

INTERNAL MEMORANDUM

Office of the City Administrator

Springdale, Ohio

November 28, 2014

To: Mr. Thomas Vanover
President
Springdale City Council

From: Derrick Parham
City Administrator

Re: Report on Pending and Future Legislation

Item I

Presentation of the 2015 Annual Budget

The Finance Committee of City Council reviewed the 2015 Annual Budget at its meeting held on Monday, November 24. As a result, the 2015 Annual Budget has been distributed to all members of Council and will be presented at the **12/03/2014** meeting of City Council.

Item II

Adopting the Final Appropriation and Transfer Ordinance for 2014

This ordinance is adopted each December in order to balance out all departments in the General Fund and to insure we balance within all funds at the end of the year. This is accomplished by either moving funds already appropriated or by adopting additional appropriations to cover actual expenses. An appropriation ordinance does not require an emergency clause and will go into effect immediately after adoption by Council and execution by the Mayor.

The 2014 final appropriation ordinance will be presented for Council's consideration at its meeting on **12/17/2014**.

Item III

Adopting a Temporary Appropriations Ordinance for the Period January 1, 2015 until the Fiscal Year 2015 Appropriations Permanent Ordinance is Adopted by City Council

The first Springdale City Council meeting of 2015 falls on January 7, 2015. To provide for City operations until the 2015 Annual Appropriations Ordinance is adopted on January 7, a Temporary Appropriations Ordinance will need to be adopted by City Council. The adoption of this ordinance is an annual practice of the City.

A Temporary Appropriations Ordinance will be presented for Council's consideration at the meeting of **12/17/2014**. Because this is an ordinance dealing with financial matters, it may take effect on January 1, 2015 without an emergency clause.

Item IV

An Ordinance Setting the Compensation for the Elected Mayor for Calendar Year 2015 and Declaring an Emergency

In recognition of the Mayor performing nuptial services, Council increased the compensation of the Mayor's position for calendar year 2013 from \$21,000 to \$25,000 effective January 1, 2013. In return, the Mayor would perform a specified number of nuptial ceremonies to accommodate the salary increase. All associated payments received by the Mayor related to said nuptial services would be submitted to the City of Springdale. As a result of this agreement, the determination of the Mayor's salary will be made on an annual basis. If passed, this legislation would establish the amount the Mayor will be compensated in 2015.

An ordinance, with an emergency clause, setting the compensation for the elected Mayor for calendar year 2015 will be before City Council at the **12/17/2014** meeting.

Item V

An Ordinance Setting the Employee Pay Rates for 2015 and Declaring an Emergency

As a part of this year's budget process, the City Administration has recommended that Council authorize a modest wage increase for all non-union full-time City employees and part-time firefighters. The pay ordinance would be designed to go into effect on December 28, 2014, meaning the employees will receive the benefit of the pay increase on the first pay for 2015 (January 15, 2015).

An ordinance, with an emergency clause, setting pay rates for full-time City employees not covered by a collective bargaining agreement, as well as part-time firefighters, is scheduled to appear before City Council at the **12/17/2014** meeting.

Item VI

An Ordinance Accepting the Recommendation of City Council's Engineering Services Committee and Authorizing the Mayor and Clerk of Council/Finance Director to Enter into an Agreement with the Chosen Engineering Firm for Engineering Services Provided to the City of Springdale and Declaring an Emergency

In 2014, the City decided to re-evaluate its contract for City Engineering Services. The President of Council has appointed three members of Council to serve as Council's Engineering Services Committee to perform the assessment. Presently, and for the past thirty-plus years, CDS Associates have served the City as its City Engineer. The intent of the process is to insure the City receives the best possible engineering services for the community and the City organization. The focus of the process is not necessarily to replace CDS. However, during the assessment, if it is determined another engineering firm would provide a better service and product for the City, clearly a change could be made. The Engineering Services Committee is scheduled to make a recommendation to City Council at the **12/03/2014** meeting.

An ordinance, with an emergency clause, accepting the recommendation of the Engineering Services Committee and authorizing an agreement with the chosen engineering firm for engineering services is scheduled for Council's consideration at the **12/17/2014** meeting.

Item VII

An Ordinance Accepting the Recommendation of City Council's Legal Services Committee and Authorizing the Mayor and Clerk of Council/Finance Director to Enter into an Agreement with the Chosen Law Firm for Legal Services Provided to the City of Springdale and Declaring an Emergency

Just as with the engineering services, the City decided to re-evaluate its contract for Legal Services. The President of Council has also appointed a three member ad hoc committee to serve as Council's Legal Services Committee to perform this assessment. Presently, and for the past thirty-plus years, Wood & Lamping has served the City as its Law Director. Once again, the intent of the process is to insure the City receives the best possible legal services for the community and the City organization. It should also be repeated that the focus of the process is not to necessarily replace Wood & Lamping. However, during this assessment, if it is determined another law firm would provide a better service and product for the City, a change could be made. The Legal Services Committee is scheduled to make a recommendation to City Council at the **12/03/2014** meeting.

An ordinance, with an emergency clause, accepting the recommendation of the Legal Services Committee and authorizing an agreement with the chosen law firm for legal services is scheduled for Council's consideration at the **12/17/2014** meeting.

Item VIII

Two Separate Resolutions Confirming the Mayor's Appointments to the Board of Health

In the City of Springdale Charter, the Mayor of the City is responsible for appointing the members of the Springdale Board of Health, and the legislative body (City Council) is to confirm those appointments. This year, the terms of two members of the Board of Health will expire on December 31, 2014. The two members with expiring terms are Springdale residents Mrs. Rita Hart and Dr. Kevin Ketring. Mayor Doyle Webster plans to make the appointments and have Council confirm the appointments at the **12/17/2014** meeting.

Two separate resolutions confirming Mayor Webster's appointments to fill the expiring terms of Mrs. Rita Hart and Dr. Kevin Ketring are scheduled to be before Council at the **12/17/2014** meeting.

Item IX

A Resolution Appointing a Member to the Springdale Charter Revision Committee

The term of Ms. Sharon Conrad on the Springdale Charter Revision Committee is scheduled to expire on December 31, 2014. Prior to the expiration of the term, Council will need to make an appointment to fill the expiring term. The term is a five-year period and will expire on December 31, 2019. A resolution appointing a member to the Springdale Charter Revision Committee will be before Council at the **12/17/2014** meeting.

Item X

A Resolution Appointing a Member to the Springdale Civil Service Commission

The term of Mrs. Kathy Nienaber on the Springdale Civil Service Commission is scheduled to expire on December 31, 2014. Prior to the expiration of the term, Council will need to make an appointment to fill the expiring term. The term is for a three-year period and will expire on December 31, 2017. A resolution appointing a member to the Springdale Civil Service Commission is scheduled to be before Council at the **12/17/2014** meeting.

Item XI

An Ordinance Adopting the Annual Appropriations/Estimated Receipts for Fiscal Year Ending December 31, 2015

This ordinance, scheduled for the **01/07/2015** meeting, authorizes the approval of appropriations for current expenses and other potential expenditures of the City of Springdale, Ohio, for the fiscal year ending December 31, 2015. It also adopts the estimated receipts the City anticipates on collecting in the fiscal year ending December 31, 2015. The appropriations and receipts are for the most part consistent with the 2015 Budget scheduled to be presented at the **12/03/2014** Council meeting. The appropriations ordinance does not require an emergency clause and will go into effect immediately after adoption by Council and execution by the Mayor.

Item XII

A Resolution Authorizing the Investment of Municipal Funds

Article III, Section G, Paragraph 6, (i) of the Charter requires the Clerk of Council/Finance Director shall “Invest any such funds as Council, by resolution, declares are not needed for any Municipal purpose for more than ninety (90) days.” At the beginning of the year, it has been Council’s long-standing practice to adopt a blanket resolution authorizing the Clerk to invest those funds she determines not to be needed for more than 90 days. Such a resolution for the year 2015 will be before City Council at the **01/07/2015** meeting.

Item XIII

A Resolution Requesting Advance Payment from the County Auditor

At its first meeting each year, Council adopts a resolution requesting the County Auditor “pay to the Clerk of Council/Finance Director of the City of Springdale all funds currently available for distribution to said City of Springdale.” If we fail to adopt such a resolution, the County will hold our property tax settlements as long as they can in order to derive the interest from the investment of such funds. As a result of this resolution, the County must distribute our property tax settlements as soon as the money is collected and available. The resolution covering 2015 will be before Council at the **01/07/2015** meeting.

Mayor
Clerk of Council / Finance Director
City Council
Assistant City Administrator
Law Director
City Engineer
Department Directors
Recording Secretary
Reading File