

ADMINISTRATIVE DEPARTMENTS
BUDGET

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

Waste Collection 2015 Annual Budget Notes

In 2011, the City partnered with three 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 other communities are the City of Loveland, Village of Fairfax, and the Village of Greenhills. The Consortium agreement with Rumpke consisted of an original three-year contract with two separate one-year optional years. Springdale accepted the first individual option year and anticipate accepting the second option year as well. If accepted, this final year agreement will cease February 28, 2016. 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, the City began to account for the fuel surcharges separately.
- 5541-52620 Waste Collection – Rates are currently \$9.69/household/month and are in effect until February 28, 2015. We will begin the second year of the two-year option with Rumpke Waste effective March 1, 2015 at a rate of \$9.88/household/month. There are currently 3,080 household units under the contract.
- 5541-52621 Debris Removal – The SWORRE agreement provides the City with access up to eighteen, forty-yard roll-off containers at \$360 per pull.

EXPENDITURE DETAIL

FUND	CONTROL ACCOUNT			
010 - General Fund	Waste Collection			
ACCOUNT NUMBER	ACTUAL EXPENDITURES	CURRENT BUDGET	ESTIMATED EXPENDITURES	PROPOSED BUDGET
ITEM	2013	2014	2014	2015
<u>Trash and Dumpster Collection</u>				
5541-52619 Fuel Surcharge - Waste	1,109	8,000	7,392	8,000
-52620 Waste Collection	357,773	355,572	356,387	363,995
-52621 Debris Removal	5,418	6,000	5,309	6,000
TOTAL	364,300	369,572	369,088	377,995

Other Commissions 2015 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 2014: Police Lieutenant's promotional (\$1,223); Police Sergeant's promotional (\$1,268); Patrol Officer entry-level (\$2,751); Firefighter entry-level (\$3,087); and Police Violations Bureau Clerk entry-level (\$3,635). Anticipated for 2015: Account Clerk entry-level position in the Tax Department (\$3,000).

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 – 2014 included Employee Assistance Program (EAP) services (\$3,025); fact finding and arbitration fees (\$5,205); grant research service (\$2,700); fit-for-duty evaluations (\$2,350); Electric Aggregation mailer (\$2,363); 64% (\$25,279) of cost associated with \$39,500 Zoning Code Update; Economic Development Director recruitment (\$14,700); employment background checks (\$1,139); Kemper Road Sidewalk analysis (\$7,415); Church Street parking lot electric (\$10,347); and welding repair of street pole (\$1,670). 2015 includes remaining 36% (\$14,221) of cost associated with \$39,500 Zoning Code Update; EAP services (\$3,025); grant research service (\$2,700); Building Official recruitment (\$15,000); citywide employee Anti-Harassment training and education (\$20,000); and employment background checks (\$1,500).

EXPENDITURE DETAIL

FUND		CONTROL ACCOUNT			
010 - General Fund		General Government			
ACCOUNT	ITEM	Other Commissions			
NUMBER		ACTUAL EXPENDITURES	CURRENT BUDGET	ESTIMATED EXPENDITURES	PROPOSED BUDGET
		2013	2014	2014	2015
<u>Civil Service Commission</u>					
7730-52100	Personal Service - Civil Service	4,050	4,200	4,250	4,200
7731-52110	PERS Pension	588	588	574	588
-52112	Medicare	59	61	62	61
-52200	Operating Supplies	7,472	12,200	12,001	3,000
-52260	Postage	95	250	390	200
-52570	Legal Services	-	-	-	-
TOTAL CIVIL SERVICE COMMISSION		12,264	17,299	17,277	8,049
<u>Other Boards</u>					
7741-52565	Cable TV Regulatory	58,723	48,000	47,715	48,000
TOTAL OTHER BOARDS		58,723	48,000	47,715	48,000
<u>Contractual Services</u>					
7781-52550	Engineering	68,122	71,078	55,000	70,000
-52551	Solicitor	124,404	130,000	145,000	115,000
-52552	City Planner	13,053	14,000	17,000	17,000
-52553	Public Defender	2,550	3,000	5,550	3,000
-52554	Magistrate	-	-	-	-
-52571	Legal Reimbursement	-	-	-	-
-52572	Prosecutor	-	-	-	-
-52573	Engineering Reimbursement	6,955	10,000	30,855	20,000
-52575	Appraisal Service	-	-	-	-
-52609	Springdale History Book	-	-	-	-
-52610	Other Contractual Services	37,322	80,000	76,193	56,446
TOTAL CONTRACTUAL SERVICES		252,406	308,078	329,598	281,446
TOTAL	OTHER COMMISSIONS	323,393	373,377	394,590	337,495

Legislative 2015 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 City-wide newsletters, generally with eight to twelve pages of information on City activities, events, and news. The Spring Edition adds four 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			
ACCOUNT	ITEM	ACTUAL	CURRENT	ESTIMATED	PROPOSED
NUMBER		EXPENDITURES	BUDGET	EXPENDITURES	BUDGET
		2013	2014	2014	2015
7720-52100	Personal Service - Council	55,725	55,725	55,725	55,725
7721-52110	PERS Pension	7,802	7,802	7,802	7,802
-52112	Medicare	808	809	808	808
-52113	FICA	-	-	-	-
-52150	Travel and Lodging	-	-	-	-
-52160	Seminars - Conventions - Training	-	-	-	-
-52210	Supplies	-	-	202	300
-53205	Public Information	21,484	22,000	22,102	22,743
-53210	Codification	8,166	8,540	9,570	8,500
-53220	Zoning Code	-	-	-	-
TOTAL	LEGISLATIVE	93,985	94,876	96,209	95,878

Economic Development Department 2015 Annual Budget Notes

- 7705-52100 Personal Service – (1) Economic Development Director (Director). 2014 costs reflect the retired Director through the end of September and the new Director beginning in mid July. 2015 reflects a 2% cost-of-living wage increase and a pay adjustment based upon satisfactory performance on the Director’s anniversary in July.
- 7705-52110 PERS Pension – City contribution is 14% of the Personal Service account. The contribution is paid monthly.
- 7705-52112 Medicare – City contribution is 1.45% of Personal Services for all employees hired after March 31, 1986.
- 7705-52120 Hospitalization – The new Director participates in the dental insurance program, but not the City’s medical insurance program. 2014 included medical costs associated with the retired Director’s Employee/Spouse coverage. In 2015, costs reflect only monthly dental administration fee.
- 7705-52130 Life Insurance – City contribution is \$0.11 for each \$1,000 of wages. The contribution is paid monthly.
- 7705-52150 Travel and Lodging – Travel-related expenses (lodging, mileage, meals, and parking) for Economic Development Director for meetings, seminars, and other economic development activities.
- 7705-52160 Seminars-Conventions-Training – Registration fees for seminars, conventions, events, and training.
- 7705-52165 Incidental Business Expense – 2014 includes contribution for City’s participation at the Springdale Business Expo (\$1,000); meals provided for State of the City luncheon (\$850); and several promotional business/introductory lunches. 2015 also includes Business Expo participation (\$1,000); State of City Luncheon (\$1,000); and business lunches (\$1,500).
- 7705-52170 Dues and Subscriptions – The 2015 budget includes annual costs for professional and civic organizations (\$12,005) including a seat at REDI Cincinnati roundtable and recruitment activities of businesses to the Greater Cincinnati Region; economic development software, internet tracking, and print subscriptions (\$5,980).
- 7705-52240 Printing – Includes printing and postage for a business retention survey.
- 7705-52556 Jobs Incentive Program – 2014 includes Line-of-Credit draws for Cincom Systems (\$85,500); Cincinnati Bell Technology Solutions (\$61,560); and First Financial Bank (\$78,300). In 2015, HealthSpan (\$7,313) is projected to be added to the above list. The incentive is based upon the Company attaining a required payroll amount in the previous year.

EXPENDITURE DETAIL

FUND		CONTROL ACCOUNT			
010 - General Fund		General Government			
ACCOUNT	ITEM	Economic Development		ESTIMATED	PROPOSED
NUMBER		ACTUAL EXPENDITURES	CURRENT BUDGET	EXPENDITURES	BUDGET
		2013	2014	2014	2015
7705-52100	Personal Service-Economic Development	107,349	127,271	144,414	107,889
-52110	PERS Pension	15,537	17,194	17,553	15,076
-52112	Medicare	1,570	1,988	2,094	1,564
-52120	Hospitalization	13,331	17,465	10,471	28
-52130	Life Insurance	96	135	130	142
-52150	Travel and Lodging	127	500	64	1,000
-52160	Seminars - Conventions - Training	45	100	330	2,015
-52165	Incidental Business Expense	2,356	3,500	2,859	3,500
-52170	Dues - Subscriptions - Memberships	6,340	7,600	8,443	18,050
-52240	Printing	422	1,000	268	1,600
-52556	Jobs Incentive Program	231,516	231,516	225,360	232,673
-52610	Other Contractual	2,150	4,000	-	2,000
-52800	Capital Improvements	-	2,000	1,058	1,600
-53200	Miscellaneous	-	-	-	-
TOTAL	ECONOMIC DEVELOPMENT	380,839	414,269	413,044	387,137

Administrative Office 2015 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. 2015 reflects a 2% wage increase for 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 Service line items found above. Medicare is 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. 2015 reflects a 5% 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 (3) single, (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).
- 7701-52170 Dues-Subscriptions-Memberships – 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, and Sam's Club.
- 7701-52721 Court Expense – All costs related to the operation of the Springdale Mayor's Court process except expenses related to contracted employees (Magistrate, Prosecutor, and Public Defender).
- 7701-52800 Capital Improvements – 2014 costs related to the replacement of a computer work station and lap top computer in the Administration.

EXPENDITURE DETAIL

FUND		CONTROL ACCOUNT			
010 - General Fund		General Government			
		Administrative Office			
ACCOUNT NUMBER	ITEM	ACTUAL EXPENDITURES	CURRENT BUDGET	ESTIMATED EXPENDITURES	PROPOSED BUDGET
		2013	2014	2014	2015
7700-52100	Personal Service - Administration	451,398	479,147	478,145	472,332
-52116	Personal Service - Magistrate	17,500	17,500	17,500	17,500
-52119	Personal Service - Prosecutor	9,000	9,000	9,000	9,000
7701-52110	PERS Pension	67,561	67,621	67,258	69,836
-52112	Medicare	6,400	6,720	6,859	6,871
-52120	Hospitalization	56,064	62,226	51,975	52,276
-52124	Prosecutor - Hourly	8,151	9,000	8,500	9,000
-52130	Life Insurance	537	559	545	572
-52150	Travel and Lodging	3,401	5,000	3,475	3,500
-52160	Seminars - Conventions - Training	1,367	3,000	2,000	2,500
-52165	Incidental Business Expense	-	-	-	-
-52170	Dues - Subscriptions - Memberships	8,909	10,000	8,434	9,000
-52210	Supplies	-	-	-	-
-52350	Equipment Maintenance/Repair	-	-	-	-
-52709	Bank Service Charge	-	-	-	-
-52710	Credit Card Fees	2,272	2,500	2,460	2,500
-52720	Subpoena Fees	72	100	100	100
-52721	Court Expense	5,074	6,000	3,347	5,000
-52795	Nuptial Ceremony	-	-	-	-
-52800	Capital Improvements	1,594	4,566	2,598	2,000
-52810	Vehicles	-	-	-	-
TOTAL	ADMINISTRATIVE OFFICE	639,300	682,939	662,196	661,987

General Administration 2015 Annual Budget Notes

- 7790-52100 Personal Service – (1) Custodian. 2015 reflects a 2% wage increase.
- 7791-52340 Computer Service – 2014 includes the second of the three-year network support services contract (\$59,820) plus line-of-business service (\$9,036) with NextStep Networking; Barracuda Email Archiver fees (\$1,349); and Voicemail Support System (\$1,938). 2015 includes the third and final year of the existing network support services contract (\$59,820) plus a reduction in our line-of-business service (\$7,236) with NextStep Networking.
- 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.). Costs in 2014 include HVAC and controls agreements with Debra Kuempel and Siemens; numerous HVAC repair charges (chiller, valves, hot water pump, boiler, controls); elevator maintenance and certification; fire alarm monitoring and repairs; and repair of skylight shades in administration wing. With a twenty-plus year-old building, 2015 is anticipated to provide a number of similar challenges.
- 7791-52616 Classified Advertising – Costs in 2014 are associated with the advertisement for several full-time positions: Administrative Assistant in Tax Department; Patrol Officer; Firefighter; and a Violations Bureau Clerk. In addition, costs related to the advertisement of the City's Request for Qualifications for both Engineering and Legal Services are located here. Depending on timing, advertising costs to replace the retiring Custodian in the Recreation Department may appear in 2014 or be delayed until 2015. Other costs anticipated in 2015 include the advertisement for a Building Official; Custodian for the Municipal Building; and an Account Clerk in the Tax Department.
- 7791-52741 Veterans Memorial Expenses – 2014 costs related to the upkeep of the Veterans Memorial includes rotation of new flags; lawn care treatments; the installation of new engraved pavers; caulking of joints along the fountains; and several repairs to lights at the Memorial including three of the flagpoles, one of the statues, obelisk, and story stones area. In 2015, cost considerations are provided for additional sets of flags; chemical treatments for the fountain; lawn care; paver engraving; and the conversion of a majority of lights with LED upgrades for approximately \$18,950.
- 7791-52800 Capital Improvements – 2014 costs include the replacement of the network SAN storage (\$19,569) and two network servers (\$6,721). In 2015, the Council Chambers blinds are scheduled for replacement (\$4,000).
- 7791-53000 Workers' Compensation – 2015 increase due to the start of the Ohio Bureau of Workers' Compensation (BWC) process to convert employers to pay premiums monthly. Currently, employers pay premiums twice a year (April and September).

EXPENDITURE DETAIL

FUND		CONTROL ACCOUNT			
010 - General Fund		General Government			
ACCOUNT ITEM		General Administration			
NUMBER		ACTUAL EXPENDITURES	CURRENT BUDGET	ESTIMATED EXPENDITURES	PROPOSED BUDGET
		2013	2014	2014	2015
7790-52100	Personal Service-General Administration	42,450	44,849	44,973	44,195
7791-52110	PERS Pension	6,147	6,052	6,055	6,188
-52112	Medicare	536	628	658	641
-52115	Tuition Reimbursement	1,850	3,963	3,839	-
-52120	Hospitalization	13,099	14,176	13,475	13,445
-52122	Physical Examinations	3,990	4,500	4,175	4,000
-52130	Life Insurance	47	40	37	59
-52140	Uniforms	609	800	714	700
-52160	Seminars - Conventions - Training	-	-	-	-
-52161	Employee Recognition Event	2,059	5,000	2,080	3,000
-52165	Incidental Business Expense	371	200	124	200
-52167	Employee Wellness Program	507	2,219	1,832	2,000
-52210	Supplies	6,211	5,500	2,925	5,500
-52220	Janitorial Supplies	3,043	4,000	3,000	3,000
-52250	Petty Cash	200	200	200	200
-52260	Postage	1,974	2,300	2,300	2,300
-52340	Computer Service	72,116	73,991	73,455	70,500
-52350	Equipment Maintenance/Repair	1,807	2,000	2,634	2,500
-52450	Utilities	51,335	53,015	50,923	52,600
-52480	Building Maintenance/Repair	105,644	87,719	66,128	60,000
-52481	Security Camera Maintenance	-	-	-	-
-52610	Other Contractual	-	-	-	-
-52616	Classified Advertising	16,000	10,000	14,869	10,000
-52620	Trash and Dumpster	-	-	-	-
-52696	Insurance Claims	7,473	2,500	2,500	2,500
-52740	State Sales Tax	15	30	23	25
-52741	Veterans Memorial	19,918	47,500	30,458	24,000
-52796	Online Auction Fees	1,638	3,000	150	500
-52797	Aggregation/PUCO Fees	200	200	200	200
-52800	Capital Improvements	9,279	49,650	26,730	10,000
-53000	Workers' Compensation	232,519	227,179	216,432	261,129
-53040	Unemployment Compensation	4,829	5,000	-	4,000
-53200	Miscellaneous	2,546	3,000	8,484	10,921
7791-52950	Transfer to Capital Improvement	1,000,000	325,000	100,000	1,100,000
-52951	Advances Out	6,925	-	-	-
-52955	Transfer to Community Center Debt	425,289	418,150	418,150	413,310
-52960	Transfer to Health Insurance	173,000	165,000	174,700	100,000
-52961	Transfer to Residential Recycling	16,000	16,500	15,000	15,000
-52962	Transfer to Parks and Urban Forestry	-	-	-	-
-52964	Transfer to Grants Fund	-	-	-	-
-52965	Transfer to Insurance Trust Fund	-	-	-	-
TOTAL	GENERAL ADMINISTRATION	2,229,626	1,583,861	1,287,223	2,222,613
TOTAL	GENERAL GOVERNMENT	4,753,400	4,382,931	4,082,277	4,827,172
TOTAL	GENERAL FUND	17,534,306	18,286,219	17,582,692	18,316,695