

ADMINISTRATIVE DEPARTMENTS
BUDGET

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

Waste Collection 2016 Annual Budget Notes

In 2011, the City partnered with three other communities (City of Loveland, Village of Fairfax, and Village of Greenhills) to form the Southwest Ohio Regional Refuse Consortium (SWORRE) hosted through the Center for Local Government for waste collection and recycling services. The Consortium's agreement with Rumpke consisted of an original three-year contract with two separate one-year optional years. Springdale accepted the first and second option years, and the agreement ends February 28, 2016.

The 2016 SWORRE Consortium includes the four original communities and the City of Mt. Healthy. SWORRE bid proposals were received and opened on November 4, 2015 for a new agreement commencing March 1, 2016. New rates for 2016 are reflected in the Waste Collection line item below and 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. The surcharges are based in part by the price of diesel fuel. As a result of the dropping price in diesel fuel, surcharges ceased in mid-2015.
- 5541-52620 Waste Collection – Rates are currently \$9.88/household/month and are in effect until February 28, 2016. A new bid proposal was received by SWORRE and the rate effective March 1, 2016 will be \$10.15/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. However, this agreement expires February 28, 2016. A new bid proposal was received by SWORRE and the new rate effective March 1, 2016 will be \$395 per pull.

Other Commissions 2016 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 2015: Account Clerk in Tax Department (\$1,451). Examinations anticipated for 2016: Violations Bureau Clerk in Police Department (\$2,500); Firefighter (\$3,750); and Patrol Officer (\$3,750).

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% which is accounted for in this line item.

Contractual Services

7781-52610 Other Contractual – 2015 includes Employee Assistance Program (EAP) services (\$3,025); arbitrator fee for FOP grievance (\$2,602); Building Official recruitment (\$14,700); Health Commissioner recruitment (\$14,700); balance of costs associated with Zoning Code Update (\$15,221); Kenn Road Improvement (\$3,470); employee anti-harassment training (\$15,000); executive coaching/training (\$1,833); employment background checks (\$1,199); Commons Drive - registered land filing (\$1,445); legal fees for SWORRE Consortium for waste/recycling (\$5,000); and welding to repair street pole (\$1,670). 2016 will include Employee Assistance Program (EAP) services (\$3,025); employment background checks (\$1,500); labor-related fees for grievances, fact finding, and/or arbitration (\$4,975); and new resident welcome packet (\$15,000).

EXPENDITURE DETAIL

FUND		CONTROL ACCOUNT			
010 - General Fund		General Government			
ACCOUNT NUMBER	ITEM	ACTUAL EXPENDITURES	CURRENT BUDGET	ESTIMATED EXPENDITURES	PROPOSED BUDGET
		2014	2015	2015	2016
<u>Civil Service Commission</u>					
7730-52100	Personal Service - Civil Service	4,250	4,200	4,200	4,200
7731-52110	PERS Pension	574	588	588	588
-52112	Medicare	62	61	61	61
-52200	Operating Supplies	12,000	3,000	1,451	10,000
-52260	Postage	360	200	55	200
-52570	Legal Services	-	-	-	-
TOTAL CIVIL SERVICE COMMISSION		17,246	8,049	6,355	15,049
<u>Other Boards</u>					
7741-52565	Cable TV Regulatory	47,862	48,000	47,800	48,000
TOTAL OTHER BOARDS		47,862	48,000	47,800	48,000
<u>Contractual Services</u>					
7781-52550	Engineering	55,778	70,000	58,571	60,000
-52551	Solicitor	151,888	115,000	84,567	85,000
-52552	City Planner	17,007	17,000	18,950	17,000
-52553	Public Defender	7,050	3,000	4,150	3,000
-52554	Magistrate	-	-	-	-
-52571	Legal Reimbursement	-	-	-	-
-52572	Prosecutor	-	-	-	-
-52573	Engineering Reimbursement	31,943	20,000	64,460	40,000
-52575	Appraisal Service	-	-	3,000	-
-52609	Springdale History Book	-	-	-	-
-52610	Other Contractual	72,994	71,667	80,606	30,000
TOTAL CONTRACTUAL SERVICES		336,660	296,667	314,304	235,000
TOTAL	OTHER COMMISSIONS	401,768	352,716	368,459	298,049

Legislative 2016 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.
- 7721-52110 PERS Pension – City’s contribution is 14% of the Personal Service account for the President of Council and Council members.
- 7721-52112 Medicare – 1.45% of Personal Services for the President of Council and Council members.
- 7721-53205 Public Information – The account funds three citywide 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.

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
		2014	2015	2015	2016
7720-52100	Personal Service - Council	55,725	55,725	55,069	55,725
7721-52110	PERS Pension	7,802	7,802	7,710	7,802
-52112	Medicare	808	808	799	808
-52113	FICA	-	-	-	-
-52150	Travel and Lodging	-	-	-	-
-52160	Seminars - Conventions - Training	-	-	-	-
-52210	Supplies	202	300	607	300
-53205	Public Information	22,062	22,743	23,582	23,000
-53210	Codification	9,570	8,500	6,475	7,000
-53220	Zoning Code	-	-	-	-
TOTAL	LEGISLATIVE	96,169	95,878	94,242	94,635

Economic Development Department 2016 Annual Budget Notes

- 7705-52100 Personal Service – (1) Economic Development Director (Director). 2016 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 Director participates in the dental insurance program but not the City’s medical insurance program. In 2016, costs reflect only the 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 – 2015 includes City’s participation at the Springdale Business Expo (\$1,000); State of the City luncheon expenses (\$1,235); and business lunches (\$800). 2016 expenses include Springdale Business Expo participation (\$1,250); State of the City luncheon expenses (\$1,300); ribbon-cutting expenses (\$50); and business lunches (\$1,500).
- 7705-52170 Dues-Subscriptions-Memberships – The 2015 budget includes annual costs for professional and civic organizations such as REDI Cincinnati (\$10,000), Xceligent online property search database (\$2,640), WebQA online business directory (\$3,000), and Cincinnati USA Chamber (\$575). 2016 includes contribution to REDI Cincinnati (\$10,000), print subscriptions, and other professional organizations.
- 7705-52240 Printing – The 2015 expenses include a business retention survey (\$1,577). 2016 includes printing for new employer Welcome Packets (\$1,000), note cards, and business cards for the Director.
- 7705-52556 Jobs Incentive Program – 2015 includes Line-of-Credit draws made for Cincom Systems (\$85,500); Cincinnati Bell Technology Solutions (\$61,560); and First Financial Bank (\$78,300). In addition to the three companies from 2015, payments are also scheduled to be made to the following companies in 2016: College Source (\$7,911); HealthSpan (\$7,313); Clarke Fire Protection (\$25,550); and MediSync (\$14,625). 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
		2014	2015	2015	2016
7705-52100	Personal Service-Economic Development	144,414	107,889	106,983	113,677
-52110	PERS Pension	18,304	15,076	14,911	15,915
-52112	Medicare	2,094	1,564	1,551	1,648
-52120	Hospitalization	10,471	28	28	29
-52130	Life Insurance	130	142	140	148
-52150	Travel and Lodging	91	1,000	849	2,300
-52160	Seminars - Conventions - Training	300	2,015	1,143	3,000
-52165	Incidental Business Expense	2,785	3,500	3,123	4,100
-52170	Dues - Subscriptions - Memberships	7,783	18,470	19,353	19,342
-52240	Printing	211	1,600	2,409	1,285
-52556	Jobs Incentive Program	225,360	232,673	225,360	280,759
-52610	Other Contractual	-	2,000	-	2,000
-52800	Capital Improvements	1,058	1,600	-	1,000
-53200	Miscellaneous	-	-	-	-
TOTAL	ECONOMIC DEVELOPMENT	413,001	387,557	375,850	445,203

Administrative Office 2016 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. 2016 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.
- 7701-52112 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. 2016 insurance plan year 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 – 2015 costs related to the replacement of a cell phone 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
		2014	2015	2015	2016
7700-52100	Personal Service - Administration	476,749	472,332	471,937	482,100
-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	67,304	69,836	68,753	70,674
-52112	Medicare	6,727	6,871	6,600	6,990
-52120	Hospitalization	51,975	52,276	52,230	53,748
-52124	Prosecutor - Hourly	8,743	9,000	11,362	9,500
-52130	Life Insurance	545	572	556	566
-52150	Travel and Lodging	3,481	3,500	4,535	3,000
-52160	Seminars - Conventions - Training	2,047	2,500	1,358	2,000
-52165	Incidental Business Expense	-	-	-	-
-52170	Dues - Subscriptions - Memberships	8,434	9,000	8,422	8,500
-52210	Supplies	-	-	-	-
-52350	Equipment Maintenance/Repair	-	-	-	-
-52709	Bank Service Charge	-	-	-	-
-52710	Credit Card Fees	2,377	2,500	1,750	2,400
-52720	Subpoena Fees	60	100	78	100
-52721	Court Expense	3,187	5,000	5,650	5,000
-52795	Nuptial Ceremony	-	-	-	-
-52800	Capital Improvements	2,598	2,000	300	1,000
TOTAL	ADMINISTRATIVE OFFICE	660,727	661,987	660,031	672,078

General Administration 2016 Annual Budget Notes

- 7790-52100 Personal Service – (1) Custodian. 2016 reflects a 2% wage increase. Custodian has indicated he may retire in 2016.
- 7791-52340 Computer Service – 2015 includes the third of a three-year contract with NextStep Networking (\$59,820); NextStep’s line-of-business service (\$8,436); Barracuda Email Archiver fees (\$1,349); camera upgrade and virtualization (\$2,565); and configuration of new virtual server for cameras (\$8,830). 2016 includes a one-year NextStep contract (\$59,820); NextStep’s line-of-business service (\$9,036); Barracuda Email Archiver fees (\$1,349); license and support for virtualized servers (\$986); Google Search Engine (\$100); and Springdale domain name (\$72).
- 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 2015 include HVAC and controls agreements with Debra Kuempel and Siemens; numerous HVAC repairs (chiller, valves, hot water pump, boiler, controls); elevator maintenance and certification; and fire alarm monitoring and repairs. With a twenty-plus year-old building, each year, including 2016, is anticipated to provide a number of similar challenges and expenses.
- 7791-52616 Classified Advertising – Costs in 2015 are associated with the advertisement for an Account Clerk in the Tax Department and a Custodian at the Community Center. Costs anticipated in 2016 include advertisement for the positions of Custodian at the Municipal Building; full-time Firefighter; Patrol Officer; and Violations Bureau Clerk in the Police Department.
- 7791-52741 Veterans Memorial Expenses – 2015 costs related to the upkeep of the Veterans Memorial include purchase of a partial set of flags (\$496); lawn care treatments (\$580); installation of new engraved pavers; caulking of back wall (\$9,500); and lighting repairs/upgrades (\$12,139). In 2016, cost considerations for two sets of flags (\$1,400); chemical treatments for the fountain; lawn care; paver engraving; and replacement of patio slabs in front of the north fountain (\$2,200).
- 7791-52800 Capital Improvements – 2015 costs include the replacement of the following: Fiber optic cable connectors between Municipal Building and Public Works facility (\$1,071); UPS backup for server (\$1,971); Barracuda email message archiver (\$3,789); and Network Firewall (\$4,215). 2016 cost considerations are the replacement of the Council Chambers’ blinds or replacement of carpet in Administration Conference Room (\$4,000.)
- 7791-53000 Workers’ Compensation – In 2015, the Ohio Bureau of Workers’ Compensation (BWC) began a process to convert employers to pay premiums in advance. In addition to our required payment in 2016, the first monthly premium for January 2017 will be due by December 31, 2016.
- 7791-53200 Miscellaneous – 2015 costs include property taxes for the Commons Drive right-of-way (\$10,020); Bing’s property on Springfield Pike (\$2,602); and the strip of land between Walnut Street and Oak Alley (\$6).

EXPENDITURE DETAIL

FUND		CONTROL ACCOUNT			
010 - General Fund		General Government			
		General Administration			
ACCOUNT NUMBER	ITEM	ACTUAL EXPENDITURES	CURRENT BUDGET	ESTIMATED EXPENDITURES	PROPOSED BUDGET
		2014	2015	2015	2016
7790-52100	Personal Service-General Administration	44,973	44,195	44,254	45,184
7791-52110	PERS Pension	6,055	6,188	6,196	6,326
-52112	Medicare	652	641	642	655
-52115	Tuition Reimbursement	3,838	-	-	-
-52120	Hospitalization	13,475	13,445	13,172	13,446
-52122	Physical Examinations	3,402	4,000	3,966	4,000
-52130	Life Insurance	37	59	37	60
-52140	Uniforms	702	700	838	1,000
-52160	Seminars - Conventions - Training	-	-	-	-
-52161	Employee Recognition Event	2,080	3,000	3,615	4,000
-52165	Incidental Business Expense	124	200	155	200
-52167	Employee Wellness Program	1,803	2,000	853	1,000
-52210	Supplies	2,895	5,500	3,487	3,500
-52220	Janitorial Supplies	2,911	3,000	3,094	3,000
-52250	Petty Cash	200	200	200	200
-52260	Postage	2,034	2,300	3,049	3,500
-52340	Computer Service	73,253	70,500	84,092	71,363
-52350	Equipment Maintenance/Repair	2,635	2,500	720	2,500
-52450	Utilities	51,151	52,600	53,063	50,000
-52480	Building Maintenance/Repair	62,433	60,380	46,000	45,000
-52481	Security Camera Maintenance	-	-	-	-
-52610	Other Contractual	-	-	-	-
-52616	Classified Advertising	14,869	10,000	8,231	10,500
-52620	Trash and Dumpster	-	-	-	-
-52696	Insurance Claims	2,500	2,500	-	-
-52740	State Sales Tax	23	25	9	15
-52741	Veterans Memorial	17,766	36,255	25,236	18,960
-52796	Online Auction Fees	17	500	1,763	1,000
-52797	Aggregation/PUCO Fees	200	200	200	200
-52800	Capital Improvements	26,730	10,000	11,046	4,000
-53000	Workers' Compensation	216,432	261,130	246,413	248,994
-53040	Unemployment Compensation	-	4,000	11,972	-
-53200	Miscellaneous	8,484	10,921	12,628	12,700
7791-52950	Transfer to Capital Improvement	100,000	1,100,000	900,000	400,000
-52951	Advances Out	2,000	-	-	-
-52955	Transfer to Community Center Debt	418,150	413,310	412,715	408,470
-52960	Transfer to Health Insurance	174,700	100,000	100,000	75,000
-52961	Transfer to Residential Recycling	15,000	15,000	15,000	90,000
-52962	Transfer to Parks and Urban Forestry	-	-	-	-
-52964	Transfer to Grants Fund	-	-	-	-
-52965	Transfer to Insurance Trust Fund	-	-	-	-
TOTAL	GENERAL ADMINISTRATION	1,271,524	2,235,249	2,012,646	1,524,773
TOTAL	GENERAL GOVERNMENT	4,033,283	4,866,656	4,643,928	4,112,360
TOTAL	GENERAL FUND	17,376,763	18,459,124	17,928,243	17,589,836