



**AGENDA**  
**PIQUA CITY COMMISSION**  
**2024 APPROPRIATION BUDGET MEETING**  
**TUESDAY, NOVEMBER 28, 2023**  
**4 PM - COMMISSION CHAMBERS - 2<sup>ND</sup> FLOOR**  
**201 WEST WATER STREET**  
**PIQUA, OHIO 45356**

**CALL TO ORDER**

**ROLL CALL**

**2024 CITY COMMISSION APPROPRIATION BUDGET MEETING**

1. 2024 Appropriation Budget Overview
2. 2024 Appropriation Budget
  - a. Power 401
  - b. Water 403
  - c. Wastewater 404
  - d. Stormwater 411
  - e. Sanitation 405
  - f. Parks 105
  - g. Golf 409
  - h. Streets 101
  - i. Streets 103
  - j. Safety - Fire 106-009
  - k. Safety - Police 106-014
3. Adjournment



**ORDINANCE NO. 15-23**  
**AN ORDINANCE TO MAKE APPROPRIATIONS FOR THE**  
**CITY OF PIQUA, OHIO FOR THE YEAR 2024**

BE IT ORDAINED by the Commission of the City of Piqua, Miami County,  
Ohio, the majority of all members elected or appointed thereto concurring:

**SEC. 1:** That there be appropriated from the GENERAL FUND (001)

<u>ACCOUNT</u>	<u>2024 BUDGET</u>
<u>City Building</u>	
Operation and Maintenance	\$269,509
Capital Outlay (including labor)	\$90,460
Allocated Expenses	(\$20,430)
<b>TOTAL</b>	<b>\$339,539</b>
<u>City Commission</u>	
Personal Services/Administrative Support	\$61,737
Operation and Maintenance	\$40,681
<b>TOTAL</b>	<b>\$102,418</b>
<u>City Manager</u>	
Personal Services/Administrative Support	\$302,063
Operation and Maintenance	\$34,431
Allocated Expenses	(\$246,213)
<b>TOTAL</b>	<b>\$90,281</b>
<u>Civil Service</u>	
Operation and Maintenance	\$38,870
<b>TOTAL</b>	<b>\$38,870</b>
<u>Engineering</u>	
Personal Services/Administrative Support	\$369,174
Operation and Maintenance	\$207,624
Allocated Expenses	(\$469,340)
<b>TOTAL</b>	<b>\$107,458</b>
<u>Finance</u>	
Personal Services/Administrative Support	\$746,836
Operation and Maintenance	\$76,374
Allocated Expenses	(\$569,497)
<b>TOTAL</b>	<b>\$253,713</b>
<u>Law</u>	
Personal Services/Administrative Support	\$0
Operation and Maintenance	\$128,984
Allocated Expenses	(\$76,805)
<b>TOTAL</b>	<b>\$52,179</b>
<u>Income Tax</u>	
Personal Services/Administrative Support	\$62,016
Operation and Maintenance	\$460,770
<b>TOTAL</b>	<b>\$522,786</b>
<u>Planning &amp; Zoning</u>	
Personal Services/Administrative Support	\$339,869
Operation and Maintenance	\$83,436
<b>TOTAL</b>	<b>\$423,305</b>
<u>General Government</u>	
Operation and Maintenance	\$725,715
Capital Outlay (including labor)	\$500,000
<b>TOTAL</b>	<b>\$1,225,715</b>
<u>Human Resources</u>	
Personal Services/Administrative Support	\$371,751
Operation and Maintenance	\$71,640
Allocated Expenses	(\$384,741)
<b>TOTAL</b>	<b>\$58,650</b>
<u>Public Relations</u>	
Personal Services/Administrative Support	\$267,650
Operation and Maintenance	\$60,708
Allocated Expenses	(\$194,191)
<b>TOTAL</b>	<b>\$134,167</b>

Facilities

Personal Services/Administrative Support	\$126,289
Operation and Maintenance	\$1,500
Allocated Expenses	(\$127,789)

**TOTAL** \$0

Purchasing

Personal Services/Administrative Support	\$251,840
Operation and Maintenance	\$19,758
Allocated Expenses	(\$259,592)

**TOTAL** \$12,006

Transfers

Transfer to Parks Fund 105	\$1,000,000
Transfer to Safety Fund 106	\$3,550,000
Transfer to Forest Hill Mausoleum Fund 110	\$25,000
Transfer to Pro Piqua Fund 128	\$60,000
Transfer to Golf 409	\$225,000
Transfer to Fort Piqua Plaza 410	\$300,000

**TOTAL** \$5,160,000

**TOTAL GENERAL FUND** \$8,521,087

**SEC. 2:** That there be appropriated from the STREET DEPARTMENT FUND (101)

Personal Services/Administrative Support	\$1,493,267
Operation and Maintenance	\$1,744,816
Capital Outlay (including labor)	\$500,000

**TOTAL** \$3,738,083

**SEC. 3:** That there be appropriated from the STATE HIGHWAY FUND (102)

Operation and Maintenance	\$89,500
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**TOTAL** \$89,500

**SEC. 4:** That there be appropriated from the STREET INCOME TAX FUND (103)

Operation and Maintenance	\$2,367,183
Capital Outlay (including labor)	\$1,821,250

**TOTAL** \$4,188,433

**SEC. 5:** That there be appropriated from the NEIGHBORHOOD IMPROVEMENT PROGRAM FUND (104)

Personal Services/Administrative Support	\$0
Operation and Maintenance	\$69,300

**TOTAL** \$69,300

**SEC. 6:** That there be appropriated from the PARK AND RECREATION FUND (105)

Personal Services/Administrative Support	\$768,536
Operation and Maintenance	\$620,619
Capital Outlay (including labor)	\$122,000

**TOTAL** \$1,511,155

**SEC. 7:** That there be appropriated from the PUBLIC SAFETY FUND (106)

009 Fire Department

Personal Services/Administrative Support	\$4,888,780
Operation and Maintenance	\$979,353
Capital Outlay (including labor)	\$6,500

**TOTAL** \$5,874,633

014 Police Department

Personal Services/Administrative Support	\$5,896,026
Operation and Maintenance	\$931,417
Capital Outlay (including labor)	\$239,104

**TOTAL** \$7,066,547

**TOTAL PUBLIC SAFETY** \$12,941,180

**SEC. 8:** That there be appropriated from the D.U.I. EDUCATIONAL FUND (109)

Operation & Maintenance	\$11,000
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**TOTAL** \$11,000

That there be appropriated from the FOREST HILL MAUSOLEUM FUND (110)	
Operation & Maintenance	<u>\$25,000</u>
<b>TOTAL</b>	<b>\$25,000</b>
SEC. 10:	That there be appropriated from the MANDATORY DRUG FINE FUND (111)
Operation and Maintenance	<u>\$4,400</u>
<b>TOTAL</b>	<b>\$4,400</b>
SEC. 11:	That there be appropriated from the SCARBROUGH TIF FUND (112)
Operation and Maintenance	<u>\$555</u>
<b>TOTAL</b>	<b>\$555</b>
SEC. 12:	That there be appropriated from the ONEOHIO OPIOID SETTLEMENT FUND (113)
Operation and Maintenance	<u>\$40,000</u>
<b>TOTAL</b>	<b>\$40,000</b>
SEC. 13:	That there be appropriated from the CHIP FUND (117)
Operation and Maintenance	<u>\$125,875</u>
<b>TOTAL</b>	<b>\$125,875</b>
SEC. 14:	That there be appropriated from the CDBG-CV FUND (118)
Operation and Maintenance	<u>\$334,550</u>
<b>TOTAL</b>	<b>\$334,550</b>
SEC. 15:	That there be appropriated from the C.H.I.P. PROGRAM INCOME FUND (119)
Operation and Maintenance	<u>\$156,500</u>
<b>TOTAL</b>	<b>\$156,500</b>
SEC. 16:	That there be appropriated from the COMMUNITY DEVELOPMENT BLOCK GRANT FUND (122)
Operation and Maintenance	<u>\$140,000</u>
<b>TOTAL</b>	<b>\$140,000</b>
SEC. 17:	That there be appropriated from the WORKER'S COMP FUND (124)
Personal Services/Administrative Support	<u>\$300,000</u>
<b>TOTAL</b>	<b>\$300,000</b>
SEC. 18:	That there be appropriated from the INSURANCE RESERVE FUND (125)
Operation & Maintenance	<u>\$518,325</u>
<b>TOTAL</b>	<b>\$518,325</b>
SEC. 19:	That there be appropriated from the DEMOLITION DEFENSE FUND (126)
Operation & Maintenance	<u>\$75,000</u>
<b>TOTAL</b>	<b>\$75,000</b>
SEC. 20:	That there be appropriated from the SMALL BUSINESS GRANT FUND (127)
Operation and Maintenance	<u>\$159,860</u>
<b>TOTAL</b>	<b>\$159,860</b>
SEC. 21:	That there be appropriated from the PRO PIQUA (128)
Operation and Maintenance	<u>\$60,000</u>
<b>TOTAL</b>	<b>\$60,000</b>
SEC. 22:	That there be appropriated from the REVOLVING LOAN FUND (130)
Operation and Maintenance	<u>\$13,200</u>
<b>TOTAL</b>	<b>\$13,200</b>

<b>SEC. 23:</b>	That there be appropriated from the COMMUNITY DEVELOPMENT FUND (135)	
	Personal Services/Administrative Support	\$420,854
	Operation and Maintenance	\$115,965
	Allocated Expenses	<u>(\$536,819)</u>
<b>TOTAL</b>		\$0
<b>SEC. 24:</b>	That there be appropriated from the AGRICULTURAL REVOLVING LOAN FUND (142)	
	Personal Services/Administrative Support	\$500
	Operation and Maintenance	<u>\$45,000</u>
<b>TOTAL</b>		\$45,500
<b>SEC. 25:</b>	That there be appropriated from the ECONOMIC DEVELOPMENT REVOLVING LOAN FUND (144)	
	Operation and Maintenance	<u>\$200,000</u>
<b>TOTAL</b>		\$200,000
<b>SEC. 26:</b>	That there be appropriated from the SPECIAL ASSESSMENT DEBT SERVICE FUND (202)	
	Operation and Maintenance	<u>\$2,000</u>
<b>TOTAL</b>		\$2,000
<b>SEC. 27:</b>	That there be appropriated from the OPWC WASTEWATER LIFT STATIONS DEBT SERVICE FUND (210)	
	Non Government/Transfers/Refunds	<u>\$33,419</u>
<b>TOTAL</b>		\$33,419
<b>SEC. 28:</b>	That there be appropriated from the OFFSITE PIPELINE (OWDA) DEBT SERVICE FUND (250)	
	Non Government/Transfers/Refunds	<u>\$184,126</u>
<b>TOTAL</b>		\$184,126
<b>SEC. 29:</b>	That there be appropriated from the EQUALIZATION TANK '08 NOTE (OWDA) DEBT SERVICE FUND (254)	
	Non Government/Transfers/Refunds	<u>\$295,246</u>
<b>TOTAL</b>		\$295,246
<b>SEC. 30:</b>	That there be appropriated from the WATER PLANT OWDA DEBT SERVICE FUND (256)	
	Non Government/Transfers/Refunds	<u>\$2,303,440</u>
<b>TOTAL</b>		\$2,303,440
<b>SEC. 31:</b>	That there be appropriated from the WASTEWATER PLANT ENGINEERING DEBT SERVICE FUND (257)	
	Non Government/Transfers/Refunds	<u>\$2,233,450</u>
<b>TOTAL</b>		\$2,233,450
<b>SEC. 32:</b>	That there be appropriated from the OWDA WATER TOWER DEBT SERVICE FUND (258)	
	Non Government/Transfers/Refunds	<u>\$177,568</u>
<b>TOTAL</b>		\$177,568
<b>SEC. 33:</b>	That there be appropriated from the SHAWNEE STORMWATER PROJECT DEBT SERVICE FUND (261)	
	Non Government/Transfers/Refunds	<u>\$3,278</u>
<b>TOTAL</b>		\$3,278
<b>SEC. 34:</b>	That there be appropriated from the NONTAX REVENUE BONDS '23 DEBT SERVICE FUND (263)	
	Non Government/Transfers/Refunds	<u>\$146,157</u>
<b>TOTAL</b>		\$146,157

<b>SEC. 35:</b>	That there be appropriated from the LOCK 9 PARK IMPROVEMENTS FUND (342)	
Operation and Maintenance		\$20,000
Capital Outlay (including labor)		\$6,900
Non Government/Transfers/Refunds		\$226,729
<b>TOTAL</b>		<b>\$253,629</b>
<b>SEC. 36:</b>	That there be appropriated from the SCOTT DR REDEVELOPMENT FUND (343)	
Operation and Maintenance		\$22,152
<b>TOTAL</b>		<b>\$22,152</b>
<b>SEC. 37:</b>	That there be appropriated from the POWER SYSTEM FUND (401)	
Personal Services/Administrative Support		\$2,561,459
Operation and Maintenance		\$31,624,879
Capital Outlay (including labor)		\$2,161,075
Overhead Transfers		(\$175,000)
<b>TOTAL</b>		<b>\$36,172,413</b>
<b>SEC. 38:</b>	That there be appropriated from the WATER SYSTEM FUND (403)	
Personal Services/Administrative Support		\$1,573,923
Operation and Maintenance		\$3,212,592
Capital Outlay (including labor)		\$910,833
Non Government/Transfers/Refunds		\$2,665,134
<b>TOTAL</b>		<b>\$8,362,482</b>
<b>SEC. 39:</b>	That there be appropriated from the WASTEWATER SYSTEM FUND (404)	
Personal Services/Administrative Support		\$1,717,308
Operation and Maintenance		\$1,924,959
Capital Outlay (including labor)		\$747,500
Non Government/Transfers/Refunds		\$2,562,115
<b>TOTAL</b>		<b>\$6,951,882</b>
<b>SEC. 40:</b>	That there be appropriated from the GARBAGE AND REFUSE FUND (405)	
Personal Services/Administrative Support		\$860,048
Operation and Maintenance		\$1,391,251
<b>TOTAL</b>		<b>\$2,251,299</b>
<b>SEC. 41:</b>	That there be appropriated from the CITY INCOME TAX ADMINISTRATION FUND (407)	
Non Government/Transfers/Refunds		\$14,800,000
<b>TOTAL</b>		<b>\$14,800,000</b>
<b>SEC. 42:</b>	That there be appropriated from the INFORMATION TECHNOLOGY FUND (408)	
Personal Services/Administrative Support		\$291,166
Operation and Maintenance		\$757,211
<b>TOTAL</b>		<b>\$1,048,377</b>
<b>SEC. 43:</b>	That there be appropriated from the GOLF COURSE FUND (409)	
Operation and Maintenance		\$1,002,655
Capital Outlay (including labor)		\$23,000
<b>TOTAL</b>		<b>\$1,025,655</b>
<b>SEC. 44:</b>	That there be appropriated from the FORT PIQUA PLAZA FUND (410)	
Operation & Maintenance		\$544,416
Capital (including labor)		\$1,370,000
<b>TOTAL</b>		<b>\$1,914,416</b>
<b>SEC. 45:</b>	That there be appropriated from the STORMWATER UTILITY FUND (411)	
Personal Services/Administrative Support		\$289,812
Operation and Maintenance		\$619,548
Capital Outlay (including labor)		\$417,250
Non Government/Transfers/Refunds		\$3,278
<b>TOTAL</b>		<b>\$1,329,888</b>

<b>SEC. 46:</b>	That there be appropriated from the UTILITIES BUSINESS OFFICE FUND (413)	
	Personal Services/Administrative Support	\$672,623
	Operation and Maintenance	\$590,558
	Allocated Expenses	<u>(\$1,263,181)</u>
<b>TOTAL</b>		\$0
<b>SEC. 47:</b>	That there be appropriated from the UNCLAIMED TRUST (606)	
	Non Government/Transfers/Refunds	<u>\$2,000</u>
<b>TOTAL</b>		\$2,000
<b>SEC. 48:</b>	That there be appropriated from the LAW ENFORCEMENT TRUST (609)	
	Operation and Maintenance	<u>\$50,000</u>
<b>TOTAL</b>		\$50,000
<b>SEC. 49:</b>	That there be appropriated from the CONSERVANCY FUND (611)	
	Operation and Maintenance	<u>\$58,505</u>
<b>TOTAL</b>		\$58,505
<b>SEC. 50:</b>	That there be appropriated from the CITY HEALTH INSURANCE FUND (614)	
	Operation and Maintenance	<u>\$155,000</u>
<b>TOTAL</b>		\$155,000
<b>SEC. 51:</b>	That there be appropriated from the EMPLOYEE FLEXIBLE SPENDING FUND (615)	
	Administrative Support	<u>\$250,000</u>
<b>TOTAL</b>		\$250,000
<b>SEC. 52:</b>	That the sum appropriated are actual expenditures for goods and services or other government functions performed in the calendar year 2024. Future commitments representing encumbrances of fund balance or future receipts will be appropriated in the future year when those services or goods are rendered to the city.	
<b>SEC. 53:</b>	That the sums expended from the appropriations and which are proper charges against any other department or against any person, firm or corporation which are repaid with the period covered by such appropriations shall be considered reappropriated for such original purposes; provided, that the net total of expenditures under any item of said appropriations shall not exceed the amount of the item.	
<b>SEC. 54:</b>	That the Director of Finance is hereby authorized and directed to draw her warrant upon the City Treasury for the amounts appropriated in this order when claims are properly presented and approved, the same to be chargeable to the appropriations for the year 2024 when passed and legally contracted for in conformity by law.	
<b>SEC. 55:</b>	That the Finance Director at the discretion of the City Manager make temporary advances from the General Fund to any Fund to cover temporary shortages of cash until revenues or permanent transfers become available to repay that temporary advance. That these advances may not exceed \$1,000,000 in the aggregate nor extend past December 31, 2024; except those that are to be reimbursed by federal, state or other grant programs that were previously approved by this Commission.	
<b>SEC. 56:</b>	That all ordinances, or parts of ordinances, inconsistent with this ordinance be and they are hereby repealed.	

\_\_\_\_\_  
CINDY PEARSON, MAYOR

PASSED: \_\_\_\_\_

ATTEST: \_\_\_\_\_  
CLERK OF COMMISSION

The Motion to adopt the foregoing Ordinance was offered by \_\_\_\_\_  
seconded by \_\_\_\_\_ and on roll call the following vote ensued:

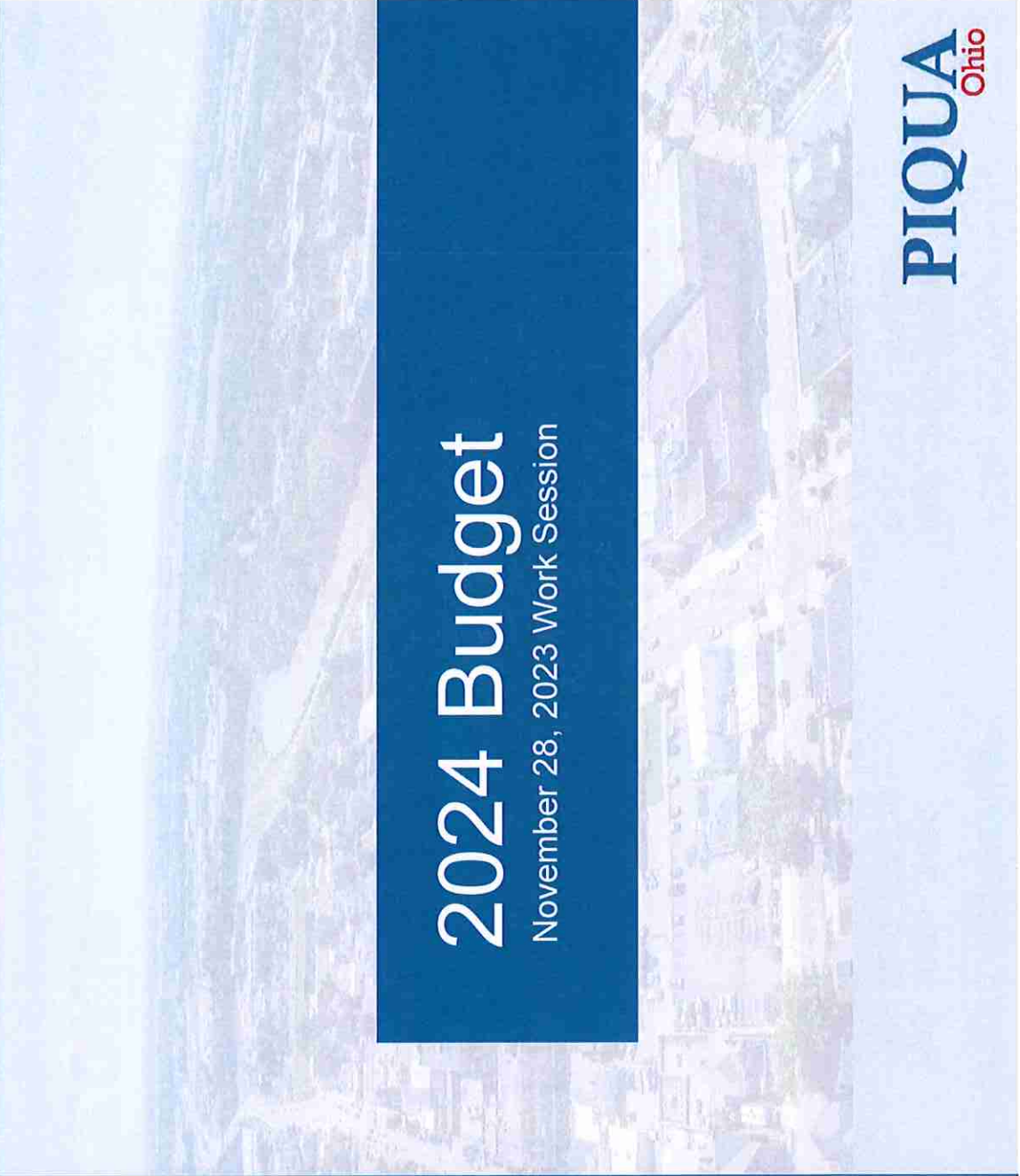
Mayor Cindy Pearson	_____
Commissioner Kathryn B. Hinds	_____
Commissioner Kris Lee	_____
Commissioner Thomas Hohman	_____
Commissioner Jim Vetter	_____



# 2024 Budget

November 28, 2023 Work Session

**PIQUA**  
Ohio



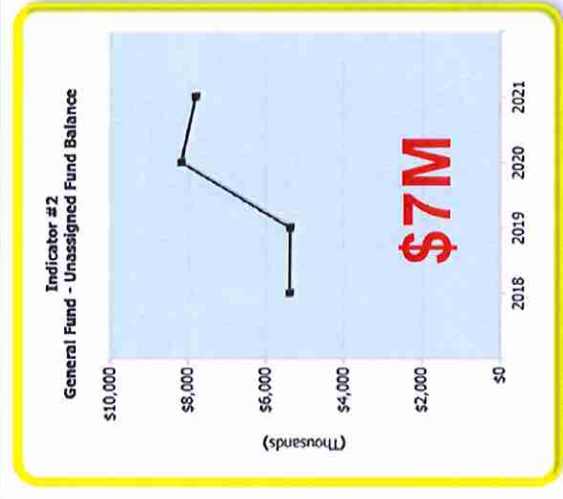
## City of Piqua

Pop. 1960 – 19,219

Pop. 2020 – 20,442

**6.3% Growth**

MHI \$45,926



2021 Total GF Revenues  
\$19,663,906

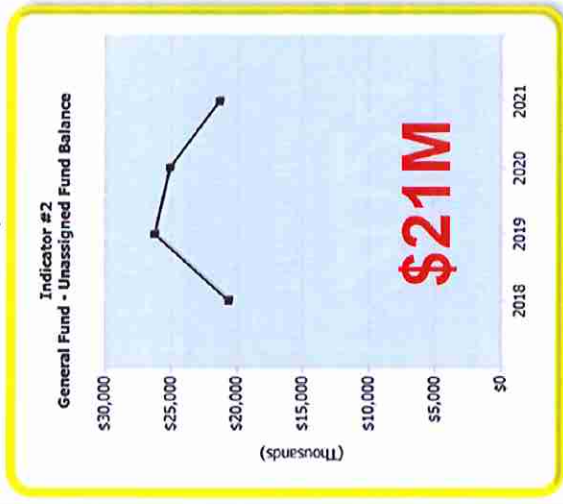
## City of Centerville

Pop. 1960 – 3,490

Pop. 2020 – 24,729

**608% Growth**

MHI \$72,342



2021 Total GF Revenues  
\$30,569,472

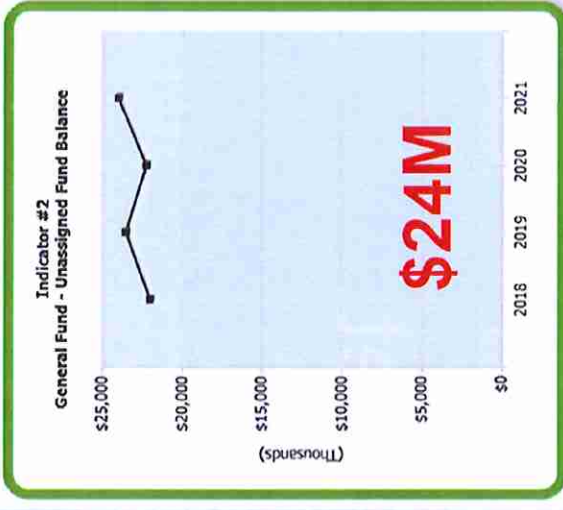
## City of Troy

Pop. 1960 – 13,685

Pop. 2020 – 26,432

**93% Growth**

MHI \$61,216



2021 Total GF Revenues  
\$35,067,128

# Community Profile



- 10-Year Average **GF** Loss of **\$50,000/Year**
- 10-Year Maintenance Plan
- **\$2.0M** in identified maintenance needs
- **\$2.0M = \$164,952/Year GF Debt Service\***
- 2023 Manage Services Agreement
- Increase booking from 13 to 100+
- Increase revenue from leased space
- Potential redevelopment of 3<sup>rd</sup> Floor

\*20 Year Bond at 5.49%

# Fort Piqua Plaza

**PIQUA**  
Ohio



- Constructed with private funds in 1921
- Non-compliant with ADA Standards
- 2010 – 2020 **\$4,300** Total Revenues
- Evaluate Potential Programming
- Facility Assessment Update in 2023
- **\$2.2M** in identified capital improvements
- **\$2.2M = \$181,452/Year Debt Service\***

\*20 Bond at 5.49%

## Hance Pavilion

**PIQUA**  
Ohio



- Ladder Truck = \$1.6M (2023)
- \$1.6M = **\$131,964/Year** GF Debt Service\*
- Fire Station = \$12.0M (2023)
- \$12.0M = **\$989,748/Year** GF Debt Service\*
- Safety Levy \$609,000 for fire salaries
- 4 CBA's for 2023-2025 increase 12-14.5%
- Township Contract Renewal 2023

\*20 Year Bond at 5.49%

# Ladder Truck & Fire Station

**PIQUA**  
Ohio



- 5-Year Average Revenue **\$54,350 GF**
- **\$10.0M** Replacement Cost (2022)
- **\$10.0M = \$824,784/Year GF Debt Service\***
- New pool operating loss **\$770,434 GF/Year**

\*20 Year Bond at 5.49%

# City Pool

# PIQUA

Ohio

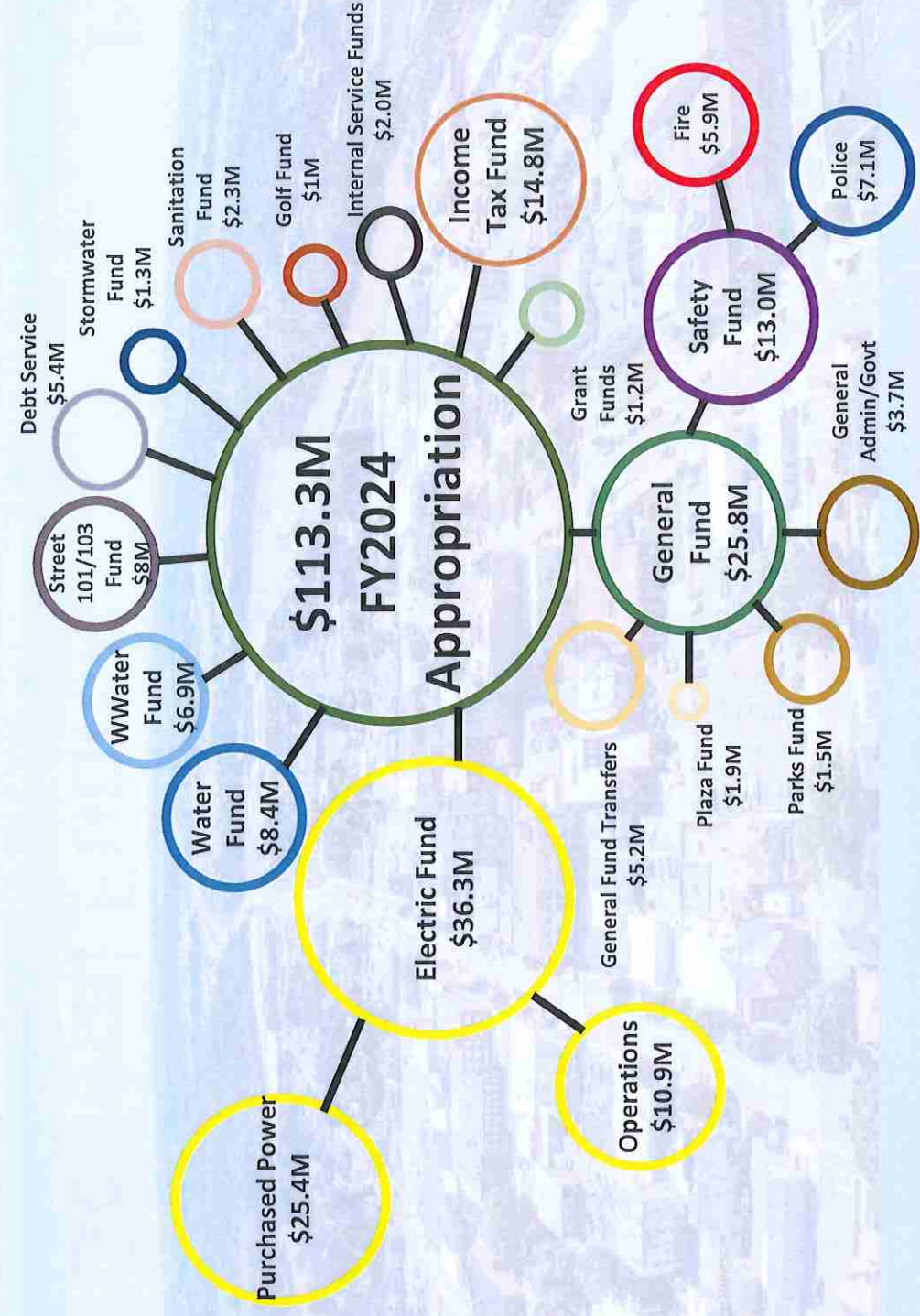
- City Pool                      \$10.0M = **\$824,784/Year GF Debt Service\***
  - Fort Piqua Plaza            \$ 2.0M = **\$164,952/Year GF Debt Service\***
  - Ladder Truck                \$ 1.6M = **\$131,964/Year GF Debt Service\***
  - Fire Station                  \$12.0M = **\$989,748/Year GF Debt Service\***
  - Hance Pavilion              \$ 2.2M = **\$181,452/Year GF Debt Service\***
- \$27.2M = \$2,420,002/Year Total General Fund**

**2023 Est. Unassigned GF Balance of \$1.9M**

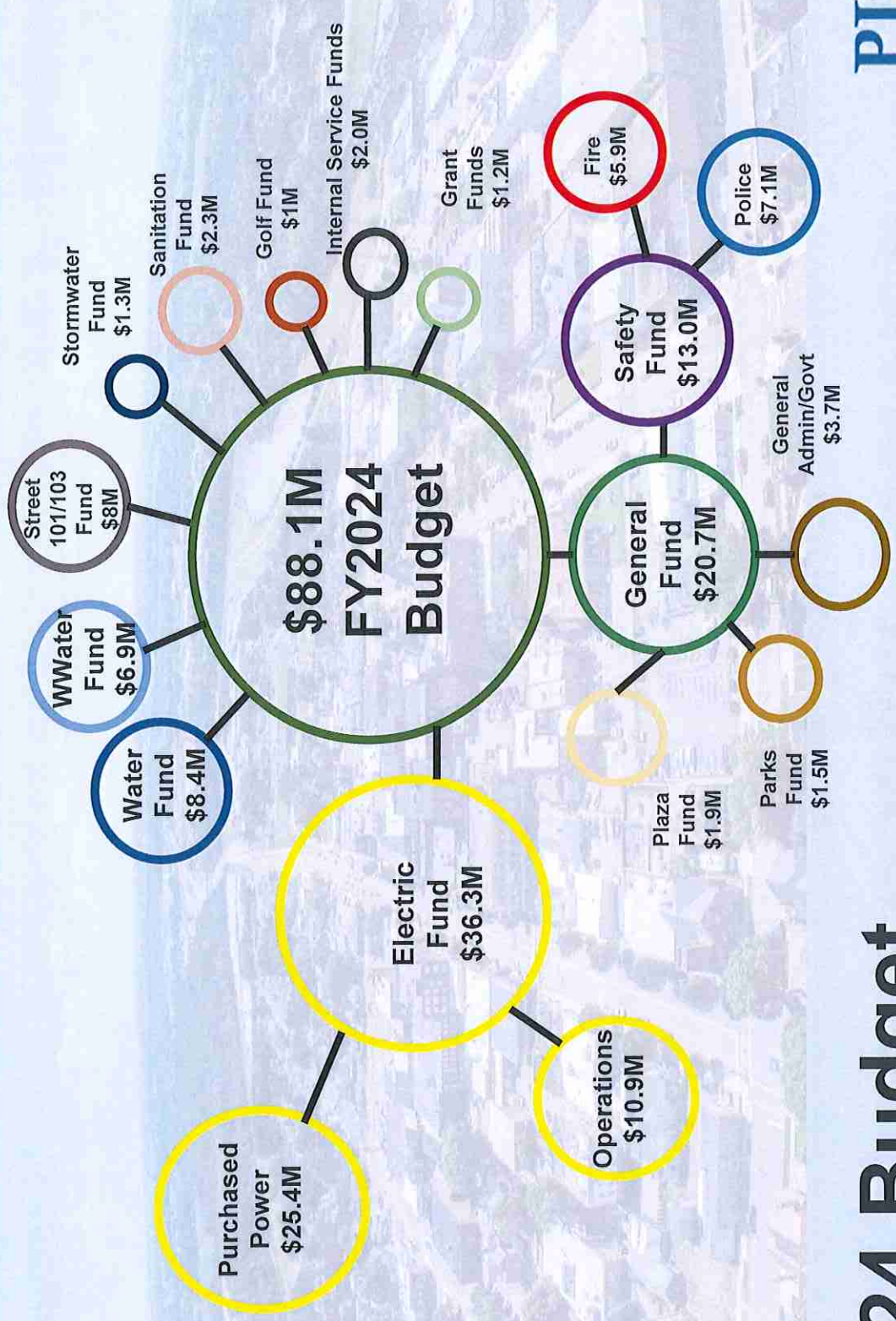
\*20 Year Bond at 5.49%

# 2023 General Fund





# 2024 Appropriation



# 2024 Budget

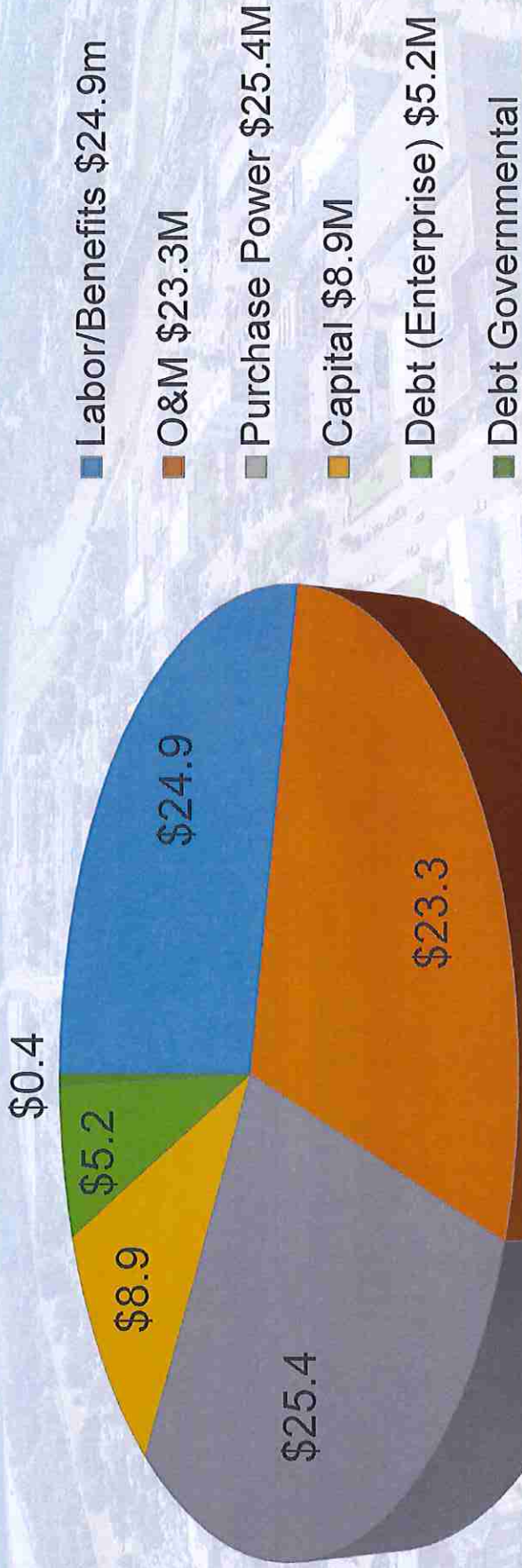
# 2024 Budget Overview

(Net of Transfers)

- \$88.1 Million Budget
- \$56.3M Enterprise Funds
  - Electric, Water, Wastewater, Refuse, Stormwater, Golf
- \$8.0M Streets
  - \$3.8M Street Maintenance & \$3.0M Street Income Tax
- \$20.6 General Areas
  - General Govt., Parks, Police, Fire, Health, Planning, Plaza
- \$2.0M Internal Service
  - Healthcare, Worker's Comp., Liability Insurance, Information Technology
- \$1.2M Grants (Stand alone)

# 2024 Overview

\$88.1 Million Budget (Net of Transfers)



# Enterprise Funds

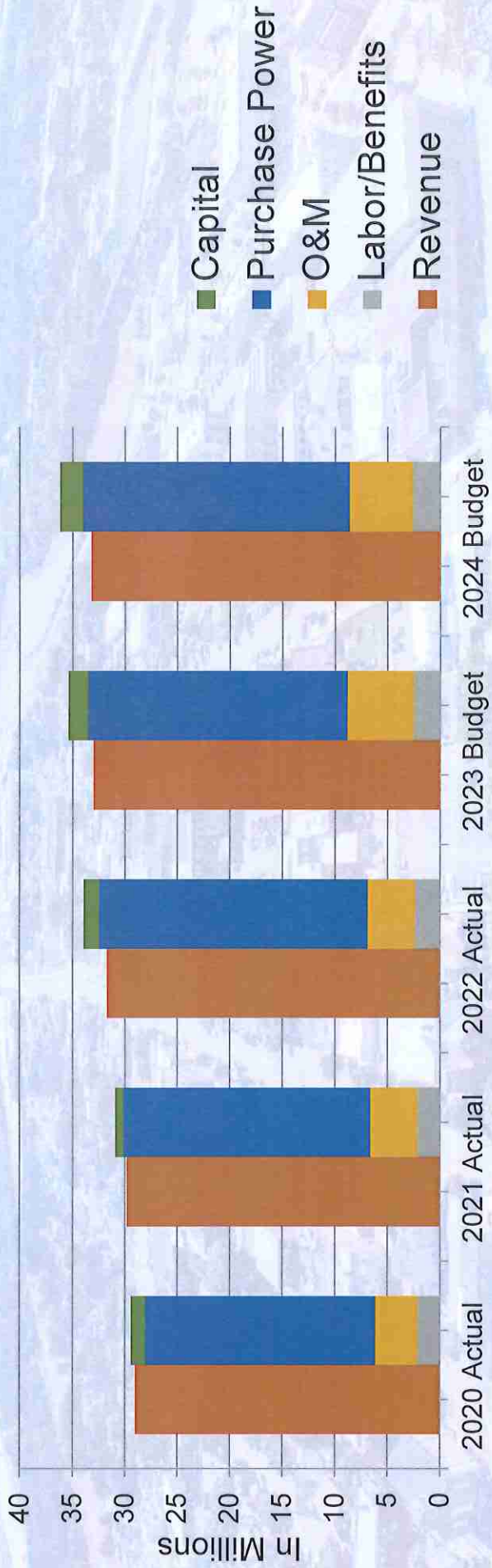
**PIQUA**  
Ohio

# 2024 Enterprise Fund Budget Overview

Fund	2024 Budget	2023 Budget	% Change
Electric	\$36,172,413	\$35,461,475	+2.0%
Water	\$8,362,482	\$9,809,459	-14.8%
Wastewater	\$6,951,882	\$6,979,710	-0.4%
Stormwater	\$1,329,888	\$1,548,980	-14.1%
Sanitation	\$2,251,299	\$2,372,019	-5.1%
Golf	\$1,025,655	\$1,036,169	-1.0%

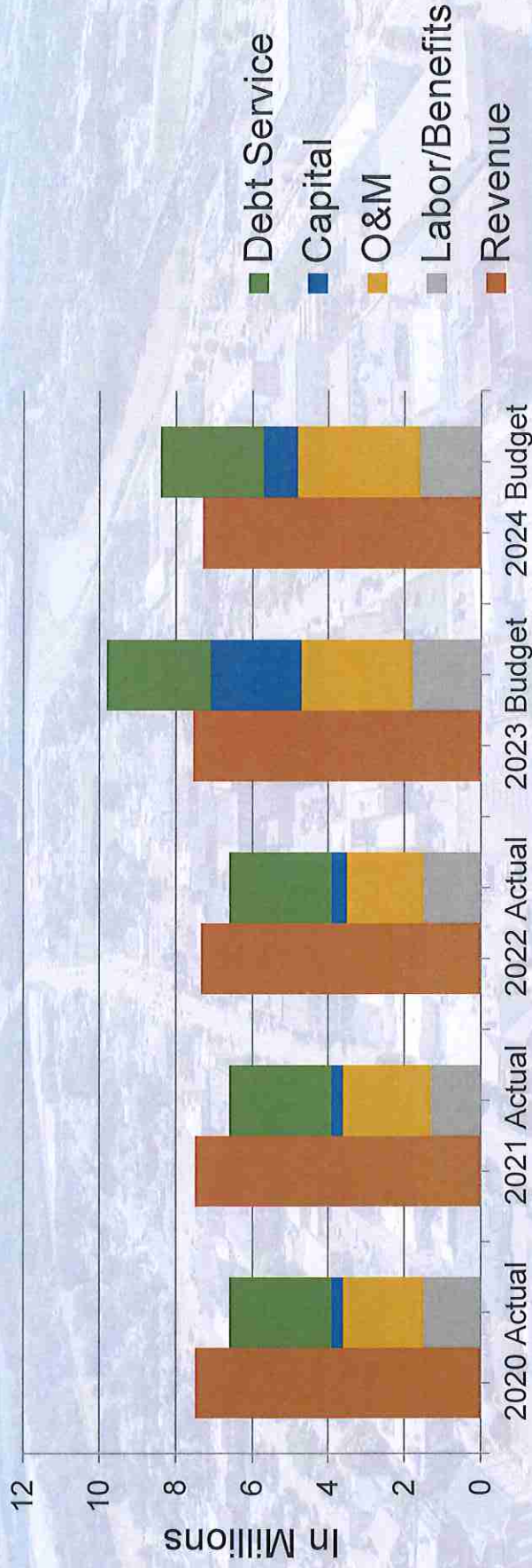
# Electric Fund 2024 Budget

Revenue \$33.2 M and Expense \$36.3 M



# Water Fund 2024 Budget

Revenue \$7.3 M and Expense \$8.4 M



# Wastewater Fund 2024 Budget

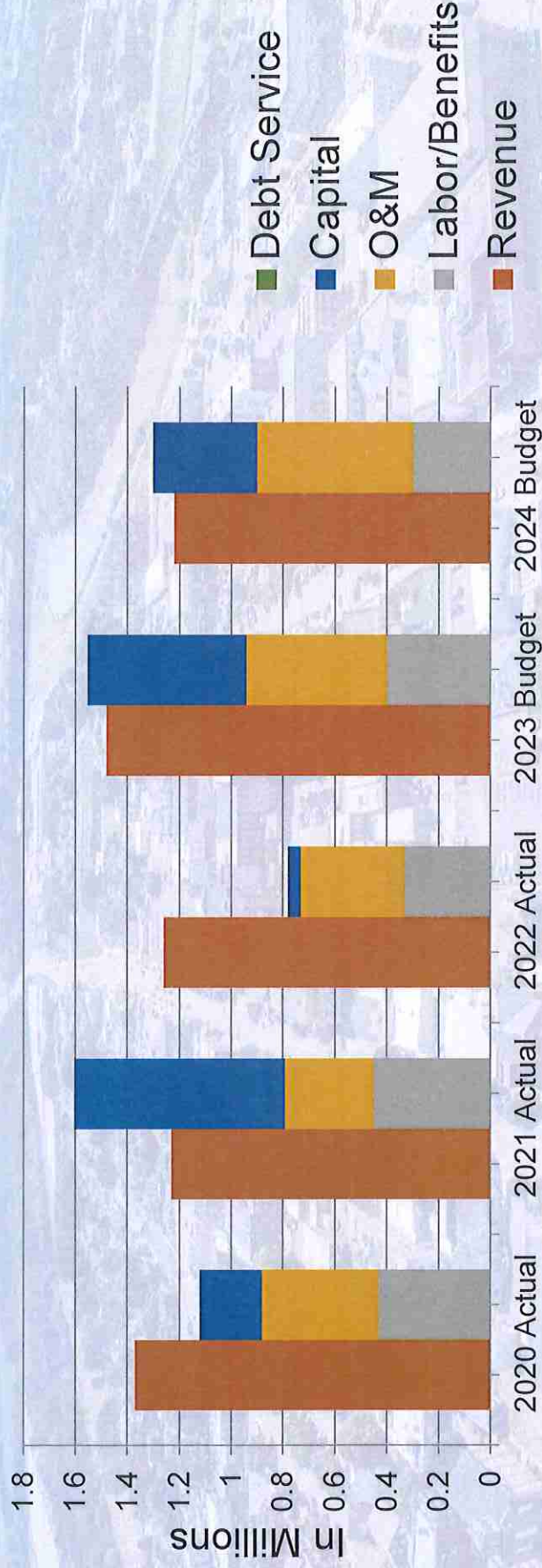
Revenue \$6.8 M and Expense \$6.9 M



\*Includes \$6,535,599 of borrowing in revenue  
 \*\*Includes \$1,065,891 of borrowing in revenue  
 \*\*\*Includes \$106,285 of borrowing in revenue

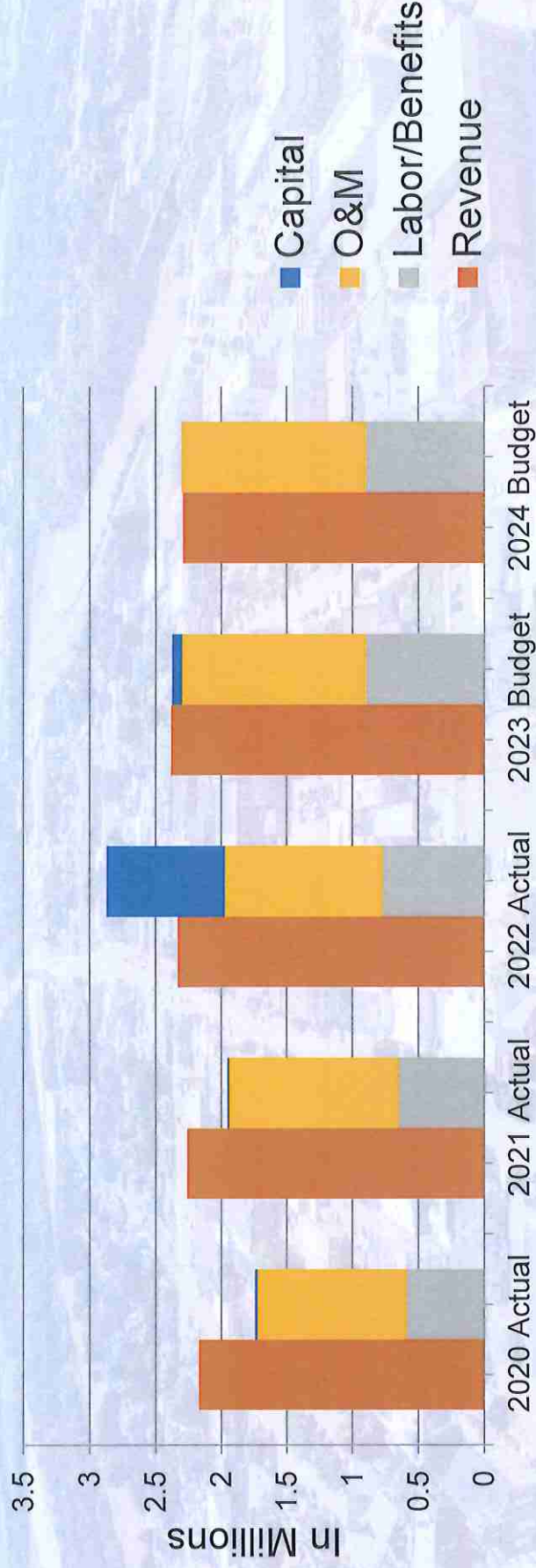
# Stormwater Fund 2024 Budget

Revenue \$1.2 M and Expense \$1.3 M



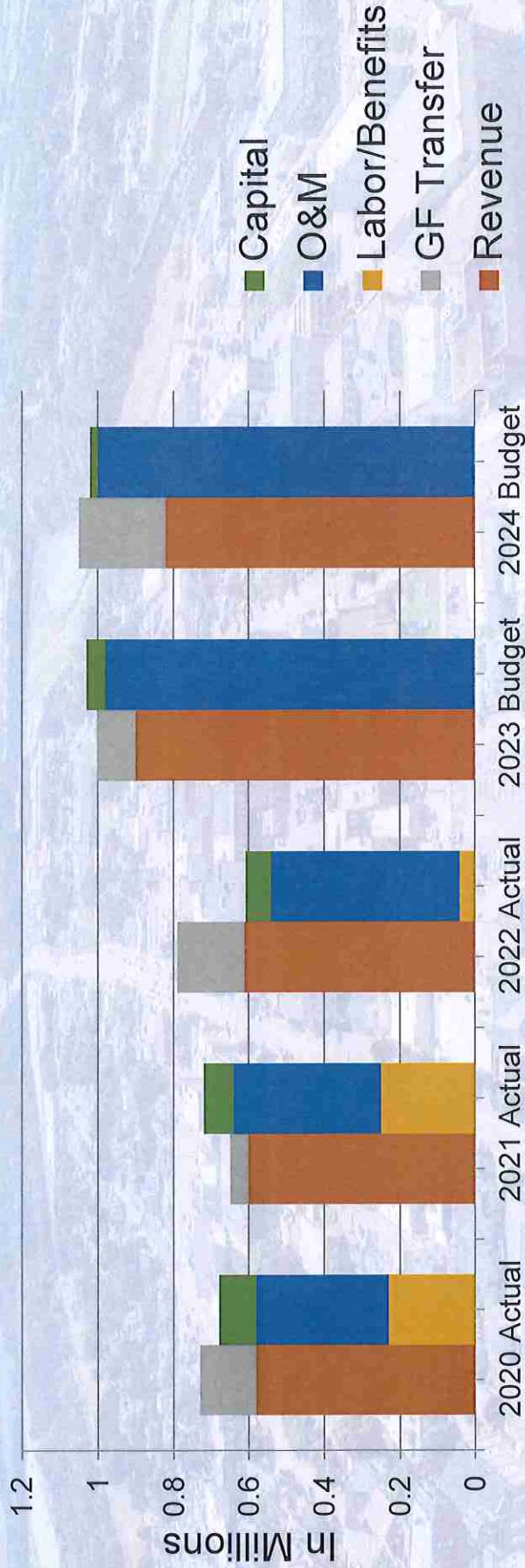
# Sanitation Fund 2024 Budget

Revenue \$2.3 M and Expense \$2.3 M



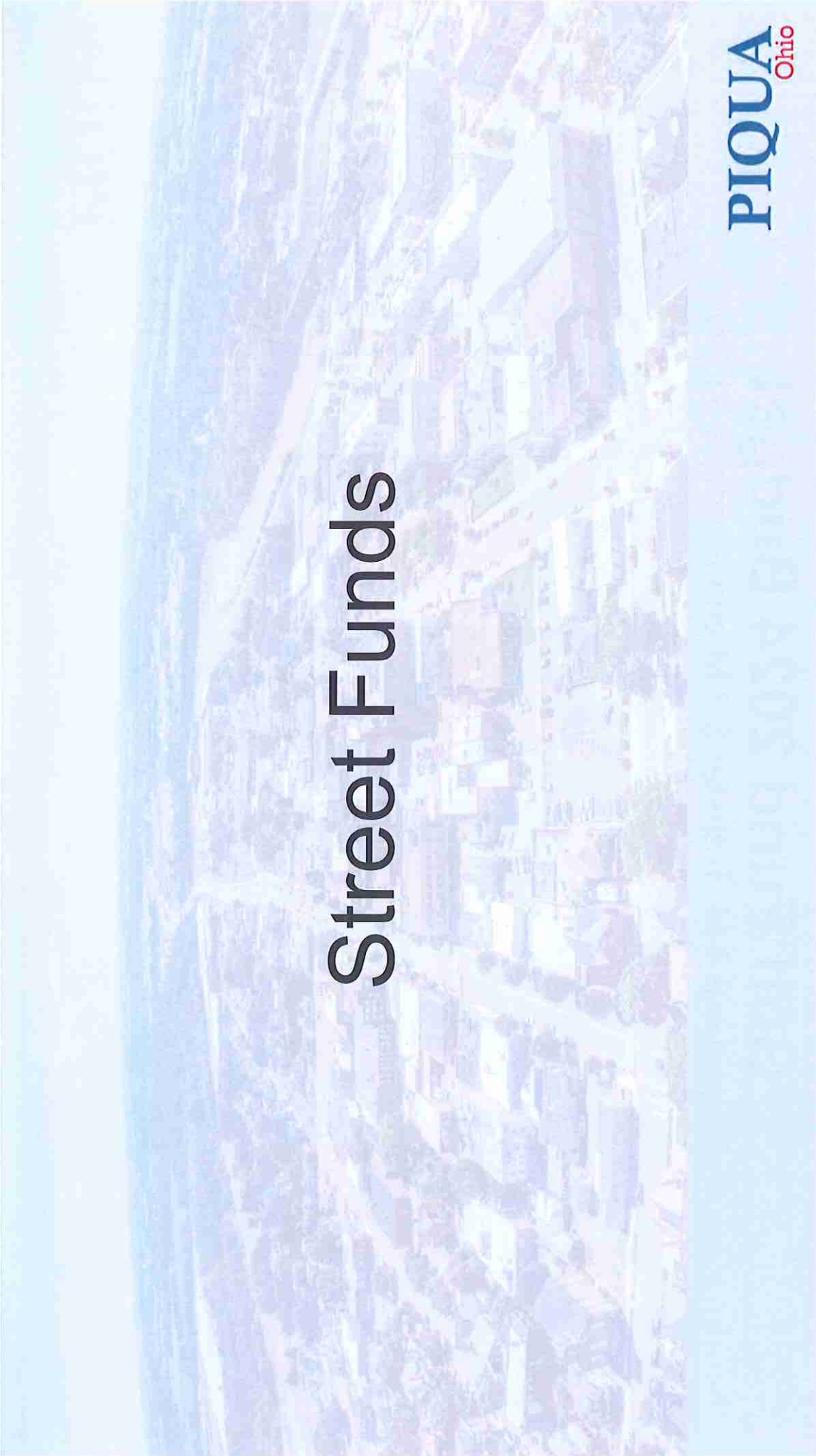
# Golf Fund 2024 Budget

Revenue \$0.8 M, Transfer \$0.2 M and Expense \$1.0 M



# Street Funds

**PIQUA**  
Ohio

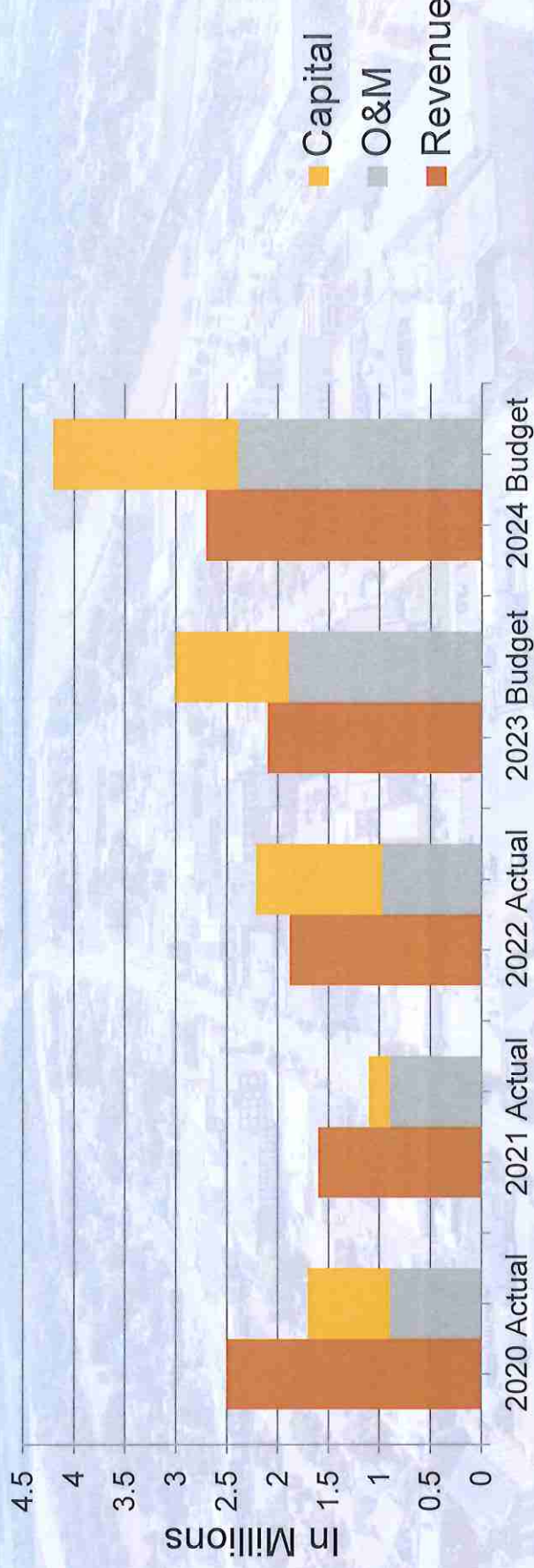


# 2024 Street Fund Budget Overview

Fund	2024 Budget	2023 Budget	% Change
Street Maintenance 101	\$3,738,083	\$3,770,224	-9%
Street Levy 103	\$4,188,433	\$2,975,214	+40.8%

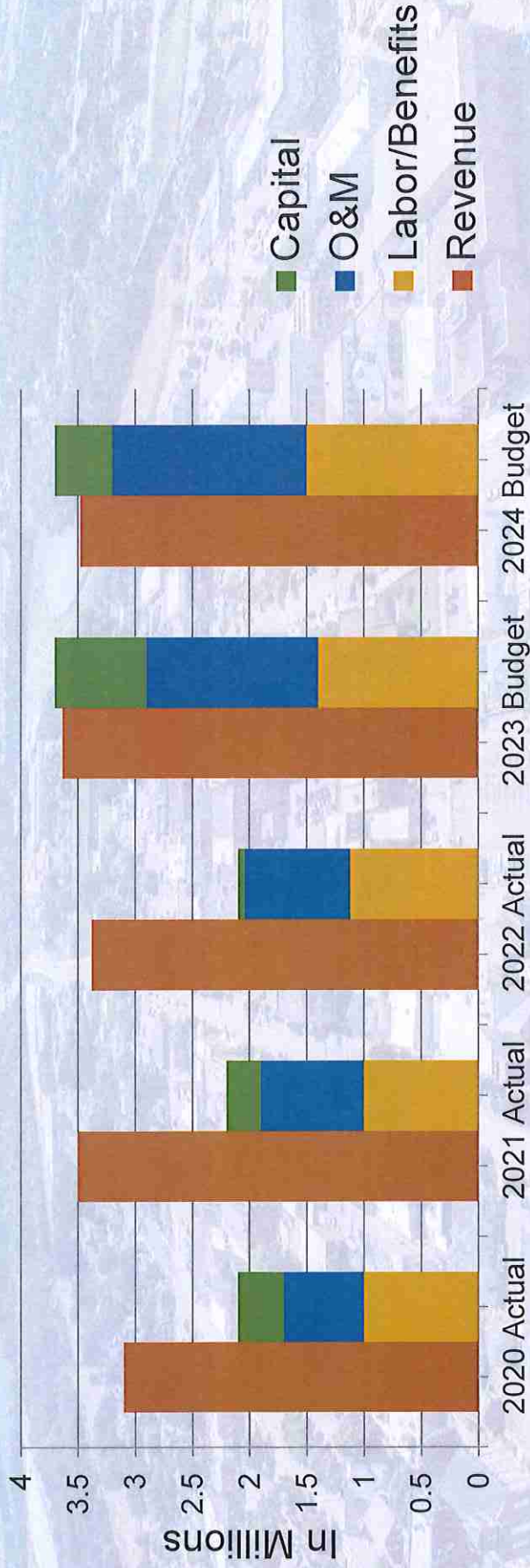
# Street 103 Fund 2024 Budget

Revenue \$2.7 M and Expense \$4.2 M



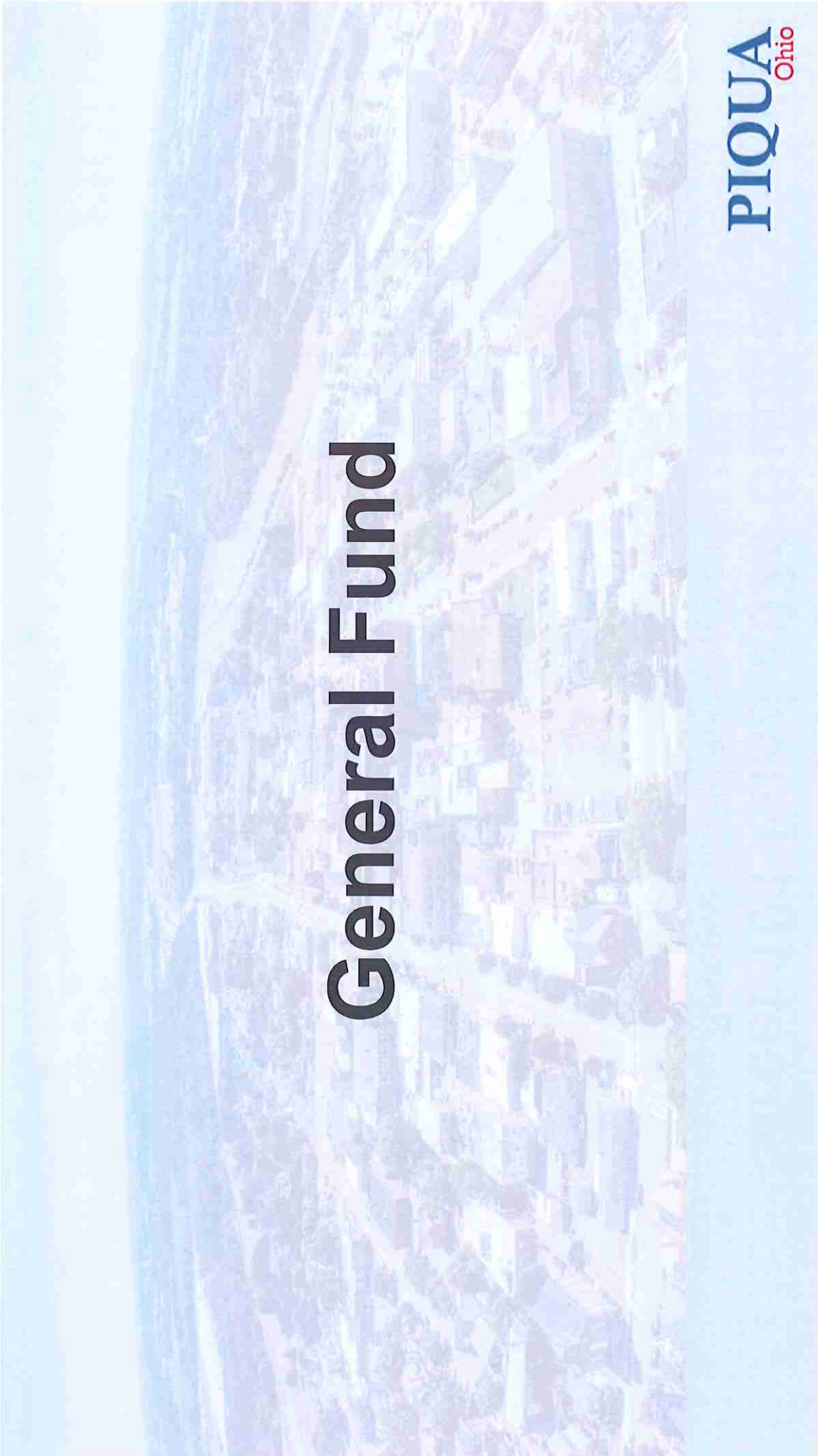
# Street 101 Fund 2024 Budget

Revenue \$3.5 M and Expense \$3.7 M



# General Fund

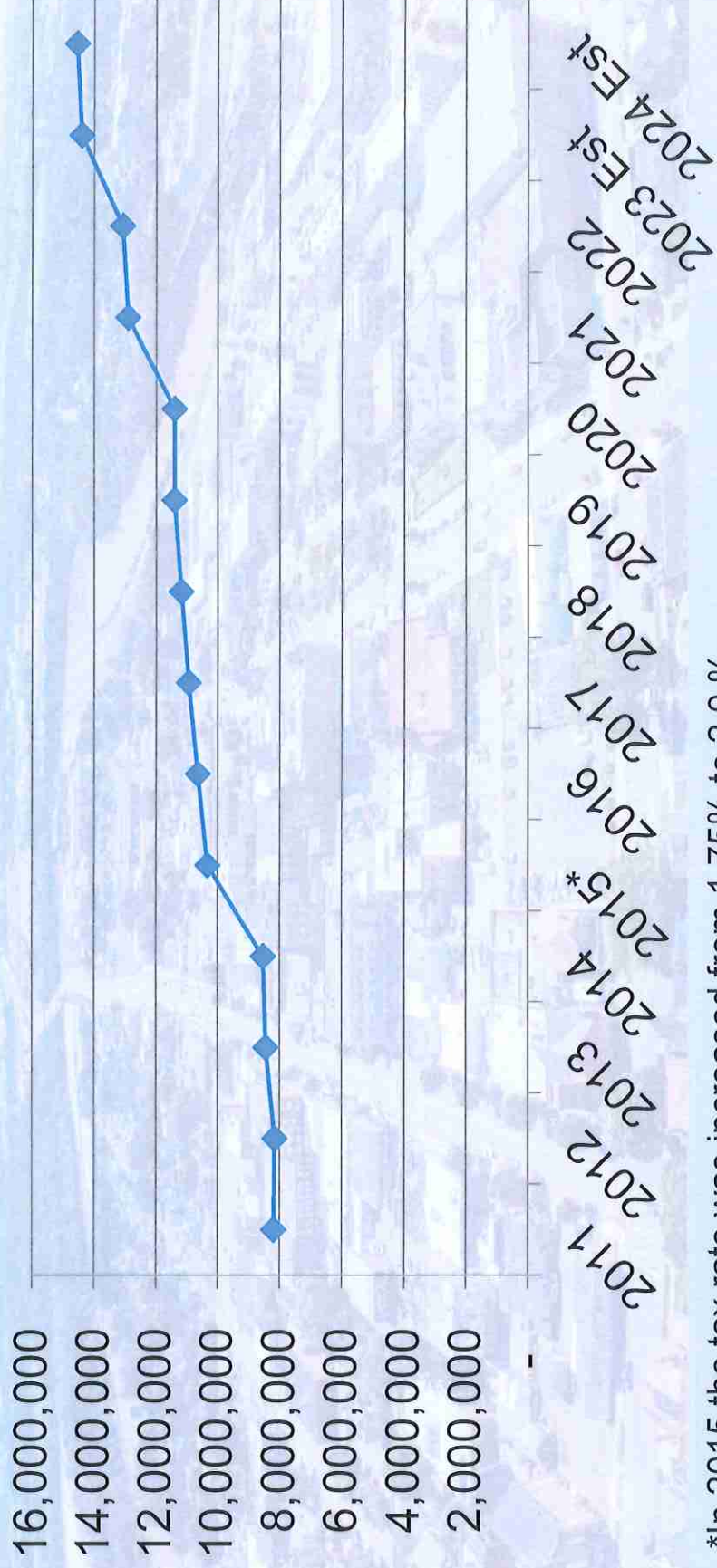
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# 2024 General Fund Budget Overview

Fund	2024 Budget	2023 Budget	% Change
General Admin/Govt	\$3,361,087	\$3,444,105	-2.4%
Parks	\$1,511,155	\$1,774,559	-14.8%
Fire	\$5,874,633	\$6,448,542	-8.9%
Police	\$7,066,547	\$6,392,577	+10.5%
Plaza	\$1,914,416	\$494,532	+287.1%
Minor General Fund Areas	\$165,300	\$438,064	-62.3%
Transfers	\$5,160,000	\$5,553,000	-7.1%

# Income Tax Revenue (Net of Refunds)



\*In 2015 the tax rate was increased from 1.75% to 2.0 %

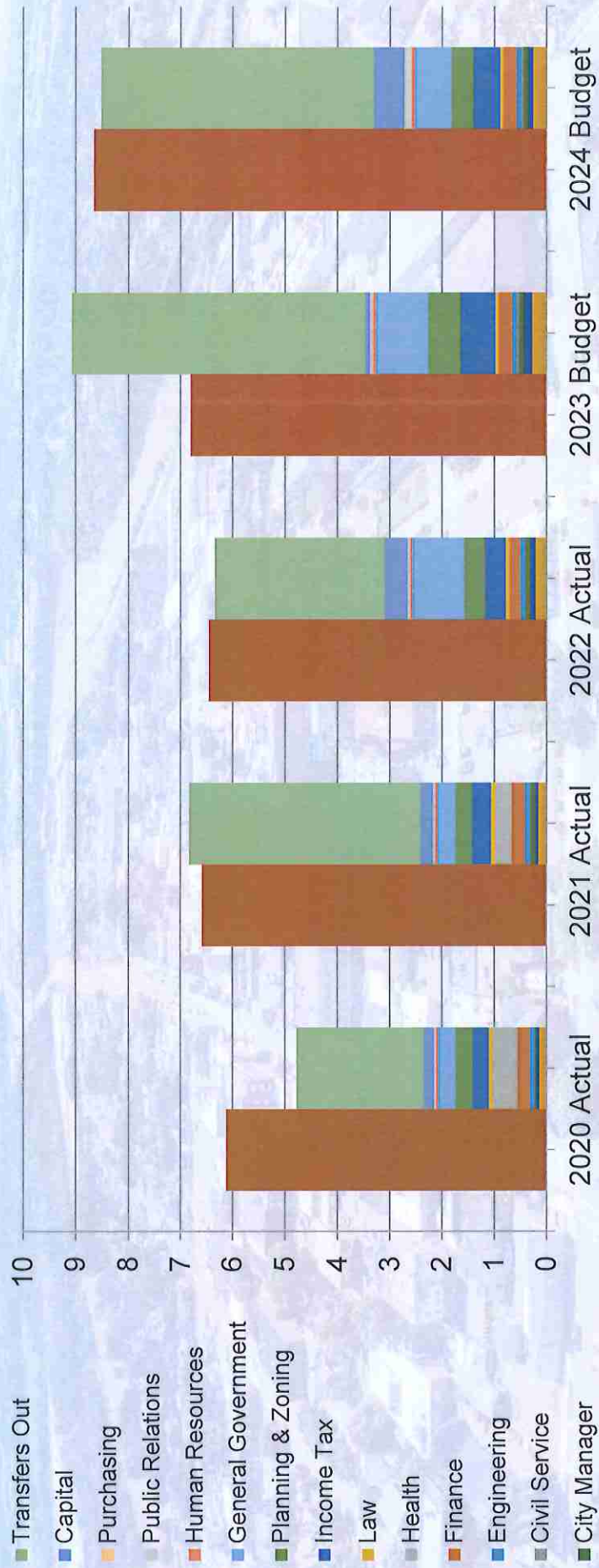
# General Admin/Gov't 2024 Budget

Revenue \$8.6 M and Expense (including transfer) \$8.5 M

## Appropriation

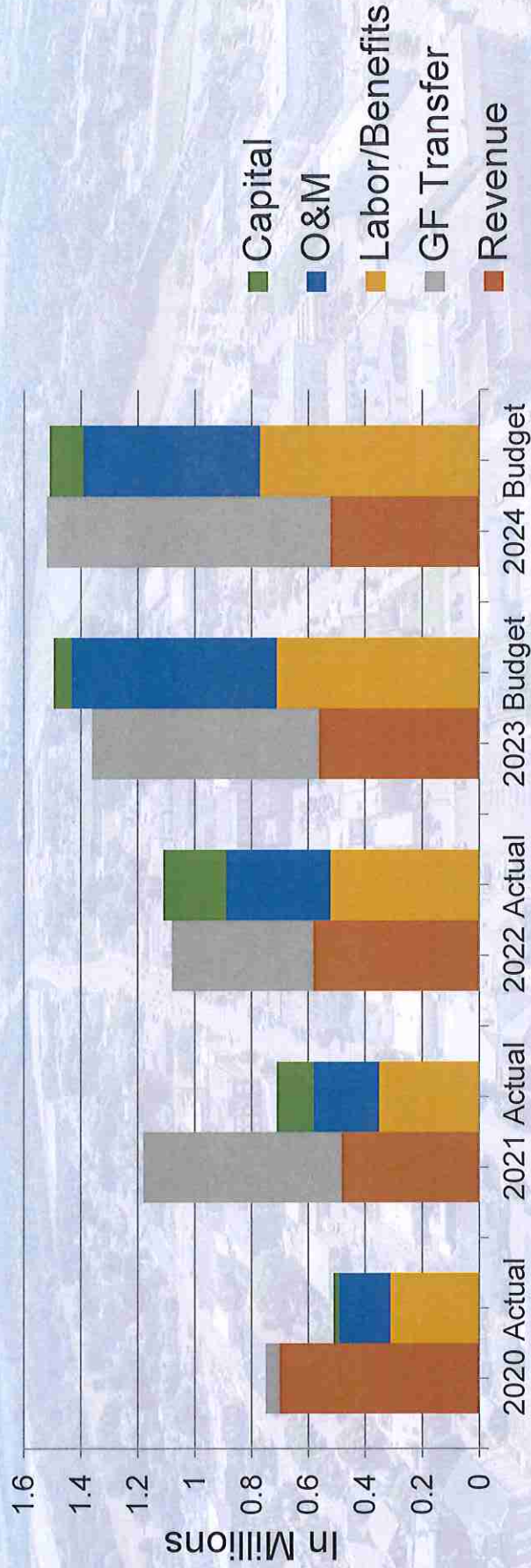


# General Admin/Gov't 2024 Budget



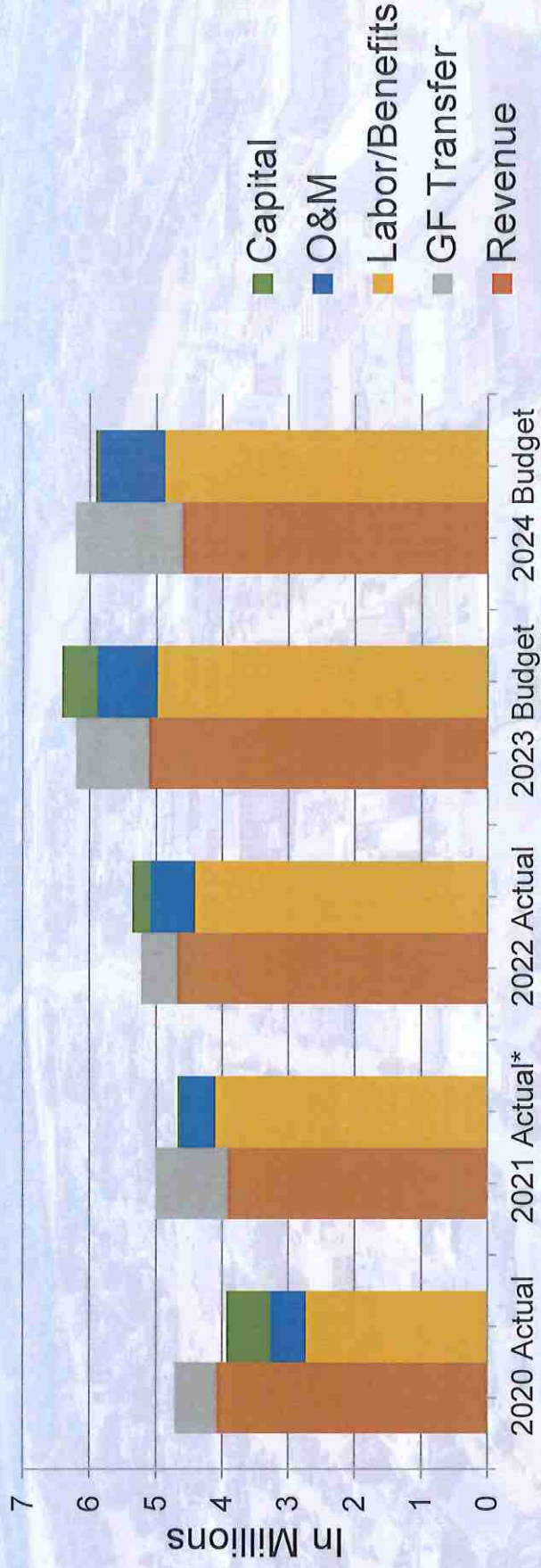
# Parks Fund 2024 Budget

Revenue \$ .5M, Transfer \$1.0 M and Expense \$1.5 M



# Fire Department 2024 Budget

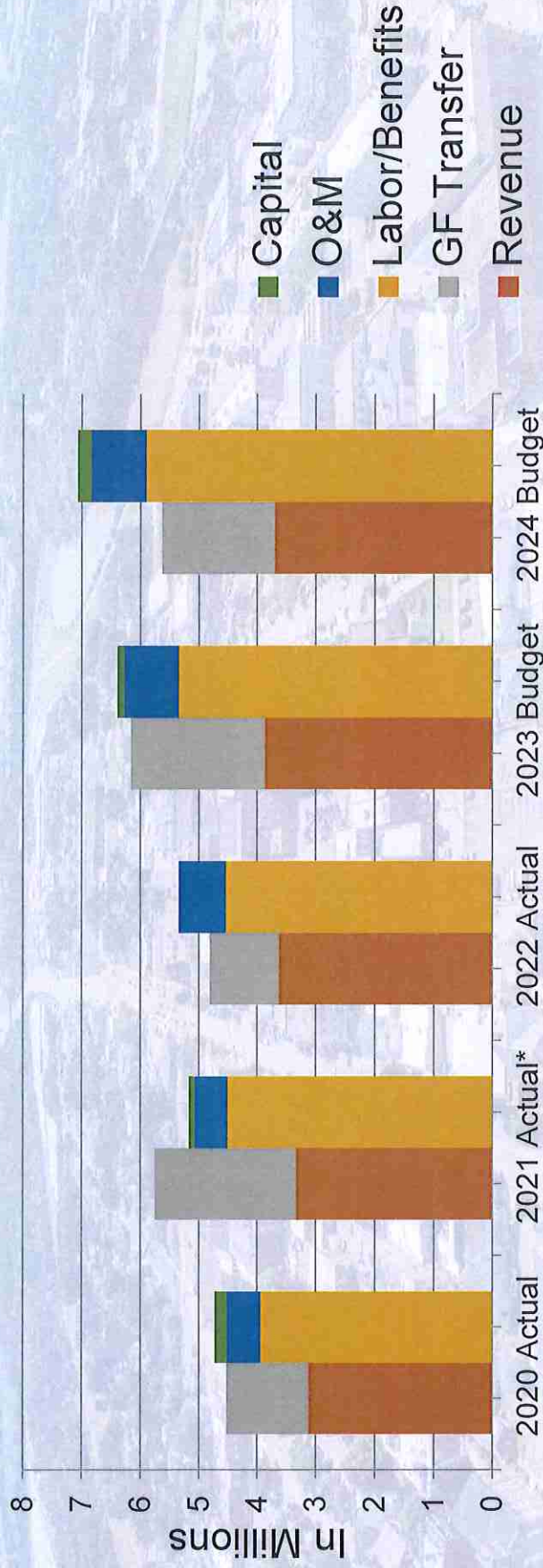
Revenue \$4.6 M, Transfer \$1.6 M and Expense \$5.9 M



\*2020 Labor/Benefit expenses were reduced by CARES Act funds of \$1,358,736

# Police Department 2024 Budget

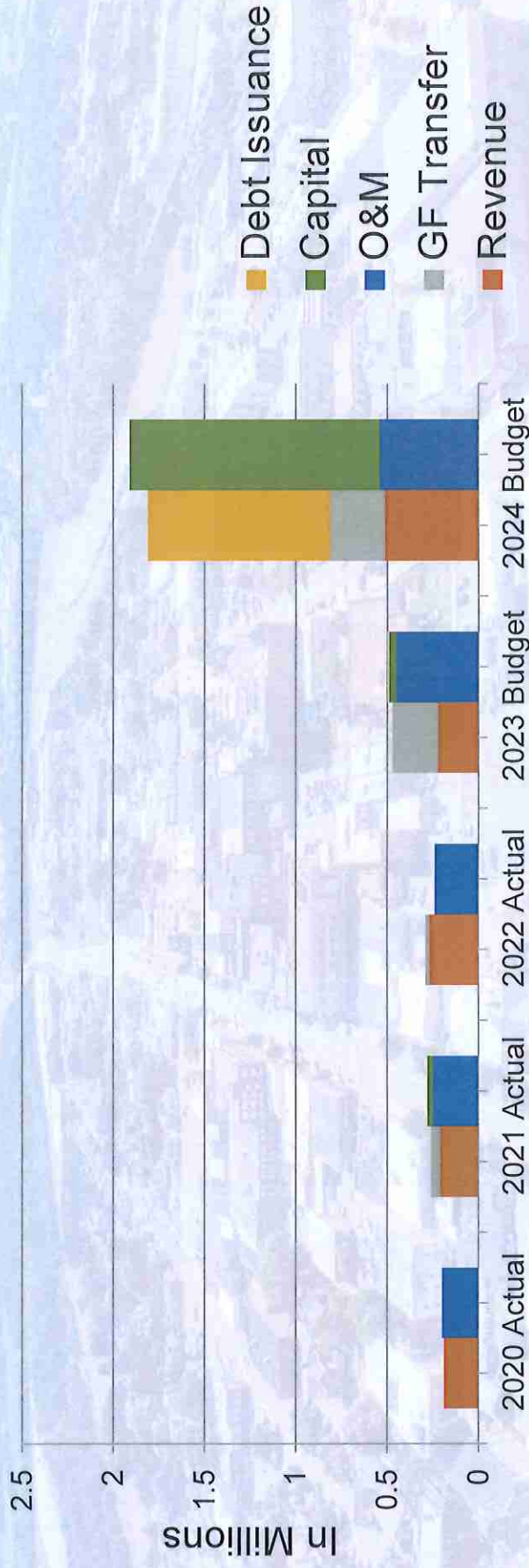
Revenue \$3.7 M, Transfer \$1.9 M and Expense \$7.1 M



\*2020 Labor/Benefit expenses were reduced by CARES Act funds of \$374,038

# Plaza Fund 2024 Budget

Revenue \$ 1.51M, Transfer \$0.3 M and Expense \$1.9 M

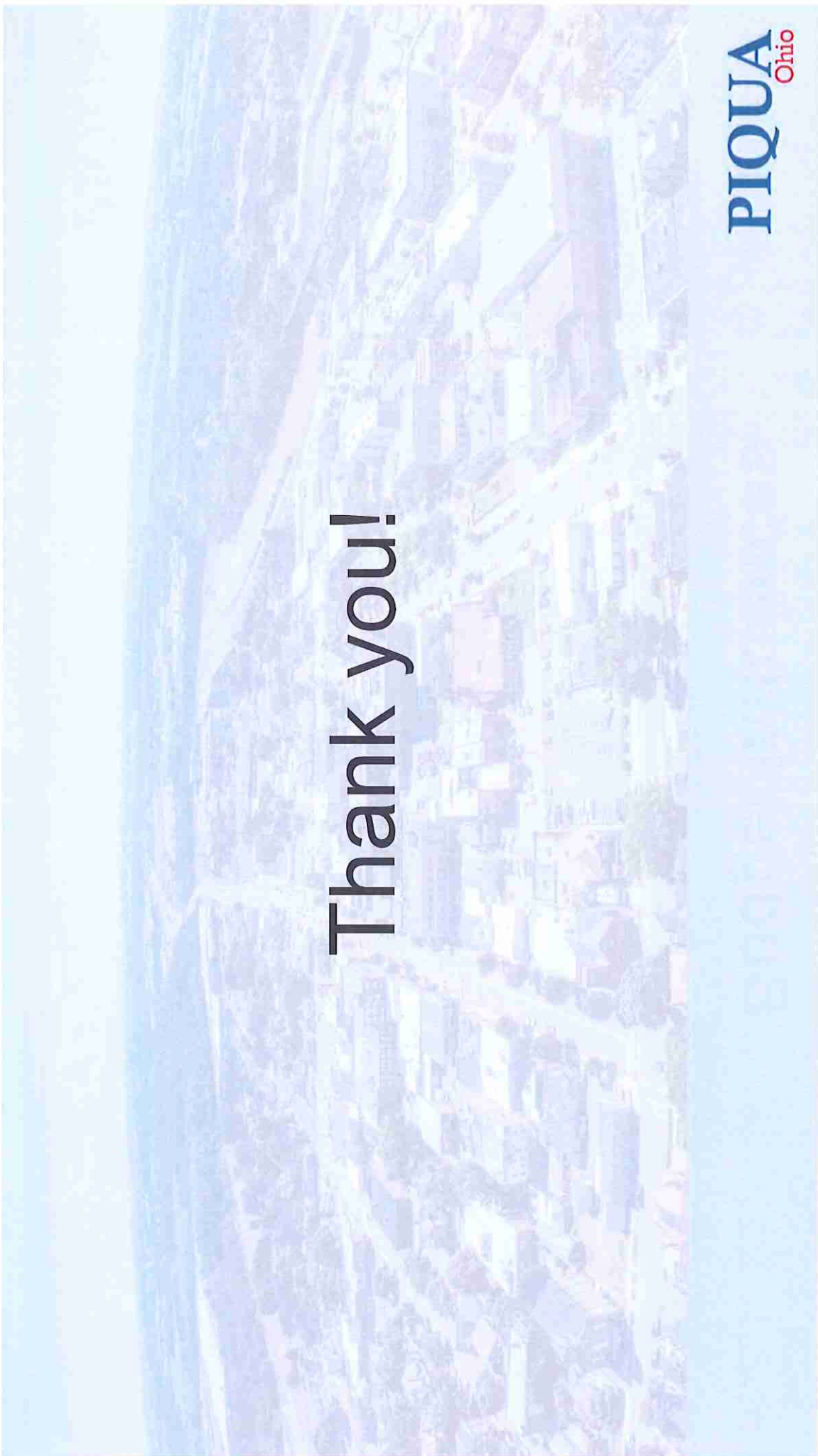


# Budget Influences

- **Positives**
  - Economic and Community Growth
  - Stable Workforce
- **Concerns**
  - Economic Downturn
  - KWH Tax
  - State Legislation – Work from Home

Thank you!

**PIQUA**  
Ohio



# Power Department

Programs & Services: The Power Department is responsible for providing electric service to the citizens and businesses of the City of Piqua. The Piqua Power System provides electricity to approximately 10,750 Piqua households and businesses.

Programs Provided:

1. Distribution System – Inspect, Maintain, Plan, Build & Improve: Poles, Wire, Cable, Transformers, Meters & Lighting.
2. Transmission System & Substations – Inspect, Maintain, Plan & Improve: Substations #1, #3, #4, #5 and Connecting 69 kV Transmission Lines & Associated Equipment.
3. Gas Turbines – Inspect, Maintain, Operate & Improve: Gas Turbines #8 and #9.
4. Power System Facilities – Inspect, Maintain & Improve: Operations Center, Power Plant & Substation Buildings.
5. Traffic – Inspect & Maintain: City Traffic Signals and Associated Equipment.

Personnel:

<u>Position</u>	<u>Current 2023</u>	<u>Proposed 2024</u>
Power System Director	1	1
Administrative Secretary	1	1
Power Distribution Manager	2	2
Substation & Generation Manager	1	1
Substation & Generation Tech	2	2
SCADA Administrator	2	2
Lineworker	10	10
Electric Meter Tech	1	1
Storekeeper (Part-Time)	.5	.5
TOTAL	20.5	20.5

Strategic Initiatives:



**Unified Community:** Community Outreach  
*Utilize Community Input to Design & Construct River Improvements in Conjunction with the Power Plant Low Dam Removal Initiative.*



**Responsive Services:** Gathering Community Input  
*Utilize Utility Billing Office Survey results to Improve Service Offerings to Piqua Utility Customers.*



**Thriving Economy:** Collaborating and Planning for Future Economic Growth  
*Support Economic Development Initiatives via Competitive Rates & Readily Available Infrastructure.*

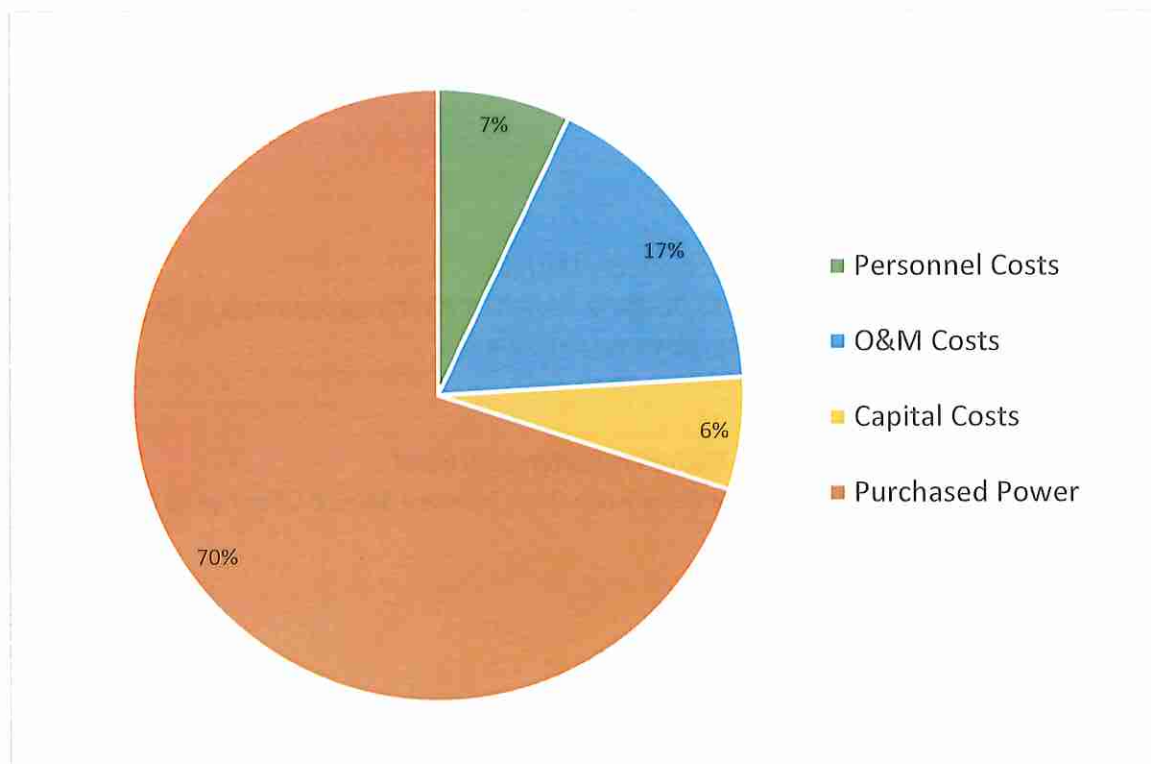


**Reliable Infrastructure:** Maintain Modern & Cost-Effective Infrastructure  
*Complete Substation Modernization Program, Ongoing LED Light Conversions, Continued Focus to Eliminate Causes of Power Outages.*

Description	2023		2024
	Budget	Projected	Budget Request
Total Personnel Costs	Salaries \$ 1,760,435	\$ 1,760,435	\$ 1,857,326
	Benefits \$ 729,453	\$ 729,453	\$ 704,133
		\$ 2,489,888	\$ 2,561,459
Total Operation & Maintenance Costs	Purchased Power \$ 24,758,997	\$ 24,758,997	\$ 25,446,401
	Operations & Maintenance \$ 6,422,485	\$ 6,502,485	\$ 6,178,478
		\$ 31,181,482	\$ 31,624,879
Total Capital Costs	\$ 1,885,105	\$ 1,495,713	\$ 2,161,075
Overhead Transfers	(\$175,000)	(\$175,000)	(\$175,000)
<b>Total Power Department</b>	<b>\$ 35,381,475</b>	<b>\$ 35,072,083</b>	<b>\$ 36,172,413</b>

Personnel Percent Change		+ \$71,571	+ 2.79%
Total Budget Percent Change		+ \$790,938	+ 2.19%

\*Percent change is 2024 Budget Request to 2023 Budget.



## Water (WTP and Underground) Department - 403

Programs & Services: The Department is responsible for operating and maintaining all water infrastructure throughout the city to support drinking water for citizens and businesses of Piqua. This includes three source water locations, pumping to Water Treatment Plant (WTP), WTP treatment, distribution pumping and water storage in three water towers.

### Programs Provided:

1. Source water intake pumping and lime sludge handling.
2. Water Treatment Plant Operations
3. Booster pumping, distribution, and water storage
4. Lead Service Line Replacement Program + Lead Sampling and Reporting
5. Distribution system maintenance, repair and replacement management, an on-call response

### Personnel:

<u>Position</u>	<u>Current 2023</u>	<u>Proposed 2024</u>
Utilities Director	0.4	0.4
Water SI	1.0	1.0
Underground SI	0.4	0.4
Underground Manager	0.4	0.4
Working Supervisor(s)	3.4	3.4
WW Operators	6.0	6.0
Admin	0.2	0.2
Maintenance Worker	<u>2.5</u>	<u>2.5</u>
<b>TOTAL</b>	<b>14.3</b>	<b>14.3</b>

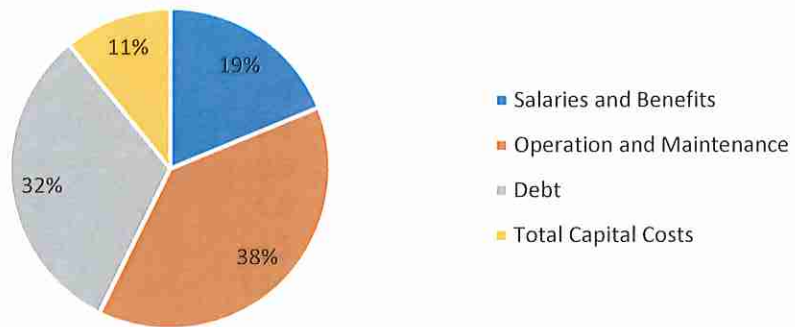
### Strategic Initiatives:



Reliable Infrastructure: Maintain cost-effective infrastructure.

Water Fund 403	2023	2023	2024
	Initial Budget	Revised Request	Budget Request
Salaries and Benefits	\$1,830,192.00	\$1,830,192.00	\$1,573,923.00
Operation and Maintenance	\$2,914,049.00	\$2,958,049.00	\$3,212,592.00
Debt	\$2,665,135.00	\$2,665,135.00	\$2,665,134.00
Capital Costs	\$2,356,083.00	\$2,356,083.00	\$910,833.00
<b>Total Water Department</b>	<b>\$9,765,459.00</b>	<b>\$9,809,459.00</b>	<b>\$8,362,482.00</b>

### Water (WTP and Underground) Department 2024



## Sewer Fund- (WWTP & UG) Departments - 404

**Programs & Services:** The City of Piqua Wastewater System is responsible for the collection and treatment of all sewage that is discharged to its sanitary sewers. Piqua collects sewage through 120 miles of sewers and seven lift stations, which is around 8500 customers. The new Wastewater Treatment Plant (WWTP) (2019) treats collected sewage meeting and exceeding all NPDES permit requirements. Piqua Underground Utilities Department maintains the collections system and keeps the wastewater flowing.

### Programs Provided:

1. Biosolids Processing and Disposal– Encompasses all costs with conveying, treating, dewatering, testing and disposal of Biosolids removed from wastewaters.
2. Collection system and lift stations – Repairs, replacement, operations, and maintenance of the wastewater collection system, including lift stations.
3. WWTP Treatment – All pumping and treatment components at the WWTP or water side. Operations and Maintenance.
4. Administrative and specialty work – Lab, Pre-Treatment, Septic, Project work and oversight.
5. On Call Status- Response to off hour WWTP, lift station, and collection system needs outside of normally staffed business hours.

### Personnel:

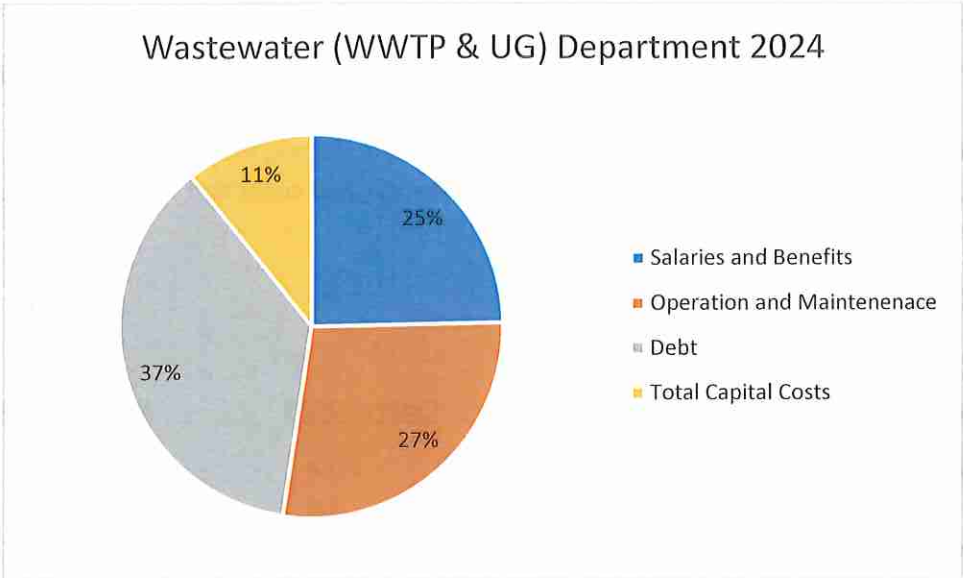
<u>Position</u>	<u>Current 2023</u>	<u>Proposed 2024</u>
Utilities Director	0.4	0.4
Wastewater SI	1.0	1.0
Underground SI	0.4	0.4
Underground Manager	0.4	0.4
Working Supervisor(s)	1.4	1.4
WW Operators	5.0	5.0
Admin	0.7	0.7
Maintenance Worker	<u>4.5</u>	<u>4.5</u>
TOTAL	13.8	13.8

### Strategic Initiatives:



Reliable Infrastructure: Maintain cost-effective infrastructure.

Sewer Fund 404	2023	2024	2024
	Initial Budget	Revised Budget	Budget Request
Salaries and Benefits	\$1,486,547.00	\$1,536,756.00	\$1,717,308.00
Operation and Maintenance	\$1,742,097.00	\$1,742,097.00	\$1,924,959.00
Debt	\$2,560,857.00	\$2,560,857.00	\$2,562,115.00
Total Capital Costs	\$1,140,000.00	\$1,140,000.00	\$747,500.00
<b>Total Storm Department</b>	<b>\$6,929,501.00</b>	<b>\$6,979,710.00</b>	<b>\$6,951,882.00</b>



## Stormwater Department - 411

Programs & Services: Piqua Stormwater Department oversees the stormwater infrastructure within the city limits of Piqua. It approves new SW construction, maintains current public infrastructure, administers the MS4 program from OEPA, and operates and maintains SW infrastructure.

Programs Provided:

1. MS4 Program – Meeting the requirements of the MS4 Permit: Public Education, Public Outreach, Public involvement, Illicit Discharge, Construction Runoff, Post-Construction Management, Pollution Prevention, and good housekeeping for Municipal Operations.
2. Cleaning Program – Storm sewer, catch basin, ditch line, leaf pick up and street sweeping.
3. Infrastructure repair- Internal and external repairs and replacement through city and project work.
4. ODNR Dam and Hydraulic Canal Project(s)- Major project evaluations, planning, management, and construction to meet ODNR Dam Safety issues within Piqua Waterways.

Personnel:

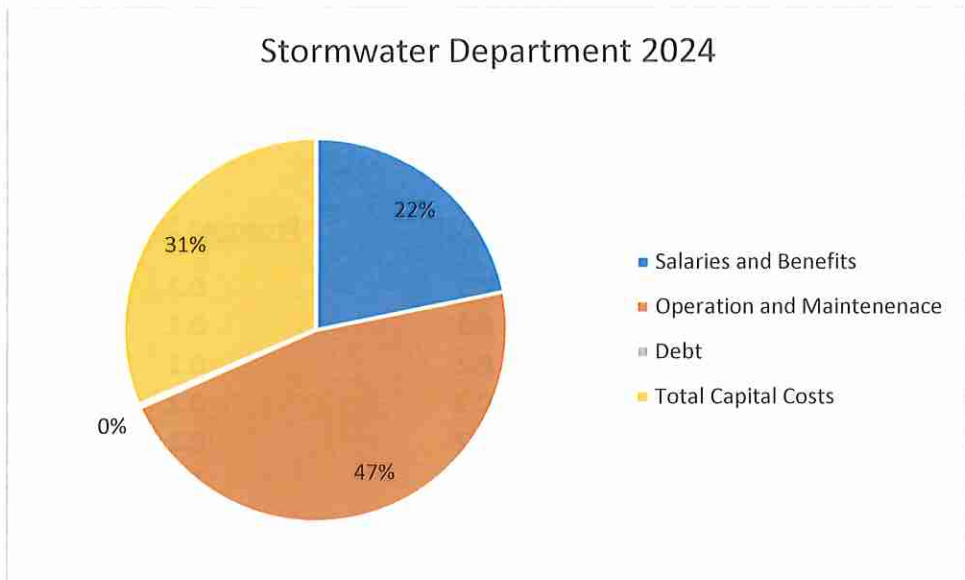
<u>Position</u>	<u>Current 2023</u>	<u>Proposed 2024</u>
Utilities Director	0.2	0.2
Administrative	0.1	0.1
Underground SI	0.2	0.2
Underground Manager	0.2	0.2
UG Working Supervisor	0.2	0.2
UG Maintenance Worker	<u>1.0</u>	<u>1.0</u>
TOTAL	1.9	1.9

Strategic Initiatives:



Reliable Infrastructure: Maintain cost-effective infrastructure.

Stormwater Fund 411	2023	2024
	Initial Budget	Budget Request
Salaries and Benefits	\$398,242.00	\$289,812.00
Operation and Maintenance	\$541,320.00	\$619,548.00
Debt	\$3,278.00	\$3,278.00
Total Capital Costs	\$606,140.00	\$417,250.00
<b>Total Storm Department</b>	<b>\$1,548,980.00</b>	<b>\$1,329,888.00</b>



## Sanitation Department

Programs & Services: The Sanitation Department is responsible for the collection of solid waste materials, including trash, recycling, yard waste and bulk items from residential houses, buildings, and small businesses. The Sanitation Department provides weekly collection for these materials.

### Programs Provided:

1. Waste Collection—trash, recycling, yard waste and bulk items.
2. Fall Prevention Program—allows for special collection for elderly and disabled customers who need assistance setting out their carts for weekly collection.

### Personnel:

<u>Position</u>	<u>Current 2023</u>	<u>Proposed 2024</u>
Sanitation Director	.5	.5
Administrative Assistant	.5	.5
Sanitation Manager	.5	.5
Working Supervisor	1	1
Drivers	<u>6</u>	<u>6</u>
TOTAL	8.5	8.5

### Strategic Initiatives:



Unified Community: Promote good customer service.



Responsive Services: Continue to provide outstanding service to the community.



Thriving Economy: Proper sanitation promotes health, improves the quality of the environment, and the quality of life in a community.

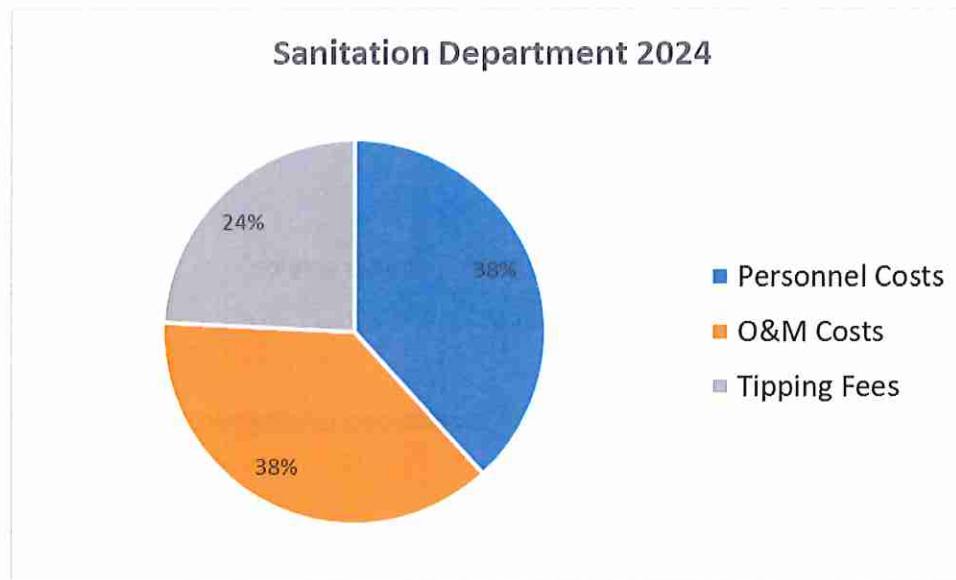


Reliable Infrastructure: Enhance services when cost-effective opportunities arise.

Description	2023		2024
	Budget	Projected	Budget Request
Salaries	\$ 595,356	\$ 619,315	\$ 102,901
Benefits	\$ 266,088	\$ 269,787	\$ 253,812
<b>Total Personnel Costs</b>	<b>\$ 861,444</b>	<b>\$ 889,102</b>	<b>\$ 860,048</b>
Supplies	\$ 272,500	\$ 292,025	\$ 268,930
Outside Services	\$ 907,566	\$ 855,643	\$ 920,255
Operations	\$ 255,509	\$ 250,400	\$ 202,066
<b>Total Operation &amp; Maintenance Costs</b>	<b>\$ 1,435,575</b>	<b>\$ 1,398,068</b>	<b>\$ 1,391,251</b>
Total Capital Costs	\$ 75,000	\$ 0	\$ 0
<b>Total Sanitation Department</b>	<b>\$ 2,372,019</b>	<b>\$ 2,287,170</b>	<b>\$ 2,251,299</b>

Personnel Percent Change		- \$1,396	-0.16 %
Total Budget Percent Change		- \$120,720	-5.09 %

\*\*Percent change is 2024 Budget Request to 2023 Budget.



## Parks Department

Programs & Services: The Parks Department is responsible for maintaining parks and recreation facilities throughout the city to support recreational health, safety, and quality of life for the citizens of Piqua. Providing clean and safe parks, programs that encourage lifelong leisure activities, and support for local associations with their programs are the key components of the department's mission. The Parks Department maintains 16 parks with over 200 acres of land, including 13 miles of bike trails.

Programs Provided:

1. Landscape & Forestry – mowing, planting, trimming, watering, fertilizing of park grounds.
2. Park Facility Maintenance – repairs, plumbing, HVAC, electrical, carpentry, general maintenance.
3. Grounds Maintenance – maintenance of playgrounds, sports fields, parking lots, etc.
4. Fleet, Equipment & Supply – hauling materials, supplies, inventory control, equipment repairs.
5. Community Programs & Services – special events, vandalism repair, holiday decorations, banner program.

Personnel:

<u>Position</u>	<u>Current 2023</u>	<u>Proposed 2024</u>
Parks Director (ACM)	.5	.5
Administrative Assistant	.5	.5
Parks Manager	1	1
Working Supervisor	1	1
Maintenance Worker	<u>4</u>	<u>4</u>
TOTAL	7	7

Strategic Initiatives:



**Unified Community:** Community outreach, Engage with community groups.  
2024 – Create volunteer opportunities/program.



**Responsive Services:** Responsive Recreation Programming.  
2024 – Add recreational opportunities with partners.



**Thriving Economy:** Promoting Investment and Development through Placemaking.  
2024 – Add programming for community, open Lock 9 Park.



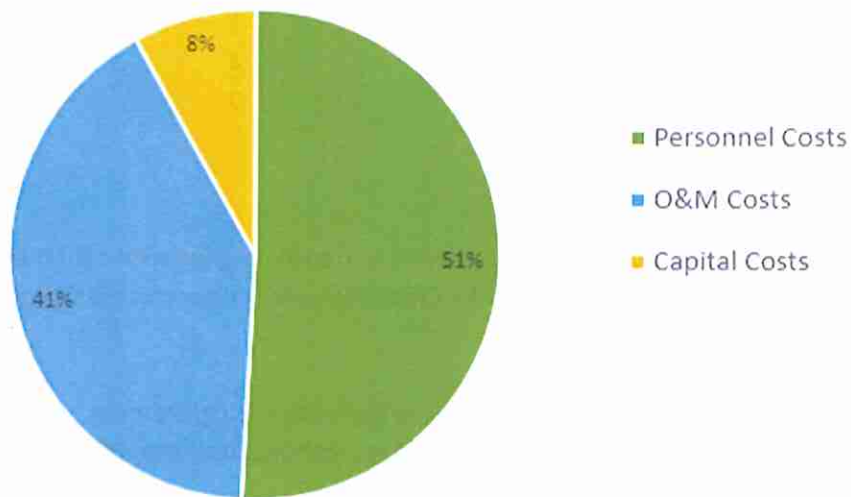
**Reliable Infrastructure:** Maintain cost-effective infrastructure.  
2024 – Bike path resurfacing, parking lot repairs, shelter repairs, walking path repairs, sports field improvements, etc.

Description	2023		2024
	Budget	Projected	Budget Request
Salaries	\$ 510,242	\$ 476,086	\$ 564,924
Benefits	\$ 202,259	\$ 183,442	\$ 203,612
<b>Total Personnel Costs</b>	<b>\$ 712,501</b>	<b>\$ 659,528</b>	<b>\$ 768,536</b>
Supplies	\$ 346,300	\$ 307,715	\$ 339,185
Outside Services	\$ 270,688	\$ 307,935	\$ 204,261
Operations	\$ 63,380	\$ 56,653	\$ 77,173
<b>Total Operation &amp; Maintenance Costs</b>	<b>\$ 680,368</b>	<b>\$ 672,303</b>	<b>\$ 620,619</b>
Total Capital Costs	\$ 2,197,731	\$ 64,539	\$ 122,000
Transfer Out		\$ 277,000	
<b>Total Parks Department</b>	<b>\$ 3,590,600</b>	<b>\$ 1,673,370</b>	<b>\$ 1,511,155</b>

Personnel Percent Change		+ \$56,035	+ 7.86 %
Total Budget Percent Change		- \$2,079,445	- 57.91%

\*\*Percent change is 2024 Budget Request to 2023 Budget.

Parks Department 2024



## Echo Hills Golf Course

Programs & Services: Echo Hills Municipal Golf Course is an 18-hole course with a driving range, pro-shop, and a snack bar. The 6,000-yard course also offers lessons, group outings and a junior golf program each year. The course conducts numerous tournaments throughout the year. The course also owns a fleet of 50 rental carts. Golfers can purchase limited or unlimited memberships or pay daily greens fees.

### Programs Provided:

1. Golf Tournaments & Outings
2. Golf Membership Programs
3. Private lessons
4. Junior Golf Program—including summer camps.
5. School Events

### Personnel:

The City is in a contractual agreement with Hampton Golf to provide staffing.

### Strategic Initiatives:



**Unified Community:** The golf course provides entertainment that can include the entire family. The course is community centered, eco-friendly, and provides environmental enhancement and enjoyment.  
2024 – Continue to create revenue opportunities to sustain the course.



**Responsive Services:** Echo Hills is an amenity that enhances the community the same way as city parks or open green spaces.  
2024 – Provide golf outings, tournaments, and activities.



**Thriving Economy:** Golf courses provide tangible quality-of-life benefits for local residents.  
2024 – Patio upgrades, sound system.

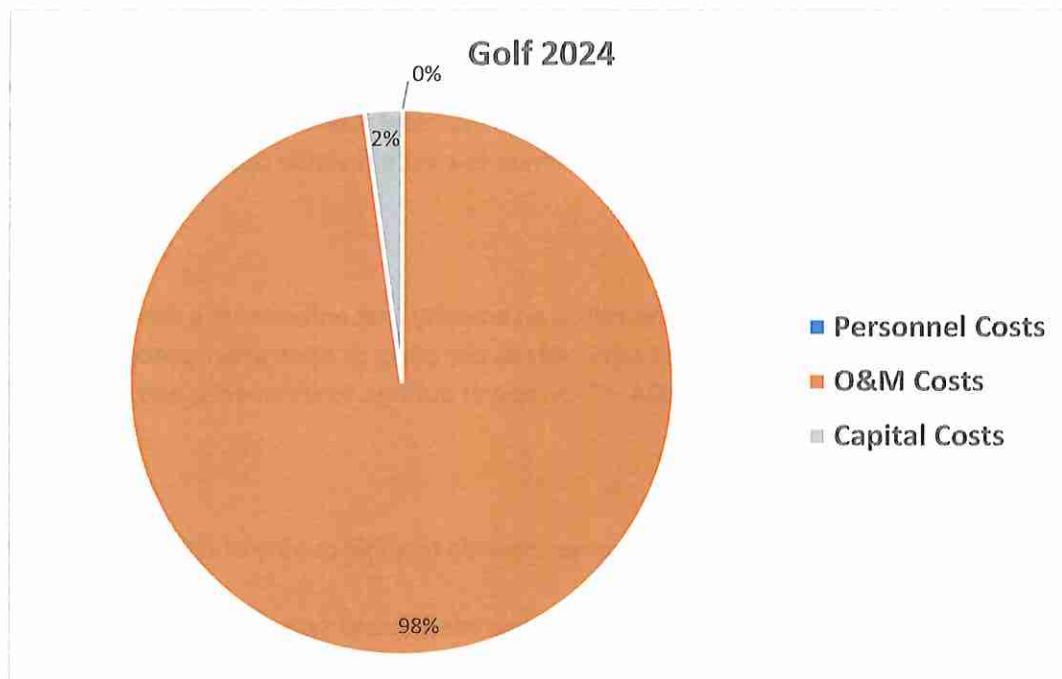


**Reliable Infrastructure:** Maintain cost-effective infrastructure.  
2024 – Cart Path resurfacing.

Description	2023		2024
	Budget	Projected	Budget Request
Salaries	\$149,550.00	\$-	\$-
Benefits	\$23,104.00	\$-	\$-
Total Personnel Costs	\$172,654.00	\$-	\$-
Total Operation & Maintenance Costs	\$709,674.00	\$984,969.00	\$1,002,655.00
Total Capital Costs	\$50,000.00	\$51,200.00	\$23,000.00
<b>Total Golf Budget</b>	<b>\$932,328.00</b>	<b>\$1,036,169.00</b>	<b>\$1,025,655.00</b>

Personnel Percent Change		\$(172,654.00)	-100.00%
Total Budget Percent Change		\$93,327.00	41.28%

\*\*Percent change is 2024 Budget Request to 2023 Budget



## Street Department

Programs & Services: The Street Department is responsible for maintaining streets, alleys, pavement markings, regulatory signs, street sweeping, leaf removal, snow removal, right-of-way inspections, maintenance of landscaping and turf in the right-of-way and street closings for special events supporting the safety and quality of life for the citizens of Piqua. Providing these services helps provide safe infrastructure for the traveling public. The department maintains approximately 215.3 lane miles of streets and 20.9 lane miles of alleys.

Programs Provided:

1. Street/Alley Maintenance – pothole repair, patching, paving, road and alley inspections.
2. Sign/Pavement marking maintenance – regulatory sign design and installation, pavement marking maintenance.
3. Leaf Removal – pick up leaves placed along the curb line in the fall.
4. Snow Control - removal of snow and ice from roadways.
5. Street Sweeping – sweep street curb lines and public parking areas.
6. Grounds Maintenance – mowing and landscape maintenance in the right-of-way.

Personnel:

<u>Position</u>	<u>Current 2023</u>	<u>Proposed 2024</u>
Street Director	1	1
Administrative Assistant	1	1
Street Manager	1	1
Working Supervisor	1	1
Equipment Operators	<u>9</u>	<u>9</u>
TOTAL	13	13

Strategic Initiatives:

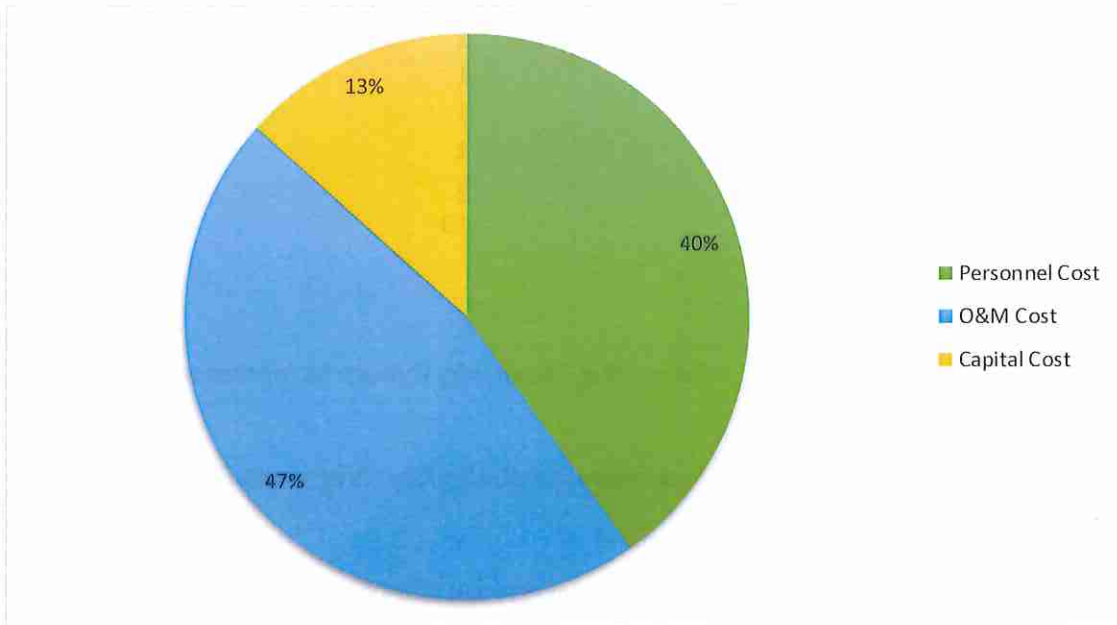


- Unified Community: Supporting Community through Maintenance Services
- Responsive Services: Responsive Street/Alley/Sign Programming
- Thriving Economy: Promoting Investment and Development through Placemaking
- Reliable Infrastructure: Maintain cost-effective infrastructure

Description	2023		2024
	Budget	Projected	Budget Request
Total Personnel Costs	Salaries \$ 1,005,505	\$ 937,995	\$1,069,507
	Benefits \$ 403,832	\$ 403,832	\$423,760
	\$ 1,409,337	\$ 1,345,327	\$1,493,267
Total Operation & Maintenance Costs	Supplies \$ 668,325	\$ 354,577	\$748,125
	Outside Services \$ 686,939	\$ 573,800	\$780,186
	Operations \$ 191,584	\$ 152,347	\$216,505
\$ 1,546,887	\$ 1,080,724	\$1,744,816	
Total Capital Costs	\$ 814,000	\$ 253,108	\$500,000
<b>Total Street Department</b>	<b>\$3,770,224</b>	<b>\$2,679,159</b>	<b>\$3,738,083</b>

Personnel Percent Change		+ \$ 83,930	5.95 %
Total Budget Percent Change		(\$32,141)	(0.85 %)

\*\*Percent change is 2024 Budget Request to 2023 Budget.



## Street Income Tax

Programs & Services: The Street Income Tax fund supports the street infrastructure maintenance and improvements that enhance quality of life in the community.

Programs Provided:

1. Public Infrastructure Improvements – Construction of public infrastructure improvement projects

Personnel:

<u>Position</u>	<u>Current 2023</u>	<u>Proposed 2024</u>
TOTAL	0	0

Strategic Initiatives:



Responsive Services: Pavement preservation program and public infrastructure.



Thriving Economy: Transportation improvements.



Reliable Infrastructure: Support of public infrastructure construction.

Street Income Tax	2023	2024
Operation and Maintenance	\$1,875,204	\$2,367,183
Capital Outlay	\$1,100,010	\$1,821,250
<b>Total</b>	<b>\$ 2,975,214</b>	<b>\$ 4,188,433</b>

Personnel Change	-	-
Budget Change	\$1,213,219	28%

\*Percent change is 2024 Budget Request to 2023 Budget.



## Fire Department

Programs & Services: The Fire Department provides its citizens with a full array of services. The responsibilities include providing fire & emergency medical services, technical rescue operations, fire prevention inspections, and fire safety education as well as additional duties including the city's disaster plan, Emergency Operations Center, and early weather warning sirens.

Programs Provided:

1. Fire Administration – Overall operation, management, and administration of fire/EMS services to include records and administrative personnel.
2. Fire Prevention - fire safety inspections, code enforcement, building plans review, pre-incident plans, arson investigation, public safety education presentations, city disaster planning – EOP, communication equipment, and community risk reduction survey.
3. Fire Operations 1, 2, & 3 - Emergency Fire & EMS operations response (performed by all members), fleet vehicle management and maintenance, medical supplies and equipment, drug license management, rescue task force, fire operations training, testing and certifications, emergency medical response education, special operations rescue team, tornado siren systems, training center facility and programs, physical fitness testing /equipment program, hazmat and dive team operations response, CPR training and education and equipment maintenance , fire and EMS technology, small equipment management, city wide A.E.D. program, ISO requirements and compliance, SCBA program.

Personnel:

<u>Position</u>	<u>Current 2023</u>	<u>Proposed 2024</u>
Fire Chief	1	1
Administrative Assistant	1	1
Assistant Fire Chiefs	4	4
Captains	3	3
Firefighters	<u>24</u>	<u>24</u>
TOTAL	33	33

Strategic Initiatives:



**Unified Community:** *We are committed to providing an environment which fosters teamwork amongst the community and our members.*



**Responsive Services:** *Innovative and progressive fire department through fire engineering.*



Thriving Economy:

*Promoting Investment and development through emergency protection strategies.*



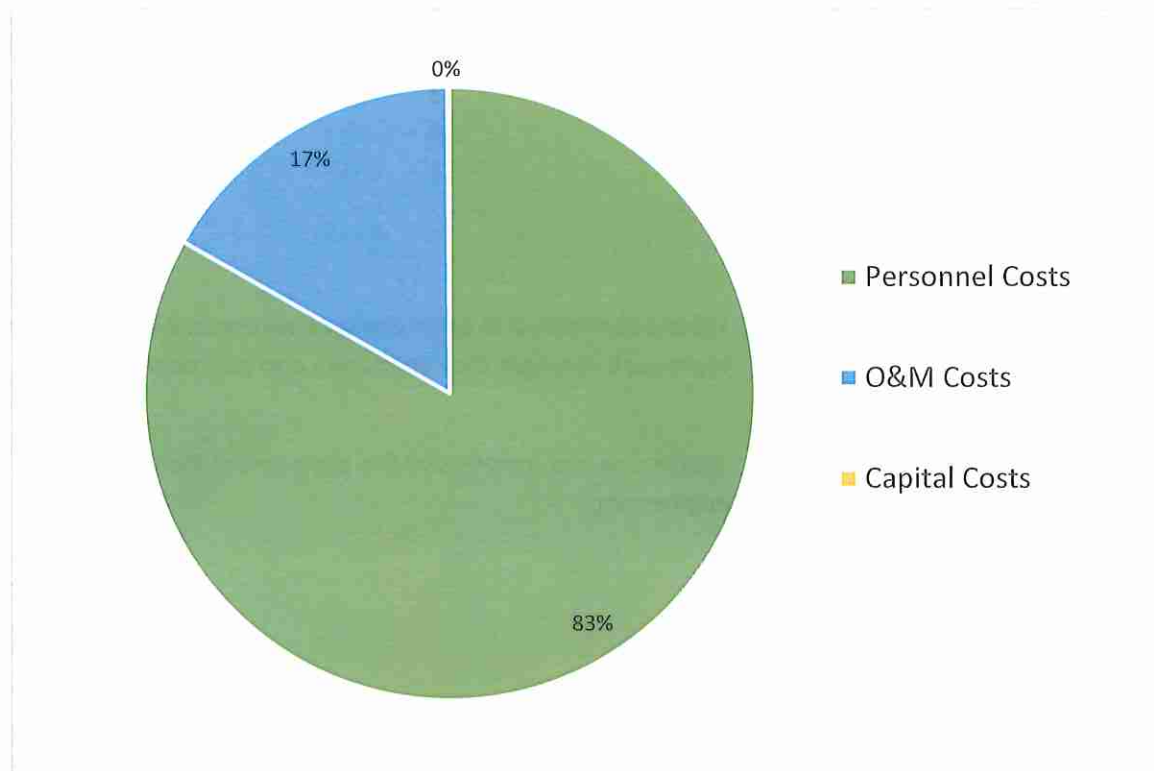
Reliable Infrastructure:

*Protect life and property that will be used by the community and enhances the well-being of all those that we serve.*

Description	2023		2024
	Budget	Projected	Budget Request
Salaries	\$ 3,549,371	\$ 3,508,707	\$3,457,528
Benefits	\$ 1,428,255	\$ 1,312,546	\$1,431,252
<b>Total Personnel Costs</b>	<b>\$ 4,977,626</b>	<b>\$ 4,821,253</b>	<b>\$4,888,780</b>
Supplies	\$ 445,549	\$ 308,102	\$ 438,297
Outside Services	\$ 245,070	\$ 256,514	\$ 263,958
Utilities	\$ 64,000	\$ 59,000	\$ 63,500
Training	\$ 42,350	\$ 11,967	\$ 88,987
Other Not Deferred	\$ 100,347	\$ 99,413	\$ 124,611
<b>Total Operation &amp; Maintenance Costs</b>	<b>\$ 897,316</b>	<b>\$ 734,996</b>	<b>\$ 979,353</b>
Total Capital Costs	\$ 535,400	\$ 540,400	\$ 6,500
<b>Total Fire Department</b>	<b>\$ 6,410,342</b>	<b>\$ 6,248,764</b>	<b>\$ 5,874,633</b>

Personnel Percent Change		- \$ 185,378	- 1.82 %
Total Budget Percent Change		- \$ 535,709	- 9.12 %

\*\*Percent change is 2024 Budget Request to 2023 Budget.



## Police Department

Programs & Services: The Piqua Police Department is dedicated to being responsive to the needs of the community in the delivery of exceptional police services. The Police Department is a full-service, professional law enforcement agency that subscribes to a community-policing philosophy. Working in partnership with residents and businesses, our goal is to provide the services our community deems important.

### Programs Provided:

1. Patrol Operations - Duty to protect lives and property, enforce criminal and traffic laws, suppress crime, and respond to a wide assortment of calls for police service.
2. Investigations – Investigate major crimes to include homicides, rapes, robberies, and drug trafficking.
3. Administration – Overall operation, management, and administration of police services to include records and administrative personnel.
4. Crime Prevention – Develop, coordinate, and implement a variety of crime prevention, safety, and community relations programs.
5. Tactical Response Team – Respond for service of high-risk search and arrest warrants; incidents involving barricaded suspects, hostage rescues, or active shooters.

### Personnel:

<u>Position</u>	<u>Current 2023</u>	<u>Proposed 2024</u>
Chief	1	1
Deputy Chiefs	3	2
Lieutenants	5	5
Officers	26	30
Total Sworn Officers	35	38
Administrative Assistants	3	3
TOTAL	38	41

### Strategic Initiatives:



Unified Community: Build relationships of mutual trust between Officers and all Community Members.



Responsive Services: Responsive to the needs of the community in the delivery of exceptional police services.



Thriving Economy: Promoting investment and development through Crime Prevention strategies.

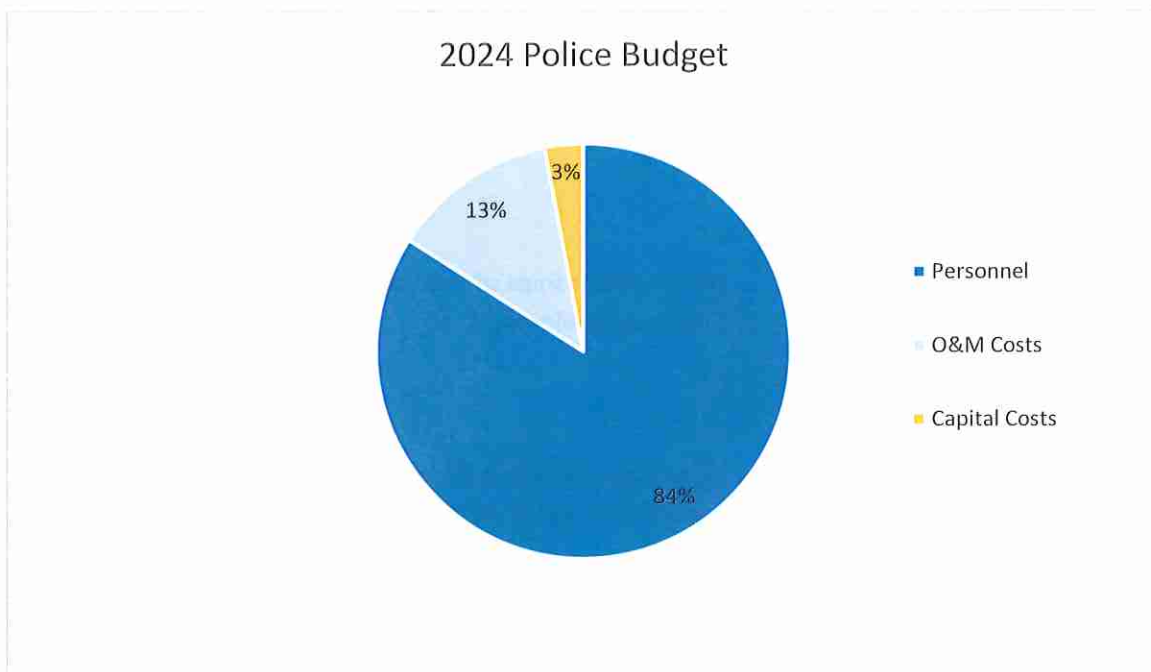


Reliable Infrastructure: Protecting critical infrastructure through proactive policing.

Description	2023		2024
	Budget	Projected	Budget Request
Salaries	\$ 3,871,179	\$ 3,779,395	\$ 4,330,664
Benefits	\$ 1,469,208	\$ 1,341,333	\$ 1,565,362
<b>Total Personnel Costs</b>	<b>\$ 5,340,387</b>	<b>\$ 5,120,728</b>	<b>\$5,896,026</b>
Supplies	\$ 310,447	\$ 280,333	\$ 297,348
Outside Services	\$ 405,843	\$ 407,020	\$ 422,095
Utilities	\$ 76,500	\$ 65,500	\$ 67,200
Training	\$ 45,000	\$ 43,000	\$ 33,000
Other Not Deferred	\$ 93,347	\$ 73,218	\$ 111,774
<b>Total Operation &amp; Maintenance Costs</b>	<b>\$ 931,137</b>	<b>\$ 869,071</b>	<b>\$ 931,417</b>
Total Capital Costs	\$ 121,053	\$ 121,053	\$ 239,104
<b>Total Police Department</b>	<b>\$ 6,392,577</b>	<b>\$ 6,110,852</b>	<b>\$7,066,547</b>

Personnel Percent Change		+ \$ 555,639	10.40 %
Total Budget Percent Change		+ \$ 673,970	10.54 %

\*\*Percent change is 2024 Budget Request to 2023 Budget.



## The City Commission

Programs & Services: The City of Piqua operates under the Council-Manager form of municipal government. Council-manager government combines the strong political leadership of elected officials with the strong managerial experience of an appointed administrator. All power and authority to set policy rests with the elected governing body. The elected council represent their community and develop a long-range vision for its future. They establish policies that affect the overall operation of the community and are responsive to residents' needs and wishes.

The City Commission is the community's legislative and policymaking body. Power is centralized in the elected council, which, for example, approves the budget and determines the tax rate. The council also focuses on the community's goals, major projects, and such long-term considerations as community growth, land use development, capital improvement and financing, and strategic planning.

### Personnel:

<u>Position</u>	<u>Current 2023</u>	<u>Proposed 2024</u>
Mayor	1	1
Commissioner	4	4
Commission Clerk	<u>1</u>	<u>1</u>
TOTAL	6	6

### Strategic Initiatives:



#### Unified Community:

Facilitate an environment that helps connect residents with their representatives.



#### Responsive Services:

Support the initiatives of the city departments that aim to provide the best services to the community.



#### Thriving Economy:

Support the initiatives that will move the city forward, promote growth and economic prosperity.



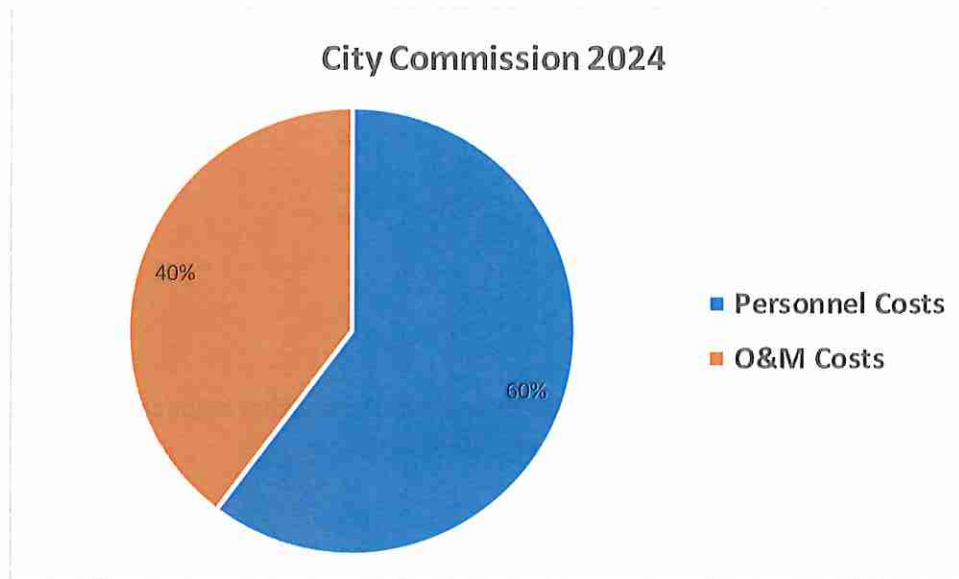
#### Reliable Infrastructure:

Support the city departments as they develop, rebuild, and expand the infrastructure of the city.

Description	2023		2024
	Budget	Projected	Budget Request
Total Personnel Costs	\$ 37,086	\$ 55,268	\$ 61,737
Total Operation & Maintenance Costs	\$ 98,299	\$ 105,299	\$ 40,681
<b>Total City Commission</b>	<b>\$ 135,385</b>	<b>\$ 160,567</b>	<b>\$ 102,418</b>

Personnel Percent Change		+ \$ 24,651	66.46 %
Total Budget Percent Change		<b>-\$57,618</b>	<b>- 58.61 %</b>

\*\*Percent change is 2024 Budget Request to 2023 Budget.



## City Manager

Programs & Services: The City Manager is responsible for the day-to-day operations of the city. The City of Piqua operates under the Council-Manager form of municipal government. In Piqua, the City Manager is hired by the City Commission and serves as the appointed administrator and operates as the CEO (Chief Executive Officer). The City Manager serves the council and the community, administering projects and programs. He also serves as the council's chief advisor, carrying out the council's policies.

### Personnel:

<u>Position</u>	<u>Current 2023</u>	<u>Proposed 2024</u>
City Manager	1.0	1.0
Administrative Assistant	0.5	0.5
TOTAL	1.5	1.5

### Strategic Initiatives:



#### Unified Community:

Establishing relationships with city employees and members of the public, and meeting with representatives of unions, charities, and other organizations in the city.



#### Responsive Services:

Promoting the efficient administration of all City Departments



#### Thriving Economy:

Coordinating development projects with a focus on future growth for the city



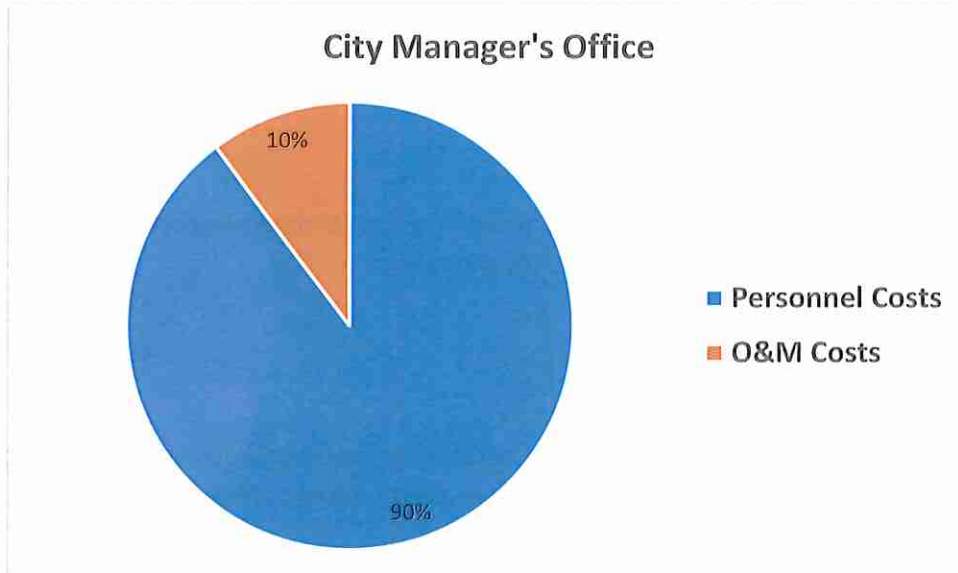
#### Reliable Infrastructure:

Establishing priorities for the efficient repair, replacement, or addition of needed infrastructure.

Description	2023		2024
	Budget	Projected	Budget Request
Salaries	\$ 217,784	\$ 217,784	\$ 233,005
Benefits	\$ 69,012	\$ 69,012	\$ 69,058
<b>Total Personnel Costs</b>	<b>\$ 286,796</b>	<b>\$ 286,796</b>	<b>\$ 302,063</b>
Total Operation & Maintenance Costs	\$ 32,605	\$ 56,105	\$ 34,431
Allocated Expenses	(\$ 233,706)	(\$ 250,901)	(\$ 246,213)
<b>Total City Manager's office</b>	<b>\$ 85,695</b>	<b>\$ 92,000</b>	<b>\$ 90,281</b>

Personnel Percent Change		\$ 15,267.00	5.32%
Total Budget Percent Change		\$ 4,586.00	5.35%

\*\*Percent change is 2024 Budget Request to 2023 Budget.



## Development Department – Community Development

Programs & Services: The office of Community Development administers programs and delivers services designed to facilitate neighborhood and small business investment activities that enhance quality of life in the community.

Programs Provided:

1. Community Housing Improvement Program - coordination of funding securement and disbursement in support of owner repair and rehab projects meeting program target objectives.
2. Community Development Block Grant Program- coordination of funding securement and disbursement in support of eligible projects meeting program target objectives.
3. Entrepreneurial and Small Business Development - coordination with resource partners to deliver services and assistance necessary to support start-ups and small business owners/operators.
4. Loans, Grants and Incentives– securement, management and reporting of activity related to loans, grants and incentives supporting community/economic development.

Personnel:

<u>Position</u>	<u>Current 2023</u>	<u>Proposed 2024</u>
Development Manager	1	1
Development Analyst	1	1
TOTAL	2	2

Strategic Initiatives:



Unified Community: Fair housing education.



Responsive Services: Funding resources supporting neighborhoods and businesses.



Thriving Economy: Enabling an inclusive and diverse entrepreneurial ecosystem.

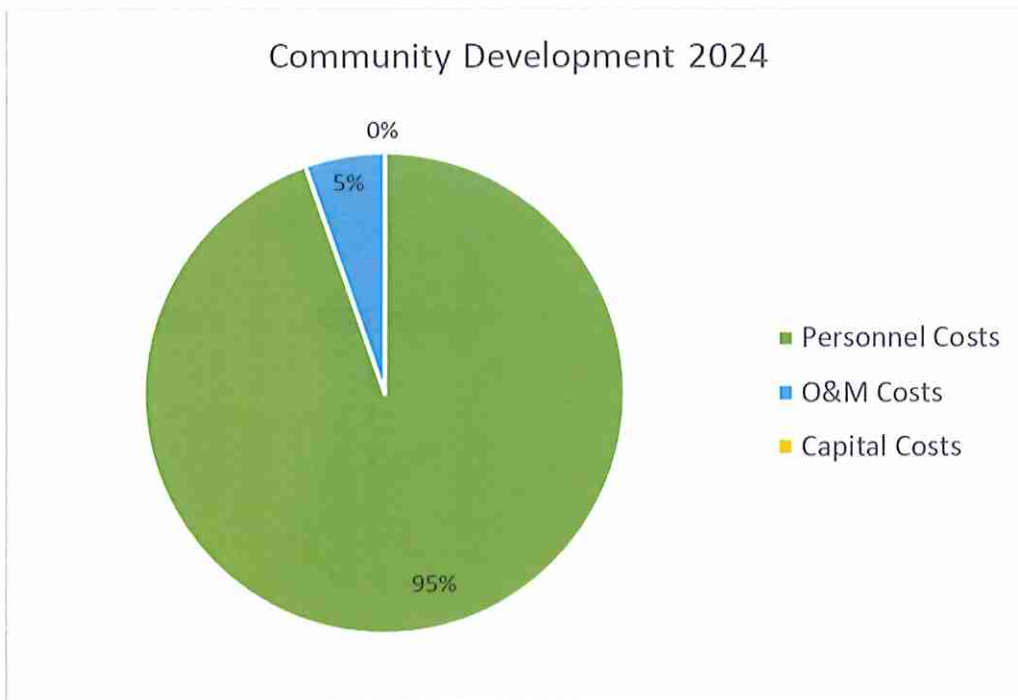


Reliable Infrastructure: Critical infrastructure funding.

<b>Community Development</b>	<b>2023</b>	<b>2024</b>
Personal Service/Administrative Support	\$420,764	\$420,854
Operation and Maintenance	\$76,019	\$115,965
Allocated Expenses	-\$496,783	-\$536,819
<b>Total</b>	<b>\$ 0</b>	<b>\$ 0</b>

Personnel Change	\$90	0 %
Budget Change	\$40,036.68	8 %

\*Percent change is 2024 Budget Request to 2023 Budget.



## Development Department – Engineering

Programs & Services: The office of Planning and Zoning administers programs and delivers services designed to facilitate neighborhood and small business investment activities that enhance quality of life in the community.

Programs Provided:

1. Plan Review/Permitting - Construction plan review for conformance with applicable design standards and issuance of permits for public right of way.
2. Project Inspection - Construction observation of public infrastructure improvements to ensure proper installation in compliance with approved plans.
3. Project Management - Coordination of project stakeholders to facilitate orderly and effective delivery of design, construction, inspection services.
4. Administration - Provide general oversight/support of department functions and facilitate coordination with other agencies and departments.

Personnel:

<u>Position</u>	<u>Current 2023</u>	<u>Proposed 2024</u>
Community Services Director	0	1
Project Manager	1	0
Engineering Technician	1	1
Administrative Assistant	1	1
TOTAL	3	3

Strategic Initiatives:



Unified Community: Engagement of stakeholders.



Responsive Services: Plan review and permitting services for infrastructure.



Thriving Economy: Management of public right of ways.

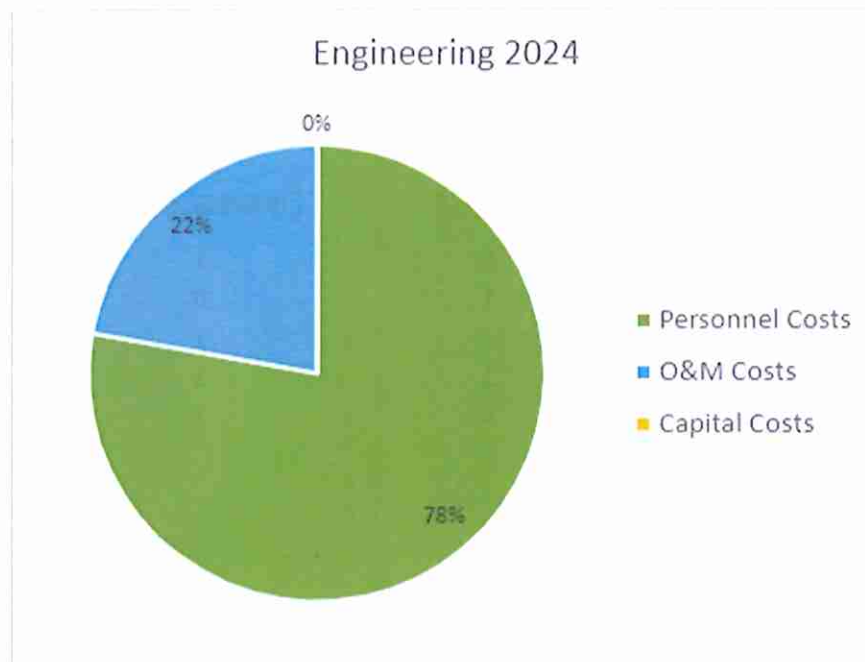


Reliable Infrastructure: Support of public infrastructure construction.

Engineering	2023	2024
Personal Service/Administrative Support	\$403,477	\$369,174
Operation and Maintenance	\$69,588	\$207,624
Allocated Expenses	-\$384,933	-\$469,340
Total Engineering	\$ 88,132	\$ 107,458

Personnel Change	- (\$34,303)	-8.5%
Budget Change	\$19,426	22%

\*Percent change is 2024 Budget Request to 2023 Budget.



## Development Department – Planning and Zoning

Programs & Services: The office of Planning and Zoning administers programs and delivers services designed to facilitate neighborhood and small business investment activities that enhance quality of life in the community.

### Programs Provided:

1. Plan Review/Permitting - Coordination of plan reviews and issuance of development permits to ensure conformance with applicable land use and design standards.
2. Code Compliance - Inspection of land use and property maintenance conditions and issuance of notices and management of code violation cases.
3. Planning - Coordination with project stakeholders, consultants, and committees to facilitate orderly and effective delivery of planning services.
4. Administration - Provide general oversight/support of department functions and facilitate coordination with other agencies and departments.

### Personnel:

<u>Position</u>	<u>Current 2023</u>	<u>Proposed 2024</u>
City Planner	1	1
Code Compliance Coordinator	1	1
Code Compliance Officer	1	1
TOTAL	3	3

### Strategic Initiatives:



Unified Community: Stakeholder engagement and community planning.



Responsive Services: Plan review and permitting services facilitating development.



Thriving Economy: Management of land use and development.

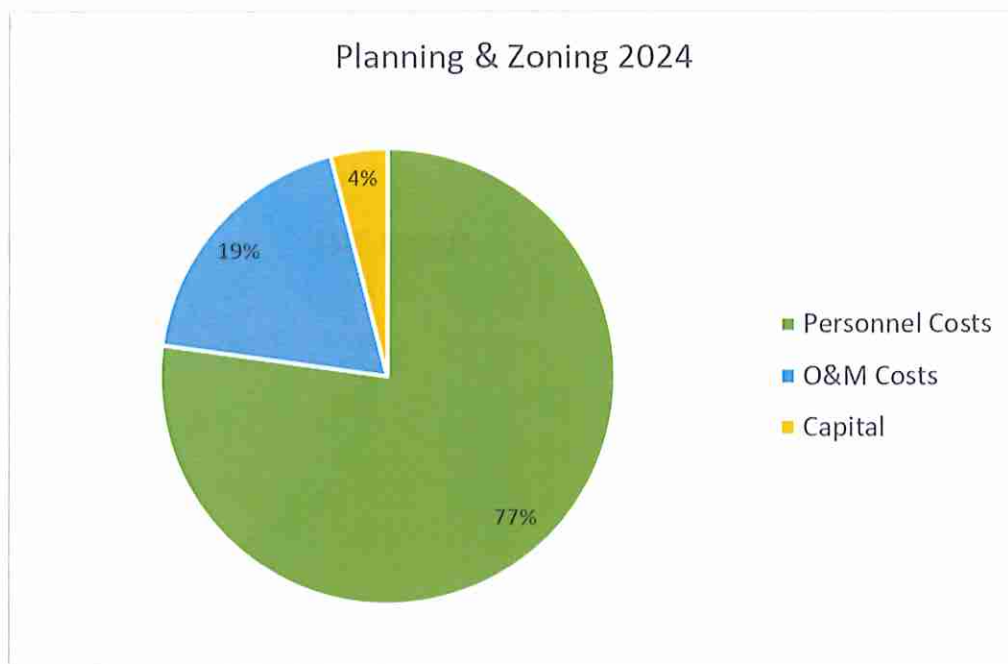


Reliable Infrastructure: Planning for capital improvements.

<b>Planning and Zoning</b>	<b>2023</b>	<b>2024</b>
Personal Service/Administrative Support	\$471,497	\$339,869
Operation and Maintenance	\$155,436	\$83,436
<b>Total Planning &amp; Zoning</b>	<b>\$ 626,933</b>	<b>\$ 423,305</b>

Personnel Change	- \$85,724.00	- 24.72 %
Budget Change	- \$181,315.00	-28.96%

\*Percent change is 2024 Budget Request to 2023 Budget.



## Finance Department

**Programs & Services:** Management of the City is responsible for establishing and maintaining an internal control system designed to ensure that the assets of the government are protected from loss, theft or misuse and to ensure that adequate accounting data is compiled to allow for the preparation of financial statements in conformity with accounting principles generally accepted in the United States of America ("GAAP").

**Budgetary System:** Detailed provisions regulating the City's budget, tax levies and appropriations are set forth in the City Charter and in the Ohio Revised Code.

**Accounting System:** The City's accounting system is organized and operated on a fund basis. A fund is defined as an independent fiscal and accounting entity with a self-balancing set of accounts.

**Financial Reporting:** Beginning in 2002, the City has prepared financial statements following GASB Statement 34, "Basic Financial Statements – Management's Discussion and Analysis – for State and Local Governments."

### Programs Provided:

1. Payroll – Ensure City of Piqua employees are properly compensated for hours worked.
2. Accounting – Responsible for reconciling and reporting of all City of Piqua financial transactions and managing all financial reporting on a monthly, quarterly and annual basis.
3. Accounts Payable – Provides accurate and timely payment of all invoices for the City of Piqua.
4. Accounts Receivable – Responsible for collection of debts owed to the City.
5. Treasury Management - Oversees the collections of City revenues.
6. Income Tax - Processes and collects all City income taxes through RITA.
7. Fixed Assets - Provides technical accounting and management assistance to City departments in preparation for capital projects and asset reconciliations.
8. Budget - Responsible for developing and monitoring the City's annual budget in conjunction with City Manager's Office

### Personnel:

<u>Position</u>	<u>Current 2023</u>	<u>Proposed 2024</u>
Finance Director	1	1
Finance & Tax Manager	1	1
Accountant	0	1
Finance Analyst II	1	0
Finance Analyst I	2	2
Account Clerk I	0	.25
Administrative Assistant	1	1
TOTAL	6	6.25

### Strategic Initiatives:



Unified Community: The Finance department will provide support to accomplish this initiative.



Responsive Services: The Finance department will provide support to accomplish this initiative.



Thriving Economy: Collaborating and Planning for Future Economic Growth



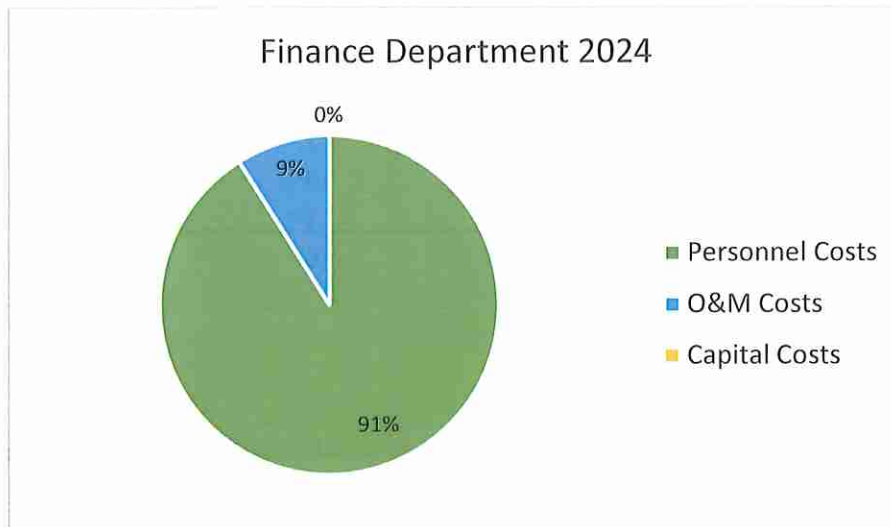
Reliable Infrastructure: The Finance department will provide support to accomplish this initiative.

Description	2023		2024
	Budget	Projected	Budget Request
Total Personnel Costs	Salaries \$477,035	\$551,848	\$547,928
	Benefits \$202,566	\$155,265	\$198,908
		\$707,113	\$746,836
Total Operation & Maintenance Costs	Training \$4,000	\$600	\$5,000
	Supplies \$10,150	\$9,995	\$3,615
	Operations \$36,254	\$108,809	\$65,167
	\$50,404	\$119,404	\$73,782
Allocated Expenses	(\$505,018)	(\$571,785)	(\$563,015)
<b>Total Finance Department</b>	<b>\$224,987</b>	<b>\$254,732</b>	<b>\$257,603</b>

+

Personnel Percent Change		+ \$67,235	+ 9%
Total Budget Percent Change		+ \$90,613	+ 11.04%

\*\*Percent change is 2024 Budget Request to 2023 Budget.



## Fort Piqua Plaza

Programs & Services: The Fort Piqua Plaza fund supports the operation and maintenance of this facility to enhance quality of life in the community.

Programs Provided:

1. Building Operations – Operation and maintenance of the facility

Personnel:

<u>Position</u>	<u>Current 2023</u>	<u>Proposed 2024</u>
TOTAL	0	0

Strategic Initiatives:



Unified Community: Community gathering space.



Responsive Services: Public library, food and banquet center tenants.



Thriving Economy: Stimulates tourism and provides local amenities.



Reliable Infrastructure: Preservation of community landmark.

Fort Piqua Plaza	2023	2024
Transfer	\$250,000	\$300,000

Personnel Change	-	-
Budget Change	\$50,000	16%

\*Percent change is 2024 Budget Request to 2023 Budget.



## Human Resources Department

Programs & Services: The Human Resources Department maintains the centralized responsibility for all facets of employment related activity and strategically manages the culture and work environment to strengthen the workforce and promote a positive workplace environment. With a lean HR team, we strive to provide a solid 1) HR management foundation, 2) responsible oversight, 3) and creative solutions through a collaborative approach to maximize the potential of our greatest asset – our employees.





Programs Provided:

1. Service Delivery – Recruitment, On-Boarding, Organizational Management, Internal Services, HR Tools
2. Compliance – Policy, EEOC, BWC, Safety Sensitive Requirements, Training, Risk Management
3. Total Compensation – Benefits Management, Wages, Leave Benefits, Soft Benefits
4. Labor & Employee Relations – Collective Bargaining, Discipline, Internal Complaints and Grievances, Mediation, Employee Engagement Events
5. Performance Management & Development – Training, Coaching, Performance Management

Personnel:

<u>Position</u>	<u>Current 2023</u>	<u>Proposed 2024</u>
Human Resources Director	1	1
Administrative Assistant	.5	.5
Human Resources Generalist	1	1
TOTAL	2.5	2.5

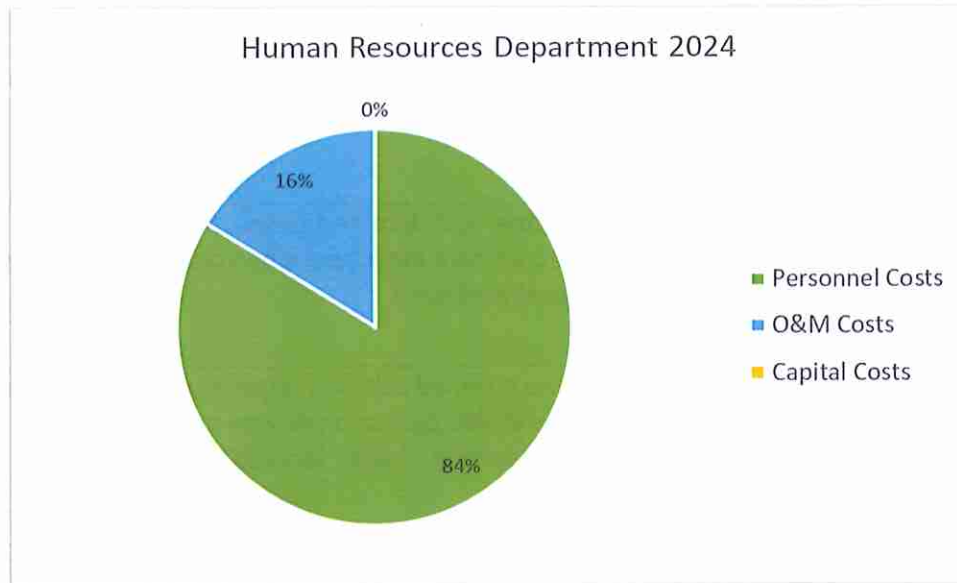
Strategic Initiatives:

	Unified Community:	Partner with local resources, leaders, schools, etc. in recruitment initiatives, when possible, to strengthen the local workforce
	Responsive Services:	Hire qualified subject matter experts, public professionals and skilled professionals who are committed to providing outstanding, quality services to the public.
	Thriving Economy:	Promoting responsible, tenured employment and quality of life for the Piqua workforce.
	Reliable Infrastructure:	Hire qualified subject matter experts, public professionals and skilled professionals who are able to provide, protect, finance, maintain and plan for critical City infrastructure.

Description	2023		2024
	Budget	Projected	Budget Request
Salaries	\$ 262,361	\$ 255,247	\$270,511
Benefits	\$ 105,361	\$ 103,653	\$101,240
<b>Total Personnel Costs</b>	<b>\$ 367,722</b>	<b>\$ 358,900</b>	<b>\$371,751</b>
Supplies	\$ 13,600	\$ 16,720	\$21,000
Outside Services	\$ 15,000	\$ 8,600	\$18,301
Utilities	\$ 1,200	\$ 1,200	\$1,200
Training	\$ 2,000	\$ 1,500	\$2,000
Other Not Deferred	\$14,205	\$ 29,205	\$29,139
<b>Total Operation &amp; Maintenance Costs</b>	<b>\$46,005</b>	<b>\$ 57,225</b>	<b>\$71,640</b>
Allocated Expenses	\$ (359,001)	\$ (368,737)	\$ (384,741)
<b>Total Human Resources Department</b>	<b>\$ 54,726</b>	<b>\$ 56,210</b>	<b>\$ 58,650</b>

Personnel Percent Change		+ \$ 4,029	1.09 %
Total Budget Percent Change		+ \$ 3,924	7.17 %

\*\*Percent change is 2024 Budget Request to 2023 Budget.



## Income Tax Department

**Programs & Services:** The Income Tax Department has partnered with Regional Income Tax Agency to assist with the collection of income tax dollars. The Income Tax Department is still responsible for processing all tax dollars received, assisting all customers with questions or concerns, and providing necessary information to RITA upon request.

Programs Provided:

**Income Tax Collection:** Receiving tax payments from RITA, individuals, employers, and the state. Reconciling between different software's, balancing the payments received, and initiates the transfers to appropriate funds.

Personnel:

<u>Position</u>	<u>Current 2023</u>	<u>Proposed 2024</u>
Financial Analyst II	.25	0
Account Clerk I	1	.75
TOTAL	1.25	.75

Strategic Initiatives:



**Unified Community:** The Income Tax Department works with the customers when contacted to assist with their income tax filings through RITA.



**Responsive Services:** The Finance department will provide support to accomplish this initiative.



**Thriving Economy:** Analyzing tax dollars received.



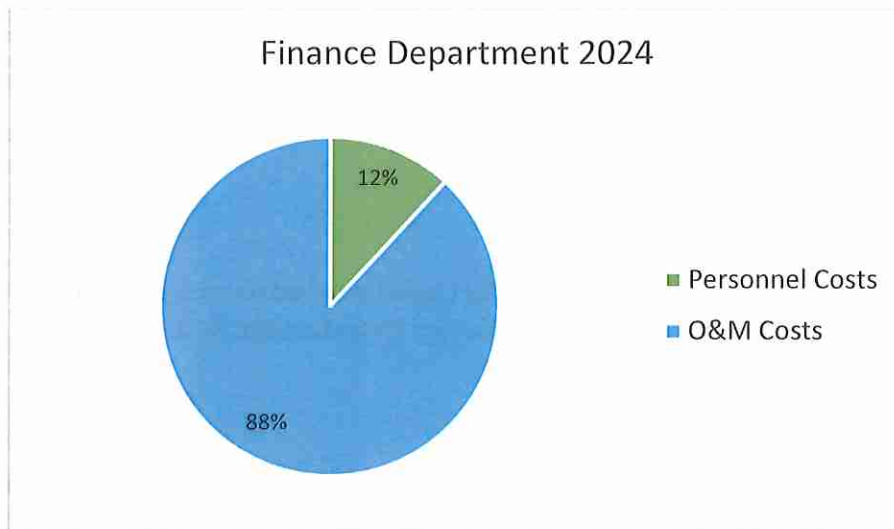
**Reliable Infrastructure:** The Finance department will provide support to accomplish this initiative.

Description	2023		2024
	Budget	Projected	Budget Request
Total Personnel Costs	Salaries \$70,778	\$55,230	\$37,175
	Benefits \$20,804	\$12,695	\$24,841
		\$91,582	\$62,016
Total Operation & Maintenance Costs	Supplies \$1,632	\$1,350	\$800
	Operations \$574,327	\$549,580	\$459,970
		\$575,959	\$460,770
<b>Total Finance Department</b>	<b>\$667,541</b>	<b>\$618,855</b>	<b>\$522,786</b>

+

Personnel Percent Change		- \$29,566	- 47.67%
Total Budget Percent Change		+ \$90,613	- 27.69%

\*\*Percent change is 2024 Budget Request to 2023 Budget.



## Information Technology (IT) Department

Programs & Services: The IT Department is responsible for managing, supporting, and updating technology devices, infrastructure, and software across the city. Additionally, the department supports the city communication systems as needed. The department monitors and maintains computers, servers, cameras, phones, and email accounts. IT also manages cyber security efforts and various other technology initiatives.

Programs Provided:

1. Network Administration – Manage & monitor city network operations.
2. Desktop Support – Assist users with various pc, software, or other equipment needs.
3. Email Support – Address user issues, monitor system traffic & maintain security.
4. Software Support – Follow up on software needs, problems & failures.
5. Cyber Risk Management – Identify/correct system vulnerabilities & educate users.
6. GIS data management, analysis, and maps

Personnel:

<u>Position</u>	<u>Current 2023</u>	<u>Proposed 2024</u>
General Services Director	1	1
GIS Manager	1	1
<b>TOTAL</b>	<b>2.0</b>	<b>2.0</b>

Strategic Initiatives:



**Unified Community:** Ensure city communication methods stay updated and operational.



**Responsive Services:** Provide responsive internet and email services that consistently support all city departments.



**Thriving Economy:** Provide technology services that support city initiatives.

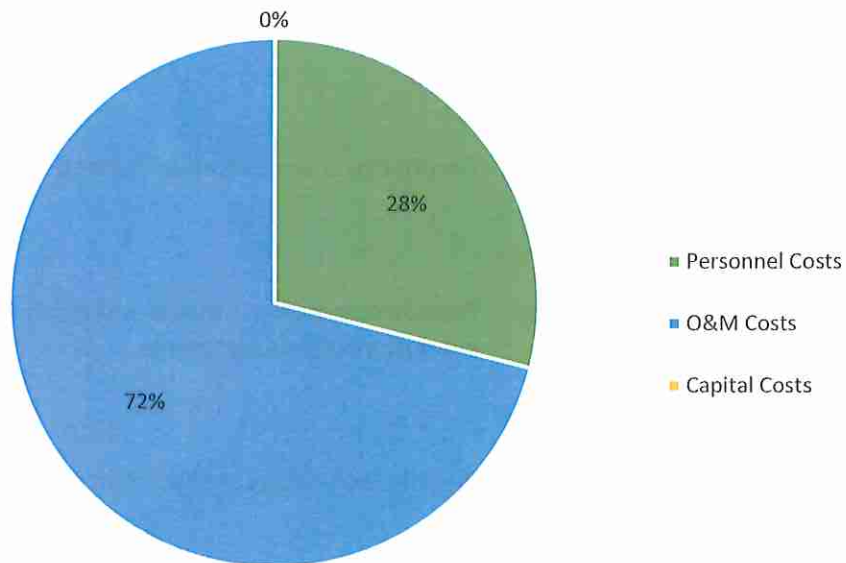


**Reliable Infrastructure:** Proactively upgrade and maintain network and desktop equipment as well as communication systems.

Description	2023		2024
	Budget	Projected	Budget Request
Total Personnel Costs	Salaries	\$ 251,016	\$ 189,342
	Benefits	\$ 95,460	\$ 101,148
		\$ 346,476	\$ 295,756
Total Operation & Maintenance Costs	Supplies	\$ 12,250	\$ 38,999
	Outside Services	\$ 706,976	\$ 788,511
	Operations	\$ 5,700	\$ 48,181
	\$ 778,926	\$ 779,329	\$ 757,211
Total Capital Costs	\$ 0	\$ 115,000	\$ 0
<b>Total IT Department</b>	<b>\$ 1,125,402</b>	<b>\$ 1,190,085</b>	<b>\$1,048,377</b>

Personnel Percent Change		- \$ 55,310	-15.96 %
Total Budget Percent Change		- \$ 77,025	-6.8 %

\*\*Percent change is 2024 Budget Request to 2023 Budget.



# Law Department

Programs & Services: The Law Department consists of a contracted Law Director who advises the City-elected officials, employees, boards, and commissions on all legal matters. The Law Director is the liaison who oversees a Charter review every 10 years, reviews all contracts and insurance requirements, and serves as the City's Prosecutor.

Personnel:

<u>Position</u>	<u>Current 2023</u>	<u>Proposed 2024</u>
Law Director (Contracted services)	1	1
TOTAL	1	1

Strategic Initiatives:



Unified Community:

Provide consistent legal advice to support the initiatives of the city commission and the city departments.



Responsive Services:

Assist city departments with the efficient delivery of services.



Thriving Economy:

Support business initiatives by reviewing contracts and providing advice.



Reliable Infrastructure:

Support infrastructure projects as necessary to complete needed repairs and upgrades.

Description	2023		2024
	Budget	Projected	Budget Request
Total Personnel Costs	\$ 10,391	\$ 10,391	\$ 0
Total Operation & Maintenance Costs	\$ 140,434	\$ 140,434	\$128,984
Allocated Expenses	(\$ 89,810)	(\$ 89,810)	(\$ 76,805)
<b>Total Law Department</b>	<b>\$ 61,015</b>	<b>\$ 61,015</b>	<b>\$ 52,179</b>

Personnel Percent Change		(\$ 10,391)	-100 %
Total Budget Percent Change		(\$ 8,836)	-14.48%

\*\*Percent change is 2024 Budget Request to 2023 Budget.

# Public Relations Department

Programs & Services: The Public Relations Department is responsible for communication strategies including news releases, feature articles, advertisements, monitoring and posting on social media platforms, and City of Piqua website content management. Plans and coordinates special events such as 4thFest; promotes all special events activities through print, electronic, or other media outlets.

Personnel:

<u>Position</u>	<u>Current 2023</u>	<u>Proposed 2024</u>
Public Information Officer	0	1
Public Relations Coordinator	1	1
TOTAL	1	2

Strategic Initiatives:



Unified Community:

Foster effective communication with residents, businesses, and all stakeholders.



Responsive Services:

Support departments in their efforts to provide services to the community.



Thriving Economy:

Promote initiatives that supports local economic opportunities.



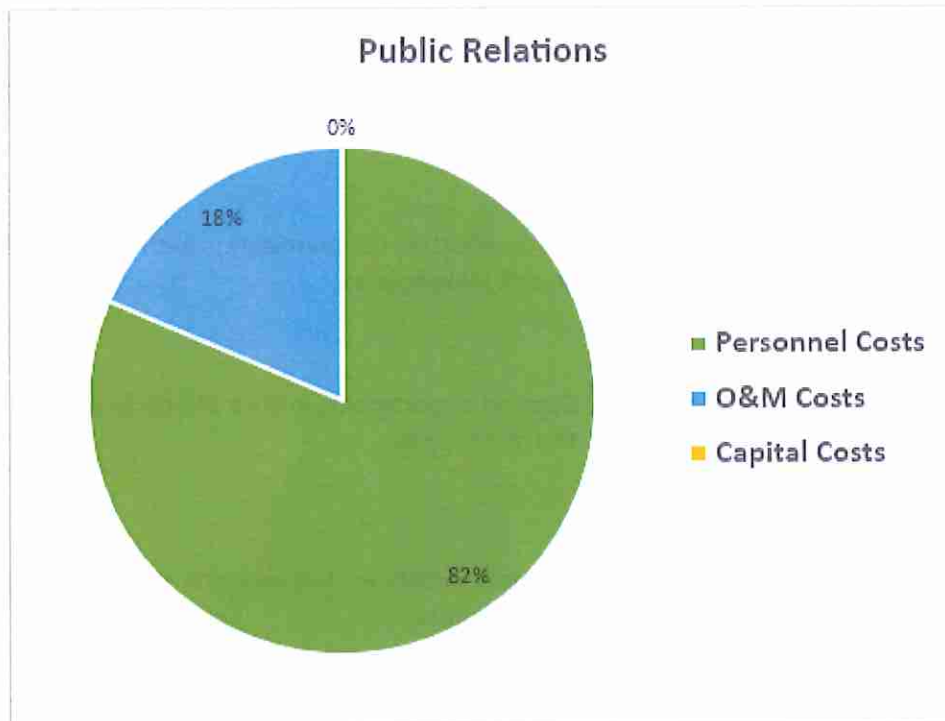
Reliable Infrastructure:

Provide support to departments as they repair and enhance the infrastructure of the city.

Description	2023		2024
	Budget	Projected	Budget Request
Total Personnel Costs	\$ 110,786	\$ 110,786	\$ 267,650
Total Operation & Maintenance Costs	\$ 19,129	\$ 19,129	\$ 60,708
Allocated Expenses	(\$ 76,832)	(\$ 76,832)	(\$ 194,191)
<b>Total Law Department</b>	<b>\$ 53,083</b>	<b>\$ 53,083</b>	<b>\$ 134,167</b>

Personnel Percent Change		+ \$ 156,864	+ 141%
Total Budget Percent Change		+ \$ 81,084	+ 153%

\*\*Percent change is 2024 Budget Request to 2023 Budget.



## Purchasing Department

Programs & Services: The Purchasing Department is responsible for several functions across the city. Staff place orders for parts and supplies, commodity items and generate purchase orders for large-scale projects. The department also tracks expenditures, manages vendor information, issues RFP and IFB documents and works with all city stakeholders for bid packet preparation. The department also handles disposal of surplus equipment and works with vendors for invoice discrepancies and processing.

Programs Provided:

1. Commodity Procurement
2. Invoice Processing
3. Public Bidding & contract administration
4. Bid preparation and documentation
5. Surplus asset disposal

Personnel:

<u>Position</u>	<u>Current 2023</u>	<u>Proposed 2024</u>
Contracts & Purchasing Managers	2	2
TOTAL	2	2

Strategic Initiatives:



**Unified Community:**

Ensure city procurement processes and policies stay updated and result in cost effective and efficient purchases for city operations.



**Responsive Services:**

Ensure products and services are delivered in a timely manner to support the city department's efforts.



**Thriving Economy:**

Provide purchasing services that support city initiatives.



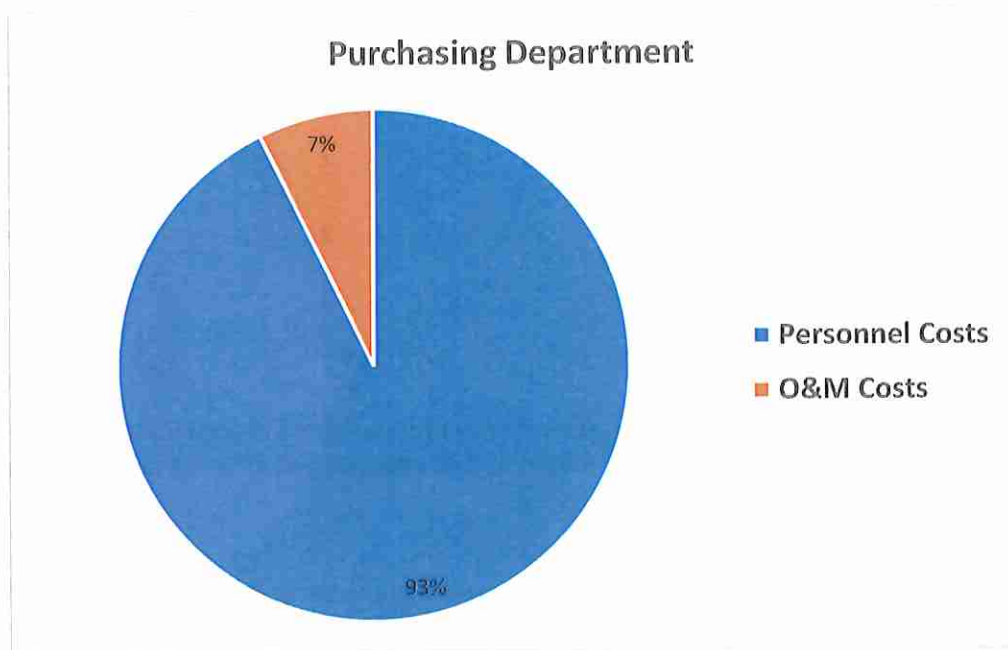
**Reliable Infrastructure:**

Proactively support all departments and staff when needed.

Description	2023		2024
	Budget	Projected	Budget Request
Total Personnel Costs	\$ 244,312	\$ 244,312	\$ 251,840
Total Operation & Maintenance Costs	\$ 19,604	\$ 19,604	\$ 19,758
Allocated Expenses	(\$ 252,249)	(\$ 252,249)	(\$ 259,592)
<b>Total Purchasing Department</b>	<b>\$11,667</b>	<b>\$11,667</b>	<b>\$12,006</b>

Personnel Percent Change		+ \$ 7,528	+ 3.08 %
Total Budget Percent Change		+ \$339	+ 2.90 %

\*\*Percent change is 2024 Budget Request to 2023 Budget.



## Utility Business Office (Power Department)

Programs & Services: The Utility Business Office (UBO) is responsible for calculating monthly utility bills for the citizens and businesses of the City of Piqua. The UBO gathers readings from approximately 19,000 electric and water meters, bills residents for Refuse, Sewer, and Stormwater utilities across approximately 13,000 active accounts, and collects and processes payments for those bills.

### Programs Provided:

1. Monthly Billing – Accurately bills approximately 13,000 residential, commercial, and industrial utility accounts.
2. Payment Processing – Maintains payment collection software and systems to allow customers to pay their utility bills.
3. Customer Service Window and Call Queue – Staffs a call center queue and lobby window to answer customer questions and process payments.
4. AMI System – maintains oversight of AMI system, which gathers reads from approximately 19,000 electric and water meters on an hourly basis.

### Personnel:

<u>Position</u>	<u>Current 2023</u>	<u>Proposed 2024</u>
Utility Business Office Manager	1	1
CSR II	2	2
CSR I	4	5
TOTAL	7	8

### Strategic Initiatives:



**Unified Community :** Contribute to City communication and outreach initiatives by utilizing innovative billing statement and multi-channel communication methods available through UBO's software suite.



**Responsive Services:** Administer Utility Billing Office Survey to gauge customer sentiment and utilize results to improve service offerings to Piqua Utility Customers. Maintain and staff a call center and lobby window with customer service professionals to serve the community.



**Thriving Economy:** Accurately bill Commercial and Industrial utility customers and respond to their needs. Provide electric and water use data and be responsive to custom requests from utility customers.



**Reliable Infrastructure:** Accurately bill for utility services directly related to infrastructure such as Sewer and Stormwater Utilities.

Description	2023		2024
	Budget	Projected	Budget Request
Salaries	\$ 379,520	\$ 387,520	\$ 486,993
Benefits	\$ 152,781	\$ 152,781	\$ 185,630
Total Personnel Costs	\$ 532,301	\$ 540,301	\$ 672,623
Total Operation & Maintenance Costs	\$ 1,205,517	\$ 1,197,517	\$ 591,558
Allocated Expense	(\$ 1,737,818)	(\$ 1,737,818)	(\$ 1,263,181)
<b>Total Power Department</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>

Personnel Percent Change		+ \$140,322	+ 20.86%
Total Budget Percent Change		+ \$790,938	- 37.57%

\*Percent change is 2024 Budget Request to 2023 Budget.

