

ADMINISTRATIVE DEPARTMENTS
BUDGET

WASTE COLLECTION
CIVIL SERVICE COMMISSION
CABLE TV REGULATORY
CONTRACTUAL SERVICES
LEGISLATIVE
ECONOMIC DEVELOPMENT
ADMINISTRATIVE OFFICE
GENERAL ADMINISTRATION

Waste Collection 2014 Annual Budget Notes

In 2011, the City partnered with three (3) other communities to form the Southwest Ohio Regional Refuse Consortium (SWORRE) hosted through the Center for Local Government for waste collection and recycling services. The three (3) other communities are the City of Loveland, Village of Fairfax, and the Village of Greenhills. Information regarding the City's recycling program is located in the Residential Recycling Fund (091).

- 5541-52619 Fuel Surcharge – These charges may be costs or fees levied by the Federal Government, State of Ohio, Hamilton County Solid Waste District, or other political jurisdictions against the waste hauler and passed through to the City. Beginning in November 2013, we have begun to account for the fuel surcharges separately. The surcharge represents \$0.18/household/month.
- 5541-52620 Waste Collection – Rates are currently \$9.50/household/month and are in effect until February 28, 2014. The contract has two (2) option years that can extend until February 28, 2016. The rate for the first option year is \$9.69/household/month and would become effective March 1, 2014. The second option year would become effective March 1, 2015 at a rate of \$9.88/household/month. There are currently 3,080 household units under the contract. The State surcharges for the amount of the waste tonnage and fuel charges have been charged to this account for the first ten (10) months of 2013.
- 5541-52621 Debris Removal – The SWORRE agreement provides the City with access up to eighteen (18), forty-yard roll-off containers at \$360 per pull.

EXPENDITURE DETAIL

FUND		CONTROL ACCOUNT				
010 - General Fund		General Government				
ACCOUNT NUMBER		ACTUAL EXPENDITURES		CURRENT BUDGET	ESTIMATED EXPENDITURES	REVISED BUDGET
		2012	2013	2013	2014	
<u>Civil Service Commission</u>						
7730-52100	Personal Service - Civil Service	4,200	4,200	4,200	4,200	4,200
7731-52110	PERS Pension	588	588	588	588	588
-52112	Medicare	61	61	61	61	61
-52200	Operating Supplies	8,083	7,500	7,472	12,200	12,200
-52260	Postage	158	250	150	250	250
-52570	Legal Services					
TOTAL	CIVIL SERVICE COMMISSION	13,090	12,599	12,471	17,299	17,299
<u>Other Boards</u>						
7741-52565	Cable TV Regulatory	34,438	44,000	58,537	48,000	48,000
TOTAL	OTHER BOARDS	34,438	44,000	58,537	48,000	48,000
<u>Contractual Services</u>						
7781-52550	Engineering	65,202	70,000	81,000	70,000	70,000
-52551	Solicitor	127,500	100,000	136,250	130,000	130,000
-52552	City Planner	8,714	12,000	15,270	14,000	14,000
-52553	Public Defender	3,000	2,500	3,000	3,000	3,000
-52554	Magistrate					
-52571	Legal Reimbursement					
-52572	Prosecutor					
-52573	Engineering Reimbursement	7,636	10,000	9,300	10,000	10,000
-52575	Appraisal Service					
-52609	Springdale History Book					
-52610	Other Contractual Services	34,496	43,510	39,300	80,000	80,000
TOTAL	CONTRACTUAL SERVICES	246,548	238,010	284,120	307,000	307,000
TOTAL OTHER COMMISSIONS		294,076	294,609	355,128	372,299	372,299

Other Commissions 2014 Annual Budget Notes

Civil Service Commission

7731-52200 Operating Supplies – Costs associated with the functions and activities of the Civil Service Commission to fulfill their duty of providing valid employment eligibility lists. Examinations in 2013: Administrative Secretary for the Tax Department (\$1,692); Fire Captain's Promotional (\$1,266); Administrative Assistant in the Health/Building Department (\$2,447); and Account Clerk in the Tax Department (\$2,067). In 2014, the following examinations are anticipated: promotional for Police Lieutenant (\$1,400) and Police Sergeant (\$1,800) including an assessment center process for both; Patrol Officer (\$4,900); and Firefighter (\$2,000).

Cable TV Regulatory

7741-52565 The City derives its revenue from organizations serving as Video Service Providers (VSP) such as Time Warner Cable and Cincinnati Bell. VSPs replaced the old Franchise Agreements. The City receives 5% of the gross revenues generated by a VSP operating in Springdale. The City keeps 60% of the revenue and pays the Intercommunity Cable Regulatory Commission (ICRC) the remaining 40%.

Contractual Services

7781-52610 Other Contractual Services – 2013 included Employee Assistance Program (EAP) services (\$2,750); fact finding and arbitration fees (\$3,373); grant research service (\$2,700); fit-for-duty evaluation (\$1,800); website design (\$3,510); Fire Chief assessment process (\$5,870); reupholster council chairs (\$9,035); redevelopment plan for the hotel site (\$6,000); and costs related to employment background checks. 2014 includes Zoning Code update (\$39,500); EAP services (\$2,750); grant research service (\$3,000); Economic Development Director recruitment fees (\$15,000); arbitration fees (\$6,000); and employment background checks (\$3,000).

Legislative 2014 Annual Budget Notes

- 7720-52100 Personal Service – Council – Salaries for President of Council and (6) Council members. Last adjustment to pay rates was adopted by Ordinance 4-2005 and effective December 1, 2007.
- 7720-52110 PERS Pension – City’s contribution is 14% of the Personal Service account for the President of Council and Council members.
- 7720-52112 Medicare – 1.45% of Personal Services for the President of Council and Council members.
- 7721-53205 Public Information – The account funds three (3) City-wide newsletters, generally with 8 – 12 pages of information on City activities, events, and news. The Spring Edition adds four (4) additional pages to highlight the recreational activities at the Community Center. The Recreation Department pays a portion of the Spring Edition. Beginning in 2015 in preparation of the November Elections, and in subsequent election years, the Spring Edition of the newsletter will highlight the available elected positions appearing on the ballot.

Newsletter Scheduled Delivery Dates:

Spring Edition	April 1
Summer Edition	August 1
Winter Edition	December 1

EXPENDITURE DETAIL

FUND		CONTROL ACCOUNT			
010 - General Fund		General Government			
Economic Development		Economic Development			
ACCOUNT NUMBER	ITEM	ACTUAL EXPENDITURES	CURRENT BUDGET	ESTIMATED EXPENDITURES	REVISED BUDGET
		2012	2013	2013	2014
7705-52100	Personal Service-Economic Deve	109,285	112,070	110,349	127,271
-52110	PERS Pension	15,148	15,690	15,357	17,194
-52112	Medicare	1,598	1,625	1,591	1,988
-52120	Hospitalization	11,839	13,531	13,330	17,465
-52130	Life Insurance	94	121	96	135
-52150	Travel and Lodging	98	500	275	500
-52160	Seminars - Conventions - Training	60	100	100	100
-52165	Incidental Business Expense	2,773	3,000	2,356	3,500
-52170	Dues - Subscriptions - Members	1,252	1,266	6,976	7,000
-52240	Printing	825	1,000	422	1,000
-52556	Jobs Incentive Program	203,564	225,360	231,516	231,516
-52610	Other Contractual	6,600	8,250	2,150	4,000
-52800	Capital Improvements				2,000
-53200	Miscellaneous				
TOTAL		353,136	382,513	384,518	413,669

Economic Development Department 2014 Annual Budget Notes

- 7705-52100 Personal Service – In 2014, the Economic Development Director is scheduled to retire. 2014 includes the current Director for nine (9) months (through the end of September); a 2% wage increase at the beginning of the year; and the addition of the Director's replacement for six (6) months (scheduled to begin July 1).
- 7705-52110 PERS Pension – City contribution is 14% of the Personal Service account. Contribution is paid monthly.
- 7705-52112 Medicare – Employer's portion covers 1.45% of Personal Services for all employees hired after March 31, 1986.
- 7705-52120 Hospitalization – Premiums to cover the Director's medical costs associated with the City's High Deductible Health Insurance Program and the monthly dental administration fee. 2014 reflects a 10% increase in the medical cost. Costs associated with dental claims, COBRA administration, and employer's contribution to HSAs and HRAs are paid from the Health Insurance Trust Fund (086). 2014 reflects medical costs for current Director through end of September and new Director from July 1 through the end of the year.
- 7705-52150 Travel and Lodging – Travel-related expenses (mileage) for Economic Development Director for meetings, seminars, and other economic development activities.
- 7705-52165 Incidental Business Expense – Includes contribution for all participating City Departments at the Springdale Business Expo (\$1,000); meals provided for State of the City luncheon (\$850); and promotional business/introductory lunches (\$1,650).
- 7705-52170 Dues and Subscriptions – Includes the following annual costs: Springdale Chamber (\$300); 1st Suburbs Consortium (\$200); ICSC (\$100); Cincinnati USA Chamber (\$525); WebQA (\$2,820); Xceligent (site/building database) at \$2,400; and Constant Contact (\$357).
- 7705-52556 Jobs Incentive Program – 2013 Line-of-Credit draws for Cincom Systems (\$85,500); Cincinnati Bell Technology Solutions (\$67,716); and First Financial Bank (\$78,300). There are no additional agreements in place for 2014.
- 7705-52610 Other Contractual Services – Plans, reports, or research as may be required for the furtherance of the City's Economic Development activities. The costs associated with WebQA (\$2,820) and Xceligent (\$2,400) subscriptions were previously accounted for in this line item and have been relocated to Dues and Subscriptions.
- 7705-52800 Capital Improvements – Replacement of one (1) desktop computer (\$1,200) and one (1) digital monitor (\$600) in 2014.

Administrative Office 2014 Annual Budget Notes

- 7700-52100 Personal Service – Administration – Includes (1) Mayor, (1) City Administrator, (1) Assistant City Administrator, (1) Sr. Administrative Assistant, (1) Technical Service Administrator, and (1) Administrative Secretary. 2014 reflects a 2% wage increase for all employees.
- 7700-52116 Personal Service – Magistrate – Reflects the annual salary for the Magistrate.
- 7700-52119 Personal Service – Prosecutor – Represents the annual retainer for the Prosecutor. See 7701-52124 for other related expenses.
- 7701-52110 PERS Pension – City’s contribution is 14% of the Personal Service accounts for the Administration, Magistrate, and Prosecutor.
- 7701-52212 Medicare – Employer’s portion covers 1.45% of Personal Services for Administration, Magistrate, and Prosecutor. Medicare paid for employees hired after March 31, 1986.
- 7701-52120 Hospitalization – Department’s premiums to cover the employees’ medical costs associated with the City’s High Deductible Health Insurance Program and the monthly dental administration fee. 2014 reflects a 10% increase in the medical cost. Costs associated with dental claims, COBRA administration, and employer’s contribution to HSAs and HRAs are paid from the Health Insurance Trust Fund (086). Costs consist of coverage for (2) single, (1) employee/child, (1) employee/spouse, and (1) family plan.
- 7701-52124 Prosecutor – Hourly – Represents the hourly expenses generated by the Prosecutor.
- 7701-52150 Travel and Lodging – Covers costs for work-related training, conferences, and meetings (lodging, mileage, airfare, etc.). 2014 reflects an increase due to City Administrator being asked to serve on ICMA Board of Directors which would require additional travel.
- 7701-52170 Dues-Subscriptions – Includes memberships and dues for the following: Center for Local Government, CAMA, OCMA, ICMA, OML, Hamilton County Municipal League, State of Ohio Cooperative Purchasing Program, National Forum for Black Public Administrators, Mill Creek Watershed Council, and Sam’s Club.
- 7701-52721 Court Expense – All costs related to the Mayor’s Court process except expenses related to contracted employees (Magistrate, Prosecutor, and Public Defender).
- 7701-52800 Capital Improvements – 2013 includes replacement cost for one (1) desktop computer (\$1,026); Administrator’s lap top (\$877); and two (2) office chairs (\$568). 2014 includes replacement of one (1) desktop computer (\$1,200).

EXPENDITURE DETAIL

FUND		CONTROL ACCOUNT			
		General Government			
010 - General Fund		Administration			
ACCOUNT NUMBER	ITEM	ACTUAL EXPENDITURES	CURRENT BUDGET	ESTIMATED EXPENDITURES	REVISED BUDGET
		2012	2013	2013	2014
7790-52100	Personal Service-General Admin	41,529	42,450	42,451	44,849
7791-52110	PERS Pension	5,793	5,943	5,934	6,052
-52112	Medicare	529	616	520	628
-52115	Tuition Reimbursement	1,975	3,000	1,850	3,000
-52120	Hospitalization	11,839	13,502	13,100	14,176
-52122	Physical Examinations	4,616	5,000	4,040	4,500
-52130	Life Insurance	54	56	48	40
-52140	Uniforms	851	750	650	800
-52160	Seminars - Conventions - Train				
-52161	Employee Recognition Event	4,608	5,000	2,059	5,000
-52165	Incidental Business Expenses	46	200	371	200
-52167	Employee Wellness Program	637	1,500	1,157	1,500
-52210	Supplies	5,179	5,008	6,300	5,500
-52220	Janitorial Supplies	3,772	4,600	3,200	4,000
-52250	Petty Cash	200	200	200	200
-52260	Postage	1,940	2,300	1,925	2,300
-52340	Computer Service	59,780	71,252	72,120	73,991
-52350	Equipment Maintenance/Repair	1,764	2,000	1,807	2,000
-52450	Utilities	50,819	50,000	51,400	53,000
-52480	Building Maintenance/Repair	79,091	68,907	115,600	80,000
-52610	Other Contractual				
-52616	Classified Advertising	10,176	10,000	16,000	10,000
-52620	Trash and Dumpster				
-52696	Insurance Claims		2,500	7,473	2,500
-52740	State Sales Tax	12	30	16	30
-52741	Veterans Memorial	14,782	54,175	31,100	41,400
-52796	Online Acution Fees		1,400	1,650	3,000
-52797	Aggregation/PUCO Fees			200	200
-52800	Capital Improvements	4,317	11,500	35,569	15,000
-53000	Workers' Compensation	279,045	215,087	232,519	227,179
-53040	Unemployment Compensation	5,427	3,500	4,829	5,000
-53200	Miscellaneous	4,070	2,000	2,546	3,000
7791-52950	Transfer to Capital Improvement	520,000	1,352,000	1,000,000	325,000
-52951	Advances Out	2,862	1,862	6,237	
-52955	Transfer to Community Center Dt	501,500	425,289	425,289	418,150
-52960	Transfer to Health Insurance	160,000	180,000	173,000	165,000
-52961	Transfer to Residential Recycling	16,000	16,000	16,000	16,500
-52965	Transfer to Insurance Trust Fund		100,000		
-52964	Transfer to Grants Fund				
TOTAL	GENERAL ADMINISTRATION	1,793,213	2,657,627	2,277,160	1,533,695
TOTAL	GENERAL GOVERNMENT	4,282,540	5,266,925	4,877,171	4,308,662
TOTAL	GENERAL FUND	16,451,781	18,975,829	17,799,355	18,125,332

General Administration 2014 Annual Budget Notes

- 7790-52100 Personal Service – (1) Custodian. 2014 reflects a 2% wage increase.
- 7791-52340 Computer Service – In 2013, year one (1) of three-year network support services contract (\$59,820) plus line-of-business service (\$9,036) with NextStep Networking; Barracuda Email Archiver fees (\$1,349); StorageCraft Backup Support Agreement (\$750); and SAN Storage Agreement (\$1,165). 2014 includes second year of network support services contract (\$59,820), line-of-business service (\$9,036); backup support agreement (\$900); and with the purchase of a new SAN Storage, no maintenance agreement is required for five (5) years.
- 7791-52480 Building Maintenance/Repair – Costs related to the maintenance, upkeep, and associated repairs of the Municipal Building are accounted for here (HVAC service agreements, boiler inspections and repairs, elevator service agreement, lawn care, exterminator fees, etc.). 2013 costs include HVAC agreement with Siemens (\$6,409); various HVAC repair charges (chiller, valves, speed drives, controls) at \$20,734; boiler replacement (\$20,524); Administration conference room ceiling replacement (\$1,620); termite control treatment (\$8,040); fire alarm service (\$1,227); and elevator cylinder and piston replacement (\$23,390).
- 7791-52741 Veterans Memorial Expenses – 2013 costs related to the upkeep of the Veterans Memorial includes flags (\$903); lawn care (\$770); paver engraving (\$167); pipe lining (\$6,000); new in-ground lighting - ballasts (\$7,734); caulking of fountain wall (\$6,100); rebuild fountain pump (\$1,300); and install water meter (\$715). 2014 costs include flags (\$500); lawn care (\$900); paver engraving (\$500); fountain chemical treatment (\$1,000); restore and seal the back wall of fountain (\$9,500); replace all ground lights with LED lights (\$20,800); and various electric and irrigation repairs (\$7,000).
- 7791-52800 Capital Improvements – 2013 includes a power shredder (\$1,418); replacement of two (2) exterior parking lot cameras and one (1) interior security camera (\$4,437); computer for security cameras (\$1,432); one (1) new server for LAN and labor (\$6,721); and one (1) new SAN Storage unit (\$19,569). The 2013 Budget provided to replace one (1) of our LAN servers (\$10,000). With the upgrade to the new Windows 7 computers, the Tax and Finance server constantly drops the user connections while logged on. At the same time, our SAN Storage unit, being five-years old, is practically out of capacity and speed. The plan is to replace the SAN and LAN servers and incorporate the Tax and Finance systems onto the new LAN, thereby eliminating one (1) of the three (3) servers. One (1) server will be purchased from this account and the other from the Finance Department. We will no longer need a separate Tax and Finance server. 2014 includes the replacement of the Council chamber blinds (\$4,000); Council conference room ceiling tiles (\$5,000); Administrative wing light ballasts (\$3,000); and Administrative conference room carpet (\$2,500).
- 7791-53040 Unemployment Compensation – City is charged costs for former employees and some current employees who filed for unemployment (with the City or another employer) whether they voluntarily terminated their employment or not.