



**General
Government**

<u>FUNDING BY PROGRAM AREA</u>	<u>2018 RECOMMEND</u>
GENERAL GOVERNMENT	
General Government	
City Council	\$187,363
Mayor	14,060
Community Support	84,500
City Manager	362,253
Human Resources	77,298
Civil Service	67,764
Law	503,329
Financial Administration	483,435
Income Tax Administration	587,072
Service Administration	566,877
Engineering	336,588
Adjunct Facilities	1,770
Miscellaneous and Sundry	328,250
New Facility	300,000
Information Technology	205,438
	4,105,997
SUBTOTAL	4,105,997
Basic Utility Services	
Human Resources Support	58,980
Financial Admin. Support	463,109
Service Admin. Support	971,660
Engineering Admin. Support	759,638
IT Support	32,764
	2,286,151
SUBTOTAL	2,286,151
TOTAL	\$6,392,148

Department:
General Government

Division:
City Council

Fund:
General

Account No:
001-570-701

Resource Summary	2016	2017	2018
Expenditure Categories	Actual	Budget	Recommend
Personnel Services	\$ 168,173	\$ 146,659	\$ 154,230
Operation and Maintenance	21,885	33,133	33,133
Capital Outlay	0	0	
Total	<u>\$ 190,058</u>	<u>\$ 179,792</u>	<u>\$ 187,363</u>
Total Positions	10	10	10
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Funding by Source			
General	\$ 190,058	\$ 179,792	\$ 187,363
Total	<u>\$ 190,058</u>	<u>\$ 179,792</u>	<u>\$ 187,363</u>
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Program Description:

The City Council serves as the legislative and policy-making body for the City of Kent. Proposed policies are considered by one of five standing committees and are officially adopted by the Council. The Clerk of Council, appointed by and reporting to City Council, is included in this cost center and is the full time professional responsible for maintaining the City's official record of all Council activities along with numerous other related duties.

Program Comments:

The 2018 recommended operation and maintenance budget reflects no increase compared to the 2017 budget.

Department:
General Government

Division:
City Council

Fund:
General

Account No:
001-570-701-

Line Description	2016 Actual	2017 Budget	2018 Recommend
7001 Employee - Regular Salaries	\$ 136,091	\$ 113,000	\$ 118,085
7004 Retirement (PERS)	16,268	15,820	16,532
7005 Medicare	1,959	1,639	1,713
7006 Health Insurance	11,250	13,900	14,700
7008 Overtime	0	0	0
7009 Unemployment & Workers' Comp	2,605	2,300	3,200
Total Personnel Services	\$ 168,173	\$ 146,659	\$ 154,230
7210 Travel & Training	\$ 1,094	\$ 6,500	\$ 6,500
7320 Communications/Postage	3,561	3,500	3,500
7330 Rents and Leases			
7340 Professional Services	8,600	6,000	6,000
7350 Maintenance of Equipment & Facility	284	1,500	1,500
7360 Insurance & Bonding	171	333	333
7370 Printing, Photocopy, Advertising	1,632	3,000	3,000
7390 Misc. Contractual Service	5,599	10,900	10,900
7410 Office Supplies	471	600	600
7420 Operating Materials	473	700	700
7440 Small Tools/Minor Equipment	0	100	100
Total Operation & Maintenance	\$ 21,885	\$ 33,133	\$ 33,133
7630 Equipment Items > \$2,500	\$	\$ 0	\$ 0
Total Capital Outlay	\$ 0	\$ 0	\$ 0
Total	\$ 190,058	\$ 179,792	\$ 187,363

Department:
General Government

Division:
Mayor

Fund:
General

Account No:
001-570-702

Resource Summary Expenditure Categories	2016 Actual	2017 Budget	2018 Recommend
Personnel Services	\$ 7,753	\$ 7,760	\$ 7,760
Operation and Maintenance	2,601	5,300	6,300
Capital Outlay			
Total	<u>\$ 10,354</u>	<u>\$ 13,060</u>	<u>\$ 14,060</u>
Total Positions	1	1	1
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Funding by Source			
General	\$ <u>10,354</u>	\$ <u>13,060</u>	\$ <u>14,060</u>
Total	<u>\$ 10,354</u>	<u>\$ 13,060</u>	<u>\$ 14,060</u>

Program Description:

This budget division is used to account for the expenditures relating to the office of the Mayor. The Mayor is elected by the voters and serves in a ceremonial capacity. This position also serves as President of Council and convenes all regular Council meetings, Council committee meetings, public hearings, Council work sessions, and special meetings of Kent's governing board.

Program Comments:

The 2018 recommended operation and maintenance budget reflects an increase of \$1000.00 or 18.87%, as compared to the 2017 budget. This increase is primarily for the purpose of purchasing a computer for the Mayor's use.

Department:
General Government

Division Fund:
Mayor General

Account No:
001-570-702-

Line Description	2016 Actual	2017 Budget	2018 Recommend
7001 Employee - Regular Salaries	\$ 6,600	\$ 6,600	\$ 6,600
7004 Retirement (PERS)	924	924	924
7005 Medicare	96	96	96
7006 Health Insurance	0	0	0
7008 Overtime	0	0	0
7009 Unemployment & Workers' Comp	133	140	140
Total Personnel Services	\$ 7,753	\$ 7,760	\$ 7,760
7210 Travel & Training	\$ 330	\$ 2,300	\$ 2,300
7320 Communications/Postage	1,427	1800	1800
7330 Rents and Leases	0		
7340 Professional Services	0		
7370 Printing, Photocopy, Advertising	0	300	300
7390 Misc. Contractual Service	106	100	100
7410 Office Supplies	0	200	200
7420 Operating Materials	738	600	600
7440 Small Tools/Minor Equipment			1,000
Total Operation & Maintenance	\$ 2,601	\$ 5,300	\$ 6,300
7630 Equipment Items > \$2,500	\$ 0	\$ 0	\$ 0
Total Capital Outlay	\$ 0	\$ 0	\$ 0
Total	\$ 10,354	\$ 13,060	\$ 14,060

Department:
General Government

Division:
Community Support

Fund:
General

Account No:
001-570-703

Resource Summary Expenditure Categories	2016 Actual	2017 Budget	2018 Recommend
Personnel Services	\$ 0	\$ 0	\$ 84,500
Operation and Maintenance	78,248	83,500	84,500
Capital Outlay			
Total	<u>\$ 78,248</u>	<u>\$ 83,500</u>	<u>\$ 84,500</u>
Total Positions	0	0	0
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Funding by Source			
General	\$ 78,248	\$ 83,500	\$ 84,500
Total	<u>\$ 78,248</u>	<u>\$ 83,500</u>	<u>\$ 84,500</u>

Program Description:

This cost center has been created to account for City Council's support of activities, events and programs for the general benefit of the community. This cost center includes, but is not limited to: funds for a downtown festival, maintenance of the City's website, and funds for unexpected requests that come before Council.

Program Comments:

The 2018 recommended operation and maintenance budget of \$84,500 reflects an increase of \$1,000.00 or 1.2% compared to the 2017 budget. The budgeted expenses consist of the following: \$15,000 for community wide economic development promotional grants; \$12,000 for a downtown festival (increased \$2,000 by KCC in 2016); \$8,000 for City's agreed portion of bike share program (new in 2016 for 3 year period per MOU); \$1,000 to support and maintain the City's website and \$500 for fuel expense. This budget cost center also includes \$48,000 for the required sharing of bed tax with the Convention and Visitor's Bureau. The City Council initiated increases of \$5,000 for community wide economic development promotional grants in the original 2016 budget and then \$2,000 for the Heritage Festival as an amendment to the 2016 budget; both of these were retained in the 2017 and 2018 budgets. The expense line for Bed Tax is being increased once again by \$1,000 to meet the City's required share of increased revenues being collected primarily from the KSU Hotel and Convention Center. This share is now paid to Destination Kent, but prior to 2016 it was remitted to the Kent Convention and Visitor's Bureau.

Department:
General Government

Division:
Community Support

Fund:
General

Account No:
001-570-703-

Line Description	2016 Actual	2017 Budget	2018 Recommend
7280 Vehicle Fuel	\$ 0	\$ 500	\$ 500
7390 Misc. Contractual Service	33,295	36,000	36,000
7420 Operating Materials	0	0	0
7780 Bed Tax Shared	44,953	47,000	48,000
Total Operation & Maintenance	\$ 78,248	\$ 83,500	\$ 84,500
7630 Equipment Items > \$2,500	\$ 0	\$ 0	0
Total Capital Outlay	\$ 0	\$ 0	0
Total	\$ 78,248	\$ 83,500	\$ 84,500

Department:
General Government

Division:
City Manager

Fund:
General

Account No:
001-570-704

Resource Summary Expenditure Categories	2016 Actual	2017 Budget	2018 Recommend
Personnel Services	\$ 313,741	\$ 334,826	\$ 300,120
Operation and Maintenance	55,242	62,133	62,133
Capital Outlay			
Total	<u>\$ 368,983</u>	<u>\$ 396,959</u>	<u>\$ 362,253</u>
Total Positions	2	2	2
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Funding by Source			
General	\$ <u>368,983</u>	\$ <u>396,959</u>	\$ <u>362,253</u>
Total	<u>\$ 368,983</u>	<u>\$ 396,959</u>	<u>\$ 362,253</u>
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Program Description:

The City Manager is the Chief Executive Officer for the City organization serving the residents, businesses and students of the Kent community. The City Manager's Office provides centralized direction and leadership for the effective administration and operations of all municipal services for the City as directed by the City Council and serves as the focal point for the management of the City staff. The City Manager's Office is responsible for leading the City's organizational priorities in adherence with the policy goals and objectives established by the City Council while employing such managerial techniques as needed to assure efficient and effective utilization of the City's resources.

Program Comments:

The 2018 recommended operation and maintenance budget reflects no change compared to the 2017 budget.

Department:
General Government

Division:
City Manager

Fund:
General

Account No:
001-570-704-

Line Description	2016 Actual	2017 Budget	2018 Recommend
7001 Employee - Regular Salaries	\$ 238,647	\$ 261,400	\$ 226,000
7004 Retirement (PERS)	32,863	36,638	31,640
7005 Medicare	3,477	3,795	3,280
7006 Health Insurance	30,375	27,800	29,400
7008 Overtime	0	300	300
7009 Unemployment & Workers' Comp	4,779	5,234	5,900
7250 Auto Allowance	3,600	3,600	3,600
Total Personnel Services	\$ 313,741	\$ 338,767	\$ 300,120
7210 Travel & Training	\$ 2,013	\$ 700	\$ 700
7320 Communications/Postage	7,213	8,000	8,000
7340 Professional Services	95	4,300	4,300
7350 Maintenance of Equipment & Facility	3,189	3,800	3,800
7360 Insurance & Bonding	223	333	333
7370 Printing, Photocopy, Advertising	1,389	1,600	1,600
7390 Misc. Contractual Service	40,542	41,500	41,500
7410 Office Supplies	368	1,000	1,000
7420 Operating Materials	210	500	500
7440 Small Tools/Minor Equipment	0	400	400
Total Operation & Maintenance	\$ 55,242	\$ 62,133	\$ 62,133
7630 Equipment Items > \$2,500	\$ 0	\$ 0	\$ 0
Total Capital Outlay	\$ 0	\$ 0	\$ 0
Total	\$ 368,983	\$ 400,900	\$ 362,253

Department:
General Government

Division:
Human Resources

Fund:
General et al

Account No:
001-570-705

Resource Summary Expenditure Categories	2016 Actual	2017 Budget	2018 Recommend
Personnel Services	\$ 109,735	\$ 116,116	\$ 87,700
Operation and Maintenance	11,730	16,943	18,318
Capital Outlay	0		
Total	<u>\$ 121,465</u>	<u>\$ 133,059</u>	<u>\$ 106,018</u>
Total Positions	1	1	1
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Funding by Source			
General	\$ 66,597	\$ 75,001	\$ 77,298
Water	27,434	29,029	29,490
Sewer	27,434	29,029	29,490
Total	<u>\$ 121,465</u>	<u>\$ 133,059</u>	<u>\$ 136,278</u>

Program Description:

This division facilitates the tracking of expenditures related to the Human Resources Manager and the specific programs and services provided through this office. This division accounts for the administration of the employee health care plan, the Employee Assistance Program (EAP), the drug and alcohol testing program (DOT), pre-employment hiring activities, serves as the administration's liaison to the Civil Service Commission, and monitors compliance with equal employment opportunity policies, the family medical leave requirements, sexual harassment regulation, accommodating disabled workers under the Americans with Disabilities Act (ADA), the Fair Labor Standards Act (FLSA), workplace safety standards under OSHA, annual filing of the EEOC report, and Public Records law as it pertains to personnel files. Additionally, there is continuously evolving state and federal case law being promulgated which constantly changes labor and employment requirements affecting public sector employers. The Human Resources Manager also coordinates employment related disputes, including all grievances and disciplinary actions as well as representing the City administration involving matters directly associated with collective bargaining agreements and other union matters. This position receives half of its funding allocation from the general fund while the other half is evenly divided among the water and sewer funds.

Program Comments:

The 2018 recommended operation and maintenance budget reflects an increase of \$1375.00 or 8.1% compared to the 2017 budget.

Department:
General Government

Division:
Human Resources

Fund:
General et al

Account No:
001-570-705-

Line Description	2016 Actual	2017 Budget	2018 Recommend
7001 Employee - Regular Salaries	\$ 82,098	\$ 87,024	\$ 87,700
7004 Retirement (PERS)	11,336	12,184	12,280
7005 Medicare	1,165	1,264	1,280
7006 Health Insurance	13,500	13,900	14,700
7009 Unemployment & Workers' Comp	1,636	1,744	2,000
Total Personnel Services	\$ 109,735	\$ 116,116	\$ 117,960
7210 Travel & Training	\$ 414	\$ 1,300	\$ 1,300
7320 Communications/Postage	514	800	800
7340 Professional Services	8,059	9,500	10,875
7350 Maint of Equip & Facility	774	800	800
7360 Insurance & Bonding	171	333	333
7370 Printing, Photocopy, Advertising	562	100	100
7390 Misc. Contractual Service	1,227	3,200	3,200
7410 Office Supplies	9	200	200
7420 Operating Materials	0	410	410
7440 Small Tools/Minor Equipment	0	300	300
Total Operation & Maintenance	\$ 11,730	\$ 16,943	\$ 18,318
7630 Equipment Items > \$2,500	\$ 0	\$ 0	\$ 0
Total Capital Outlay	\$ 0	\$ 0	\$ 0
Total	\$ 121,465	\$ 133,059	\$ 136,278



Department:
General Government

Division: Fund:
Human Resources General et al

Account No:
001-570-705-

Line Description					2018
	General	Water	Sewer		Total
7001 Employee - Regular Salaries	\$ 43,850	\$ 21,925	\$ 21,925	\$	87,700
7004 Retirement (PERS)	6,140	3,070	3,070		12,280
7005 Medicare	640	320	320		1,280
7006 Health Insurance	7,350	3,675	3,675		14,700
7009 Unemployment & Workers' Comp	1,000	500	500		2,000
					0
Total Personnel Services	\$ 58,980	\$ 29,490	\$ 29,490	\$	117,960
7210 Travel & Training	\$ 1,300	\$	\$	\$	1,300
7320 Communications/Postage	800				800
7340 Professional Services	10,875				10,875
7350 Maint of Equip & Facility	800				800
7360 Insurance & Bonding	333				333
7370 Printing, Photocopy, Advertising	100				100
7390 Misc. Contractual Service	3,200				3,200
7410 Office Supplies	200				200
7420 Operating Materials	410				410
7440 Small Tools/Minor Equipment	300				300
Total Operation & Maintenance	\$ 18,318	\$ 0	\$ 0	\$	18,318
7630 Equipment Items > \$2,500	\$ 0	\$ 0	\$ 0	\$	0
Total Capital Outlay	\$ 0	\$ 0	\$ 0	\$	0
Total	\$ 77,298	\$ 29,490	\$ 29,490	\$	136,278

Department:
General Government

Division:
Civil Service

Fund:
General

Account No:
001-570-706

Resource Summary Expenditure Categories	2016 Actual	2017 Budget	2018 Recommend
Personnel Services	\$ 18,170	\$ 27,978	\$ 29,381
Operation and Maintenance	19,383	36,883	38,383
Capital Outlay	0		
Total	<u>\$ 37,553</u>	<u>\$ 64,861</u>	<u>\$ 67,764</u>
Total Positions	4	4	4
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Funding by Source			
General	\$ <u>37,553</u>	\$ <u>64,861</u>	\$ <u>67,764</u>
Total	<u>\$ 37,553</u>	<u>\$ 64,861</u>	<u>\$ 67,764</u>

Program Description:

The Civil Service Commission prescribes, amends and enforces rules for the classification of positions in the civil service of the City government and the Kent City School District. These rules include matters such as examinations, resignations, appointments, promotions, removals, transfers, layoffs, suspensions, reductions and reinstatements. The Civil Service Commission exercises all other powers and performs all other duties as prescribed by Chapter 124.40 of the Ohio Revised Code.

Program Comments:

The 2018 recommended operation and maintenance budget reflects an increase of \$1500.00 or 4.1%, as compared to the 2017 budget. Increase primarily reflects additional testing and advertising expenses required to fill vacated positions.

Department:
General Government

Division:
Civil Service

Fund:
General

Account No:
001-570-706-

Line Description	2016 Actual	2017 Budget	2018 Recommend
7001 Employee - Regular Salaries	\$ 15,522	\$ 23,820	25,011
7004 Retirement (PERS)	2,173	3,335	3,502
7005 Medicare	225	346	363
7006 Health Insurance	0	0	0
7005 Overtime	0	0	0
7009 Unemployment & Workers' Comp	250	477	505
Total Personnel Services	\$ 18,170	\$ 27,978	29,381
7210 Travel & Training	\$	\$ 100	250
7320 Communications/Postage	1,532	1,200	2,000
7330 Rents and Leases	0	0	0
7340 Professional Services	14,285	27,000	28,000
7350 Maintenance of Equipment & Facility	774	2,000	1,000
7360 Insurance & Bonding	171	333	333
7370 Printing, Photocopy, Advertising	1,212	4,000	5,000
7390 Misc. Contractual Service	27	150	200
7410 Office Supplies	0	500	500
7420 Operating Materials	1,382	1,500	1,000
7440 Small Tools/Minor Equipment	0	100	100
Total Operation & Maintenance	\$ 19,383	\$ 36,883	38,383
7630 Equipment Items > \$2,500	\$ 0	\$ 0	0
Total Capital Outlay	\$ 0	\$ 0	0
Total	\$ 37,553	\$ 64,861	67,764

Department:
General Government

Division:
Law

Fund:
General

Account No:
001-570-707

Resource Summary	2016	2017	2018
Expenditure Categories	Actual	Budget	Recommend
Personnel Services	\$ 314,147	\$ 334,536	\$ 348,834
Operation and Maintenance	84,264	154,245	154,495
Capital Outlay	<u>0</u>	<u>0</u>	<u>0</u>
Total	<u>\$ 398,411</u>	<u>\$ 488,781</u>	<u>\$ 503,329</u>
Total Positions	4	4	4
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Funding by Source			
General	\$ <u>398,411</u>	\$ <u>488,781</u>	\$ <u>503,329</u>
Total	<u>\$ 398,411</u>	<u>\$ 488,781</u>	<u>\$ 503,329</u>

Program Description:

The Law Department serves as the City's primary legal counsel for matters pending before City Council, all boards and commissions and all administrative matters with the various departments in the City, including the Parks and Recreation and Health Departments.

The Law Department prosecutes all misdemeanor cases filed pursuant to the ordinances of the City of Kent and assists the Kent Police Department in other cases where such assistance is deemed necessary.

The Law Department is ultimately responsible for enforcing all actions brought under the City's health, building, zoning and other regulatory codes, and facilitates the collection of water, sewer, ambulance and other general credit matters. The department also is ultimately responsible for defending the City in all actions brought against the City.

Program Comments:

The 2018 recommended operation and maintenance budget reflects a minimal increase of \$250.00 as compared to the 2017 budget. The amount required in the professional service line is dependent upon the level of specialized litigation required and may increase or decrease as the need for outside counsel fluctuates.

Department:
General Government

Division:
Law

Fund:
General

Account No:
001-570-707-

Line Description	2016 Actual	2017 Budget	2018 Recommend
7001 Employee - Regular Salaries	\$ 245,505	\$ 261,162	\$ 271,609
7004 Retirement (PERS)	33,193	36,563	38,026
7005 Medicare	3,522	3,787	3,939
7006 Health Insurance	27,000	27,800	29,400
7008 Overtime	0	0	0
7009 Unemployment & Workers' Comp	4,927	5,224	5,860
Total Personnel Services	\$ 314,147	\$ 334,536	\$ 348,834
7210 Travel & Training	\$ 953	\$ 700	\$ 950
7320 Communications/Postage	3,750	3,200	3,200
7340 Professional Services	69,688	140,000	140,000
7350 Maintenance of Equipment & Facility	600	780	780
7360 Insurance & Bonding	342	665	665
7370 Printing, Photocopy, Advertising	207	100	100
7390 Misc. Contractual Service	6,135	6,200	6,200
7410 Office Supplies	401	400	400
7420 Operating Materials	2,188	2,000	2,000
7440 Small Tools/Minor Equipment	0	200	200
Total Operation & Maintenance	\$ 84,264	\$ 154,245	\$ 154,495
7620 Buildings	\$ 0	\$ 0	\$ 0
7630 Equipment Items > \$2,500	0	0	0
Total Capital Outlay	\$ 0	\$ 0	\$ 0
Total	\$ 398,411	\$ 488,781	\$ 503,329

Department: General Government Division: Financial Administration Fund: General et al Account No: 001-570-708

Resource Summary	2016	2017	2018
Expenditure Categories	Actual	Budget	Recommend
Personnel Services	\$ 615,687	\$ 658,948	\$ 687,100
Operation and Maintenance	211,366	256,669	259,444
Capital Outlay	<u>0</u>	<u>0</u>	<u>0</u>
Total	<u>\$ 827,053</u>	<u>\$ 915,617</u>	<u>\$ 946,544</u>
Total Positions	9	9	9
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Funding by Source			
General	\$ 252,749	\$ 306,422	\$ 312,560
Income Tax	148,462	163,837	170,875
Water	171,698	180,823	188,361
Sewer	164,866	177,949	185,662
Utility Billing	89,278	86,586	89,086
Capital Projects	<u>0</u>	<u>0</u>	<u>0</u>
Total	<u>\$ 827,053</u>	<u>\$ 915,617</u>	<u>\$ 946,544</u>

Program Description:

Financial administration provides various customer services to Kent citizens in addition to operational support services in accounting, budget, data processing, debt management, utility billing, risk management and treasury management functions. This division is responsible for the timely processing of payroll, purchase orders, accounts payable, and utility account records, work orders and invoices. It maintains the records for approximately 6,900 city water, sewer and recycling accounts and storm water. Employees are responsible for collecting all City revenues, updating appropriate data bases, and depositing funds on a timely basis. The Budget and Finance Department prepares a wide range of financial reports throughout the fiscal year, many of which are required by law and have established deadlines for compliance.

Program Comments:

The 2018 recommended operation and maintenance budget reflects an increase of 1.08%, or \$2,775.00, as compared to the 2017 budget.

Department:
General Government

Division:
Financial Administration

Fund:
General et al

Account No:
001-570-708-

Line Description	2016 Actual	2017 Budget	2018 Recommend
7001 Employee - Regular Salaries	\$ 443,273	\$ 470,728	\$ 489,560
7004 Retirement (PERS)	61,533	65,904	68,540
7005 Medicare	5,491	6,900	7,100
7006 Health Insurance	91,667	97,300	102,900
7008 Overtime	983	5,000	5,000
7009 Unemployment & Workers' Comp	9,140	9,516	10,400
7250 Auto Allowance	3,600	3,600	3,600
Total Personnel Services	\$ 615,687	\$ 658,948	\$ 687,100
7210 Travel & Training	\$ 2,555	\$ 3,800	\$ 4,100
7320 Communications/Postage	59,207	68,500	69,200
7330 Rents & Leases	7,652	9,625	9,700
7340 Professional Services	20,237	17,500	20,500
7350 Maintenance of Equipment & Facility	4,538	7,100	7,100
7360 Insurance & Bonding	3,818	4,244	4,244
7370 Printing, Photocopy, Advertising	5,694	7,000	7,100
7390 Misc. Contractual Service	97,536	119,100	117,000
7410 Office Supplies	3,184	4,000	4,000
7420 Operating Materials	5,122	8,200	8,200
7440 Small Tools/Minor Equipment	1,823	2,600	3,300
7520 Liability	0	5,000	5,000
7790 Over/Under		0	
Total Operation & Maintenance	\$ 211,366	\$ 256,669	\$ 259,444
7620 Building	\$	\$	\$
7630 Equipment Items > \$2,500	\$	\$ 0	\$ 0
Fin. System Upgrade/Bus. Analytics		12,000	
Total Capital Outlay	\$ 0	\$ 12,000	\$ 0
Total	\$ 827,053	\$ 927,617	\$ 946,544

Department:
General Government

Division: Fund:
Financial Administ General et al

Account No:
001-570-708-

Page 1
Subtotal

Line Description	General	Inc.Tax	Water	Subtotal
7001 Employee - Regular Salaries	\$ 122,390	\$ 122,390	\$ 122,390	\$ 367,170
7004 Retirement (PERS)	17,135	17,135	17,135	51,405
7005 Medicare	1,775	1,775	1,775	5,325
7006 Health Insurance	25,725	25,725	25,725	77,175
7008 Overtime	1,250	1,250	1,250	3,750
7009 Unemployment & Workers' Comp	2,600	2,600	2,600	7,800
7250 Auto Allowance	3,600			3,600
Total Personnel Services	\$ 174,475	\$ 170,875	\$ 170,875	\$ 516,225
7210 Travel & Training	\$ 3,800	\$	\$	\$ 3,800
7320 Communications/Postage	18,000		5,000	23,000
7330 Rents & Leases	1,000		8,300	9,300
7340 Professional Services	18,500			18,500
7350 Maintenance of Equipment & Facility	4,600			4,600
7360 Insurance & Bonding	3,685		186	3,871
7370 Printing, Photocopy, Advertising	2,600			2,600
7390 Misc. Contractual Service	76,400		4,000	80,400
7410 Office Supplies	2,100			2,100
7420 Operating Materials	5,600			5,600
7440 Small Tools/Minor Equipment	1,800			1,800
7520 Liability				0
7790 Over/Under				0
Total Operation & Maintenance	\$ 138,085	\$ 0	\$ 17,486	\$ 155,571
7620 Buildings	\$	\$	\$	\$ 0
7630 Equipment Items > \$2,500	\$ 0	\$ 0	\$	\$ 0
Fin. System Upgrade/Bus. Analytics				
Total Capital Outlay	\$ 0	\$ 0	\$ 0	\$ 0
Total	\$ 312,560	\$ 170,875	\$ 188,361	\$ 671,796

Department:
General Government

Division: Financial Administ
Fund: General et al

Account No:
001-570-708-

Line Description	Capital Projects	Sewer	Utility Billing	2018 Total
7001 Employee - Regular Salaries	\$	\$ 122,390	\$	\$ 489,560
7004 Retirement (PERS)		17,135		68,540
7005 Medicare		1,775		7,100
7006 Health Insurance		25,725		102,900
7008 Overtime		1,250		5,000
7009 Unemployment & Workers' Comp		2,600		10,400
7250 Auto Allowance				3,600
Total Personnel Services	\$ 0	\$ 170,875	\$ 0	\$ 687,100
7210 Travel & Training	\$	\$	\$ 300	\$ 4,100
7320 Communications/Postage		5,200	41,000	69,200
7330 Rents & Leases		400		9,700
7340 Professional Services			2,000	20,500
7350 Maintenance of Equipment & Facility			2,500	7,100
7360 Insurance & Bonding		187	186	4,244
7370 Printing, Photocopy, Advertising			4,500	7,100
7390 Misc. Contractual Service		4,000	32,600	117,000
7410 Office Supplies			1,900	4,000
7420 Operating Materials			2,600	8,200
7440 Small Tools/Minor Equipment			1,500	3,300
7520 Liability		5,000		5,000
7790 Over/Under				0
Total Operation & Maintenance	\$ 0	\$ 14,787	\$ 89,086	\$ 259,444
7620 Building	\$	\$	\$	0
7630 Equipment Items > \$500	\$	\$	\$ 0	0
				0
Total Capital Outlay	\$ 0	\$ 0	\$ 0	\$ 0
Total	\$ 0	\$ 185,662	\$ 89,086	\$ 946,544

Department: General Government	Division: Income Tax Admin.	Fund: Income Tax	Account No: 116-570-709
Resource Summary	2016	2017	2018
Expenditure Categories	Actual	Budget	Recommend
Personnel Services	\$ 76,615	\$ 81,739	\$ 84,889
Operation and Maintenance	439,768	486,633	502,183
Capital Outlay	<u>0</u>	<u>0</u>	
Total	\$ <u>516,383</u>	\$ <u>568,372</u>	\$ <u>587,072</u>
Total Positions	1	1	1
<hr/>			
Funding by Source			
Income Tax	\$ <u>516,383</u>	\$ <u>568,372</u>	\$ <u>587,072</u>
Total	\$ <u>516,383</u>	\$ <u>568,372</u>	\$ <u>587,072</u>

Program Description:

This division is responsible for the administration and collection of the City of Kent's municipal income tax. The division provides citizens with walk-in and telephone tax related customer services on an as needed basis. It also performs a variety of liaison services between the City's Income Tax contractor, the Regional Income Tax Agency (RITA), and taxpayers. Additionally, the division provides all of the City's internal liaison/support needs involving municipal income taxes including activities such as gathering, monitoring, and coordinating the update of pertinent information regarding sources of income from residents and employers. This division also enforces compliance with ordinances regarding payment of taxes. Approximately 15,000 separate accounts are now maintained on RITA's income tax computer system and are accessed directly by designated personnel within the Budget and Finance Department in the performance of this division's role.

Program Comments:

The 2018 recommended Operation and Maintenance budget reflects a net increase of \$15,550.00, or 3.2% overall as compared to the 2017 budget. This is primarily attributable to volume based fees for income tax collections and related expenses for the City's contracted income tax collection agency, and is therefore more than offset by new revenue.

Department: General Government Division: Income Tax Administration Fund: Income Tax Account No: 116-570-709-

Line Description	2016 Actual	2017 Budget	2018 Recommend
7001 Employee - Regular Salaries	\$ 53,024	\$ 56,658	\$ 58,500
7004 Retirement (PERS)	7,526	8,087	8,344
7005 Medicare	735	838	865
7006 Health Insurance	13,500	13,900	14,700
7008 Overtime	737	1,100	1,100
7009 Unemployment & Workers' Comp	1,093	1,156	1,380
Total Personnel Services	\$ 76,615	\$ 81,739	\$ 84,889
7210 Travel & Training	\$ 0	\$ 150	\$ 150
7320 Communications/Postage	4,548	4,000	5,000
7330 Rents & Leases			
7340 Professional Services	137	1,000	300
7350 Maintenance of Equipment & Facility		150	
7360 Insurance & Bonding		133	133
7370 Printing, Photocopy, Advertising			
7390 Misc. Contractual Service	434,749	475,000	490,000
7410 Office Supplies		0	
7420 Operating Materials	334	700	600
7440 Small Tools/Minor Equipment		500	1,000
7710 Refunds			
7720 Reimbursements		5,000	5,000 *
7790 Over / Under		0	
Total Operation & Maintenance	\$ 439,768	\$ 486,633	\$ 502,183
7630 Equipment Items > \$2,500	\$ 0	\$ 0	\$ 0
Total Capital Outlay	\$ 0	\$ 0	\$ 0
Total	\$ 516,383	\$ 568,372	\$ 587,072

* Field Local School- Land O Lakes

Department:
General Government

Division:
Service Administration

Fund:
General et al

Account No:
001-570-710

Resource Summary	2016	2017	2018
Expenditure Categories	Actual	Budget	Recommend
Personnel Services	\$ 352,862	\$ 357,562	\$ 405,545
Operation and Maintenance	710,200	985,092	988,992
Capital Outlay	47,144	165,000	144,000
Total	<u>\$ 1,110,206</u>	<u>\$ 1,507,654</u>	<u>\$ 1,538,537</u>
Total Positions	3	4	4

Funding by Source	2016	2017	2018
General	\$ 447,824	\$ 509,954	\$ 512,877
Water	81,238	93,324	89,339
Sewer	80,825	93,324	89,339
Solid Waste	387,229	569,357	581,772
Storm	90,897	189,695	211,210
Capital Project	22,193	52,000	54,000
Total	<u>\$ 1,110,206</u>	<u>\$ 1,507,654</u>	<u>\$ 1,538,537</u>

Program Description:

Service Administration is responsible for oversight and direction of the Engineering, Central Maintenance, Utilities Production (Water Treatment Plant and Water Reclamation Facility), Storm Water Utility and Solid Waste Divisions. In addition, it is responsible for maintaining the City's buildings, open-land areas and street lighting.

Program Comments:

The 2018 operation and maintenance budget reflects an increase of \$3,900.00 or 0.4% as compared to the 2017 budget.

The 2018 recommended capital includes the items that were presented in the five year capital plan plus the annual \$10,000.00 for decorative street light poles.

Department:
General Government

Division:
Service Administration

Fund:
General et al

Account No:
001-570-710-

Line Description	2016 Actual	2017 Budget	2018 Recommend
7001 Employee - Regular Salaries	\$ 276,620	\$ 259,860	\$ 285,160
7004 Retirement (PERS)	26,003	37,224	40,763
7005 Medicare	4,047	3,858	4,222
7006 Health Insurance	33,500	41,700	58,800
7008 Overtime	5,135	6,000	6,000
7009 Unemployment & Workers' Comp	5,307	5,320	7,000
7250 Auto Allowance	2,250	3,600	3,600
Total Personnel Services	\$ 352,862	\$ 357,562	\$ 405,545
7210 Travel & Training	\$ 1,123	\$ 3,000	\$ 4,500
7310 Utilities	114,459	106,000	107,200
7320 Communications/Postage	3,339	5,000	5,000
7330 Rents & Leases	0	0	0
7340 Professional Services	26,294	24,800	25,000
7350 Maintenance of Equipment & Facility	27,475	27,200	27,200
7360 Insurance & Bonding	10,908	12,592	12,592
7370 Printing, Photocopy, Advertising	1,401	5,500	6,500
7390 Misc. Contractual Service	507,826	781,500	781,500
7410 Office Supplies	2,167	4,000	4,000
7420 Operating Materials	14,306	12,000	12,000
7440 Small Tools/Minor Equipment	902	3,500	3,500
Total Operation & Maintenance	\$ 710,200	\$ 985,092	\$ 988,992
7610 Lands	\$ 0	\$ 0	\$ 0
7620 Buildings	24,500		
Service Adm Roof Repair	0	25,000	25,000
7630 Equipment Items > \$2,500	15,851		
Phone & Network(SS-17-01)	0	80,000	34,000
City Wide Phone Network	0		
7640 Misc Roadway Lighting Equipment	6,793	10,000	10,000
7680 Contract	0		
Storm Water Rate Analysis	0	50,000	75,000
Total Capital Outlay	\$ 47,144	\$ 165,000	\$ 144,000
Total	\$ 1,110,206	\$ 1,507,654	\$ 1,538,537

Department: General Government Division: Service Administration Fund: General et al Account No: 001-570-710-

Line Description	001 General	201 Water	202 Sewer	Solid Waste	Page A Subtotal
7001 Employee - Regular Salaries	\$ 46,776	\$ 59,596	\$ 59,596	\$ 59,596	\$ 225,564
7004 Retirement (PERS)	6,719	8,511	8,511	8,511	32,252
7005 Medicare	694	882	882	882	3,340
7006 Health Insurance	8,820	12,495	12,495	12,495	46,305
7008 Overtime	1,200	1,200	1,200	1,200	4,800
7009 Unemployment & Workers' Comp	1,380	1,405	1,405	1,405	5,595
7250 Auto Allowance	3,600				3,600
Total Personnel Services	\$ 69,189	\$ 84,089	\$ 84,089	84,089	\$ 321,456
7210 Travel & Training	\$ 2,000	\$ 250	\$ 250	1,000	\$ 3,500
7310 Utilities	107,200				107,200
7320 Communications/Postage	2,500			1,500	4,000
7330 Rents & Leases					0
7340 Professional Services	15,000				15,000
7350 Maintenance of Equipment & Facility	26,700				26,700
7360 Insurance & Bonding	7,038			408	7,446
7370 Printing, Photocopy, Advertising	1,500			2,500	4,000
7390 Misc. Contractual Service	272,000			486,500	758,500
7410 Office Supplies	2,600			700	3,300
7420 Operating Materials	5,400			4,200	9,600
7440 Small Tools/Minor Equipment	1,750			875	2,625
Total Operation & Maintenance	\$ 443,688	\$ 250	\$ 250	497,683	\$ 941,871
7610 Lands	\$	\$	\$	\$	0
7620 Buildings					0
Service Admin Roof Repair		5,000	5,000		10,000
7630 Equipment Items > \$2,500					0
Phone & Network(SS-17-01)					0
City Wide Phone Network					0
7640 Misc Roadway Lighting Equipment					0
7680 Contract					0
Storm Water Rate Analysis					0
Total Capital Outlay	\$ 0	\$ 5,000	\$ 5,000	0	\$ 10,000
Total	\$ 512,877	\$ 89,339	\$ 89,339	581,772	\$ 1,273,327

Department: General Government Division: Service Administration Fund: General et al Account No: 001-570-710-

Line Description	Page A		Storm		Fund 301	2018
	Subtotal		Water		Capital Projects	Total
7001 Employee - Regular Salaries	\$ 225,564	\$	59,596	\$	\$	285,160
7004 Retirement (PERS)	32,252		8,511			40,763
7005 Medicare	3,340		882			4,222
7006 Health Insurance	46,305		12,495			58,800
7008 Overtime	4,800		1,200			6,000
7009 Unemployment & Workers' Comp	5,595		1,405			7,000
7250 Auto Allowance	3,600		0			3,600
Total Personnel Services	\$ 321,456	\$	84,089	\$	0	405,545
7210 Travel & Training	\$ 3,500	\$	1,000	\$		4,500
7310 Utilities	107,200					107,200
7320 Communications/Postage	4,000		1,000			5,000
7330 Rents & Leases	0					0
7340 Professional Services	15,000		10,000			25,000
7350 Maintenance of Equipment & Facility	26,700		500			27,200
7360 Insurance & Bonding	7,446		5,146			12,592
7370 Printing, Photocopy, Advertising	4,000		2,500			6,500
7390 Misc. Contractual Service	758,500		23,000			781,500
7410 Office Supplies	3,300		700			4,000
7420 Operating Materials	9,600		2,400			12,000
7440 Small Tools/Minor Equipment	2,625		875			3,500
Total Operation & Maintenance	\$ 941,871	\$	47,121	\$	0	988,992
7610 Lands	\$	\$		\$		0
7620 Buildings						0
Service Admin Roof Repair	10,000		5,000		10,000	25,000
7630 Equipment Items > \$2,500						0
Phone & Network(SS-17-01)					34,000	34,000
City Wide Phone Network						0
7640 Misc Roadway Lighting Equip					10,000	10,000
7680 Contract						0
Storm Water Rate Analysis			75,000			75,000
Total Capital Outlay	\$ 10,000	\$	80,000	\$	54,000	144,000
Total	\$ 1,273,327	\$	211,210	\$	54,000	1,538,537

Department:
General Government

Division:
Engineering

Fund:
General et al

Account No:
001-570-711

Resource Summary Expenditure Categories	2016 Actual	2017 Budget	2018 Recommend
Personnel Services	\$ 819,772	861,180	\$ 890,184
Operation and Maintenance	119,174	166,442	170,042
Capital Outlay	17,533	36,000	36,000
Total	\$ <u>956,479</u>	\$ <u>1,063,622</u>	\$ <u>1,096,226</u>
Total Positions	7.6	6.6	6.6

Funding by Source			
General	\$ 281,329	\$ 313,737	\$ 336,588
Water	222,727	252,295	251,546
Sewer	222,724	252,295	256,546
Storm	229,699	245,295	251,546
Total	\$ <u>956,479</u>	\$ <u>1,063,622</u>	\$ <u>1,096,226</u>

Program Description:

The Engineering Division provides engineering information, surveys, design and construction inspection for streets, water, sewers and other public projects. This division's primary function consists of the planning and implementation of the capital facilities program and yearly budget. The Engineering division is also responsible for inspections of private developments occurring with current or future City right-of-way and private property within three feet of a building for sewer and water laterals.

Program Comments:

The 2018 recommended operation and maintenance budget reflects an increase of \$3,600.00 or 2.1% as compared to the 2017 budget. With Summit Street finishing early 2018, staff time will be relocated to typical tasks that are now being completed with the assistance of outside consultants. The decrease in professional services is partially offset by an increase in contractual services. The increase in contractual services is required in 2018 to pay for annual technical support services for the City's central traffic control. The annual costs for the traffic control system for 2016 and 2017 were included in the Summit Street Project to support the construction of the project.

Overtime for 2018 is also projected to decrease as key projects, Summit Street and the new Police Building, wrap up in 2017 and early 2018.

Department:
General Government

Division:
Engineering

Fund:
General et al

Account No:
001-570-711-

Line Description	2016 Actual	2017 Budget	2018 Recommend
7001 Employee - Regular Salaries	\$ 563,346	\$ 595,384	\$ 619,200
7004 Retirement (PERS)	85,123	91,056	93,408
7005 Medicare	8,847	9,432	9,676
7006 Health Insurance	94,500	97,300	102,900
7008 Overtime	55,952	55,000	50,000
7009 Unemployment & Workers' Comp	12,004	13,008	15,000
Total Personnel Services	\$ 819,772	\$ 861,180	\$ 890,184
7210 Travel & Training	\$ 2,404	\$ 3,800	\$ 3,800
7280 Vehicle Fuel	1,743	2,600	2,000
7320 Communications/Postage	6,612	7,000	7,400
7330 Rents & Leases	0	0	0
7340 Professional Services	88,352	125,000	110,000
7350 Maintenance of Equipment & Facility	4,251	5,000	4,100
7360 Insurance & Bonding	1,249	3,342	3,342
7370 Printing, Photocopy, Advertising	1,753	1,500	4,200
7390 Misc. Contractual Service	7,645	10,500	27,500
7410 Office Supplies	555	1,100	1,100
7420 Operating Materials	2,836	3,600	3,600
7440 Small Tools/Minor Equipment	1,774	3,000	3,000
Total Operation & Maintenance	\$ 119,174	\$ 166,442	\$ 170,042
7630 Equipment Items > \$2,500	\$ 6,972	\$ 0	
Inspection Veh Replacement		36,000	36,000
Total Capital Outlay	\$ 6,972	\$ 36,000	\$ 36,000
Total	\$ 945,918	\$ 1,063,622	\$ 1,096,226



Department:
General Government

Division:
Engineering

Fund:
General et al

Account No:
001-570-711-

Line Description	General	Water	Sewer	Storm Water	2018 Total
7001 Employee - Regular Salaries	\$ 154,800	\$ 154,800	\$ 154,800	\$ 154,800	\$ 619,200
7004 Retirement (PERS)	23,352	23,352	23,352	23,352	93,408
7005 Medicare	2,419	2,419	2,419	2,419	9,676
7006 Health Insurance	25,725	25,725	25,725	25,725	102,900
7008 Overtime	12,500	12,500	12,500	12,500	50,000
7009 Unemployment/Workers' Comp	3,750	3,750	3,750	3,750	15,000
					0
Total Personnel Services	\$ 222,546	\$ 222,546	\$ 222,546	\$ 222,546	\$ 890,184
7210 Travel & Training	\$ 3,800	\$	\$	\$	\$ 3,800
7280 Vehicle Fuel	2,000				2,000
7320 Communications/Postage	7,400				7,400
7330 Rents & Leases	0				0
7340 Professional Services	45,000	20,000	25,000	20,000	110,000
7350 Maint.of Equipment & Facility	4,100				4,100
7360 Insurance & Bonding	3,342				3,342
7370 Printing, Photocopy, Advertising	4,200				4,200
7390 Misc. Contractual Service	27,500				27,500
7410 Office Supplies	1,100				1,100
7420 Operating Materials	3,600				3,600
7440 Small Tools/Minor Equipment	3,000				3,000
Total Operation & Maintenan	\$ 105,042	\$ 20,000	\$ 25,000	\$ 20,000	\$ 170,042
	Fund 301				
7630 Equipment Items > \$2,500	\$	\$	\$	\$	\$ 0
Inspection Veh Replacement	9,000	9,000	9,000	9,000	36,000
Total Capital Outlay	\$ 9,000	\$ 9,000	\$ 9,000	\$ 9,000	\$ 36,000
Total	\$ 336,588	\$ 251,546	\$ 256,546	\$ 251,546	\$ 1,096,226

Department:
General Government

Division:
Adjunct Facilities

Fund:
General

Account No:
001-570-712

Resource Summary Expenditure Categories	2016 Actual	2017 Budget	2018 Recommend
Personnel Services	\$ 0	\$ 0	\$
Operation and Maintenance	726	23,770	1,770
Capital Outlay			
Total	<u>\$ 726</u>	<u>\$ 23,770</u>	<u>\$ 1,770</u>
Total Positions	0	0	0
<hr/>			
Funding by Source			
General	\$ 726	\$ 23,770	\$ 1,770
Total	<u>\$ 726</u>	<u>\$ 23,770</u>	<u>\$ 1,770</u>

Program Description:

This cost center is currently used to track expenditures related to general governmental rental properties and properties being held for redevelopment/resale.

Program Comments:

The 2018 recommended operation and maintenance budget reflects a decrease of \$22,000.00 or 92.55% as compared to the 2017 budget.

The other amounts budgeted relate to the following properties: the Summit Street Business Development Center and 408 North Mantua (the house next to the West Side Fire Station). In 2009, a millage line was included to facilitate tracking of property taxes related to the City's rentals. The budgeted amount is based upon the current year's property tax bills.

Department: General Government	Division: Adjunct Facilities	Fund: General	Account No: 001-570-712
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Line Description	2016 Actual	2017 Budget	2018 Recommend
7310 Utilities	\$ 726	\$ 770	770
7340 Professional Services	0	1,000	
7350 Maintenance of Equipment & Facilities	0	5,000	1,000
7390 Misc. Contractual Service	0	1,000	
7490 Mileage (Property Taxes)	0	16,000	
7710 Refunds	0		
<u>Total Operation & Maintenance</u>	<u>\$ 726</u>	<u>\$ 23,770</u>	<u>1,770</u>
7630 Equipment Items > \$2,500	\$ 0	\$ 0	0
<u>Total Capital Outlay</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>0</u>
<u>Total</u>	<u>\$ 726</u>	<u>\$ 23,770</u>	<u>1,770</u>



Department:
General Government

Division:
Miscellaneous & Sundry

Fund:
General

Line Description	2016 Actual	2017 Budget	2018 Recommend
Judgments & Moral Claims	\$ 0	\$ 15,000	\$ 15,000
Elections	13,382	20,000	17,000
County Auditor & Treasurer Fees	47,606	38,500	48,000
Delinquent Land Advertising	49	250	250
Independent Auditor	51,910	56,000	57,500
State Audit Fees	0		
Standing Rock Cemetery	147,919	145,000	150,000
Property Taxes	25,255	27,000	28,000
Workers' Compensation	6,045	10,500	10,500
Long Distance City (minus utility/parks and rec)	106,288	2,000	2,000
IT support, services, equipment, and repairs (minus utility/parks and rec.)	0	0	0
Total	\$ 398,454	\$ 314,250	328,250

Department:
General Government

Division:
New City Hall Facility

Fund:
General

Account No:
001-570-727

Resource Summary	2016	2017	2018
Expenditure Categories	Actual	Budget	Recommend
Personnel Services	\$ 0	\$ 0	\$ 0
Operation and Maintenance	32,811	50,000	300,000
Capital Outlay	<u>0</u>	<u>0</u>	<u>0</u>
Total	\$ <u>32,811</u>	\$ <u>50,000</u>	\$ <u>300,000</u>
Total Positions	0	0	0
<hr/>			
Funding by Source			
General	\$ <u>32,811</u>	\$ <u>50,000</u>	\$ <u>300,000</u>
Total	\$ <u>32,811</u>	\$ <u>50,000</u>	\$ <u>300,000</u>
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Program Description:

In 2015, the City of Kent sold its properties that housed City Administrative Offices on the corner of Depeyster and Summit Streets. This budget cost center has been created to account for the use of proceeds from that sale to pay for relocation of affected offices to temporary locations, required work at the temporary locations to facilitate occupancy/operations, and expenses related to the evaluation and development of solutions for a New City Hall Facility for various City offices/functions.

Program Comments:

The 2018 recommended operation and maintenance budget reflects a continuation of the City's evaluation and development processes to arrive at a definitive planned solution for a New City Hall Facility that is acceptable to City Council, the Kent Community, and City staff alike. It is expected that this budget will be further revised as the process evolves.

Department: Division: Fund: Account No:
 General Government City Mgr-New City Hall Facility General 001-570-727-

Line Description	2016 Actual	2017 Budget	2018 Recommend
7210 Travel & Training	\$	\$	\$
7250 Auto Allowance			
7320 Communications/Postage	0		
7340 Professional Services	32,811	50,000	
7350 Maintenance of Equipment & Facility			
7360 Insurance & Bonding			
7370 Printing, Photocopy, Advertising			
7390 Misc. Contractual Service			
7410 Office Supplies			
7420 Operating Materials			
7440 Small Tools/Minor Equipment			
Total Operation & Ma	\$ 32,811	\$ 50,000	\$ 0
			Fund 301
7630 Equipment Items > \$2	\$ 0	\$ 0	\$ 0
7680 Contract			
New Admin. Building-Plan Development			300,000
Total Capital Outlay	\$ 0	\$ 0	\$ 300,000
Total	\$ 32,811	\$ 50,000	\$ 300,000

Department: General Government	Division: Information Technology	Fund: General et al	Account No: 001-570-728
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Resource Summary	2016	2017	2018
Expenditure Categories	Actual	Budget	Recommend
Personnel Services	\$ 0	\$ 103,834	\$ 109,222
Operation and Maintenance	0	125,000	128,980
Capital Outlay	0	0	
Total	<u>\$ 0</u>	<u>\$ 228,834</u>	<u>\$ 238,202</u>
Total Positions	0	1	1

Funding by Source	2016	2017	2018
General	\$ 0	\$ 197,682	\$ 205,438
Water		15,576	16,382
Sewer		15,576	16,382
Total	<u>\$ 0</u>	<u>\$ 197,682</u>	<u>\$ 238,202</u>

Program Description:

In 2016, City Council approved the City Manager's request to create a new IT & Communications Manager position to better serve the technology needs of City operations. This position will replace a significant portion of the budget and IT related activities previously performed by outside contractual agreements. The position reports directly to the City Manager and is responsible for a broad scope of City IT related functions including communications, hardware and software solutions.

Program Comments:

The 2018 recommended operation and maintenance budget reflects an increase of \$3,980.00 or 3.18%, as compared to the 2017 budget. This was a new budget cost center for 2017 and it should be noted that this replaces the 2016 previously budgeted amount of \$95,000 for IT support, services, equipment and repairs (less what is attributable to Utilities & Parks and Rec.) that was listed under Miscellaneous & Sundry division.

Department: Division: Fund: Account No:
 General Government Information Technology General et al 001-570-728

Line Description	2016 Actual	2017 Budget	2018 Recommend
7001 Employee - Regular Salaries	\$	\$ 76,571	\$ 80,400
7004 Retirement (PERS)		10,720	11,256
7005 Medicare		1,111	1,166
7006 Health Insurance		13,900	14,700
7009 Unemployment & Workers' Comp		1,532	1,700
7250 Auto Allowance		0	0
Total Personnel Services	\$ 0	\$ 103,834	\$ 109,222
7210 Travel & Training	\$	\$	\$ 100
7320 Communications/Postage			480
7340 Professional Services		125,000	88,000
7350 Maintenance of Equipment & Facilities			18,700
7360 Insurance & Bonding		0	
7370 Printing, Photocopy, Advertising			400
7390 Misc. Contractual Service			5,000
7410 Office Supplies			500
7420 Operating Materials			10,000
7440 Small Tools/Minor Equipment			5,800
Total Operation & Maintenance	\$ 0	\$ 125,000	\$ 128,980
7630 Equipment Items > \$2,500	\$	0 \$	0 \$
Total Capital Outlay	\$ 0	\$ 0	\$ 0
Total	\$ 0	\$ 228,834	\$ 238,202



Department: Division:
 General Government Information Technology

Fund:
 General et al

Account No:
 001-570-728-

Line Description	General	Water	Sewer	2018 Total
7001 Employee - Regular Salaries	\$ 56,280	\$ 12,060	\$ 12,060	\$ 80,400
7004 Retirement (PERS)	7,880	1,688	1,688	11,256
7005 Medicare	818	174	174	1,166
7006 Health Insurance	10,290	2,205	2,205	14,700
7009 Unemployment & Workers' Comp	1,190	255	255	1,700
				0
Total Personnel Services	\$ 76,458	\$ 16,382	\$ 16,382	\$ 109,222
7210 Travel & Training	\$ 100	\$	\$	100
7320 Communications/Postage	480			480
7340 Professional Services	88,000			88,000
7350 Maint of Equip & Facility	18,700			18,700
7360 Insurance & Bonding				0
7370 Printing, Photocopy, Advertising	400			400
7390 Misc. Contractual Service	5,000			5,000
7410 Office Supplies	500			500
7420 Operating Materials	10,000			10,000
7440 Small Tools/Minor Equipment	5,800			5,800
Total Operation & Maintenance	\$ 128,980	\$ 0	\$ 0	\$ 128,980
7630 Equipment Items > \$2,500	\$ 0	\$ 0	\$ 0	0
Total Capital Outlay	\$ 0	\$ 0	\$ 0	0
Total	\$ 205,438	\$ 16,382	\$ 16,382	\$ 238,202

