

# INTERNAL MEMORANDUM

## Office of the City Administrator

### Springdale, Ohio

November 2, 2012

To: Mrs. Marjorie Harlow  
President  
Springdale City Council

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From: Derrick Parham  
City Administrator

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Re: Report on Pending and Future Legislation

#### **Item I**

#### **Ordinances Authorizing Annual Contracts with the Mayor's Court Magistrate, Prosecutor and Public Defender with Emergency Clauses**

Each year the City contracts for legal services required to operate our Mayor's Court. The positions involved are those of Magistrate, Prosecutor, and Public Defender. The terms of the annual contracts run from 12/1 through 11/30. Once again this year, Mayor Webster has recommended that Donald White serve as the Court Magistrate, Mark Piepmeyer as City Prosecutor and Jonathan Smith as Public Defender. Each of the three has agreed to return at their current rate for the next twelve month period.

The three ordinances, with emergency clauses, will be before Council for your consideration at the **11/07/2012** meeting.

#### **Item II**

#### **Adopting a Supplemental Appropriation and Estimated Receipts Ordinance to Make Appropriations For Current Expenses and Other Expenditures and Adjust Estimated Receipts For the City of Springdale, Ohio During Fiscal Year Ending, December 31, 2012**

In 2012, the City incurred additional expenses in a number of funds that were not anticipated or authorized as a part of the 2012 Appropriation Ordinance (Budget). Because these expenses were of substantial amounts and would place the affected funds into a negative, it is necessary for the City to adopt legislation authorizing the additional appropriations to cover such expenses. The reason this legislation is needed at this time as opposed to waiting for the final supplemental appropriation is that Council can grant the authority prior to the City incurring the expenses. If we wait until the final appropriation ordinance next month, we would certainly receive a "Material Violation" from the Auditors when this year's activities are audited.

An ordinance adopting supplemental appropriations to cover these additional expenses is scheduled to be before Council at the meeting on **11/07/2012**. As always, an appropriation ordinance does not require an emergency clause and will go into effect immediately after adoption by Council and execution by the Mayor.

**Item III**

**A Resolution Commending Daniel Shroyer for His Long, Distinguished, and Dedicated Service to the City of Springdale**

Following thirty-five (35) years of service to the Springdale Fire Department, Fire Chief Daniel Shroyer decided to kick off his firefighter boots and retire to his new full-time duties of being a grandfather. Dan began his association with the department as a volunteer back in 1977. He later went on to serve in several other key positions within the Springdale Fire Department from Fire Lieutenant, to Assistant Fire Chief, and ultimately to the position of Fire Chief. Dan's retirement became effective on Sunday, September 30, 2012.

No one could ever question his love for and commitment to the Springdale Fire Department. It was as if the Fire Department was his 3<sup>rd</sup> child. We thank Dan for many years of service and leadership and wish he and his family the best as he transitions into the retirement phase of his life.

A resolution commending Dan Shroyer for his outstanding service to the Springdale community will be before Council for consideration at the **11/07/2012** meeting.

**Item IV**

**A Resolution Commending William Reichert for His Dedication and Service to the City of Springdale**

William Reichert was appointed to serve on the City of Springdale's Charter Revision Committee in 2004. Most recently, Mr. Reichert has served on the City's Board of Zoning Appeals (BZA). He was originally appointed to the BZA in December of 2005 where he served until October 2012. He was eventually appointed as the Vice-Chair of the BZA.

Unfortunately, Mr. Reichert (for family reasons) has decided to resign his position on the Board effective last month. A resolution commending William Reichert for his dedicated service to the community will be before City Council at the meeting of **11/07/2012**.

**Item V**

**Adopting A Temporary Appropriation Ordinance for the Period January 1, 2013 until the Fiscal Year 2013 Appropriation Permanent Ordinance is Adopted by City Council**

The first Council Meeting of the New Year falls on 01/02/2013. In order to provide for City operations until the Annual Appropriation Ordinance can be considered on that date, a temporary appropriation ordinance will be presented for Council's consideration at the regular meeting of **12/19/2012**. Because this is an ordinance dealing with financial matters, it may take effect on 01/01/2013 without an emergency clause.

## **Item VI**

### **Several Resolutions Either Confirming Mayoral Appointments and/or Council Appointments to various Boards, Commissions and Committees**

A quick review of the Boards and Commissions document (dated 10/19/2012) reveals the terms of several members of the various Boards and Commissions will expire either prior to or at the end of the calendar year.

Below are a number of board or commission members, according to the document, with terms expiring at the end of this year: Charter Revision – Mrs. Julie Matheny (12/31/12); Civil Service Commission – Mr. Robert Coleman (12/31/12); Board of Health – Mrs. Rita Hart and Mr. Kevin Ketring (12/31/12).

## **Item VII**

### **Adopting the Final Appropriation and Transfer Ordinance for 2012**

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 2012 final appropriation ordinance will be presented for Council's consideration at its meeting on **12/19/2012**.

## **Item VIII**

### **An Ordinance Adopting the Annual Appropriation/Estimated Receipts for Fiscal Year Ending December 31, 2013**

This ordinance, scheduled for the **01/02/2013** meeting, authorizes the approval of appropriations for current expenses and other expenditures of the City of Springdale, Ohio, for the fiscal year ending December 31, 2013. It also adopts the estimated receipts the City anticipates on collecting in the fiscal year ending December 31, 2013. The appropriations and receipts are consistent with the 2013 budget scheduled to be presented at the December 5, 2012 Council meeting. An appropriation ordinance does not require an emergency clause and will go into effect immediately after adoption by Council and execution by the Mayor.

## **Item IX**

### **An Ordinance Implementing A Voluntary Furlough Program For All City of Springdale Full-time Employees And Declaring An Emergency**

Since 2008, the City has adopted a resolution to implement a "Voluntary Furlough Program" on an annual basis for all full-time City employees. Because there is no negative impact on City finances or operations, the Administration is recommending the adoption of a more permanent program that would not require legislative action every year. In fact, the program offers a benefit to the organization by way of savings on personnel expenses.

The proposed program would be identical to the annual program previously adopted. The same guidelines established under the current program will be the ones used for this program. Each employee would be eligible to take up to 15 days of voluntary furlough

leave. The leave will only be taken in increments of one full day (8 hours for employees working 8 hour shifts). The leave must be approved by the Department Director and can be rejected by the City Administrator.

An ordinance, with an emergency clause, implementing a Voluntary Furlough program of up to 15 days for full-time City of Springdale employees will be before Council for consideration at the **11/21/2012** meeting.

**Item X**

**An Ordinance Authorizing the City to Enter Into An Agreement with ODOT For the State Route 4 (South) Urban Paving Project and Declaring An Emergency**

On 03/21/2008, City Council adopted Resolution 08-2008, the consent agreement for the ODOT Urban Paving Project that will resurface SR 4 from Sharon Rd. to Cameron Rd. After many years, this project is now ready to be sold by ODOT in early spring. In order for the project to move forward, the City will need to adopt the final resolution authorizing the City to enter into a contract with ODOT for the improvements.

The project is expected to start this spring. The estimated construction cost is \$301,000, with an additional \$30,100 for construction engineering, making the total \$331,100. The ODOT paving (\$161,600) and construction engineering costs (\$16,254) are estimated to be \$177,854, with Springdale's local share coming in at \$153,246. The funding breakdown for this project has been adjusted to match more current ODOT rates. We will not know our actual cost until the bid results are received.

An ordinance, with an emergency clause, authorizing the City to enter into the contract with ODOT for the SR 4 (South) Urban Paving Project is scheduled for Council's consideration at the meeting of **01/16/2013**.

**Item XI**

**The Presentation of 2013 Budget is scheduled for the December 5, 2012 City Council meeting.**

Mayor  
Clerk of Council / Finance Director  
City Council  
Assistant City Administrator  
Reading File

Law Director  
City Engineer  
Department Directors  
Recording Secretary