>\$1,752,294</b>	<b>\$72,315</b>	<b>\$12,114</b>	<b>\$2,495</b>	<b>\$15,983</b>	<b>###</b>	<b>\$216,025</b>	<b>\$1,076,517</b>



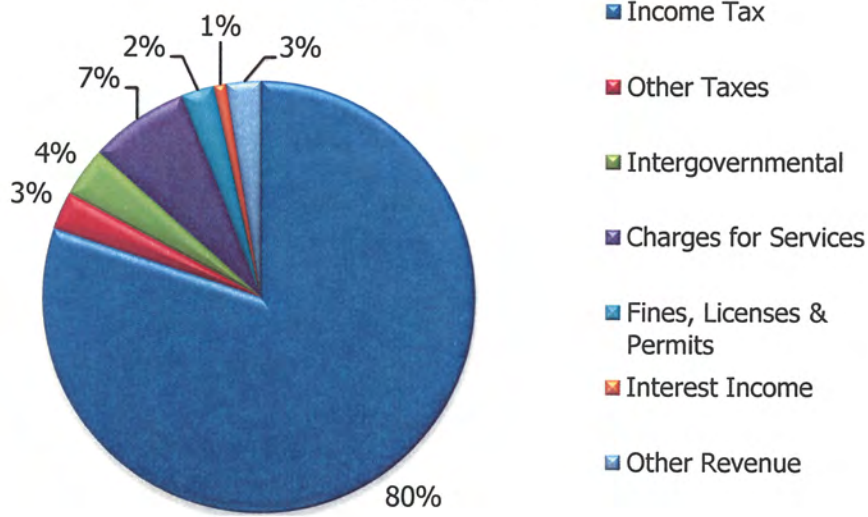
2012 OPERATING BUDGET - CITY OF DUBLIN, OHIO  
Revenue and Expenditure Summary

Fund	Capital Improvements	Parkland Acquisition	Water	Sewer	Merchandising	Employee Benefits	Workers Compensation
<b>Estimated revenues:</b>							
Income taxes	\$17,556,370	\$0	\$0	\$0	\$0	\$0	\$0
Property taxes	2,388,800	583,990	0	0	0	0	0
Hotel/Motel taxes	0	0	0	0	0	0	0
Intergovernmental revenue	890,000	51,530	29,540	32,530	0	0	0
Charges for services	0	0	958,000	1,922,780	1,000	5,326,350	250,000
Fines, licenses and permits	0	0	1,000	0	0	0	0
Interest income	302,500	60,650	180,280	80,700	360	3,070	6,070
Miscellaneous	0	0	0	0	30	0	0
<b>Total estimated revenues</b>	<b>21,137,670</b>	<b>696,170</b>	<b>1,168,820</b>	<b>2,036,010</b>	<b>1,390</b>	<b>5,329,420</b>	<b>256,070</b>
<b>Estimated expenditures:</b>							
Personal services	0	0	165,380	833,310	0	28,730	0
Other expenses	40,000	10,000	916,800	1,999,500	8,000	5,256,040	327,430
Capital outlay	15,995,500	460,470	850,000	36,300	0	0	0
<b>Total estimated expenditures</b>	<b>16,035,500</b>	<b>470,470</b>	<b>1,932,180</b>	<b>2,869,110</b>	<b>8,000</b>	<b>5,284,770</b>	<b>327,430</b>
<b>Excess of revenues over expenditures</b>	<b>\$5,102,170</b>	<b>\$225,700</b>	<b>(\$763,360)</b>	<b>(\$833,100)</b>	<b>(\$6,610)</b>	<b>\$44,650</b>	<b>(\$71,360)</b>
<b>Other financing sources:</b>							
Transfers in	0	0	0	0	0	0	0
Transfers out	(2,749,680)	(225,700)	0	0	0	0	0
Advances in	704,500	0	0	1,485,700	0	0	0
Advances out	(3,550,000)	0	0	0	0	0	0
<b>Total other sources</b>	<b>(5,595,180)</b>	<b>(225,700)</b>	<b>0</b>	<b>1,485,700</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Net change in fund balance</b>	<b>(493,010)</b>	<b>0</b>	<b>(763,360)</b>	<b>652,600</b>	<b>(6,610)</b>	<b>44,650</b>	<b>(71,360)</b>
<b>Estimated fund balance, January 1</b>	<b>6,737,617</b>	<b>3,536,752</b>	<b>12,334,744</b>	<b>6,596,918</b>	<b>35,873</b>	<b>1,673,269</b>	<b>717,603</b>
<b>Estimated fund balance, December 31</b>	<b>\$6,244,607</b>	<b>\$3,536,752</b>	<b>\$11,571,384</b>	<b>\$7,249,518</b>	<b>\$29,263</b>	<b>\$1,717,919</b>	<b>\$646,243</b>

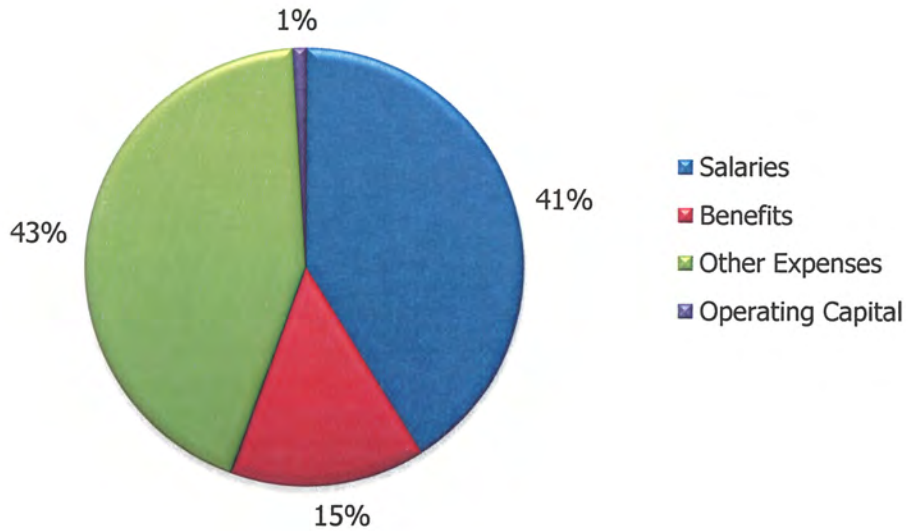
2012 OPERATING BUDGET – CITY OF DUBLIN, OHIO

**Comparison of Operating Revenues and Expenditures**

**2012 Operating Revenue by Source**  
**\$65,747,095**



**2012 Operating Expenditures by Type**  
**\$68,104,940**



## 2012 Appropriations Summary by Expenditure Category - All Funds

	<u>Personal Services</u>	<u>Other Expenses</u>	<u>Capital Outlay</u>	<u>Total</u>
<b>General Fund</b>	\$ 20,315,100	\$ 22,004,950	\$ 184,300	\$ 42,504,350
<b>Special Revenue Funds</b>				
Street Maintenance and Repair Fund				
Streets and Utilities	1,837,000	759,460	850	2,597,310
Engineering	336,070	473,100	25,200	834,370
State Highway Fund				
Streets and Utilities	-	-	-	-
Engineering	-	25,000	250,000	275,000
Cemetery Fund	125,790	17,750	16,700	160,240
Recreation Fund				
Recreation Services	1,339,610	614,830	8,330	1,962,770
Community Recreation Center	2,502,720	1,229,570	45,650	3,777,940
Community Recreation Center Facilities	892,360	470,850	344,400	1,707,610
Safety Fund	9,834,800	518,110	10,800	10,363,710
Swimming Pool Fund	499,240	331,650	30,000	860,890
Permissive Tax Fund	-	-	1,817,000	1,817,000
Hotel/Motel Tax Fund	492,200	2,758,150	-	3,250,350
Educations and Enforcement Fund	-	-	-	-
Law Enforcement Fund	-	15,000	15,950	30,950
Mayor's Court Computer Fund	-	15,450	14,000	29,450
Accrued Leave Reserve Fund	76,600	-	-	76,600
Wireless 9-1-1 Fund	-	-	-	-
<b>Debt Service Funds</b>				
General Obligation Debt Service	-	5,790,050	-	5,790,050
Special Assessments	-	237,220	-	237,220
<b>Capital Projects Funds</b>				
Capital Improvements Tax Fund	-	40,000	15,995,500	16,035,500
Parkland Acquisition Fund	-	10,000	460,470	470,470
<b>Enterprise Funds</b>				
Water Fund				
Streets and Utilities	145,200	220,700	-	365,900
Finance	-	583,200	-	583,200
Engineering	20,180	112,900	850,000	983,080
Water Tower Construction Fund				
Engineering	-	90,000	2,900,000	2,990,000
Sewer Fund				
Streets and Utilities	683,450	226,600	36,300	946,350
Finance	-	1,587,280	-	1,587,280
Engineering	149,860	185,620	-	335,480
Sewer Construction Fund				
Streets and Utilities	-	110,000	1,300,000	1,410,000
Engineering	-	-	700,000	700,000
Merchandise Fund	-	8,000	-	8,000
<b>Internal Service Funds</b>				
Employee Benefits Self-Insurance Fund	28,730	5,256,040	-	5,284,770
Worker's Compensation Self-Insurance Fund	-	327,430	-	327,430
<b>Fiduciary Funds</b>				
Income Tax Revenue Sharing Fund	-	-	-	-
Agency Fund	-	581,000	-	581,000
Dublin Convention and Visitor's Bureau Fund	-	483,300	-	483,300
<b>Totals</b>	<b>\$ 39,278,910</b>	<b>\$ 45,083,210</b>	<b>\$ 25,005,450</b>	<b>\$ 109,367,570</b>

Note: Does not include transfers or advances.

2012 OPERATING BUDGET - CITY OF DUBLIN, OHIO

**2012 Appropriations Summary by Expenditure Category - General Fund**

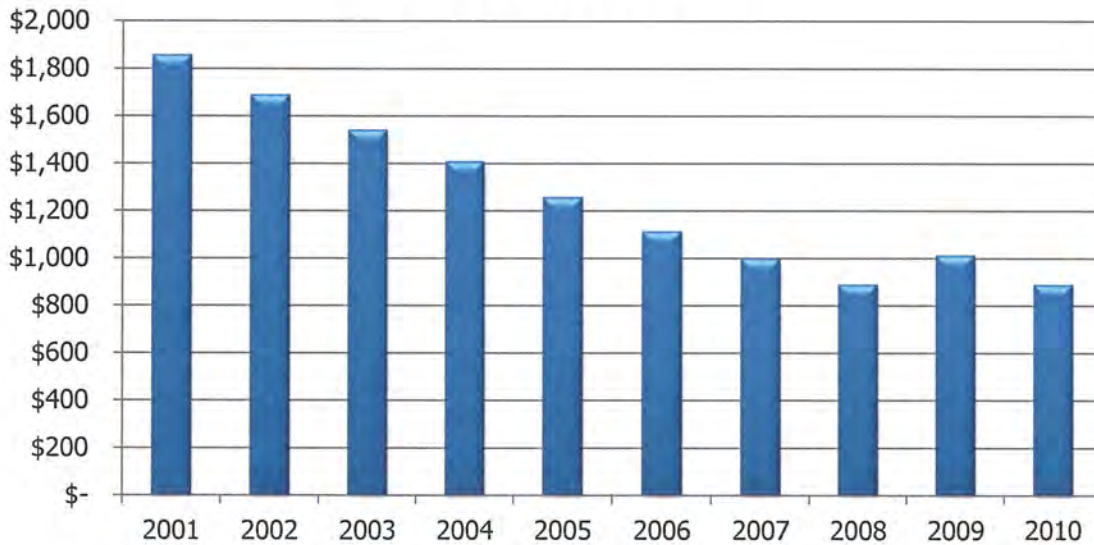
<b>General Fund</b>	<b>Personal Services</b>	<b>Other Expenses</b>	<b>Capital Outlay</b>	<b>Total</b>
City Council	\$ 372,130	\$ 71,410	\$ -	\$ 443,540
Boards and Commissions	9,700	19,250	-	28,950
Office of the City Manager	671,740	54,030	2,100	727,870
Miscellaneous Account/Contingencies	-	790,750	-	790,750
Human Resources	970,670	586,400	-	1,557,070
Community Relations	695,480	720,700	-	1,416,180
Legal Services	-	1,711,000	-	1,711,000
Finance - Office of the Director	611,450	16,050	-	627,500
Procurement	75,010	110,950	-	185,960
Miscellaneous Accounts	-	385,250	-	385,250
Accounting and Auditing	534,890	97,520	-	632,410
Taxation	491,160	2,352,210	900	2,844,270
Public Services				
Solid Waste Management	663,200	2,668,980	3,240	3,335,420
Fleet Management	805,190	2,021,600	5,500	2,832,290
Engineering	2,517,380	340,930	4,090	2,862,400
Miscellaneous	-	406,700	-	406,700
Building Standards	1,333,440	107,500	500	1,441,440
Land Use and Long Range Planning	1,866,560	240,100	3,000	2,109,660
Parks and Recreation				
Parks	4,741,060	1,693,340	147,470	6,581,870
Economic Development - Office of the Director	544,740	4,851,320	1,500	5,397,560
Administrative Services - Office of the Director	226,990	11,800	-	238,790
Information Technology	1,209,090	1,593,680	1,000	2,803,770
Court Services	372,230	102,900	-	475,130
Records Management	73,220	54,650	15,000	142,870
Facilities Management	1,352,350	968,980	-	2,321,330
Volunteer Resources				
Volunteer Resources	177,420	26,950	-	204,370
<b>Totals</b>	<b>\$ 20,315,100</b>	<b>\$ 22,004,950</b>	<b>\$ 184,300</b>	<b>\$ 42,504,350</b>

Note: Does not include transfers or advances.

**Debt Administration**

Dublin’s infrastructure needs are met through a five-year Capital Improvements Program (CIP); currently, the 2012 - 2016 CIP programs \$129.3 million in major capital improvements. Several capital projects in past years have been funded utilizing proceeds from long-term debt. The City's CIP document provides a summary of additional infrastructure needs anticipated to be funded with long-term debt. By policy, fifteen percent of income tax revenues are allocated for debt service. Annual debt service for income tax funded projects totals 3.6% of 2012 projected income tax revenues.

**Net Bonded General Obligation  
Debt per Capita**



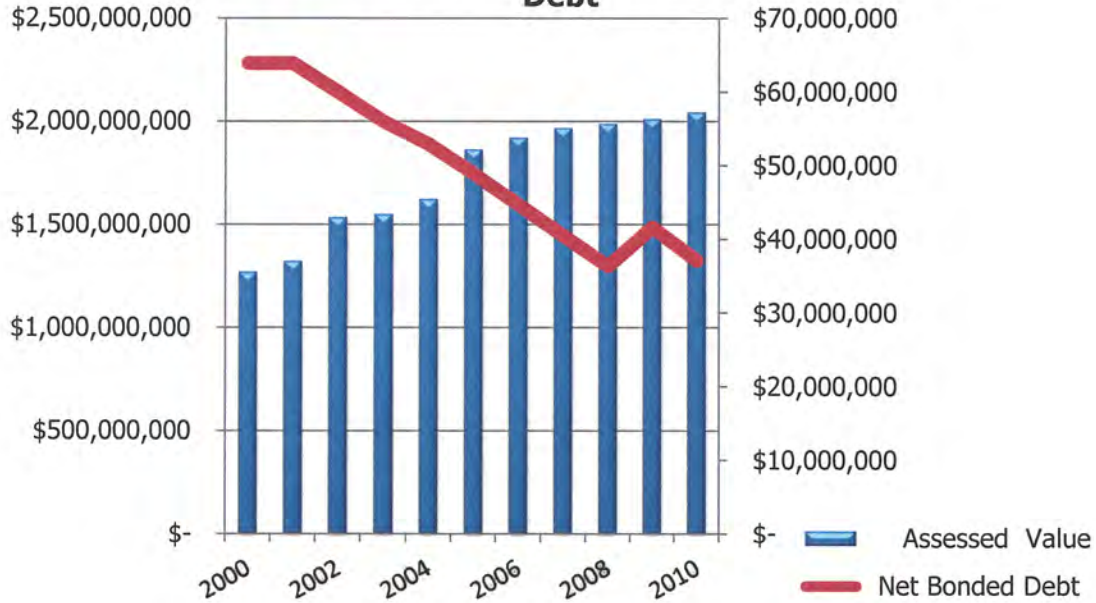
In anticipation of a new debt issuance in November 2009, the City received updated ratings from both Moody’s Investors Service and Fitch Ratings. After completing a review that evaluated the City’s existing financial condition, current developments and trends, and prospects for growth, Moody’s maintained the City’s rating at its highest levels of “Aaa”, citing “the City’s history of strong financial operations with solid reserve levels.” Fitch, after similar review, maintained the City at its highest rating of “AAA”. In September 2011, Fitch conducted a routine surveillance review in which the “AAA” rating was affirmed. These ratings enable the City’s debt to be issued at the lowest available interest rates, resulting in reductions in future debt service payments. The City’s diverse economic base, the City’s history of operating surpluses and the continued use of that surplus to fund capital projects, and the City’s continued long-term planning efforts will help maintain high credit ratings.

As of December 31, 2011, the City will have approximately \$54.0 million in long-term debt outstanding. Of the total, \$2.8 million will be retired using revenues generated by the City’s water system operations, \$9.6 million will be retired using revenues generated by the City’s sewer system operations, \$1.3 million will be retired through the collection of special assessments, \$1.7 million retired using property tax revenues, \$1.2 million retired using hotel/motel tax revenues, and \$20.3 million retired using service payments

**Debt Administration (Continued)**

in lieu of taxes from tax increment financing districts. The remaining \$17.1 million, or about 32%, will be retired with income tax revenue.

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



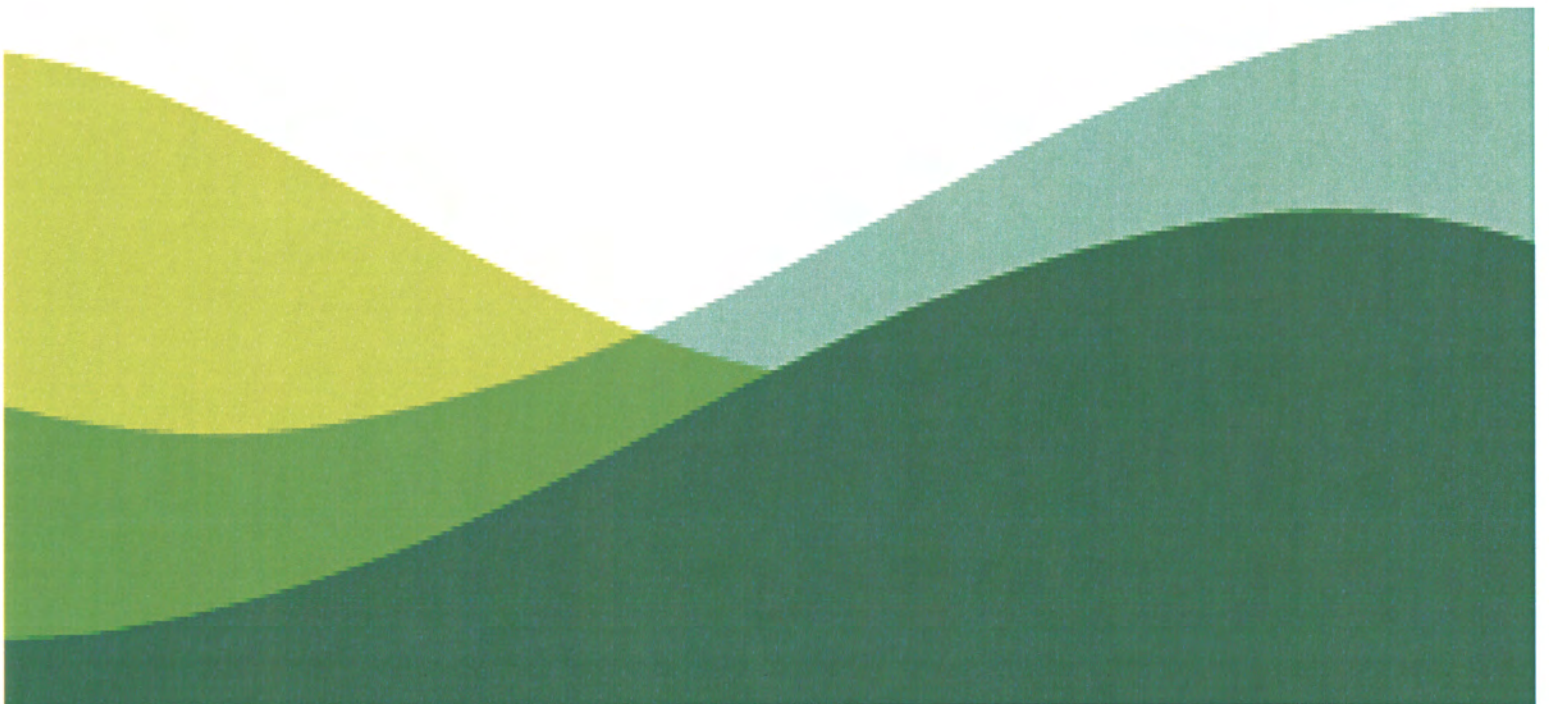
Under current state statutes, the City's general obligation debt issuances are subject to a legal limitation based on the total assessed value of real and personal property. Total general obligation debt of the City, exclusive of certain exempt debt, shall never exceed 10.5% of the total assessed valuation. The unvoted general obligation debt of the City cannot exceed 5.5% of the total assessed valuation. As of December 31, 2010, the City had a legal debt margin for total debt of \$196,705,153 and a legal debt margin for unvoted debt of \$110,723,985.

**2012 OPERATING BUDGET - CITY OF DUBLIN, OHIO**  
**2012 Debt Service Schedule**

	Date Of Issue	Interest Rate	Ord. No.	Original Amount	2012			
					O/S Principal	Principal Payment	Interest Payment	
<u>Unvoted Bonds (G.O.)</u>								
1	Rings/Blazer Water Tower	10-15-94	6.14%	94-94	4,100,000	945,000	295,000	60,480.00
2	Upper Scioto West Branch (OWDA)	01-01-99	4.35%	N/A	19,716,717	7,589,665	1,035,594	315,126.84
4*	Avery-Muirfield Interchange (SIB Loan)	09-01-99	5.17%	84-99	8,316,788	4,272,408	475,767	135,018.80
	Rings Road Improvements(TIF)	12-01-00	5.22%	139-00	3,535,000	2,056,092	195,476	77,324.80
	Arts Facility Acquisition	12-01-00	5.22%	136-00	1,360,000	784,691	75,091	29,511.30
	Arts Facility Renovation	12-01-00	5.22%	143-00	755,000	438,929	42,170	16,507.92
	Perimeter Drive Extension(TIF)	12-01-00	5.22%	140-00	3,940,000	2,298,653	219,125	86,448.02
	Emerald Parkway-Phase 7A(TIF)	12-01-00	5.22%	137-00	2,020,000	1,176,636	113,138	44,252.94
*	Service Center	12-01-01	4.42%	112-01	3,675,000	2,231,173	204,695	71,545.08
3*	Municipal Pool South (OMB)	04-14-04	4.30%	23-04	2,986,000	2,210,000	124,000	98,883.46
*	Aryshire Drive Culvert Repl. (OPWC)	07-01-04	0.00%	N/A	279,748	69,937	27,975	0.00
	Industrial Pkwy/SR 161 Improvements(Tax-exempt)	11-18-09	2.00%	53-09	1,540,000	790,000	390,000	15,800.00
	Darree Fields Water Tower(Tax-exempt)	11-18-09	2.00%	55-09	320,000	165,000	80,000	3,300.00
	Sanitary Sewer Lining(Tax-exempt)	11-18-09	2.00%	54-09	355,000	180,000	90,000	3,600.00
5	Industrial Pkwy/SR 161 Improvements(BABs)	11-18-09	Various	53-09	8,130,000	8,130,000	0	263,189.88
5	Darree Fields Water Tower(BABs)	11-18-09	Various	55-09	1,695,000	1,695,000	0	54,873.00
5	Sanitary Sewer Lining(BABs)	11-18-09	Various	54-09	1,865,000	1,865,000	0	60,414.24
						<u>36,898,183</u>	<u>3,368,031</u>	<u>1,336,276.28</u>
<u>Unvoted Special Assessment Bonds</u>								
	Ballantrae	12-01-01	4.42%	117-01	1,700,000	1,038,827	95,305	33,311.16
						<u>1,038,827</u>	<u>95,305</u>	<u>33,311.16</u>
<u>Voted Bonds (G.O.)</u>								
*	Recreation Center expansion	10-15-98	4.66%	98-98	3,998,000	1,644,000	233,000	50,132.50
*	Emerald Parkway Bridge	10-15-98	4.62%	97-98	7,518,000	2,968,000	472,000	89,790.00
	Emerald Parkway-Phase 2(TIF)	10-15-98	4.56%	96-98	7,874,000	2,748,000	575,000	75,540.00
*	Woerner-Temple Road	12-01-00	5.20%	141-00	5,555,000	3,057,560	323,135	122,907.58
*	Emerald Parkway Overpass-Phase 7	12-01-00	5.20%	142-00	6,565,000	3,615,420	379,693	145,348.92
	Coffman Park Expansion	12-01-00	5.22%	138-00	3,135,000	1,732,021	157,172	68,512.24
						<u>15,765,000</u>	<u>2,140,000</u>	<u>552,231.24</u>
<u>Voted Special Assessment Bonds</u>								
	Tuller Road	10-15-94	6.14%	90-94	1,185,000	285,000	90,000	18,240.00
						<u>285,000</u>	<u>90,000</u>	<u>18,240.00</u>
	Total Debt Payments					<u>\$53,987,010</u>	<u>\$5,693,336</u>	<u>\$1,940,058.68</u>

- \* Supported by income tax revenue.
- 1 Supported by Water Fund revenues.
- 2 Supported by Sewer Fund revenues.
- 3 Credit fee increase on 7/1/2011
- 4 Includes Administrative Fee
- 5 Build America Bonds

# General Fund





## 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 Dublin throughout their term of office.

City Council elects a Mayor and Vice Mayor to serve two-year terms. The Mayor is the ceremonial head of the City and 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 continue to be responsive to the needs and concerns of the citizens of Dublin.
  - 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.
- 

<b><u>PERSONNEL DATA</u></b> <b><u>POSITION TITLE</u></b>	<b><u>2011</u></b> <b><u>CURRENT NUMBER</u></b>	<b><u>2012</u></b> <b><u>ADOPTED</u></b>
Mayor	1	1
Vice Mayor	1	1
Council Member	5	5
Clerk of Council	1	1
Deputy Clerk of Council	1	1
Staff Assistant (1)	<u>1</u>	<u>1</u>
<b>TOTAL</b>	<b>10</b>	<b>10</b>

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### **NOTES AND ADJUSTMENTS:**

(1) The Staff Assistant position is unfunded for 2012.

## 2012 Budget - City of Dublin, Ohio

General Fund

City Council

Legislative Affairs

		2010 Actual	2011 Budget	2011 Revised Budget	2011 Estimate	2012 Budget
<hr/>						
101-1510						
Personal Services						
2110	Salaries/Wages	271,272	288,440	283,240	247,800	241,010
2111	Overtime Wages	3,236	3,000	8,200	6,000	3,000
2120	Employee Benefits	139,087	154,050	154,050	144,200	128,120
		413,595	445,490	445,490	398,000	372,130
Other Expenses						
2201	Conference/Mileage	7,198	20,000	20,000	10,000	20,000
2211	Meeting Expenses	2,004	3,500	4,309	2,500	2,500
2212	Long Term Strategic Plan.	8,994	10,000	10,000	10,000	10,000
2240	Ceremonial Functions	15,126	20,000	20,411	17,000	20,000
2349	Professional Services	7,864	14,000	16,881	10,000	10,000
2351	Maint. of Equipment	0	1,200	2,400	0	0
2370	Advertising	760	2,000	2,000	1,500	2,000
2391	Memberships/Subscriptions	734	1,900	1,900	1,900	1,910
2410	Office Supplies	1,626	5,000	6,503	3,000	5,000
		44,306	77,600	84,404	55,900	71,410
TOTALS		\$457,901	\$523,090	\$529,894	\$453,900	\$443,540

## 2012 Budget - City of Dublin, Ohio

General Fund

City Council

Boards and Commissions

		2010 Actual	2011 Budget	2011 Revised Budget	2011 Estimate	2012 Budget
<hr/>						
101-1520						
Personal Services						
2110	Salaries/Wages	8,400	8,400	8,400	8,400	8,400
2120	Employee Benefits	1,298	1,310	1,310	1,310	1,300
		9,698	9,710	9,710	9,710	9,700
Other Expenses						
2201	Conference/Mileage	5,834	17,500	17,500	5,000	17,500
2211	Meeting Expenses	0	5,000	5,000	1,000	1,000
2391	Memberships/Subscriptions	0	560	560	0	750
		5,834	23,060	23,060	6,000	19,250
TOTALS		\$15,532	\$32,770	\$32,770	\$15,710	\$28,950

**City Council  
Boards and Commissions**

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**BUDGET SUMMARY:**

**101-1510**

- Accounts 2110 and 2111 provide funding for the salaries/wages of Council Members and staffing reflected under Personnel Data. Not funding the Staff Assistant position in 2012 is reflected in the decreased budget.
- Account 2120 includes funding for health insurance contributions for City Council Members, Clerk of Council and staff. Not funding the Staff Assistant position in 2012 is reflected in the decreased budget.
- Account 2201 includes funding for travel and training for Council Members, certification-related training for the Clerk of Council and Deputy Clerk of Council.
- Account 2212 provides funding for long-term strategic planning workshops, and Council retreat(s).
- Account 2240 includes funds for reimbursable business expenses and for citywide ceremonial functions, which are reviewed and approved by the Mayor and the City Manager. These include the annual board and commission member recognition event hosted by City Council; Memorial Tournament badges for Council Members; sponsorship of an annual benefit concert for Nationwide Children's Hospital held in conjunction with the Memorial Tournament; flowers, memorial donations, and special occasion recognition.
- Account 2349 provides funding for codification services.
- Account 2370 provides funds for advertising expenses related to local newspaper publication of the meeting schedule once each year and Council candidate campaign finance reports during municipal election years.

**101-1520**

- Account 2110 provides funding for the salaries/wages of Planning and Zoning Commission members.
- Account 2201 provides funding, as authorized by Council, of up to \$2,500 per Planning & Zoning Commission member for relevant travel and training.
- Account 2211 provides funding for expenses related to meetings sponsored by various City advisory boards, commissions, committees and task forces.
- Account 2391 provides funding for APA memberships.

## 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, and ordinances and resolutions of Council are faithfully executed; preparing the annual budget and capital improvement 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 implement goals established by City Council.
  - To provide leadership and direction for staff.
  - To be responsive to needs of the community and to advise citizenry regarding the structure and activities of the City organization.
  - To facilitate citizen involvement and requests for service.
  - To provide leadership in sustainable municipal services.
- 

<b><u>PERSONNEL DATA</u></b>	<b><u>2011</u></b>	<b><u>2012</u></b>
<b><u>POSITION TITLE</u></b>	<b><u>CURRENT NUMBER</u></b>	<b><u>ADOPTED</u></b>
City Manager	1	1
Senior Project Manager	1	1
Sustainability Programs Administrator (1)	1	1
Management Assistant	1	1
Executive Assistant	1	1
Office Assistant I	<u>1</u>	<u>1</u>
<b>TOTAL</b>	<b>6</b>	<b>6</b>
<b><u>PART-TIME/SEASONAL STAFF</u></b>		
Intern	<u>1</u>	<u>1</u>
<b>TOTAL</b>	<b>1</b>	<b>1</b>

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### **NOTES AND ADJUSTMENTS:**

(1) The Sustainability Programs Administrator position was vacated in October 2011. The position will be partially funded in 2012 until the need for the position can be re-evaluated.

## 2012 Budget - City of Dublin, Ohio

General Fund

City Manager

Office of the Director

		2010 Actual	2011 Budget	2011 Revised Budget	2011 Estimate	2012 Budget
<b>101-1110</b>						
<b>Personal Services</b>						
2110	Salaries/Wages	447,781	520,630	517,040	493,400	485,880
2111	Overtime Wages	1,901	3,000	3,000	1,500	3,000
2112	Other Wages	11,752	19,500	19,500	15,380	19,500
2113	Short Term Disability	10,534	0	3,590	3,590	0
2119	Instant Bonuses	2,000	6,000	6,000	3,000	6,000
2120	Employee Benefits	145,919	175,650	175,650	163,400	157,360
		619,887	724,780	724,780	680,270	671,740
<b>Other Expenses</b>						
2201	Conference/Mileage	9,351	16,250	16,250	8,000	10,500
2211	Meeting Expenses	862	4,900	4,900	1,500	4,900
2230	Staff Goal Setting	0	4,500	4,500	1,000	4,500
2349	Professional Services	5,450	34,000	37,018	7,500	5,000
2380	Printing & Reproductions	0	430	430	0	430
2391	Memberships/Subscriptions	4,458	4,940	4,940	3,600	5,000
2410	Office Supplies	1,252	2,000	2,271	1,300	2,000
2420	Operating Supplies	0	2,500	2,500	1,500	0
2440	Small Tools & Minor Equip	0	200	200	200	200
2812	Special Projects/Programs	27,549	13,500	16,250	7,500	21,500
		48,922	83,220	89,259	32,100	54,030
<b>Capital Outlay</b>						
2520	Equipment & Furniture	0	1,200	2,100	1,200	2,100
		0	1,200	2,100	1,200	2,100
<b>TOTALS</b>		<b>\$668,809</b>	<b>\$809,200</b>	<b>\$816,139</b>	<b>\$713,570</b>	<b>\$727,870</b>

## Office of the City Manager

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### **BUDGET SUMMARY:**

- Account 2110 provides funding for the full-time staffing reflected under Personnel Data. Partial funding of the Sustainability Administrator position is reflected in the reduced budget for 2012.
- Account 2112 provides funding for part-time (Intern) staff.
- Account 2211 provides funding for meetings sponsored by the City. This may include food, beverages, and any necessary supplies.
- Account 2230 provides funding for a management staff goal setting meeting.
- Account 2349 provides funding for a sustainability consultant and an allocation for other professional services that may be needed.
- Account 2812 provides funding for ICMA's National Citizen Survey and Employee Survey to be completed. Funding is also provided for the rain barrel and compost bin program.

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

## 2012 Budget - City of Dublin, Ohio

General Fund

City Manager

Miscellaneous

		2010 Actual	2011 Budget	2011 Revised Budget	2011 Estimate	2012 Budget
<hr/>						
101-1119						
Other Expenses						
2349	Professional Services	155,829	144,000	150,960	144,000	145,000
2362	Workers' Compensation	200,000	225,000	225,000	200,000	225,000
2391	Memberships/Subscriptions	48,224	65,000	65,000	50,000	55,750
2392	County Wide Disaster Serv	38,142	40,000	40,000	38,580	40,000
2821	Grants/Community Org	50,000	140,000	140,000	138,100	165,000
2823	Leadership Dublin	10,000	10,000	10,000	10,000	10,000
2990	Contingencies	154,931	150,000	154,363	130,000	150,000
		657,126	774,000	785,323	710,680	790,750
<b>TOTALS</b>		<b>\$657,126</b>	<b>\$774,000</b>	<b>\$785,323</b>	<b>\$710,680</b>	<b>\$790,750</b>

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

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**BUDGET SUMMARY:**

- Account 2349 provides funding for federal and state lobbying efforts.
- Account 2362 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 2391 includes funds for memberships/subscriptions to the Ohio Municipal League, the National League of Cities, Mid-Ohio Regional Planning Commission, and any other citywide memberships/subscriptions.
- Account 2821 provides funding for the Dublin Counseling Center and the Beautify Your Neighborhood grant program. The amount for the Dublin Counseling Center is \$125,000 for 2012 and is based on their request. Funding for the Beautify Your Neighborhood grant is budgeted for the second year at a maximum of \$15,000.
- Account 2823 provides funding for Leadership Dublin.
- Account 2990 provides funding for unanticipated expenditures that may occur throughout the year.

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## Human Resources

### **STATEMENT OF FUNCTIONS:**

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

### **OBJECTIVES & ACTIVITIES:**

- To develop and administer recruitment/selection processes based on a competency-based strategy; partnering with all work units in the selection of high quality candidates; to measure the annual turnover rate in an effort to sustain a low turnover rate.
- To provide leadership in developing and implementing new benefit and health management strategies (i.e. Health Savings Accounts, Health by Choice Plus Program); monitor and assess benefit funding levels on a per employee per year basis, the percentage of the employee population enrolled in HBC Plus program, and the health risk stratification (low, moderate, high) of the employee population and percentage change at each level year to year.
- 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 appraisal system; ensure managers are trained in administration of system; provide direction to managers in the development of meaningful performance objectives for their employees; and monitor the percentage of performance reviews completed as scheduled (organization wide).
- To implement and administer supervisory training/development programs that focus on skill/competency development; monitor the percentage of employees (organization wide) receiving annual professional development training and required training.
- To implement a City-wide customer service training program that reinforces the Dublin Brand and promotes excellence in customer service.
- To administer labor relations functions, including collective bargaining, contract administration, and grievance arbitration processes; monitor the percentage of grievances per 100 employees and the percentage resolved before proceeding to grievance arbitration.
- 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 the City's property & casualty insurance, risk management, and occupational safety & health programs; monitor percentage change in number of safety incidents and property damage claims; employee traffic accidents per miles driven and per capita expenditures for liability claims.
- To administer the City's self-insured workers compensation program; monitor the lost time incidence rate, number of claims processed by type; cost per claim type and, change in number of workers' compensation claims filed.

<b><u>PERSONNEL DATA</u></b>	<b><u>2011</u></b>	<b><u>2012</u></b>
<b><u>POSITION TITLE</u></b>	<b><u>CURRENT NUMBER</u></b>	<b><u>ADOPTED</u></b>
Director, Human Resources	1	1
Human Resource Manager	1	1
Human Resource Specialist	3	3
Human Resource Assistant	1	1
Safety Administrator/Risk Manager	1	1
Risk Management Assistant	1	1
Staff Assistant	<u>1</u>	<u>1</u>
<b><u>TOTAL</u></b>	<b><u>9</u></b>	<b><u>9</u></b>

### **NOTES AND ADJUSTMENTS:**

## 2012 Budget - City of Dublin, Ohio

General Fund

City Manager

Human Resources

		2010 Actual	2011 Budget	2011 Revised Budget	2011 Estimate	2012 Budget
<hr/>						
101-1120						
Personal Services						
2110	Salaries/Wages	621,651	629,140	629,140	625,510	643,480
2111	Overtime Wages	1,387	2,000	2,000	1,100	2,000
2120	Employee Benefits	233,719	256,680	256,680	253,840	254,190
2125	Employee Training & Dev.	14,671	20,600	26,600	22,000	36,000
2126	Tuition Reimbursement	42,877	40,000	60,646	40,000	35,000
		<hr/>				
		914,305	948,420	975,066	942,450	970,670
Other Expenses						
2201	Conference/Mileage	4,217	9,450	9,605	5,000	5,780
2210	Reimbursable Business Exp	113	3,000	3,000	2,000	3,000
2211	Meeting Expenses	479	500	509	500	600
2330	Rents/Leases	4,918	5,000	5,000	5,000	0
2349	Professional Services	67,002	53,280	59,639	59,630	66,530
2351	Maint. of Equipment	1,456	2,210	2,210	2,000	1,000
2360	Insurance & Bonding	737,142	397,800	407,500	407,000	433,930
2365	Insurance Claims paid	823	10,000	180	180	10,000
2370	Advertising	5,356	6,800	7,407	6,800	7,800
2380	Printing & Reproductions	0	1,200	1,200	1,200	2,000
2390	Misc Contractual Services	26,402	30,810	33,477	27,000	22,500
2391	Memberships/Subscriptions	5,503	5,500	5,805	5,800	6,500
2410	Office Supplies	7,852	7,000	7,000	7,000	7,500
2810	Employee Awards Program	2,178	2,800	3,122	2,700	2,800
2812	Special Projects/Programs	0	4,000	4,000	0	0
2815	Risk Mgt./Safety Programs	7,138	16,460	17,568	7,500	16,460
		<hr/>				
		870,579	555,810	567,222	539,310	586,400
<hr/>						
TOTALS		\$1,784,884	\$1,504,230	\$1,542,288	\$1,481,760	\$1,557,070
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### **BUDGET SUMMARY:**

- Account 2110 provides funding for the staffing reflected under Personnel Data.
- Account 2125 provides funding for organization wide Customer Service Training program in support of Council's Smart Customer Focused Government strategic focus area and corresponding professional development goal.
- Account 2126 provides funding for the organization-wide tuition reimbursement program. 2012 funding is based on an average annual participation of 10 - 15 employees at an average rate of \$3,000 per year.
- Account 2201 provides funding for local training seminars and conferences for the Human Resources and Risk Management staff.
- Account 2349 provides funding for various employment screening and assessment services, i.e. criminal record checks, driving record checks, sexual offender checks, drug tests, medical examinations, polygraphs and psychological evaluations for police officer candidates and promotional assessments for police sergeant candidates.
- Account 2360 provides funding for the City's contribution to the CORMA (Central Ohio Risk Management Association) self-insured loss fund and for stop loss premiums for the coverage period of October 1, 2012 to October 1, 2013.
- Account 2370 provides funding for recruitment announcements in newspapers, professional/trade journals and publications, and on various websites.
- Account 2390 includes funding for the City's Employee Assistance Program and the maintenance fees for the City's on-line employment application program.
- Account 2810 funds employee service awards.
- Account 2815 provides funding for employee safety programs, some of which are mandated by State safety regulations.

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## Community Relations

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### **STATEMENT OF FUNCTIONS**

Community Relations serves as in-house support agency for 25+ city work units as well as significant citywide initiatives including 270/33 Interchange Improvement Project, Bridge Street Corridor, Storm Water Management, Historic Dublin, Healthy Dublin, Memorial Tournament and the 2013 Presidents Cup. Community Relations works to protect and enhance the image of the City of Dublin through strategic communications with the City's stakeholders: employees, residents, corporate citizens, visitors, investors, influencers and the media.

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### **OBJECTIVES/ACTIVITIES**

- Manage the City's websites including City of Dublin, Dublin Irish Festival, DubNet.
- Manage citywide social media efforts including streaming video, blogging, social networking, application development and podcasts.
- Develop and administer the City's internal communications and employee recognition program.
- Conduct, analyze and promote public opinion, citizen satisfaction and benchmarking surveys.
- Research and prepare columns, speeches and talking points for City Council members, City Manager, Directors and other key officials.
- Coordinate community information, outreach and recognition activities including State of the City Address, Memorial Day, Veterans Day, park dedications, and Arbor Day.
- Manage and produce the City's cable TV station including Council meetings, a bi-weekly news magazine show, public service announcements and special features.
- Implement the Civic Association Initiative via regular correspondence, bi-annual meetings, block party package and float initiative.
- Coordinate citywide Memorial Tournament activities to enhance relationships with local, regional and statewide elected officials, community leaders and VIPs for economic development, relationship building and international recognition.
- Promote and market Dublin's special events, community activities and community programming.
- Serve as a liaison to Historic Dublin and the Historic Dublin Business Association to market the district, promote their events and special projects, facilitate the banner program and manage holiday streetscape program.

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### **PERSONNEL DATA**

<b><u>POSITION TITLE</u></b>	<b><u>2011 CURRENT NUMBER</u></b>	<b><u>2012 ADOPTED</u></b>
Director, Community Relations	1	1
Public Affairs Officer	1	1
Public Information Officer	1	1
Website Administrator	1	1
Website Developer	1	1
Administrative Assistant	1	1
Office Assistant II	1	1
<b>TOTAL</b>	<b>7</b>	<b>7</b>

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

Intern	1	2
<b>TOTAL</b>	<b>1</b>	<b>2</b>

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### **NOTES & ADJUSTMENTS:**

## 2012 Budget - City of Dublin, Ohio

General Fund

City Manager

Community Relations

		2010 Actual	2011 Budget	2011 Revised Budget	2011 Estimate	2012 Budget
<b>101-1130</b>						
<b>Personal Services</b>						
2110	Salaries/Wages	386,167	462,000	441,860	422,560	482,800
2111	Overtime Wages	2,878	3,000	10,000	6,500	4,000
2112	Other Wages	18,033	14,000	14,000	12,000	20,000
2113	Short Term Disability	42,383	0	13,140	12,560	0
2120	Employee Benefits	159,070	191,850	191,850	182,950	188,280
2140	Uniforms & Clothing	0	0	0	0	400
		608,531	670,850	670,850	636,570	695,480
<b>Other Expenses</b>						
2201	Conference/Mileage	386	2,330	2,330	2,330	6,750
2211	Meeting Expenses	484	1,300	1,700	1,300	2,200
2320	Communications	5,565	900	5,925	5,920	6,100
2349	Professional Services	250,905	281,810	325,242	325,240	354,500
2351	Maint. of Equipment	637	1,100	3,000	3,000	1,100
2370	Advertising	21,026	22,000	24,723	22,000	11,000
2380	Printing & Reproductions	19,966	8,500	8,500	3,500	22,000
2390	Misc Contractual Services	2,777	4,300	4,300	4,300	2,600
2391	Memberships/Subscriptions	3,089	4,370	4,370	4,370	3,450
2410	Office Supplies	3,949	5,000	5,103	3,500	5,000
2420	Operating Supplies	2,619	6,000	7,300	1,500	16,000
2440	Small Tools & Minor Equip	358	1,500	1,500	1,500	1,000
2812	Special Projects/Programs	41,261	95,500	100,185	100,180	73,700
2813	Promotional Programs	171,904	208,500	231,356	231,350	215,300
		524,926	643,110	725,534	709,990	720,700
<b>Capital Outlay</b>						
2520	Equipment & Furniture	240	0	0	0	0
		240	0	0	0	0
<b>TOTALS</b>		<b>\$1,133,697</b>	<b>\$1,313,960</b>	<b>\$1,396,384</b>	<b>\$1,346,560</b>	<b>\$1,416,180</b>

## Community Relations

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### **Budget Summary:**

- Account 2110 provides funding for the staffing reflected under Personnel Data. The increased budget for 2012 is reflective of full staffing for 2012 compared to 2011 when there were vacancies during the year.
- Account 2111 provides funding for overtime for observances, receptions, evening meetings and special projects.
- Account 2112 provides funding for intern(s).
- Account 2140 provides funding for uniforms for staff working community wide ceremonial functions and observances.
- Account 2201 provides funding for citywide webinars and professional development opportunities for CR staff members.
- Account 2211 provides funding for business luncheons, Experience Columbus Annual Meeting, annual Central Ohio Public Information Officer luncheon and local and regional professional association meetings.
- Account 2320 provides funding for distribution of Resident Guide (published every other year), courier services and cable TV recording service.
- Account 2349 provides funding for videography – creative, production, on-air talent; communication/marketing consultant; graphic designer; photographer increased due to many outdated photographs, stock photography and portraits ; media tracking; digital media consultant; citywide communication/presentation professional development; apps integration; Community Satisfaction Survey (conducted every three years); brand development; music licenses for video and social media production; Dublin Life; digital media support – enews, web enhancement, apps integration; web page hosting; photo hosting/digital library.
- Account 2351 provides funding for maintenance for 1610 AM radio station, DTV equipment and camera equipment.
- Account 2370 provides funding for an In Touch ad in the local newspaper and addition of dollars for city-wide marketing and co-op advertising opportunities.
- Account 2380 provides funding for printing costs for the 2012 Residents Guide (printed every other year), annual report, bike path map, brochures for Grounds of Remembrance and Historic Dublin, Dublin Cares collateral material (Text, Social Host), citywide brochure and flier pre-printed templates.
- Account 2390 provides funding for awards, sales fees for history and cemetery books, credit card fees for merchandise sale.
- Account 2391 provides funding for professional association memberships, newspapers, subscriptions, books and online subscriptions to AP writing style guide.
- Account 2420 provides funding for Historic Dublin High Street pennants and Bridge Street banners with major replacement schedule in 2012 which may include Volunteer Week and Patriotic/American Flag banners as well as new initiatives including Bike to Work Week, Healthy Dublin and Presidents Cup.
- Account 2812 provides funding for the citywide Employee Recognition Program; City director receptions; park dedications; the Civic Association Initiative including block party supplies, president's manual and parade initiative; Christmas tree lighting ceremony; Historic Dublin holiday streetscape; Dr. Martin Luther King Jr. Day, Memorial Day, Veterans Day activities; State of the City.
- Account 2813 provides funding for Memorial Tournament activities including hospitality villa, catering, badge package, advertising in the Memorial Tournament Magazine, inclusion in the Nicklaus/Flick golf school; inclusion and host of the Nicklaus Cup outing, international media promotions and recognition mementos for guests. Also included is funding for citywide recognition gifts, promotional purchases and Presidents Cup opportunities.

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

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### **OBJECTIVES AND ACTIVITIES:**

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

<b><u>PERSONNEL DATA</u></b> <b><u>POSITION TITLE</u></b>	<b><u>2011</u></b> <b><u>CURRENT NUMBER</u></b>	<b><u>2012</u></b> <b><u>ADOPTED</u></b>
Director of Law	1	1
Assistant Director of Law	<u>2</u>	<u>2</u>
<b>TOTAL</b>	<b>3</b>	<b>3</b>

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### **NOTES AND ADJUSTMENTS:**

Numerous associates within the firm of Ice Miller, LLP work under the direction of the Director of Law to provide legal counsel for the City.

## 2012 Budget - City of Dublin, Ohio

General Fund

City Manager

Legal Services

		2010 Actual	2011 Budget	2011 Revised Budget	2011 Estimate	2012 Budget
<hr style="border: 1px solid black;"/>						
	101-1140					
	Other Expenses					
2345	Legal Services	896,648	996,000	968,000	950,000	986,000
2346	Other Legal Services	1,040,889	675,000	800,900	800,000	625,000
2349	Professional Services	11,657	100,000	101,500	70,000	100,000
		<hr style="border: 1px solid black;"/>				
		1,949,194	1,771,000	1,870,400	1,820,000	1,711,000
	<b>TOTALS</b>	<b>\$1,949,194</b>	<b>\$1,771,000</b>	<b>\$1,870,400</b>	<b>\$1,820,000</b>	<b>\$1,711,000</b>
<hr style="border: 1px solid black;"/>						

## Legal Services

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### **BUDGET SUMMARY:**

- Account 2345 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 2346 provides funding for special legal services provided by the Director of Law (i.e. labor negotiations and telecommunications, roadway projects, and litigation).
- Account 2349 includes funds for services related to economic development and other outside legal services as needed.

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## Finance/Office of the Director

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### **STATEMENT OF FUNCTIONS:**

The Deputy City Manager/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.

The Deputy City Manager/Director of Finance also has administrative authority over Taxation, Procurement, and Accounting and Auditing.

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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.
  - To maintain the financial records, ensure compliance with economic development commitments, and allocate funds in accordance with the applicable agreements for the City's various Tax Increment Financing Districts and Community Reinvestment Areas.
  - To administer the City's debt financing function with the goal of maintaining the AAA rating from Fitch Ratings and Aaa rating from Moody's Investors Service.
  - To receive the Distinguished Budget Presentation Award for the 2012 Operating Budget.
  - To develop, implement and administer the City's procurement functions, including competitive bid processes and utilization of cooperative purchasing and reverse auction alternatives.
- 

<b><u>PERSONNEL DATA</u></b> <b><u>POSITION TITLE</u></b>	<b><u>2011</u></b> <b><u>CURRENT NUMBER</u></b>	<b><u>2012</u></b> <b><u>ADOPTED</u></b>
Deputy City Manager/Director of Finance (1)	1	1
Deputy Director of Finance	1	1
Budget Manager (2)	1	1
Financial Analyst	1	1
Procurement Assistant	1	1
Administrative Assistant	<u>1</u>	<u>1</u>
<b>TOTAL</b>	<b>6</b>	<b>6</b>

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### **NOTES AND ADJUSTMENTS:**

- (1) The Director of Finance/Deputy City Manager position was filled in October 2011.
- (2) The Budget Manager position has been vacant since July 2010. The position is funded for 2012.

## 2012 Budget - City of Dublin, Ohio

General Fund

Finance

Office of the Director

		2010 Actual	2011 Budget	2011 Revised Budget	2011 Estimate	2012 Budget
<hr/>						
101-1210						
Personal Services						
2110	Salaries/Wages	424,326	456,550	455,350	255,000	453,790
2111	Overtime Wages	144	0	1,200	1,200	1,000
2120	Employee Benefits	128,816	149,060	149,060	83,000	156,660
		553,286	605,610	605,610	339,200	611,450
Other Expenses						
2201	Conference/Mileage	707	1,500	1,718	1,500	4,500
2340	Accounting/Auditing Serv	550	550	550	550	550
2380	Printing & Reproductions	1,112	2,500	2,500	2,500	1,500
2390	Misc Contractual Services	5,000	5,500	5,500	5,500	7,500
2391	Memberships/Subscriptions	1,108	1,000	1,000	1,000	1,000
2410	Office Supplies	681	1,000	1,000	1,000	1,000
		9,158	12,050	12,268	12,050	16,050
<b>TOTALS</b>		<b>\$562,444</b>	<b>\$617,660</b>	<b>\$617,878</b>	<b>\$351,250</b>	<b>\$627,500</b>

**BUDGET SUMMARY:**

- Account 2110 provides funding for the staffing reflected in the Personnel Data. The increase from the 2011 estimate to the 2012 budget is reflective of filling the vacant Finance Director position in October 2011.
- Account 2380 provides funding for the printing of the City's operating and capital budgets and the cost study document. The number of hard copy documents will be fewer due to an increase in CD Rom versions as well as availability on the City's web site.
- Account 2390 funds continuing consultation for the annual update of the cost of services study and upgrades to the software used to complete the study.

## 2012 Budget - City of Dublin, Ohio

General Fund

Finance

Procurement

		2010 Actual	2011 Budget	2011 Revised Budget	2011 Estimate	2012 Budget
<hr/>						
101-1211						
Personal Services						
2110	Salaries/Wages	42,735	49,610	49,610	49,610	50,040
2111	Overtime Wages	707	500	850	850	0
2113	Short Term Disability	6,121	0	0	0	0
2120	Employee Benefits	26,001	25,860	25,860	25,180	24,970
		<hr/>				
		75,564	75,970	76,320	75,640	75,010
Other Expenses						
2320	Communications	30,013	30,000	30,000	20,000	30,000
2330	Rents/Leases	12,520	11,450	11,450	11,450	11,450
2351	Maint. of Equipment	141	1,000	1,000	500	1,000
2370	Advertising	1,787	2,500	2,500	2,500	2,500
2390	Misc Contractual Services	19,896	20,000	20,650	10,000	20,000
2391	Memberships/Subscriptions	640	800	800	800	800
2410	Office Supplies	20,373	25,000	25,000	18,000	25,000
2420	Operating Supplies	574	700	826	700	700
2429	Coffee/Misc. Supplies	13,631	19,500	23,714	12,000	19,500
		<hr/>				
		99,575	110,950	115,940	75,950	110,950
<hr/>						
TOTALS		\$175,139	\$186,920	\$192,260	\$151,590	\$185,960
<hr/>						

## Finance/ Procurement

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### **BUDGET SUMMARY:**

- Account 2320 reflects postage expenses for City Hall.
- Account 2330 includes funding for rental of the City Hall postage machine and water coolers.
- Account 2370 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 2390 provides funding for the fees related to fixed assets sold on GovDeals, an online auction provider.
- Account 2410 provides funding for letterhead stationery/envelopes, business cards, note cards, and folders for citywide usage.
- Account 2429 provides funding for coffee and related supplies to make coffee available to City staff and visitors during meetings at City buildings.

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## 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 districts.

---

### **NOTES AND ADJUSTMENTS:**

## 2012 Budget-City of Dublin, Ohio

General Fund

Finance

Transfers/Advances		2010 Actual	2011 Budget	2011 Revised Budget	2011 Estimate	2012 Budget
<b>101-1217 Transfers</b>						
2710	Street Maintenance Fund	\$1,650,000	\$1,650,000	\$1,650,000	\$1,650,000	\$1,650,000
2711	Recreation Fund	3,000,000	4,000,000	4,000,000	3,000,000	4,000,000
2712	Safety Fund	9,000,000	9,500,000	9,500,000	9,000,000	9,300,000
2714	General Bond Retirement Fund	0	0	0	0	0
2715	Capital Improvements Tax Fund	0	0	0	0	0
2718	Swimming Pool Fund	150,000	400,000	400,000	125,000	300,000
2720	Cemetery Fund	100,000	125,000	125,000	125,000	125,000
<b>101-1218 Advances (1)</b>						
2741	Woerner-Temple TIF	232,300	0	0	240,000	260,000
2742	Tartan West TIF	0	0	0	1,000,000	1,000,000
2743	Delta Energy TIF	0	0	0	750,000	0
<b>TOTALS</b>		<b>\$14,132,300</b>	<b>\$15,675,000</b>	<b>\$15,675,000</b>	<b>\$15,890,000</b>	<b>\$16,635,000</b>

(1) Advances are not required to be appropriated, they are reflected for cash flow purposes.



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

## 2012 Budget - City of Dublin, Ohio

General Fund

Finance

Miscellaneous

2010  
Actual

2011  
Budget

2011  
Revised Budget

2011  
Estimate

2012  
Budget

---

101-1219

Other Expenses

2301	County Auditor Deductions	17,301	17,500	17,500	15,000	15,000
2340	Accounting/Auditing Serv	52,864	53,500	53,500	53,500	50,250
2398	Real Estate Taxes	27,047	35,000	75,370	75,370	80,000
2309	Health Services	222,949	232,180	232,180	232,180	240,000
		320,161	338,180	378,550	376,050	385,250
<b>TOTALS</b>		<b>\$320,161</b>	<b>\$338,180</b>	<b>\$378,550</b>	<b>\$376,050</b>	<b>\$385,250</b>

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## Finance/ Miscellaneous Accounts

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### **BUDGET SUMMARY:**

- Account 2301 provides funding for County Auditor deductions, election expenses and expenses related to advertising and collecting delinquencies. These fees are deducted from the City's property tax settlements.
- Account 2309 provides funding for the City's contract with the Franklin County Board of Health.
- Account 2340 provides funding for the City's annual audit. The Auditor of State approved a three-year contract for 2012-2014 (audit years 2011-2013) to retain the City's current auditors, Clark, Schaefer, Hackett and Co.
- Account 2398 funds real estate taxes for properties owned by the City that are not tax-exempt based on usage, or for which property tax exemption is pending.

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## Finance/Accounting & Auditing

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### **STATEMENT OF FUNCTIONS:**

Accounting & Auditing is responsible for 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).

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### **OBJECTIVES AND ACTIVITIES:**

- To receive an unqualified audit opinion and the Certificate of Achievement for Excellence in Financial Reporting for the City's CAFR.
  - To collect, deposit, and accurately account for City monies received, and ensure compliance with established procedures.
  - To pay vendors providing goods and services to the City in a timely manner, account for expenditures accurately and ensure compliance with established procedures.
  - To ensure accurate and timely payment of employees' wages, salaries and benefits in accordance with the City's labor contracts, administrative policies, and federal and state regulations.
  - 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.
- 

<b><u>PERSONNEL DATA</u></b>	<b>2011</b>	<b>2012</b>
<b><u>POSITION TITLE</u></b>	<b><u>CURRENT NUMBER</u></b>	<b><u>ADOPTED</u></b>
Director, Accounting & Auditing	1	1
Accountant	1	1
Payroll Specialist	1	1
Accounting Specialist	<u>3</u>	<u>3</u>
<b>TOTAL</b>	<b>6</b>	<b>6</b>
<b><u>PART-TIME/SEASONAL STAFF</u></b>		
Accounting Specialist (1)	<u>1</u>	<u>0</u>
<b>TOTAL</b>	<b>1</b>	<b>0</b>

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### **NOTES AND ADJUSTMENTS:**

(1) The part-time Accounting Specialist position has been vacant since June 2010. The position is removed for 2012.

## 2012 Budget - City of Dublin, Ohio

General Fund

Finance

Accounting and Auditing

		2010 Actual	2011 Budget	2011 Revised Budget	2011 Estimate	2012 Budget
<hr/>						
101-1220						
Personal Services						
2110	Salaries/Wages	405,099	427,470	425,795	415,000	414,070
2111	Overtime Wages	1,100	1,100	1,100	600	1,000
2113	Short Term Disability	1,602	0	0	0	0
2120	Employee Benefits	148,770	160,530	160,530	123,000	119,820
		<hr/>				
		556,571	589,100	587,425	538,600	534,890
Other Expenses						
2201	Conference/Mileage	2,341	2,500	4,250	3,600	6,500
2340	Accounting/Auditing Serv	580	580	580	580	600
2349	Professional Services	30,000	30,000	32,500	30,000	30,000
2370	Advertising	55	60	60	60	70
2380	Printing & Reproductions	994	1,000	1,050	1,050	1,100
2390	Misc Contractual Services	47,086	46,000	46,605	46,000	52,750
2391	Memberships/Subscriptions	989	960	960	960	1,500
2410	Office Supplies	4,135	5,000	5,000	2,500	5,000
		<hr/>				
		86,180	86,100	91,005	84,750	97,520
<hr/>						
TOTALS		\$642,751	\$675,200	\$678,430	\$623,350	\$632,410
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### **BUDGET SUMMARY:**

- Account 2110 provides funding for the staffing reflected in the Personnel Data.
- Account 2340 provides funding for the Government Finance Officers Association (GFOA) filing of the Comprehensive Annual Financial Reports (CAFR).
- Account 2349 provides funding for the use of an investment advisor for most of the City's portfolio.
- Account 2380 provides funding for the printing of the City's CAFR. A minimum number of hard copies of the document will be printed, and compact disk versions will be used to distribute the document when appropriate.
- Account 2390 provides funding for custodial fees related to investment accounts, other banking fees, and fees associated with the City's purchasing card program. The increase is the result of lower interest rates on the City's overnight investments, which are used to offset banking charges.
- Account 2410 provides funding for blank check stock and leave request forms for City employees.

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## Finance/Taxation

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### **STATEMENT OF FUNCTIONS:**

Taxation is responsible for the collection of all tax revenues, 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 is always striving to reduce the number of forms printed to become "greener" 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 insure 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 sending a letter with a Personal URL to each non-payroll service withholder to allow them to access their own 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.
  - 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 and to accept W-2's via magnetic tape or diskette.
  - 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**

### **2011** **CURRENT NUMBER**

### **2012** **ADOPTED**

Director, Taxation  
Accounting Specialist  
Staff Assistant  
**TOTAL**

1  
3  
1  
**5**

1  
3  
1  
**5**

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

Office Assistant II  
Office Assistant I  
Intern (1)  
**TOTAL**

1  
1  
1  
**3**

1  
1  
0  
**2**

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### **NOTES AND ADJUSTMENTS:**

(1) The Intern position has been removed from this budget.

## 2012 Budget - City of Dublin, Ohio

General Fund

Finance

Taxation

	2010 Actual	2011 Budget	2011 Revised Budget	2011 Estimate	2012 Budget
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101-1230

Personal Services

2110	Salaries/Wages	357,505	376,550	371,550	350,000	358,550
2111	Overtime Wages	4,010	2,000	2,000	1,380	2,000
2113	Short Term Disability	0	0	7,090	0	0
2120	Employee Benefits	114,777	136,990	134,900	128,000	130,610
		476,292	515,540	515,540	479,380	491,160

Other Expenses

2201	Conference/Mileage	2,704	4,150	4,150	3,000	4,200
2320	Communications	12,512	12,700	12,700	10,700	12,700
2349	Professional Services	5,953	9,950	10,021	6,500	14,880
2351	Maint. of Equipment	130	300	300	300	260
2390	Misc Contractual Services	45,569	56,820	61,131	56,820	57,040
2391	Memberships/Subscriptions	805	990	990	990	880
2410	Office Supplies	1,278	3,000	3,143	1,500	3,000
2414	Dublin Forms	9,257	10,500	10,500	9,100	9,250
2910	Refunds	2,407,560	2,142,000	2,142,000	2,142,000	2,250,000
		2,485,768	2,240,410	2,244,935	2,230,910	2,352,210

Capital Outlay

2520	Equipment & Furniture	0	0	0	0	900
		0	0	0	0	900

<b>TOTALS</b>	<b>\$2,962,060</b>	<b>\$2,755,950</b>	<b>\$2,760,475</b>	<b>\$2,710,290</b>	<b>\$2,844,270</b>
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**BUDGET SUMMARY:**

- Account 2110 provides funding for the staffing reflected in the Personnel Data.
- Account 2320 provides funding costs related to the distribution of tax forms (i.e. postage, labels).
- Account 2349 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 2390 includes funding to utilize a collection agency for collection of delinquent accounts.
- Account 2414 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 2520 includes funding for three shelves and one overhead bin.
- Account 2910 provides funding for income tax refunds. The budget reflects a calculation based on 3.25% of the total collections.

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**Public Service/ Office of Director of Public Service**

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**STATEMENT OF FUNCTIONS:**

In the reorganization of City Departments and Divisions proposed by the City Manager, and approved by Dublin City Council on November 16, 2009, the Office of the Director of Public Service was eliminated and the functions of the former office were realigned accordingly.

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

**2011**  
**CURRENT NUMBER**

**2012**  
**PROPOSED**

**TOTAL**

---

**NOTES AND ADJUSTMENTS:**

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## Public Service/ Office of the Director

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### **BUDGET SUMMARY:**

In the reorganization of City Departments and Divisions proposed by the City Manager, and approved by Dublin City Council on November 16, 2009, the Office of the Director of Public Service was eliminated and the functions of the former office were realigned accordingly. The Public Service/ Office of the Director will be re-evaluated in the future and removed if deemed appropriate.

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## Public Service / Solid Waste Management

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### **STATEMENT OF FUNCTIONS:**

The City of Dublin seeks recognition in the field of local government as being environmentally sensitive. To this end the City will provide a comprehensive solid waste management program. This program will provide services to Dublin residents with an emphasis on reduction, reuse, recycling, and beautification. This program will ensure the City's compliance with all solid waste management rules and regulations. All related services will be provided with the highest quality forces on customer satisfaction.

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### **OBJECTIVES AND ACTIVITIES:**

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

<b><u>PERSONNEL DATA</u></b> <b><u>POSITION TITLE</u></b>	<b><u>2011</u></b> <b><u>CURRENT NUMBER</u></b>	<b><u>2012</u></b> <b><u>ADOPTED</u></b>
Operations Administrator (1)	1	1
Maintenance Crew Supervisor (2)	1	1
Maintenance Worker	4	4
Office Assistant II	<u>1</u>	<u>1</u>
<b>TOTAL</b>	<b>7</b>	<b>7</b>
<b><u>PART-TIME/SEASONAL STAFF</u></b>		
Seasonal Maintenance Worker	<u>3</u>	<u>3</u>
<b>TOTAL</b>	<b>3</b>	<b>3</b>

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### **NOTES AND ADJUSTMENTS:**

(1) The Operations Administrator position is allocated 67% to this budget and 33% to the Street Maintenance and Repair Fund, (2) the Maintenance Crew Supervisor is allocated 50% to this budget and 50% to the Street Maintenance and Repair Fund and the Director of Streets and Utilities reflected in the Street Maintenance and Repair Fund is allocated 25% to this budget.

## 2012 Budget - City of Dublin, Ohio

General Fund

Public Service

Solid Waste Management

		2010 Actual	2011 Budget	2011 Revised Budget	2011 Estimate	2012 Budget
<b>101-1311</b>						
<b>Personal Services</b>						
2110	Salaries/Wages	409,269	394,470	394,470	389,200	382,330
2111	Overtime Wages	19,978	34,250	34,250	23,250	34,250
2112	Other Wages	47,013	51,600	51,600	46,400	52,130
2113	Short Term Disability	3,664	0	0	0	0
2120	Employee Benefits	209,213	183,950	183,950	178,000	186,990
2140	Uniforms & Clothing	5,225	8,200	8,542	7,500	7,500
		694,362	672,470	672,812	644,350	663,200
<b>Other Expenses</b>						
2201	Conferences/Mileage	1,217	2,700	2,700	2,000	2,800
2330	Rents/Leases	0	3,000	3,000	1,500	3,000
2349	Other Professional Serv	2,939	3,500	3,599	2,000	6,500
2351	Maint. of Equipment	1,979	4,000	4,000	2,000	4,000
2380	Printing & Reproductions	240	300	300	300	300
2391	Memberships/Subscriptions	654	690	690	690	520
2410	Office Supplies	66	300	300	300	480
2420	Operating Supplies	1,297	3,050	3,050	2,500	2,750
2440	Small Tools & Minor Equip	1,647	2,000	2,000	2,000	2,000
2811	Refuse Collect./Recycling	2,457,118	2,596,720	2,828,879	2,596,720	2,645,730
2813	Promotional Programs	1,081	2,200	2,200	1,200	900
		2,468,238	2,618,460	2,850,718	2,611,210	2,668,980
<b>Capital Outlay</b>						
2520	Equipment & Furniture	540	0	0	0	3,240
		540	0	0	0	3,240
<b>TOTALS</b>		<b>\$3,163,140</b>	<b>\$3,290,930</b>	<b>\$3,523,530</b>	<b>\$3,255,560</b>	<b>\$3,335,420</b>

**BUDGET SUMMARY:**

- Account 2110 provides funding for the staffing reflected in the Personnel Data and the Notes and Adjustments.
- Account 2201 provides funding for Commercial Driver's License renewals, professional development training and LTAP Road Scholar training.
- Account 2330 provides contingency funding for equipment rental that may be required in the event of detrimental weather.
- Account 2349 provides funding for professional services to remove City facility hazardous waste and street sweeper waste disposal.
- Account 2420 provides funding for operation supplies including waste hauler permits, paint, nuts/bolts, and other consumable items.
- Account 2811 provides funding for the City's refuse/recycling contract with Rumpke, which was renewed in 2009 for the 2010 – 2014 time period. In addition, this account provides funds for small facility recycling containers, tipping fees for dumpsters/special events, recycling containers for events, and funds to repair or replace existing residential recycling containers.
- Account 2813 provides funding for Earthweek, and Household Hazardous Waste.
- Account 2550 provides funding to replace small equipment such as weed eaters, handheld blowers, and wheeled trimmers.

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## Administrative Services / Fleet Management

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### **STATEMENT OF FUNCTIONS:**

The Fleet Management Division provides City staff with safe, well-maintained transportation, enabling them to perform tasks with highly maintained vehicles that reflect a positive image for the City. Goals include ensuring all vehicles and equipment are well maintained and repairs are made in a timely and effective manner. Staff will continue to pursue alternative fuel and other options in an effort to reduce emissions of the city fleet and equipment.

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### **OBJECTIVES AND ACTIVITIES:**

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

<b><u>PERSONNEL DATA</u></b> <b><u>POSITION TITLE</u></b>	<b><u>2011</u></b> <b><u>CURRENT NUMBER</u></b>	<b><u>2012</u></b> <b><u>ADOPTED</u></b>
Fleet Manager*	1	1
Fleet Administrator	1	1
Automotive Mechanic I	6	6
Office Assistant II	<u>1</u>	<u>1</u>
<b>TOTAL</b>	<b>9</b>	<b>9</b>

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### **NOTES AND ADJUSTMENTS:**

\* Fleet Manager's position was filled in September 2011.

## 2012 Budget - City of Dublin, Ohio

General Fund

Public Service

Fleet Maintenance

		2010 Actual	2011 Budget	2011 Revised Budget	2011 Estimate	2012 Budget
<hr/>						
101-1321						
Personal Services						
2110	Salaries/Wages	476,073	533,620	531,750	458,000	560,230
2111	Overtime Wages	18,306	22,000	22,000	14,000	20,000
2113	Short Term Disability	11,172	0	1,870	1,870	0
2120	Employee Benefits	193,455	232,360	232,360	176,400	216,380
2140	Uniforms & Clothing	4,871	6,820	7,021	6,820	8,580
		<hr/>				
		703,877	794,800	795,001	657,090	805,190
Other Expenses						
2201	Conference/Mileage	2,628	6,700	6,700	6,700	11,500
2330	Rents/Leases	1,551	2,000	3,622	3,100	2,500
2349	Professional Services	5,833	8,050	13,404	13,050	8,000
2351	Maint. of Equipment	14,258	15,200	15,903	15,200	6,500
2390	Misc Contractual Services	5,601	10,500	10,810	7,500	6,500
2410	Office Supplies	534	1,000	1,000	750	1,300
2420	Operating Supplies	12,472	15,000	15,638	14,500	15,000
2421	Fuel	1,271,469	1,400,000	1,704,474	1,700,000	1,700,000
2431	Vehicle Maintenance	239,994	276,000	302,646	215,000	265,000
2440	Small Tools & Minor Equip	4,388	5,300	5,300	5,300	5,300
		<hr/>				
		1,558,728	1,739,750	2,079,497	1,981,100	2,021,600
Capital Outlay						
2520	Equipment & Furniture	0	0	0	0	5,500
		<hr/>				
		0	0	0	0	5,500
<b>TOTALS</b>		<b>\$2,262,605</b>	<b>\$2,534,550</b>	<b>\$2,874,498</b>	<b>\$2,638,190</b>	<b>\$2,832,290</b>

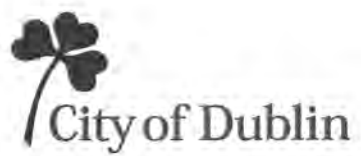
## Administrative Services / Fleet Management

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### **BUDGET SUMMARY:**

- Account 2110 provides funding for the staffing reflected in the Personnel Data. The increased in the 2012 budget reflects the filing of the Fleet Manager position for a complete year in 2012 compared to a partial year in 2011.
- Account 2201 provides funding for CNG and other specialized training, welding certification for two mechanics, and FASTER conference.
- Account 2330 provides funding for special short-term tool rental.
- Account 2349 includes funds for the removal of hazardous materials in accordance with federal guidelines, including used motor oil, oil filters and tires, and required fuel tank registration.
- Account 2351 provides funding for various equipment inspections, outside body repairs, and the radio service contract.
- Account 2390 provides funds for car washes as needed and for fire extinguisher inspection.
- Account 2420 includes funding for soaps, wax degreasers, decal materials and welding materials.
- Account 2421 provides funding for fuel and other petroleum products. Approximately 50% of the fuel is consumed by the Dublin City School District and Washington Township. Those costs are recovered through reimbursement to the City based on actual usage.
- Account 2431 provides funding for the repair and maintenance of all City-owned vehicles and equipment.
- Account 2440 provides funding for hand tools and special tools due to model year changes.
- Account 2520 provides funding for a lift.

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## Public Service / Engineering

### **STATEMENT OF FUNCTIONS:**

Engineering provides services such as design review, pavement management, operation and maintenance of traffic signals, street lights, the outdoor warning system, school zone flashers, traffic sign and pavement marking maintenance, 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 significant support to Streets and Utilities, Parks and Open Space, and Facilities Management regarding the maintenance of City infrastructure. 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 maintain City infrastructure by establishing a maintenance program for sanitary and storm sewers, manholes, streets, curb and gutters, sidewalks, bikepaths, traffic signals, signage, pavement markings, flood plain and ponds.
- To manage timely completion of City 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 program.

<b><u>PERSONNEL DATA</u></b> <b><u>POSITION TITLE</u></b>	<b><u>2011</u></b> <b><u>CURRENT NUMBER</u></b>	<b><u>2012</u></b> <b><u>ADOPTED</u></b>
Director, Engineering	1	1
Engineering Manager	3	3
Civil Engineer	7	7
Engineering Assistant	1	1
Electrical Worker	4	4
Engineering Project Coordinator	2	2
Engineering Project Inspector	6	6
Administrative Assistant	1	1
Office Assistant I	2	2
Staff Assistant I	<u>1</u>	<u>1</u>
<b>TOTAL</b>	<b>28</b>	<b>28</b>

### **NOTES AND ADJUSTMENTS:**

## 2012 Budget - City of Dublin, Ohio

General Fund  
Public Service  
Engineering

		2010 Actual	2011 Budget	2011 Revised Budget	2011 Estimate	2012 Budget
<b>101-1330</b>						
<b>Personal Services</b>						
2110	Salaries/Wages	1,694,023	1,726,900	1,709,870	1,694,000	1,774,270
2111	Overtime Wages	32,468	30,000	29,890	17,200	20,000
2112	Other Wages	0	0	1,000	1,000	0
2113	Short Term Disability	3,387	0	16,140	7,130	0
2120	Employee Benefits	684,074	713,000	713,000	708,000	712,280
2140	Uniforms & Clothing	6,003	6,750	6,750	6,750	10,830
		2,419,955	2,476,650	2,476,650	2,434,080	2,517,380
<b>Other Expenses</b>						
2201	Conferences/Mileage	19,750	26,450	24,759	15,000	20,650
2211	Meeting Expenses	1,134	1,000	3,000	2,000	2,000
2320	Communications	1,654	3,500	3,500	2,000	3,000
2346	Eng. Inspection	43,110	50,000	50,000	45,000	50,000
2348	Plan Review	0	10,000	10,000	5,000	10,000
2349	Other Professional Serv	45,532	230,500	476,531	475,000	230,000
2380	Printing and Reproduction	1,114	3,500	3,531	3,500	3,000
2391	Printings and Reproductions	1,114	3,500	3,531	3,500	3,000
2391	Memberships/Subscriptions	4,110	4,500	4,500	4,000	5,280
2410	Office Supplies	7,817	10,000	10,000	8,000	10,000
2420	Operating Supplies	5,440	7,000	6,500	4,500	7,000
		129,661	346,450	592,321	564,000	340,930
<b>Capital Outlay</b>						
2520	Equipment & Furniture	2,061	1,910	2,410	2,400	4,090
		2,061	1,910	2,410	2,400	4,090
<b>TOTALS</b>		<b>\$2,551,677</b>	<b>\$2,825,010</b>	<b>\$3,071,381</b>	<b>\$3,000,480</b>	<b>\$2,862,400</b>

## Public Service / Engineering

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### **BUDGET SUMMARY:**

- Account 2110 provides funding for staffing reflected in the Personnel Data.
- Account 2201 provides funding for staff development training and local conferences.
- Account 2211 includes funding for group meetings sponsored by the City. Funding is included for food, beverages, and associated supplies.
- Account 2346 provides funding for inspection of construction materials by the City of Columbus, contract geo-technical testing services and contract inspection services.
- Account 2348 provides funding for consultant and specialized plan review.
- Account 2349 provides funding for consulting services, including surveying, micro-modeling training, bridge load ratings and inspections mandated by the Ohio Department of Transportation and the Federal Highway Administration, the National Pollution Discharge Elimination System (NPDES) permit fee and required public education and outreach, and professional services associated with floodplain permit review. The budget for 2012 includes funding to complete the studies needed for the implementation of the Bridge Street Corridor Plan, and a stormwater design manual.
- Account 2380 provides funding for printing contract documents and plans related to the City's capital improvement projects.
- Account 2391 provides funding for memberships including APWA, and engineering license renewals.
- Account 2420 provides funding for supplies for the Inspectors including spray paint, soil probes, tapes, lathes, etc.
- Account 2520 provides funding for a mylar cabinet and a digital camera.

## 2012 Budget - City of Dublin, Ohio

General Fund  
Public Service  
Miscellaneous

		2010 Actual	2011 Budget	2011 Revised Budget	2011 Estimate	2012 Budget
<hr/>						
101-1339						
Other Expenses						
2310	Utilities	210,113	185,000	211,456	210,000	214,200
2430	Repair & Maintenance	119,332	125,000	185,396	185,000	192,500
		329,445	310,000	396,852	395,000	406,700
<b>TOTALS</b>		<b>\$329,445</b>	<b>\$310,000</b>	<b>\$396,852</b>	<b>\$395,000</b>	<b>\$406,700</b>
<hr/> <hr/>						

## Public Service / Miscellaneous

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### **BUDGET SUMMARY:**

- Account 2310 provides funding for electrical service to the City's streetlights and outdoor early warning siren system.
- Account 2430 provides funding to purchase parts and supplies for the City's streetlights and outdoor early warning siren system including funding for replacement bridge lights, and installation of three new early warning sirens: Glacier Ridge Metro Park, Avondale Woods subdivision, and Emerald Fields Park.

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## Public Service / 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 Deputy City Manager/Director of Economic 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 communicate with the construction applicants and the public.
  - To provide timely information regarding levels and types of construction activity within the City to City departments, applicants, and the public.
  - To provide drafting and architectural support to City projects.
- 

<b><u>PERSONNEL DATA</u></b> <b><u>POSITION TITLE</u></b>	<b><u>2011</u></b> <b><u>CURRENT NUMBER</u></b>	<b><u>2012</u></b> <b><u>ADOPTED</u></b>
Director, Building Standards	1	1
Review Services Analyst	1	1
Commercial Plans Examiner	1	1
Building Inspector	4	4
Electrical Inspector	1	1
Residential Plans Examiner	1	1
Development Review Specialist	1	1
Office Assistant II	3	3
Senior Building Inspector	1	1
Administrative Assistant (1)	1	0
Staff Assistant	0	1
<b>TOTAL</b>	<b>15</b>	<b>15</b>

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### **NOTES AND ADJUSTMENTS:**

(1) The Administrative Assistant position was vacated in September 2011. Based on an assessment of need, the position is reclassified to a Staff Assistant position.

## 2012 Budget - City of Dublin, Ohio

General Fund

Public Service

Building Standards

		2010 Actual	2011 Budget	2011 Revised Budget	2011 Estimate	2012 Budget
<b>101-1340</b>						
<b>Personal Services</b>						
2110	Salaries/Wages	925,538	946,370	946,370	936,000	955,970
2111	Overtime Wages	4,040	4,250	4,250	4,250	4,250
2112	Other Wages	12,602	12,000	12,000	4,500	10,000
2113	Short Term Disability	12,622	0	0	0	0
2120	Employee Benefits	336,525	358,350	358,350	357,000	360,720
2140	Uniforms & Clothing	1,597	2,000	3,029	2,000	2,500
		1,292,924	1,322,970	1,323,999	1,303,750	1,333,440
<b>Other Expenses</b>						
2201	Conferences/Mileage	6,998	6,000	6,880	6,000	7,500
2211	Meeting Expenses	165	500	500	500	500
2347	Building Inspection Serv	46,827	40,000	48,595	40,000	50,000
2348	Plan Review	10,565	30,000	33,905	10,000	25,000
2380	Printing and Reproduction	2,066	2,500	2,793	2,000	2,500
2390	Contractual Services	2,794	1,500	3,000	3,000	2,500
2391	Memberships/Subscriptions	2,061	2,500	2,500	2,500	2,500
2410	Office Supplies	3,936	4,000	4,336	4,000	4,500
2420	Operating Supplies	3,465	8,000	6,500	4,000	5,000
2910	Refunds	6,632	7,500	7,500	5,000	7,500
		85,509	102,500	116,509	77,000	107,500
<b>Capital Outlay</b>						
2520	Equipment & Furniture	100	500	500	500	500
		100	500	500	500	500
<b>TOTALS</b>		<b>\$1,378,533</b>	<b>\$1,425,970</b>	<b>\$1,441,008</b>	<b>\$1,381,250</b>	<b>\$1,441,440</b>



## Public Service / Building Standards

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### **BUDGET SUMMARY:**

- Account 2110 provides funding for staffing reflected in the Personnel Data.
- Account 2140 includes shirts, boots and cold weather wear for Inspectors.
- Account 2201 provides funding for training and required State certifications.
- Account 2347 includes funding for plumbing inspection services from the Franklin County Board of Health. Fees collected directly offset this expense.
- Account 2348 funds contract services needed to complement the plan review which is completed in-house.
- Account 2420 provides funding for supplies such as code reference materials for Inspectors and Plan Review staff.
- Account 2910 provides funding for unanticipated refunds.

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## Land Use and Long Range Planning

### STATEMENT OF FUNCTIONS

Land Use and Long Range Planning was created in 2005 as part of citywide reorganization, and is administered by the Director of Land Use and Long Range Planning and is responsible for the City's land use, planning, and zoning functions, including the enforcement of the Zoning Code, and serves as staff to several commissions. 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; capital improvement programming and economic development support; code amendment preparation; and customer service operations (such as garage sale permits). The mission statement is as follows:

#### Mission Statement

The Mission of the Land Use and Long Range Planning work unit is to provide professional and technical expertise to guide the land use decisions of public officials, residents, and the development community. We engage our citizens to establish and realize a long range vision for Dublin's land use and development character. We facilitate the zoning process through the implementation of the Community Plan and the administration and enforcement of the City's land use codes.

### OBJECTIVES AND ACTIVITIES

- To be responsive to citizens on planning issues and facilitating 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 Commission, Board of Zoning Appeals, Architectural Review Board, and various special subcommittees, task forces, and other groups.

### PERSONNEL DATA

#### POSITION TITLE

Director, Land Use & Long Range Planning  
Planning Manager  
Senior Planner  
Planner  
Code Enforcement Supervisor  
Code Enforcement Officer  
Landscape Architect  
Zoning Inspector (1)  
Administrative Assistant  
Office Assistant I  
Office Assistant II  
**TOTAL**

#### 2011 CURRENT NUMBER

1  
1  
3  
6  
1  
2  
1  
2  
2  
1  
1  
**21**

#### 2012 ADOPTED

1  
1  
3  
5  
1  
2  
1  
1  
2  
1  
1  
**19**

#### PART-TIME/SEASONAL STAFF

Zoning Inspector (1)  
Planning Assistant  
**TOTAL**

0  
6  
**6**

1  
4  
**5**

### NOTES AND ADJUSTMENTS:

One unfunded Planner position and one unfunded Planning Assistant position are being removed in 2012. (1) One Zoning Inspector position was removed and one previously unfunded Planning Assistant position is funded as a part-time Zoning Inspector.

## 2012 Budget - City of Dublin, Ohio

General Fund

Land Use/Long Range Plans

Office of the Director

		2010 Actual	2011 Budget	2011 Revised Budget	2011 Estimate	2012 Budget
<b>101-1410</b>						
<b>Personal Services</b>						
2110	Salaries/Wages	1,209,070	1,210,910	1,209,310	1,204,000	1,256,540
2111	Overtime Wages	9,152	12,500	12,500	8,600	12,500
2112	Other Wages	61,492	75,000	75,000	56,000	93,750
2113	Short Term Disability	6,422	0	1,600	1,600	0
2120	Employee Benefits	487,272	480,100	480,100	472,200	499,820
2140	Uniforms & Clothing	2,536	4,700	4,902	3,000	3,950
		<b>1,775,944</b>	<b>1,783,210</b>	<b>1,783,412</b>	<b>1,745,400</b>	<b>1,866,560</b>
<b>Other Expenses</b>						
2201	Conferences/Mileage	18,539	25,650	27,578	20,000	20,650
2211	Meeting Expenses	2,303	850	850	850	850
2320	Communications	7,607	10,000	12,607	10,000	10,000
2330	Rents/Leases	19,126	18,400	20,101	18,400	3,200
2344	Planning Services	153,134	140,000	450,610	350,000	127,500
2349	Other Professional Serv	6,891	16,800	42,909	42,900	33,500
2351	Maint. of Equipment	12,667	14,800	17,306	17,300	2,500
2370	Advertising	0	500	500	500	500
2380	Printing and Reproduction	3,015	6,500	14,919	6,500	6,000
2390	Contractual Services	0	10,000	10,000	4,000	0
2391	Memberships/Subscriptions	8,244	9,000	9,000	9,000	9,000
2410	Office Supplies	5,842	7,000	9,421	7,000	7,000
2420	Operating Supplies	5,082	6,000	6,000	5,000	4,000
2830	Code Enforcement	4,534	16,400	19,602	5,000	5,400
2910	Refunds	5,585	10,000	10,000	2,500	10,000
		<b>252,569</b>	<b>291,900</b>	<b>651,403</b>	<b>498,950</b>	<b>240,100</b>
<b>Capital Outlay</b>						
2520	Equipment & Furniture	1,296	3,000	6,340	1,500	3,000
		<b>1,296</b>	<b>3,000</b>	<b>6,340</b>	<b>1,500</b>	<b>3,000</b>
<b>TOTALS</b>		<b>\$2,029,809</b>	<b>\$2,078,110</b>	<b>\$2,441,155</b>	<b>\$2,245,850</b>	<b>\$2,109,660</b>

**BUDGET SUMMARY**

- Accounts 2110 provides funding for the staffing reflected in the Personnel Data.
- Account 2112 provides wages for the Planning Assistants. A funded part-time Zoning Inspector position is also budgeted for 2012 which is reflected in the budget increase.
- Account 2201 includes funding for participating in the HTE Users Group conference, and Planners to attend the National and State Planning Association conferences, resources allocated for training purposes of the Planning and Zoning Commission, training and certification requirements of our Landscape Architect and Landscape Inspectors training and State Code Enforcement training to receive credits for continued certification.
- Account 2211 provides funding for group meetings sponsored by the City and for special Board and Commission meetings. Funding is included for food, beverages, and associated supplies.
- Account 2320 provides funding for postage for the 5800 Building.
- Account 2344 provides funding for planning area studies and has been reduced by providing a significant amount of staff resources to aid the activities associated with the proposed studies. Funding has been included for studies related to the implementation of the Bridge Street Corridor Plan, zoning code rewrite, and Community Plan revisions.
- Account 2349 provides funding for architectural consulting, and general graphics design.
- Account 2391 provides funding for memberships in planning associations such as the APA, and ASLA.
- Account 2420 includes funding for office supplies and supplies for specialized presentations.
- Account 2830 provides funding for mowing services and landscape projects under the supervision of Code Enforcement. The majority of these costs are recovered through assessments.

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## Parks and Recreation/ Parks and Open Space

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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:**

The Division of Parks and Open Space in partnership with the community will plan, develop and maintain a distinctive, diverse, readily accessible park system and will lead efforts to enhance and preserve the natural environment.

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<b><u>PERSONNEL DATA</u></b> <b><u>POSITION TITLE</u></b>	<b><u>2011</u></b> <b><u>CURRENT NUMBER</u></b>	<b><u>2012</u></b> <b><u>ADOPTED</u></b>
Director, Parks and Open Space	1	1
Parks Administrator	1	1
Landscape Architect	1	1
Contract Specialist	1	1
Operations Specialist	1	1
Nature Education Coordinator	1	1
City Horticulturist	1	1
City Forester	1	1
Maintenance Crew Supervisor	6	6
Maintenance Worker	20	20
Assistant Forester	5	5
Assistant Horticulturist	6	6
Administrative Assistant	1	1
Office Assistant II	<u>1</u>	<u>1</u>
<b>TOTAL</b>	<b>47</b>	<b>47</b>
<b><u>PART-TIME/SEASONAL STAFF</u></b>		
Horticulture Intern (1)	0	1
Seasonal Maintenance Worker (2)	<u>38</u>	<u>40</u>
<b>TOTAL</b>	<b>38</b>	<b>41</b>

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### **NOTES AND ADJUSTMENTS:**

(1) The Horticulture Intern position is funded to update the park tree inventory.

(2) Funding is included in 2012 for two additional part-time Seasonal Maintenance Workers to accommodate existing workload as well as maintenance of the additional park areas that came on-line in 2011. One part-time Seasonal Maintenance Worker is dedicated to public art maintenance.

## 2012 Budget - City of Dublin, Ohio

General Fund

Parks and Recreation

Parks and Open Space

		2010 Actual	2011 Budget	2011 Revised Budget	2011 Estimate	2012 Budget
<b>101-1620</b>						
<b>Personal Services</b>						
2110	Salaries/Wages	2,638,216	2,665,960	2,700,000	2,700,000	2,733,550
2111	Overtime Wages	93,891	110,000	110,000	89,200	110,000
2112	Other Wages	447,941	505,260	464,730	447,800	581,000
2113	Short Term Disability	0	0	6,490	6,490	0
2120	Employee Benefits	1,255,844	1,244,680	1,300,000	1,300,000	1,258,090
2140	Uniforms & Clothing	39,909	55,350	61,491	46,000	58,420
		4,475,801	4,581,250	4,642,711	4,589,490	4,741,060
<b>Other Expenses</b>						
2201	Conferences/Mileage	17,000	21,620	21,652	16,000	22,590
2310	Utilities	209,580	220,000	241,371	212,000	234,400
2320	Communications	569	1,200	1,851	1,200	1,200
2330	Rents/Leases	3,796	5,200	6,803	5,200	5,200
2390	Misc Contractual Services	759,345	899,500	938,128	800,000	950,150
2391	Memberships/Subscriptions	7,631	9,400	9,400	8,200	9,610
2410	Office Supplies	5,834	8,000	9,340	6,000	8,650
2420	Operating Supplies	42,920	51,430	59,695	40,000	55,000
2421	Reforestation	149,891	0	177,007	120,000	0
2428	Special Events	486	0	0	0	0
2432	Park Maintenance	240,466	238,560	300,800	210,000	234,160
2433	Equipment Maintenance	79,740	127,350	134,966	90,000	135,000
2440	Small Tools & Minor Equip	13,627	13,390	13,390	13,390	18,720
2812	Special Projects/Programs	11,458	12,950	12,950	12,950	18,660
		1,542,343	1,608,600	1,927,353	1,534,940	1,693,340
<b>Capital Outlay</b>						
2510	Land & Land Improvements	80,449	89,300	124,882	110,000	76,950
2520	Equipment & Furniture	65,580	46,500	46,815	46,500	70,520
		146,029	135,800	171,697	156,500	147,470
<b>TOTALS</b>		<b>\$6,164,173</b>	<b>\$6,325,650</b>	<b>\$6,741,761</b>	<b>\$6,280,930</b>	<b>\$6,581,870</b>



## Parks and Recreation/ Parks and Open Space

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### **BUDGET SUMMARY:**

- Account 2110 includes funding for full-time staff as reflected in the Personnel Data.
- Account 2112 includes funding for staffing seasonal Maintenance Workers reflected in the Personnel Data and Notes and Adjustments. Three additional part-time/seasonal positions are included in the 2012 which is reflected in the increased budget.
- Account 2201 includes funding for training for full-time staff to support parks operations and provides recertification credits for professional certifications, as well as pesticide applicator credits and staff training and development.
- Account 2310 provides funding for electricity, natural gas and water and sewer charges for services provided in the City's parks. Increases in utility expenses are expected as additional parks come on-line.
- Account 2330 provides funding for miscellaneous equipment rental.
- Account 2390 provides funding for contractual services for arborist work, rights-of-way maintenance, mulching, plant replacement and additional funds for City buildings and high visibility landscaped areas. 29 new landscape bed locations are expected to come on-line in 2012.
- Account 2391 provides funding for such memberships and renewals as commercial drivers' license, pesticide license renewal, arborist license renewal, National Wildlife Society membership, Landscape Architect license renewal, and reference materials.
- Account 2432 provides funding for soil amendments, sod, grass seed, mulch, fertilizer and chemicals.
- Account 2433 provides funding for equipment maintenance and repair, including contingency work associated with Ballantrae water play area, pond aerators, and irrigation systems.
- Account 2440 provides funding for small tools such as replacement power pole pruners and replacement blades, hand saws, and replacement water pumps.
- Account 2510 includes funding for plant materials, enhancement to natural areas, expansion of inground irrigation system at Avery Park and Darree Fields, replacement of fence at Muirfield Cemetery, arboretum management, wildflower improvements in existing areas, landscape and hardscape improvements in Donegal Cliffs Park and Scioto Park.
- Account 2520 includes funding for additional picnic tables, benches and trash cans. Includes funds for mini excavator, water tank for chemical trailer, self propelled snow blower, replacement weed eaters, snow blowers, water pump, chainsaws and aerators. Also includes funds for dog park agility equipment, dog park fountain, Historic Dublin benches for Grounds of Remembrance and park entry sign replacement.
- Account 2812 provides funding for Arbor Day celebration including hosting the 2012 Ohio Tree City Awards Program, Right Tree Right Place Program, Earth Day Activities, Eco Dublin, Nature Education, Eco Dublin, and Green Team plantings.

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## Economic Development

### **STATEMENT OF FUNCTION:**

The Deputy City Manager/Director of Economic Development oversees the Divisions of Economic Development, LU&LRP, Engineering, Building Standards and Streets & Utilities and a team of consultants. In 2011, the Economic Development staff was increased to include an Economic Development Manager and an additional Economic Development Administrator. The 2012 budget provides for continued emphasis on the key components of the City's economic development program to include: business retention and expansion; business attraction; business creation; workforce development; marketing and advocacy (website, marketing, and communications to Dublin businesses); and managing the City's broadband infrastructure. Changes in the 2012 budget include: Battelle Study's industry clusters strategy and potential international mission trip/s with Columbus 2020. Economic development efforts will continue to include activities with various private and public organizations/agencies involved in local, regional and state-wide economic development; the integration of local economic development objectives with broader community planning policies and goals; pro-actively engage the development/real estate community; maintain involvement with community organizations; administer City's incentive programs; and serve as a local business ombudsman to assist with development issues.

### **OBJECTIVES AND ACTIVITIES:**

- Retain, expand, attract and create high tech & knowledge-based jobs to ensure the financial security of the City of Dublin.
- Implement and promote the development of the Bridge Street Corridor, Economic Advancement Zone/Central Ohio Innovation Center, TechFlex District, SO zoning district and Emerald Phase 8 as a result of new zoning, zoning codes, processes and infrastructure.
- Improve the relevance and marketability of the Blazer Parkway Research District and Metro Center by developing and implementing updated zoning and zoning codes, area plans and regulatory frameworks and engaging property owners, businesses, and the development and real estate communities.
- Provide a business retention and expansion program that effectively and pro-actively communicates to, engages with and involves Dublin businesses in the community.
- Build upon the success of the Dublin Entrepreneurial Center (DEC), Dublin International Business Assistance Center and pursue the implementation of a TechDEC.
- Implement Battelle Study strategies.
- 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 and improve relations with the development and real estate community.
- Develop strategies to implement use of publicly-owned bandwidth in the Wi-Fi and fiber optic systems.
- Assist the City Manager with special projects.
- Assess and adjust organizational functions and processes in order to be development/re-development friendly while promoting and upholding high quality growth standards.
- Positively and cooperatively interact with other government agencies and entities.

### **PERSONNEL DATA**

#### **POSITION TITLE**

#### **2011 CURRENT NUMBER**

#### **2012 ADOPTED**

Deputy City Manager/Director of Economic Development	1	1
Economic Development Manager	1	1
Economic Development Administrator	2	2
Administrative Specialist	<u>1</u>	<u>1</u>
<b>TOTAL</b>	<b>5</b>	<b>5</b>

### **NOTES AND ADJUSTMENTS:**

## 2012 Budget - City of Dublin, Ohio

General Fund

Economic Development

Office of the Director

		2010 Actual	2011 Budget	2011 Revised Budget	2011 Estimate	2012 Budget
<b>101-1710</b>						
<b>Personal Services</b>						
2110	Salaries/Wages	271,642	429,640	429,640	370,000	429,900
2111	Overtime Wages	2,392	2,500	2,500	2,480	2,500
2120	Employee Benefits	81,518	122,140	122,140	98,500	112,340
		355,552	554,280	554,280	470,980	544,740
<b>Other Expenses</b>						
2201	Conference/Mileage	4,010	8,000	8,272	6,000	8,000
2210	Reimbursable Business Exp	1,920	2,000	2,000	2,000	2,000
2211	Meeting Expenses	10,890	17,000	17,000	17,000	27,000
2320	Communications	1,753	3,060	3,195	3,060	3,150
2330	Rents/Leases	50,556	126,360	133,480	100,000	161,000
2349	Professional Services	240,098	327,500	515,050	325,000	346,500
2370	Advertising	66,355	97,320	99,519	60,000	85,000
2380	Printing & Reproductions	3,323	2,250	2,250	2,250	7,250
2391	Memberships/Subscriptions	23,189	34,110	34,110	27,000	34,320
2410	Office Supplies	1,346	2,400	2,646	2,400	2,000
2822	Economic Development	434,260	494,900	585,400	460,000	475,100
2825	Economic Dev Incentives	2,696,803	3,100,000	4,005,000	4,005,000	3,700,000
		3,534,503	4,214,900	5,407,922	5,009,710	4,851,320
<b>Capital Outlay</b>						
2520	Equipment & Furniture	1,756	1,500	2,000	2,000	1,500
		1,756	1,500	2,000	2,000	1,500
<b>TOTALS</b>		<b>\$3,891,811</b>	<b>\$4,770,680</b>	<b>\$5,964,202</b>	<b>\$5,482,690</b>	<b>\$5,397,560</b>

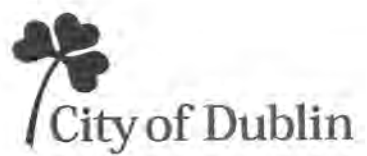
## Economic Development

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### **BUDGET SUMMARY:**

- Account 2110 provides funding for staffing reflected in the Personnel Data. The increased 2012 budget is reflective of full staffing levels. The 2011 budget reflected partial year salaries for the two Economic Development Administrators who both started in May 2011.
- Account 2210 includes funds for business meeting expenses for luncheons with developers, business leaders, prospective industries, etc.
- Account 2211 provides funding for group meetings sponsored by the City and includes additional funding for one international mission with Columbus 2020.
- Account 2320 provides funding for phone service for City rooms at the Dublin Entrepreneurial Center.
- Account 2330 has been added and provides funding for the City's leased areas at the Dublin Entrepreneurial Center, including funding to implement a Center for Global Business Development. Costs are recovered through rent payments to the City from tenants.
- Account 2349 includes funding for consultation related to economic development, continued WiFi and fiber expansions, telecommunications engineering and wireless consulting, workforce development consulting.
- Account 2370 includes funds for marketing and advertising focused on attraction efforts including additional print and web advertising.
- Account 2380 funds printed projects, site selection materials, and event invitations for economic development.
- Account 2391 provides funding for such memberships as with the Dublin Chamber of Commerce, Union County chamber of Commerce, Delaware County Chamber of Commerce, Mode/Columbus 2020, TechColumbus, Xceligent, etc.
- Account 2822 includes funds to support economic development programs including regional outreach, economic outlook, business attraction, retention and expansion; along with regional and joint partnerships, including TechColumbus. This account also includes expenses associated with the WiFi Agreement and right-of-way acquisition and maintenance of DubLink.
- Account 2825 reflects funding for economic development incentives in accordance with executed Economic Development Agreements.

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## Administrative Services / Office of the Director

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### **STATEMENT OF FUNCTIONS:**

Administrative Services provides direction and oversight to Court Services, Records Management, Information Technology, Facilities Management and Fleet Management.

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### **OBJECTIVES AND ACTIVITIES:**

- To provide leadership and direction to the staff within Information Technology, Fleet Management, Court Services and Facilities Management.
  - 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.
  - To provide support to the Community Services Advisory Commission.
- 

<b><u>PERSONNEL DATA</u></b>	<b>2011</b>	<b>2012</b>
<b><u>POSITION TITLE</u></b>	<b><u>CURRENT NUMBER</u></b>	<b><u>ADOPTED</u></b>
Director, Administrative Services	1	1
Administrative Specialist	1	1
<b>TOTAL</b>	<b>2</b>	<b>2</b>
<b><u>PART-TIME/SEASONAL STAFF</u></b>		
Intern (1)	<u>1</u>	<u>1</u>
<b>TOTAL</b>	<b>1</b>	<b>1</b>

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### **NOTES AND ADJUSTMENTS:**

(1) The Intern position reflects reduced funding for 2012.

## 2012 Budget - City of Dublin, Ohio

General Fund

Administrative Services

Office of the Director

		2010 Actual	2011 Budget	2011 Revised Budget	2011 Estimate	2012 Budget
<b>101-1910</b>						
Personal Services						
2110	Salaries/Wages	167,545	166,350	166,350	165,000	170,580
2111	Overtime Wages	0	1,000	1,000	500	1,000
2112	Other Wages	4,764	9,360	9,360	2,500	5,000
2120	Employee Benefits	45,715	50,840	50,840	50,000	50,410
		218,024	227,550	227,550	218,000	226,990
Other Expenses						
2201	Conference/Mileage	3,188	2,700	2,700	2,700	4,150
2211	Meeting Expenses	454	1,000	1,000	1,000	1,000
2320	Communications	41	250	250	250	250
2349	Professional Services	2,000	0	0	0	0
2380	Printing & Reproductions	1,404	0	0	0	0
2391	Memberships/Subscriptions	1,815	1,400	1,560	1,400	1,400
2410	Office Supplies	201	1,000	1,132	1,000	1,000
2420	Operating Supplies	978	1,000	1,000	1,000	1,000
2812	Special Projects/Programs	1,559	3,000	3,000	3,000	3,000
		11,640	10,350	10,642	10,350	11,800
<b>TOTALS</b>		<b>\$229,664</b>	<b>\$237,900</b>	<b>\$238,192</b>	<b>\$228,350</b>	<b>\$238,790</b>



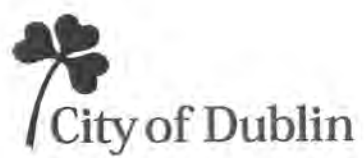
## Administrative Services / Office of the Director

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### **BUDGET SUMMARY:**

- Account 2110 provides funding for staffing reflected in the Personnel Data.
- Account 2111 provides overtime funding to support Community Services Advisory Commission (CSAC) or other evening/weekend meetings or events.
- Account 2112 provides one intern position to support the Office of the Director.
- Account 2391 provides funding for memberships including ICMA.

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**Administrative Services / Information Technology**

**STATEMENT OF FUNCTIONS:**

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

The administration of the City's information technology is the responsibility of the Director of Information Technology (IT). This involves planning, maintaining, developing, overseeing and managing the City's local area and wide area networks, the IBM iSeries Systems, all personal computers, printers, copiers, the citywide telephone system, 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 the Information Technology Division is to continually strive towards improving our quality of service and value to the organization and to be viewed as a business partner with the other City Work Units.

**OBJECTIVES AND ACTIVITIES:**

- Provide vision, leadership and direction for evaluating and re-evaluating current and emerging technologies and implementing cost-effective technology solutions.
- Enhance services to the entire Dublin community through the appropriate and proactive use of technology.
- Provide a reliable infrastructure/network to effectively and efficiently use technologies.
- Provide timely and efficient technical support to all work units.
- Become a business enabler and partner with work units by assisting them in operational improvements, through an understanding of their business processes and needs and managing the implementation of technology solutions to meet those needs.
- Provide comprehensive project management services for implementing technology solutions, including procurement, contract negotiations, professional services, software integration and project status reporting
- To provide technology solutions that meet overall City objectives.
- Develop and retain motivated, competent staff to meet these business objectives.

<b>PERSONNEL DATA</b>	<b>2011</b>	<b>2012</b>
<b>POSITION TITLE</b>	<b>CURRENT NUMBER</b>	<b>ADOPTED</b>
Director, Information Technology	1	1
GIS Administrator	1	1
Senior GIS Analyst	1	1
GIS Analyst	1	1
Support Services Administrator	1	0
Senior Support Services Analyst	2	2
Network Operations Manager	1	1
Network Administrator	1	1
Information Technology Project Leader	2	2
Software Application Specialist	1	1
Administrative Assistant	1	1
<b>TOTAL</b>	<b>13</b>	<b>12</b>
<b>PART-TIME/SEASONAL STAFF</b>		
Intern (Support Services)	2	2
<b>TOTAL</b>	<b>2</b>	<b>2</b>

**NOTES AND ADJUSTMENTS:**

Previously unfunded but authorized: the Support Services Administrator position, and the GIS Analyst position. The GIS Analyst position has been funded for 2012 and the Support Services Administrator has been removed from authorization.

## 2012 Budget - City of Dublin, Ohio

General Fund

Administrative Services

Information Technology

		2010 Actual	2011 Budget	2011 Revised Budget	2011 Estimate	2012 Budget
<hr/>						
101-1920						
Personal Services						
2110	Salaries/Wages	795,281	808,980	808,980	800,000	870,800
2111	Overtime Wages	10,815	15,000	15,000	10,000	12,000
2112	Other Wages	33,102	25,540	40,200	40,200	13,270
2120	Employee Benefits	289,054	296,650	302,000	302,000	313,020
		1,128,252	1,146,170	1,166,180	1,152,200	1,209,090
Other Expenses						
2201	Conference/Mileage	20,451	25,000	25,000	25,000	25,000
2320	Communications	334,872	381,200	400,049	350,000	382,680
2330	Rents/Leases	29,823	40,000	40,000	35,000	40,000
2349	Professional Services	203,290	419,360	574,001	250,000	350,000
2351	Maint. of Equipment	684,380	685,770	716,474	650,000	698,700
2391	Memberships/Subscriptions	4,362	6,300	6,300	6,300	6,300
2410	Office Supplies	2,167	4,000	4,265	4,000	4,000
2420	Operating Supplies	31,760	72,000	115,454	72,000	87,000
		1,311,105	1,633,630	1,881,543	1,392,300	1,593,680
Capital Outlay						
2520	Equipment & Furniture	-3,824	1,000	1,000	1,000	1,000
		-3,824	1,000	1,000	1,000	1,000
<b>TOTALS</b>		<b>\$2,435,533</b>	<b>\$2,780,800</b>	<b>\$3,048,723</b>	<b>\$2,545,500</b>	<b>\$2,803,770</b>

**BUDGET SUMMARY:**

- Account 2110 provides funding for the full-time staffing reflected in the Personnel Data and the Notes and Adjustments. The increased 2012 budget is reflective of funding the GIS Analyst position.
- Account 2112 provides funding for the part-time staff.
- Account 2201 provides funding for travel and training for IT and GIS staff.
- Account 2320 includes funds for citywide phone usage, citywide cellular phone usage, mobile phone management, and mobile computing fees for Police, Building Standards, Land Use and Long Range Planning (Code Enforcement), Engineering, Facilities Management and Streets and Utilities.
- Account 2330 includes funds for the rents and leases of citywide copiers. Many of these leased copiers also serve as faxing devices, scanners and printers.
- Account 2349 provides for computer consulting services for the implementation of new applications; to enhance present application usage; and for special projects when specific expertise is desired and/or to augment the staffing assignments due to workload.
- Account 2351 provides funding for hardware and software maintenance fees.
- Account 2420 provides funding for general operating supplies, citywide toner costs and the costs associated with the large format scanner in Engineering.

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## Administrative Services / 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.
- 

<b><u>PERSONNEL DATA</u></b> <b><u>POSITION TITLE</u></b>	<b><u>2011</u></b> <b><u>CURRENT NUMBER</u></b>	<b><u>2012</u></b> <b><u>ADOPTED</u></b>
Court Administrator (1)	1	1
Community Justice Officer	1	1
Court Clerk	2	2
Staff Assistant II (2)	<u>1</u>	<u>1</u>
<b>TOTAL</b>	<b>5</b>	<b>5</b>

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### **NOTES AND ADJUSTMENTS:**

Court Services also performs the additional duties of Records Management to comply with conditions set forth in the Ohio Revised Code. Salaries, wages and benefits have been allocated to Court Services and Records Management for each position as follows: (1) allocates fifty percent (50%) to Court Services and fifty percent (50%) to Records Management and (2) allocates seventy-five percent (75%) to Court Services and twenty-five percent (25%) to Records Management.

## 2012 Budget - City of Dublin, Ohio

General Fund

Administrative Services

Court Services

		2010 Actual	2011 Budget	2011 Revised Budget	2011 Estimate	2012 Budget
<b>101-1930</b>						
<b>Personal Services</b>						
2110	Salaries/Wages	238,805	238,960	238,960	238,400	245,250
2111	Overtime Wages	657	2,500	2,500	1,500	2,500
2120	Employee Benefits	101,041	124,430	124,430	76,800	124,480
		340,503	365,890	365,890	316,700	372,230
<b>Other Expenses</b>						
2201	Conference/Mileage	2,860	2,850	3,000	2,850	3,000
2320	Communications	1,250	3,000	3,000	2,000	3,000
2330	Rents/Leases	2,976	3,000	3,000	500	0
2345	Legal Services	2,043	2,400	2,950	2,400	3,000
2349	Professional Services	52,685	70,250	73,775	70,250	78,850
2351	Maint. of Equipment	632	900	1,146	900	300
2390	Misc Contractual Services	3,968	7,000	7,000	5,000	7,000
2391	Memberships/Subscriptions	658	700	700	700	700
2410	Office Supplies	3,082	2,500	3,456	2,500	2,500
2420	Operating Supplies	4,598	8,500	15,414	8,000	4,500
2820	Probation Supplies	0	200	200	200	0
2910	Refunds	0	50	50	50	50
		74,752	101,350	113,691	95,350	102,900
<b>TOTALS</b>		<b>\$415,255</b>	<b>\$467,240</b>	<b>\$479,581</b>	<b>\$412,050</b>	<b>\$475,130</b>



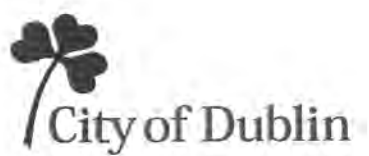
## Administrative Services / Court Services

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### **BUDGET SUMMARY:**

- Account 2110 provides funding for the staffing reflected under Personnel Data.
- Account 2111 provides funding for overtime at special events only. Staff is flexing their hours to eliminate overtime as a result of Mayor's Court on Tuesday evenings.
- Account 2201 provides funding for staff training and conferences.
- Account 2345 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 2349 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, and fees for use of a full time magistrate.
- Account 2390 provides funding for witness fees and bank fees for accepting credit cards.
- Account 2420 provides funding for specific supplies that are necessary to court operations such as court pockets, citations and criminal complaint forms.

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## Administrative Services / 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:**

#### **Records Management**

- 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 micro-image permanent documents for 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.
  - To assist with the City of Dublin's eco-friendly day by providing a company to shred residents' documents.
- 

<b><u>PERSONNEL DATA</u></b> <b><u>POSITION TITLE</u></b>	<b><u>2011</u></b> <b><u>CURRENT NUMBER</u></b>	<b><u>2012</u></b> <b><u>ADOPTED</u></b>
Records Management Technician	<u>1</u>	<u>0</u>
<b>TOTAL</b>	<b>1</b>	<b>0</b>

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### **NOTES AND ADJUSTMENTS:**

The Records Management Technician position was vacated in January 2011. The position has been removed from the budget for 2012. Court Services administers Records Management for the City. The removal of the Records Management Technician position is reflected in the following re-allocation of percentages of service for both Court Services and Records Management for each position: the Director of Court Services allocates 50% of their time to Records Management, and the Staff Assistant allocates 25% of their time to Records Management.

## 2012 Budget - City of Dublin, Ohio

General Fund

Administrative Services

Records Management

		2010 Actual	2011 Budget	2011 Revised Budget	2011 Estimate	2012 Budget
<hr/>						
101-1931						
Personal Services						
2110	Salaries/Wages	92,940	91,380	79,380	56,000	52,150
2111	Overtime Wages	219	250	250	10	250
2120	Employee Benefits	41,750	32,010	32,010	22,000	20,820
		<hr/>				
		134,909	123,640	111,640	78,010	73,220
Other Expenses						
2201	Conference/Mileage	318	500	500	0	500
2349	Professional Services	41,664	48,000	60,000	60,000	40,000
2351	Maint. of Equipment	3,486	3,750	3,750	3,750	3,850
2390	Misc Contractual Services	7,026	10,000	11,494	10,000	8,000
2391	Memberships/Subscriptions	465	500	500	500	300
2410	Office Supplies	2,075	2,000	2,000	2,000	2,000
		<hr/>				
		55,034	64,750	78,244	76,250	54,650
Capital Outlay						
2520	Equipment & Furniture	0	0	0	0	15,000
		<hr/>				
		0	0	0	0	15,000
<b>TOTALS</b>		<hr/>				
		\$189,943	\$188,390	\$189,884	\$154,260	\$142,870
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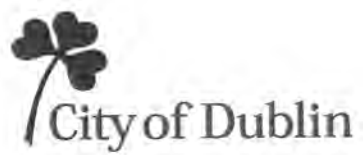
## Administrative Services / Records Management

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### **BUDGET SUMMARY:**

- Account 2110 provides funding for staffing allocations as provided under the Personnel Data - Notes and Adjustments section. The decrease in the 2012 budget is reflective of removing the Records Management Technician position.
- Account 2349 provides funding for the scanning of permanent records and frequently accessed records.
- Account 2351 provides funding for maintenance contracts for software and two microfilm readers.
- Account 2390 provides funding for off-site records storage and retrieval of all computer back-up tapes, microfilmed originals and historical paper documents, and on-site records destruction. This account also includes additional funding to provide on-site shredding for residents at the City of Dublin's Eco-Expo day.
- Account 2520 provides funding for a digital microform scanner to replace the microfiche reader/printer at the 5800 Building. This scanner would enable the City to convert microfilm images to digital images.

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## Administrative Services / Facilities

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### **STATEMENT OF FUNCTIONS:**

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

<b><u>PERSONNEL DATA</u></b> <b><u>POSITION TITLE</u></b>	<b><u>2011</u></b> <b><u>CURRENT NUMBER</u></b>	<b><u>2012</u></b> <b><u>ADOPTED</u></b>
Facilities Manager	1	1
Operations Administrator	1	1
Maintenance Crew Supervisor	2	2
Maintenance Worker (1)	6	5
Custodians (2)	5	6
Staff Assistant	<u>1</u>	<u>1</u>
<b>TOTAL</b>	<b>16</b>	<b>16</b>
<b><u>PART-TIME/SEASONAL STAFF</u></b>		
Office Assistant I (3)	1	0
Seasonal Maintenance Worker (4)	<u>6</u>	<u>4</u>
<b>TOTAL</b>	<b>7</b>	<b>4</b>

---

### **NOTES AND ADJUSTMENTS:**

- (1) Remove one vacant Maintenance Worker position that was previously authorized but not funded.
- (2) Remove one vacant Custodial Worker position. Transfer two Custodial Worker positions from the DCRC to the General Fund.
- (3) Remove one currently vacant part-time Office Assistant position.
- (4) Remove two Seasonal Maintenance Workers.

## 2012 Budget - City of Dublin, Ohio

General Fund

Administrative Services

Facilities Management

		2010 Actual	2011 Budget	2011 Revised Budget	2011 Estimate	2012 Budget
<b>101-1940</b>						
Personal Services						
2110	Salaries/Wages	841,164	857,320	857,320	851,800	900,560
2111	Overtime Wages	16,609	30,000	30,000	15,200	25,000
2112	Other Wages	100,428	86,100	86,100	86,100	57,400
2120	Employee Benefits	321,878	355,580	355,580	326,800	356,990
2140	Uniforms & Clothing	8,454	13,900	14,636	13,900	12,400
		1,288,533	1,342,900	1,343,636	1,293,800	1,352,350
Other Expenses						
2201	Conference/Mileage	2,298	5,600	6,000	4,000	5,150
2211	Meeting Expenses	436	250	250	250	250
2310	Utilities	400,183	480,000	525,037	400,000	480,000
2320	Communications	3,554	5,300	6,753	5,300	5,300
2330	Rents/Leases	3,214	4,000	4,331	4,000	4,000
2350	Maint. of Facilities	106,990	115,410	144,704	115,410	118,410
2390	Misc Contractual Services	209,510	205,700	242,373	200,000	207,900
2391	Memberships/Subscriptions	431	820	820	820	820
2410	Office Supplies	2,574	3,400	3,948	2,600	3,000
2420	Operating Supplies	115,215	138,500	155,559	135,000	138,500
2440	Small Tools & Minor Equip	2,391	5,650	5,650	3,000	5,650
		846,796	964,630	1,095,425	870,380	968,980
Capital Outlay						
2520	Equipment & Furniture	1,637	19,200	19,295	5,000	0
2530	Bldgs. & Other Structures	1,141	0	1,377	1,370	0
		2,778	19,200	20,672	6,370	0
<b>TOTALS</b>		<b>\$2,138,107</b>	<b>\$2,326,730</b>	<b>\$2,459,733</b>	<b>\$2,170,550</b>	<b>\$2,321,330</b>



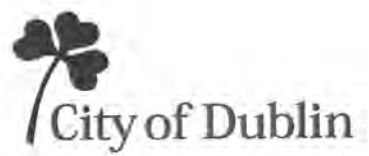
## Administrative Services / Facilities

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### **BUDGET SUMMARY:**

- Account 2110 provides funding for full-time staffing reflected in Personnel Data and Notes and Adjustments.
- Account 2111 provides funding for overtime wages to provide staff coverage for maintenance projects, emergency call-ins and special events.
- Account 2112 provides funding for Seasonal Maintenance Workers. The decrease in 2012 is due to the removal of three part-time/seasonal positions.
- Account 2310 provides funding for electricity, natural gas and water and sewer charges for City facilities with the exception of the Community Recreation Center.
- Account 2320 provides funding for postage for the Service Center mail meter and funds for express mail and courier services.
- Account 2350 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.
- Account 2390 includes funding for preventive maintenance contracts for mechanical systems throughout City-owned facilities and cleaning services for carpet, resilient flooring and upholstery. Funding is also provided for a feasibility study for LEED certification for the Service Center.
- Account 2420 includes funding for custodial and maintenance supplies.
- Account 2440 includes funding for maintenance tools and custodial equipment including a green-certified vacuum sweeper and a green floor burnisher.

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## Volunteer Resources

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### **STATEMENT OF FUNCTIONS:**

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

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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 a effective community and government involvement with committed passionate community members and staff leadership.
- To operate under the following values:
  - BELONGING - Fostering a sense of community belonging
  - ENGAGING - Engaging residents in city government to build relationships and leadership
  - ENRICHING - Enriching people's lives through service
  - OUTSTANDING - Innovation and recognition
  - LEARNING - Emphasis on learn-and-serve programming, focusing on local government learning
  - DEVELOPING - Building special connections with youth
  - SUPPORTING - Developing fiscally responsible opportunities for enhancing City services and the community's quality of life
  - CONNECTING – In partnership with Economic Development and Events sponsorships, help to connect Dublin businesses to the community increasing their role of corporate citizenship/resident and potential long term commitment to Dublin

---

<b><u>PERSONNEL DATA</u></b>	<b>2011</b>	<b>2012</b>
<b><u>POSITION TITLE</u></b>	<b><u>CURRENT NUMBER</u></b>	<b><u>ADOPTED</u></b>
Volunteer Administrator	1	1
Administrative Assistant	<u>1</u>	<u>1</u>
<b>TOTAL</b>	<b>2</b>	<b>2</b>
<b><u>PART-TIME/SEASONAL STAFF</u></b>		
Intern	<u>1</u>	<u>1</u>
<b>TOTAL</b>	<b>1</b>	<b>1</b>

---

### **NOTES AND ADJUSTMENTS:**

## 2012 Budget - City of Dublin, Ohio

General Fund

Volunteer Resources

Volunteer Resources

		2010 Actual	2011 Budget	2011 Revised Budget	2011 Estimate	2012 Budget
<b>101-2010</b>						
Personal Services						
2110	Salaries/Wages	125,255	128,370	132,600	132,600	135,060
2111	Overtime Wages	1,160	2,000	2,000	1,500	2,000
2112	Other Wages	5,368	8,640	8,640	8,640	8,640
2120	Employee Benefits	30,905	33,470	33,470	32,200	31,720
		162,688	172,480	176,710	174,940	177,420
Other Expenses						
2201	Conference/Mileage	98	1,450	1,450	1,450	1,700
2211	Meeting Expenses	0	0	0	0	750
2330	Rents/Leases	95	1,000	1,000	500	1,000
2349	Professional Services	318	1,600	2,882	1,600	1,600
2370	Advertising	54	400	400	400	400
2380	Printing & Reproductions	415	4,000	4,000	2,500	5,100
2391	Memberships/Subscriptions	0	600	600	400	600
2410	Office Supplies	773	1,200	1,330	800	1,200
2420	Operating Supplies	0	1,000	1,000	500	1,600
2812	Special Projects/Programs	6,888	12,000	12,000	10,000	13,000
		8,641	23,250	24,662	18,150	26,950
<b>TOTALS</b>		<b>\$171,329</b>	<b>\$195,730</b>	<b>\$201,372</b>	<b>\$193,090</b>	<b>\$204,370</b>

## Volunteer Resources

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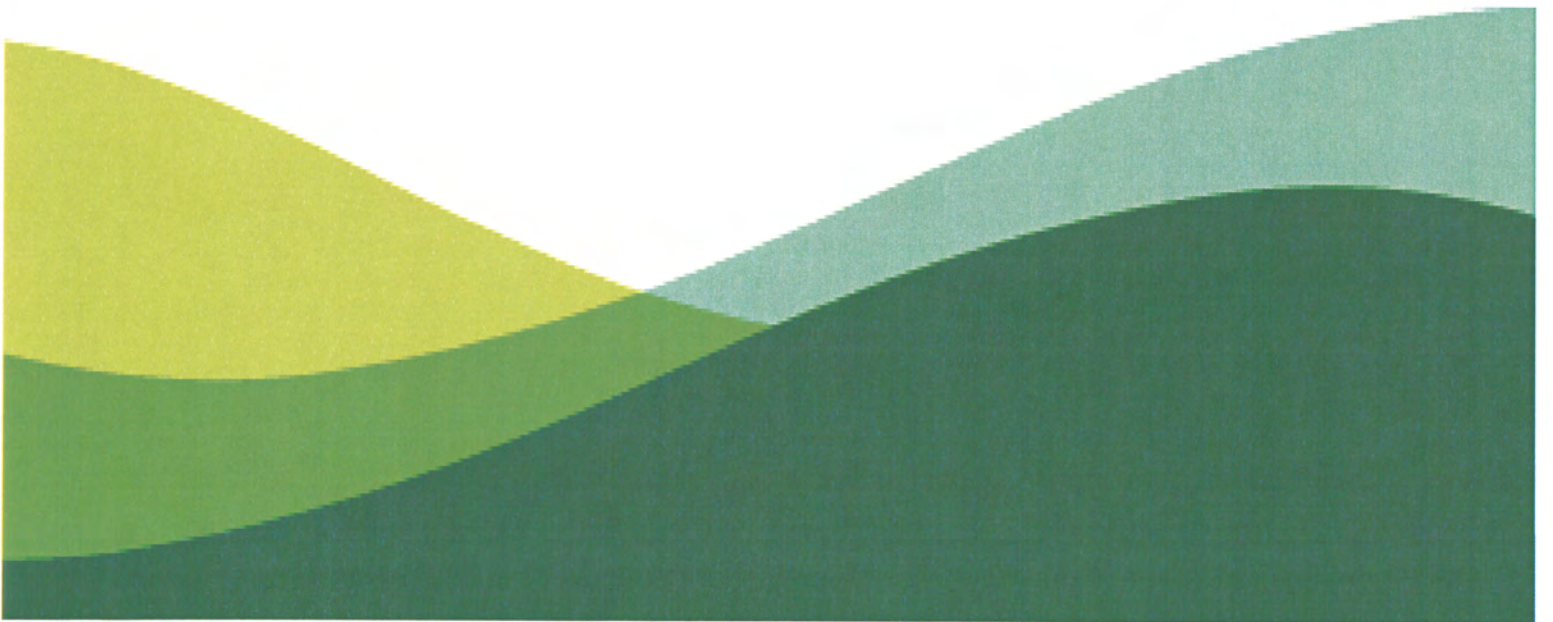
### **BUDGET SUMMARY:**

- Account 2110 provides funding for full-time staffing reflected in the Personnel Data.
- Account 2111 provides overtime funding to supervise volunteer service projects and events.
- Account 2112 provides for one intern position to support volunteer programs.
- Account 2211 provides for meeting funding for two new 2012 programs: City-wide Bicycle Ambassadors and a Citizens Police Academy.
- Account 2349 provides funding for on-line background checks for unsupervised volunteers, and specialized volunteer training such as CPR/First Aid.
- Account 2380 provides funding for printing forms; training manuals; signage and posters; identification badges and safety vests; cards and specialty papers; photography and miscellaneous printing/copying needs.
- Account 2812 provides funding for city-wide volunteer and corporate volunteer recognition presentations, programs and award items; teen service support; naturalist program support; "green" projects/initiatives; Program support and promotion, and volunteer on-site event management needs.

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# Special Revenue Funds



## Public Service / Streets and Utilities

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### **STATEMENT OF FUNCTIONS:**

Streets and Utilities is the direct responsibility of the Director of Streets & Utilities, who reports to the Deputy City Manager/Director of Economic Development. The Street Maintenance program involves the maintenance, minor repair, and improvement of all City streets, including the state highways. Snow plowing and street salting are charged to this program. Programs include mosquito control and guardrail repair/replacement and support to special events.

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### **OBJECTIVES AND ACTIVITIES:**

- Actively pursue cost comparisons between in-house staff and outsourcing.
  - Provide well-maintained streets and rights-of-way ensuring safe travel and enhancing the beauty of the City.
  - Clean all city streets four times per year to enhance the neighborhoods and construction areas.
  - Plan, coordinate, and execute all special events activities in a professional and economical manner.
  - Continued development of a comprehensive inspection procedure for catch basins, manholes, guardrails, vegetation control, trash pick-up and pavement conditions.
- 

<b><u>PERSONNEL DATA</u></b>	<b><u>2011</u></b>	<b><u>2012</u></b>
<b><u>POSITION TITLE</u></b>	<b><u>CURRENT NUMBER</u></b>	<b><u>ADOPTED</u></b>
Director, Streets and Utilities (1)	1	1
Operations Administrator	1	1
Maintenance Crew Supervisor (2)	3	3
Maintenance Worker (3)	14	11
Administrative Assistant	1	1
Office Assistant II	1	1
Office Assistant I	<u>1</u>	<u>1</u>
<b>TOTAL</b>	<b>22</b>	<b>19</b>
<b><u>PART-TIME/SEASONAL STAFF</u></b>		
Seasonal Maintenance Worker	<u>10</u>	<u>10</u>
<b>TOTAL</b>	<b>10</b>	<b>10</b>

---

### **NOTES AND ADJUSTMENTS:**

(1) The Director's wages are allocated 50% to this budget, 25% to Solid Waste and 25% to the Sewer Fund. (2) The Maintenance Crew Supervisor's are allocated to multiple budgets, including the Street Maintenance and Repair Fund, Solid Waste, and the Water and Sewer Funds. (3) Remove three Maintenance Worker positions that had been funded.



## 2012 Budget - City of Dublin, Ohio

Street Maint & Repair

Public Service

Streets and Utilities

		2010 Actual	2011 Budget	2011 Revised Budget	2011 Estimate	2012 Budget
<hr/>						
210-1320						
Personal Services						
2110	Salaries/Wages	1,406,048	1,133,280	1,133,130	1,092,000	1,111,390
2111	Overtime Wages	156,277	93,700	130,000	130,000	93,700
2112	Other Wages	132,715	172,200	135,900	107,200	169,250
2120	Employee Benefits	549,073	422,040	448,000	448,000	438,110
2140	Uniforms & Clothing	18,278	24,550	25,559	24,550	24,550
		<hr/>				
		2,262,391	1,845,770	1,872,589	1,801,750	1,837,000
Other Expenses						
2201	Conferences/Mileage	3,249	4,380	6,753	5,170	11,370
2302	Repair Services	5,229	17,000	21,233	21,230	17,000
2330	Rents/Leases	6,756	4,520	5,570	4,520	5,600
2349	Other Professional Serv	38,556	124,450	133,325	104,450	126,390
2351	Maint. of Equipment	3,433	13,000	13,000	8,000	3,000
2391	Memberships/Subscriptions	680	680	680	680	680
2410	Office Supplies	5,075	7,400	8,137	5,400	7,400
2420	Operating Supplies	44,572	82,500	64,604	45,000	56,700
2422	Street Salt	732,126	508,440	659,665	659,660	516,420
2428	Special Events	1,630	3,000	3,000	3,000	3,000
2440	Small Tools & Minor Equip	1,829	7,500	11,400	5,500	11,900
		<hr/>				
		843,135	772,870	927,367	862,610	759,460
Capital Outlay						
2520	Equipment & Furniture	0	0	820	0	850
		<hr/>				
		0	0	820	0	850
<b>TOTALS</b>		<hr/> <b>\$3,105,526</b>	<b>\$2,618,640</b>	<b>\$2,800,776</b>	<b>\$2,664,360</b>	<b>\$2,597,310</b>

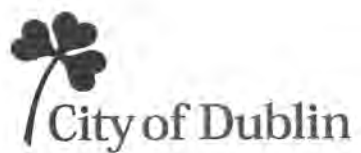
## Public Service / Streets and Utilities

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### **BUDGET SUMMARY:**

- Account 2110 provides funding for the staffing reflected in the Personnel Data and the Notes and Adjustments.
- Account 2112 includes funding for seasonal staff.
- Account 2201 includes funding for training in the following areas: OSHA, vector control, equipment operation, snow removal, concrete and asphalt repair, traffic control, load securement and enrollment of one crew supervisor in the Ohio Certified Public Managers educational program.
- Account 2302 provides funding for mailbox repairs, and other emergency street and drainage repairs.
- Account 2330 includes funding for equipment rentals necessary in operations, and the DTN weather monitoring system. The funding decrease is the result of removing a previously leased copier.
- Account 2349 includes funding for contracted street sweeping, lab tests, vector control, Franklin County Mosquito Program and the repairs of guardrails due to accidents.
- Account 2391 includes funding for memberships in the American Public Works Association and the Ohio Certified Public Manager's Association.
- Account 2420 includes funding for operating supplies such as cold mix, hot mix, gravel, liquid calcium, crack sealing materials, curb and catch basin repair supplies and construction materials.
- Account 2422 provides funding for the City's annual purchase of street salt; the budget is based on the purchase of approximately 6,000 tons of salt at \$58.47 per ton plus \$2.75 per ton piling fee, 2,000 tons of enhanced salt at \$67.28 per ton plus \$2.75 per ton piling fee, and calcium chloride and salt brine. The price per ton is lower for 2012 then for 2011 and that reduction is reflected in the budget.
- Account 2440 includes funding for traffic control signage, weed eaters and hand tools.
- Account 2520 provides funding for an ergonomic office chair (medical necessity).

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## Public Service / Engineering

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### **STATEMENT OF FUNCTION:**

This program is responsible for installing, major repairing, and maintaining all street name signs and traffic control signs within the public right-of-way, and maintaining all pavement markings such as crosswalk lines, stop bars, center lines and school zone markings. Also included within this unit is traffic signal maintenance and operation.

---

### **OBJECTIVES AND ACTIVITIES:**

- To provide well-maintained streets that are clearly signed and marked.
- 

<b><u>PERSONNEL DATA</u></b> <b><u>POSITION TITLE</u></b>	<b><u>2011</u></b> <b><u>CURRENT NUMBER</u></b>	<b><u>2012</u></b> <b><u>ADOPTED</u></b>
Maintenance Worker (1)	<u>5</u>	<u>4</u>
<b>TOTAL</b>	<b>5</b>	<b>4</b>

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### **NOTES AND ADJUSTMENTS:**

(1) Remove one Maintenance Worker position. Position vacated in March 2011.

## 2012 Budget - City of Dublin, Ohio

Street Maint & Repair

Public Service

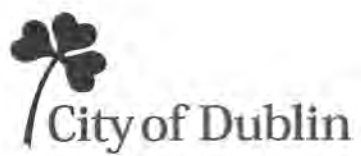
Engineering

		2010 Actual	2011 Budget	2011 Revised Budget	2011 Estimate	2012 Budget
<hr/>						
210-1330						
Personal Services						
2110	Salaries/Wages	279,091	290,460	290,460	272,000	237,430
2111	Overtime Wages	7,658	7,000	7,000	6,600	7,000
2120	Employee Benefits	92,368	103,890	103,890	99,800	86,740
2140	Uniforms & Clothing	3,064	4,300	4,300	4,300	4,900
		<hr/>				
		382,181	405,650	405,650	382,700	336,070
Other Expenses						
2201	Conferences/Mileage	523	2,750	2,750	2,750	4,100
2302	Repair Services	0	5,000	5,000	1,000	0
2310	Utilities	20,642	30,000	36,359	21,000	30,000
2349	Other Professional Serv	102,772	105,000	105,000	105,000	125,000
2351	Maint. of Equipment	0	2,000	2,000	1,000	2,000
2420	Operating Supplies	2,002	10,000	10,000	5,000	10,000
2430	Repair & Maintenance	120,989	120,000	142,830	105,000	180,000
2440	Small Tools & Minor Equip	1,789	7,500	7,500	5,500	7,000
2441	Signs	73,688	110,000	110,000	110,000	115,000
		<hr/>				
		322,405	392,250	421,439	356,250	473,100
Capital Outlay						
2520	Equipment & Furniture	23,707	26,000	36,770	36,770	25,200
		<hr/>				
		23,707	26,000	36,770	36,770	25,200
<b>TOTALS</b>		<hr/>				
		\$728,293	\$823,900	\$863,859	\$775,720	\$834,370
<hr/>						

**BUDGET SUMMARY:**

- Account 2110 provides funding for the staffing reflected in the Personnel Data. The decrease in the 2012 budget is reflective of the Maintenance Worker position removed for 2012.
- Account 2201 is increased to provide funding for training of employees through the International Municipal Signal Association; this training is not available in-state and is necessary every three years for these employees.
- Account 2310 provides funding for utilities for operation of traffic signals.
- Account 2349 provides funding for contracted pavement marking.
- Account 2430 provides increased funding of \$60,000 for poly pedestrian signal head replacement, and \$120,000 for traffic signal repair and maintenance.
- Account 2441 provides funding for materials and supplies needed for sign fabrication. This budget reflects an increase in the cost of materials including latex plotter supplies.
- Account 2520 provides funding for an HP latex plotter.

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## **Public Service/ 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 Highway Maintenance.



## 2012 Budget - City of Dublin, Ohio

State Highway

Public Service

Engineering

		2010 Actual	2011 Budget	2011 Revised Budget	2011 Estimate	2012 Budget
<hr/>						
211-1330						
Other Expenses						
2310	Utilities	20,642	25,000	29,159	21,000	25,000
2349	Other Professional Serv	953	0	7,919	1,000	0
		21,595	25,000	37,078	22,000	25,000
Capital Outlay						
2550	Street Maint. Projects	275,908	0	0	0	250,000
		275,908	0	0	0	250,000
<b>TOTALS</b>		<b>\$297,503</b>	<b>\$25,000</b>	<b>\$37,078</b>	<b>\$22,000</b>	<b>\$275,000</b>

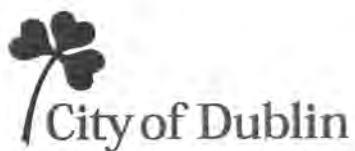
## Public Service / Engineering

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### **BUDGET SUMMARY:**

- Account 2310 provides funding for the cost of utilities related to the operation of traffic signals that are located on State highways.
- Account 2550 provided funding for Riverside Drive / Hard Road turn lane.

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## Parks and Recreation / 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.
- 

<b><u>PERSONNEL DATA</u></b>	<b><u>2011</u></b>	<b><u>2012</u></b>
<b><u>POSITION TITLE</u></b>	<b><u>CURRENT NUMBER</u></b>	<b><u>ADOPTED</u></b>
Maintenance Worker	<u>1</u>	<u>1</u>
<b>TOTAL</b>	<b>1</b>	<b>1</b>
<b><u>PART-TIME/SEASONAL STAFF</u></b>		
Seasonal Maintenance Worker	<u>2</u>	<u>2</u>
<b>TOTAL</b>	<b>2</b>	<b>2</b>

---

### **NOTES AND ADJUSTMENTS:**

## 2012 Budget - City of Dublin, Ohio

Cemetery

Parks and Recreation

Cemetery Maintenance

		2010 Actual	2011 Budget	2011 Revised Budget	2011 Estimate	2012 Budget
<hr/>						
212-1621						
Personal Services						
2110	Salaries/Wages	55,937	57,000	62,000	62,000	59,500
2111	Overtime Wages	6,019	5,000	5,000	5,000	5,000
2112	Other Wages	24,174	26,430	18,690	16,000	28,320
2120	Employee Benefits	26,786	31,260	34,000	34,000	31,440
2140	Uniforms & Clothing	491	570	570	570	1,530
		<hr/>				
		113,407	120,260	120,260	117,570	125,790
Other Expenses						
2310	Utilities	285	400	600	400	400
2349	Other Professional Serv	252	1,000	1,000	1,000	1,000
2351	Maint. of Equipment	1,668	2,000	2,000	1,500	1,500
2380	Printing and Reproduction	335	500	500	500	500
2390	Contractual Services	3,114	3,250	3,250	3,250	9,250
2410	Office Supplies	262	300	300	300	300
2430	Repair & Maintenance	1,599	4,800	5,295	3,000	4,800
2910	Refunds	0	0	5	0	0
		<hr/>				
		7,515	12,250	12,950	9,950	17,750
Capital Outlay						
2510	Land & Land Improvements	9,327	14,480	24,480	14,480	15,300
2520	Equipment & Furniture	1,688	0	0	0	1,400
		<hr/>				
		11,015	14,480	24,480	14,480	16,700
TOTALS		<hr/>	\$131,937	\$146,990	\$157,690	\$142,000
						<hr/>
						\$160,240

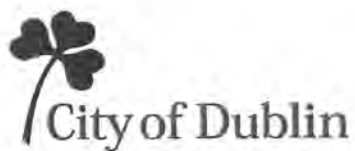
## Parks and Recreation / Cemetery Maintenance

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### **BUDGET SUMMARY:**

- Account 2110 provides funding for full-time staff allocated to this budget as reflected in the Personnel Data.
- Account 2112 provides funding for seasonal staff wages.
- Account 2351 provides funding for the repair and maintenance of mower, trimmers and other misc. equipment used for cemetery maintenance.
- Account 2390 provides funding for the transaction expenses related to the acceptance of Visa/MasterCard and vault company services. It also includes an additional \$7,500 in 2012 funding for arborist work.
- Account 2430 includes funding for footers for monuments, grass seed, concrete, topsoil, and fertilizers.
- Account 2510 includes funding for fence and stone wall work, headstone refurbishing, annuals/perennials and tree planting replacements.
- Account 2520 includes funding for three replacement trimmers.

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## Parks and 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.

---

### **OBJECTIVES AND ACTIVITIES:**

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

<b><u>PERSONNEL DATA</u></b>	<b><u>2011</u></b>	<b><u>2012</u></b>
<b><u>POSITION TITLE</u></b>	<b><u>CURRENT NUMBER</u></b>	<b><u>ADOPTED</u></b>
Director, Recreation Service	1	1
Recreation Services Administrator	1	1
Recreation Program Supervisor	4	4
Recreation Program Coordinator	<u>1</u>	<u>1</u>
<b>TOTAL</b>	<b>7</b>	<b>7</b>
<b><u>PART-TIME/SEASONAL STAFF</u></b>		
Front Desk	2.4	3.43
Intern	1.34	1
Open Gym & Sports Programs	3.12	3.12
Special Events	.22	.22
Pre-School / Youth Camps	14.95	14.95
Pre-School / Youth Programs	.39	.39
Teen Camps	2.71	2.71
Teen Programs / Lounge	1.88	1.88
Adult Programs	.12	.14
Senior Programs / Program Assistants	.7	.7
Special Needs	<u>.92</u>	<u>.92</u>
	<b>28.75 FTE</b>	<b>29.46 FTE</b>

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### **NOTES AND ADJUSTMENTS:**

The full-time positions are allocated between this budget, the Dublin Community Recreation Center budget, and the Swimming Pool budget.



## 2012 Budget - City of Dublin, Ohio

Recreation

Parks and Recreation

Recreation		2010 Actual	2011 Budget	2011 Revised Budget	2011 Estimate	2012 Budget
<b>213-1630</b>						
Personal Services						
2110	Salaries/Wages	425,705	443,400	443,400	430,000	481,900
2111	Overtime Wages	1,097	5,760	5,760	2,500	3,000
2112	Other Wages	504,918	600,000	600,000	500,000	559,380
2113	Short Term Disability	2,729	0	0	0	0
2120	Employee Benefits	239,805	251,680	251,680	222,000	285,780
2140	Uniforms & Clothing	6,667	9,550	15,350	15,350	9,550
		1,180,921	1,310,390	1,316,190	1,169,850	1,339,610
Other Expenses						
2201	Conferences/Mileage	8,540	7,000	7,000	7,000	7,000
2320	Communications	3,303	8,560	10,226	5,560	6,000
2330	Rents/Leases	34,524	89,480	113,409	48,000	70,000
2349	Other Professional Serv	195,743	220,250	235,450	210,250	240,000
2351	Maint. of Equipment	1,154	1,000	1,333	1,000	1,000
2370	Advertising	500	850	850	850	850
2380	Printing & Reproductions	15,619	18,000	23,500	22,000	27,500
2390	Misc Contractual Services	31,832	35,000	35,000	35,000	35,000
2391	Memberships/Subscriptions	1,972	4,240	4,240	2,700	4,220
2410	Office Supplies	8,256	14,160	17,367	8,000	10,000
2420	Operating Supplies	58,024	78,280	63,871	58,000	60,000
2442	Sports Equipment	10,194	11,900	12,232	11,900	13,900
2840	Special Events	63	700	700	100	700
2841	Sr. Citizens Activities	17,175	28,660	32,610	24,660	28,660
2842	Sports Leagues	43,916	52,080	62,340	36,000	50,000
2910	Refunds	45,539	60,000	75,000	75,000	60,000
		476,354	630,160	695,128	546,020	614,830
Capital Outlay						
2520	Equipment & Furniture	120	1,000	1,000	1,000	8,330
		120	1,000	1,000	1,000	8,330
<b>TOTALS</b>		<b>\$1,657,395</b>	<b>\$1,941,550</b>	<b>\$2,012,318</b>	<b>\$1,716,870</b>	<b>\$1,962,770</b>

## Parks and Recreation/ Recreation Services

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### **BUDGET SUMMARY:**

- Account 2110 provides funding for full-time staffing reflected in the Personnel Data and the Notes and Adjustments. The increase presented in this budget for salaries/wages for 2012 is off-set by a decrease in salaries/wages for 2012 in the Municipal Pool's budget.
- Account 2112 provides funding for part-time/seasonal wages as well as new/expanded specialty camps for pre-school/youth in 2012 (Swim Lesson Camp-180 HRS, Dance Camp-60 HRS, Creative Writing Camp-20 HRS, Art Camp-40 HRS, Nature Camp-120 HRS) In aggregate, specialty camps are designed to achieve 120% cost recovery. Additional funding is provided to support growing special needs participation.
- Account 2140 provides funding for uniforms including camp counselors.
- Account 2330 provides funding for the senior's program passenger bus rental, school rentals for camps. Increases are expected due to increased rental fees and funding to rent additional camp space inside Dublin Presbyterian Church for one week prior to school starting (the program does not have access to schools during this last week of camp due to school preparation for the upcoming school year).
- Account 2349 provides funding for professional services. 2012 includes new funding for contracted Registered Nurse services for summer camps (illnesses, injuries, allergies, medication administration, medical forms, etc.) Additional funding for new secured online form management/accessibility system for camps. Additional funding to provide new fingerprint background checks (BCII) required by state law (advised by Law Director's office) – to be conducted and administered by City staff via new equipment purchase – see account 2520. Additional funding for new COSI camps and Tekademy camp. Additional funding for new 40+ golf tournament. Additional funding for expansion of popular teen programs (ACT, SAT, Tae Kwon Do). All program increases will be offset by revenue and/or relative program participation fee increases.
- Account 2380 includes funding for printing costs associated with the new Programs and Activities Guide Brochure format. Cost of brochure printing is shared 50/50 with this budget and the DCRC budget.
- Account 2390 provides funding for fees to accept credit cards (allocated 50/50 split between this budget and the DCRC budget).
- Account 2420 provides funding for program and camp supplies.
- Account 2442 provides funding for sports equipment and reflects additional funding for the purchase of tennis court nets to offset the Dublin School's replacement costs. DCS allows the City to use school courts at no charge to accommodate 140+ participant tennis league.
- Account 2520 includes funding for purchase of equipment necessary to conduct BCII fingerprint background checks as per new state legislation passed in 2011. Purchase of equipment is a one-time cost. Use of our own equipment will save approximately \$10-\$20 per background check. Savings will exceed cost of equipment after third year of use. As per advisement from Law Director's office, all part-time staff/contractors who will be supervising/instructing children will be checked annually as part of their eligibility of continued employment. All fingerprint background checks will be conducted in addition to existing pre-employment background checks by authorized/trained Recreation Services staff annually and/or after new hire date.

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**Parks and Recreation / Community Recreation Center**

**STATEMENT OF FUNCTIONS:**

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

**OBJECTIVES AND ACTIVITIES:**

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

<b>PERSONNEL DATA</b>	<b>2011</b>	<b>2012</b>
<b><u>POSITION TITLE</u></b>	<b><u>CURRENT NUMBER</u></b>	<b><u>ADOPTED</u></b>
Recreation Service Administrator	3	3
Recreation Program Supervisor	3	3
Membership Services Supervisor	1	1
Recreation Operations Supervisor	1	1
Theater Supervisor	1	1
Recreation Program Coordinator	3	3
Recreation Operations Specialist (1)	0	2
Recreation Operations Coordinator (1)	1	0
Reservations Facilities Specialist (1)	1	0
Administrative Assistant	<u>1</u>	<u>1</u>
<b>TOTAL</b>	<b>15</b>	<b>15</b>

**PART-TIME/SEASONAL STAFF**

Wellness Coordinator *	1	1
Wellness Intern (2) *	0	1
Reservation Facility Workers (3)	0	3
Fitness/Wellness	9.58	9.58
Aquatics	20.54	20.25
Front Desk Workers	4.79	4.79
Babysitters	5.67	5.5
Wee Folk Room Front Desk	1.62	1.59
Head Front Desk	1.59	1.59
Theater Staff	.92	.92
Manager on Duty	<u>1.25</u>	<u>1.25</u>
<b>TOTAL</b>	<b>46.96 FTE</b>	<b>50.47 FTE</b>

**NOTES AND ADJUSTMENTS:**

The full-time positions are allocated between this budget, the Recreation Programs budget, and the Swimming Pool budget. The Wellness positions (see \*) are split between this budget and the Employee Benefits Self Insurance Fund. (1) The Recreation Operations Coordinator and Reservation Facilities Specialist titles have changed to Recreation Operations Specialist. (2) A part-time Wellness Intern position is funded to provide assistance to the Wellness Coordinator. (3) The set-up/tear-down duties of four part-time Seasonal Maintenance positions were removed from the DCRC Facilities budget and their duties transferred to the Reservation Facility Workers in this budget.

## 2012 Budget - City of Dublin, Ohio

Recreation

Parks and Recreation

Community Recreation Ctr

		2010 Actual	2011 Budget	2011 Revised Budget	2011 Estimate	2012 Budget
<hr/>						
213-1631						
Personal Services						
2110	Salaries/Wages	792,938	902,390	902,390	810,000	828,220
2111	Overtime Wages	4,226	11,000	11,000	5,000	6,000
2112	Other Wages	1,100,022	1,091,650	1,091,650	1,080,000	1,163,490
2113	Short Term Disability	2,729	0	0	0	0
2120	Employee Benefits	430,193	489,270	489,270	468,000	498,540
2140	Uniforms & Clothing	9,235	6,220	8,399	6,220	6,470
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		2,339,343	2,500,530	2,502,709	2,369,220	2,502,720

Other Expenses

2201	Conferences/Mileage	15,530	24,910	25,280	20,000	24,910
2310	Utilities	534,514	612,750	682,559	540,000	612,750
2320	Communications	19	10,350	15,350	15,350	9,080
2330	Rents/Leases	2,881	5,110	6,460	5,110	7,220
2349	Other Professional Serv	200,697	196,700	236,966	212,300	220,000
2351	Maint. of Equipment	3,691	5,500	6,074	3,000	5,250
2370	Advertising	10,561	18,000	24,880	11,000	16,000
2380	Printing & Reproductions	22,941	38,500	47,057	30,000	53,500
2390	Misc Contractual Services	36,591	41,500	44,702	41,500	41,500
2391	Memberships/Subscriptions	3,678	5,950	5,950	4,000	5,950
2410	Office Supplies	15,609	20,500	21,019	13,000	20,500
2420	Operating Supplies	22,606	30,660	35,319	25,000	32,660
2425	Merchandise for resale	2,949	3,000	3,350	3,000	3,000
2426	Program Supplies	31,912	52,600	56,031	33,000	45,000
2430	Repair & Maintenance	31,856	46,500	52,249	35,000	40,000
2440	Small Tools & Minor Equip	255	2,250	2,250	1,500	2,250
2442	Sports Equipment	56,418	46,750	46,750	46,750	50,000
2812	Special Projects/Programs	95	0	100	100	0
2910	Refunds	24,707	40,000	40,000	30,000	40,000
		<hr/>				
		1,017,510	1,201,530	1,352,346	1,069,610	1,229,570

Capital Outlay

2520	Equipment & Furniture	24,795	44,650	44,650	44,650	45,650
		<hr/>				
		24,795	44,650	44,650	44,650	45,650
<hr/>						
<b>TOTALS</b>		\$3,381,648	\$3,746,710	\$3,899,705	\$3,483,480	\$3,777,940

## Parks and Recreation / Community Recreation Center

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### **BUDGET SUMMARY:**

- Account 2110 provides funding for full-time staffing as reflected in the Personnel Data and the Notes and Adjustments.
- Account 2112 provides funding for part-time staffing and includes additional funding for three Reservation Facility Workers to assist with set-up and tear-down for programs and rentals, and a Wellness Intern to assist the Wellness Coordinator position. Also included is funding for full re-certification of lifeguard staff and re-structure of Community Swim Team program to accommodate new Dublin City School schedule. Increase in DCST costs will be offset by new program fees.
- Account 2201 reflects an increase in funding to account for increased American Red Cross certification fees for staff CPR/PR training. Other increases include additional funds for anticipated travel expenses for the coaches of the Dublin Community Swim Team, which will be offset by revenues generated from the program.
- Account 2310 provides funding for utility costs to operate the facility.
- Account 2320 provides funding for postage, fliers and mailings, and cell phones.
- Account 2330 includes funding for rental of a postage machine and copier and reflects an increase for the rental of a 50 meter pool for the Community Swim Team. This rental was removed from the 2011 budget as the swim team program design was modified. Based on participant feedback, re-instating the rental of the 50 meter pool is being requested for 2012.
- Account 2349 provides funding for professional services and includes a significant increase in American Red Cross Swim Lesson Program certification fees for participants. This increase in fees paid by the City will be recovered through a relative increase in program participation fees. Additional increase includes funding for initiation of COSI birthday party packages. All costs associated with this program will be offset by participation fees.
- Account 2380 provides funding for American Red Cross Learn to Swim Report Cards. Additional funding includes higher printing costs associated with new Programs and Activities Guide Brochure format. Brochure printing costs are shared 50/50 with this budget and the Recreation budget.
- Account 2390 provides funding for cable for the DCRC and fees for accepting credit cards (allocated 50/50 split between this budget and the DCRC budget).
- Account 2420 provides funding for pool chlorine and CO<sub>2</sub>, and includes funding to replenish/replace first aid and AED supplies.
- Account 2426 provides funding for birthday party package supplies, theater program supplies, arts and crafts supplies and includes additional funding to cover increased American Red Cross aquatic certification program fees.
- Account 2430 provides funding for preventive maintenance, inspections and repairs and includes additional funding for replacement of Aerobics studio window blinds and additional replacement bulbs for Ultra Violet sanitation system for pools.
- Account 2442 provides funding to replace heavily used fitness equipment. All equipment being replaced will be placed into service at other employee fitness rooms and/or posted online for resale through GovDeals.
- Account 2520 provides funding for miscellaneous aquatic equipment, (i.e. \$13,000 for a water quality controller, \$7,000 ADA required lift chair for spa, \$2,000 portable pool vacuum.) Additional \$6,800 funding is provided for purchase of removable bulk head for competition pool to expand use of space for swim team practices.

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## Administrative Services/ 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 Recreation Center 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 as much as 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.
- 

<b><u>PERSONNEL DATA</u></b> <b><u>POSITION TITLE</u></b>	<b><u>2011</u></b> <b><u>CURRENT NUMBER</u></b>	<b><u>2012</u></b> <b><u>ADOPTED</u></b>
Maintenance Crew Supervisor (1)	2	1
Maintenance Worker	3	3
Custodians (2)	9	7
<b>TOTAL</b>	<b>14</b>	<b>11</b>
<b><u>PART-TIME/SEASONAL STAFF</u></b>		
Seasonal Maintenance Worker (3)	4	0
<b>TOTAL</b>	<b>4</b>	<b>0</b>

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### **NOTES AND ADJUSTMENTS:**

- (1) One Maintenance Crew Supervisor position is removed. Instead, these funds will help support an expansion of contracted custodial cleaning in 2012 to seven nights after closing hours. In 2011, contract cleaners are utilized only on the weekends.
- (2) Transfer two Custodial Worker positions from this budget to the General Fund budget. This budget provides funding to expand contracted custodial operations to cover the transfer-out of the two positions.
- (3) Remove four Seasonal Maintenance Worker positions whose set-up/tear-down duties will be transferred to the DCRC budget.



## 2012 Budget - City of Dublin, Ohio

Recreation

Administrative Services

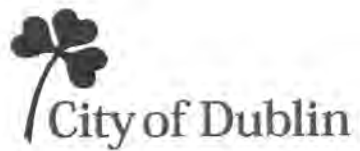
Facilities Management

		2010 Actual	2011 Budget	2011 Revised Budget	2011 Estimate	2012 Budget
<b>213-1940</b>						
Personal Services						
2110	Salaries/Wages	647,418	651,820	643,100	600,000	537,490
2111	Overtime Wages	4,886	20,000	20,000	6,000	15,000
2112	Other Wages	29,365	57,400	57,400	50,000	9,000
2113	Short Term Disability	0	0	8,720	0	0
2120	Employee Benefits	305,735	307,900	307,900	292,000	322,070
2140	Uniforms & Clothing	8,885	13,200	14,208	13,200	8,800
		996,289	1,050,320	1,051,328	961,200	892,360
Other Expenses						
2201	Conferences/Mileage	84	2,700	2,700	1,500	1,900
2211	Meeting Expenses	0	350	350	350	350
2330	Rents/Leases	2,269	1,500	1,500	1,500	1,500
2350	Maint. of Equipment	167,408	78,250	95,227	95,000	75,000
2390	Misc Contractual Services	197,377	202,050	241,806	220,000	284,100
2420	Operating Supplies	90,845	105,000	117,516	105,000	105,000
2440	Small Tools & Minor Equip	5,073	3,000	3,000	1,500	3,000
		463,056	392,850	462,099	424,850	470,850
Capital Outlay						
2530	Bldgs. & Other Structures	328,140	415,000	440,786	200,000	344,400
		328,140	415,000	440,786	200,000	344,400
<b>TOTALS</b>		<b>\$1,787,485</b>	<b>\$1,858,170</b>	<b>\$1,954,213</b>	<b>\$1,586,050</b>	<b>\$1,707,610</b>

**BUDGET SUMMARY:**

- Account 2110 provides funding for full-time staffing as reflected in the Personnel Data and the Notes and Adjustments. 2012 funding levels reflect the removal of three positions from this budget.
- Account 2111 provides funding for overtime wages to provide staff coverage for maintenance projects, emergency call-ins and special events.
- Account 2112 provides funding for part-time/seasonal staff. 2012 funding levels reflect the removal of four positions from this budget. A small allocation remains to fund the first quarter of 2012.
- Account 2350 includes funding for ongoing general maintenance and repair of the Recreation Center (DCRC).
- Account 2390 includes funding for preventive maintenance contracts for systems and services, technical maintenance services, inspections, cleaning services for carpet, and weekend custodial services. Funding is included for expanding contracted custodial services in lieu of replacing vacant Custodial Worker positions. Additional funding is provided for power washing of the building exterior and funding is provided for feasibility study for LEED Existing Building certification.
- Account 2420 provides funding for custodial supplies, light bulbs, filters, paints and other miscellaneous supplies to maintain the facility.
- Account 2440 provides funding for hand tools, ladders and vacuum sweepers.
- Account 2530 includes \$5,000 for sidewalk repairs, \$30,400 for outdoor seating area, \$70,000 for leisure pool slide redesign and replacement, \$55,000 for replacement of deck in the competition pool area, \$38,000 for painting of interior pool area windows and door frames, \$6,000 for Talla kitchen floor replacement, \$40,000 for replacement of security cameras, \$100,000 for replacement of large pool filters.

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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.

Operations consists of the following: patrol, accident investigations, court liaison field training, bicycle and motorcycle patrol, and the K-9 and reserve officer program. The primary responsibility of the Operations Bureau is the maintenance of public order, involving the protection of constitutional guarantees, the enforcement of the law and the provision of services necessary to respond to other needs of the community. Support Services include the detective section, internal affairs, the Community Education Unit (including the DARE and school resource office programs), neighborhood watch, and special events. Technical Services, created in 2005, includes the communications center, records, property room, accreditation and training, technology support and accounting budgeting and clerical support. The primary responsibilities of Support Services and Technical Services is to provide the required support services for all of Police.

**Mission Statement:** The Dublin Division of Police will provide the highest level of service through the enforcement of laws and the protection of life, property and the constitutional rights of all. We will meet the present and future needs of the public through a continued partnership with our community. We will remain dedicated to service and committed to excellence, focusing on the following core values:

- *Integrity - we hold ourselves accountable to the highest level of honesty, truthfulness, and ethical conduct.*
- *Pride - we take pride in ourselves as individuals, our Division as a team and our citizens as a Community.*
- *Respect - we will ensure that all persons are treated with equality, dignity and courtesy.*
- *Professionalism - we are committed to the highest level of professional standards through development of highly trained and motivated employees.*

### **OBJECTIVES AND ACTIVITIES**

- To enhance the quality of life in the community.
- To provide a high level of advanced training for staff.
- To increase proactive policing methods in an effort to reduce the incidence of crime.
- To increase traffic enforcement and education activities in an effort to reduce the community's accident rate.
- To develop improved partnerships with various community entities necessary to reduce criminal activity.
- To respond effectively to neighborhood traffic and crime concerns.

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<b>PERSONNEL DATA</b>	<b>2011</b>	<b>2012</b>
<b>POSITION TITLE</b>	<b>CURRENT NUMBER</b>	<b>ADOPTED</b>
Chief of Police	1	1
Police Lieutenant	2	2
Civilian Bureau Commander	1	1
Police Sergeant	6	6
Police Corporal	6	6
Police Officer	50	49
Emergency Management Coordinator/Law Enforcement Planner	1	1
Administrative Specialist	1	1
Staff Assistant	1	1
Office Assistant II (1)	4	3
Office Assistant I (1)	0	1
Police Property Technician	1	1
Communications Technician	14	13
Communications Supervisor	2	2
<b>TOTAL</b>	<b>90</b>	<b>88</b>

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### **NOTES AND ADJUSTMENTS:**

One unfunded Police Officer position and one unfunded Communications Technician position are removed. (1) Reducing Office Assistant II staffing from four positions to three positions and modifying one of those to an Office Assistant I position.

## 2012 Budget - City of Dublin, Ohio

Safety

Safety

Police

2010  
Actual

2011  
Budget

2011  
Revised Budget

2011  
Estimate

2012  
Budget

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214-1820

Personal Services

2110	Salaries/Wages	6,467,503	6,606,220	6,604,210	6,600,000	6,793,820
2111	Overtime Wages	238,037	314,700	300,750	262,000	324,200
2112	Other Wages	1,404	0	13,950	13,950	0
2113	Short Term Disability	0	0	2,010	0	0
2120	Employee Benefits	3,073,426	2,802,560	2,802,560	2,800,000	2,608,930
2140	Uniforms & Clothing	104,577	104,450	110,131	104,450	107,850
		9,884,947	9,827,930	9,833,611	9,780,400	9,834,800

Other Expenses

2201	Conferences/Mileage	11,665	64,000	68,112	45,000	85,500
2211	Meeting Expenses	0	4,000	4,000	2,500	6,500
2213	Seminar Expenses	0	0	0	0	1,500
2301	County Auditor Deductions	7,475	7,500	7,500	7,500	7,500
2320	Communications	19,818	82,500	85,552	70,000	77,300
2330	Rents/Leases	11,678	14,200	14,340	11,000	14,000
2349	Other Professional Serv	2,820	18,500	20,977	5,000	18,500
2351	Maint. of Equipment	114,694	139,500	150,726	102,000	140,750
2390	Contractual Services	14,019	18,000	20,932	18,000	15,490
2391	Memberships/Subscriptions	48,904	57,360	57,796	52,000	59,770
2410	Office Supplies	12,480	20,000	21,012	15,000	21,000
2420	Operating Supplies	55,503	58,600	64,734	52,000	58,600
2851	DARE Program	17,457	17,000	17,000	10,000	11,200
2910	Refunds	70	500	500	250	500
		316,583	501,660	533,181	390,250	518,110

Capital Outlay

2520	Equipment & Furniture	9,435	16,650	16,650	16,650	10,800
		9,435	16,650	16,650	16,650	10,800

<b>TOTALS</b>		<b>\$10,210,965</b>	<b>\$10,346,240</b>	<b>\$10,383,442</b>	<b>\$10,187,300</b>	<b>\$10,363,710</b>
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## Safety/ Police

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### **BUDGET SUMMARY:**

- Account 2110 provides funding for the staffing reflected in the Personnel Data and the Notes and Adjustments.
- Account 2111 provides funding for overtime for authorized sworn personnel and for support services for City special events.
- Account 2140 provides funding for uniform allowances and dry cleaning as provided for in the negotiated FOP contract; also included funds for uniforms and first responder kits.
- Account 2201 includes funding for career development training, recertification for sworn personnel, specialized traffic training, and provides funding to train a large number of patrol officers in the use of advanced vehicle pursuit termination techniques, which is a new initiative.
- Account 2211 includes funds for awards presentation expenses, team meetings, expenses for a mock on-site, meet the police meetings as well as funds for a citizen police academy which is a new initiative.
- Account 2320 provides funding for walkie/mobile parts and accessories, and COIRS annual fees.
- Account 2330 provides funding to lease copiers, fax machines and other office equipment for the Police; as well as a storage unit for an undercover surveillance van.
- Account 2349 provides funding for hospitalization/medical expenses for arrestees, lab fees/physicals/handwriting analysis and web check fees for law enforcement applicants only.
- Account 2351 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 2390 provides funding for services pertaining to the K-9 and other miscellaneous services (car washes, towing, lead online).
- Account 2391 includes funds for various professional memberships/subscriptions for law enforcement personnel.
- Account 2420 includes funding for equipment, ammunition, jail supplies, range supplies, canine food and supplies, and other miscellaneous operating supplies that are needed.
- Account 2851 includes funding for all DARE related supplies and activities.
- Account 2520 includes funding for equipment for three motorcycles, TAI software upgrades, digital records and a replacement Redman training suit.

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## Parks and 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 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.
- 

<b><u>PERSONNEL DATA</u></b>	<b><u>2011</u></b>	<b><u>2012</u></b>
<b><u>POSITION TITLE</u></b>	<b><u>CURRENT NUMBER</u></b>	<b><u>ADOPTED</u></b>
<b><u>PART-TIME/SEASONAL STAFF</u></b>		
Pool Manager	4.94	4.53
Concession Manager	.86	.86
Assistant Concession Manager	3.75	3.13
Pool Lifeguard	41.47	41.47
Desk Staff/Concession Staff	16.71	15.16
Swim Team Coaches	3.61	3.61
Swim Instructors	<u>1.51</u>	<u>.07</u>
	<b>72.85 FTE</b>	<b>68.83 FTE</b>

---

### **NOTES AND ADJUSTMENTS:**

A portion of full-time staffing costs are allocated to this budget: Director of Recreation 5%, Recreation Program Coordinator 5%, Recreation Services Administrator 30%, Recreation Program Supervisor 30%, and Recreation Program Coordinator 30%.



## 2012 Budget - City of Dublin, Ohio

Pool

Parks and Recreation

Recreation		2010 Actual	2011 Budget	2011 Revised Budget	2011 Estimate	2012 Budget
<b>215-1630</b>						
<b>Personal Services</b>						
2110	Salaries/Wages	42,406	64,770	64,770	52,000	38,790
2111	Overtime Wages	3	500	500	0	0
2112	Other Wages	312,508	384,750	375,750	350,000	360,000
2120	Employee Benefits	66,488	70,090	79,090	70,000	92,450
2140	Uniforms & Clothing	8,582	8,000	8,000	8,000	8,000
		429,987	528,110	528,110	480,000	499,240
<b>Other Expenses</b>						
2201	Conferences/Mileage	126	920	920	920	500
2310	Utilities	133,229	190,940	217,601	150,000	150,000
2320	Communications	0	200	200	200	200
2349	Other Professional Serv	502	570	570	540	700
2390	Misc Contractual Services	2,556	4,200	4,200	3,000	4,200
2391	Memberships/Subscriptions	1,050	1,730	1,730	1,730	1,050
2410	Office Supplies	48	1,000	1,000	300	1,000
2420	Operating Supplies	7,128	6,600	6,600	6,600	5,000
2423	Concessions	46,905	60,000	60,000	49,000	60,000
2424	Pool Supplies/Chemicals	12,017	22,000	22,000	15,000	31,500
2426	Program Supplies	2,825	2,800	2,800	2,800	3,000
2430	Repair & Maintenance	25,601	91,000	91,000	55,000	73,000
2910	Refunds	256	1,500	1,500	1,500	1,500
		232,243	383,460	410,121	286,590	331,650
<b>Capital Outlay</b>						
2520	Equipment & Furniture	13,001	17,000	13,090	6,000	30,000
2530	Bldgs. & Other Structures	0	0	13,310	13,300	0
		13,001	17,000	26,400	19,300	30,000
<b>TOTALS</b>		<b>\$675,231</b>	<b>\$928,570</b>	<b>\$964,631</b>	<b>\$785,890</b>	<b>\$860,890</b>

## Parks and Recreation / Dublin Municipal Pools

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### **BUDGET SUMMARY:**

- Account 2110 provides funding for full-time staff allocated to this budget as reflected in the Notes and Adjustments. The decrease presented in this budget for salaries/wages for 2012 is off-set by an increase in salaries/wages for 2012 in the Recreation Services budget.
- Account 2112 provides funding for seasonal staff wages and an overall decrease in part-time staff hours due to a shortened pool season in 2012 compared to 2011.
- Account 2310 provides for utilities.
- Account 2349 provides additional funding for required pool licenses for the North Pool and Ballantrae Spray Park.
- Account 2423 provides funding for supplies to stock the concession stands at the pool facilities. Expenses for supplies are offset by revenue generated.
- Account 2424 provides funding for chlorine and CO2 and reflects an increase in pool chemicals for Ballantrae Spray Park operation.
- Account 2430 includes funding for repairs and painting of the spray features at Dublin Community Pool South.
- Account 2520 includes \$5,000 funding for the replacement of lounge chairs, \$7,000 shade awnings, \$4,000 portable pool vacuum, \$2,000 for safety equipment, \$7,000 for diving boards and includes funding for miscellaneous tools.

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## 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.

---

### **NOTES AND ADJUSTMENTS:**

## 2012 Budget - City of Dublin, Ohio

Permissive Tax

Public Service

Engineering

2010  
Actual

2011  
Budget

2011  
Revised Budget

2011  
Estimate

2012  
Budget

---

216-1330

Capital Outlay

2550	Street Maint. Projects	167,000	167,000	167,000	167,000	1,817,000
		167,000	167,000	167,000	167,000	1,817,000
<b>TOTALS</b>		<b>\$167,000</b>	<b>\$167,000</b>	<b>\$167,000</b>	<b>\$167,000</b>	<b>\$1,817,000</b>

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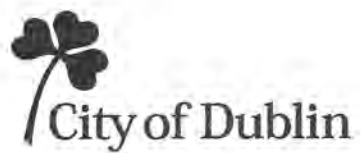
## Permissive Tax Fund

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### **BUDGET SUMMARY:**

- Account 2550 provides funding to make the third of six payments of \$167,000 to the Franklin County Engineer for the Tuttle Crossing Boulevard project, \$1,650.00 provides funding for the Cosgray Road/Shier-Rings Road intersection improvement project.

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## Events Administration

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### **STATEMENT OF FUNCTIONS:**

**Hotel/Motel Tax Fund.** 75% of the hotel/motel tax revenues are credited to Hotel/Motel Tax Fund in accordance with City Ordinance No. 133-87 and the Ohio Revised Code. The remaining 25% is distributed to the Dublin Convention and Visitors Bureau (DCVB). From the Hotel/Motel Tax Fund, the City allocates approximately 25% of the total revenue to the Dublin Arts Council (DAC), up to a maximum as specified in a lease agreement executed for the DAC's use of a City-owned facility. Funds may be distributed to other organizations through City Council review of submitted hotel/motel tax grant applications.

**Events Administration.** City-sponsored events are approved through the regular budget process. For 2012, these include the St. Patrick's Day Parade, Independence Day Celebration, Dublin Irish Festival (DIF) and Spooktacular. Events Administration plans, implements, and manages special 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.

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### **OBJECTIVES AND ACTIVITIES:**

- To plan, implement, and manage City-sponsored festivals, events and parades in a professional and fiscally responsible manner.
- To ensure that City Council's goals of fostering community pride and spirit by creating events and encouraging community participation are achieved.
- To establish, develop, and cultivate effective relations among the City, community organizations and schools involved in special events.
- To help Community events adhere to safety and city ordinances and policies
- To cultivate relationships with cultural and tourism boards in the United States, Canada and Ireland to enhance artistic and cultural elements and increase overnight attendance in Dublin hotels.
- To secure cash, media and in-kind donations for City of Dublin events by creating and maintaining mutually beneficial partnerships with local, regional and national corporations.
- To secure and build relationships with media partners to reach targeted audiences.
- To promote events to local, regional, national and international markets.
- To cultivate relationships with community organizations by providing fundraising opportunities in support of community initiatives.
- To develop and negotiate contracts in conjunction with risk management and legal counsel.
- To develop and manage a wide range of entertainment and activities targeting children, youth and adults.
- To plan and implement special event support services including transportation, accommodations, equipment rentals, electrical and sound services and hospitality.
- To implement safe events through efforts with NIMS training and a comprehensive and citywide safety plan.

---

#### **PERSONNEL DATA**

##### **POSITION TITLE**

Event Manager

**2011**

**CURRENT NUMBER**

1

**2012**

**ADOPTED**

1

Event Administrator

2

2

Staff Assistant

2

2

**TOTAL**

**5**

**5**

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

Intern

1

1

Office Assistant I

1

1

**TOTAL**

**2**

**2**

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### **NOTES AND ADJUSTMENTS:**



## 2012 Budget - City of Dublin, Ohio

Hotel/Motel Tax

City Manager

Events Administration

	2010 Actual	2011 Budget	2011 Revised Budget	2011 Estimate	2012 Budget
<b>217-1130</b>					
Personal Services					
2110	Salaries/Wages	286,939	309,070	309,070	317,040
2111	Overtime Wages	16,554	15,000	15,000	14,000
2112	Other Wages	54,414	50,000	50,000	50,000
2120	Employee Benefits	102,078	110,260	110,260	110,160
2140	Uniforms & Clothing	1,145	1,050	1,050	1,000
		461,130	485,380	485,380	492,200
Other Expenses					
2201	Conferences/Mileage	4,070	5,050	5,050	5,650
2211	Meeting Expenses	1,935	2,100	2,100	2,100
2320	Communications	4,122	4,350	4,394	4,150
2349	Other Professional Serv	1,389,425	1,419,940	1,417,675	1,457,300
2370	Advertising	66,176	71,000	71,000	72,000
2380	Printing & Reproductions	22,393	21,450	21,450	21,950
2390	Misc Contractual Services	2,473	3,300	4,120	4,200
2391	Memberships/Subscriptions	1,975	2,000	2,000	2,640
2410	Office Supplies	4,866	5,000	5,000	5,000
2420	Operating Supplies	244,602	243,450	270,000	270,000
2440	Small Tools & Minor Equip	1,466	6,000	6,000	1,000
2812	Special Projects/Programs	235	4,750	5,120	51,250
2813	Promotional Programs	2,845	3,100	128,100	3,600
2815	Volunteer Program	17,600	21,950	21,950	21,900
2910	Refunds	50	200	1,600	200
		1,764,233	1,813,640	1,965,559	1,922,490
<b>TOTALS</b>		<b>\$2,225,363</b>	<b>\$2,299,020</b>	<b>\$2,450,939</b>	<b>\$2,441,360</b>

# 2012 Budget - City of Dublin, Ohio

**Hotel/Motel Tax**

		2010 Actual	2011 Budget	2011 Revised Budget	2011 Estimate	2012 Budget
<b>Accounting &amp; Auditing</b>						
217-1220						
2390	Misc Contractual Services	2,700	3,000	3,000	3,000	3,000
<b>Streets &amp; Utilities</b>						
217-1320						
2420	Operating Supplies	28,996	31,400	31,400	15,000	20,450
<b>Parks &amp; Open Space</b>						
217-1620						
2420	Operating Supplies	7,191	9,500	9,500	8,200	16,500
<b>Recreation</b>						
217-1630						
2420	Operating Supplies	653	700	700	700	0
<b>Police</b>						
217-1820						
2390	Misc Contractual Services	10,982	21,400	21,400	13,000	21,000
<b>Information Technology</b>						
217-1920						
2330	Rents/Leases	7,000	9,000	9,000	1,700	0
<b>Special Events Total Other Divisions</b>		<b>\$57,522</b>	<b>\$75,000</b>	<b>\$75,000</b>	<b>\$41,600</b>	<b>\$60,950</b>

## Events Administration

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### **BUDGET SUMMARY:**

#### **217-1130**

- Account 2110 provides funding for full-time staffing reflected in Personnel Data and the Notes and Adjustments.
- Account 2112 includes funding for part-time/seasonal staff.
- Account 2211 provides funding for committee luncheons/dinners and sponsorship meetings.
- Account 2320 includes funding for courier services, DIF field phone lines and radio rental for DIF.
- Account 2349 includes professional services for City-sponsored events including photography, marketing and public relations services and graphic design; citywide ASCAP and BMI and SEASAC music licensing; entertainment and activities including fireworks, children's games, parade floats, exhibitors, musicians and dancers. Operational services include sound and electrical professionals, cleaning services, hotels for entertainers, patron shuttle service and credit card processing fees for tickets and beverage tokens for DIF; rentals including tents, generators, ice trucks, lights, port-a-johns, stages, tables, chairs, and golf carts. Payments to beverage fundraising groups for DIF are also included. For the 25<sup>th</sup> Anniversary of the DIF in 2012, a videographer was included to provide a historical record for web videos. A significant amount of these expenditures is offset by revenue generated by the events.
- Account 2370 includes funds for DIF advertising.
- Account 2380 includes funds for DIF print materials including brochures, invitations, tickets and on-site guides.
- Account 2420 includes funding for float supplies, awards, decorations, prizes, crafts, helium, table coverings, signage, wristbands and beverages to sell at DIF. Beverage sales generate significant offsetting revenue.
- Account 2812 provides funding for committee ceremonial needs, funding for the DIF scholarship as well as 25<sup>th</sup> Anniversary Initiatives. One-time costs in this budget include the 2012 Irish Festival Organizers' conference which will be completely offset by revenues.
- Account 2813 provides funding for DIF promotional activities. [Note: The 2011 budget included \$125,000 for the President's Cup.]
- Account 2815 includes funding for DIF volunteer programs including T-shirts, printing, shuttles, and recognition event.

**The following six accounts include budget items formerly included within other funds and division budgets that have been allocated to Events Administration for 2012. This reallocation provides a more complete reflection of the direct costs associated with Events.**

#### **217-1220**

- Account 2390 provides funding to Accounting/Auditing for armored car pick-up of cash during the DIF.

#### **217-1320**

- Account 2420 includes funding to Streets and Utilities for special event materials such as gravel, barrier walls and freestanding fencing.

#### **217-1620**

- Account 2420 includes funding to Parks for mulch and other materials needed for special events.

#### **217-1630**

- Account 2420 includes funding to Recreation for awards and other supplies used for Independence Day activities.

#### **217-1820**

- Account 2390 includes funding to Police for private security hired for Independence Day and DIF.

#### **217-1920**

- Account 2330 provides funding to Information Technology for computer equipment rented for gates and token booths during DIF.

## 2012 Budget - City of Dublin, Ohio

### Hotel/Motel Tax

		2010 Actual	2011 Budget	2011 Revised Budget	2011 Estimate	2012 Budget
<b>Office of the City Manager</b>						
217-1110						
Other Expenses						
2201	Conference/Mileage	0	0	0	0	1,750
2349	Other Professional Services	0	0	11,800	11,800	24,000
2391	Memberships/Subscriptions	0	0	0	0	2,000
2812	Special Projects/Programs	0	0	0	0	75,300
<b>TOTALS</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$103,050</b>

### Finance

#### Taxation

217-1230

#### Other Expenses

2821	Grants/Community Org.	127,763	200,000	197,995	180,000	200,000
2822	Grants/DAC	457,161	465,000	465,000	465,000	471,660
2825	City Sponsored Projects	18,913	0	191,441	191,400	0
2790	Transfers	246,642	166,050	166,050	166,050	163,290
<b>TOTALS</b>		<b>\$850,479</b>	<b>\$831,050</b>	<b>\$1,020,486</b>	<b>\$1,002,450</b>	<b>\$834,950</b>

## Hotel Motel Tax Fund

---

### **BUDGET SUMMARY:**

#### **217-1110**

- Account 2201 provides funding for professional development in public art administration.
- Account 2349 provided funding for a consultant to advise the City on restoration and maintenance of the numerous public art pieces currently owned by the City.
- Account 2812 provides funding for site selection, miscellaneous repairs, scheduled maintenance, and also includes funding for environmentally green products for the Irish Festival.

#### **217-1230**

- Account 2821 is an allocation for grants to community organizations in accordance with the Hotel/Motel Grant Application Guidelines.
- Account 2822 provides funding for distribution with the Dublin Arts Council in accordance with the lease agreement executed for 7125 Riverside Drive.
- Account 2790 transfers funding for debt service associated with the acquisition and renovation of 7125 Riverside Drive.

## Safety/ Police

---

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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### **NOTES AND ADJUSTMENTS:**

## Safety/ Police

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### **BUDGET SUMMARY:**

- There are no requests in the fund for 2012.

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## Safety / Police

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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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### **NOTES AND ADJUSTMENTS:**

## 2012 Budget - City of Dublin, Ohio

Law Enforcement

Safety

Police

		2010 Actual	2011 Budget	2011 Revised Budget	2011 Estimate	2012 Budget
<hr/>						
219-1820						
Other Expenses						
2201	Conferences/Mileage	0	0	0	0	3,000
2330	Rents/Leases	426	2,000	3,574	1,000	2,000
2420	Operating Supplies	6,787	10,000	15,175	7,500	10,000
		7,213	12,000	18,749	8,500	15,000
Capital Outlay						
2520	Equipment & Furniture	26,408	12,750	13,841	12,750	15,950
		26,408	12,750	13,841	12,750	15,950
<b>TOTALS</b>		<b>\$33,621</b>	<b>\$24,750</b>	<b>\$32,590</b>	<b>\$21,250</b>	<b>\$30,950</b>

## Safety / Police

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### **BUDGET SUMMARY:**

- Account 2201 provides funds for crowd control unit training.
- Account 2330 provides for the lease and rental of undercover vehicles used in drug investigations, surveillance and other covert operations.
- Account 2420 provides funds for the increased number of drug investigations to purchase contraband and pay informants.
- Account 2520 provides for crowd control unit less than lethal munitions, uniforms and equipment, and GPS cellular and air data cards.

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## Administrative Services/ Court Services

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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 three dollars (\$3.00) per case; however, Substitute Senate Bill 246 allows the fee to be set as high as ten dollars (\$10.00).

## 2012 Budget - City of Dublin, Ohio

Mayor's Court Computer

Administrative Services

Court Services

		2010 Actual	2011 Budget	2011 Revised Budget	2011 Estimate	2012 Budget
<hr/>						
221-1930						
Other Expenses						
2201	Conference/Mileage	0	0	0	0	1,750
2349	Professional Services	0	98,000	98,000	88,000	0
2351	Maint. of Equipment	9,895	20,800	20,800	10,000	13,200
2410	Office Supplies	464	500	500	500	500
		<hr/>				
		10,359	119,300	119,300	98,500	15,450
Capital Outlay						
2520	Equipment & Furniture	8,497	0	0	0	14,000
		<hr/>				
		8,497	0	0	0	14,000
<b>TOTALS</b>		<b>\$18,856</b>	<b>\$119,300</b>	<b>\$119,300</b>	<b>\$98,500</b>	<b>\$29,450</b>
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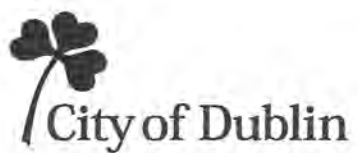
## Administrative Services/ Court Services

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### **BUDGET SUMMARY:**

- Account 2201 provides funding for 1 staff member to attend the Sungard Annual Conference.
- Account 2351 includes funding for computer maintenance fees for Sungard and GBS applications as well as LEADS user fees.
- Account 2520 provides funding for replacement PC's and server hardware for the new case management software.

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## 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.

---

### **NOTES AND ADJUSTMENTS:**

Contributions to this fund represent a percentage of full-time wages. The 2012 revenue estimate assumes a contribution of 0.3% of full-time wages for all City functions.

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.

## 2012 Budget - City of Dublin, Ohio

Accrued Leave Reserves

Finance

Office of the Director

2010  
Actual

2011  
Budget

2011  
Revised Budget

2011  
Estimate

2012  
Budget

---

222-1210

Personal Services

2124	Accrued Leave Payout	219,230	150,000	150,000	75,000	76,600
		219,230	150,000	150,000	75,000	76,600
TOTALS		\$219,230	\$150,000	\$150,000	\$75,000	\$76,600

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## Finance/ Accrued Leave Reserve Fund

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### **BUDGET SUMMARY:**

- Account 2124 reflects the estimated payments that will be made for accrued leaves in 2012 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.

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

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### **STATEMENT OF FUNCTIONS:**

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

Disbursements received from the Wireless 9 -1 -1 Governmental Assistance Fund must be used in accordance with Ohio Revised Code §4931.65, 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. Up to fifty percent of the disbursements received may be used for personnel costs, once all equipment purchases have been completed.

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### **NOTES AND ADJUSTMENTS:**

## 2012 Budget - City of Dublin, Ohio

Wireless 9-1-1 System

Safety

Police

2010  
Actual

2011  
Budget

2011  
Revised Budget

2011  
Estimate

2012  
Budget

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223-1820

Other Expenses

2349	Professional Services	0	95,000	95,000	80,000	0
2790	Transfers	99,999	80,000	80,000	80,000	80,000
		99,999	175,000	175,000	160,000	80,000
<b>TOTALS</b>		<b>\$99,999</b>	<b>\$175,000</b>	<b>\$175,000</b>	<b>\$160,000</b>	<b>\$80,000</b>

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## Police/ Wireless 9-1-1 Fund

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### **BUDGET SUMMARY:**

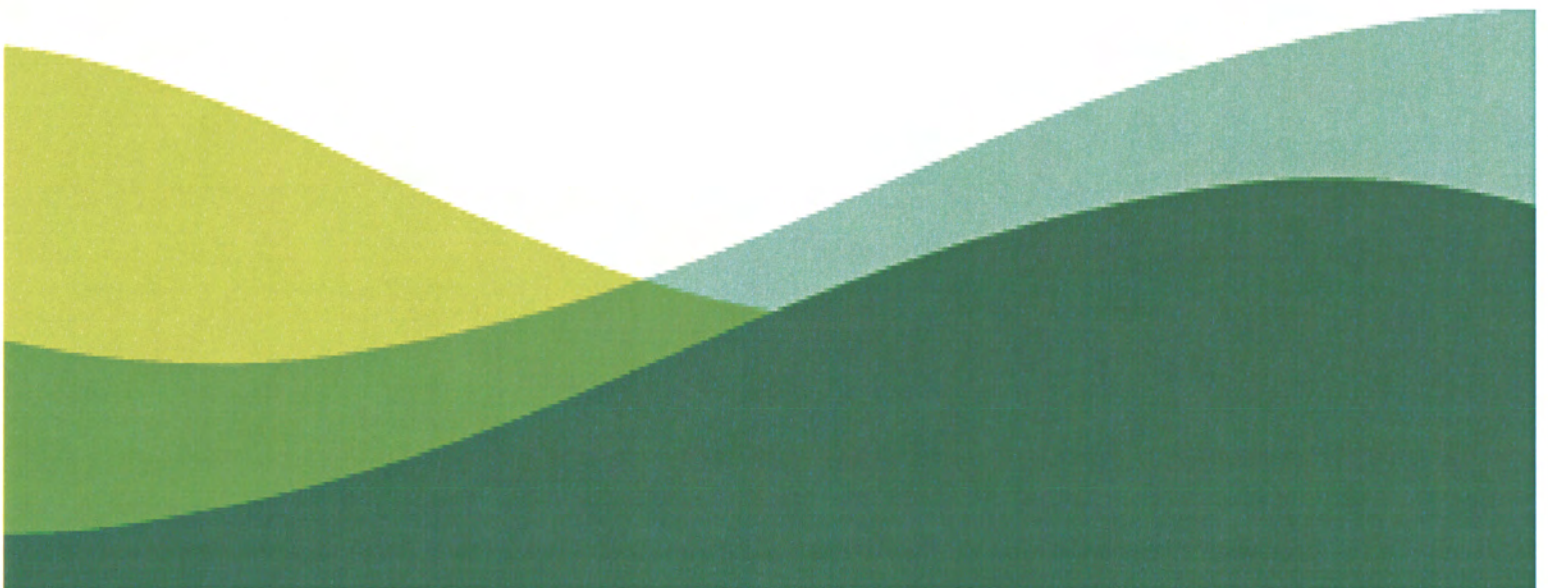
- Account 2790 will be utilized to transfer funds to reimburse the Safety Fund for allowable expenses including eligible personnel expenditures.

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# Debt Service Funds



## 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.

## 2012 Budget - City of Dublin, Ohio

General Debt Service

Finance

Accounting and Auditing

		2010 Actual	2011 Budget	2011 Revised Budget	2011 Estimate	2012 Budget
<hr/>						
310-0210						
Debt Service						
2601	Debt Issuance Costs	16,930	20,000	20,000	20,000	216,000
2610	Principal-Water	269,713	0	0	0	0
2611	Principal-Parks Programs	436,223	274,530	274,530	274,530	281,180
2612	Principal-Transportation	2,971,225	3,074,720	3,074,720	3,074,720	3,143,340
2613	Principal-Land & Bldgs	1,270,076	674,740	674,740	674,740	554,960
2614	Principal-Sewer	130,703	0	0	0	0
2615	Principal-Stormwater	27,975	27,980	27,980	27,980	27,980
2620	Interest-Water	5,589	5,590	5,590	5,590	0
2621	Interest-Parks Programs	186,043	173,410	173,410	173,410	163,110
2622	Interest-Transportation	1,375,837	1,275,830	1,275,830	1,275,830	1,235,780
2623	Interest-Land & Bldgs	274,542	186,530	186,530	186,530	167,700
2624	Interest-Sewer	2,930	0	0	0	0
		6,967,786	5,713,330	5,713,330	5,713,330	5,790,050
<b>TOTALS</b>		<b>\$6,967,786</b>	<b>\$5,713,330</b>	<b>\$5,713,330</b>	<b>\$5,713,330</b>	<b>\$5,790,050</b>

## 2012 Budget - City of Dublin, Ohio

Special Assessment Debt Service Funds  
 Finance  
 Office of the Director

2010 Actual	2011 Budget	2011 Revised Budget	2011 Estimate	2012 Budget
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320-0210

S. A. Debt Service

2790	Transfers	1,608	0	335	330	0
<b>TOTALS</b>		<b>\$1,608</b>	<b>\$0</b>	<b>\$335</b>	<b>\$330</b>	<b>\$0</b>

321-0210

1992 S. A. Debt Service

2301	County Auditors' Deductions	74	0	150	150	150
2612	Principal-Transportation	80,000	85,000	85,000	85,000	90,000
2622	Interest-Transportation	28,800	23,680	23,680	23,680	18,240
<b>TOTALS</b>		<b>\$108,874</b>	<b>\$108,680</b>	<b>\$108,830</b>	<b>\$108,830</b>	<b>\$108,390</b>

322-0210

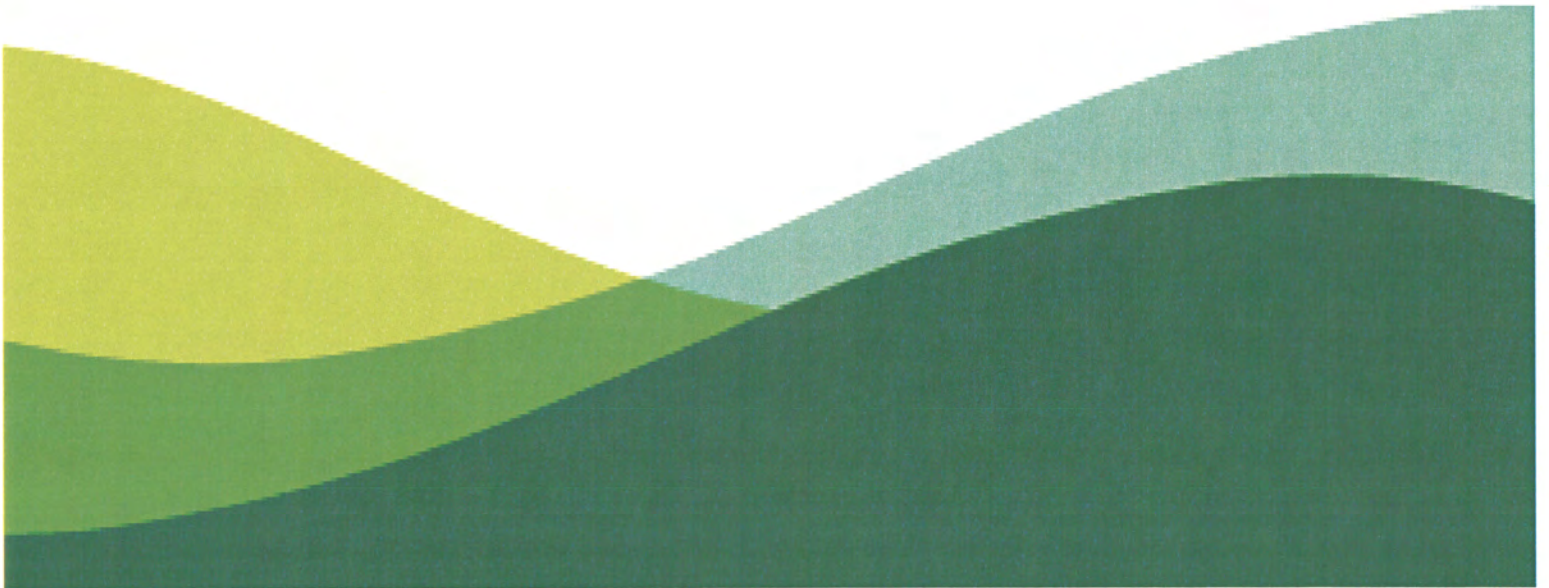
2001 S. A. Debt Service

2301	County Auditor Deductions	292	0	50	50	200
2612	Principal-Transportation	86,119	92,710	92,708	92,700	95,310
2622	Interest-Transportation	22,709	36,610	36,606	36,600	33,320
<b>TOTALS</b>		<b>\$109,120</b>	<b>\$129,320</b>	<b>\$129,364</b>	<b>\$129,350</b>	<b>\$128,830</b>

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# Capital Project Funds



## General Capital Improvements

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### **STATEMENT OF FUNCTIONS:**

This fund was created by City Council and has as its express purposes: 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:**

In accordance with State requirements, separate funds will be established when notes/bonds are issued for specific projects and the associated expenditures will also be assigned to that fund. Funding is based on the 2012 - 2016 Capital Improvements Program. Several significant projects are funded in the 2012 budget. Highlights include:

#### Coffman Park expansion:

In 2010, staff revisited the Coffman Park master plan to verify original assumptions and update it for current conditions. Funds programmed in 2012 will be used to design Coffman Park's first expansion phase which include park utility burial, three bridges crossing the South Fork of Indian Run, park grading and a new entry drive at Commerce Parkway.

#### Emerald Parkway Bridge Park:

This project will provide access to the Scioto River at the Emerald Parkway Bridge. The project will include a permeable surface parking area, pathways and landscaping. This project is in line with Council's goal of providing access to the Scioto River corridor.

#### Dublin Community Pool North renovations:

This project provides for major renovations to the pool that began in 2011. Funds programmed in 2012 include expansion of the concession stand, landscape renovations and building painting.

#### Fleet management program - replacements

On behalf of twenty six different organizations including both local government and private industry, Clean Fuels Ohio coordinated the submission of a statewide project titled the Ohio Advanced Transportation Partnership and submitted a grant through the United States Department of Energy titled the Clean Cities program. The focus area for this grant includes the conversion of traditional fleets to alternative fuel or advanced technology vehicles as well as improving the necessary infrastructure to support these fleet conversions. The City's portion of the grant includes the conversion of 44 City vehicles to compressed natural gas (CNG). The vehicles have been purchased and have been or will be converted in 2011. The future purchase of vehicles will include an evaluation on the ability to replace a vehicle with an alternative fuel or advanced technology vehicle.

#### Annual Maintenance improvements

An emphasis has been placed, and additional funds have been programmed for the maintenance of our existing transportation assets including multi-use paths, pedestrian tunnels and infrastructure repairs. As in previous years, an allocation is included for annual street maintenance.

#### Multi-use paths/bike lanes

Major multi-use paths are programmed in 2012 on Brand Road, Dublin Road South and Glick Road. Funds are programmed to construct a multi-use path along Brand Road, the completion of the Dublin Road South multi-use path between Historic Dublin (Karrer Place) and Tuttle Road and funds are programmed in 2012 for the design and acquisition of the Glick Road multi-use path.

#### Transfers

The majority of the funding programmed for transfers is for debt service obligations on capital projects financed by long-term debt. The transfer to the Land Acquisition Fund will be used to repay a portion of the outstanding advance from the General Fund that was used to acquire land for economic development purposes.

#### Advances

The advances programmed are based on projects programmed in the 2012-2016 CIP that have been identified as infrastructure projects benefiting the reflected TIFs.

## 2012 Budget-City of Dublin, Ohio

Capital Improvement Tax Capital	2010 Actual	2011 Budget	2011 Revised Budget	2011 Estimate	2012 Budget
<b>401-0221</b>					
Other Expenses					
2301 County Auditor Deductions	36,256	20,000	38,050	37,200	40,000
<b>401-0314</b>					
Other Expenses					
2790 Transfers	6,921,750	5,835,980	5,835,980	3,131,100	2,749,680
2791 Advances	207,150	1,500,000	1,500,000	3,699,000	3,550,000
	7,128,900	7,335,980	7,335,980	6,830,100	6,299,680
Capital Outlay					
2510 Land and Land Improvements	120,800	0	0	0	0
2511 Park and Bikeway Improvements	3,140,097	2,595,000	4,253,827	4,253,825	2,499,500
2522 Police Capital Equipment	470,837	760,000	814,330	814,330	165,000
2523 City Maintenance Equipment	1,269,636	1,360,000	2,146,828	2,146,825	1,580,000
2530 Bldgs. & Other Structures	0	265,000	3,065,000	3,065,000	150,000
2550 Transportation Projects	4,282,318	9,178,200	10,663,120	10,620,120	8,651,000
2562 Storm Sewer Improvements	293,214	350,000	365,698	365,690	300,000
2571 Computer hardware/software	832,429	900,000	1,131,931	1,131,930	990,000
2572 Building repairs and renovations	184,436	565,000	602,624	602,620	805,000
2573 Utility burial	0	60,000	60,000	60,000	0
2579 Other Projects	146,714	530,000	605,641	605,640	630,000
2599 Contingencies	9,219	225,000	225,000	225,000	225,000
	10,749,700	16,788,200	23,933,999	23,890,980	15,995,500
<b>TOTALS</b>	<b>\$17,914,856</b>	<b>\$24,144,180</b>	<b>\$31,308,029</b>	<b>\$30,758,280</b>	<b>\$22,335,180</b>



## 2012 Budget-City of Dublin, Ohio

Capital Improvement Tax  
Capital

401-0314

Capital Outlay

<u>2510</u>	<u>Land and Land Improvements</u>		
	Land Acquisition (AL0801)	\$0	
<u>2511</u>	<u>Park and Bikeway Improvements</u>		
	Park renovations/improvements (AR1201)	580,000	
	Darree Fields (GR9901)	275,000	
	Ballantrae (GR0108)	130,000	
	Coffman Park expansion (GR9902)	280,000	
	Campden Lakes/Wedgewood Glen Park (GR1010)	175,000	
	IGS Park (GR1113) (partially TIF funded)	79,500	
	Emerald Parkway Bridge Park (GR1012)	435,000	
	Holder Tract (GR1114)	55,000	
	Dublin Community Pool North renovations (GR1115)	490,000	
		2,499,500	
<u>2522</u>	<u>Police Capital Equipment</u>		
	Replacement lasers (PP0803)	25,000	
	Replacement radars (PP0804)	40,000	
	OptiCom (PP0805)	25,000	
	Panic alarm system upgrade (PP1201)	55,000	
	Ballistic Helmets (PP1202)	20,000	
		165,000	
<u>2523</u>	<u>City Maintenance Capital Projects</u>		
	Fleet management program-replacements (AV1201)	1,080,000	
	Fleet management program-equipment (AV1203)	500,000	
		1,580,000	
<u>2530</u>	<u>Buildings and Other Structures</u>		
	Municipal Facilities (AB0601)	150,000	
		150,000	
<u>2550</u>	<u>Transportation Projects</u>		
	Annual street maintenance program (AT1201)	3,000,000	
	Annual roadside improvements (AT1202)	85,000	
	Annual multi-use path maintenance (AT1203)	350,000	
	Annual multi-use path additions/connections (AT1204)	236,000	
	Annual sidewalk program (AT1206)	375,000	
	Annual parking lot maintenance (AT1207)	250,000	
	Annual pedestrian tunnel maintenance (AT1208)	300,000	
	Annual infrastructure repairs (AT1209)	150,000	
	Annual guardrail replacement (AT1210)	65,000	
	Annual bike rack installation (AT1211)	25,000	
	Relocated Rings Road (ET1119)	90,000	
	Railroad quiet zones (ET1101)(contingent on State funding)	470,000	
	LED street light replacement (ET1103)(Debt funded-\$2,000,000))	0	
	US33/SR161/Post Road eastbound ramps (ET1102)	150,000	
	Coffman/Brand Road intersection (ET1205)	150,000	
	Brand Road Multi-use paths/bike lanes (ET1004)	1,015,000	
	Dublin Road South multi-use path (ET1203)	1,600,000	
	Glick Road multi-use path (ET1204)	340,000	
		8,651,000	

**2012 Budget-City of Dublin, Ohio**

Capital Improvement Tax  
Capital

<u>2562</u>	<u>Stormwater Improvements</u>		
	Annual Storm Sewer maintenance (AF1201)	300,000	300,000
<u>2570</u>	<u>Other Projects &amp; Equipment</u>		
2571	Computer hardware/software (AI1201)	990,000	
2572	Building repairs and renovations (AB1201)	805,000	
2579	Technology improvements (AB0802)	130,000	
2579	Historic Dublin (AB0602)	250,000	
2579	Bridge Street Corridor (AB1301)	<u>250,000</u>	2,425,000
2599	Contingencies (AA1001)	<u>225,000</u>	225,000
<u>2790</u>	<u>Transfers</u>		
	General Debt Service Fund	<u>2,749,680</u>	2,749,680
<u>2791</u>	<u>Advances</u>		
	Tartan West TIF	900,000	
	Frantz Road/Dublin Road TIF	<u>2,650,000</u>	3,550,000
<u>TOTAL</u>			<u>\$22,295,180</u>

## 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 will be reduced to 20 percent (.35 mills). 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 from 2012–2016. This allocation will be reviewed during the CIP process each year and can be reallocated if Council deems it appropriate.

The funding programmed also provides for the City's annual commitment of \$385,000 to the Franklin County Metropolitan Park District to provide financial assistance for land acquisition for the Glacier Ridge Metro Park, the annual debt service payments on the debt issued to acquire the land for the expansion of Coffman Park and the property at the northwest corner of Riverside Drive and Hard Road, and to provide additional funding for the acquisition of the site identified for the future Municipal Building. The final debt service payment for the expansion of Coffman Park will be made in 2020.

## 2012 Budget-City of Dublin, Ohio

Parkland Acquisition Finance Office of the Director		2010 Actual	2011 Budget	2011 Revised Budget	2011 Estimate	2012 Budget
402-0210						
Other Expenses						
2349	Other Professional Services	4,500	0	5,700	5,700	0
2791	Advances	1,065,609	0	0	0	0
		1,070,109	0	5,700	5,700	0
Capital Outlay						
2510	Land and Land Improvements	857,866	650,000	669,180	669,180	460,470
402-0219 (miscellaneous)						
Other Expenses						
2301	County Auditor Deductions	9,098	15,000	15,000	9,300	10,000
402-0314						
Transfers						
2790	Transfers	236,485	228,140	228,140	228,140	225,700
<b>TOTALS</b>		<b>\$2,173,558</b>	<b>\$893,140</b>	<b>\$918,020</b>	<b>\$912,320</b>	<b>\$696,170</b>

## Public Service/ Water Maintenance

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### **STATEMENT OF FUNCTIONS:**

This program is under the joint supervision of the Directors of Streets and Utilities and Engineering. 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 in-house with a significant cost savings.
  - Prepare hydrants for repainting and continue the ongoing maintenance of hydrants.
  - Locate all watch valves.
- 

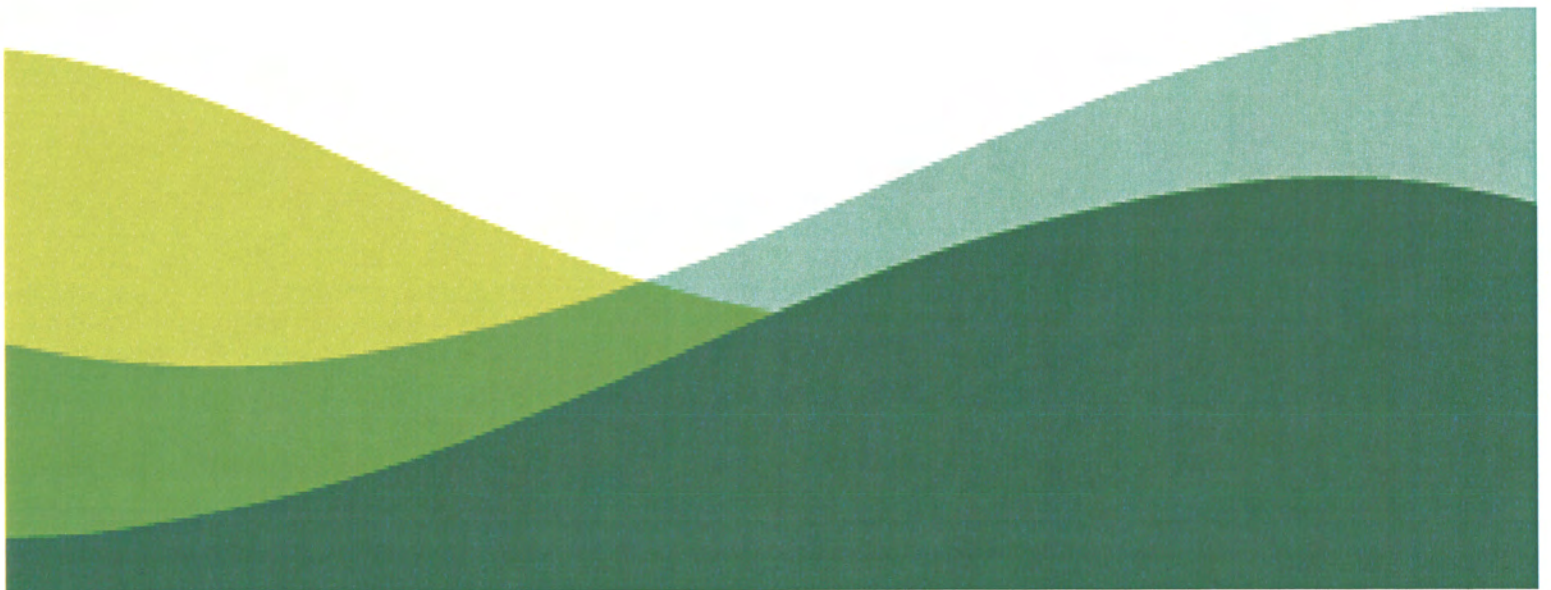
<b><u>PERSONNEL DATA</u></b> <b><u>POSITION TITLE</u></b>	<b><u>2011</u></b> <b><u>CURRENT NUMBER</u></b>	<b><u>2012</u></b> <b><u>ADOPTED</u></b>
Maintenance Worker	<u>1</u>	<u>1</u>
<b>TOTAL</b>	<b>1</b>	<b>1</b>
<b><u>PART-TIME/SEASONAL STAFF</u></b>		
Seasonal Maintenance Worker	<u>1</u>	<u>1</u>
<b>TOTAL</b>	<b>1</b>	<b>1</b>

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### **NOTES AND ADJUSTMENTS:**

Ten percent (10%) of the Operations Administrator position reflected in the Sewer Fund is allocated to this budget. Thirty percent (30%) of a Maintenance Crew Supervisor and twenty (20%) of a Civil Engineer reflected in the Engineering General Fund is also allocated to this budget.

# Enterprise Funds



## 2012 Budget - City of Dublin, Ohio

Water

Public Service

Streets and Utilities

		2010 Actual	2011 Budget	2011 Revised Budget	2011 Estimate	2012 Budget
<hr/>						
610-1320						
Personal Services						
2110	Salaries/Wages	69,297	83,990	90,000	90,000	84,980
2111	Overtime Wages	2,377	1,000	3,000	3,000	1,000
2112	Other Wages	18,154	17,600	17,600	17,600	18,150
2113	Short Term Disability	0	0	200	0	0
2120	Employee Benefits	36,466	64,990	56,780	42,000	38,770
2140	Uniforms & Clothing	1,017	2,300	2,302	2,300	2,300
		<hr/>				
		127,311	169,880	169,882	154,900	145,200
Other Expenses						
2201	Conferences/Mileage	72	0	0	0	300
2303	Hydrant Maint. & Repair	3,385	23,000	37,600	23,000	21,000
2310	Utilities	143,278	151,000	176,586	151,000	155,000
2320	Communications	797	600	600	600	0
2351	Maint. of Equipment	36	1,000	1,000	1,000	500
2390	Misc Contractual Services	21,230	35,000	33,200	30,000	38,000
2420	Operating Supplies	3,353	6,500	6,500	5,000	4,100
2440	Small Tools & Minor Equip	1,043	1,700	1,700	1,700	1,800
2910	Refunds	0	0	3,400	1,600	0
		<hr/>				
		173,194	218,800	260,586	213,900	220,700
<b>TOTALS</b>		<hr/>				
		\$300,505	\$388,680	\$430,468	\$368,800	\$365,900
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## 2012 Budget - City of Dublin, Ohio

Water

Finance

Office of the Director

2010  
Actual

2011  
Budget

2011  
Revised Budget

2011  
Estimate

2012  
Budget

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610-1210

Debt Service

2610	Principal-Water	340,000	360,000	360,000	360,000	375,000
2620	Interest-Water	189,460	167,720	167,720	167,720	208,200
		529,460	527,720	527,720	527,720	583,200
<b>TOTALS</b>		<b>\$529,460</b>	<b>\$527,720</b>	<b>\$527,720</b>	<b>\$527,720</b>	<b>\$583,200</b>

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## Public Service/ Water Maintenance

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### **BUDGET SUMMARY:**

- Account 2110 provides funding for full-time staffing reflected in the Personnel Data and Notes and Adjustments.
- Account 2112 provides funding for part-time/seasonal staff.
- Account 2310 provides funding for utility costs related to the operation of the water system.
- Account 2390 provides funding for flushing and pumping of hydrants completed by the Washington Township Fire Department.
- Accounts 2610 and 2620 provide funding for debt service obligations for the Rings Road/Blazer Parkway water tower and Darree Fields water tower.

## 2012 Budget - City of Dublin, Ohio

Water

Public Service

Engineering

		2010 Actual	2011 Budget	2011 Revised Budget	2011 Estimate	2012 Budget
<hr/>						
610-1330						
Personal Services						
2110	Salaries/Wages	13,417	14,170	14,170	14,150	14,440
2120	Employee Benefits	5,670	2,330	5,730	5,730	5,740
		19,087	16,500	19,900	19,880	20,180
Other Expenses						
2201	Conferences/Mileage	0	2,500	2,500	2,500	2,900
2349	Other Professional Serv	69,390	45,000	65,004	65,000	65,000
2390	Misc Contractual Services	45,859	45,000	48,856	45,000	45,000
		115,249	92,500	116,360	112,500	112,900
Capital Outlay						
2520	Equipment & Furniture	0	150	150	150	0
2561	Water System Imp.	490,581	1,315,000	1,561,803	1,315,000	850,000
		490,581	1,315,150	1,561,953	1,315,150	850,000
<b>TOTALS</b>		<b>\$624,917</b>	<b>\$1,424,150</b>	<b>\$1,698,213</b>	<b>\$1,447,530</b>	<b>\$983,080</b>

## Public Service/ Water Maintenance

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### **Budget Summary:**

- Accounts 2110 provides funding for full-time staffing reflected in the Personnel Data and Notes and Adjustments.
- Account 2349 provides funding to maintain the computer modeling program used to track water pressure and identify system needs. Also included is funding for water tower inspections and unserved area investigation.
- Account 2561 provides funding as identified in the 2012-2016 CIP: \$500,000 for water line replacement, \$85,000 for booster station upgrades, and \$265,000 for Fishel Drive watermain extension.

## Public Service/ Sewer Maintenance

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### **STATEMENT OF FUNCTIONS:**

This work program is under the joint supervision of the Deputy City Manager, and the Directors of Streets and Utilities, and Engineering. This work unit includes planning and design of all new construction, improvements and removal of infiltration and inflow sources. Streets and Utilities are responsible for the execution of maintenance on the entire sanitary sewer system, and also conducts 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 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 and a service contract.

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### **OBJECTIVES AND ACTIVITIES:**

- To minimize infiltration and inflow in both the public and private portions of the sanitary sewer system.
  - 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.
- 

<b><u>PERSONNEL DATA</u></b>	<b><u>2011</u></b>	<b><u>2012</u></b>
<b><u>POSITION TITLE</u></b>	<b><u>CURRENT NUMBER</u></b>	<b><u>ADOPTED</u></b>
Engineering Project Inspector	1	1
Operations Administrator	1	1
Maintenance Crew Supervisor	1	1
Maintenance Worker	<u>6</u>	<u>6</u>
<b>TOTAL</b>	<b>9</b>	<b>9</b>
<b><u>PART-TIME/SEASONAL STAFF</u></b>		
Seasonal Maintenance Worker	<u>2</u>	<u>2</u>
<b>TOTAL</b>	<b>2</b>	<b>2</b>

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### **NOTES AND ADJUSTMENTS:**

The Operations Administrator position is allocated 84% to this budget. Fifty percent (50%) of a Maintenance Crew Supervisor position and fifty percent (50%) of a Civil Engineer position reflected in the Engineering General Fund is also allocated to this budget.

## 2012 Budget - City of Dublin, Ohio

Sewer

Public Service

Streets and Utilities

		2010 Actual	2011 Budget	2011 Revised Budget	2011 Estimate	2012 Budget
<hr/>						
620-1320						
Personal Services						
2110	Salaries/Wages	400,961	420,860	420,520	402,000	444,710
2111	Overtime Wages	8,142	12,080	12,080	8,400	12,080
2112	Other Wages	10,522	32,300	32,300	32,300	32,800
2113	Short Term Disability	0	0	340	0	0
2120	Employee Benefits	158,833	159,360	159,360	159,360	184,410
2140	Uniforms & Clothing	4,569	9,450	9,612	9,450	9,450
		<hr/>				
		583,027	634,050	634,212	611,510	683,450
Other Expenses						
2201	Conferences/Mileage	1,900	2,200	2,200	2,200	8,900
2320	Communications	591	0	620	620	0
2349	Other Professional Serv	67,940	70,000	70,000	55,000	20,000
2351	Maint. of Equipment	16,703	23,300	32,469	23,300	19,500
2390	Misc Contractual Services	91,710	128,890	136,135	128,890	149,900
2410	Office Supplies	420	500	500	500	500
2420	Operating Supplies	8,727	5,750	13,001	13,000	6,100
2430	Repair & Maintenance	19,528	22,500	22,500	20,000	20,500
2440	Small Tools & Minor Equip	1,995	2,000	2,000	2,000	1,200
2910	Refunds	624	0	2,000	2,000	0
		<hr/>				
		210,138	255,140	281,425	247,510	226,600
Capital Outlay						
2520	Equipment & Furniture	16,452	12,000	12,000	12,000	11,300
2563	Sanitary Sewer Imp.	121,347	50,000	450,202	400,000	25,000
		<hr/>				
		137,799	62,000	462,202	412,000	36,300
<b>TOTALS</b>		<hr/>				
		\$930,964	\$951,190	\$1,377,839	\$1,271,020	\$946,350
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## 2012 Budget - City of Dublin, Ohio

Sewer

Finance

Office of the Director

		2010 Actual	2011 Budget	2011 Revised Budget	2011 Estimate	2012 Budget
<hr/>						
620-1210						
Debt Service						
2614	Principal-Sewer	1,036,186	1,082,500	1,082,500	1,082,500	1,125,600
2624	Interest-Sewer	503,192	456,580	456,580	456,580	461,680
		1,539,378	1,539,080	1,539,080	1,539,080	1,587,280
<b>TOTALS</b>		<b>\$1,539,378</b>	<b>\$1,539,080</b>	<b>\$1,539,080</b>	<b>\$1,539,080</b>	<b>\$1,587,280</b>

## Public Service/ Sewer Maintenance

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### **BUDGET SUMMARY:**

- Account 2110 provides funding for staffing reflected in the Personnel Data and Notes and Adjustments.
- Account 2201 includes funding for the training of personnel in accordance with Occupational Safety and Health Administration (OSHA) requirements, and enrollment of one crew supervisor in the Ohio Certified Public Managers educational program.
- Account 2349 includes funding for services related to televising and cleaning the sewer system, as well as completing warranty inspections on previously lined sewers.
- Account 2351 includes funding to maintain and repair sewer equipment.
- Account 2390 includes funding for the pump station maintenance contract, Delaware County Engineering Fund, contracted fees to dump sewer trucks, and contracted storm sewer repairs.
- Account 2420 is funding for supplies necessary for doing in-house sewer cleaning and repairs.
- Account 2430 provides funding for the repair and maintenance of the sewer system including grades rings, ground rims/covers, precast concrete inlets and bioxide treatment.
- Account 2520 provides funding for the replacement of two flow meters and misc. components.
- Account 2563 provides contingency funding for lining and repair of main lines.
- Accounts 2614 and 2624 provide funding for debt service obligations related to the Upper Scioto West Branch Interceptor and sewer relining.

## 2012 Budget - City of Dublin, Ohio

Sewer

Public Service

Engineering

	2010 Actual	2011 Budget	2011 Revised Budget	2011 Estimate	2012 Budget
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620-1330

Personal Services

2110	Salaries/Wages	94,130	95,950	95,950	95,950	99,300
2111	Overtime Wages	4,853	3,500	5,400	5,400	0
2120	Employee Benefits	35,427	32,750	42,800	42,800	50,010
2140	Uniforms & Clothing	160	500	500	500	550
		134,570	132,700	144,650	144,650	149,860

Other Expenses

2201	Conferences/Mileage	421	500	600	600	2,500
2349	Other Professional Serv	1,515	45,000	90,009	90,000	179,120
2420	Operating Supplies	0	2,100	2,100	2,100	4,000
		1,936	47,600	92,709	92,700	185,620

Capital Outlay

2563	Sanitary Sewer Imp.	329,395	360,000	360,000	360,000	0
		329,395	360,000	360,000	360,000	0
<b>TOTALS</b>		<b>\$465,901</b>	<b>\$540,300</b>	<b>\$597,359</b>	<b>\$597,350</b>	<b>\$335,480</b>

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## Public Service/ Sewer Maintenance

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### **Budget Summary:**

- Accounts 2110 provides funding for staffing reflected in the Personnel Data and Notes and Adjustments.
- Account 2349 provides funding to maintain the computer modeling program. Professional services will also be used to investigate areas currently not served by the public sewer system.

## 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.

## 2012 Budget - City of Dublin, Ohio

Merchandising

City Manager

Community Relations

	2010 Actual	2011 Budget	2011 Revised Budget	2011 Estimate	2012 Budget
<hr style="border: 1px solid black;"/>					
630-1130					
Other Expenses					
2390    Misc Contractual Services	54	0	200	200	200
2420    Operating Supplies	8,268	8,000	7,800	7,800	7,800
	8,322	8,000	8,000	8,000	8,000
<b>TOTALS</b>	<b>\$8,322</b>	<b>\$8,000</b>	<b>\$8,000</b>	<b>\$8,000</b>	<b>\$8,000</b>

## Merchandising Fund

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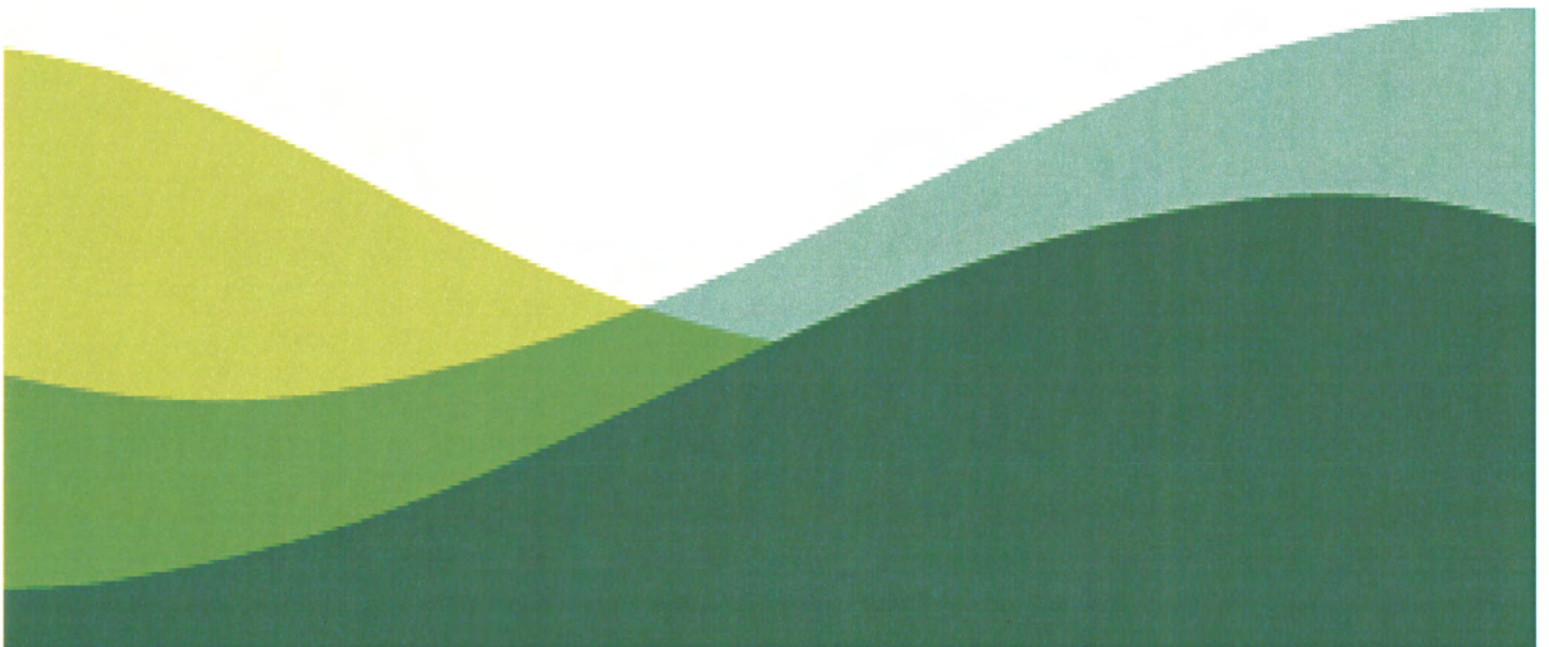
### **BUDGET SUMMARY:**

- Account 2420 provides funding to buy merchandise for resale.

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# **Internal Service Funds**



## 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 2012 funds have been programmed for the non-union personnel and the United Steelworkers of America to participate in the City-wide health plan, Healthy By Choice (HBC). In 2012, the Fraternal Order of Police - Ohio Labor Council (Communication Technicians) and the Fraternal Order of Police - City Lodge Number 9 (Police) will continue to participate in traditional health plans, but will participate in the City-wide health plan in 2013. The Employee Benefits Self-Insurance Fund will continue the wellness benefit and the child care Flexible Spending Account benefit for all full-time employees who participate in HBC. The City-wide health plan includes an optional Health Savings Account (HSA) and will include only two funding levels to match the two HSA employer contribution levels for an employee and family. In anticipation of all employee groups moving to the City-wide health plan by 2013 and an evaluation of the existing fund balance in the Employee Benefits Self-Insurance Fund, only two funding levels are included for all employees. The funding levels are listed below.

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### **NOTES AND ADJUSTMENTS:**

The annual funding levels ("premium equivalent") for 2012 for all employee groups is as follows:

Employee	\$ 5,323
Family	\$ 17,098

Included in this fund is the third party administration for the short-term disability benefit provided to non-bargaining employees. This addition was part of the leave program that was approved by City Council in October, 2008. Also funded are the health screenings, health coaching, and health risk appraisal that are included as part of HBC.

## 2012 Budget - City of Dublin, Ohio

Emp. Benefits Self Ins.

City Manager

Human Resources

		2010 Actual	2011 Budget	2011 Revised Budget	2011 Estimate	2012 Budget
<hr/>						
701-1120						
Personal Services						
2112	Other Wages	10,826	25,200	25,200	23,200	24,880
2120	Employee Benefits	1,673	2,350	2,350	2,350	3,850
		12,499	27,550	27,550	25,550	28,730
Other Expenses						
2309	Third Party Admin.	248,366	250,000	253,445	250,000	202,370
2361	Medical,Dental,Rx,Vision	4,083,628	4,759,900	4,098,988	3,148,900	3,687,150
2364	Stop Loss Coverage	342,943	332,000	332,000	332,000	326,940
2366	Employer HSA Contribution	0	0	721,500	721,500	904,680
2390	Misc Contractual Services	91,905	99,800	155,157	99,800	134,900
		4,766,842	5,441,700	5,561,090	4,552,200	5,256,040
<b>TOTALS</b>		<b>\$4,779,341</b>	<b>\$5,469,250</b>	<b>\$5,588,640</b>	<b>\$4,577,750</b>	<b>\$5,284,770</b>
<hr/>						



## Internal Service/ Employee Benefits Self Insurance

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### **BUDGET SUMMARY:**

- Account 2112 provides funding for fifty percent (50%) cost-sharing of the Wellness Coordinator part-time position and the Intern position between this budget and the Recreation Services budget.
- Account 2309 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 2361 includes funding for the City's contributions towards the employee's deductible and all medical, dental, pharmacy and vision claims.
- Account 2364 provides funding for a stop-loss insurance policy to protect the City against catastrophic or extraordinarily high cost claims.
- Account 2366 provides funding for the employer contributions (funded at 85%) for HSA contribution. Funding projections have increased for 2012 based on the fact that more employees met health target measures in 2011 than originally projected.
- Account 2390 includes funding for the City's comprehensive wellness benefit. Funding is included for continuation of the comprehensive health risk assessment, on-site screenings and health coaching. Also funded is continuation of professional benefits consultation, continuation of return on investment analysis, and further review of plan design.

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## **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, 2012 - December 31, 2012. This budget also reflects estimated fees for excess workers' compensation insurance coverage and volunteer insurance coverage.

## 2012 Budget - City of Dublin, Ohio

Workers' Comp. Self Ins.

City Manager

Human Resources

		2010 Actual	2011 Budget	2011 Revised Budget	2011 Estimate	2012 Budget
<hr/>						
703-1120						
Other Expenses						
2309	Third Party Admin.	20,945	34,921	34,921	34,920	35,930
2363	Claims	109,627	273,486	273,486	150,000	207,000
2364	Stop Loss Coverage	68,551	79,400	79,400	79,400	80,500
2390	Misc Contractual Services	0	4,000	4,000	2,000	4,000
		199,123	391,807	391,807	266,320	327,430
<b>TOTALS</b>		<b>\$199,123</b>	<b>\$391,807</b>	<b>\$391,807</b>	<b>\$266,320</b>	<b>\$327,430</b>
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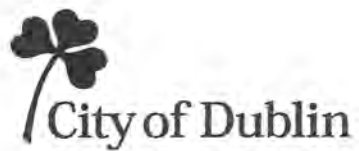
## Internal Service/ Workers' Compensation Fund

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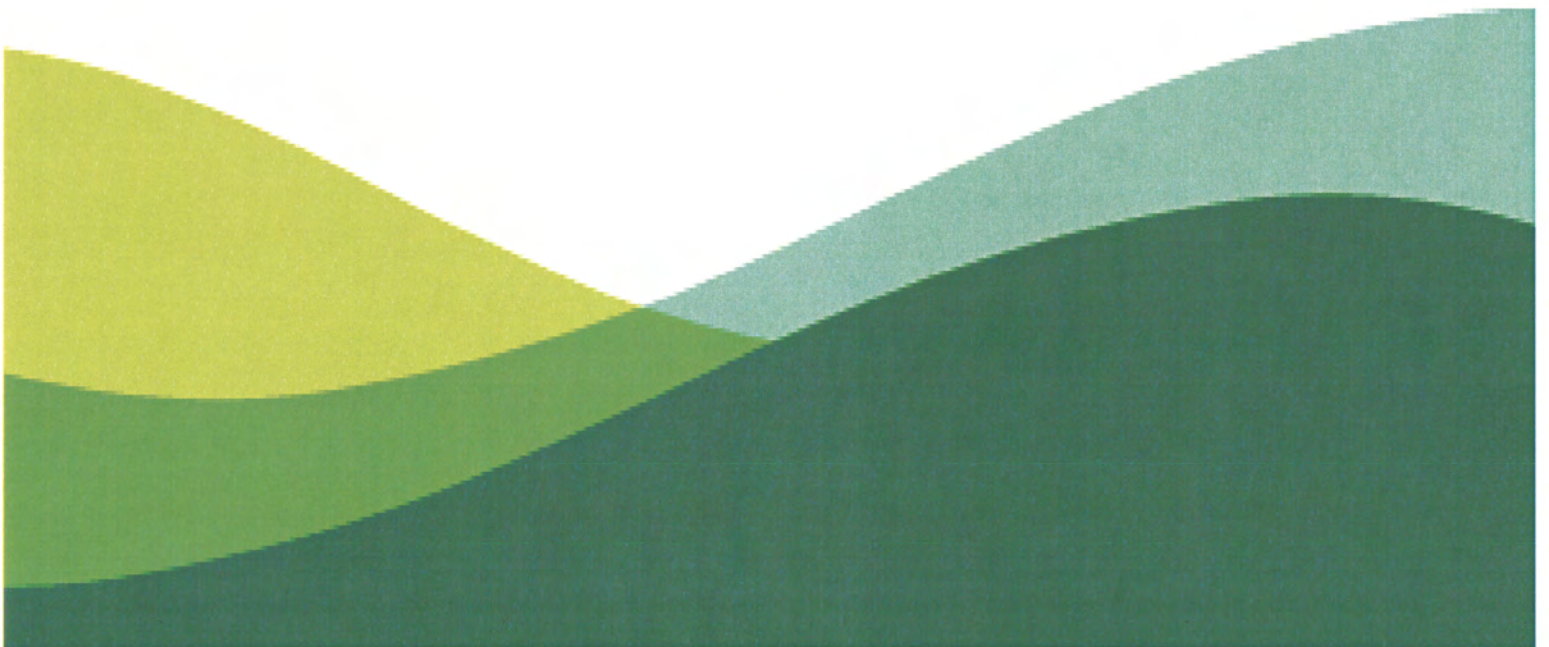
### **BUDGET SUMMARY:**

- Account 2309 includes the administrative fee for the self-funded program, independent medical evaluations of injured employees, and administrative fees for the state tail fund.
- Account 2363 funds medical and indemnity reserves for prior year claims, and estimated 2011 claims.
- Account 2364 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.
- Account 2390 provides funds for investigation of fraudulent claims.

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# Fiduciary Funds



## Fiduciary Funds

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### **STATEMENT OF FUNCTIONS:**

These funds reflect the cost of reimbursing developers for the cost of installing certain public improvements (water & sewer reimbursement) and for refunding permit bonding fees deposited with the City to ensure completion of a project. A specific agency fund has been established for the collection of taxes on behalf of the Dublin Convention & Visitors Bureau, the tracking of unclaimed funds, the collection and distribution of a building surcharge mandated by State law, for the collection and distribution of income tax revenues that are required, by Revenue Sharing Agreements, to be shared with the Dublin City School District and for an agency fund to track the revenue and expenditures of the Central Ohio Interoperable Radio System (COIRS) established between the City of Dublin, the City of Worthington and Delaware County.

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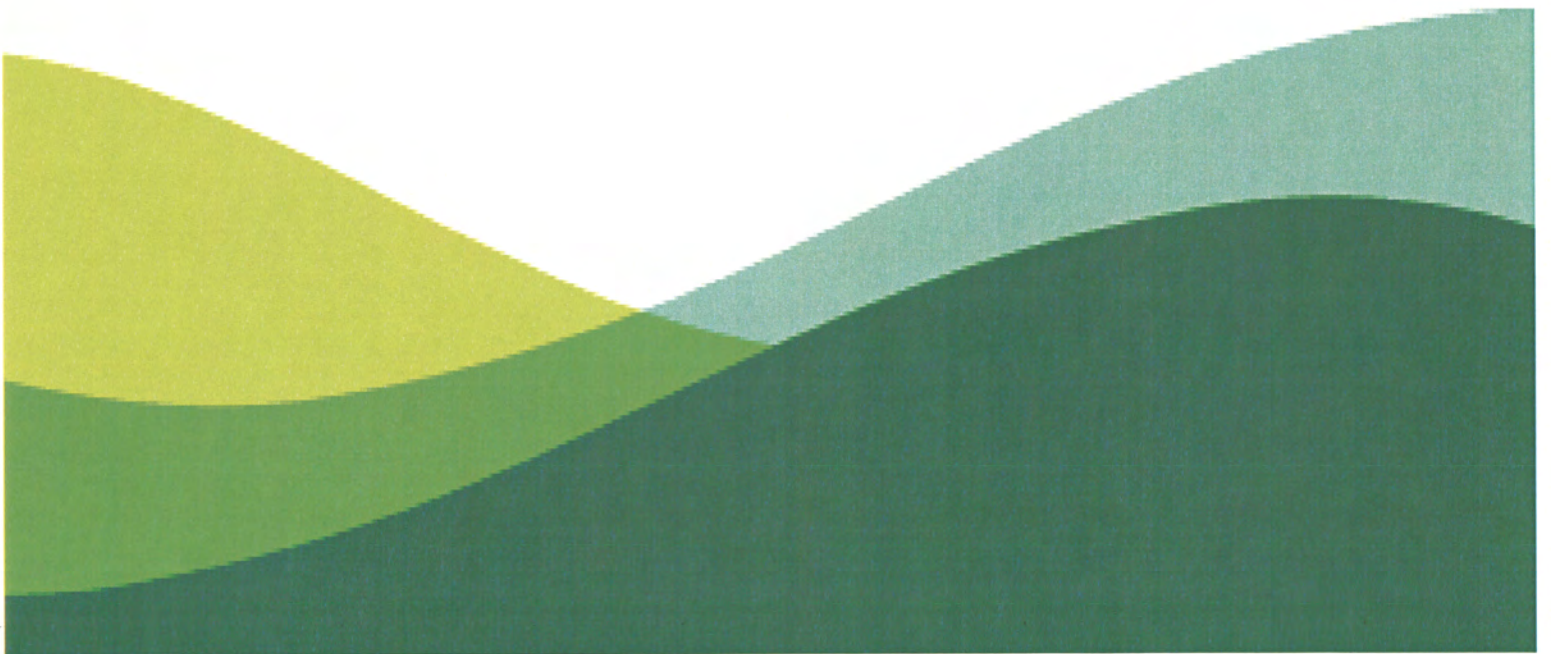
### **NOTES AND ADJUSTMENTS:**



## 2012 Budget - City of Dublin, Ohio

Fiduciary Funds		2010	2011	2011	2011	2012
Finance		Actual	Budget	Revised Budget	Estimate	Budget
Office of the Director						
Income Tax Revenue Sharing						
<u>802-0210</u>						
2390	Contractual Obligation-CRAs	338,139	159,160	159,156	123,115	0
<b>TOTALS</b>		<b>\$338,139</b>	<b>\$159,160</b>	<b>\$159,156</b>	<b>\$123,115</b>	<b>\$0</b>
<u>803-0210</u>						
2911	Refunds-Gen Unclaimed Checks	944	0	5,000	5,000	0
2913	Refunds-Unclaimed Income Tax	461	0	200	200	0
<b>TOTALS</b>		<b>\$1,405</b>	<b>\$0</b>	<b>\$5,200</b>	<b>\$5,200</b>	<b>\$0</b>
Dublin Convention and Visitors Bureau						
<u>804-0211</u>						
2824	Payment to Dublin Convention & Visitors Bureau	\$504,451	\$483,300	\$516,670	\$516,670	\$483,300
<b>TOTALS</b>		<b>\$504,451</b>	<b>\$483,300</b>	<b>\$516,670</b>	<b>\$516,670</b>	<b>\$483,300</b>
Agency Fund						
<u>805-0210</u>						
2304	Sewer Tap Paybacks	267,874	220,000	350,000	350,000	220,000
2910	Refunds	143,103	10,000	10,000	10,000	10,000
2914	Refunds-Conditional Occupancy	110,350	150,000	150,000	150,000	150,000
2915	Refunds-BD of Bldg Stds-Res	2,186	0	3,005	3,000	0
2916	Refunds-BD of Bldg Stds-Comm	6,962	15,000	16,959	15,000	15,000
2917	Refunds-CRC Deposits	28,990	40,000	40,000	40,000	40,000
2918	Refunds-DCRC Sea Dragons	0	0	17,350	17,350	17,000
2919	Refunds-Theatre Admission	1,232	0	0	0	0
2923	Refunds-Washington Twp	3,285	3,000	3,000	3,000	3,000
<b>TOTALS</b>		<b>\$563,982</b>	<b>\$438,000</b>	<b>\$590,314</b>	<b>\$588,350</b>	<b>\$455,000</b>
Central Ohio Interoperable Radio System (COIRS)						
<u>807-1210</u>						
2310	Utilities	1,379	3,600	4,221	3,600	5,000
2345	Legal Services	3,733	4,000	4,268	4,000	4,000
2349	Professional Services	0	0	0	0	23,000
2351	Maintenance of Equipment	0	56,000	63,375	56,000	74,000
2360	Insurance and Bonding	6,969	7,000	7,125	7,000	10,000
2990	Contingencies	0	35,000	27,500	5,000	10,000
<b>TOTALS</b>		<b>\$12,081</b>	<b>\$105,600</b>	<b>\$106,489</b>	<b>\$75,600</b>	<b>\$126,000</b>

# Glossary



## 2012 OPERATING BUDGET – CITY OF DUBLIN, OHIO

### GLOSSARY OF TERMS

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

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

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

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

**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 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)** –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.

## 2012 OPERATING BUDGET – CITY OF DUBLIN, OHIO

**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.

**Council-Manager form of government** – the form of government in which an elected City Council hires a professional city manager to serve as the chief administrative official for the City, as opposed to an elected mayor.

**Contingency** – a budgeted reserve set aside for emergencies or unforeseen expenditures not otherwise included within the budget.

**Cost of Services Study** – study conducted each year to determine the fees to be charged for various programs and services throughout the City. This study is a comprehensive review of the allocation of City costs to all City programs to ensure that fees charged accurately reflect the costs associated with provision of that service or program.

**Debt Service** – the cost of paying principal and interest on borrowed funds according to a predetermined schedule.

**Dublin Convention and Visitors Bureau Fund** - accounts for 25% of the tax imposed on establishments that provide 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.

## 2012 OPERATING BUDGET – CITY OF DUBLIN, OHIO

**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.

**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.

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

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

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

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

**Home rule** – the term used to describe the powers of municipal corporations operating under a charter which provides for or authorizes a method of procedure in the passage and publication of legislation, the making of improvements, and the levying of assessments differing from the method prescribed by general law, may pass and publish such legislation, make such improvements, and levy such assessments under the general law or in accordance with the procedure provided for or authorized by its charter.

**Hotel Motel Tax Fund** – fund into which taxes derived from hotel room stays (bed taxes) are deposited; this fund accounts for 75% of the tax imposed on establishments that provide sleeping accommodations for transient guests. Expenditures are restricted to the advancement of cultural development, beautification of public property, improvement of the historic district and any other project or expenditure which would enhance the City’s appeal to visitors and tourists.

## 2012 OPERATING BUDGET – CITY OF DUBLIN, OHIO

**Income Tax Revenue Sharing Fund** – fund into which income taxes to be shared with Dublin City Schools in conjunction with certain economic development agreements are deposited for payment to the schools.

**Infrastructure** – the physical assets of a government, including but not limited to public buildings, streets, curbs and traffic control devices, water and sewer facilities, and parks and public lands.

**Internal service fund** - used to account for the financing of goods or services provided by one department or agency of the City to other departments or agencies on a cost-reimbursement basis. Charges are intended only to recoup the total cost of such services.

**Lapse of appropriation** – the expiration of appropriation authority at the end of the fiscal year if it is neither expended nor encumbered for a specific purpose.

**Law Enforcement Trust Fund** - accounts for all cash or cash proceeds that are a result of contraband property seizures and forfeitures of property.

**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.

**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.

**Permissive Tax Fund** - accounts for permissive tax fees received in addition to the motor vehicle license tax. Expenditures are restricted to construction or permanent improvements of the streets and state highways within the City.

## 2012 OPERATING BUDGET – CITY OF DUBLIN, OHIO

**Personal Services** – a category of expenditures that represents the amounts paid for all costs associated with personnel, including wages and benefits paid by the City.

**Policy** – a guiding principal which defines the underlying rules which will direct decision-making processes.

**Program** – a group of related activities intended to accomplish a specific objective.

**Recreation Fund** - created to account for revenues and expenditures for parks and recreation programs and activities, including the Community Recreation Center.

**Reserve** – funds set aside that are earmarked for a specific future use.

**Revenue** – sources of income received during a fiscal year, operating transfers from other funds, and other financing sources such as the proceeds derived from the sale of fixed assets.

**Safety Fund** - accounts for revenues and expenditures for the operations of the City's Police Department. Major revenue sources are property taxes and subsidies from the General Fund.

**Service Payment** – payment made in lieu of real estate taxes for purposes of retiring debt for improvements in a designated tax-increment financing (TIF) district.

**Sewer Fund** - provided to account for capacity charges for connecting into the sewer system and the costs associated with the maintenance and repair of the City's sewer lines.

**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.

## 2012 OPERATING BUDGET – CITY OF DUBLIN, OHIO

**Swimming Pool Fund-** includes revenues and expenditures for outdoor swimming pool programs and activities at both outdoor facilities, excluding the capital cost of the swimming pool.

**Tax-increment financing (TIF)** - A method used for funding public improvements whereby real estate tax revenue increases resulting from those improvements are directed toward paying for those improvements.

**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.



# RECORD OF ORDINANCES

Ordinance No. 60-11

Passed \_\_\_\_\_, 20\_\_\_\_

**AN ORDINANCE ADOPTING THE ANNUAL OPERATING BUDGET  
FOR THE FISCAL YEAR ENDING DECEMBER 31, 2012  
AND DECLARING AN EMERGENCY**

**WHEREAS**, Section 8.02(a) of the Dublin City Charter requires the City Manager to prepare and submit the annual budget to City Council; and

**WHEREAS**, City Council has received and reviewed the annual budget for 2012; and

**WHEREAS**, the Administration has incorporated in the attached 2012 Operating Budget modifications as requested by City Council as a result of the budget review workshops.

**NOW, THEREFORE, BE IT ORDAINED** by the Council of the City of Dublin, State of Ohio, 6 of the elected members concurring that:

Section 1. The 2012 Annual Operating Budget attached as an Exhibit be, and hereby is, approved.

Section 2. This ordinance is declared to be an emergency necessary to protect the health, safety and welfare of the residents of the City, and for the further reason that the annual operating budget must be in effect by January 1, 2012.

Passed this 12th day of December, 2011.

Timothy A. Leeblider  
Mayor - Presiding Officer

ATTEST:

Anne @ Clarke  
Clerk of Council



**To:** Members of Dublin City Council  
**From:** Marsha I. Grigsby, City Manager *MIG/S*  
**Date:** December 8, 2011  
**Initiated By:** Angel Mumma, Deputy City Manager/Director of Finance  
**Re:** Ordinance No. 60-11 - 2012 Operating Budget Follow-Up to the November 21, 2011 City Council Workshop

## Background

Ordinance No. 60-11 authorizes the adoption of the City's 2012 Operating Budget. City Council reviewed the proposed budget during workshops held on November 16, and November 21, 2011. Line item adjustments and any typographical errors from the budget workshops have been corrected and are incorporated into the final 2012 Operating Budget document. Also attached is the follow-up memo from the November 16<sup>th</sup> budget workshop.

The following is a recap of adjustments and pending items from the budget workshop on November 21<sup>st</sup>.

## Adjustments

No accounting adjustments were necessary from the November 21<sup>st</sup> budget workshop.

## Follow-up Items – 2012 Operating Budget

- DCRC-Facilities

*City Council asked staff to re-visit the calculation of employee benefits allocated in the DCRC-Facilities account (2120) on page 176 in the budget because it appeared high.*

Finance staff have reviewed the amount and confirmed it is correct in the 2012 budget. The allocation appears high compared to the salary allocation because of the transfer of Facilities staff between the Facilities account in the General Fund and the DCRC account and because of employee-initiated options or changes between single and family health insurance coverage.

- DCRC-Recreation Services

*During the budget workshop, Matt Earman, Director of Recreation Services asked about the status of an Aquatics Coordinator position.*

Upon review it was noted that the position that Mr. Earman referenced is a Recreation Operations Coordinator position. The position did not appear in the list of 2011 Adopted Personnel for the DCRC in the 2011 Operating Budget as it was under review by the City's Human Resources (HR) Work Unit. After review, HR's determination was not to fill the position.

For the 2012 Operating Budget, a concerted effort was made to remove any positions that had been unfunded previously. Therefore, the position is not included in the 2012 Operating Budget.

Follow-up Items – For Report Back to City Council in December 2011 or Early 2012

During the budget workshop, other issues were raised by City Council that were not directly related to the 2012 Operating Budget, but will need follow-up in December 2011 or in the first quarter of 2012.

- City Manager's Office

There was a brief discussion regarding the funding allocations made for the Dublin Convention & Visitors Bureau (DCVB) and the Dublin Arts Council (DAC). City Council asked that it be noted as a follow-up item to be referred to the Finance Committee of City Council in 2012.

The Presidents Cup, a prestigious international team match-play golf competition will be hosted in Dublin in 2013 at the Muirfield Village Golf Club. City Council requested that staff review and evaluate landscaping and maintenance during 2012 so that needs specific to the Presidents Cup are anticipated for 2013. Staff will forward any related information to City Council as it becomes available.

- Legislative Affairs

City Council asked that information be provided to the City's Law Director with regard to the possibility of making a change to the City's campaign finance law requirement for publishing campaign finance reports. Currently, the reports are published in the newspaper as well as on the City's website. City Council believes that publishing the campaign finance reports on the City's website is adequate. The matter has been forwarded to the City's Law Director for review and to prepare the amendments to the existing legislation. Information will be forwarded to City Council in the first quarter of 2012.

- Finance

City Council recently received copies of the City's Comprehensive Annual Financial Report (CAFR) for calendar year 2010 and the related Independent Auditor's Report and Management Letter issued by the City's Independent Accounting Firm, Clark, Schaefer, Hackett & Co. The City received an "unqualified opinion," indicating that the financial statements are presented fairly in conformity with accounting standards. The Management Letter indicates that the audit did not reveal any significant deficiencies or material weaknesses in the City's internal accounting or control procedures. City Council requested that the Independent Auditor's Report be listed on the Agenda under "Council Committee Reports/Council Roundtable" and accepted by motion of Council at the December 12, 2011 meeting of City Council.

- Tax

City Council discussed the possible impacts of central collection of the municipal income tax by

the State of Ohio. City Council Members requested that a concise, talking points memo be provided to them for their use when speaking with State Legislators. The memo will be included in the "Information Only" section of City Council's December 12<sup>th</sup> packet.

- Information Technology – Risk Management

City Council asked that staff continue their research related to cyber insurance. Although the City has been fortunate not to have suffered any known cyber breach, it was requested that staff continue to research the availability of this type of risk insurance through the City's participation in the Central Ohio Risk Management Associations Self Insurance Pool, Inc., (CORMA). Information will be forwarded to City Council in 2012 as it becomes available.

- Facilities Management

The City continues to work with the utility companies (i.e. AEP and FirstEnergy) to obtain the lowest rates and best service for the City. In 2010-2011, the City was able to retro-fit energy efficient lighting in the Fleet Shop and at the DCRC through an \$184,000 grant from the U.S. Department of Energy. The City also received over \$20,000 from AEP for its participation in an energy efficiency program through AEP's gridSMART initiative. City Council requested that staff prepare a report on the consumption, energy savings and cost reductions for the City's facilities. The report will be prepared and forwarded to City Council in the first quarter of 2012.

- Parks & Open Space

City Council asked that staff provide a bike rack update, and also review the possibility of adding a bike rack close to the COTA Park-n-Ride on Dale Drive. Staff will work with COTA officials to obtain approval to place the rack on COTA's property. Information on this matter will be forwarded to City Council as it becomes available.

City Council discussed funding for additional dog agility equipment. \$1,000 is budgeted in the 2012 Operating Budget pending City Council approval. Staff will assess the need for additional funding throughout 2012, and if the need arises for additional equipment, funding will be incorporated within the 2013 Operating Budget.

- Cemetery

The last remaining cemetery lot was sold in September 2011. City Council asked about the possibility of maintaining a waiting list for future lots or spaces that may be re-sold. Unofficially, the Cemetery Office maintains such a list to match sellers with potential buyers.

- Police

City Council inquired about recent alleged drug trafficking taking place at an area hotel just outside the City boundaries. For the health and safety of the community, Council Members asked the Police Chief to research the allegations. Upon inquiries to the Columbus Police Department and the Drug Enforcement Agency's Drug Task Force, the Police Chief found no

information or reported incidents. Additionally, the Police Chief reports all potentially newsworthy items to the City Manager as information becomes available.

**Recommendation**

Staff recommends adoption of Ordinance 60-11 by emergency on December 12, 2011 in order for the budget to be effective on January 1, 2012.



**To:** Members of Dublin City Council  
**From:** Marsha I. Grigsby, City Manager  
**Date:** November 21, 2011  
**Initiated By:** Angel Mumma, Deputy City Manager/Director of Finance  
**Re:** Ordinance 60-11 - 2012 Operating Budget Follow-Up to the November 16, 2011 Workshop

## Summary

Ordinance 60-11 authorizes the adoption of the City's 2012 Operating Budget. City Council reviewed the proposed budget during a workshop that was held on November 16, 2011 and will have a second workshop on November 21. Line item adjustments and any typographical errors from the November 16 budget workshop have been corrected and will be incorporated into the final 2012 Operating Budget document. The following is a recap of adjustments, pending items and related information from the November 16th budget workshop.

## Adjustments

**City Council asked staff to re-visit the calculation of the employee benefits line item (2120) under Engineering in the Water Fund (account 610-1330) on page 230 in the budget document.**

Upon review, it was found that one full-time employee's health insurance benefit was allocated at 100% to the Water Fund while the employee's salary is allocated at 20% to the Water Fund. An adjustment will be made to allocate the employee's health insurance in a similar manner to the salary allocation, which is 30% to the General Fund, 20% to the Water Fund and 50% to the Sewer Fund. Adjustments will be made to account 2120 in each of the three Funds.

## Follow-up Items

### **Economic Development**

**Regarding the City's fiber optic system, City Council expressed concern that almost half of the useful life of the system has lapsed (installed in 2005) and that funding is not included in the 2012 Operating Budget for repair or replacement.**

Per Dana McDaniel, the City's Deputy City Manager/Director of Economic Development, staff will anticipate, with advice from Fishel Company when to replace fiber. Replacement of fiber will be identified in the City's future Five Year Capital Improvements Program (CIP).

### **City Manager's Office**

**Sponsorship opportunities for the MORPC 2012 EcoSummit were discussed and City Council requested feedback on the City's return on investment (as it relates to economic development opportunities) of potentially sponsoring at a higher level.**

Mr. McDaniel, Deputy City Manager/Director of Economic Development believes the benefit to the City would come from the opportunity for the City to host a tour or an event. As you may recall, as part of the sponsorship of the International Economic Development Council (IEDC) last year, the City was able to provide a tour of Dublin. This was of benefit by bringing site consultants into the City. As discussed during the meeting, we continue to have discussions with MORPC staff regarding opportunities to host a tour or an event in Dublin. Staff will follow-up with City Council as information becomes available.

## **Human Resources**

**There was a brief discussion regarding the potential for health insurance benefits for permanent part-time employees. City Council asked that information on average weekly work hours and the number of impacted employees be forwarded to them in the first quarter of 2012.**

Part-time could refer to both the City's seasonal employee population and those employed in part-time permanent positions. The City has only a few employees serving in part-time permanent positions.

Per Mr. Harding, Director of Human Resources, staff will research the number of hours being worked per week by both the seasonal employee population as well as those serving in part-time permanent positions. HR will analyze the data from the research to determine the extent to which these employees are consistently working 30 or more hours per week. The 30 hours per week threshold is important in light of the Health Care Reform law's requirements (becomes effective in 2014) regarding health insurance for employees working that number of hours per week or more.

Based on the research data, staff will evaluate options that may involve a planned reduction in the number of hours worked by part-time employees over the next two years or a strategy for providing health insurance coverage for those employees. Staff will also research the projected cost impact associated with covering these workers under its health insurance program.

Staff will continue to analyze and evaluate the data and will report back to City Council in the first quarter of 2012.

## **Engineering**

**City Council asked staff about the 2012 projected increase in utilities under account 2310 in the Engineering miscellaneous account, 101-1339 (page 108 in the budget document).**

The 2012 Budget is projecting a 2% increase in utility costs for street lighting and outdoor early warning sirens. The City continues to work with the utility companies (i.e. AEP and FirstEnergy) to obtain the lowest rates and best service for the City. The 2012 Capital Improvements Program (CIP) identified funding to convert approximately 1,500 City-owned street lights to LEDs (light-emitting diode semiconductor light source). The City's electrical workers will be completing the change-out. Once installed, a substantial savings is anticipated for 2013.

**Regarding the City's outdoor early warning sirens, the City Engineer, Mr. Hammersmith was asked to approach Washington Township about the possibility of assisting the City with funding for sirens.**

Staff will approach the appropriate Washington Township officials and report back to City Council in the first quarter of 2012.

**City Council asked about the status of the sanitary sewer and water extension policy to unserved areas.**

Staff continues to develop the policy and is engaging Franklin County Public Health Department to assist with sanitary sewer system assessments. In the past, the City has not done this level of assessment to help with the prioritization. The intent is to provide City Council with a draft policy in the latter part of the first quarter of 2012.

**There was a brief discussion regarding the Glick/Dublin Road intersection improvements.**

Staff will provide a status update in the first quarter of 2012.

## **Finance**

**During the 2012 Proposed Budget Overview, staff mentioned that a 17% increase is projected in 2012 revenue for licenses and permits. Due to the laggard economy, City Council asked staff to review this revenue projection.**

In reviewing the 2012 budgeted revenues for licenses and permits, the majority of the 2012 revenues were budgeted at a lower amount than the 2011 budgeted revenues. The primary reason for the increase is from a new revenue source for fiber optic network fees. Between that and the projected 2012 revenues from anticipated commercial development, the net percentage increase is 17%. If the fiber optic network fees and the anticipated commercial development fees are removed from the revenue projection, the net impact is a decrease of approximately 2% in revenue projected for licenses and permits.

## **Recommendation**

Information only.





City of Dublin

**Office of the City Manager**

5200 Emerald Parkway • Dublin, OH 43017-1090  
Phone: 614-410-4400 • Fax: 614-410-4490

# Memo

**To:** Members of Dublin City Council

**From:** Marsha I. Grigsby, City Manager *mlg*

**Date:** November 10, 2011

**Initiated By:** Angel L. Mumma, Deputy City Manager/Dir. of Finance & Admin.

**Re: Ordinance No. 60-11 - Adopting the Annual Operating Budget for 2012**

## Background

Ordinance No. 60-11 authorizes the adoption of the 2012 Annual Operating Budget. City Council workshops to review the proposed 2012 budget are scheduled for Monday, November 16 and Wednesday, November 21 at 6:30 p.m. The complete schedule for all workshops is attached.

## Recommendation

Staff recommends adoption of Ordinance 60-11 at the second reading/public hearing on December 12, 2011. If you have any questions, please do not hesitate to contact Angel.



## City Council Review of the Proposed Operating Budget for 2012

### Agenda

November 21, 2011

*(Meeting to begin at 6:30 p.m.)*

Estimated Time	Department/Division	Budget Page
6:30 p.m.	Administrative Services	
	Office of the Director	Tab 1, page 127
	Fleet Management	Tab 1, page 101
6:40 p.m.	Information Technology	Tab 1, page 131
6:50 p.m.	Court Services	Tab 1, page 135
	Records Management	Tab 1, page 139
	Court Computer Fund	Tab 12, page 204
7:00 p.m.	Facilities	Tab 1, page 143
	DCRC Facilities	Tab 5, page 175
7:10 p.m.	Volunteer Resources	Tab 1, page 147
7:20 p.m.	City Council	Tab 1, page 49
	Boards and Commissions	Tab 1, page 51
7:30 p.m.	Police	Tab 6, page 179
	Education and Enforcement	Tab 10, page 197
	Law Enforcement Trust	Tab 11, page 200
7:40 p.m.	Events Administration	Tab 9, page 191
	Hotel-Motel Tax Fund	Tab 9, page 192
7:50 p.m.	Recreation Services	
	Recreation	Tab 5, page 167
	Community Recreation Center	Tab 5, page 171
	Swimming Pool Fund	Tab 7, page 183
8:00 p.m.	Parks Open Space	Tab 1, page 119
	Cemetery Fund	Tab 4, page 163
8:10 p.m.	Finance	
	Office of the Director	Tab 1, page 73
	Procurement	Tab 1, page 76
	Accounting and Auditing	Tab 1, page 85
	Taxation	Tab 1, page 89
	Hotel-Motel Tax Fund	Tab 9, page 195
	Miscellaneous Accounts	Tab 1, page 81
	Transfers-Advances	Tab 1, page 79
	Accrued Leave Reserves	Tab 13, page 208
	Wireless 9-1-1	Tab 14, page 212
	Debt Service	Tab 15, page 216
	Fiduciary	Tab 22, page 250
8:20 p.m.	Capital Improvements Program	Tab 16, page 220
	Parkland Acquisition Fund	Tab 17, page 224