



**General
Government**

<u>FUNDING BY PROGRAM AREA</u>	<u>2019 RECOMMEND</u>
GENERAL GOVERNMENT	
General Government	
City Council	\$193,869
Mayor	14,830
Community Support	84,500
City Manager	376,923
Human Resources	81,452
Civil Service	72,628
Law	439,455
Financial Administration	510,383
Income Tax Administration	614,798
Service Administration	572,178
Engineering	343,344
Adjunct Facilities	1,100
Miscellaneous and Sundry	380,750
New Facility	600,000
Information Technology	507,063
SUBTOTAL	4,793,273
Basic Utility Services	
Human Resources Support	61,966
Financial Admin. Support	493,657
Service Admin. Support	561,464
Engineering Admin. Support	765,506
IT Support	98,442
SUBTOTAL	1,981,035
TOTAL	\$6,774,308

Department:
General Government

Division:
City Council

Fund:
General

Account No:
001-570-701

Resource Summary Expenditure Categories	2017 Actual	2018 Budget	2019 Recommend
Personnel Services	\$ 137,727	\$ 154,230	\$ 161,266
Operation and Maintenance	27,462	33,133	32,603
Capital Outlay	5,250		
Total	<u>\$ 170,439</u>	<u>\$ 187,363</u>	<u>\$ 193,869</u>
Total Positions	10	10	10
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Funding by Source			
General	\$ 170,439	\$ 187,363	\$ 193,869
Total	<u>\$ 170,439</u>	<u>\$ 187,363</u>	<u>\$ 193,869</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 2019 recommended operation and maintenance budget reflects a decrease of \$530.00 or 1.6%, compared to the 2018 budget.

Department:
General Government

Division:
City Council

Fund:
General

Account No:
001-570-701-

Line Description	2017 Actual	2018 Budget	2019 Recommend
7001 Employee - Regular Salaries	\$ 104,694	\$ 118,085	\$ 123,400
7004 Retirement (PERS)	14,657	16,532	17,276
7005 Medicare	1,465	1,713	1,790
7006 Health Insurance	13,900	14,700	15,600
7008 Overtime	0	0	0
7009 Unemployment & Workers' Comp	3,011	3,200	3,200
Total Personnel Services	\$ 137,727	\$ 154,230	\$ 161,266
7210 Travel & Training	\$ 5,891	\$ 6,500	\$ 6,000
7320 Communications/Postage	3,082	3,500	3,500
7330 Rents and Leases			
7340 Professional Services	7,625	6,000	6,000
7350 Maintenance of Equipment & Facility	1,124	1,500	1,500
7360 Insurance & Bonding	181	333	303
7370 Printing, Photocopy, Advertising	1,666	3,000	3,000
7390 Misc. Contractual Service	6,846	10,900	10,900
7410 Office Supplies	433	600	600
7420 Operating Materials	587	700	700
7440 Small Tools/Minor Equipment	27	100	100
Total Operation & Maintenance	\$ 27,462	\$ 33,133	\$ 32,603
7630 Equipment Items > \$2,500	\$ 5,250	\$ 0	\$ 0
Total Capital Outlay	\$ 5,250	\$ 0	\$ 0
Total	\$ 170,439	\$ 187,363	\$ 193,869

Department:
General Government

Division:
Mayor

Fund:
General

Account No:
001-570-702

Resource Summary Expenditure Categories	2017 Actual	2018 Budget	2019 Recommend
Personnel Services	\$ 7,620	\$ 7,760	\$ 9,530
Operation and Maintenance	4,289	6,300	5,300
Capital Outlay			
Total	<u>\$ 11,909</u>	<u>\$ 14,060</u>	<u>\$ 14,830</u>
Total Positions	1	1	1
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Funding by Source			
General	\$ 11,909	\$ 14,060	\$ 14,830
Total	<u>\$ 11,909</u>	<u>\$ 14,060</u>	<u>\$ 14,830</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 2019 recommended operation and maintenance budget reflects a decrease of \$1,000.00 or 15.87% compared to the 2018 budget.

Department:
General Government

Division Fund:
Mayor General

Account No:
001-570-702-

Line Description	2017 Actual	2018 Budget	2019 Recommend
7001 Employee - Regular Salaries	\$ 6,600	\$ 6,600	\$ 8,100
7004 Retirement (PERS)	924	924	1,140
7005 Medicare	96	96	120
7006 Health Insurance	0	0	0
7008 Overtime	0	0	0
7009 Unemployment & Workers' Comp	0	140	170
Total Personnel Services	\$ 7,620	\$ 7,760	\$ 9,530
7210 Travel & Training	\$ 1,655	\$ 2,300	\$ 2,300
7320 Communications/Postage	1288	1800	1800
7330 Rents and Leases			
7340 Professional Services			
7370 Printing, Photocopy, Advertising	155	300	300
7390 Misc. Contractual Service	218	100	100
7410 Office Supplies	48	200	200
7420 Operating Materials	925	600	600
7440 Small Tools/Minor Equipment		1,000	
Total Operation & Maintenance	\$ 4,289	\$ 6,300	\$ 5,300
7630 Equipment Items > \$2,500	\$ 0	\$ 0	\$ 0
Total Capital Outlay	\$ 0	\$ 0	\$ 0
Total	\$ 11,909	\$ 14,060	\$ 14,830

Department:
General Government

Division:
Community Support

Fund:
General

Account No:
001-570-703

Resource Summary Expenditure Categories	2017 Actual	2018 Budget	2019 Recommend
Personnel Services	\$ 0	\$ 0	\$
Operation and Maintenance	65,034	84,500	84,500
Capital Outlay			
Total	<u>\$ 65,034</u>	<u>\$ 84,500</u>	<u>\$ 84,500</u>
Total Positions	0	0	0
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Funding by Source			
General	\$ 65,034	\$ 84,500	\$ 84,500
Total	<u>\$ 65,034</u>	<u>\$ 84,500</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 2019 recommended operation and maintenance budget of \$84,500 reflects no increase compared to the 2018 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 Council approved increases have been retained in the subsequent annual budgets. The expense line for Bed Tax was also increased in previous annual budgets 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	2017 Actual	2018 Budget	2019 Recommend
7280 Vehicle Fuel	\$ 0	\$ 500	\$ 500
7390 Misc. Contractual Service	23,638	36,000	36,000
7420 Operating Materials	0	0	0
7780 Bed Tax Shared	41,396	48,000	48,000
Total Operation & Maintenance	\$ 65,034	\$ 84,500	\$ 84,500
7630 Equipment Items > \$2,500	\$ 0	\$ 0	\$ 0
Total Capital Outlay	\$ 0	\$ 0	\$ 0
Total	\$ 65,034	\$ 84,500	\$ 84,500

Department:
General Government

Division:
City Manager

Fund:
General

Account No:
001-570-704

Resource Summary Expenditure Categories	2017 Actual	2018 Budget	2019 Recommend
Personnel Services	\$ 264,939	\$ 300,120	\$ 314,000
Operation and Maintenance	58,178	62,133	62,923
Capital Outlay			
Total	<u>\$ 323,117</u>	<u>\$ 362,253</u>	<u>\$ 376,923</u>
Total Positions	2	2	2
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Funding by Source			
General	\$ 323,117	\$ 362,253	\$ 376,923
Total	<u>\$ 323,117</u>	<u>\$ 362,253</u>	<u>\$ 376,923</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 2019 recommended operation and maintenance budget reflects an increase of \$790.00 or 1.27%, compared to the 2018 budget.

Department:
General Government

Division:
City Manager

Fund:
General

Account No:
001-570-704-

Line Description	2017 Actual	2018 Budget	2019 Recommend
7001 Employee - Regular Salaries	\$ 199,733	\$ 226,000	\$ 236,200
7004 Retirement (PERS)	27,537	31,640	33,070
7005 Medicare	2,897	3,280	3,430
7006 Health Insurance	25,483	29,400	31,200
7008 Overtime	0	300	300
7009 Unemployment & Workers' Comp	5,689	5,900	6,200
7250 Auto Allowance	3,600	3,600	3,600
Total Personnel Services	\$ 264,939	\$ 300,120	\$ 314,000
7210 Travel & Training	\$ 426	\$ 700	\$ 700
7320 Communications/Postage	7,467	8,000	8,000
7340 Professional Services	2,919	4,300	4,300
7350 Maintenance of Equipment & Facility	2,643	3,800	3,800
7360 Insurance & Bonding	411	333	423
7370 Printing, Photocopy, Advertising	1,497	1,600	1,700
7390 Misc. Contractual Service	40,620	41,500	42,000
7410 Office Supplies	664	1,000	1,000
7420 Operating Materials	165	500	500
7440 Small Tools/Minor Equipment	1,366	400	500
Total Operation & Maintenance	\$ 58,178	\$ 62,133	\$ 62,923
7630 Equipment Items > \$2,500	\$ 0	\$ 0	\$ 0
Total Capital Outlay	\$ 0	\$ 0	\$ 0
Total	\$ 323,117	\$ 362,253	\$ 376,923

Department:
General Government

Division:
Human Resources

Fund:
General et al

Account No:
001-570-705

Resource Summary Expenditure Categories	2017 Actual	2018 Budget	2019 Recommend
Personnel Services	\$ 102,310	\$ 87,700	\$ 123,930
Operation and Maintenance	15,388	18,318	19,488
Capital Outlay	0		
Total	<u>\$ 117,698</u>	<u>\$ 106,018</u>	<u>\$ 143,418</u>
Total Positions	1	1	1
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Funding by Source			
General	\$ 85,458	\$ 77,298	\$ 81,452
Water	16,120	29,490	30,983
Sewer	16,120	29,490	30,983
Total	<u>\$ 117,698</u>	<u>\$ 136,278</u>	<u>\$ 143,418</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 2019 recommended operation and maintenance budget reflects an increase of \$1,170.00 or 6.39% compared to 2018.

Department:
General Government

Division:
Human Resources

Fund:
General et al

Account No:
001-570-705-

Line Description	2017 Actual	2018 Budget	2019 Recommend
7001 Employee - Regular Salaries	\$ 82,586	\$ 87,700	\$ 92,090
7004 Retirement (PERS)	7,598	12,280	12,900
7005 Medicare	1,187	1,280	1,340
7006 Health Insurance	9,266	14,700	15,600
7009 Unemployment & Workers' Comp	1,673	2,000	2,000
	0		
Total Personnel Services	\$ 102,310	\$ 117,960	\$ 123,930
7210 Travel & Training	\$ 444	\$ 1,300	\$ 1,300
7320 Communications/Postage	233	800	800
7340 Professional Services	10,103	10,875	10,875
7350 Maint of Equip & Facility	1,913	800	2,000
7360 Insurance & Bonding	181	333	303
7370 Printing, Photocopy, Advertising	229	100	100
7390 Misc. Contractual Service	1,334	3,200	3,200
7410 Office Supplies	215	200	200
7420 Operating Materials	0	410	410
7440 Small Tools/Minor Equipment	736	300	300
Total Operation & Maintenance	\$ 15,388	\$ 18,318	\$ 19,488
7630 Equipment Items > \$2,500	\$ 0	\$ 0	\$ 0
Total Capital Outlay	\$ 0	\$ 0	\$ 0
Total	\$ 117,698	\$ 136,278	\$ 143,418



Department:
General Government

Division: Fund:
Human Resources General et al

Account No:
001-570-705-

Line Description	General	Water	Sewer	2019 Total
7001 Employee - Regular Salaries	\$ 46,044	\$ 23,023	\$ 23,023	\$ 92,090
7004 Retirement (PERS)	6,450	3,225	3,225	12,900
7005 Medicare	670	335	335	1,340
7006 Health Insurance	7,800	3,900	3,900	15,600
7009 Unemployment & Workers' Comp	1,000	500	500	2,000
				0
Total Personnel Services	\$ 61,964	\$ 30,983	\$ 30,983	\$ 123,930
7210 Travel & Training	\$ 1,300	\$	\$	\$ 1,300
7320 Communications/Postage	800			800
7340 Professional Services	10,875			10,875
7350 Maint of Equip & Facility	2,000			2,000
7360 Insurance & Bonding	303			303
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	\$ 19,488	\$ 0	\$ 0	\$ 19,488
7630 Equipment Items > \$2,500	\$ 0	\$ 0	\$ 0	\$ 0
Total Capital Outlay	\$ 0	\$ 0	\$ 0	\$ 0
Total	\$ 81,452	\$ 30,983	\$ 30,983	\$ 143,418

Department:
General Government

Division:
Civil Service

Fund:
General

Account No:
001-570-706

Resource Summary Expenditure Categories	2017 Actual	2018 Budget	2019 Recommend
Personnel Services	\$ 19,137	\$ 29,381	\$ 31,105
Operation and Maintenance	23,924	38,383	41,523
Capital Outlay	0		
Total	<u>\$ 43,061</u>	<u>\$ 67,764</u>	<u>\$ 72,628</u>
Total Positions	4	4	4
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Funding by Source			
General	\$ 43,061	\$ 67,764	\$ 72,628
Total	<u>\$ 43,061</u>	<u>\$ 67,764</u>	<u>\$ 72,628</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 2019 recommended operation and maintenance budget reflects an increase of \$3,140.00 or 8.18%, as compared to the 2018 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	2017 Actual	2018 Budget	2019 Recommend
7001 Employee - Regular Salaries	\$ 16,285	\$ 25,011	26,331
7004 Retirement (PERS)	2,280	3,502	3,887
7005 Medicare	236	363	382
7006 Health Insurance	0	0	0
7005 Overtime	0	0	0
7009 Unemployment & Workers' Comp	336	505	505
Total Personnel Services	\$ 19,137	\$ 29,381	31,105
7210 Travel & Training	\$ 0	\$ 250	250
7320 Communications/Postage	1,522	2,000	2,000
7330 Rents and Leases	0	0	
7340 Professional Services	17,245	28,000	29,120
7350 Maintenance of Equipment & Facility	264	1,000	1,000
7360 Insurance & Bonding	181	333	303
7370 Printing, Photocopy, Advertising	4,543	5,000	5,200
7390 Misc. Contractual Service	169	200	550
7410 Office Supplies	0	500	500
7420 Operating Materials	0	1,000	2,500
7440 Small Tools/Minor Equipment	0	100	100
Total Operation & Maintenance	\$ 23,924	\$ 38,383	41,523
7630 Equipment Items > \$2,500	\$ 0	\$ 0	0
Total Capital Outlay	\$ 0	\$ 0	0
Total	\$ 43,061	\$ 67,764	72,628

Department:
General Government

Division:
Law

Fund:
General

Account No:
001-570-707

Resource Summary	2017	2018	2019
Expenditure Categories	Actual	Budget	Recommend
Personnel Services	\$ 325,722	\$ 348,834	\$ 320,560
Operation and Maintenance	94,318	154,495	118,895
Capital Outlay	0		
Total	<u>\$ 420,040</u>	<u>\$ 503,329</u>	<u>\$ 439,455</u>
Total Positions	4	4	4
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Funding by Source			
General	\$ 420,040	\$ 503,329	\$ 439,455
Total	<u>\$ 420,040</u>	<u>\$ 503,329</u>	<u>\$ 439,455</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 2019 recommended operation and maintenance budget reflects a decrease of \$35,600.00 or 23.04% , as compared to the 2018 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	2017 Actual	2018 Budget	2019 Recommend
7001 Employee - Regular Salaries	\$ 254,205	\$ 271,609	\$ 245,000
7004 Retirement (PERS)	34,389	38,026	34,300
7005 Medicare	3,638	3,939	3,560
7006 Health Insurance	27,800	29,400	31,200
7008 Overtime	0	0	0
7009 Unemployment & Workers' Comp	5,690	5,860	6,500
Total Personnel Services	\$ 325,722	\$ 348,834	\$ 320,560
7210 Travel & Training	\$ 609	\$ 950	\$ 950
7320 Communications/Postage	3,136	3,200	3,200
7340 Professional Services	79,505	140,000	100,000
7350 Maintenance of Equipment & Facility	740	780	780
7360 Insurance & Bonding	362	665	665
7370 Printing, Photocopy, Advertising	231	100	100
7390 Misc. Contractual Service	6,833	6,200	10,000
7410 Office Supplies	178	400	1,000
7420 Operating Materials	2,697	2,000	2,000
7440 Small Tools/Minor Equipment	27	200	200
Total Operation & Maintenance	\$ 94,318	\$ 154,495	\$ 118,895
7620 Buildings	\$ 0	\$ 0	\$ 0
7630 Equipment Items > \$2,500	0	0	0
Total Capital Outlay	\$ 0	\$ 0	\$ 0
Total	\$ 420,040	\$ 503,329	\$ 439,455

Department:
General Government

Division:
Financial Administration

Fund:
General et al

Account No:
001-570-708

Resource Summary	2017	2018	2019
Expenditure Categories	Actual	Budget	Recommend
Personnel Services	\$ 670,310	\$ 687,100	\$ 729,996
Operation and Maintenance	223,745	259,444	274,044
Capital Outlay	0	0	
Total	<u>\$ 894,055</u>	<u>\$ 946,544</u>	<u>\$ 1,004,040</u>
Total Positions	9	9	9

Funding by Source			
General	\$ 264,731	\$ 312,560	\$ 328,784
Income Tax	154,701	170,875	181,599
Water	193,744	188,361	203,285
Sewer	186,821	185,662	200,786
Utility Billing	94,058	89,086	89,586
Capital Projects	0	0	
Total	<u>\$ 894,055</u>	<u>\$ 946,544</u>	<u>\$ 1,004,040</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 2019 recommended operation and maintenance budget reflects an increase of 5.63%, or \$14,600.00, as compared to the 2018 budget.

Department:
General Government

Division:
Financial Administration

Fund:
General et al

Account No:
001-570-708-

Line Description	2017 Actual	2018 Budget	2019 Recommend
7001 Employee - Regular Salaries	\$ 475,497	\$ 489,560	\$ 521,160
7004 Retirement (PERS)	69,770	68,540	72,960
7005 Medicare	6,344	7,100	7,576
7006 Health Insurance	102,330	102,900	109,200
7008 Overtime	2,399	5,000	5,000
7009 Unemployment & Workers' Comp	10,370	10,400	10,500
7250 Auto Allowance	3,600	3,600	3,600
Total Personnel Services	\$ 670,310	\$ 687,100	\$ 729,996
7210 Travel & Training	\$ 1,374	\$ 4,100	\$ 4,100
7320 Communications/Postage	60,406	69,200	67,600
7330 Rents & Leases	7,487	9,700	9,700
7340 Professional Services	7,848	20,500	23,000
7350 Maintenance of Equipment & Facility	4,154	7,100	7,100
7360 Insurance & Bonding	8,059	4,244	4,244
7370 Printing, Photocopy, Advertising	1,530	7,100	7,400
7390 Misc. Contractual Service	123,515	117,000	131,000
7410 Office Supplies	3,109	4,000	4,000
7420 Operating Materials	4,207	8,200	7,600
7440 Small Tools/Minor Equipment	2,056	3,300	3,300
7520 Liability	0	5,000	5,000
7790 Over/Under			
Total Operation & Maintenance	\$ 223,745	\$ 259,444	\$ 274,044
7620 Building	\$	\$	\$
7630 Equipment Items > \$2,500	\$	\$ 0	\$ 0
Fin. System Upgrade/Bus. Analytics			
Total Capital Outlay	\$ 0	\$ 0	\$ 0
Total	\$ 894,055	\$ 946,544	\$ 1,004,040

General Government

Division: Fund:
Financial Administ General et al

Account No:
001-570-708-

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Line Description	General	Inc.Tax	Water	Subtotal
7001 Employee - Regular Salaries	\$ 130,290	\$ 130,290	\$ 130,290	\$ 390,870
7004 Retirement (PERS)	18,240	18,240	18,240	54,720
7005 Medicare	1,894	1,894	1,894	5,682
7006 Health Insurance	27,300	27,300	27,300	81,900
7008 Overtime	1,250	1,250	1,250	3,750
7009 Unemployment & Workers' Comp	2,625	2,625	2,625	7,875
7250 Auto Allowance	3,600			3,600
Total Personnel Services	\$ 185,199	\$ 181,599	\$ 181,599	\$ 548,397
7210 Travel & Training	\$ 3,800	\$	\$	\$ 3,800
7320 Communications/Postage	17,000		4,800	21,800
7330 Rents & Leases	1,000		7,900	8,900
7340 Professional Services	21,000			21,000
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	80,400		8,800	89,200
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	\$ 143,585	\$ 0	\$ 21,686	\$ 165,271
7620 Buildings	\$	\$	\$	\$ 0
7630 Equipment Items > \$2,500	\$ 0	\$ 0	\$	\$ 0
Fin. System Upgrade/Bus. Analytics				
Total Capital Outlay	\$ 0	\$ 0	\$ 0	\$ 0
Total	\$ 328,784	\$ 181,599	\$ 203,285	\$ 713,668

Department:
General Government

Division: Financial Administration
Fund: General et al

Account No:
001-570-708-

Line Description	Capital Projects	Sewer	Utility Billing	2019 Total
7001 Employee - Regular Salaries	\$	\$ 130,290	\$	\$ 521,160
7004 Retirement (PERS)		18,240		72,960
7005 Medicare		1,894		7,576
7006 Health Insurance		27,300		109,200
7008 Overtime		1,250		5,000
7009 Unemployment & Workers' Comp		2,625		10,500
7250 Auto Allowance				3,600
Total Personnel Services	\$ 0	\$ 181,599	\$ 0	\$ 729,996
7210 Travel & Training	\$	\$	\$ 300	\$ 4,100
7320 Communications/Postage		4,800	41,000	67,600
7330 Rents & Leases		400	400	9,700
7340 Professional Services			2,000	23,000
7350 Maintenance of Equipment & Facility			2,500	7,100
7360 Insurance & Bonding		187	186	4,244
7370 Printing, Photocopy, Advertising			4,800	7,400
7390 Misc. Contractual Service		8,800	33,000	131,000
7410 Office Supplies			1,900	4,000
7420 Operating Materials			2,000	7,600
7440 Small Tools/Minor Equipment			1,500	3,300
7520 Liability		5,000		5,000
7790 Over/Under				0
Total Operation & Maintenance	\$ 0	\$ 19,187	\$ 89,586	\$ 274,044
7620 Building		\$		\$ 0
7630 Equipment Items > \$500	\$	\$	\$ 0	\$ 0
Total Capital Outlay	\$ 0	\$ 0	\$ 0	\$ 0
Total	\$ 0	\$ 200,786	\$ 89,586	\$ 1,004,040

Department:
General Government

Division:
Income Tax Admin.

Fund:
Income Tax

Account No:
116-570-709

Resource Summary	2017	2018	2019
Expenditure Categories	Actual	Budget	Recommend
Personnel Services	\$ 79,603	\$ 84,889	\$ 88,115
Operation and Maintenance	442,688	502,183	526,683
Capital Outlay	0	0	
Total	<u>\$ 522,291</u>	<u>\$ 587,072</u>	<u>\$ 614,798</u>
Total Positions	1	1	1
<hr/>			
Funding by Source			
Income Tax	\$ <u>522,291</u>	\$ <u>587,072</u>	\$ <u>614,798</u>
Total	<u>\$ 522,291</u>	<u>\$ 587,072</u>	<u>\$ 614,798</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 tax related telephone and walk-in 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 2019 recommended Operation and Maintenance budget reflects a net increase of \$24,500.00, or 4.88% overall as compared to the 2018 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	2017 Actual	2018 Budget	2019 Recommend
7001 Employee - Regular Salaries	\$ 54,732	\$ 58,500	\$ 60,410
7004 Retirement (PERS)	7,814	8,344	8,630
7005 Medicare	735	865	895
7006 Health Insurance	13,900	14,700	15,600
7008 Overtime	1,084	1,100	1,200
7009 Unemployment & Workers' Comp	1,338	1,380	1,380
Total Personnel Services	\$ 79,603	\$ 84,889	\$ 88,115
7210 Travel & Training	\$ 0	\$ 150	\$ 150
7320 Communications/Postage	4,004	5,000	5,000
7330 Rents & Leases			
7340 Professional Services	153	300	300
7350 Maintenance of Equipment & Facility	0		
7360 Insurance & Bonding	0	133	133
7370 Printing, Photocopy, Advertising	0		
7390 Misc. Contractual Service	438,516	490,000	514,500
7410 Office Supplies	0		
7420 Operating Materials	15	600	600
7440 Small Tools/Minor Equipment	0	1,000	1,000
7710 Refunds	0		
7720 Reimbursements	0	5,000	5,000 *
7790 Over / Under	0		
Total Operation & Maintenance	\$ 442,688	\$ 502,183	\$ 526,683
7630 Equipment Items > \$2,500	\$ 0	\$ 0	\$ 0
Total Capital Outlay	\$ 0	\$ 0	\$ 0
Total	\$ 522,291	\$ 587,072	\$ 614,798

* Field Local School- Land O Lakes

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

Resource Summary	2017	2018	2019
Expenditure Categories	Actual	Budget	Recommend
Personnel Services	\$ 319,298	\$ 405,545	\$ 420,700
Operation and Maintenance	605,790	988,992	672,942
Capital Outlay	108,438	144,000	40,000
Total	\$ 1,033,526	\$ 1,538,537	\$ 1,133,642
Total Positions	3	4	4

Funding by Source	2017	2018	2019
General	\$ 390,366	\$ 512,877	\$ 532,178
Water	84,463	89,339	92,910
Sewer	84,463	89,339	92,910
Solid Waste	333,952	581,772	240,613
Storm	95,184	211,210	135,031
Capital Project	45,098	54,000	40,000
Total	\$ 1,033,526	\$ 1,538,537	\$ 1,133,642

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 2019 operation and maintenance budget reflects a decrease of \$316,050.00 or 31.96% as compared to the 2018 budget. This decrease largely reflects changes that have been implemented for contracted recycling services and the associated change to direct billing of customers by the contractor.

Department:
General Government

Division:
Service Administration

Fund: Account No:
General et al 001-570-710-

Line Description	2017 Actual	2018 Budget	2019 Recommend
7001 Employee - Regular Salaries	\$ 239,399	\$ 285,160	\$ 295,000
7004 Retirement (PERS)	27,776	40,763	42,010
7005 Medicare	2,851	4,222	4,290
7006 Health Insurance	35,894	58,800	62,400
7008 Overtime	3,086	6,000	6,000
7009 Unemployment & Workers' Comp	6,692	7,000	7,400
7250 Auto Allowance	3,600	3,600	3,600
Total Personnel Services	\$ 319,298	\$ 405,545	\$ 420,700
7210 Travel & Training	\$ 4,994	\$ 4,500	\$ 2,500
7310 Utilities	90,805	107,200	145,000
7320 Communications/Postage	2,639	5,000	3,000
7330 Rents & Leases	0	0	0
7340 Professional Services	8,038	25,000	25,000
7350 Maintenance of Equipment & Facility	8,568	27,200	27,200
7360 Insurance & Bonding	9,687	12,592	12,022
7370 Printing, Photocopy, Advertising	610	6,500	6,500
7390 Misc. Contractual Service	468,696	781,500	432,720
7410 Office Supplies	2,157	4,000	3,500
7420 Operating Materials	9,542	12,000	12,000
7440 Small Tools/Minor Equipment	54	3,500	3,500
Total Operation & Maintenance	\$ 605,790	\$ 988,992	\$ 672,942
7610 Lands	\$ 0	\$ 0	\$ 0
7620 Buildings	24,500		
Service Adm Roof Repair	0	25,000	30,000
7630 Equipment Items > \$2,500	71,579		
Phone & Network(SS-17-01)	0	34,000	
City Wide Phone Network	0		
7640 Misc Roadway Lighting Equipment	0	10,000	10,000
7680 Contract	12,359		
Storm Water Rate Analysis	0	75,000	
Total Capital Outlay	\$ 108,438	\$ 144,000	\$ 40,000
Total	\$ 1,033,526	\$ 1,538,537	\$ 1,133,642

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	\$ 47,200	\$ 61,950	\$ 61,950	\$ 61,950	\$ 233,050
7004 Retirement (PERS)	6,610	8,850	8,850	8,850	33,160
7005 Medicare	690	900	900	900	3,390
7006 Health Insurance	9,360	13,260	13,260	13,260	49,140
7008 Overtime	1,200	1,200	1,200	1,200	4,800
7009 Unemployment & Workers' Comp	1,400	1,500	1,500	1,500	5,900
7250 Auto Allowance	3,600				3,600
Total Personnel Services	\$ 70,060	\$ 87,660	\$ 87,660	87,660	\$ 333,040
7210 Travel & Training	\$ 1,000	\$ 250	\$ 250	500	\$ 2,000
7310 Utilities	145,000				145,000
7320 Communications/Postage	2,000			1,000	3,000
7330 Rents & Leases					0
7340 Professional Services	15,000				15,000
7350 Maintenance of Equipment & Facility	25,000				25,000
7360 Insurance & Bonding	6,468			408	6,876
7370 Printing, Photocopy, Advertising	1,500			2,500	4,000
7390 Misc. Contractual Service	272,000			137,720	409,720
7410 Office Supplies	2,000			750	2,750
7420 Operating Materials	5,400			4,200	9,600
7440 Small Tools/Minor Equipment	1,750			875	2,625
Total Operation & Maintenance	\$ 477,118	\$ 250	\$ 250	147,953	\$ 625,571
Use 2-26B for Fund 301					
7610 Lands	\$	\$	\$	\$	0
7620 Buildings					0
Service Admin Roof Repair		5,000	5,000	5,000	15,000
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	5,000	\$ 15,000
Total	\$ 547,178	\$ 92,910	\$ 92,910	240,613	\$ 973,611

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

Line Description	Page A		Storm		Fund 301	2019
	Subtotal		Water		Capital Projects	Total
7001 Employee - Regular Salaries	\$ 233,050	\$	61,950	\$		\$ 295,000
7004 Retirement (PERS)	33,160		8,850			42,010
7005 Medicare	3,390		900			4,290
7006 Health Insurance	49,140		13,260			62,400
7008 Overtime	4,800		1,200			6,000
7009 Unemployment & Workers' Comp	5,900		1,500			7,400
7250 Auto Allowance	3,600					3,600
Total Personnel Services	\$ 333,040	\$	87,660	\$	0	420,700
7210 Travel & Training	\$ 2,000	\$	500	\$		2,500
7310 Utilities	145,000					145,000
7320 Communications/Postage	3,000					3,000
7330 Rents & Leases	0					0
7340 Professional Services	15,000		10,000			25,000
7350 Maintenance of Equipment & Facility	25,000		2,200			27,200
7360 Insurance & Bonding	6,876		5,146			12,022
7370 Printing, Photocopy, Advertising	4,000		2,500			6,500
7390 Misc. Contractual Service	409,720		23,000			432,720
7410 Office Supplies	2,750		750			3,500
7420 Operating Materials	9,600		2,400			12,000
7440 Small Tools/Minor Equipment	2,625		875			3,500
Total Operation & Maintenance	\$ 625,571	\$	47,371	\$	0	672,942
7610 Lands	\$ 0	\$		\$		0
7620 Buildings	0					0
Service Admin Roof Repair	15,000				15,000	30,000
7630 Equipment Items > \$2,500	0					0
Phone & Network(SS-17-01)	0					0
City Wide Phone Network	0					0
7640 Misc Roadway Lighting Equip	0				10,000	10,000
7680 Contract	0					0
Storm Water Rate Analysis	0					0
Total Capital Outlay	\$ 15,000	\$	0	\$	25,000	40,000
Total	\$ 973,611	\$	135,031	\$	25,000	1,133,642

Department:
General Government

Division:
Engineering

Fund:
General et al

Account No:
001-570-711

Resource Summary	2017	2018	2019
Expenditure Categories	Actual	Budget	Recommend
Personnel Services	\$ 836,728	890,184	\$ 926,008
Operation and Maintenance	114,508	170,042	177,842
Capital Outlay	640	36,000	5,000
Total	<u>\$ 951,876</u>	<u>\$ 1,096,226</u>	<u>\$ 1,108,850</u>
Total Positions	7.6	6.6	6.6

Funding by Source			
General	\$ 280,778	\$ 336,588	\$ 343,344
Water	222,112	251,546	248,502
Sewer	226,554	256,546	263,502
Storm	222,432	251,546	253,502
Total	<u>\$ 951,876</u>	<u>\$ 1,096,226</u>	<u>\$ 1,108,850</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 2019 recommended operation and maintenance budget reflects an increase of \$7,800.00 or 4.59% as compared to the 2018 budget. The primary cause for increase is in professional services where we are using outside consultants to update and maintain our citywide sewer and water models to help us manage the systems more effectively. In addition, the contractual services line increased due to increases in the annual license subscription for AutoCAD, which is a necessary design, drawing and mapping program used to produce and review plans as well as maintain mapping of citywide infrastructure.

Department:
General Government

Division:
Engineering

Fund:
General et al

Account No:
001-570-711-

Line Description	2017 Actual	2018 Budget	2019 Recommend
7001 Employee - Regular Salaries	\$ 580,795	\$ 619,200	\$ 643,968
7004 Retirement (PERS)	86,295	93,408	97,160
7005 Medicare	8,935	9,676	10,080
7006 Health Insurance	97,300	102,900	109,200
7008 Overtime	48,679	50,000	50,000
7009 Unemployment & Workers' Comp	14,724	15,000	15,600
Total Personnel Services	\$ 836,728	\$ 890,184	\$ 926,008
7210 Travel & Training	\$ 2,880	\$ 3,800	\$ 3,800
7280 Vehicle Fuel	1,619	2,000	2,000
7320 Communications/Postage	7,714	7,400	8,500
7330 Rents & Leases	0	0	0
7340 Professional Services	80,154	110,000	115,000
7350 Maintenance of Equipment & Facility	3,239	4,100	4,100
7360 Insurance & Bonding	2,757	3,342	3,342
7370 Printing, Photocopy, Advertising	2,963	4,200	3,500
7390 Misc. Contractual Service	9,053	27,500	29,400
7410 Office Supplies	604	1,100	1,100
7420 Operating Materials	2,999	3,600	3,100
7440 Small Tools/Minor Equipment	526	3,000	4,000
Total Operation & Maintenance	\$ 114,508	\$ 170,042	\$ 177,842
7630 Equipment Items > \$2,500	\$ 640	\$ 0	\$ 0
Inspection Veh Replacement		36,000	
Color Plotter replacement			5,000
Total Capital Outlay	\$ 640	\$ 36,000	\$ 5,000
Total	\$ 951,876	\$ 1,096,226	\$ 1,108,850



Department: General Government Division: Engineering Fund: General et al Account No: 001-570-711-

Line Description	General	Water	Sewer	Storm Water	2019 Total
7001 Employee - Regular Salaries	\$ 160,992	\$ 160,992	\$ 160,992	\$ 160,992	\$ 643,968
7004 Retirement (PERS)	24,290	24,290	24,290	24,290	97,160
7005 Medicare	2,520	2,520	2,520	2,520	10,080
7006 Health Insurance	27,300	27,300	27,300	27,300	109,200
7008 Overtime	12,500	12,500	12,500	12,500	50,000
7009 Unemployment/Workers' Comp	3,900	3,900	3,900	3,900	15,600
					0
Total Personnel Services	\$ 231,502	\$ 231,502	\$ 231,502	\$ 231,502	\$ 926,008
7210 Travel & Training	\$ 3,800	\$	\$	\$	3,800
7280 Vehicle Fuel	2,000				2,000
7320 Communications/Postage	8,500				8,500
7330 Rents & Leases					0
7340 Professional Services	44,000	17,000	32,000	22,000	115,000
7350 Maint.of Equipment & Facility	4,100				4,100
7360 Insurance & Bonding	3,342				3,342
7370 Printing, Photocopy, Advertising	3,500				3,500
7390 Misc. Contractual Service	29,400				29,400
7410 Office Supplies	1,100				1,100
7420 Operating Materials	3,100				3,100
7440 Small Tools/Minor Equipment	4,000				4,000
Total Operation & Maintenan	\$ 106,842	\$ 17,000	\$ 32,000	\$ 22,000	\$ 177,842
Fund 301					
7630 Equipment Items > \$2,500	\$	\$	\$	\$	0
Color Plotter Replacement	5,000				5,000
Total Capital Outlay	\$ 5,000	\$ 0	\$ 0	\$ 0	\$ 5,000
Total	\$ 343,344	\$ 248,502	\$ 263,502	\$ 253,502	\$ 1,108,850

Department:
General Government

Division:
Adjunct Facilities

Fund:
General

Account No:
001-570-712

Resource Summary Expenditure Categories	2017 Actual	2018 Budget	2019 Recommend
Personnel Services	\$ 0	\$	\$
Operation and Maintenance	807	1,770	1,100
Capital Outlay			
Total	<u>\$ 807</u>	<u>\$ 1,770</u>	<u>\$ 1,100</u>
Total Positions	0	0	0
<hr/>			
Funding by Source			
General	\$ 807	\$ 1,770	\$ 1,100
Total	<u>\$ 807</u>	<u>\$ 1,770</u>	<u>\$ 1,100</u>

Program Description:

This cost center is currently used to track expenditures related to the one general governmental rental property currently held by the City.

Program Comments:

The 2019 recommended operation and maintenance budget reflects a decrease of \$670.00 or 37.85% as compared to the 2018 budget.

The remaining amount budgeted relates to the maintenance costs associated with the one rental currently owned by the City, which is located at 408 North Mantua (the house next to the West Side Fire Station). 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

Line Description	2017 Actual	2018 Budget	2019 Recommend
7310 Utilities	\$ 807	\$ 770	\$ 1,100
7340 Professional Services	0		
7350 Maintenance of Equipment & Facilities	0	1,000	
7390 Misc. Contractual Service	0		
7490 Mileage (Property Taxes)	0		
7710 Refunds			
<u>Total Operation & Maintenance</u>	<u>\$ 807</u>	<u>\$ 1,770</u>	<u>\$ 1,100</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>\$ 807</u>	<u>\$ 1,770</u>	<u>\$ 1,100</u>



Department:
General Government

Division:
Miscellaneous & Sundry

Fund:
General

Line Description	2017 Actual	2018 Budget	2019 Recommend
Judgments & Moral Claims	\$ 1,274	\$ 15,000	\$ 15,000
Elections	0	17,000	20,000
County Auditor & Treasurer Fees	33,469	48,000	48,000
Delinquent Land Advertising	73	250	250
Independent Auditor	52,480	57,500	59,000
Standing Rock Cemetery	149,764	150,000	195,000
Property Taxes	6,327	28,000	28,000
Workers' Compensation	6,400	10,500	10,500
Long Distance City (minus utility/parks and rec)	26,242	2,000	5,000
Total	\$ 276,029	\$ 328,250	380,750

Department:
General Government

Division:
New City Hall Facility

Fund:
General

Account No:
001-570-727

Resource Summary Expenditure Categories	2017 Actual	2018 Budget	2019 Recommend
Personnel Services	\$ 0	\$ 0	\$
Operation and Maintenance	15,389	300,000	600,000
Capital Outlay	0	0	
Total	<u>\$ 15,389</u>	<u>\$ 300,000</u>	<u>\$ 600,000</u>
Total Positions	0	0	0
<hr/>			
Funding by Source			
General	\$ 15,389	\$ 300,000	\$ 600,000
Total	<u>\$ 15,389</u>	<u>\$ 300,000</u>	<u>\$ 600,000</u>

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 2019 recommended operation and maintenance budget reflects a continuation of the City's evaluation, design development, and architectural 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	2017 Actual	2018 Budget	2019 Recommend
7210 Travel & Training	\$	\$	\$
7250 Auto Allowance			
7320 Communications/Postage			
7340 Professional Services	15,299		
7350 Maintenance of Equipment & Facility			
7360 Insurance & Bonding			
7370 Printing, Photocopy, Advertising	90		
7390 Misc. Contractual Service			
7410 Office Supplies			
7420 Operating Materials			
7440 Small Tools/Minor Equipment			
Total Operation & Ma	\$ 15,389	\$ 0	\$ 0
			Fund 301
7630 Equipment Items > \$2	\$ 0	\$ 0	\$ 0
7680 Contract			
New Admin. Building-Plan Development		300,000	600,000
Total Capital Outlay	\$ 0	\$ 300,000	\$ 600,000
Total	\$ 15,389	\$ 300,000	\$ 600,000

General Government	Information Technology		General et al	001-570-728
Resource Summary	2017	2018	2019	
Expenditure Categories	Actual	Budget	Recommend	
Personnel Services	\$ 101,912	\$ 109,222	S	114,865
Operation and Maintenance	82,086	128,980		310,640
Capital Outlay	0	0		180,000
Total	\$ 183,998	\$ 238,202	S	605,505
Total Positions	0	1		1
Funding by Source				
General	\$ 153,424	\$ 205,438	S	507,063
Water	15,287	16,382		49,221
Sewer	15,287	16,382		49,221
Total	\$ 183,998	\$ 205,438	S	605,505

Program Description:

The Information Technology & Communications Division (IT) was created to serve the technology needs of the City. The IT Division provides Citywide IT operations and services including desktop support, server support, applications support, and telecommunications, radio infrastructure, network security, printing and other specialized technical services. The IT department is responsible for managing and coordinating all maintenance and upgrade work for critical systems. The department is also responsible for the project management of all IT projects for other departments.

Program Comments:

The 2019 recommended operation and maintenance budget reflects an increase of \$181,660 or 140.84%, as compared to the 2018 budget. This increase reflects the cost for additional managed services in lieu of additional staffing. These services focus on core system support and will help provide an improved response to the departments.

Department: General Government
 Division: Information Technology

Fund: General et al

Account No: 001-570-728

Line Description	2017 Actual	2018 Budget	2019 Recommend
7001 Employee - Regular Salaries	\$ 75,019	\$ 80,400	\$ 84,420
7004 Retirement (PERS)	10,502	11,256	11,820
7005 Medicare	959	1,166	1,225
7006 Health Insurance	13,900	14,700	15,600
7009 Unemployment & Workers' Comp	1,532	1,700	1,800
7250 Auto Allowance	0	0	0
Total Personnel Services	\$ 101,912	\$ 109,222	\$ 114,865
7210 Travel & Training	\$ 0	\$ 100	\$ 1,000
7320 Communications/Postage	321	480	500
7340 Professional Services	57,713	88,000	213,240
7350 Maintenance of Equipment & Facilities	14,288	18,700	47,000
7360 Insurance & Bonding	0		
7370 Printing, Photocopy, Advertising	120	400	300
7390 Misc. Contractual Service	2,369	5,000	22,800
7410 Office Supplies	139	500	500
7420 Operating Materials	6,091	10,000	15,000
7440 Small Tools/Minor Equipment	1,045	5,800	10,300
Total Operation & Maintenance	\$ 82,086	\$ 128,980	\$ 310,640
			Fund 301
7630 Equipment Items > \$2,500	\$ 0	\$ 0	\$ 0
7680 Contract	0	0	
IT System Build Out			20,000
Antivirus System Replacement			15,000
Host Server for Virtual Server			15,000
Windows 10 Upgrades			10,000
Backup Firewall			5,000
SQL Server for Beast Software			5,000
Time and Attendance System			110,000
Total Capital Outlay	\$ 0	\$ 0	\$ 180,000
Total	\$ 183,998	\$ 238,202	\$ 605,505



Department: Division:
 General Government Information Technology

Fund:
 General et al

Account No:
 001-570-728-

Line Description	General	Water	Sewer	2019 Total
7001 Employee - Regular Salaries	\$ 59,094	\$ 12,663	\$ 12,663	\$ 84,420
7004 Retirement (PERS)	8,274	1,773	1,773	11,820
7005 Medicare	857	184	184	1,225
7006 Health Insurance	10,920	2,340	2,340	15,600
7009 Unemployment & Workers' Comp	1,250	275	275	1,800
				0
Total Personnel Services	\$ 80,395	\$ 17,235	\$ 17,235	\$ 114,865
7210 Travel & Training	\$ 1,000	\$	\$	\$ 1,000
7320 Communications/Postage	500			500
7340 Professional Services	149,268	31,986	31,986	213,240
7350 Maint of Equip & Facility	47,000			47,000
7360 Insurance & Bonding				0
7370 Printing, Photocopy, Advertising	300			300
7390 Misc. Contractual Service	22,800			22,800
7410 Office Supplies	500			500
7420 Operating Materials	15,000			15,000
7440 Small Tools/Minor Equipment	10,300			10,300
Total Operation & Maintenance	\$ 246,668	\$ 31,986	\$ 31,986	\$ 310,640
7630 Equipment Items > \$2,500	\$ 0	\$ 0	\$ 0	0
7680 Contract				
IT System Build Out	20,000			20,000
Antivirus System Replacement	15,000			15,000
Host Server for Virtual Server	15,000			15,000
Windows 10 Upgrades	10,000			10,000
Backup Firewall	5,000			5,000
SQL Server for Beast Software	5,000			5,000
Time and Attendance System	110,000			110,000
Total Capital Outlay	\$ 180,000	\$ 0	\$ 0	\$ 180,000
Total	\$ 507,063	\$ 49,221	\$ 49,221	\$ 605,505

