



In the sidewall of tire.
Could not be repaired.

Auditor Margo Moyer

ORDINANCE NO. 17- 113
INTRODUCED BY COUNCIL

AN ORDINANCE REQUESTING THE APPROVAL OF CITY COUNCIL
OF THE ATTACHED WATER AND SEWER INDIRECT COST
ALLOCATION PLAN.

WHEREAS, ordinance #'s 93-160, 98-18, 03-25, 08-52 and 13-07 were passed
concerning the indirect cost allocation plan for water and sewer, and;

WHEREAS, five years have passed and another ordinance is needed to update
this plan and henceforth every five years, and;

WHEREAS, this format follows OMB Circular a-87 published May 17, 1995 and
updated May 10, 2004, and;

WHEREAS, unallowable items still remain as capital expenditures, interest
expenses and general government costs.

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of
Zanesville, Ohio, that:

SECTION ONE: That City Council approves the attached format for the indirect
cost allocation of water and sewer funds to the general fund.

SECTION TWO: This ordinance shall take effect and be in force from and after
the earliest period allowed by law.

PASSED _____, 2017


ATTEST: _____
Sue Culbertson
Clerk Of Council

Daniel M. Vincent
President Of Council

APPROVED: _____, 2017

Jeff Tilton
Mayor

This legislation approved as to form:



Law Director's Office

CITY OF ZANESVILLE
INDIRECT COST OVERHEAD
APPLICATION AND RULES

1. Calculations of the overhead will be based on actual figures from the previous year.
2. This ordinance should be amended when there is a new job position created, deleted and when work is reassigned.
3. Time management has been used on some positions and have remained the same with some departments. Purchasing, budget finance director, public service director, data processor, and law director have changed.
4. This new overhead will account for the sanitation fund since it has been classified as an enterprise fund.
5. The Equal Opportunity and building maintenance departments have been deleted from the new overhead.
6. A human resource department, an assistant it department, a GPS department and an assistant public service director has been added.
7. Fringe benefits will include health insurance and PERS city match will be calculated at the normal percentage of 50% of gross wages excluding elected official's salary instead of using the actual amount spent.
8. The overhead will be good for five years and need to be updated and passed by council in the year 2022.
9. This overhead follows OMB circular A-87 published May 17, 1995 revised May 10, 2004. State Auditor confirmed that there are no updates for cost allocation plans.
10. The source data will be the actual whole year as much as possible. If this is not possible then two months will be evaluated and the average will be used for its basis especially with the new software.
11. Some allocated costs will be divided in thirds between water, sewer, and sanitation.
12. No Capital expenditures of \$5,000.00 or more will be included in the indirect cost overhead. Direct usage cost will be applied at the time of purchase.

CENTRAL SERVICES/CITY OF ZANESVILLE

COST ALLOCATION BASES

ALL SERVICES

| <u>Department</u> | <u>Function</u> | <u>Allocation Base</u> |
|-------------------|--------------------------|-----------------------------|
| Mayor | City Wide Administration | Number of employees by fund |
| Sanitation | % | Water % Sewer % |

| | | |
|------------|-----------------|-------------------------|
| Auditor | General Billing | Purchase Orders by Fund |
| Sanitation | % | Water % Sewer & |

| | | |
|------------|-----------------------|-----------------|
| Treasurer | Check & Banks Release | |
| | & Reconciliation 60% | Checks by Fund |
| Sanitation | % | Water % Sewer % |

| | | |
|------------|-----------------------|-----------------------------|
| | Payroll Functions 40% | Number of employees by fund |
| Sanitation | % | Water % Sewer % |

| | | |
|--------------|------------------------|---|
| Law Director | General Legal Services | Estimate of service provided per department |
| Sanitation | % | Water % Sewer % |

Ordinance No. 17-113

Budget Finance Labor Negotiations Number of union employees
 and Relations 30% by fund

Sanitation % Water % Sewer %

Budget Preparation 35% Number of budget lines
 per fund

Sanitation % Water % Sewer %

Administration 35% Number of employees by fund

Sanitation % Water % Sewer %

Data Processor Computer Administration Estimate of service
 And IT Tech Assistant provided by department

Sanitation % Water % Sewer %

Purchasing & Insurance Percentage of amount paid
 Insurance Agent 60%

Sanitation % Water % Sewer %

Contract Work 40% Number of contracts per fund

Sanitation % Water % Sewer %

City Council Secretary Ordinance Preparation Number of ordinances
 per fund

Sanitation % Water % Sewer %

Ordinance No. 17-113

Human Resource Department

Number of employees per fund

Sanitation % Water % Sewer %

Civil Service

Case Review

Number of civil service
employee per fund

Sanitation % Water % Sewer %

City Hall Janitor

Maintenance

Square feet utilized

Sanitation % Water % Sewer %

Office rent \$3,000.00 per month including all utilities except phone

Sanitation % Water Sewer

Public Service

Administrator

Job Duties

Sanitation 15% Water 25% Sewer 25%

Public Service

Assistant

Job Duties

Sanitation 20% Water 30% Sewer 30%

City Engineer and GIS Assistant

Mapping

Job Duties

Sanitation 20% Water 30% Sewer 30%