



CUYAHOGA COUNTY VETERANS SERVICE COMMISSION

2014 Tax Budget

CUYAHOGA COUNTY VETERANS SERVICE COMMISSION

2014 BUDGET SUMMARY

STAFFING

The CCVSC is composed of a Board of 5 Commissioners, a staff comprised of an Executive Director, 31 management and professional staff employees. As of this date, all 5 Commissioner and 2 professional staff employee are considered “part time” for County payroll purposes. All other employees are full time.

2013 Staffing Request.....29 FTEs/7 PTEs

2014 Staffing Request.....29 FTEs/7 PTEs

Net Staff changes.....0 FTEs/0 PTE

CUYAHOGA COUNTY VETERANS SERVICE COMMISSION

2014 BUDGET SUMMARY

010 PERSONNEL SERVICES

Salaries Budget Base (2014 Projection) \$1,814,984

This salary projection covers the entire current classified and non-classified CCVSC staff. This salary base budget is from 2014 salary projections that include a 2% cost of living allowance and annual step increase according to CCVSC policy.

Additional Salary Appropriations for Anticipated and Unanticipated Events \$9,000

Additional appropriation is necessary to adjust the base salary of the Service Officers (IT) who become State GOVA certified Service Officers and for unforeseen salary adjustments

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Total Personnel Services for 2014 \$1,823,984

CUYAHOGA COUNTY VETERANS SERVICE COMMISSION

2014 BUDGET SUMMARY

015 PERSONNEL BENEFITS

Personnel benefits for 2014 **\$638,394**

Personnel benefits are calculated as 35% of total CCVSC staff salaries (\$1,823,984 x .35=\$638,394). This percentage covers Workers' Compensation, unemployment compensation, Flex benefits, PERS retirement and Medicare based on 2014 salaries. This percentage assures that there will be no shortfall for any unanticipated benefit expense, for example, increased unemployment compensation and/or hospitalization insurance costs.

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Total Personnel Benefits 2014 **\$638,394**

CUYAHOGA COUNTY VETERANS SERVICE COMMISSION

2014 BUDGET SUMMARY

022 COMMODITIES

Office/Technical Supplies for 2014 **\$15,500**

The office/technical supply budget for 2014 is based on a 2012 actual expenditures multiplied by a 1.67% inflation rate and rounded up to nearest hundredth. These purchases are for general office/technical supplies utilized in day-to-day operations. It is anticipated that office/technical supplies usage will stay the same as the 2013 levels.

Electricity Usage for 2014 **\$17,500**

Electric utility is the only utility paid by CCVSC under its existing lease agreement. The average electric bill in 2012 has been approximately \$1,428 per month. The CCVSC anticipates 1.67% inflation and the electric utility usage will stay about the same since the office has energy conservation light fixtures in the new leased space. We have experienced a better than 50% reduction in cost due to the sustainable construction of the building.

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Total Commodities for 2014 **\$33,000**

CUYAHOGA COUNTY VETERANS SERVICE COMMISSION

2014 BUDGET SUMMARY

026 CONTRACTS & PROFESSIONAL SERVICES

Annual Lease Agreement **\$419,456**

In 2014, the CCVSC will renew its 5 year-lease agreement with LTD Partners for the office space at 1849 Prospect Avenue, Cleveland, Ohio. The lease agreement is scheduled to expire September 30, 2014. The CCVSC expects to remain at this office location for the next 5 years and, upon renewal, we will be paying \$14.50 a square foot for the last three months of the year. This cost is \$19.88 less per square feet than the initial 5 year cost.

Employee Tuition reimbursement Program **\$5,000**

The CCVSC has an employee tuition reimbursement program to encourage staff to return to school to obtain college degrees in subject areas relevant to the agency. To support this effort, the CCVSC will offer tuition assistance to qualified staff.

Marker Fees **\$7,000**

Marker fees are charges for setting indigent veteran headstones at the various cemeteries located within the County. Price varies by each cemetery. The 2014 projection is based on three year average from 2013, 2012 and 2011 expenditures.

Miscellaneous Technical Services **\$15,000**

Various technical services needs arise throughout the year. The 2014 projection is conservatively based on 2012 activities, as it is premature to use any 2013 figures.

Retain IT Professional Services **\$20,000**

The CCVSC Board requires an IT professional service to be on call for IT support in the event that the Senior Systems Administrator and his back-up are out of the office for any length of time.

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Total Contracts and Professional Services for 2014 **\$466,456**

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2014 BUDGET SUMMARY

035 CONTROLLED SERVICES

Data Processing Charges **\$129,916**

The County Data Center charges back for various computer maintenance and document support functions provided by its technical staff. In calculation of the CCVSC 2014-projected budget, the 2012 actual expenditures were utilized, which represents the most recent complete year's fees.

Space Maintenance **\$193,727**

The CCVSC has two Protective Service Officers on the premises during working hours. This represents a charge back from Central Services for security service provided. In calculation of the CCVSC 2014-projected budget, the 2012 actual expenditures were utilized.

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Total Controlled Services for 2014 **\$323,643**

CUYAHOGA COUNTY VETERANS SERVICE COMMISSION

2014 BUDGET SUMMARY

050 CLIENT SERVICES

Client Services Budget Basis **\$3,251,069**

The CCVSC client services base budget for 2014 is based on 2012 actual expenditures. This basis was deemed more accurate than utilizing 2013 first quarter expenditures. We do not need to consider inflationary factors on Client Service since increased financial allowance were made in 2013.

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Total Client Services for 2014 **\$3,251,069**

CUYAHOGA COUNTY VETERANS SERVICE COMMISSION

2014 BUDGET SUMMARY

060 OTHER OPERATING

Other Operating Budget Basis **\$330,060**

For a conservative approach to the 2014 budget process in Other Operating Expenses, the CCVSC is using 2012 actual expenditures as a basis for this object number. CCVSC Advertising for 2013 is \$263,377 and in the budget basis above. Other items in the base budget are County Fast Copier, County Postage, County Telephone, County Garage and County Printing. It also includes Travel, Office supplies, Software, Publications, Professional Dues and Other Operating expenditures.

Other Operating Increased by 1.67% for 2014 **\$5,512**

The majority of other operating expenditures are administrative charge backs from Central Services. The operating expenditures provided by Central Services are County storeroom supplies, County postage, County telephone, County garage (leased van), and County printing. The CCVSC anticipates a 1.67 inflation rate increase for these services as well as the other independent administrative expenditures.

Computer Software Purchases for 2014 **\$15,000**

The CCVSC is in continue need to upgraded software for the IS Department and agency at large. Requirement will change due to the new County Government.

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Total Other Operating for 2014 **\$350,572**

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2014 BUDGET SUMMARY

070 CAPITAL OUTLAYS

Computer Hardware Purchases for 2014 **\$20,000**

The CCVSC is in need of new equipment which includes new servers, PCs, signature pads and screens for the main office and 2 satellite locations.

Miscellaneous Capital Outlays **6,000**

Miscellaneous capital outlay is based on the anticipated need to refurbish three offices with lateral cabinets and bookshelves.

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Total Capital Outlay for 2014 **\$26,000**

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CCVSC TOTAL 2014 BUDGET = \$6,913,118

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ASSESSED VALUATION CALCULATION

\$27,812,595,530 x .00025 = \$6,953,149