



General
Government

<u>FUNDING BY PROGRAM AREA</u>	<u>2020 RECOMMEND</u>
GENERAL GOVERNMENT	
General Government	
City Council	\$200,511
Mayor	14,930
Community Support	86,500
City Manager	390,864
Human Resources	84,278
Civil Service	81,378
Law	452,862
Financial Administration	581,907
Income Tax Administration	633,713
Service Administration	577,035
Engineering	339,382
Adjunct Facilities	22,692
Miscellaneous and Sundry	390,250
New Facility	7,000,000
Information Technology	444,452
SUBTOTAL	11,300,754
Basic Utility Services	
Human Resources Support	64,790
Financial Admin. Support	577,681
Service Admin. Support	604,448
Engineering Admin. Support	796,420
IT Support	96,704
SUBTOTAL	2,140,043
TOTAL	\$13,440,797

Department: General Government	Division: City Council	Fund: General	Account No: 001-570-701
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Resource Summary	2018	2019	2020
Expenditure Categories	Actual	Budget	Recommend
Personnel Services	\$ 140,554	\$ 161,266	\$ 167,708
Operation and Maintenance	23,820	32,603	32,803
Capital Outlay	0		
Total	<u>\$ 164,374</u>	<u>\$ 193,869</u>	<u>\$ 200,511</u>
Total Positions	10	10	10

Funding by Source			
General	<u>\$ 164,374</u>	<u>\$ 193,869</u>	<u>\$ 200,511</u>
Total	<u>\$ 164,374</u>	<u>\$ 193,869</u>	<u>\$ 200,511</u>

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 2020 recommended operation and maintenance budget reflects an increase of \$200.00 or 0.6%, compared to the 2019 budget.

Department:
General Government

Division:
City Council

Fund:
General

Account No:
001-570-701-

Line Description	2018 Actual	2019 Budget	2020 Recommend
7001 Employee - Regular Salaries	\$ 106,704	\$ 123,400	\$ 128,200
7004 Retirement (PERS)	14,938	17,276	17,948
7005 Medicare	1,486	1,790	1,860
7006 Health Insurance	14,700	15,600	16,500
7008 Overtime	0	0	0
7009 Unemployment & Workers' Comp	2,726	3,200	3,200
Total Personnel Services	\$ 140,554	\$ 161,266	\$ 167,708
7210 Travel & Training	\$ 2,704	\$ 6,000	\$ 5,400
7320 Communications/Postage	3,852	3,500	4,100
7330 Rents and Leases	0	0	0
7340 Professional Services	5,487	6,000	6,000
7350 Maintenance of Equipment & Facility	299	1,500	1,500
7360 Insurance & Bonding	184	303	303
7370 Printing, Photocopy, Advertising	1,669	3,000	3,000
7390 Misc. Contractual Service	7,321	10,900	10,900
7410 Office Supplies	489	600	600
7420 Operating Materials	1,600	700	800
7440 Small Tools/Minor Equipment	215	100	200
Total Operation & Maintenance	\$ 23,820	\$ 32,603	\$ 32,803
7630 Equipment Items > \$2,500	\$ 0	\$ 0	\$ 0
Total Capital Outlay	\$ 0	\$ 0	\$ 0
Total	\$ 164,374	\$ 193,869	\$ 200,511

Department:
General Government

Division:
Mayor

Fund:
General

Account No:
001-570-702

Resource Summary Expenditure Categories	2018 Actual	2019 Budget	2020 Recommend
Personnel Services	\$ 9,351	\$ 9,530	\$ 9,530
Operation and Maintenance	3,857	5,300	5,400
Capital Outlay			
Total	<u>\$ 13,208</u>	<u>\$ 14,830</u>	<u>\$ 14,930</u>
Total Positions	1	1	1
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Funding by Source			
General	\$ 13,208	\$ 14,830	\$ 14,930
Total	<u>\$ 13,208</u>	<u>\$ 14,830</u>	<u>\$ 14,930</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 2020 recommended operation and maintenance budget reflects an increase of \$100.00 or 1.89%, as compared to the 2019 budget.

Department:
General Government

Division Fund:
Mayor General

Account No:
001-570-702-

Line Description	2018 Actual	2019 Budget	2020 Recommend
7001 Employee - Regular Salaries	\$ 8,100	\$ 8,100	\$ 8,100
7004 Retirement (PERS)	1,134	1,140	1,140
7005 Medicare	117	120	120
7006 Health Insurance	0	0	0
7008 Overtime	0	0	0
7009 Unemployment & Workers' Comp	0	170	170
Total Personnel Services	\$ 9,351	\$ 9,530	\$ 9,530
7210 Travel & Training	\$ 1,144	\$ 2,300	\$ 2,000
7320 Communications/Postage	1520	1800	1800
7330 Rents and Leases	0	0	0
7340 Professional Services	60	0	100
7370 Printing, Photocopy, Advertising	114	300	300
7390 Misc. Contractual Service	875	100	400
7410 Office Supplies	114	200	200
7420 Operating Materials	30	600	600
7440 Small Tools/Minor Equipment	0	0	0
Total Operation & Maintenance	\$ 3,857	\$ 5,300	\$ 5,400
7630 Equipment Items > \$2,500	\$ 0	\$ 0	\$ 0
Total Capital Outlay	\$ 0	\$ 0	\$ 0
Total	\$ 13,208	\$ 14,830	\$ 14,930

Department:
General Government

Division:
Community Support

Fund:
General

Account No:
001-570-703

Resource Summary Expenditure Categories	2018 Actual	2019 Budget	2020 Recommend
Personnel Services	\$ 0	\$ 0	\$
Operation and Maintenance	72,864	84,500	86,500
Capital Outlay			
Total	<u>\$ 72,864</u>	<u>\$ 84,500</u>	<u>\$ 86,500</u>
Total Positions	0	0	0
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Funding by Source			
General	\$ 72,864	\$ 84,500	\$ 86,500
Total	<u>\$ 72,864</u>	<u>\$ 84,500</u>	<u>\$ 86,500</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 2020 recommended operation and maintenance budget of \$86,500 reflects an increase of 2.37% compared to the 2019 budget. The budgeted expenses consist of the following: \$15,000 for community wide economic development promotional grants; \$13,200 for a downtown festival (increased \$2,000 by KCC in 2016 and an additional \$1,200 in 2019); \$8,000 for City's agreed portion of bike share program (new in 2016 for 3 year period per MOU); \$1,800 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 followed by an additional \$1,200 in 2019 for fireworks increases; each 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	2018 Actual	2019 Budget	2020 Recommend
7280 Vehicle Fuel \$	0	\$ 500	\$ 500
7390 Misc. Contractual Servic	32,772	36,000	38,000
7420 Operating Materials	0	0	0
7780 Bed Tax Shared	40,092	48,000	48,000
Total Operation & M: \$	72,864	\$ 84,500	\$ 86,500
7630 Equipment Items > \$2 \$	0	\$ 0	\$ 0
Total Capital Outlay \$	0	\$ 0	\$ 0
Total	\$ 72,864	\$ 84,500	\$ 86,500

Department:
General Government

Division:
City Manager

Fund:
General

Account No:
001-570-704

Resource Summary Expenditure Categories	2018 Actual	2019 Budget	2020 Recommend
Personnel Services	\$ 284,754	\$ 314,000	\$ 327,241
Operation and Maintenance	57,421	62,923	63,623
Capital Outlay			
Total	<u>\$ 342,175</u>	<u>\$ 376,923</u>	<u>\$ 390,864</u>
Total Positions	2	2	2
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Funding by Source			
General	<u>\$ 342,175</u>	<u>\$ 376,923</u>	<u>\$ 390,864</u>
Total	<u>\$ 342,175</u>	<u>\$ 376,923</u>	<u>\$ 390,864</u>

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 2020 recommended operation and maintenance budget reflects an increase of \$700.00 or 1.11%, compared to the 2019 budget.

Department:
General Government

Division:
City Manager

Fund:
General

Account No:
001-570-704-

Line Description	2018 Actual	2019 Budget	2020 Recommend
7001 Employee - Regular Salaries	\$ 213,332	\$ 236,200	\$ 245,648
7004 Retirement (PERS)	29,915	33,070	34,931
7005 Medicare	3,096	3,430	3,562
7006 Health Insurance	29,400	31,200	33,000
7008 Overtime	349	300	300
7009 Unemployment & Workers' Comp	5,062	6,200	6,200
7250 Auto Allowance	3,600	3,600	3,600
Total Personnel Services	\$ 284,754	\$ 314,000	\$ 327,241
7210 Travel & Training	\$ 669	\$ 700	\$ 900
7320 Communications/Postage	6,989	8,000	8,000
7340 Professional Services	2,850	4,300	4,300
7350 Maintenance of Equipment & Facility	2,633	3,800	3,800
7360 Insurance & Bonding	416	423	423
7370 Printing, Photocopy, Advertising	1,146	1,700	1,700
7390 Misc. Contractual Service	41,750	42,000	42,500
7410 Office Supplies	693	1,000	1,000
7420 Operating Materials	275	500	500
7440 Small Tools/Minor Equipment	0	500	500
Total Operation & Maintenance	\$ 57,421	\$ 62,923	\$ 63,623
7630 Equipment Items > \$2,500	\$ 0	\$ 0	\$ 0
Total Capital Outlay	\$ 0	\$ 0	\$ 0
Total	\$ 342,175	\$ 376,923	\$ 390,864

Department:
General Government

Division:
Human Resources

Fund:
General et al

Account No:
001-570-705

Resource Summary Expenditure Categories	2018 Actual	2019 Budget	2020 Recommend
Personnel Services	\$ 116,270	\$ 123,930	\$ 129,580
Operation and Maintenance	15,388	19,488	19,488
Capital Outlay	0		
Total	<u>\$ 131,658</u>	<u>\$ 143,418</u>	<u>\$ 149,068</u>
Total Positions	1	1	1
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Funding by Source			
General	\$ 72,345	\$ 81,452	\$ 84,278
Water	28,873	30,983	32,395
Sewer	28,872	30,983	32,395
Total	<u>\$ 130,090</u>	<u>\$ 143,418</u>	<u>\$ 149,068</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 2020 recommended operation and maintenance budget reflects no change compared to 2019.

Department:
General Government

Division:
Human Resources

Fund:
General et al

Account No:
001-570-705-

Line Description	2018 Actual	2019 Budget	2020 Recommend
7001 Employee - Regular Salaries	\$ 85,968	\$ 92,090	\$ 95,776
7004 Retirement (PERS)	12,036	12,900	13,412
7005 Medicare	1,230	1,340	1,392
7006 Health Insurance	14,700	15,600	16,500
7009 Unemployment & Workers' Comp	2,336	2,000	2,500
Total Personnel Services	\$ 116,270	\$ 123,930	\$ 129,580
7210 Travel & Training	\$ 473	\$ 1,300	\$ 1,300
7320 Communications/Postage	182	800	800
7340 Professional Services	7,847	10,875	10,875
7350 Maint of Equip & Facility	1,907	2,000	2,000
7360 Insurance & Bonding	184	303	303
7370 Printing, Photocopy, Advertising	195	100	100
7390 Misc. Contractual Service	1,457	3,200	3,200
7410 Office Supplies	200	200	200
7420 Operating Materials	0	410	410
7440 Small Tools/Minor Equipment	1,375	300	300
Total Operation & Maintenance	\$ 13,820	\$ 19,488	\$ 19,488
7630 Equipment Items > \$2,500	\$ 0	\$ 0	\$ 0
Total Capital Outlay	\$ 0	\$ 0	\$ 0
Total	\$ 130,090	\$ 143,418	\$ 149,068



Department:
General Government

Division: Fund:
Human Resources General et al

Account No:
001-570-705-

Line Description	General	Water	Sewer	2020 Total
7001 Employee - Regular Salaries	\$ 47,888	\$ 23,944	\$ 23,944	\$ 95,776
7004 Retirement (PERS)	6,706	3,353	3,353	13,412
7005 Medicare	696	348	348	1,392
7006 Health Insurance	8,250	4,125	4,125	16,500
7009 Unemployment & Workers' Comp	1,250	625	625	2,500
				0
Total Personnel Services	\$ 64,790	\$ 32,395	\$ 32,395	\$ 129,580
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	\$ 84,278	\$ 32,395	\$ 32,395	\$ 149,068

Department:
General Government

Division:
Civil Service

Fund:
General

Account No:
001-570-706

Resource Summary Expenditure Categories	2018 Actual	2019 Budget	2020 Recommend
Personnel Services	\$ 26,297	\$ 31,105	\$ 32,425
Operation and Maintenance	26,781	41,523	48,953
Capital Outlay	0		
Total	<u>\$ 53,078</u>	<u>\$ 72,628</u>	<u>\$ 81,378</u>
Total Positions	1	1	1
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Funding by Source			
General	\$ <u>53,078</u>	\$ <u>72,628</u>	\$ <u>81,378</u>
Total	<u>\$ 53,078</u>	<u>\$ 72,628</u>	<u>\$ 81,378</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 2020 recommended operation and maintenance budget reflects an increase of \$7,430.00 or 17.89%, as compared to the 2019 budget.

Professional Service line item, which is used for testing and assessment centers, was increased to cover rising costs of administering exams as eligible lists expire with both the City and Kent City Schools. Also increased to allow for expected promotional center.

Small Tools line item recommended \$1,500.00 to replace the office PC.

Department: General Government	Division: Civil Service	Fund: General	Account No: 001-570-706-
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Line Description	2018 Actual	2019 Budget	2020 Recommend
7001 Employee - Regular Salaries	\$ 22,441	\$ 26,331	27,648
7004 Retirement (PERS)	3,142	3,887	3,871
7005 Medicare	325	382	401
7006 Health Insurance	0	0	0
7005 Overtime	0	0	0
7009 Unemployment & Workers' Comp	389	505	505
Total Personnel Services	\$ 26,297	\$ 31,105	32,425
7210 Travel & Training	\$ 0	\$ 250	100
7320 Communications/Postage	1,714	2,000	2,000
7330 Rents and Leases			
7340 Professional Services	20,958	29,120	35,300
7350 Maintenance of Equipment & Facility	263	1,000	1,000
7360 Insurance & Bonding	184	303	303
7370 Printing, Photocopy, Advertising	1,271	5,200	5,200
7390 Misc. Contractual Service	567	550	550
7410 Office Supplies	0	500	500
7420 Operating Materials	1,824	2,500	2,500
7440 Small Tools/Minor Equipment	0	100	1,500
Total Operation & Maintenance	\$ 26,781	\$ 41,523	48,953
7630 Equipment Items > \$2,500	\$ 0	\$ 0	0
Total Capital Outlay	\$ 0	\$ 0	0
Total	\$ 53,078	\$ 72,628	81,378

Department:
General Government

Division:
Law

Fund:
General

Account No:
001-570-707

Resource Summary Expenditure Categories	2018 Actual	2019 Budget	2020 Recommend
Personnel Services	\$ 342,708	\$ 320,560	\$ 333,967
Operation and Maintenance	82,321	118,895	118,895
Capital Outlay	0		
Total	<u>\$ 425,029</u>	<u>\$ 439,455</u>	<u>\$ 452,862</u>
Total Positions	4	4	4
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Funding by Source			
General	\$ 425,029	\$ 439,455	\$ 452,862
Total	<u>\$ 425,029</u>	<u>\$ 439,455</u>	<u>\$ 452,862</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 2020 recommended operation and maintenance budget reflects no change as compared to the 2019 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-
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Line Description	2018 Actual	2019 Budget	2020 Recommend
7001 Employee - Regular Salaries	\$ 279,948	\$ 245,000	\$ 254,800
7004 Retirement (PERS)	26,393	34,300	35,672
7005 Medicare	4,022	3,560	3,695
7006 Health Insurance	25,725	31,200	33,000
7008 Overtime	0	0	0
7009 Unemployment & Workers' Comp	6,620	6,500	6,800
Total Personnel Services	\$ 342,708	\$ 320,560	\$ 333,967
7210 Travel & Training	\$ 311	\$ 950	\$ 950
7320 Communications/Postage	3,430	3,200	3,200
7340 Professional Services	63,718	100,000	100,000
7350 Maintenance of Equipment & Facility	737	780	780
7360 Insurance & Bonding	367	665	665
7370 Printing, Photocopy, Advertising	369	100	100
7390 Misc. Contractual Service	9,600	10,000	10,000
7410 Office Supplies	911	1,000	1,000
7420 Operating Materials	2,568	2,000	2,000
7440 Small Tools/Minor Equipment	310	200	200
Total Operation & Maintenance	\$ 82,321	\$ 118,895	\$ 118,895
7620 Buildings	\$ 0	\$ 0	\$ 0
7630 Equipment Items > \$2,500	0	0	0
Total Capital Outlay	\$ 0	\$ 0	\$ 0
Total	\$ 425,029	\$ 439,455	\$ 452,862

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

Resource Summary	2018	2019	2020
Expenditure Categories	Actual	Budget	Recommend
Personnel Services	\$ 852,950	\$ 729,996	\$ 871,244
Operation and Maintenance	238,485	274,044	288,344
Capital Outlay	0	0	0
Total	\$ 1,091,435	\$ 1,004,040	\$ 1,159,588
Total Positions	9	9	9
Funding by Source			
General	\$ 348,770	\$ 328,784	\$ 364,996
Income Tax	166,910	181,599	216,911
Water	238,844	203,285	243,797
Sewer	240,412	200,786	241,298
Utility Billing	96,499	89,586	92,586
Capital Projects	0	0	0
Total	\$ 1,091,435	\$ 1,004,040	\$ 1,159,588

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 2020 recommended operation and maintenance budget reflects an increase of 5.2%, or \$14,300.00, as compared to the 2019 budget.

Department:
General Government

Division:
Financial Administration

Fund:
General et al

Account No:
001-570-708-

Line Description	2018 Actual	2019 Budget	2020 Recommend
7001 Employee - Regular Salaries	\$ 503,749	\$ 521,160	\$ 629,404
7004 Retirement (PERS)	69,188	72,960	85,376
7005 Medicare	6,306	7,576	9,288
7006 Health Insurance	108,413	109,200	127,876
7008 Overtime	3,712	5,000	5,200
7009 Unemployment & Workers' Comp	157,982	10,500	10,500
7250 Auto Allowance	3,600	3,600	3,600
Total Personnel Services	\$ 852,950	\$ 729,996	\$ 871,244
7210 Travel & Training	\$ 1,222	\$ 4,100	\$ 4,100
7320 Communications/Postage	59,189	67,600	67,600
7330 Rents & Leases	8,108	9,700	9,700
7340 Professional Services	4,204	23,000	23,000
7350 Maintenance of Equipment & Facility	4,169	7,100	7,100
7360 Insurance & Bonding	3,920	4,244	4,244
7370 Printing, Photocopy, Advertising	6,324	7,400	7,500
7390 Misc. Contractual Service	144,137	131,000	145,000
7410 Office Supplies	3,253	4,000	4,000
7420 Operating Materials	3,028	7,600	7,600
7440 Small Tools/Minor Equipment	931	3,300	3,500
7520 Liability	0	5,000	5,000
7790 Over/Under			
Total Operation & Maintenance	\$ 238,485	\$ 274,044	\$ 288,344
7620 Building	\$	\$	\$
7630 Equipment Items > \$2,500	\$	\$ 0	\$ 0
Fin. System Upgrade/Bus. Analytics			
Total Capital Outlay	\$ 0	\$ 0	\$ 0
Total	\$ 1,091,435	\$ 1,004,040	\$ 1,159,588

General Government

Division: Fund:
Financial Administ General et al

Account No:
001-570-708-

Line Description	General	Inc.Tax	Water	Page 1 Subtotal
7001 Employee - Regular Salaries	\$ 157,351	\$ 157,351	\$ 157,351	\$ 472,053
7004 Retirement (PERS)	21,344	21,344	21,344	64,032
7005 Medicare	2,322	2,322	2,322	6,966
7006 Health Insurance	31,969	31,969	31,969	95,907
7008 Overtime	1,300	1,300	1,300	3,900
7009 Unemployment & Workers' Comp	2,625	2,625	2,625	7,875
7250 Auto Allowance	3,600			3,600
Total Personnel Services	\$ 220,511	\$ 216,911	\$ 216,911	\$ 654,333
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	2,700			2,700
7390 Misc. Contractual Service	81,000		14,000	95,000
7410 Office Supplies	2,100			2,100
7420 Operating Materials	5,600			5,600
7440 Small Tools/Minor Equipment	2,000			2,000
7520 Liability				0
7790 Over/Under				0
Total Operation & Maintenance	\$ 144,485	\$ 0	\$ 26,886	\$ 171,371
7620 Buildings	\$	\$	\$	\$ 0
7630 Equipment Items > \$2,500	\$ 0	\$ 0	\$	\$ 0
Fin. System Upgrade/Bus. Analytics				
Total Capital Outlay	\$ 0	\$ 0	\$ 0	\$ 0
Total	\$ 364,996	\$ 216,911	\$ 243,797	\$ 825,704

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

Line Description	Capital Projects	Sewer	Utility Billing	2020 Total
7001 Employee - Regular Salaries	\$	\$ 157,351	\$	\$ 629,404
7004 Retirement (PERS)		21,344		85,376
7005 Medicare		2,322		9,288
7006 Health Insurance		31,969		127,876
7008 Overtime		1,300		5,200
7009 Unemployment & Workers' Comp		2,625		10,500
7250 Auto Allowance				3,600
Total Personnel Services	\$ 0	\$ 216,911	\$ 0	\$ 871,244
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	7,500
7390 Misc. Contractual Service		14,000	36,000	145,000
7410 Office Supplies			1,900	4,000
7420 Operating Materials			2,000	7,600
7440 Small Tools/Minor Equipment			1,500	3,500
7520 Liability		5,000		5,000
7790 Over/Under				0
Total Operation & Maintenance	\$ 0	\$ 24,387	\$ 92,586	\$ 288,344
7620 Building	\$	\$	\$	0
7630 Equipment Items > \$500	\$	\$	\$ 0	0
Total Capital Outlay	\$ 0	\$ 0	\$ 0	\$ 0
Total	\$ 0	\$ 241,298	\$ 92,586	\$ 1,159,588

Department:
General Government

Division:
Income Tax Admin.

Fund:
Income Tax

Account No:
116-570-709

Resource Summary Expenditure Categories	2018 Actual	2019 Budget	2020 Recommend
Personnel Services	\$ 82,889	\$ 88,115	\$ 91,480
Operation and Maintenance	466,314	526,683	542,233
Capital Outlay	<u>0</u>	<u>0</u>	<u>0</u>
Total	<u>\$ 549,203</u>	<u>\$ 614,798</u>	<u>\$ 633,713</u>
Total Positions	1	1	1
<hr/>			
Funding by Source			
Income Tax	\$ <u>549,203</u>	\$ <u>614,798</u>	\$ <u>633,713</u>
Total	<u>\$ 549,203</u>	<u>\$ 614,798</u>	<u>\$ 633,713</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 2020 recommended Operation and Maintenance budget reflects a net increase of \$15,550.00, or 2.95% overall as compared to the 2019 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:	Division:	Fund:	Account No:
General Government	Income Tax Administration	Income Tax	116-570-709-

Line Description	2018 Actual	2019 Budget	2020 Recommend
7001 Employee - Regular Salaries	\$ 56,505	\$ 60,410	\$ 62,072
7004 Retirement (PERS)	8,086	8,630	8,887
7005 Medicare	790	895	921
7006 Health Insurance	14,700	15,600	16,500
7008 Overtime	1,250	1,200	1,400
7009 Unemployment & Workers' Comp	1,558	1,380	1,700
Total Personnel Services	\$ 82,889	\$ 88,115	\$ 91,480
7210 Travel & Training	\$ 0	\$ 150	\$ 200
7320 Communications/Postage	4,755	5,000	5,000
7330 Rents & Leases			0
7340 Professional Services	211	300	300
7350 Maintenance of Equipment & Facility	0		0
7360 Insurance & Bonding	0	133	133
7370 Printing, Photocopy, Advertising	0		0
7390 Misc. Contractual Service	460,755	514,500	530,000
7410 Office Supplies	0		0
7420 Operating Materials	283	600	600
7440 Small Tools/Minor Equipment	310	1,000	1,000
7710 Refunds	0		0
7720 Reimbursements	0	5,000	5,000*
7790 Over / Under	0		
Total Operation & Maintenance	\$ 466,314	\$ 526,683	\$ 542,233
7630 Equipment Items > \$2,500	\$ 0	\$ 0	\$ 0
Total Capital Outlay	\$ 0	\$ 0	\$ 0
Total	\$ 549,203	\$ 614,798	\$ 633,713

* Field Local School- Land O Lakes

Department:
General Government

Division:
Service Administration

Fund:
General et al

Account No:
001-570-710

Resource Summary Expenditure Categories	2018 Actual	2019 Budget	2020 Recommend
Personnel Services	\$ 345,617	\$ 420,700	\$ 438,131
Operation and Maintenance	706,662	672,942	703,352
Capital Outlay	190,039	40,000	40,000
Total	<u>\$ 1,242,318</u>	<u>\$ 1,133,642</u>	<u>\$ 1,181,483</u>
Total Positions	3	4	4

Funding by Source			
General	\$ 472,852	\$ 532,178	\$ 577,035
Water	78,159	92,910	96,128
Sewer	85,344	92,910	96,128
Solid Waste	362,826	240,613	257,918
Storm	77,520	135,031	129,274
Capital Project	165,617	40,000	25,000
Total	<u>\$ 1,242,318</u>	<u>\$ 1,133,642</u>	<u>\$ 1,181,483</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 2020 operation and maintenance budget reflects an increase of \$30,410.00 or 4.52% as compared to the 2019 budget.

Department:
General Government

Division:
Service Administration

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

Line Description	2018 Actual	2019 Budget	2020 Recommend
7001 Employee - Regular Salaries	\$ 244,522	\$ 295,000	\$ 306,800
7004 Retirement (PERS)	34,607	42,010	43,857
7005 Medicare	3,535	4,290	4,474
7006 Health Insurance	50,836	62,400	66,000
7008 Overtime	2,677	6,000	6,000
7009 Unemployment & Workers' Comp	5,840	7,400	7,400
7250 Auto Allowance	3,600	3,600	3,600
Total Personnel Services	\$ 345,617	\$ 420,700	\$ 438,131
7210 Travel & Training	\$ 665	\$ 2,500	\$ 1,750
7310 Utilities	143,313	145,000	146,380
7320 Communications/Postage	2,465	3,000	3,200
7330 Rents & Leases	0	0	0
7340 Professional Services	10,115	25,000	25,000
7350 Maintenance of Equipment & Facility	21,794	27,200	28,000
7360 Insurance & Bonding	9,880	12,022	12,022
7370 Printing, Photocopy, Advertising	995	6,500	6,500
7390 Misc. Contractual Service	505,670	432,720	460,000
7410 Office Supplies	1,813	3,500	3,500
7420 Operating Materials	9,506	12,000	13,500
7440 Small Tools/Minor Equipment	446	3,500	3,500
Total Operation & Maintenance	\$ 706,662	\$ 672,942	\$ 703,352
7610 Lands	\$ 0	\$ 0	\$ 0
7620 Buildings	25,000		
Service Adm Roof Repair	0	30,000	30,000
7630 Equipment Items > \$2,500	116,041		
Phone & Network(SS-17-01)	0		
City Wide Phone Network	0		
7640 Misc Roadway Lighting Equipment	0	10,000	10,000
7680 Contract	48,998		
Storm Water Rate Analysis	0		
Total Capital Outlay	\$ 190,039	\$ 40,000	\$ 40,000
Total	\$ 1,242,318	\$ 1,133,642	\$ 1,181,483

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	\$ 49,088	\$ 64,428	\$ 64,428	\$ 64,428	\$ 242,372
7004 Retirement (PERS)	7,041	9,204	9,204	9,204	34,653
7005 Medicare	730	936	936	936	3,538
7006 Health Insurance	10,560	13,860	13,860	13,860	52,140
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	0	0	0	3,600
Total Personnel Services	\$ 73,619	\$ 91,128	\$ 91,128	91,128	\$ 347,003
7210 Travel & Training	\$ 1,750	\$	\$	\$	1,750
7310 Utilities	146,380				146,380
7320 Communications/Postage	2,048			1,152	3,200
7330 Rents & Leases	0				0
7340 Professional Services	22,000				22,000
7350 Maintenance of Equipment & Facility	28,000				28,000
7360 Insurance & Bonding	6,468			408	6,876
7370 Printing, Photocopy, Advertising	6,370			130	6,500
7390 Misc. Contractual Service	270,000			160,000	430,000
7410 Office Supplies	3,500				3,500
7420 Operating Materials	13,400			100	13,500
7440 Small Tools/Minor Equipment	3,500				3,500
Total Operation & Maintenance	\$ 503,416	\$ 0	\$ 0	161,790	\$ 665,206
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	\$ 577,035	\$ 96,128	\$ 96,128	257,918	\$ 1,027,209

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

Line Description	Page A		Storm		Fund 301	2020
	Subtotal		Water		Capital Projects	Total
7001 Employee - Regular Salaries	\$ 242,372	\$	64,428	\$	\$	306,800
7004 Retirement (PERS)	34,653		9,204			43,857
7005 Medicare	3,538		936			4,474
7006 Health Insurance	52,140		13,860			66,000
7008 Overtime	4,800		1,200			6,000
7009 Unemployment & Workers' Comp	5,900		1,500			7,400
7250 Auto Allowance	3,600		0			3,600
Total Personnel Services	\$ 347,003	\$	91,128	\$	0	438,131
7210 Travel & Training	\$ 1,750	\$		\$		1,750
7310 Utilities	146,380					146,380
7320 Communications/Postage	3,200					3,200
7330 Rents & Leases	0					0
7340 Professional Services	22,000		3,000			25,000
7350 Maintenance of Equipment & Facility	28,000					28,000
7360 Insurance & Bonding	6,876		5,146			12,022
7370 Printing, Photocopy, Advertising	6,500					6,500
7390 Misc. Contractual Service	430,000		30,000			460,000
7410 Office Supplies	3,500					3,500
7420 Operating Materials	13,500					13,500
7440 Small Tools/Minor Equipment	3,500					3,500
Total Operation & Maintenance	\$ 665,206	\$	38,146	\$	0	703,352
7610 Lands	\$	\$		\$		0
7620 Buildings						0
Service Admin Roof Repair	15,000				15,000	30,000
7630 Equipment Items > \$2,500						0
Phone & Network(SS-17-01)						0
City Wide Phone Network						0
7640 Misc Roadway Lighting Equip					10,000	10,000
7680 Contract						0
Storm Water Rate Analysis						0
Total Capital Outlay	\$ 15,000	\$	0	\$	25,000	40,000
Total	\$ 1,027,209	\$	129,274	\$	25,000	1,181,483

Department:
General Government

Division:
Engineering

Fund:
General et al

Account No:
001-570-711

Resource Summary Expenditure Categories	2018 Actual	2019 Budget	2020 Recommend
Personnel Services	\$ 855,839	926,008	\$ 963,760
Operation and Maintenance	153,965	177,842	172,042
Capital Outlay	27,929	5,000	
Total	<u>\$ 1,037,733</u>	<u>\$ 1,108,850</u>	<u>\$ 1,135,802</u>
Total Positions	7.6	6.6	6.6

Funding by Source			
General	\$ 304,793	\$ 343,344	\$ 339,382
Water	232,193	248,502	258,190
Sewer	255,938	263,502	273,140
Storm	244,809	253,502	265,090
Total	<u>\$ 1,037,733</u>	<u>\$ 1,108,850</u>	<u>\$ 1,135,802</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 2020 recommended operation and maintenance budget reflects a decrease of \$5,800.00 or <3.26%> as compared to the 2019 budget.

Department: General Government	Division: Engineering	Fund: General et al	Account No: 001-570-711-
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Line Description	2018 Actual	2019 Budget	2020 Recommend
7001 Employee - Regular Salaries	\$ 594,287	\$ 643,968	\$ 669,728
7004 Retirement (PERS)	88,000	97,160	101,048
7005 Medicare	9,055	10,080	10,484
7006 Health Insurance	102,900	109,200	115,500
7008 Overtime	40,960	50,000	45,000
7009 Unemployment & Workers' Comp	20,637	15,600	22,000
Total Personnel Services	\$ 855,839	\$ 926,008	\$ 963,760
7210 Travel & Training	\$ 2,811	\$ 3,800	\$ 3,800
7280 Vehicle Fuel	1,958	2,000	2,000
7320 Communications/Postage	8,255	8,500	8,500
7330 Rents & Leases	0	0	0
7340 Professional Services	118,651	115,000	115,000
7350 Maintenance of Equipment & Facility	3,212	4,100	4,100
7360 Insurance & Bonding	2,494	3,342	3,342
7370 Printing, Photocopy, Advertising	1,707	3,500	3,500
7390 Misc. Contractual Service	7,846	29,400	22,000
7410 Office Supplies	784	1,100	1,100
7420 Operating Materials	2,443	3,100	3,100
7440 Small Tools/Minor Equipment	3,804	4,000	5,600
Total Operation & Maintenance	\$ 153,965	\$ 177,842	\$ 172,042
7630 Equipment Items > \$2,500	\$ 27,929	\$ 0	\$ 0
Inspection Veh Replacement			
Color Plotter replacement		5,000	
Total Capital Outlay	\$ 27,929	\$ 5,000	\$ 0
Total	\$ 1,037,733	\$ 1,108,850	\$ 1,135,802



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

Line Description	General	Water	Sewer	Storm Water	2020 Total
7001 Employee - Regular Salaries	\$ 167,432	\$ 167,432	\$ 167,432	\$ 167,432	\$ 669,728
7004 Retirement (PERS)	25,262	25,262	25,262	25,262	101,048
7005 Medicare	2,621	2,621	2,621	2,621	10,484
7006 Health Insurance	28,875	28,875	28,875	28,875	115,500
7008 Overtime	11,250	11,250	11,250	11,250	45,000
7009 Unemployment/Workers' Comp	5,500	5,500	5,500	5,500	22,000
					0
Total Personnel Services	\$ 240,940	\$ 240,940	\$ 240,940	\$ 240,940	\$ 963,760
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				0
7340 Professional Services	41,400	17,250	32,200	24,150	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	22,000				22,000
7410 Office Supplies	1,100				1,100
7420 Operating Materials	3,100				3,100
7440 Small Tools/Minor Equipment	5,600				5,600
Total Operation & Maintenan	\$ 98,442	\$ 17,250	\$ 32,200	\$ 24,150	\$ 172,042
Fund 301					
7630 Equipment Items > \$2,500	\$	\$	\$	\$	0
Color Plotter Replacement					0
Total Capital Outlay	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Total	\$ 339,382	\$ 258,190	\$ 273,140	\$ 265,090	\$ 1,135,802

Department:
General Government

Division:
Adjunct Facilities

Fund:
General

Account No:
001-570-712

Resource Summary Expenditure Categories	2018 Actual	2019 Budget	2020 Recommend
Personnel Services	\$ 0	\$	\$
Operation and Maintenance	954	1,100	22,692
Capital Outlay			
Total	<u>\$ 954</u>	<u>\$ 1,100</u>	<u>\$ 22,692</u>
Total Positions	0	0	0
<hr/>			
Funding by Source			
General	\$ 954	\$ 1,100	\$ 22,692
Total	<u>\$ 954</u>	<u>\$ 1,100</u>	<u>\$ 22,692</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 2020 recommended operation and maintenance budget reflects an increase of \$21,592 or 1963.0% as compared to the 2019 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
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Line Description	2018 Actual	2019 Budget	2020 Recommend
7310 Utilities	\$ 954	\$ 1,100	\$ 22,692
7340 Professional Services	0		
7350 Maintenance of Equipment & Facilities	0		
7390 Misc. Contractual Service	0		
7490 Mileage (Property Taxes)	0		
7710 Refunds			
Total Operation & Maintenance	\$ 954	\$ 1,100	\$ 22,692
7630 Equipment Items > \$2,500	\$ 0	\$ 0	0
Total Capital Outlay	\$ 0	\$ 0	0
Total	\$ 954	\$ 1,100	\$ 22,692



Department:
General Government

Division:
Miscellaneous & Sundry

Fund:
General

Line Description	2018 Actual	2019 Budget	2020 Recommend
Judgments & Moral Claims	\$ 1,590	\$ 15,000	\$ 10,000
Elections	40,354	20,000	25,000
County Auditor & Treasurer Fees	29,775	48,000	40,000
Delinquent Land Advertising	29	250	250
Independent Auditor	53,357	59,000	61,000
Standing Rock Cemetery	190,507	195,000	215,000
Property Taxes	8,421	28,000	25,000
Workers' Compensation	3,134	10,500	9,000
Long Distance City (minus utility/parks and rec)	1,271	5,000	5,000
Total	\$ 328,438	\$ 380,750	390,250

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

Resource Summary Expenditure Categories	2018 Actual	2019 Budget	2020 Recommend
Personnel Services	\$ 0	\$ 0	\$ 0
Operation and Maintenance	79,077	600,000	0
Capital Outlay	0	0	7,000,000
Total	\$ 79,077	\$ 600,000	\$ 7,000,000
Total Positions	0	0	0
<hr/>			
Funding by Source			
General	\$ 79,077	\$ 600,000	\$ 7,000,000
Total	\$ 79,077	\$ 600,000	\$ 7,000,000

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 2020 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: General Government Division: City Mgr-New City Hall Facility Fund: General Account No: 001-570-727-

Line Description	2018 Actual	2019 Budget	2020 Recommend
7210 Travel & Training	\$	\$	\$
7250 Auto Allowance			
7320 Communications/Postage			
7340 Professional Services	0		
7350 Maintenance of Equipment & Facility			
7360 Insurance & Bonding			
7370 Printing, Photocopy, Advertising	0		
7390 Misc. Contractual Service			
7410 Office Supplies			
7420 Operating Materials			
7440 Small Tools/Minor Equipment			
Total Operation & Ma	\$ 0	\$ 0	\$ 0
			Fund 301
7630 Equipment Items > \$2	\$ 0	\$ 0	\$ 0
7680 Contract			
New Admin. Building	79,077	600,000	7,000,000
Total Capital Outlay	\$ 79,077	\$ 600,000	\$ 7,000,000
Total	\$ 79,077	\$ 600,000	\$ 7,000,000

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

Resource Summary	2018	2019	2020
Expenditure Categories	Actual	Budget	Recommend
Personnel Services	\$ 107,096	\$ 114,865	\$ 122,566
Operation and Maintenance	114,527	310,640	287,590
Capital Outlay	0	180,000	131,000
Total	\$ 221,623	\$ 605,505	\$ 541,156
Total Positions	0	0	0
Funding by Source			
General	\$ 189,851	\$ 327,063	\$ 313,452
Water	15,886	49,221	48,352
Sewer	15,886	49,221	48,352
Capital Project	0	180,000	131,000
Total	\$ 221,623	\$ 605,505	\$ 541,156

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 2020 recommended operation and maintenance budget reflects a decrease of \$23,050 or <7.42%>, as compared to the 2019 budget.

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

Line Description	2018 Actual	2019 Budget	2020 Recommend
7001 Employee - Regular Salaries	\$ 79,059	\$ 84,420	\$ 90,176
7004 Retirement (PERS)	11,068	11,820	12,766
7005 Medicare	1,079	1,225	1,324
7006 Health Insurance	14,700	15,600	16,500
7009 Unemployment & Workers' Comp	1,190	1,800	1,800
7250 Auto Allowance	0	0	0
Total Personnel Services	\$ 107,096	\$ 114,865	\$ 122,566

7210 Travel & Training	\$ 0	\$ 1,000	\$ 1,800
7320 Communications/Postage	12,269	500	500
7340 Professional Services	75,892	213,240	203,240
7350 Maintenance of Equipment & Facilities	3,603	47,000	29,000
7360 Insurance & Bonding	0		8,550
7370 Printing, Photocopy, Advertising	34	300	300
7390 Misc. Contractual Service	9,825	22,800	18,200
7410 Office Supplies	375	500	500
7420 Operating Materials	9,203	15,000	15,000
7440 Small Tools/Minor Equipment	3,326	10,300	10,500
Total Operation & Maintenance	\$ 114,527	\$ 310,640	\$ 287,590

Fund 301			
7630 Equipment Items > \$2,500	\$ 0	\$ 0	\$ 0
7680 Contract	0	0	
Virtualization Software Licensing			5,000
IT System Build Out		20,000	
Antivirus System Replacement		15,000	
Host Server for Virtual Server		15,000	
Windows 10 Upgrades		10,000	126,000
Backup Firewall		5,000	
SQL Server for Beast Software		5,000	
Time and Attendance System		110,000	
Total Capital Outlay	\$ 0	\$ 180,000	\$ 131,000

Total	\$ 221,623	\$ 605,505	\$ 541,156
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Department: General Government Division: Information Technology Fund: General et al Account No: 001-570-728-

Line Description	General	Water	Sewer	2020 Total
7001 Employee - Regular Salaries	\$ 62,822	\$ 13,677	\$ 13,677	90,176
7004 Retirement (PERS)	8,936	1,915	1,915	12,766
7005 Medicare	926	199	199	1,324
7006 Health Insurance	11,550	2,475	2,475	16,500
7009 Unemployment & Workers' Comp	1,250	275	275	1,800
				0
Total Personnel Services	\$ 85,484	\$ 18,541	\$ 18,541	122,566
7210 Travel & Training	\$ 1,800	\$	\$	1,800
7320 Communications/Postage	500			500
7340 Professional Services	146,468	28,386	28,386	203,240
7350 Maint of Equip & Facility	29,000			29,000
7360 Insurance & Bonding	5,700	1,425	1,425	8,550
7370 Printing, Photocopy, Advertising	300			300
7390 Misc. Contractual Service	18,200			18,200
7410 Office Supplies	500			500
7420 Operating Materials	15,000			15,000
7440 Small Tools/Minor Equipment	10,500			10,500
Total Operation & Maintenance	\$ 227,968	\$ 29,811	\$ 29,811	287,590
FUND 301				
7630 Equipment Items > \$2,500	\$ 0	\$ 0	\$ 0	0
7680 Contract				
Virtualization Software Licensing	5,000			5,000
Antivirus System Replacement				0
Host Server for Virtual Server				0
Windows 10 Upgrades	126,000			126,000
Backup Firewall				0
SQL Server for Beast Software				0
Time and Attendance System				0
Total Capital Outlay	\$ 131,000	\$ 0	\$ 0	131,000
Total	\$ 444,452	\$ 48,352	\$ 48,352	541,156

