

**President Kevin Hardman called the Special Sharonville Council Budget meeting of December 8, 2011 to order at 5:30 p.m.** All Elected Officials were in attendance. Safety Service Director Ted Mack, Finance Director Amy Moore, Deputy Safety Service Director Christine Thompson and Deputy Safety Service Director Robert Fisher were in attendance. Department Managers were also in attendance for the various budget presentations of the departments.

### **Presentations:**

- ◆ Finance Director Amy Moore
  - December 7, 2011: Budget Changes

### Department Budget Presentations:

- ◆ Building and Planning – Richard Osgood, Director
- ◆ Health – Dennis Propes, Commissioner

### **EXECUTIVE SESSION**

At 5:47 p.m. the motion by Mrs. Hoppe to move to go into Executive Session for the purposes of considering the sale of public property and to consider the appointment employment promotion of a public employee pursuant to Ohio Revised Code was seconded by Mr. Tankersley. Roll Call Vote to move into Executive Session. Motion approved unanimously. At 6:30 p.m. the motion by Mr. Pugh to reconvene was seconded by Mr. Tankersley. Voice Vote Called. Motion approved unanimously.

- ◆ Recreation – Sue Koetz, Director
  - Discussion Items
    - Gower Park – Included \$9,100 for electric
- ◆ Police – Mike Schappa, Chief
- ◆ Administration – Amy Moore, Finance Director
  - Miscellaneous Government
  - Discussion Items:
    - Patriot Pointe event funds – Included \$3,000
  - TIF
- ◆ Personnel Discussion Items:
  - Kevin Hardman proposal of 1.5% Discretionary bonus to be paid in 2011 to all FT and PT employees. Bonus to apply to base hours with details to be determined. For PT employees to be based upon actual hours over prior 52 week period.
    - Voting in favor: Rabe, Schmidt, Pugh, Tankersley, Hoppe, Cunningham
  - Alternate Administration proposal of 1.5% Raise for all FT and PT employees – Not included
    - Voting in favor: Kattelman and Hoppe

Discussion Items for General Fund Balance Use:

- ◆ Fields Ertel Improvement – Included \$335,000 from General Fund with additional from SCM&R and State Highway funds and with balance from grant funds
- ◆ Reading Road Improvement - \$400,000 to reserves
- ◆ Radios for Internal City Communications (Disaster) – Included \$97,002 with balance from SCM&R
- ◆ Additional Reserve for Termination Benefits Fund – Not included
- ◆ Payoff Fire Truck Lease in 2011 (\$212,334) - Included
- ◆ Payoff Phone Lease in 2011 (\$144,887) - Included
- ◆ Defeasance Bonds for Crescentville Improvements (\$232,469) – Not included

President of Council Kevin Hardman adjourned the meeting at 9:52 p.m.

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Martha Cross Funk, Clerk of Council                      Date      Kevin Hardman, President of Council      Date

**December 7, 2011: Budget Change Notification**

All Changes affect pages 1 and 2 of the draft.

<i>Line Item</i>	<i>Description</i>		<i>Pg.</i>
<b>TOTAL 12/31/11 GENERAL FUND PROJECTED BAL</b>		<b>\$ 4,449,194</b>	
<b>Revenues - Expenditures</b>		<b>349,194</b>	
Expenditure Adjustments			
720.53103	Add to Council Advertising Cost	700.00	25
790.53502	Fireworks	25,000.00	31
790.53604	Additional Sharonfest Support	15,000.00	31
790.53901	Election Expenses for Butler County	4,200.00	31
900.57201	Additional Capital Transfer for Wireless in City Bldg	7,200.00	32
900.57201	Reduce Capital Transfer for Bldg/Ping Software Costs	(40,000.00)	32
900.57201	Additional Capital Transfer for Bldg/Ping Phase I Comprehensive Plan	35,000.00	32
		Net Change to Expenditures	
		47,100.00	
<b>REV. 12/31/11 GENERAL FUND PROJECTED BAL</b>		<b>\$ 4,402,094</b>	
<b>Revised Revenues - Expenditures</b>		<b>302,094</b>	
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<b>OTHER FUND CHANGES</b>			
<b>201 SCM&amp;R</b>			
110.54200	Potential Promotional Costs	7,000.00	34
Revised 12/31/12 Est. Fund Balance		323,802.00	
<b>219 DEA Task Force</b>			
110.54200	Pilot iPad Project	3,000.00	16
110.54200	Detective Tape Recorders (Formula error)	1,550.00	16
Revised 12/31/12 Est. Fund Balance		19,600.00	
<b>401 Capital</b>			
Receipt Adjustment			
900.41921	Additional Transfers from General Fund	2,200.00	10
Expenditure Adjustments			
410.	Bldg/Ping Software Cost Reduction	(40,000.00)	52
410.	Bldg/Ping Phase I Comprehensive Plan Addition	35,000.00	52
790.	Wireless in City Building	7,200.00	54
Revised 12/31/12 Est. Fund Balance (No Change)		48,495.06	
<b>605 Convention Center</b>			
Receipt Adjustment			
785.41091	Reduce Motel Tax Estimate	(75,000.00)	10
Revised 12/31/12 Est. Fund Balance		926,541.00	

**2012 Discussion Items: Personnel**

	General	Fire	SCMR	Perm MVL	Sr. Hsng	Conv. Ctr.
1.5% Increase for all FT Employees	106,100	49,710	8,400	1,200	1,100	10,400
1.5% Increase for all PT Employees	11,000	20,000				
<b>Total Personnel Discussion</b>	<b>117,100</b>	<b>69,710</b>	<b>8,400</b>	<b>1,200</b>	<b>1,100</b>	<b>10,400</b>

## Employee Attrition Since 2005

\* = budgeted for 2012

\*\* =Not Budgeted

\*\*\* =Not budgeted at this time

**The City had 164 fulltime employees In 2005 - The City currently has 149 fulltime employees**

Department	Position	Vacant
Police	Patrol Officer	3*
Police	Clerks Dispatch	1**
Fire	Sr. Firefighter/Paramedic	1**
Fire	Sr. Firefighter/Paramedic (40hr)	1**
Fire	Inspector	2**
Fire	Sr. Admin Clerk	1**
Fire	Assistant Fire Chief	1**
Health	Public Nurse	1**
Rec	Building Custodian	1**
Rec	Program Manager	1**
Building Dept.	Sr. Building Inspector	1**
PW	Street Maintenance Super	1*
PW	Assistant Maintenance Super	1**
PW	Mechanic	1**
PW	Sr. Operator	2**
PW	Custodian	1**
Admin	Deputy Auditor	1**
Admin	Deputy SSD	
Admin	Mayor's Admin Assistant	1**
CC	Admin Clerk	1**
Total		23
Added new positions		8
Net loss		15

	ITEMS	QUANTITY	COST
SYSTEM			
	Repeaters	3	\$31,322.00
FIRE			
	Mobiles	10	\$9,340.00
	Portables	8	\$7,120.00
	Base	3	\$4,038.00
POLICE			
	Mobiles	12	\$11,208.00
	Portables	15	\$13,350.00
	Base	2	\$2,692.00
	Trade-in credit for existing equip.		-\$12,600.00
PUBLIC WORKS			
	Mobiles	15	\$14,010.00
	Portables	6	\$5,040.00
	Base	2	\$2,692.00
RECREATION			
	Mobiles	3	\$2,802.00
	Portables	14	\$11,760.00
	Base	2	\$2,692.00
HEALTH			
	Portables	4	\$3,360.00
	Base	1	\$1,346.00
BUILDING/PLANNING			
	Portables	3	\$2,520.00
	Base	1	\$1,346.00
ADMINISTRATION			
	Portables	4	\$3,360.00
	Base	1	\$1,346.00
<b>TOTAL</b>			<b>\$118,744.00</b>
	Annual savings by reducing cell phone accounts		\$4,175.00

## December 9, 2011: Budget Change Notification

All Changes affect pages 1 and 2 of the draft.

Line Item Description

Pg.

2011 Budget Adjustments at 12/8/11 Hearing (estimated)		(500,000.00)
<b>TOTAL 12/31/12 GENERAL FUND PROJECTED BAL</b>		<b>\$ 3,902,094</b>
<b>Revenues - Expenditures</b>		<b>302,094</b>
Expenditure Adjustments		
410.	Personnel Cost	3,000.00
720.53599	Patriot Pointe Programs	3,000.00
900.57201	Additional Capital Transfer for Gower Park Electric	9,100.00
900.57201	Additional Capital Transfer Radio System/Radios	97,002.00
900.57201	Additional Capital Transfer for Fields Ertel Funding	335,000.00
	Remove Fire Truck Lease Pmt (Payoff in 2011)	(108,603.00)
	Remove Phone Lease Pmt (Payoff in 2011)	(43,162.00)
	Net Change to Expenditures	295,337.00
<b>REV. 12/31/12 GENERAL FUND PROJECTED BAL</b>		<b>\$ 3,606,757</b>
<b>Revised Revenues - Expenditures</b>		<b>6,757</b>

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### OTHER FUND CHANGES

#### 201 SCM&R

Radio System/Radios	21,742.00
Portion of Fields Ertel Funding	65,000.00

#### 202 State Hwy

Cottingham	(44,000.00)
Portion of Fields Ertel Funding	45,000.00

#### 401 Capital

Receipt Adjustment	289,337.00
900.41921 Additional Transfers from General Fund	
Expenditure Adjustments	
Gower Park Electric	9,100.00
Radio System/Radios	97,002.00
Fields Ertel Funding	335,000.00
Remove Fire Truck Lease Pmt (Payoff in 2011)	(108,603.00)
Remove Phone Lease Pmt (Payoff in 2011)	(43,162.00)

#### 607 Convention Center Expansion

Expenditure Adjustments	
Building & Building Improvements	2,918,083.63
<i>To capture the full fund balance for 2012 project costs.</i>	