

# **CITY OF KIRTLAND**

*City of Faith and Beauty*

**2016**  
**ANNUAL OPERATING BUDGET**  
&  
**2016-2020**  
**CAPITAL IMPROVEMENTS**

## PART I

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Mayor's Letter

Operating Budget :

- Governmental Revenues
- Summary of Governmental Expenditures
- General Government
- Public Safety - Police

## PART II

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- Parks & Recreation
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# PART I

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Mayor's Letter

Operating Budget :

- Governmental Revenues
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MAYOR'S  
LETTER OF TRANSMITTAL

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February 1, 2016

Honorable Members of Council  
City of Kirtland  
Kirtland, Ohio

In accordance with the provisions of the City Charter, submitted herewith is the Mayor's Recommended Annual Operating Budget for Fiscal Year 2016 and Capital Improvement Plan for the Fiscal Years 2016 - 2020.

## ANNUAL OPERATING BUDGET

The Mayor's recommended Annual Operating Budget for FY 2016 totals \$7,725,655, which reflects an increase of \$89,980 or 1.18% , from last year's FY 2015 appropriation of \$7,635,675.

### Estimated Revenues

Revenues in the FY 2016 Budget are estimated at \$7,313,150, which represents a decrease of \$124,218 or -1.67% compared to the actual FY 2015 receipts of \$7,437,368. Revenues in the FY 2016 Budget combined with \$540,588 of unencumbered FY 2015 opening balance, estimated FY 2016 resources total \$7,853,738. The FY 2016 opening balance is increased \$31,586 from a FY 2015 opening balance of \$509,002.

### Municipal Tax Revenues

Municipal tax revenues in FY 2016 are estimated at \$5,394,000 reflecting a decrease of \$7,547 or -0.14% over actual FY 2015 receipts of \$5,401,547.

Property Tax revenues in FY 2016 are estimated at \$2,149,000, resulting in a decrease of \$40,847 or -1.87% from actual FY 2015 Property Tax receipts of \$2,189,847.

Municipal Income Tax revenues, which provide approximately 44.37% of FY 2016 Annual Operating Budget revenues, are estimated at \$3,245,000, representing an increase of \$33,300 or 1.04% over actual FY 2015 receipts of \$3,211,700.

### Special Revenues

Special Revenues in FY 2016 are estimated at \$650,600, reflecting a decrease of \$1 or 0.00% from actual FY 2015 receipts of \$650,601.

**Local Government Fund**

This primary source of State aid to the City is expected to decrease \$880 or -0.24% from actual receipts of \$370,880 in FY 2015 to estimated receipts of \$370,000 in FY 2016.

**Estimated Expenditures**

Recommended expenditures in FY 2016 totaling \$7,725,655, which reflects an increase of \$89,980 or 1.18% from last year's appropriation of \$7,635,675, are allocated as indicated in the following table:

	2015 Budget Appropriation	2016 Department Request	2016 Recommended Budget	Budget Increase (Decrease) Dollars	Budget Increase (Decrease) Percentage
Personal Services	\$ 3,382,870	3,680,178	3,499,735	116,865	3.45%
Service & Supplies	3,403,105	3,586,130	3,390,920	(12,185)	-0.36%
Capital Outlay	454,000	1,118,422	285,100	(168,900)	-37.20%
Sub-Total	7,239,975	8,384,730	7,175,755	(64,220)	-0.89%
Non-Governmental	395,700	549,900	549,900	154,200	38.97%
Total	\$ 7,635,675	\$ 8,934,630	\$ 7,725,655	\$ 89,980	1.18%

**Conclusion**

The proposed FY 2016 Annual Operating Budget is a financial plan that emphasizes "Programs of Services" provided to the community. This permits the City Council and residents to understand the cost of individual municipal services.

The Recommended Total Government budget expenditures in FY2016 show a decrease as compared to the FY2015 budget appropriation. The proposed budget reflects a decrease of approximately \$64,220 or -0.89%.

Non-governmental expenses of \$395,700 from FY2015 are estimated to increase approximately \$154,200 or 38.97% to \$549,900 in FY2016. The increase results primarily from the repayment of the debt for the 306 widening project.

2016 CAPITAL  
IMPROVEMENT PLAN

The proposed five-year Capital Improvement Plan, as required by the City Charter, includes several capital projects for City Council consideration in FY 2016. The first year of the Plan, which is the City's FY 2016 Capital Budget, contains the following \$2,078,800 in major capital projects:

- \$807,800 for Highway/Mayor Road Improvements;
- \$477,000 for Recreation Park Development;
- \$430,000 for Road Resurfacing & Storm Drainage;
- \$194,000 for Facility Construction and Improvements;
- \$170,000 for Capital Equipment and Vehicles.

The City has obtained \$1,075,400 of State, County and other aid for these projects, which reduces the City's cost to \$1,003,400. The City's portion of the projects will be funded by current revenues and short-term borrowing.

I would like to express my appreciation to the city staff and Finance Department for their assistance in preparing this proposed Operating Budget and Capital Improvement Plan. I look forward to reviewing this recommended financial plan with City Council.



Douglas E. Davidson  
Mayor

City of Kirtland  
Budget in Brief  
Fiscal Year 2016

	2016	2015
Beginning Unencumbered Balance	\$ 540,588	\$ 509,002
Projected Revenues	<u>7,313,150</u>	<u>7,218,750</u>
Total Funds Available	7,853,738	7,727,752

	2016 Department Request	2016 Mayor Approved	2015 Mayor Approved	2016 Net Change	2016 Payroll Change	2016 Supplies Change	2016 Capital Change	2016 Other Change
General Government	\$ 742,650	\$ 568,460	\$ 528,440	\$ 40,020	\$ 2,720	\$ 37,300	\$ -	\$ -
Police	1,484,022	1,234,700	1,246,380	(11,680)	34,010	4,210	(49,900)	-
Fire	1,746,833	1,330,795	1,301,795	29,000	65,845	2,155	(39,000)	-
Public Works	2,230,475	1,905,100	2,030,280	(125,180)	8,170	(53,350)	(80,000)	-
Parks & Recreation	505,000	489,450	467,000	22,450	4,000	18,450	-	-
Planning & Zoning	105,600	90,900	89,480	1,420	1,920	(500)	-	-
Public Health	72,000	72,000	72,000	-	-	-	-	-
Engineering	47,350	33,550	45,350	(11,800)	200	(12,000)	-	-
Claims	5,000	5,000	5,000	-	-	-	-	-
Pension/Retirement	554,900	554,900	527,000	27,900	-	-	-	27,900
Workers' Comp	85,000	85,000	130,000	(45,000)	-	-	-	(45,000)
Employee Insurance	732,400	732,400	727,750	4,650	-	-	-	4,650
City Insurance	72,000	72,000	68,000	4,000	-	-	-	4,000
Unemployment	1,500	1,500	1,500	-	-	-	-	-
Transfers	524,900	524,900	370,700	154,200	-	-	-	154,200
Contingencies	25,000	25,000	25,000	-	-	-	-	-
<b>Total</b>	<u>8,934,630</u>	<u>7,725,655</u>	<u>7,635,675</u>	89,980	116,865	(3,735)	(168,900)	145,750
<b>Projected Excess or (Deficit)</b>	<u>\$ (1,080,892)</u>	<u>\$ 128,083</u>	<u>\$ 92,077</u>					

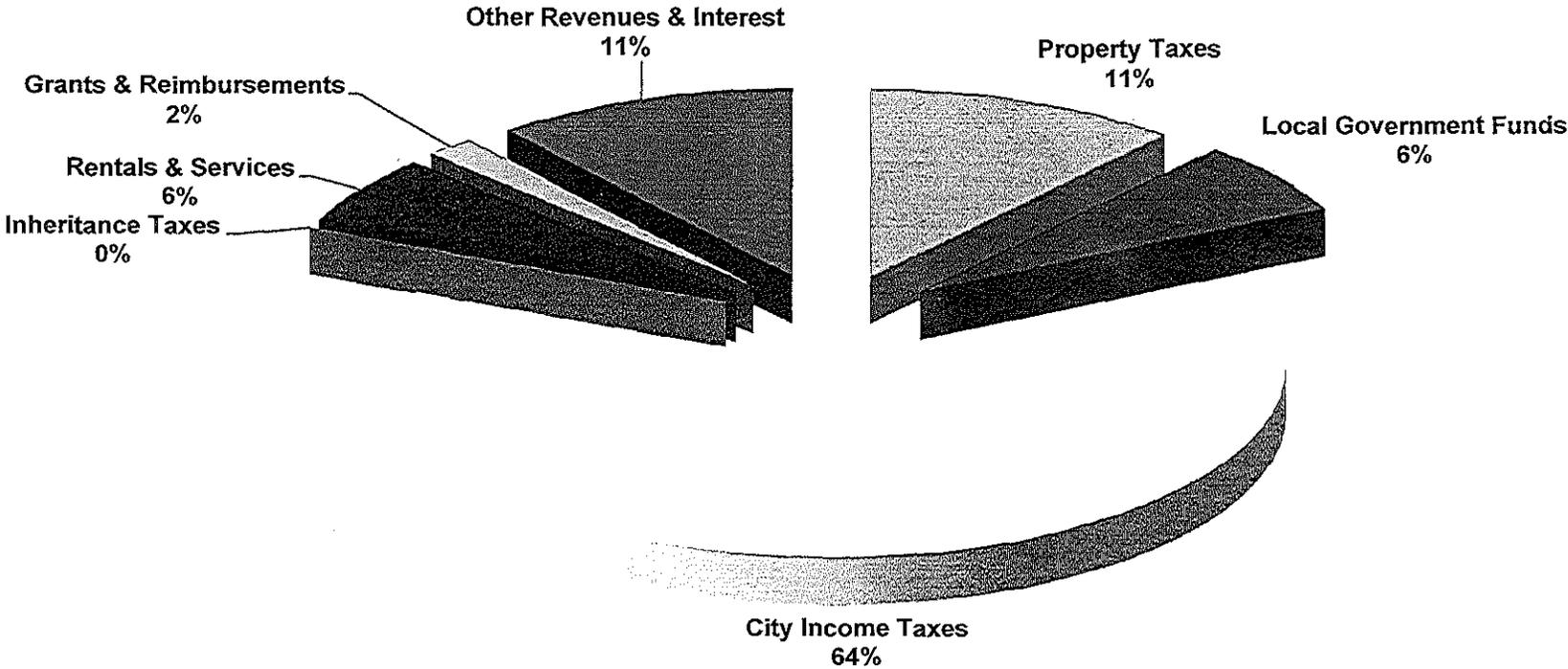
GOVERNMENTAL  
REVENUES

City of Kirtland  
 Summary of Receipts  
 Fiscal Years 2013 to 2016

	2013 Actual	2014 Actual	2015 Actual	2015 Budget	2016 Budget	2016 Beg. Bal.	2015 Available
<b>Governmental Revenues</b>							
<b>GENERAL FUND</b>							
Property Taxes	552,460	556,156	562,698	559,000	575,000		
Local Government Funds	308,538	309,185	324,608	310,000	325,000		
City Income Taxes	3,348,887	3,169,439	3,211,700	3,325,000	3,245,000		
Fines & Forfeitures	21,773	30,275	30,499	25,000	30,000		
Inheritance	54,709	31,752	-	-	-		
Interest	137	117	359	100	300		
Rentals	224,911	192,260	188,314	190,000	190,000		
Services	142,611	108,402	114,074	110,000	110,000		
Recreation Programs	40,068	46,673	53,004	76,950	81,250		
Other Grants & Remb.'s	156,546	9,560	20,118	22,000	62,000		
Other Revenues	297,470	388,522	654,244	375,000	470,000		
<b>Total General Fund</b>	<b>5,148,110</b>	<b>4,842,341</b>	<b>5,159,618</b>	<b>4,993,050</b>	<b>5,088,550</b>	<b>243,295</b>	<b>5,331,845</b>
<b>SPECIAL REVENUE-LEVIES</b>							
Police Operating Fund	103,090	110,800	107,091	103,100	103,000	6,790	109,790
Police Pension Fund	70,607	71,622	72,335	69,000	71,000	5,109	76,109
Fire Operating Levy	137,435	135,511	142,127	136,200	137,000	8,647	145,647
Senior Citizens/Recr.	143,790	146,631	148,397	141,600	143,000	23,042	166,042
Fire Emergency Fund	658,991	668,485	675,026	644,100	653,000	38,085	691,085
Road Levy	-	-	482,173	460,100	467,000	35,805	502,805
<b>Total Special Rev-Levies</b>	<b>1,113,913</b>	<b>1,133,049</b>	<b>1,627,149</b>	<b>1,554,100</b>	<b>1,574,000</b>	<b>117,478</b>	<b>1,691,478</b>
<b>SPECIAL REVENUE-OTHER</b>							
Street Const., Maint. & Rep.	370,840	371,378	370,880	371,000	370,000	1,630	371,630
State Highway Improvement	30,068	30,112	37,573	30,000	30,000	10,007	40,007
Enforcement & Education	530	788	592	600	600	1,478	2,078
K.F.D. Capital Improvement	10,000	10,000	10,000	10,000	15,000	10,817	25,817
Governmental Grants	-	-	-	-	-	1,797	1,797
Senior Citizens	91,822	89,700	80,000	85,000	85,000	166,979	251,979
Law Enforcement	-	-	-	-	-	1,234	1,234
Recreation Park Fund	-	-	1,300	-	-	1,300	1,300
Major Capital Equipment Fd.	156,042	185,461	150,256	175,000	150,000	(15,427)	134,573
<b>Total Special Rev-Other</b>	<b>659,302</b>	<b>687,439</b>	<b>650,601</b>	<b>671,600</b>	<b>650,600</b>	<b>179,815</b>	<b>830,415</b>
<b>Total Governmental</b>	<b>\$ 6,921,325</b>	<b>\$ 6,662,829</b>	<b>\$ 7,437,368</b>	<b>\$ 7,218,750</b>	<b>\$ 7,313,150</b>	<b>\$ 540,588</b>	<b>7,853,738</b>

# General Fund Sources

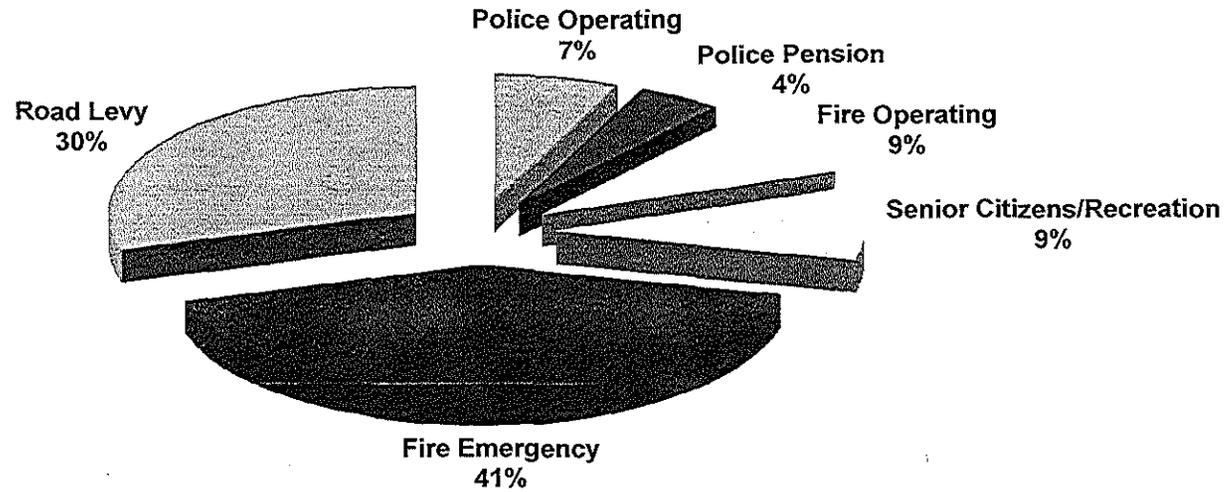
## Total \$5,088,550



Property Taxes	Local Government Funds	City Income Taxes	Inheritance Taxes
Rentals & Services	Grants & Reimbursements	Other Revenues & Interest	

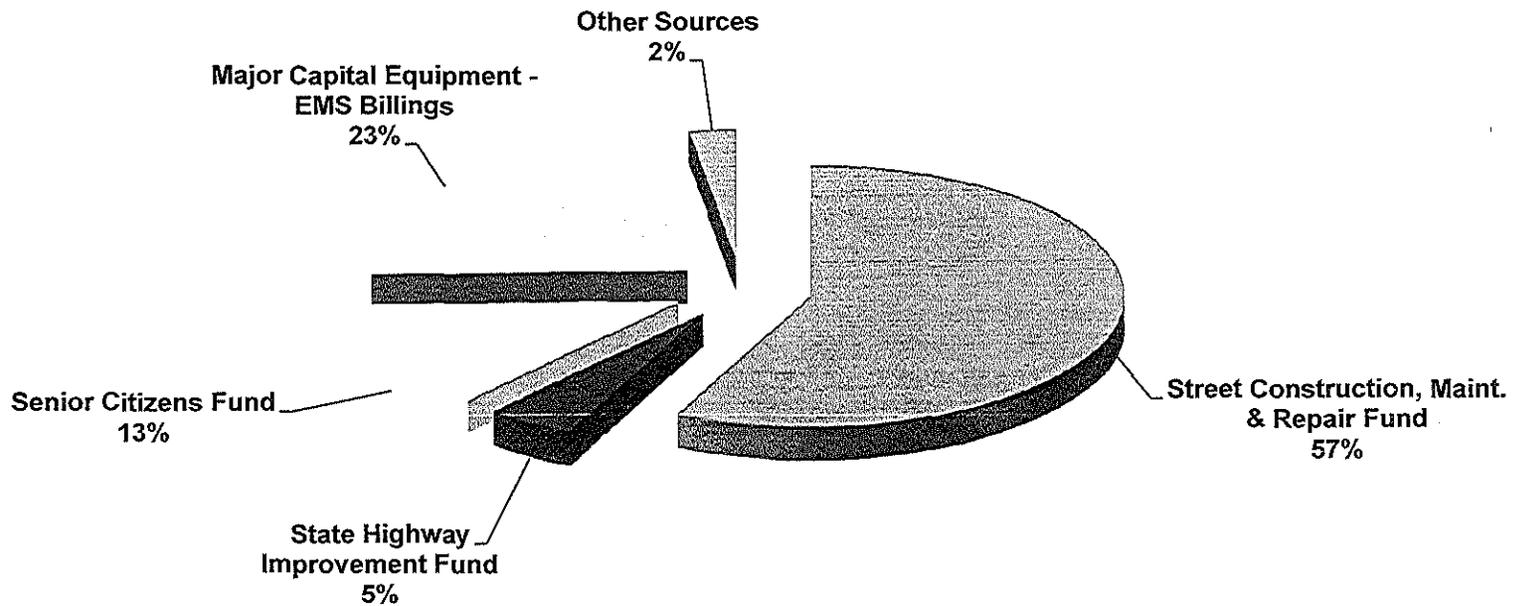
# Revenues from Levies

## Total \$1,574,000



■ Police Operating	■ Police Pension	■ Fire Operating	■ Senior Citizens/Recreation	■ Fire Emergency	■ Road Levy
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# Revenues from Other Sources Total \$650,600



■ Street Construction, Maint. & Repair Fund	■ State Highway Improvement Fund	■ Senior Citizens Fund
■ Major Capital Equipment - EMS Billings	■ Other Sources	

SUMMARY OF  
GOVERNMENTAL  
EXPENDITURES

No.		2013 <u>Actual</u>	2014 <u>Actual</u>	2015 <u>Budget</u>	2015 <u>Actual</u>	Dept. <u>Request</u>	Mayor <u>Recomd.</u>
<b>General Government</b>							
<b>LEGISLATIVE</b>							
100	City Council						
	Personal Service	27,417	27,917	28,250	28,250	28,250	28,250
	Service & Supplies	1,481	1,329	1,450	1,582	1,720	1,450
	Capital Outlay	-	-	-	-	-	-
	Total	28,898	29,246	29,700	29,832	29,970	29,700
105	Clerk of Council						
	Personal Service	12,988	12,988	13,500	13,378	13,905	13,905
	Service & Supplies	7,318	1,949	10,200	9,878	7,500	7,500
	Capital Outlay	-	-	-	-	-	-
	Total	20,306	14,937	23,700	23,256	21,405	21,405
<b>BOARDS &amp; COMMISSIONS</b>							
110	Civil Service						
	Personal Service	3,148	3,148	3,400	3,242	3,500	3,505
	Service & Supplies	38	75	100	-	100	100
	Capital Outlay	-	-	-	-	-	-
	Total	3,186	3,223	3,500	3,242	3,600	3,605
	<b>Total Legislative</b>						
	Personal Service	43,553	44,053	45,150	44,870	45,655	45,660
	Service & Supplies	8,837	3,353	11,750	11,460	9,320	9,050
	Capital Outlay	-	-	-	-	-	-
	Total	52,390	47,406	56,900	56,330	54,975	54,710
115	MUNICIPAL COURT						
	Personal Service	-	-	-	-	-	-
	Service & Supplies	891	2,800	4,000	11,747	15,000	15,000
	Capital Outlay	-	-	-	-	-	-
	Total	891	2,800	4,000	11,747	15,000	15,000
120	LEGAL COUNSEL						
	Personal Service	49,440	49,440	49,440	50,923	52,451	52,450
	Service & Supplies	14,784	13,886	14,000	14,676	14,000	14,000
	Capital Outlay	-	-	-	-	-	-
	Total	64,224	63,326	63,440	65,599	66,451	66,450

No.		2013 <u>Actual</u>	2014 <u>Actual</u>	2015 <u>Budget</u>	2015 <u>Actual</u>	Dept. <u>Request</u>	Mayor <u>Recomd.</u>
General Government (continued)							
125	ELECTIONS						
	Personal Service	-	-	-	-	-	-
	Service & Supplies	2,550	1,123	2,500	179	1,000	1,000
	Capital Outlay	-	-	-	-	-	-
	Total	2,550	1,123	2,500	179	1,000	1,000
EXECUTIVE							
130	Mayor						
	Personal Service	75,014	69,984	86,650	79,454	82,389	82,400
	Service & Supplies	3,017	1,592	1,820	1,911	3,725	1,820
	Capital Outlay	-	1,400	-	-	-	-
	Total	78,031	72,976	88,470	81,365	86,114	84,220
132	HUMAN RESOURCES						
	Personal Service	-	-	-	-	-	-
	Service & Supplies	1,819	7,735	3,800	1,540	3,800	2,800
	Capital Outlay	-	-	-	-	-	-
	Total	1,819	7,735	3,800	1,540	3,800	2,800
133	PUBLIC INFORMATION						
	Personal Service	-	-	-	-	-	-
	Service & Supplies	3,723	1,700	2,000	2,836	10,610	2,000
	Capital Outlay	-	-	-	-	20,000	-
	Total	3,723	1,700	2,000	2,836	30,610	2,000
135	MUNICIPAL CENTER						
	Personal Service	19,471	22,484	21,630	22,226	27,200	22,280
	Service & Supplies	46,333	56,652	57,000	60,173	57,000	54,500
	Capital Outlay	2,777	-	-	159,824	135,000	-
	Total	68,581	79,136	78,630	242,223	219,200	76,780
FINANCE							
140	Administration						
	Personal Service	38,568	35,568	36,700	34,568	37,800	37,800
	Service & Supplies	-	50	50	50	50	50
	Capital Outlay	-	-	-	-	-	-
	Total	38,568	35,618	36,750	34,618	37,850	37,850
142	Accounting & Treasury						
	Personal Service	46,313	49,367	54,600	51,444	56,300	56,300
	Service & Supplies	16,782	15,872	16,350	15,324	16,350	16,350
	Capital Outlay	-	27,686	-	-	-	-
	Total	63,095	92,925	70,950	66,768	72,650	72,650

No.		2013 <u>Actual</u>	2014 <u>Actual</u>	2015 <u>Budget</u>	2015 <u>Actual</u>	Dept. <u>Request</u>	Mayor <u>Recomd.</u>
<b>General Government (continued)</b>							
145	Independent Auditors						
	Personal Service	-	-	-	-	-	-
	Service & Supplies	7,225	34,223	10,000	7,075	35,000	35,000
	Capital Outlay	-	-	-	-	-	-
	<b>Total</b>	<u>7,225</u>	<u>34,223</u>	<u>10,000</u>	<u>7,075</u>	<u>35,000</u>	<u>35,000</u>
150	Municipal Tax Collection						
	Personal Service	-	-	-	-	-	-
	Service & Supplies	73,661	89,203	90,000	71,743	90,000	90,000
	Capital Outlay	-	-	-	-	-	-
	<b>Total</b>	<u>73,661</u>	<u>89,203</u>	<u>90,000</u>	<u>71,743</u>	<u>90,000</u>	<u>90,000</u>
155	Property Tax Collection						
	Personal Service	-	-	-	-	-	-
	Service & Supplies	19,347	20,628	21,000	28,100	30,000	30,000
	Capital Outlay	-	-	-	-	-	-
	<b>Total</b>	<u>19,347</u>	<u>20,628</u>	<u>21,000</u>	<u>28,100</u>	<u>30,000</u>	<u>30,000</u>
	<b>Total Finance</b>						
	Personal Service	84,881	84,935	91,300	86,012	94,100	94,100
	Service & Supplies	117,015	159,976	137,400	122,292	171,400	171,400
	Capital Outlay	-	27,686	-	-	-	-
	<b>Total</b>	<u>201,896</u>	<u>272,597</u>	<u>228,700</u>	<u>208,304</u>	<u>265,500</u>	<u>265,500</u>
	<b>TOTAL GENERAL GOVT.</b>						
	Personal Service	272,359	270,896	294,170	283,485	301,795	296,890
	Service & Supplies	198,969	248,817	234,270	226,814	285,855	271,570
	Capital Outlay	<u>2,777</u>	<u>29,086</u>	-	<u>159,824</u>	<u>155,000</u>	-
	<b>Total</b>	<u>474,105</u>	<u>548,799</u>	<u>528,440</u>	<u>670,123</u>	<u>742,650</u>	<u>568,460</u>

No.		2013 <u>Actual</u>	2014 <u>Actual</u>	2015 <u>Budget</u>	2015 <u>Actual</u>	Department <u>Request</u>	Mayor <u>Recomd.</u>
	<b>Public Safety</b>						
	<b>POLICE</b>						
200	Administration						
	Personal Service	101,549	101,569	105,060	101,203	108,700	108,250
	Service & Supplies	2,933	2,986	3,140	3,048	4,700	3,500
	Capital Outlay	-	4,388	-	-	3,000	1,200
	Total	104,482	108,943	108,200	104,251	116,400	112,950
205	Records						
	Personal Service	44,123	44,124	45,320	51,652	48,500	46,700
	Service & Supplies	19,601	17,707	18,650	17,060	19,400	18,650
	Capital Outlay	-	11,955	2,000	1,339	15,500	2,000
	Total	63,724	73,786	65,970	70,051	83,400	67,350
210	Criminal Investigation/Juvenile Services						
	Personal Service	74	210	1,500	-	1,500	-
	Service & Supplies	1,198	1,735	2,000	3,111	2,700	2,000
	Capital Outlay	3,866	-	-	-	4,000	-
	Total	5,138	1,945	3,500	3,111	8,200	2,000
215	Patrol Services						
	Personal Service	657,741	676,940	668,470	679,232	708,600	688,600
	Service & Supplies	19,202	31,487	30,000	29,492	34,500	30,000
	Capital Outlay	-	225	1,000	1,000	35,000	-
	Total	676,943	708,652	699,470	709,724	778,100	718,600
220	Communications						
	Personal Service	132,694	119,932	139,050	133,246	148,750	143,300
	Service & Supplies	39,764	46,664	48,250	44,143	50,300	48,250
	Capital Outlay	8,685	-	-	-	61,000	1,500
	Total	181,143	166,596	187,300	177,389	260,050	193,050
225	Police Station						
	Personal Service	18,994	22,007	17,510	21,748	23,550	23,550
	Service & Supplies	28,725	28,219	30,200	29,114	31,300	29,200
	Capital Outlay	-	-	-	-	50,000	-
	Total	47,719	50,226	47,710	50,862	104,850	52,750
230	Equipment Maintenance						
	Personal Service	-	-	-	-	-	-
	Service & Supplies	46,528	45,353	45,250	43,050	37,400	50,100
	Capital Outlay	15,195	34,993	72,000	66,421	62,422	20,000
	Total	61,723	80,346	117,250	109,471	99,822	70,100

No.		2013 <u>Actual</u>	2014 <u>Actual</u>	2015 <u>Budget</u>	2015 <u>Actual</u>	Department <u>Request</u>	Mayor <u>Recomd.</u>
	<b>Public Safety (continued)</b>						
235	Community Service						
	Personal Service	19,734	18,716	16,480	19,341	20,000	17,000
	Service & Supplies	568	474	500	499	1,200	500
	Capital Outlay	-	-	-	-	12,000	400
	Total	<u>20,302</u>	<u>19,190</u>	<u>16,980</u>	<u>19,840</u>	<u>33,200</u>	<u>17,900</u>
	<b>TOTAL POLICE</b>						
	Personal Service	974,909	983,498	993,390	1,006,422	1,059,600	1,027,400
	Service & Supplies	158,519	174,625	177,990	169,517	181,500	182,200
	Capital Outlay	<u>27,746</u>	<u>51,561</u>	<u>75,000</u>	<u>68,760</u>	<u>242,922</u>	<u>25,100</u>
	Total	<u>1,161,174</u>	<u>1,209,684</u>	<u>1,246,380</u>	<u>1,244,699</u>	<u>1,484,022</u>	<u>1,234,700</u>

No.		2013 <u>Actual</u>	2014 <u>Actual</u>	2015 <u>Budget</u>	2015 <u>Actual</u>	Department <u>Request</u>	Mayor <u>Recomd.</u>
	<b>Public Safety</b>						
	<b>FIRE</b>						
300	Administration						
	Personal Service	100,112	102,872	107,500	112,165	118,811	118,845
	Service & Supplies	2,262	2,407	4,500	2,368	7,500	5,700
	Capital Outlay	-	1,400	-	-	-	-
	Total	102,374	106,679	112,000	114,533	126,311	124,545
305	Fire Prevention						
	Personal Service	34,450	34,325	36,000	36,011	39,000	39,000
	Service & Supplies	2,103	2,040	2,795	2,154	2,800	2,800
	Capital Outlay	-	-	-	-	-	-
	Total	36,553	36,365	38,795	38,165	41,800	41,800
310	Fire & Rescue						
	Personal Service	855,768	850,967	860,000	868,461	950,222	906,000
	Service & Supplies	30,281	32,552	33,500	31,361	34,500	34,500
	Capital Outlay	8,466	15,648	2,000	1,028	5,000	-
	Total	894,515	899,167	895,500	900,850	989,722	940,500
315	Communications						
	Personal Service	65,357	59,071	66,500	65,629	69,000	69,000
	Service & Supplies	7,972	8,891	10,000	8,606	10,500	10,500
	Capital Outlay	-	-	-	-	-	-
	Total	73,329	67,962	76,500	74,235	79,500	79,500
320	Fire Buildings						
	Personal Service	-	-	-	-	-	-
	Service & Supplies	33,446	34,969	38,500	34,534	40,000	40,000
	Capital Outlay	5,367	2,242	2,000	7,846	103,000	-
	Total	38,813	37,211	40,500	42,380	143,000	40,000
325	Equipment Maintenance						
	Personal Service	35,979	35,260	36,000	36,236	39,000	39,000
	Service & Supplies	51,296	45,321	52,000	43,388	54,000	51,000
	Capital Outlay	150,076	17,591	45,000	42,574	268,000	10,000
	Total	237,351	98,172	133,000	122,198	361,000	100,000
330	Training and Education						
	Personal Service	-	-	-	-	-	-
	Service & Supplies	3,010	218	3,000	1,221	3,000	2,700
	Capital Outlay	-	-	-	-	-	-
	Total	3,010	218	3,000	1,221	3,000	2,700

No.		2013 <u>Actual</u>	2014 <u>Actual</u>	2015 <u>Budget</u>	2015 <u>Actual</u>	Department <u>Request</u>	Mayor <u>Recomd.</u>
	<b>Public Safety (continued)</b>						
335	Public Education						
	Personal Service	-	-	-	-	-	-
	Service & Supplies	1,356	1,299	1,500	1,044	1,500	750
	Capital Outlay	-	-	-	-	-	-
	Total	<u>1,356</u>	<u>1,299</u>	<u>1,500</u>	<u>1,044</u>	<u>1,500</u>	<u>750</u>
340	Emergency Preparedness						
	Personal Service	-	-	-	-	-	-
	Service & Supplies	902	816	1,000	661	1,000	1,000
	Capital Outlay	-	-	-	3,575	-	-
	Total	<u>902</u>	<u>816</u>	<u>1,000</u>	<u>4,236</u>	<u>1,000</u>	<u>1,000</u>
	<b>TOTAL FIRE</b>						
	Personal Service	1,091,666	1,082,495	1,106,000	1,118,502	1,216,033	1,171,845
	Service & Supplies	132,628	128,513	146,795	125,337	154,800	148,950
	Capital Outlay	<u>163,909</u>	<u>36,881</u>	<u>49,000</u>	<u>55,023</u>	<u>376,000</u>	<u>10,000</u>
	Total	<u>1,388,203</u>	<u>1,247,889</u>	<u>1,301,795</u>	<u>1,298,862</u>	<u>1,746,833</u>	<u>1,330,795</u>

No.		2013 <u>Actual</u>	2014 <u>Actual</u>	2015 <u>Budget</u>	2015 <u>Actual</u>	Department <u>Request</u>	Mayor <u>Recomd.</u>
	<b>Public Works</b>						
400	<b>ADMINISTRATION</b>						
	Personal Service	107,303	132,965	114,330	105,856	118,000	111,200
	Service & Supplies	3,182	3,406	3,750	3,500	5,050	3,750
	Capital Outlay	1,476	2,049	-	-	4,500	-
	<b>Total</b>	<b>111,961</b>	<b>138,420</b>	<b>118,080</b>	<b>109,356</b>	<b>127,550</b>	<b>114,950</b>
	<b>STREETS &amp; HIGHWAYS</b>						
405	<b>Roadways</b>						
	Personal Service	312,242	259,317	267,100	393,080	345,000	411,500
	Service & Supplies	73,391	109,091	392,500	539,626	395,250	372,500
	Capital Outlay	-	-	-	-	-	-
	<b>Total</b>	<b>385,633</b>	<b>368,408</b>	<b>659,600</b>	<b>932,706</b>	<b>740,250</b>	<b>784,000</b>
410	<b>Snow &amp; Ice Control</b>						
	Personal Service	136,781	199,540	205,500	96,780	215,000	99,700
	Service & Supplies	82,945	123,831	251,000	194,685	251,200	226,000
	Capital Outlay	-	-	-	-	-	-
	<b>Total</b>	<b>219,726</b>	<b>323,371</b>	<b>456,500</b>	<b>291,465</b>	<b>466,200</b>	<b>325,700</b>
415	<b>Storm Drainage</b>						
	Personal Service	31,074	47,852	49,300	16,198	50,800	16,700
	Service & Supplies	14,953	21,945	70,000	58,687	90,000	50,000
	Capital Outlay	-	-	-	-	-	-
	<b>Total</b>	<b>46,027</b>	<b>69,797</b>	<b>119,300</b>	<b>74,885</b>	<b>140,800</b>	<b>66,700</b>
420	<b>Street Lighting</b>						
	Personal Service	-	-	-	-	-	-
	Service & Supplies	35,600	37,864	38,000	40,222	40,000	40,000
	Capital Outlay	-	-	-	-	-	-
	<b>Total</b>	<b>35,600</b>	<b>37,864</b>	<b>38,000</b>	<b>40,222</b>	<b>40,000</b>	<b>40,000</b>
425	<b>Sidewalk/Bikeway Impr.</b>						
	Personal Service	-	-	-	-	-	-
	Service & Supplies	-	-	-	-	18,000	-
	Capital Outlay	-	-	-	-	-	-
	<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>18,000</b>	<b>-</b>
	<b>Total Streets &amp; Highways</b>						
	Personal Service	480,097	506,709	521,900	506,058	610,800	527,900
	Service & Supplies	206,889	292,731	751,500	833,220	794,450	688,500
	Capital Outlay	-	-	-	-	-	-
	<b>Total</b>	<b>686,986</b>	<b>799,440</b>	<b>1,273,400</b>	<b>1,339,278</b>	<b>1,405,250</b>	<b>1,216,400</b>

No.		2013 <u>Actual</u>	2014 <u>Actual</u>	2015 <u>Budget</u>	2015 <u>Actual</u>	Department <u>Request</u>	Mayor <u>Recomd.</u>
430	<b>TRAFFIC CONTROL</b>						
	Personal Service	-	-	-	-	-	-
	Service & Supplies	10,541	45,382	48,500	6,278	56,700	36,200
	Capital Outlay	-	-	-	-	-	-
	<b>Total</b>	<u>10,541</u>	<u>45,382</u>	<u>48,500</u>	<u>6,278</u>	<u>56,700</u>	<u>36,200</u>
	<b>Public Works (continued)</b>						
435	<b>Bulk Waste Collection</b>						
	Personal Service	-	-	-	-	-	-
	Service & Supplies	18,359	9,763	11,000	5,240	6,000	6,000
	Capital Outlay	-	-	-	-	-	-
	<b>Total</b>	<u>18,359</u>	<u>9,763</u>	<u>11,000</u>	<u>5,240</u>	<u>6,000</u>	<u>6,000</u>
	<b>PUBLIC WORKS BLDGS.</b>						
440	<b>Maintenance Garage</b>						
	Personal Service	-	-	-	-	-	-
	Service & Supplies	37,253	40,817	41,000	40,370	40,000	35,000
	Capital Outlay	<u>40,255</u>	-	-	-	-	-
	<b>Total</b>	<u>77,508</u>	<u>40,817</u>	<u>41,000</u>	<u>40,370</u>	<u>40,000</u>	<u>35,000</u>
	<b>MACHINERY, EQUIP. &amp; VEHICLES</b>						
445	<b>Equipment Maintenance</b>						
	Personal Service	49,469	48,885	50,350	51,430	53,000	53,000
	Service & Supplies	181,701	211,862	197,500	230,671	242,500	230,500
	Capital Outlay	<u>698</u>	<u>206,733</u>	<u>180,000</u>	<u>13,368</u>	<u>180,000</u>	<u>100,000</u>
	<b>Total</b>	<u>231,868</u>	<u>467,480</u>	<u>427,850</u>	<u>295,469</u>	<u>475,500</u>	<u>383,500</u>
450	<b>COMMUNITY CEMETERIES</b>						
	Personal Service	106,085	101,079	104,150	103,658	113,000	106,800
	Service & Supplies	4,726	5,131	6,300	6,834	6,475	6,250
	Capital Outlay	<u>15,000</u>	-	-	<u>900</u>	-	-
	<b>Total</b>	<u>125,811</u>	<u>106,210</u>	<u>110,450</u>	<u>111,392</u>	<u>119,475</u>	<u>113,050</u>
	<b>TOTAL PUBLIC WORKS</b>						
	Personal Service	742,954	789,638	790,730	767,002	894,800	798,900
	Service & Supplies	462,651	609,092	1,059,550	1,126,113	1,151,175	1,006,200
	Capital Outlay	<u>57,429</u>	<u>208,782</u>	<u>180,000</u>	<u>14,268</u>	<u>184,500</u>	<u>100,000</u>
	<b>Total</b>	<u>1,263,034</u>	<u>1,607,512</u>	<u>2,030,280</u>	<u>1,907,383</u>	<u>2,230,475</u>	<u>1,905,100</u>

No.		2013 <u>Actual</u>	2014 <u>Actual</u>	2015 <u>Budget</u>	2015 <u>Actual</u>	Department <u>Request</u>	Mayor <u>Recomd.</u>
	<b>Parks &amp; Recreation</b>						
500	ADMINISTRATION						
	Personal Service	-	-	-	-	-	-
	Service & Supplies	-	-	-	-	-	-
	Capital Outlay	-	-	-	-	-	-
	Total	-	-	-	-	-	-
	RECREATION						
505	Parks & Field Maintenance						
	Personal Service	25,000	25,000	25,000	25,000	28,000	25,750
	Service & Supplies	23,485	15,624	19,450	14,030	23,250	19,750
	Capital Outlay	226	-	-	-	10,000	-
	Total	48,711	40,624	44,450	39,030	61,250	45,500
509	Administration						
	Personal Service	25,000	25,000	25,750	25,750	25,000	26,600
	Service & Supplies	7,763	8,165	9,250	9,645	8,650	8,650
	Capital Outlay	-	1,650	-	-	-	-
	Total	32,763	34,815	35,000	35,395	33,650	35,250
510	Youth Recreation						
	Personal Service	-	-	-	-	-	-
	Service & Supplies	2,823	3,964	4,500	3,968	5,000	5,000
	Capital Outlay	-	-	-	-	-	-
	Total	2,823	3,964	4,500	3,968	5,000	5,000
515	Teen Recreation						
	Personal Service	-	-	-	-	-	-
	Service & Supplies	536	287	850	386	600	600
	Capital Outlay	-	-	-	-	-	-
	Total	536	287	850	386	600	600
520	Adult Recreation						
	Personal Service	-	-	-	-	-	-
	Service & Supplies	3,482	5,200	5,250	4,247	6,250	6,250
	Capital Outlay	-	-	-	-	-	-
	Total	3,482	5,200	5,250	4,247	6,250	6,250
525	Senior Recreation						
	Personal Service	35,000	35,000	36,050	36,050	37,500	37,200
	Service & Supplies	56,799	75,101	72,750	84,055	85,250	85,250
	Capital Outlay	-	-	-	-	-	-
	Total	91,799	110,101	108,800	120,105	122,750	122,450

No.		2013 <u>Actual</u>	2014 <u>Actual</u>	2015 <u>Budget</u>	2015 <u>Actual</u>	Department <u>Request</u>	Mayor <u>Recomd.</u>
<b>Parks &amp; Recreation (continued)</b>							
530	Community Activities						
	Personal Service	-	-	-	-	-	-
	Service & Supplies	13,423	10,370	17,500	12,676	17,500	17,500
	Capital Outlay	-	-	-	-	-	-
	Total	<u>13,423</u>	<u>10,370</u>	<u>17,500</u>	<u>12,676</u>	<u>17,500</u>	<u>17,500</u>
<b>RECREATION CENTERS</b>							
535	Community Center						
	Personal Service	37,500	37,500	38,650	38,650	40,000	39,900
	Service & Supplies	50,281	48,278	62,000	57,057	68,000	67,000
	Capital Outlay	<u>71,046</u>	<u>30,175</u>	<u>150,000</u>	<u>24,100</u>	<u>150,000</u>	<u>150,000</u>
	Total	<u>158,827</u>	<u>115,953</u>	<u>250,650</u>	<u>119,807</u>	<u>258,000</u>	<u>256,900</u>
<b>TOTAL PARKS &amp; RECREATION</b>							
	Personal Service	122,500	122,500	125,450	125,450	130,500	129,450
	Service & Supplies	158,592	166,989	191,550	186,064	214,500	210,000
	Capital Outlay	<u>71,272</u>	<u>31,825</u>	<u>150,000</u>	<u>24,100</u>	<u>160,000</u>	<u>150,000</u>
	Total	<u>352,364</u>	<u>321,314</u>	<u>467,000</u>	<u>335,614</u>	<u>505,000</u>	<u>489,450</u>

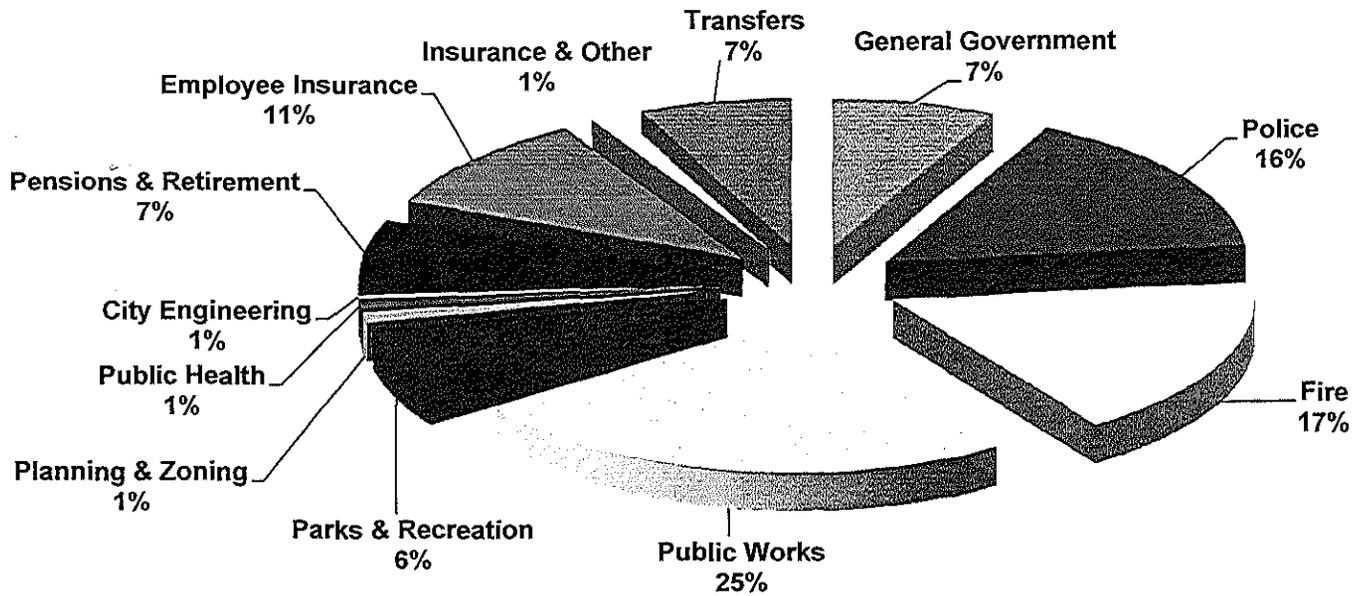
No.		2013 <u>Actual</u>	2014 <u>Actual</u>	2015 <u>Budget</u>	2015 <u>Actual</u>	Department <u>Request</u>	Mayor <u>Recomd.</u>
	<b>Planning &amp; Zoning</b>						
	<b>ADMINISTRATION</b>						
600	Supervision						
	Personal Service	60,932	60,682	62,830	62,991	67,000	64,750
	Service & Supplies	1,892	1,046	2,500	707	2,000	2,000
	Capital Outlay	872	1,400	-	-	-	-
	<b>Total</b>	<b>63,696</b>	<b>63,128</b>	<b>65,330</b>	<b>63,698</b>	<b>69,000</b>	<b>66,750</b>
605	<b>PLANNING &amp; ZONING COMMISSION</b>						
	Personal Service	3,900	3,900	4,120	3,835	4,100	4,120
	Service & Supplies	221	448	18,500	10,775	31,000	18,500
	Capital Outlay	-	-	-	-	-	-
	<b>Total</b>	<b>4,121</b>	<b>4,348</b>	<b>22,620</b>	<b>14,610</b>	<b>35,100</b>	<b>22,620</b>
610	<b>BOARD OF ZONING APPEALS</b>						
	Personal Service	490	455	1,030	630	1,000	1,030
	Service & Supplies	559	492	500	446	500	500
	Capital Outlay	-	-	-	-	-	-
	<b>Total</b>	<b>1,049</b>	<b>947</b>	<b>1,530</b>	<b>1,076</b>	<b>1,500</b>	<b>1,530</b>
	<b>TOTAL PLANNING &amp; ZONNING</b>						
	Personal Service	65,322	65,037	67,980	67,456	72,100	69,900
	Service & Supplies	2,672	1,986	21,500	11,928	33,500	21,000
	Capital Outlay	872	1,400	-	-	-	-
	<b>Total</b>	<b>68,866</b>	<b>68,423</b>	<b>89,480</b>	<b>79,384</b>	<b>105,600</b>	<b>90,900</b>
	<b>CONSERVATION OF HEALTH</b>						
650	Health Services						
	Personal Service	-	-	-	-	-	-
	Service & Supplies	68,785	69,635	72,000	70,926	72,000	72,000
	Capital Outlay	-	-	-	-	-	-
	<b>Total</b>	<b>68,785</b>	<b>69,635</b>	<b>72,000</b>	<b>70,926</b>	<b>72,000</b>	<b>72,000</b>
	<b>TOTAL PUBLIC HEALTH</b>						
	Personal Service	-	-	-	-	-	-
	Service & Supplies	68,785	69,635	72,000	70,926	72,000	72,000
	Capital Outlay	-	-	-	-	-	-
	<b>Total</b>	<b>68,785</b>	<b>69,635</b>	<b>72,000</b>	<b>70,926</b>	<b>72,000</b>	<b>72,000</b>

No.		2013 <u>Actual</u>	2014 <u>Actual</u>	2015 <u>Budget</u>	2015 <u>Actual</u>	Dept. <u>Request</u>	Mayor <u>Recomd.</u>
	<b>City Engineering</b>						
700	<b>ADMINISTRATION</b>						
	Personal Service	-	-	-	-	-	-
	Service & Supplies	26,165	29,299	30,200	31,088	32,000	18,200
	Capital Outlay	-	-	-	-	-	-
	<b>Total</b>	<u>26,165</u>	<u>29,299</u>	<u>30,200</u>	<u>31,088</u>	<u>32,000</u>	<u>18,200</u>
705	<b>PLAN REVIEW</b>						
	Personal Service	-	-	-	-	-	-
	Service & Supplies	-	-	-	-	-	-
	Capital Outlay	-	-	-	-	-	-
	<b>Total</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
710	<b>CONSRTUCTION INSPECTION</b>						
	Personal Service	-	-	-	-	-	-
	Service & Supplies	5,630	-	10,000	-	10,000	10,000
	Capital Outlay	-	-	-	-	-	-
	<b>Total</b>	<u>5,630</u>	<u>-</u>	<u>10,000</u>	<u>-</u>	<u>10,000</u>	<u>10,000</u>
715	<b>PREVAILING WAGE ENFORCEMENT</b>						
	Personal Service	3,820	3,820	5,150	3,935	5,350	5,350
	Service & Supplies	-	-	-	-	-	-
	Capital Outlay	-	-	-	-	-	-
	<b>Total</b>	<u>3,820</u>	<u>3,820</u>	<u>5,150</u>	<u>3,935</u>	<u>5,350</u>	<u>5,350</u>
	<b>TOTAL CITY ENGINEERING</b>						
	Personal Service	3,820	3,820	5,150	3,935	5,350	5,350
	Service & Supplies	31,795	29,299	40,200	31,088	42,000	28,200
	Capital Outlay	-	-	-	-	-	-
	<b>Total</b>	<u>35,615</u>	<u>33,119</u>	<u>45,350</u>	<u>35,023</u>	<u>47,350</u>	<u>33,550</u>
	<b>DEPARTMENT SUBTOTALS</b>						
	Personal Service	3,273,530	3,317,884	3,382,870	3,372,252	3,680,178	3,499,735
	Service & Supplies	1,214,611	1,428,956	1,943,855	1,947,787	2,135,330	1,940,120
	Capital Outlay	324,005	359,535	454,000	321,975	1,118,422	285,100
	<b>Total</b>	<u>4,812,146</u>	<u>5,106,375</u>	<u>5,780,725</u>	<u>5,642,014</u>	<u>6,933,930</u>	<u>5,724,955</u>

No.		2013 Actual	2014 Actual	2015 Budget	2015 Actual	Dept. Request	Mayor Recomd.
<b>Miscellaneous Govt.</b>							
<b>CLAIMS &amp; LOSSES</b>							
800	Claims & Judgements	8,000	-	5,000	5,000	5,000	5,000
<b>PENSIONS &amp; RETIREMENTS</b>							
805	Police Pension	123,597	114,162	120,000	128,719	132,600	132,600
806	Fire Pension	158,017	151,957	160,000	163,801	168,800	168,800
807	PERS	225,871	216,972	225,000	223,701	230,500	230,500
808	FICA	21,058	20,296	22,000	21,016	23,000	23,000
	Total Pension	528,543	503,387	527,000	537,237	554,900	554,900
<b>WORKERS' COMP</b>							
815	Workers' Comp. Pymt	97,374	122,566	130,000	84,205	85,000	85,000
<b>EMPLOYEE INSURANCE</b>							
820	Accident & Life Ins.	3,179	2,393	4,500	2,306	2,600	2,600
823	Hospital & Medical	622,279	612,453	675,250	646,026	680,000	680,000
826	Medicare	45,719	46,435	48,000	48,358	49,800	49,800
	Total Employee Ins.	671,177	661,281	727,750	696,690	732,400	732,400
<b>CITY INSURANCE</b>							
830	Insurance & Bonds	63,983	66,829	68,000	69,975	72,000	72,000
<b>UNEMPLOYMENT COMP.</b>							
835	OBES Payments	-	-	1,500	-	1,500	1,500
<b>UNCLASSIFIED</b>							
840	Miscellaneous	-	-	-	-	-	-
	Total Misc. Government	1,369,077	1,354,063	1,459,250	1,393,107	1,450,800	1,450,800
	Total Government	6,181,223	6,460,438	7,239,975	7,035,121	8,384,730	7,175,755
<b>Miscellaneous Non-Government</b>							
843	Transfers	435,266	402,260	370,700	370,662	524,900	524,900
846	Principal on Debt	-	-	-	-	-	-
849	Interest on Debt	-	-	-	-	-	-
851	Contingencies-Capital	-	-	-	-	-	-
852	Contingencies-Operating	-	-	25,000	-	25,000	25,000
	Total Misc. Non-Govt.	435,266	402,260	395,700	370,662	549,900	549,900
	Total Expenditures	6,616,489	6,862,698	7,635,675	7,405,783	8,934,630	7,725,655
<b>BREAKDOWN OF:</b>							
<b>Expenditures</b>							
	Personal Service	3,273,530	3,317,884	3,382,870	3,372,252	3,680,178	3,499,735
	Service & Supplies	2,583,688	2,783,019	3,403,105	3,340,894	3,586,130	3,390,920
	Capital Outlay	324,005	359,535	454,000	321,975	1,118,422	285,100
	Sub-Total-Exp's	6,181,223	6,460,438	7,239,975	7,035,121	8,384,730	7,175,755
	Non-Governmental	435,266	402,260	395,700	370,662	549,900	549,900
	Grand Total	6,616,489	6,862,698	7,635,675	7,405,783	8,934,630	7,725,655

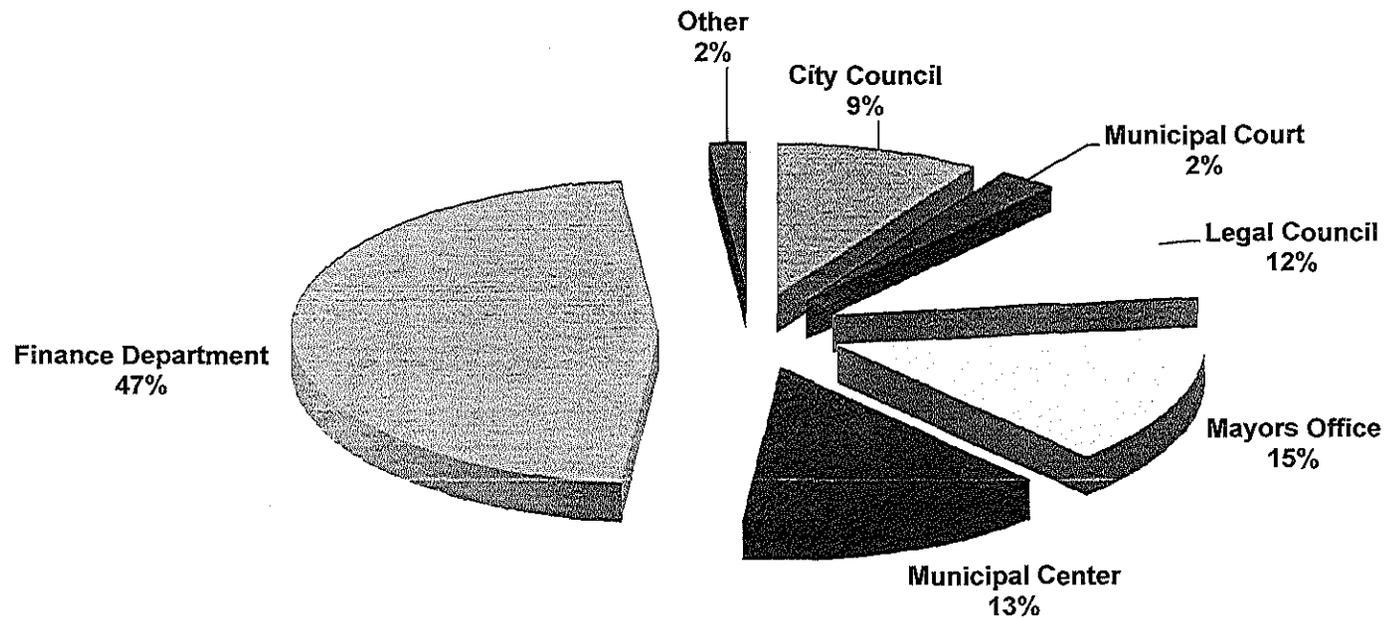
# Total Departmental Expenses

## Total \$7,725,655



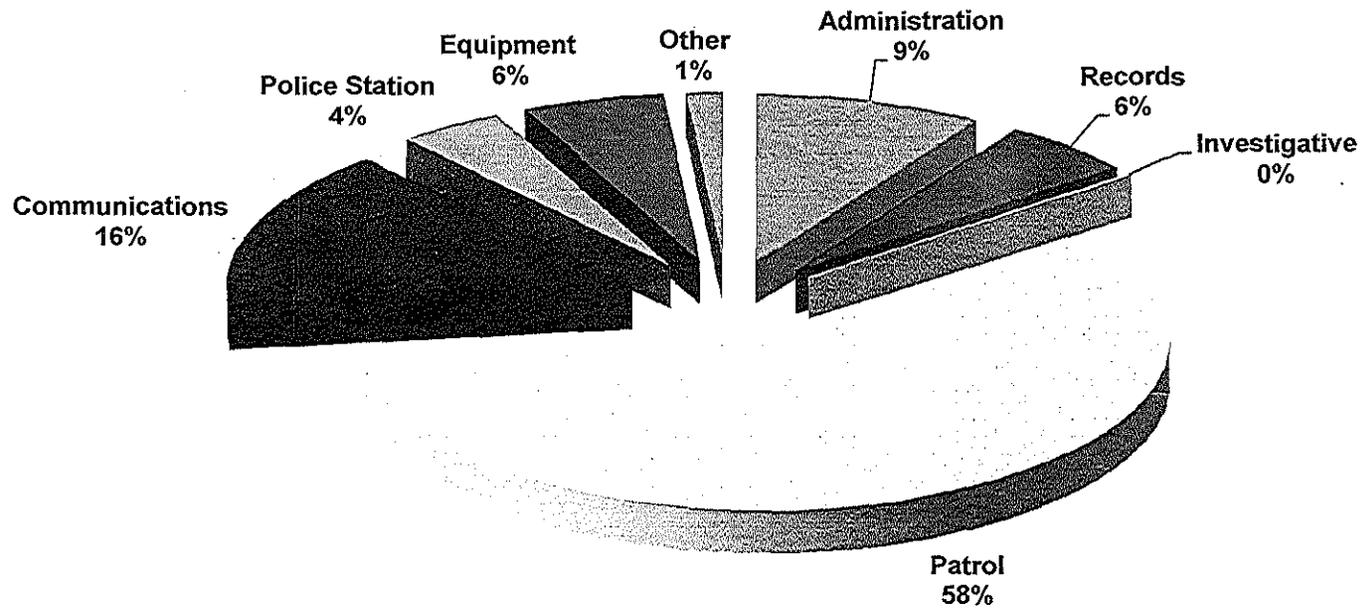
■ General Government	■ Police	■ Fire	■ Public Works	■ Parks & Recreation	■ Planning & Zoning
■ Public Health	■ City Engineering	■ Pensions & Retirement	■ Employee Insurance	■ Insurance & Other	■ Transfers

# General Government Budget Total \$568,460



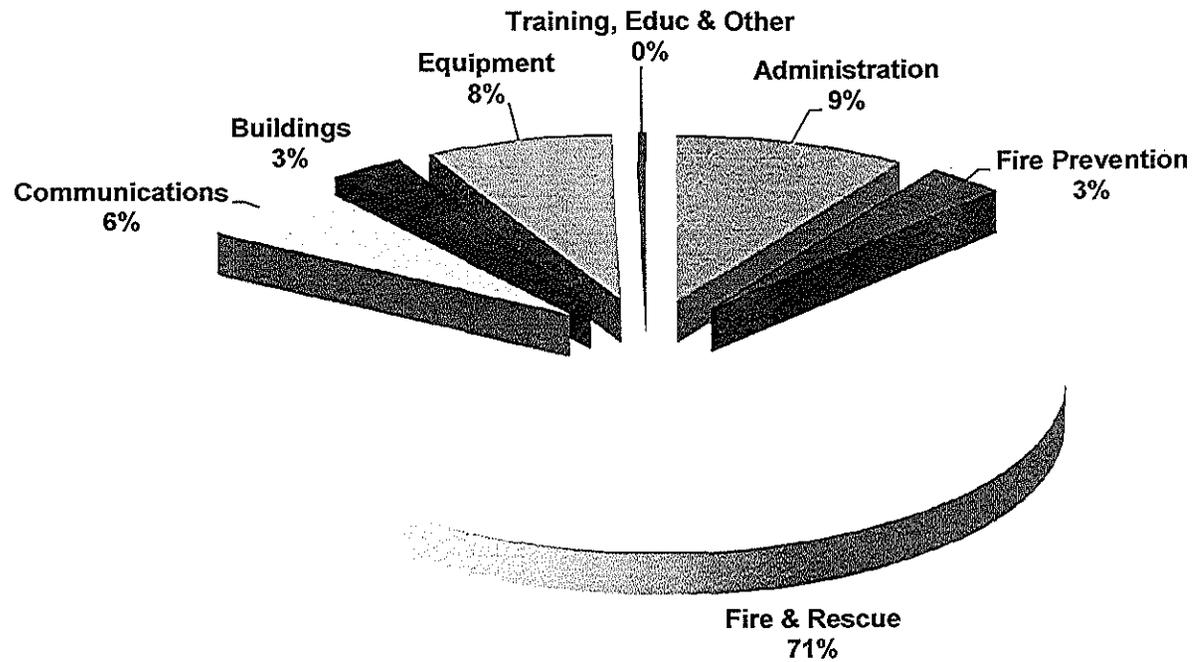
■ City Council ■ Municipal Court ■ Legal Council ■ Mayors Office ■ Municipal Center ■ Finance Department ■ Other

# Police Budget Total \$1,234,700



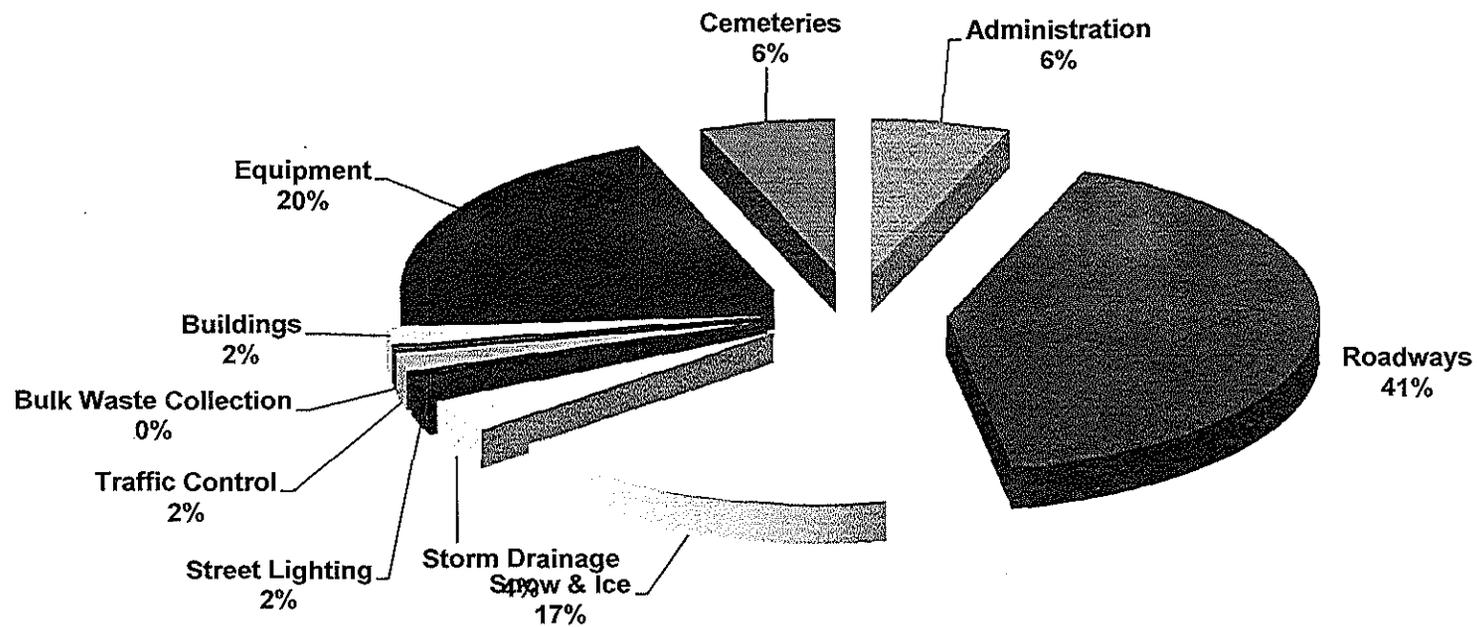
■ Administration ■ Records ■ Investigative ■ Patrol ■ Communications ■ Police Station ■ Equipment ■ Other

# Fire Budget Total \$1,330,795



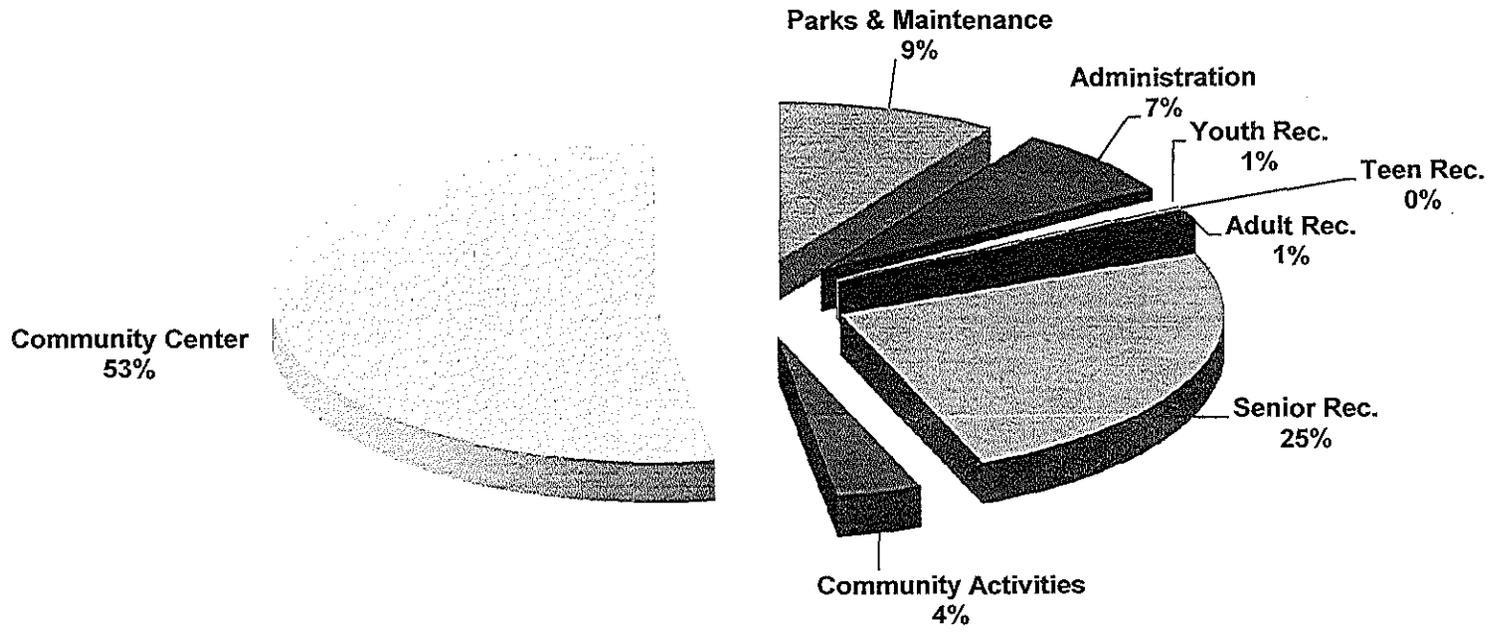
■ Administration   ■ Fire Prevention   ■ Fire & Rescue   ■ Communications   ■ Buildings   ■ Equipment   ■ Training, Educ & Other

# Public Works Budget Total \$1,905,100



■ Administration	■ Roadways	Snow & Ice	■ Storm Drainage	■ Street Lighting
■ Traffic Control	■ Bulk Waste Collection	Buildings	■ Equipment	■ Cemeteries

# Parks & Recreation Budget Total \$489,450



■ Parks & Maintenance ■ Administration ■ Youth Rec. ■ Teen Rec. ■ Adult Rec. ■ Senior Rec. ■ Community Activities ■ Community Center

# GENERAL GOVERNMENT

No.		2013 <u>Actual</u>	2014 <u>Actual</u>	2015 <u>Budget</u>	2015 <u>Actual</u>	Dept. <u>Request</u>	Mayor <u>Recomd.</u>
<b>General Government</b>							
<b>LEGISLATIVE</b>							
100	City Council						
	Personal Service	27,417	27,917	28,250	28,250	28,250	28,250
	Service & Supplies	1,481	1,329	1,450	1,582	1,720	1,450
	Capital Outlay	-	-	-	-	-	-
	<b>Total</b>	<b>28,898</b>	<b>29,246</b>	<b>29,700</b>	<b>29,832</b>	<b>29,970</b>	<b>29,700</b>
105	Clerk of Council						
	Personal Service	12,988	12,988	13,500	13,378	13,905	13,905
	Service & Supplies	7,318	1,949	10,200	9,878	7,500	7,500
	Capital Outlay	-	-	-	-	-	-
	<b>Total</b>	<b>20,306</b>	<b>14,937</b>	<b>23,700</b>	<b>23,256</b>	<b>21,405</b>	<b>21,405</b>
<b>BOARDS &amp; COMMISSIONS</b>							
110	Civil Service						
	Personal Service	3,148	3,148	3,400	3,242	3,500	3,505
	Service & Supplies	38	75	100	-	100	100
	Capital Outlay	-	-	-	-	-	-
	<b>Total</b>	<b>3,186</b>	<b>3,223</b>	<b>3,500</b>	<b>3,242</b>	<b>3,600</b>	<b>3,605</b>
	<b>Total Legislative</b>						
	Personal Service	43,553	44,053	45,150	44,870	45,655	45,660
	Service & Supplies	8,837	3,353	11,750	11,460	9,320	9,050
	Capital Outlay	-	-	-	-	-	-
	<b>Total</b>	<b>52,390</b>	<b>47,406</b>	<b>56,900</b>	<b>56,330</b>	<b>54,975</b>	<b>54,710</b>
115	MUNICIPAL COURT						
	Personal Service	-	-	-	-	-	-
	Service & Supplies	891	2,800	4,000	11,747	15,000	15,000
	Capital Outlay	-	-	-	-	-	-
	<b>Total</b>	<b>891</b>	<b>2,800</b>	<b>4,000</b>	<b>11,747</b>	<b>15,000</b>	<b>15,000</b>
120	LEGAL COUNSEL						
	Personal Service	49,440	49,440	49,440	50,923	52,451	52,450
	Service & Supplies	14,784	13,886	14,000	14,676	14,000	14,000
	Capital Outlay	-	-	-	-	-	-
	<b>Total</b>	<b>64,224</b>	<b>63,326</b>	<b>63,440</b>	<b>65,599</b>	<b>66,451</b>	<b>66,450</b>

No.		2013 <u>Actual</u>	2014 <u>Actual</u>	2015 <u>Budget</u>	2015 <u>Actual</u>	Dept. <u>Request</u>	Mayor <u>Recomd.</u>
General Government (continued)							
125	ELECTIONS						
	Personal Service	-	-	-	-	-	-
	Service & Supplies	2,550	1,123	2,500	179	1,000	1,000
	Capital Outlay	-	-	-	-	-	-
	Total	2,550	1,123	2,500	179	1,000	1,000
EXECUTIVE							
130	Mayor						
	Personal Service	75,014	69,984	86,650	79,454	82,389	82,400
	Service & Supplies	3,017	1,592	1,820	1,911	3,725	1,820
	Capital Outlay	-	1,400	-	-	-	-
	Total	78,031	72,976	88,470	81,365	86,114	84,220
132	HUMAN RESOURCES						
	Personal Service	-	-	-	-	-	-
	Service & Supplies	1,819	7,735	3,800	1,540	3,800	2,800
	Capital Outlay	-	-	-	-	-	-
	Total	1,819	7,735	3,800	1,540	3,800	2,800
133	PUBLIC INFORMATION						
	Personal Service	-	-	-	-	-	-
	Service & Supplies	3,723	1,700	2,000	2,836	10,610	2,000
	Capital Outlay	-	-	-	-	20,000	-
	Total	3,723	1,700	2,000	2,836	30,610	2,000
135	MUNICIPAL CENTER						
	Personal Service	19,471	22,484	21,630	22,226	27,200	22,280
	Service & Supplies	46,333	56,652	57,000	60,173	57,000	54,500
	Capital Outlay	2,777	-	-	159,824	135,000	-
	Total	68,581	79,136	78,630	242,223	219,200	76,780
FINANCE							
140	Administration						
	Personal Service	38,568	35,568	36,700	34,568	37,800	37,800
	Service & Supplies	-	50	50	50	50	50
	Capital Outlay	-	-	-	-	-	-
	Total	38,568	35,618	36,750	34,618	37,850	37,850
142	Accounting & Treasury						
	Personal Service	46,313	49,367	54,600	51,444	56,300	56,300
	Service & Supplies	16,782	15,872	16,350	15,324	16,350	16,350
	Capital Outlay	-	27,686	-	-	-	-
	Total	63,095	92,925	70,950	66,768	72,650	72,650

No.		2013 <u>Actual</u>	2014 <u>Actual</u>	2015 <u>Budget</u>	2015 <u>Actual</u>	Dept. <u>Request</u>	Mayor <u>Recomd.</u>
<b>General Government (continued)</b>							
145	Independent Auditors						
	Personal Service	-	-	-	-	-	-
	Service & Supplies	7,225	34,223	10,000	7,075	35,000	35,000
	Capital Outlay	-	-	-	-	-	-
	Total	<u>7,225</u>	<u>34,223</u>	<u>10,000</u>	<u>7,075</u>	<u>35,000</u>	<u>35,000</u>
150	Municipal Tax Collection						
	Personal Service	-	-	-	-	-	-
	Service & Supplies	73,661	89,203	90,000	71,743	90,000	90,000
	Capital Outlay	-	-	-	-	-	-
	Total	<u>73,661</u>	<u>89,203</u>	<u>90,000</u>	<u>71,743</u>	<u>90,000</u>	<u>90,000</u>
155	Property Tax Collection						
	Personal Service	-	-	-	-	-	-
	Service & Supplies	19,347	20,628	21,000	28,100	30,000	30,000
	Capital Outlay	-	-	-	-	-	-
	Total	<u>19,347</u>	<u>20,628</u>	<u>21,000</u>	<u>28,100</u>	<u>30,000</u>	<u>30,000</u>
	<b>Total Finance</b>						
	Personal Service	84,881	84,935	91,300	86,012	94,100	94,100
	Service & Supplies	117,015	159,976	137,400	122,292	171,400	171,400
	Capital Outlay	-	27,686	-	-	-	-
	Total	<u>201,896</u>	<u>272,597</u>	<u>228,700</u>	<u>208,304</u>	<u>265,500</u>	<u>265,500</u>
	<b>TOTAL GENERAL GOVT.</b>						
	Personal Service	272,359	270,896	294,170	283,485	301,795	296,890
	Service & Supplies	198,969	248,817	234,270	226,814	285,855	271,570
	Capital Outlay	<u>2,777</u>	<u>29,086</u>	-	<u>159,824</u>	<u>155,000</u>	-
	Total	<u>474,105</u>	<u>548,799</u>	<u>528,440</u>	<u>670,123</u>	<u>742,650</u>	<u>568,460</u>

# PROGRAM DETAIL

**100**    **CITY COUNCIL**

**PROGRAM DESCRIPTION**

The City Council is the legislative body of the City. There are seven members who are elected by voters, three of whom are elected at-large and four of whom are elected by ward. As a result of the amendments to the City's Charter approved by voters in November of 2000, Council terms are now four years. The Council-at-Large positions are four-year terms starting in 2001 and Ward Council members are elected to four year terms starting in 2003. The President of the Council is elected yearly by the other council members.

The responsibilities of the City Council include enacting ordinances and resolutions necessary for the proper governing of the City's affairs; approving zoning changes as authorized by the City Charter; adopting the annual budget; awarding municipal contracts; appointing the Clerk of Council and approving appointments of citizens to various boards and commissions; levying assessments and establishing such other policies and measures as necessary to promote the general welfare of the City and the safety and health of its citizens.

Department	<u>General Government</u>					
Division	<u>Legislative</u>					
Program	<u>City Council</u>					
Program Number	<u>100</u>					
No. Expenditure Classifications	2013 <u>Actual</u>	2014 <u>Actual</u>	2015 <u>Budget</u>	2015 <u>Actual</u>	Department <u>Request</u>	Mayor <u>Recomd.</u>
10 PERSONAL SERVICES	27,417	27,917	28,250	28,250	28,250	28,250
<b>SERVICES &amp; SUPPLIES</b>						
20 Materials & Supplies	332	180	250	433	450	250
24 Books & Periodicals	-	-	-	-	-	-
28 Uniforms	-	-	-	-	-	-
32 Memberships	-	-	-	-	-	-
36 Recruitment & Training	1,149	1,149	1,200	1,149	1,270	1,200
40 Travel & Meetings	-	-	-	-	-	-
44 Miscellaneous	-	-	-	-	-	-
48 Contract Services	-	-	-	-	-	-
52 Utilities	-	-	-	-	-	-
56 Rentals	-	-	-	-	-	-
60 Advertising	-	-	-	-	-	-
64 Repairs & Maintenance	-	-	-	-	-	-
68 Equip. Operation & Maint.	-	-	-	-	-	-
72 Fuel & Oil	-	-	-	-	-	-
Total Service & Supplies	1,481	1,329	1,450	1,582	1,720	1,450
<b>CAPITAL OUTLAY</b>						
80 Department Equipment	-	-	-	-	-	-
84 Office Equipment	-	-	-	-	-	-
88 Capital Improvements	-	-	-	-	-	-
Total Capital	-	-	-	-	-	-
Program Total	<u>28,898</u>	<u>29,246</u>	<u>29,700</u>	<u>29,832</u>	<u>29,970</u>	<u>29,700</u>

	2013 <u>Actual</u>	2014 <u>Actual</u>	2015 <u>Budget</u>	2015 <u>Actual</u>	Department <u>Request</u>	Mayor <u>Recomd.</u>
<b><u>Personnel</u></b>						
Full Time	-	-	-	-	-	-
Part Time	7	7	7	7	7	7

**105 CLERK OF COUNCIL**

**PROGRAM DESCRIPTION**

The Clerk of Council performs a variety of administrative activities associated with the official functions of the City Council. The Clerk of Council is appointed by City Council.

Responsibilities of the Council Clerk include preparing the agenda and recording minutes of all Council meetings; publishing and indexing Council resolutions, ordinances and legal notices; and preparing official correspondence as directed by City Council.

**PROGRAM COMMENTARY**

Contract Services includes fees for recodification of the codified ordinances and maintenance of their on-line access.

Department General Government  
 Division Legislative  
 Program Clerk of Council  
 Program Number 105

No. Expenditure Classifications	2013 <u>Actual</u>	2014 <u>Actual</u>	2015 <u>Budget</u>	2015 <u>Actual</u>	Department <u>Request</u>	Mayor <u>Recomd.</u>
<b>10 PERSONAL SERVICES</b>	12,988	12,988	13,500	13,378	13,905	13,905
<b>SERVICES &amp; SUPPLIES</b>						
20 Materials & Supplies	165	722	500	524	500	500
24 Books & Periodicals	-	-	-	-	-	-
28 Uniforms	-	-	-	-	-	-
32 Memberships	-	-	-	-	-	-
36 Recruitment & Training	-	-	-	-	-	-
40 Travel & Meetings	-	-	-	-	-	-
44 Miscellaneous	-	-	-	-	-	-
48 Contract Services	6,303	275	8,700	8,598	6,000	6,000
52 Utilities	-	-	-	-	-	-
56 Rentals	-	-	-	-	-	-
60 Advertising	850	952	1,000	756	1,000	1,000
64 Repairs & Maintenance	-	-	-	-	-	-
68 Equip. Operation & Maint.	-	-	-	-	-	-
72 Fuel & Oil	-	-	-	-	-	-
<b>Total Service &amp; Supplies</b>	<u>7,318</u>	<u>1,949</u>	<u>10,200</u>	<u>9,878</u>	<u>7,500</u>	<u>7,500</u>
<b>CAPITAL OUTLAY</b>						
80 Department Equipment	-	-	-	-	-	-
84 Office Equipment	-	-	-	-	-	-
88 Capital Improvements	-	-	-	-	-	-
<b>Total Capital</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Program Total</b>	<u>20,306</u>	<u>14,937</u>	<u>23,700</u>	<u>23,256</u>	<u>21,405</u>	<u>21,405</u>

	2013 <u>Actual</u>	2014 <u>Actual</u>	2015 <u>Budget</u>	2015 <u>Actual</u>	Department <u>Request</u>	Mayor <u>Recomd.</u>
<b><u>Personnel</u></b>						
Full Time	-	-	-	-	-	-
Part Time	1	1	1	1	1	1

**110 CIVIL SERVICE COMMISSION**

**PROGRAM DESCRIPTION**

The Civil Service Commission shall consist of three (3) electors of the municipality, not holding other municipal office or employment, to be appointed by the Mayor, subject to confirmation by a majority vote of the members of Council; for terms of six (6) years each, except that the three (3) original members of the Commission shall be appointed for terms expiring on the last day of December of the second, fourth, and sixth years after their appointment. The Commission shall designate one of its members as chairman and may appoint a secretary who need not be a member of the Commission and may hold other municipal office or appointment.

The Commission shall, consistent with all the provisions of the City Charter, determine which employees of the municipality shall be within the classified service and which shall be within the unclassified service.

Department General Government  
 Division Boards & Commissions  
 Program Civil Service  
 Program Number 110

No. Expenditure Classifications	2013 <u>Actual</u>	2014 <u>Actual</u>	2015 <u>Budget</u>	2015 <u>Actual</u>	Department <u>Request</u>	Mayor <u>Recomd.</u>
<b>10 PERSONAL SERVICES</b>	3,148	3,148	3,400	3,242	3,500	3,505
<b>SERVICES &amp; SUPPLIES</b>						
20 Materials & Supplies	-	-	-	-	-	-
24 Books & Periodicals	-	-	-	-	-	-
28 Uniforms	-	-	-	-	-	-
32 Memberships	-	-	-	-	-	-
36 Recruitment & Training	-	-	-	-	-	-
40 Travel & Meetings	-	-	-	-	-	-
44 Miscellaneous	-	-	-	-	-	-
48 Contract Services	-	-	-	-	-	-
52 Utilities	-	-	-	-	-	-
56 Rentals	-	-	-	-	-	-
60 Advertising	38	75	100	-	100	100
64 Repairs & Maintenance	-	-	-	-	-	-
68 Equip. Operation & Maint.	-	-	-	-	-	-
72 Fuel & Oil	-	-	-	-	-	-
<b>Total Service &amp; Supplies</b>	<u>38</u>	<u>75</u>	<u>100</u>	<u>-</u>	<u>100</u>	<u>100</u>
<b>CAPITAL OUTLAY</b>						
80 Department Equipment	-	-	-	-	-	-
84 Office Equipment	-	-	-	-	-	-
88 Capital Improvements	-	-	-	-	-	-
<b>Total Capital</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Program Total</b>	<u>3,186</u>	<u>3,223</u>	<u>3,500</u>	<u>3,242</u>	<u>3,600</u>	<u>3,605</u>

<u>Personnel</u>	2013 <u>Actual</u>	2014 <u>Actual</u>	2015 <u>Budget</u>	2015 <u>Actual</u>	Department <u>Request</u>	Mayor <u>Recomd.</u>
Full Time	-	-	-	-	-	-
Part Time	1	1	1	1	1	1

**115**    **MUNICIPAL COURT**

**PROGRAM DESCRIPTION**

The Willoughby Municipal Court was established to serve the City of Kirtland and several other communities. Willoughby Municipal Court tries all misdemeanors, ordinance violations and traffic cases occurring within its jurisdiction, civil cases (where \$15,000 or less is in controversy) and small claim complaints (where \$3,000 or less is in controversy). Felony cases are heard for determination of probable cause prior to being bound over to the Lake County Common Pleas Court.

Department General Government  
 Division Judicial  
 Program Municipal Court  
 Program Number 115

No. Expenditure Classifications	2013 <u>Actual</u>	2014 <u>Actual</u>	2015 <u>Budget</u>	2015 <u>Actual</u>	Department <u>Request</u>	Mayor <u>Recomd.</u>
<b>10 PERSONAL SERVICES</b>	-	-	-	-	-	-
<b>SERVICES &amp; SUPPLIES</b>						
20 Materials & Supplies	-	-	-	-	-	-
24 Books & Periodicals	-	-	-	-	-	-
28 Uniforms	-	-	-	-	-	-
32 Memberships	-	-	-	-	-	-
36 Recruitment & Training	-	-	-	-	-	-
40 Travel & Meetings	-	-	-	-	-	-
44 Miscellaneous	-	-	-	-	-	-
48 Contract Services	891	2,800	4,000	11,747	15,000	15,000
52 Utilities	-	-	-	-	-	-
56 Rentals	-	-	-	-	-	-
60 Advertising	-	-	-	-	-	-
64 Repairs & Maintenance	-	-	-	-	-	-
68 Equip. Operation & Maint.	-	-	-	-	-	-
72 Fuel & Oil	-	-	-	-	-	-
<b>Total Service &amp; Supplies</b>	<u>891</u>	<u>2,800</u>	<u>4,000</u>	<u>11,747</u>	<u>15,000</u>	<u>15,000</u>
<b>CAPITAL OUTLAY</b>						
80 Department Equipment	-	-	-	-	-	-
84 Office Equipment	-	-	-	-	-	-
88 Capital Improvements	-	-	-	-	-	-
<b>Total Capital</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Program Total</b>	<u>891</u>	<u>2,800</u>	<u>4,000</u>	<u>11,747</u>	<u>15,000</u>	<u>15,000</u>

	2013 <u>Actual</u>	2014 <u>Actual</u>	2015 <u>Budget</u>	2015 <u>Actual</u>	Department <u>Request</u>	Mayor <u>Recomd.</u>
<b><u>Personnel</u></b>						
Full Time	-	-	-	-	-	-
Part Time	-	-	-	-	-	-

120 LEGAL COUNSEL

PROGRAM DESCRIPTION

The Law Director, appointed by the Mayor and confirmed by City Council, is the legal advisor for the City. The Law Director also serves as counsel for the Mayor, City Council, city officials, boards and commissions, and upon request furnishes a written opinion on questions of law. The Law Director represents the City in litigation; prepares ordinances, contracts, deeds and other legal instruments; and prosecutes for offenses against city ordinances and state statutes, as required by law.

Department General Government  
 Division Legal  
 Program Legal Counsel  
 Program Number 120

No. Expenditure Classifications	2013 <u>Actual</u>	2014 <u>Actual</u>	2015 <u>Budget</u>	2015 <u>Actual</u>	Department <u>Request</u>	Mayor <u>Recomd.</u>
10 PERSONAL SERVICES	49,440	49,440	49,440	50,923	52,451	52,450
<b>SERVICES &amp; SUPPLIES</b>						
20 Materials & Supplies	-	-	-	-	-	-
24 Books & Periodicals	-	-	-	-	-	-
28 Uniforms	-	-	-	-	-	-
32 Memberships	-	-	-	-	-	-
36 Recruitment & Training	-	-	-	-	-	-
40 Travel & Meetings	-	-	-	-	-	-
44 Miscellaneous	-	-	-	-	-	-
48 Contract Services	14,784	13,886	14,000	14,676	14,000	14,000
52 Utilities	-	-	-	-	-	-
56 Rentals	-	-	-	-	-	-
60 Advertising	-	-	-	-	-	-
64 Repairs & Maintenance	-	-	-	-	-	-
68 Equip. Operation & Maint.	-	-	-	-	-	-
72 Fuel & Oil	-	-	-	-	-	-
<b>Total Service &amp; Supplies</b>	<u>14,784</u>	<u>13,886</u>	<u>14,000</u>	<u>14,676</u>	<u>14,000</u>	<u>14,000</u>
<b>CAPITAL OUTLAY</b>						
80 Department Equipment	-	-	-	-	-	-
84 Office Equipment	-	-	-	-	-	-
88 Capital Improvements	-	-	-	-	-	-
<b>Total Capital</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Program Total</b>	<u>64,224</u>	<u>63,326</u>	<u>63,440</u>	<u>65,599</u>	<u>66,451</u>	<u>66,450</u>

<u>Personnel</u>	2013 <u>Actual</u>	2014 <u>Actual</u>	2015 <u>Budget</u>	2015 <u>Actual</u>	Department <u>Request</u>	Mayor <u>Recomd.</u>
Full Time	-	-	-	-	-	-
Part Time	1	1	1	1	1	1

**125 ELECTION DEDUCTION**

**PROGRAM DESCRIPTION**

This account reflects the amount deducted from the property tax settlement for the municipal portion of the cost of conducting special elections.

Department General Government  
 Division Elections  
 Program Elections-Deduction  
 Program Number 125

No. Expenditure Classifications	2013 <u>Actual</u>	2014 <u>Actual</u>	2015 <u>Budget</u>	2015 <u>Actual</u>	Department <u>Request</u>	Mayor <u>Recomd.</u>
<b>10 PERSONAL SERVICES</b>	-	-	-	-	-	-
<b>SERVICES &amp; SUPPLIES</b>						
20 Materials & Supplies	-	-	-	-	-	-
24 Books & Periodicals	-	-	-	-	-	-
28 Uniforms	-	-	-	-	-	-
32 Memberships	-	-	-	-	-	-
36 Recruitment & Training	-	-	-	-	-	-
40 Travel & Meetings	-	-	-	-	-	-
44 Miscellaneous	-	-	-	-	-	-
48 Contract Services	2,550	1,123	2,500	179	1,000	1,000
52 Utilities	-	-	-	-	-	-
56 Rentals	-	-	-	-	-	-
60 Advertising	-	-	-	-	-	-
64 Repairs & Maintenance	-	-	-	-	-	-
68 Equip. Operation & Maint.	-	-	-	-	-	-
72 Fuel & Oil	-	-	-	-	-	-
<b>Total Service &amp; Supplies</b>	<u>2,550</u>	<u>1,123</u>	<u>2,500</u>	<u>179</u>	<u>1,000</u>	<u>1,000</u>
<b>CAPITAL OUTLAY</b>						
80 Department Equipment	-	-	-	-	-	-
84 Office Equipment	-	-	-	-	-	-
88 Capital Improvements	-	-	-	-	-	-
<b>Total Capital</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Program Total</b>	<u>2,550</u>	<u>1,123</u>	<u>2,500</u>	<u>179</u>	<u>1,000</u>	<u>1,000</u>

<u>Personnel</u>	2013 <u>Actual</u>	2014 <u>Actual</u>	2015 <u>Budget</u>	2015 <u>Actual</u>	Department <u>Request</u>	Mayor <u>Recomd.</u>
Full Time	-	-	-	-	-	-
Part Time	-	-	-	-	-	-

**130** **MAYOR**

**PROGRAM DESCRIPTION**

The Mayor is the Chief Executive Officer of the City and is directly responsible for planning, organizing and directing the activities of all municipal operations. The Mayor ensures that all laws and ordinances governing the City are enforced, makes recommendations to the City Council, recommends municipal ordinances and regulations, prepares and submits the administrative budget and capital improvement program to Council, and performs other duties as provided in the City Charter.

Department	<u>General Government</u>					
Division	<u>Executive</u>					
Program	<u>Mayor</u>					
Program Number	<u>130</u>					
No. Expenditure Classifications	2013 <u>Actual</u>	2014 <u>Actual</u>	2015 <u>Budget</u>	2015 <u>Actual</u>	Department <u>Request</u>	Mayor <u>Recomd.</u>
10 PERSONAL SERVICES	75,014	69,984	86,650	79,454	82,389	82,400
<b>SERVICES &amp; SUPPLIES</b>						
20 Materials & Supplies	899	1,271	1,120	1,314	1,370	1,120
24 Books & Periodicals	6	6	150	260	260	150
28 Uniforms	-	-	-	-	-	-
32 Memberships	785	195	200	195	545	200
36 Recruitment & Training	-	95	100	112	100	100
40 Travel & Meetings	1,327	25	250	30	1,450	250
44 Miscellaneous	-	-	-	-	-	-
48 Contract Services	-	-	-	-	-	-
52 Utilities	-	-	-	-	-	-
56 Rentals	-	-	-	-	-	-
60 Advertising	-	-	-	-	-	-
64 Repairs & Maintenance	-	-	-	-	-	-
68 Equip. Operation & Maint.	-	-	-	-	-	-
72 Fuel & Oil	-	-	-	-	-	-
Total Service & Supplies	3,017	1,592	1,820	1,911	3,725	1,820
<b>CAPITAL OUTLAY</b>						
80 Department Equipment	-	-	-	-	-	-
84 Office Equipment	-	1,400	-	-	-	-
88 Capital Improvements	-	-	-	-	-	-
Total Capital	-	1,400	-	-	-	-
Program Total	<u>78,031</u>	<u>72,976</u>	<u>88,470</u>	<u>81,365</u>	<u>86,114</u>	<u>84,220</u>

	2013 <u>Actual</u>	2014 <u>Actual</u>	2015 <u>Budget</u>	2015 <u>Actual</u>	Department <u>Request</u>	Mayor <u>Recomd.</u>
<b><u>Personnel</u></b>						
Full Time	1	1	1	1	1	1
Part Time	1	1	1	1	1	1

**132** HUMAN RESOURCES

PROGRAM DESCRIPTION

This program is responsible for compensation, employee benefits, processing accident and injury reports and maintaining employee records.

Department General Government  
 Division Executive  
 Program Human Resources  
 Program Number 132

No. Expenditure Classifications	2013 <u>Actual</u>	2014 <u>Actual</u>	2015 <u>Budget</u>	2015 <u>Actual</u>	Department <u>Request</u>	Mayor <u>Recomd.</u>
<b>10 PERSONAL SERVICES</b>	-	-	-	-	-	-
<b>SERVICES &amp; SUPPLIES</b>						
20 Materials & Supplies	360	340	350	350	350	350
24 Books & Periodicals	-	-	-	-	-	-
28 Uniforms	-	-	-	-	-	-
32 Memberships	435	440	450	190	450	450
36 Recruitment & Training	260	955	1,000	500	1,000	1,000
40 Travel & Meetings	-	-	-	-	-	-
44 Miscellaneous	-	-	-	-	-	-
48 Contract Services	764	6,000	2,000	500	2,000	1,000
52 Utilities	-	-	-	-	-	-
56 Rentals	-	-	-	-	-	-
60 Advertising	-	-	-	-	-	-
64 Repairs & Maintenance	-	-	-	-	-	-
68 Equip. Operation & Maint.	-	-	-	-	-	-
72 Fuel & Oil	-	-	-	-	-	-
<b>Total Service &amp; Supplies</b>	<b>1,819</b>	<b>7,735</b>	<b>3,800</b>	<b>1,540</b>	<b>3,800</b>	<b>2,800</b>
<b>CAPITAL OUTLAY</b>						
80 Department Equipment	-	-	-	-	-	-
84 Office Equipment	-	-	-	-	-	-
88 Capital Improvements	-	-	-	-	-	-
<b>Total Capital</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Program Total</b>	<b>1,819</b>	<b>7,735</b>	<b>3,800</b>	<b>1,540</b>	<b>3,800</b>	<b>2,800</b>

	2013 <u>Actual</u>	2014 <u>Actual</u>	2015 <u>Budget</u>	2015 <u>Actual</u>	Department <u>Request</u>	Mayor <u>Recomd.</u>
<b><u>Personnel</u></b>						
Full Time	-	-	-	-	-	-
Part Time	-	-	-	-	-	-

**133 PUBLIC INFORMATION**

**PROGRAM DESCRIPTION**

This program provides for the City's public information activities, including the preparation and distribution of printed materials and maintenance of the City's website.

Department General Government  
 Division Executive  
 Program Public Information  
 Program Number 133

No. Expenditure Classifications	2013 <u>Actual</u>	2014 <u>Actual</u>	2015 <u>Budget</u>	2015 <u>Actual</u>	Department <u>Request</u>	Mayor <u>Recomd.</u>
<b>10 PERSONAL SERVICES</b>	-	-	-	-	-	-
<b>SERVICES &amp; SUPPLIES</b>						
20 Materials & Supplies	-	-	-	-	-	-
24 Books & Periodicals	-	-	-	-	-	-
28 Uniforms	-	-	-	-	-	-
32 Memberships	-	-	-	-	-	-
36 Recruitment & Training	-	-	-	-	-	-
40 Travel & Meetings	-	-	-	-	-	-
44 Miscellaneous	-	-	-	-	-	-
48 Contract Services	3,723	1,700	2,000	2,836	10,610	2,000
52 Utilities	-	-	-	-	-	-
56 Rentals	-	-	-	-	-	-
60 Advertising	-	-	-	-	-	-
64 Repairs & Maintenance	-	-	-	-	-	-
68 Equip. Operation & Maint.	-	-	-	-	-	-
72 Fuel & Oil	-	-	-	-	-	-
<b>Total Service &amp; Supplies</b>	<u>3,723</u>	<u>1,700</u>	<u>2,000</u>	<u>2,836</u>	<u>10,610</u>	<u>2,000</u>
<b>CAPITAL OUTLAY</b>						
80 Department Equipment	-	-	-	-	-	-
84 Office Equipment	-	-	-	-	-	-
88 Capital Improvements	-	-	-	-	20,000	-
<b>Total Capital</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>20,000</u>	<u>-</u>
<b>Program Total</b>	<u>3,723</u>	<u>1,700</u>	<u>2,000</u>	<u>2,836</u>	<u>30,610</u>	<u>2,000</u>

<u>Personnel</u>	2013 <u>Actual</u>	2014 <u>Actual</u>	2015 <u>Budget</u>	2015 <u>Actual</u>	Department <u>Request</u>	Mayor <u>Recomd.</u>
Full Time	-	-	-	-	-	-
Part Time	-	-	-	-	-	-

**135** MUNICIPAL CENTER

PROGRAM DESCRIPTION

The Municipal Center contains offices for the general government of Kirtland. This activity represents the cost of operating the Municipal Center, including the utility costs, and building maintenance and cleaning expenses.

Department General Government  
 Division Office Buildings  
 Program Municipal Center  
 Program Number 135

No. Expenditure Classifications	2013 <u>Actual</u>	2014 <u>Actual</u>	2015 <u>Budget</u>	2015 <u>Actual</u>	Department <u>Request</u>	Mayor <u>Recomd.</u>
10 PERSONAL SERVICES	19,471	22,484	21,630	22,226	27,200	22,280
<b>SERVICES &amp; SUPPLIES</b>						
20 Materials & Supplies	-	-	-	-	-	-
24 Books & Periodicals	-	-	-	-	-	-
28 Uniforms	-	-	-	-	-	-
32 Memberships	-	-	-	-	-	-
36 Recruitment & Training	-	-	-	-	-	-
40 Travel & Meetings	-	-	-	-	-	-
44 Miscellaneous	-	-	-	-	-	-
48 Contract Services	4,349	4,965	5,000	1,800	5,000	5,000
52 Utilities	27,621	26,314	27,000	31,058	29,500	27,000
56 Rentals	-	-	-	-	-	-
60 Advertising	-	-	-	-	-	-
64 Repairs & Maintenance	14,363	25,373	25,000	27,315	22,500	22,500
68 Equip. Operation & Maint.	-	-	-	-	-	-
72 Fuel & Oil	-	-	-	-	-	-
<b>Total Service &amp; Supplies</b>	<u>46,333</u>	<u>56,652</u>	<u>57,000</u>	<u>60,173</u>	<u>57,000</u>	<u>54,500</u>
<b>CAPITAL OUTLAY</b>						
80 Department Equipment	2,777	-	-	-	-	-
84 Office Equipment	-	-	-	-	-	-
88 Capital Improvements	-	-	-	159,824	135,000	-
<b>Total Capital</b>	<u>2,777</u>	<u>-</u>	<u>-</u>	<u>159,824</u>	<u>135,000</u>	<u>-</u>
<b>Program Total</b>	<u>68,581</u>	<u>79,136</u>	<u>78,630</u>	<u>242,223</u>	<u>219,200</u>	<u>76,780</u>

	2013 <u>Actual</u>	2014 <u>Actual</u>	2015 <u>Budget</u>	2015 <u>Actual</u>	Department <u>Request</u>	Mayor <u>Recomd.</u>
<u>Personnel</u>						
Full Time	-	-	-	-	-	-
Part Time	-	-	-	-	-	-

Shared employee (1/4 total cost) with community center & police department

**140** **ADMINISTRATION**

**PROGRAM DESCRIPTION**

The Finance Department is responsible for administration of all financial matters related to operation of the City. The Director of Finance, as Chief Finance Officer, is responsible for overall municipal fiscal planning and management. The Finance Director's duties include supervision of the Finance Department, estimation of city operating and debt service budgets, the sale of city bonds, administration of city accounting, debt service, submission of financial reports to the Mayor and City Council, and administration of an efficient cash-flow management program to meet all city financial commitments on schedule and maximize investment income.

Department General Government  
 Division Finance  
 Program Administration  
 Program Number 140

No. Expenditure Classifications	2013 <u>Actual</u>	2014 <u>Actual</u>	2015 <u>Budget</u>	2015 <u>Actual</u>	Department <u>Request</u>	Mayor <u>Recomd.</u>
10 PERSONAL SERVICES	38,568	35,568	36,700	34,568	37,800	37,800
<b>SERVICES &amp; SUPPLIES</b>						
20 Materials & Supplies	-	-	-	-	-	-
24 Books & Periodicals	-	-	-	-	-	-
28 Uniforms	-	-	-	-	-	-
32 Memberships	-	50	50	50	50	50
36 Recruitment & Training	-	-	-	-	-	-
40 Travel & Meetings	-	-	-	-	-	-
44 Miscellaneous	-	-	-	-	-	-
48 Contract Services	-	-	-	-	-	-
52 Utilities	-	-	-	-	-	-
56 Rentals	-	-	-	-	-	-
60 Advertising	-	-	-	-	-	-
64 Repairs & Maintenance	-	-	-	-	-	-
68 Equip. Operation & Maint.	-	-	-	-	-	-
72 Fuel & Oil	-	-	-	-	-	-
Total Service & Supplies	-	50	50	50	50	50
<b>CAPITAL OUTLAY</b>						
80 Department Equipment	-	-	-	-	-	-
84 Office Equipment	-	-	-	-	-	-
88 Capital Improvements	-	-	-	-	-	-
Total Capital	-	-	-	-	-	-
Program Total	<u>38,568</u>	<u>35,618</u>	<u>36,750</u>	<u>34,618</u>	<u>37,850</u>	<u>37,850</u>

<u>Personnel</u>	2013 <u>Actual</u>	2014 <u>Actual</u>	2015 <u>Budget</u>	2015 <u>Actual</u>	Department <u>Request</u>	Mayor <u>Recomd.</u>
Full Time	-	-	-	-	-	-
Part Time	1	1	1	1	1	1

**142** **ACCOUNTING AND TREASURY MANAGEMENT**

**PROGRAM DESCRIPTION**

This program is responsible for assuring that all municipal revenues are received, managed, disbursed and recorded in accordance with legal requirements and accepted financial practices. Accounting and treasury functions include maintenance of accounting records and controls, auditing and processing invoices, preparing vendor checks, processing payrolls and maintaining employee records, processing special assessments, bank statements, maintaining custody of deeds and performance bonds, and preparing all financial and personnel reports. This department is also responsible for administering the City's purchasing system.

Department General Government  
 Division Finance  
 Program Accounting & Treasury  
 Program Number 142

No. Expenditure Classifications	2013 <u>Actual</u>	2014 <u>Actual</u>	2015 <u>Budget</u>	2015 <u>Actual</u>	Department <u>Request</u>	Mayor <u>Recomd.</u>
<b>10 PERSONAL SERVICES</b>	46,313	49,367	54,600	51,444	56,300	56,300
<b>SERVICES &amp; SUPPLIES</b>						
20 Materials & Supplies	9,263	10,624	10,700	9,335	10,700	10,700
24 Books & Periodicals	-	-	-	-	-	-
28 Uniforms	-	-	-	-	-	-
32 Memberships	-	-	-	-	-	-
36 Recruitment & Training	-	-	-	-	-	-
40 Travel & Meetings	-	-	-	-	-	-
44 Miscellaneous	-	-	-	-	-	-
48 Contract Services	6,895	4,624	5,000	5,365	5,000	5,000
52 Utilities	-	-	-	-	-	-
56 Rentals	624	624	650	624	650	650
60 Advertising	-	-	-	-	-	-
64 Repairs & Maintenance	-	-	-	-	-	-
68 Equip. Operation & Maint.	-	-	-	-	-	-
72 Fuel & Oil	-	-	-	-	-	-
<b>Total Service &amp; Supplies</b>	<u>16,782</u>	<u>15,872</u>	<u>16,350</u>	<u>15,324</u>	<u>16,350</u>	<u>16,350</u>
<b>CAPITAL OUTLAY</b>						
80 Department Equipment	-	-	-	-	-	-
84 Office Equipment	-	27,686	-	-	-	-
88 Capital Improvements	-	-	-	-	-	-
<b>Total Capital</b>	<u>-</u>	<u>27,686</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Program Total</b>	<u>63,095</u>	<u>92,925</u>	<u>70,950</u>	<u>66,768</u>	<u>72,650</u>	<u>72,650</u>

	2013 <u>Actual</u>	2014 <u>Actual</u>	2015 <u>Budget</u>	2015 <u>Actual</u>	Department <u>Request</u>	Mayor <u>Recomd.</u>
<b><u>Personnel</u></b>						
Full Time	-	-	-	-	-	-
Part Time	2	2	2	2	2	2

**145 INDEPENDENT AUDITING**

**PROGRAM DESCRIPTION**

This activity reflects the cost of the audit of municipal financial records and activities by the State Auditor.

Department General Government  
 Division Finance  
 Program Independent Auditors  
 Program Number 145

No. Expenditure Classifications	2013 <u>Actual</u>	2014 <u>Actual</u>	2015 <u>Budget</u>	2015 <u>Actual</u>	Department <u>Request</u>	Mayor <u>Recomd.</u>
<b>10 PERSONAL SERVICES</b>	-	-	-	-	-	-
<b>SERVICES &amp; SUPPLIES</b>						
20 Materials & Supplies	-	-	-	-	-	-
24 Books & Periodicals	-	-	-	-	-	-
28 Uniforms	-	-	-	-	-	-
32 Memberships	-	-	-	-	-	-
36 Recruitment & Training	-	-	-	-	-	-
40 Travel & Meetings	-	-	-	-	-	-
44 Miscellaneous	-	-	-	-	-	-
48 Contract Services	7,225	34,223	10,000	7,075	35,000	35,000
52 Utilities	-	-	-	-	-	-
56 Rentals	-	-	-	-	-	-
60 Advertising	-	-	-	-	-	-
64 Repairs & Maintenance	-	-	-	-	-	-
68 Equip. Operation & Maint.	-	-	-	-	-	-
72 Fuel & Oil	-	-	-	-	-	-
<b>Total Service &amp; Supplies</b>	<u>7,225</u>	<u>34,223</u>	<u>10,000</u>	<u>7,075</u>	<u>35,000</u>	<u>35,000</u>
<b>CAPITAL OUTLAY</b>						
80 Department Equipment	-	-	-	-	-	-
84 Office Equipment	-	-	-	-	-	-
88 Capital Improvements	-	-	-	-	-	-
<b>Total Capital</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Program Total</b>	<u>7,225</u>	<u>34,223</u>	<u>10,000</u>	<u>7,075</u>	<u>35,000</u>	<u>35,000</u>

<u>Personnel</u>	2013 <u>Actual</u>	2014 <u>Actual</u>	2015 <u>Budget</u>	2015 <u>Actual</u>	Department <u>Request</u>	Mayor <u>Recomd.</u>
Full Time	-	-	-	-	-	-
Part Time	-	-	-	-	-	-

**150 MUNICIPAL TAX COLLECTION**

**PROGRAM DESCRIPTION**

The cost of collecting the City's primary source of operating revenue, the municipal income tax, is reflected in this activity. Kirtland has a contractual agreement with the Regional Income Tax Agency (R.I.T.A.) which collects the municipal income tax for the City (at a fee determined by R.I.T.A.). Operating costs and the volume of city transactions are included in the amount collected. Collections are received twice each month for deposit into the City's General Fund.

Department General Government  
 Division Finance  
 Program Municipal Tax Collection  
 Program Number 150

No. Expenditure Classifications	2013 <u>Actual</u>	2014 <u>Actual</u>	2015 <u>Budget</u>	2015 <u>Actual</u>	Department <u>Request</u>	Mayor <u>Recomd.</u>
<b>10 PERSONAL SERVICES</b>	-	-	-	-	-	-
<b>SERVICES &amp; SUPPLIES</b>						
20 Materials & Supplies	-	-	-	-	-	-
24 Books & Periodicals	-	-	-	-	-	-
28 Uniforms	-	-	-	-	-	-
32 Memberships	-	-	-	-	-	-
36 Recruitment & Training	-	-	-	-	-	-
40 Travel & Meetings	-	-	-	-	-	-
44 Miscellaneous	-	-	-	-	-	-
48 Contract Services	73,661	89,203	90,000	71,743	90,000	90,000
52 Utilities	-	-	-	-	-	-
56 Rentals	-	-	-	-	-	-
60 Advertising	-	-	-	-	-	-
64 Repairs & Maintenance	-	-	-	-	-	-
68 Equip. Operation & Maint.	-	-	-	-	-	-
72 Fuel & Oil	-	-	-	-	-	-
<b>Total Service &amp; Supplies</b>	<u>73,661</u>	<u>89,203</u>	<u>90,000</u>	<u>71,743</u>	<u>90,000</u>	<u>90,000</u>
<b>CAPITAL OUTLAY</b>						
80 Department Equipment	-	-	-	-	-	-
84 Office Equipment	-	-	-	-	-	-
88 Capital Improvements	-	-	-	-	-	-
<b>Total Capital</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Program Total</b>	<u>73,661</u>	<u>89,203</u>	<u>90,000</u>	<u>71,743</u>	<u>90,000</u>	<u>90,000</u>

<u>Personnel</u>	2013 <u>Actual</u>	2014 <u>Actual</u>	2015 <u>Budget</u>	2015 <u>Actual</u>	Department <u>Request</u>	Mayor <u>Recomd.</u>
Full Time	-	-	-	-	-	-
Part Time	-	-	-	-	-	-

**155** PROPERTY TAX COLLECTION

PROGRAM DESCRIPTION

The Lake County Treasurer collects property taxes and advertises for delinquent land sales on behalf of the City of Kirtland. The fees associated with these services are deducted from the property tax settlement and reflected in this program.

Department General Government  
 Division Finance  
 Program Property Tax Collection  
 Program Number 155

No. Expenditure Classifications	2013 <u>Actual</u>	2014 <u>Actual</u>	2015 <u>Budget</u>	2015 <u>Actual</u>	Department <u>Request</u>	Mayor <u>Recomd.</u>
<b>10 PERSONAL SERVICES</b>	-	-	-	-	-	-
<b>SERVICES &amp; SUPPLIES</b>						
20 Materials & Supplies	-	-	-	-	-	-
24 Books & Periodicals	-	-	-	-	-	-
28 Uniforms	-	-	-	-	-	-
32 Memberships	-	-	-	-	-	-
36 Recruitment & Training	-	-	-	-	-	-
40 Travel & Meetings	-	-	-	-	-	-
44 Miscellaneous	19,347	20,628	21,000	28,100	30,000	30,000
48 Contract Services	-	-	-	-	-	-
52 Utilities	-	-	-	-	-	-
56 Rentals	-	-	-	-	-	-
60 Advertising	-	-	-	-	-	-
64 Repairs & Maintenance	-	-	-	-	-	-
68 Equip. Operation & Maint.	-	-	-	-	-	-
72 Fuel & Oil	-	-	-	-	-	-
<b>Total Service &amp; Supplies</b>	<u>19,347</u>	<u>20,628</u>	<u>21,000</u>	<u>28,100</u>	<u>30,000</u>	<u>30,000</u>
<b>CAPITAL OUTLAY</b>						
80 Department Equipment	-	-	-	-	-	-
84 Office Equipment	-	-	-	-	-	-
88 Capital Improvements	-	-	-	-	-	-
<b>Total Capital</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Program Total</b>	<u>19,347</u>	<u>20,628</u>	<u>21,000</u>	<u>28,100</u>	<u>30,000</u>	<u>30,000</u>

	2013 <u>Actual</u>	2014 <u>Actual</u>	2015 <u>Budget</u>	2015 <u>Actual</u>	Department <u>Request</u>	Mayor <u>Recomd.</u>
<b><u>Personnel</u></b>						
Full Time	-	-	-	-	-	-
Part Time	-	-	-	-	-	-

PUBLIC SAFETY - POLICE

No.		2013 <u>Actual</u>	2014 <u>Actual</u>	2015 <u>Budget</u>	2015 <u>Actual</u>	Department <u>Request</u>	Mayor <u>Recomd.</u>
	<b>Public Safety</b>						
	<b>POLICE</b>						
200	Administration						
	Personal Service	101,549	101,569	105,060	101,203	108,700	108,250
	Service & Supplies	2,933	2,986	3,140	3,048	4,700	3,500
	Capital Outlay	-	4,388	-	-	3,000	1,200
	Total	<u>104,482</u>	<u>108,943</u>	<u>108,200</u>	<u>104,251</u>	<u>116,400</u>	<u>112,950</u>
205	Records						
	Personal Service	44,123	44,124	45,320	51,652	48,500	46,700
	Service & Supplies	19,601	17,707	18,650	17,060	19,400	18,650
	Capital Outlay	-	11,955	2,000	1,339	15,500	2,000
	Total	<u>63,724</u>	<u>73,786</u>	<u>65,970</u>	<u>70,051</u>	<u>83,400</u>	<u>67,350</u>
210	Criminal Investigation/Juvenile Services						
	Personal Service	74	210	1,500	-	1,500	-
	Service & Supplies	1,198	1,735	2,000	3,111	2,700	2,000
	Capital Outlay	3,866	-	-	-	4,000	-
	Total	<u>5,138</u>	<u>1,945</u>	<u>3,500</u>	<u>3,111</u>	<u>8,200</u>	<u>2,000</u>
215	Patrol Services						
	Personal Service	657,741	676,940	668,470	679,232	708,600	688,600
	Service & Supplies	19,202	31,487	30,000	29,492	34,500	30,000
	Capital Outlay	-	225	1,000	1,000	35,000	-
	Total	<u>676,943</u>	<u>708,652</u>	<u>699,470</u>	<u>709,724</u>	<u>778,100</u>	<u>718,600</u>
220	Communications						
	Personal Service	132,694	119,932	139,050	133,246	148,750	143,300
	Service & Supplies	39,764	46,664	48,250	44,143	50,300	48,250
	Capital Outlay	8,685	-	-	-	61,000	1,500
	Total	<u>181,143</u>	<u>166,596</u>	<u>187,300</u>	<u>177,389</u>	<u>260,050</u>	<u>193,050</u>
225	Police Station						
	Personal Service	18,994	22,007	17,510	21,748	23,550	23,550
	Service & Supplies	28,725	28,219	30,200	29,114	31,300	29,200
	Capital Outlay	-	-	-	-	50,000	-
	Total	<u>47,719</u>	<u>50,226</u>	<u>47,710</u>	<u>50,862</u>	<u>104,850</u>	<u>52,750</u>
230	Equipment Maintenance						
	Personal Service	-	-	-	-	-	-
	Service & Supplies	46,528	45,353	45,250	43,050	37,400	50,100
	Capital Outlay	15,195	34,993	72,000	66,421	62,422	20,000
	Total	<u>61,723</u>	<u>80,346</u>	<u>117,250</u>	<u>109,471</u>	<u>99,822</u>	<u>70,100</u>

No.		2013 <u>Actual</u>	2014 <u>Actual</u>	2015 <u>Budget</u>	2015 <u>Actual</u>	Department <u>Request</u>	Mayor <u>Recomd.</u>
	<b>Public Safety (continued)</b>						
235	Community Service						
	Personal Service	19,734	18,716	16,480	19,341	20,000	17,000
	Service & Supplies	568	474	500	499	1,200	500
	Capital Outlay	-	-	-	-	12,000	400
	Total	20,302	19,190	16,980	19,840	33,200	17,900
	<b>TOTAL POLICE</b>						
	Personal Service	974,909	983,498	993,390	1,006,422	1,059,600	1,027,400
	Service & Supplies	158,519	174,625	177,990	169,517	181,500	182,200
	Capital Outlay	27,746	51,561	75,000	68,760	242,922	25,100
	Total	1,161,174	1,209,684	1,246,380	1,244,699	1,484,022	1,234,700

## PROGRAM DETAIL

**200     ADMINISTRATION**

**PROGRAM DESCRIPTION**

The administrative unit of the Police Division is responsible for the planning, organizing, directing, coordinating, controlling and reporting of all law enforcement tasks and responsibilities in the City. Through these processes, the administration develops and directs the utilization of police resources to protect life and property and preserve the peace in the community through programs designed to enforce laws, prevent crime, educate and provide community services.

**PROGRAM COMMENTARY**

The goals for 2016 include:

- Complete and institute policies and procedures critical to the operations of the Police Department.
- Attend at least one Ohio conference to enhance knowledge and networking maintaining certifications
- Attend international FBINA or IACP Conference budget permitting
- Attend at least 1 management-training course to maintain certification.
- Provide In-Service training on Video and internet.
- Maintain certifications
- Review and update policies and procedures
- Replace aged office computer

Department Public Safety  
 Division Police  
 Program Administration  
 Program Number 200

No. Expenditure Classifications	2013 <u>Actual</u>	2014 <u>Actual</u>	2015 <u>Budget</u>	2015 <u>Actual</u>	Department <u>Request</u>	Mayor <u>Recomd.</u>
10 PERSONAL SERVICES	101,549	101,569	105,060	101,203	108,700	108,250
<b>SERVICES &amp; SUPPLIES</b>						
20 Materials & Supplies	499	244	500	377	1,000	800
24 Books & Periodicals	-	-	-	275	500	500
28 Uniforms	589	1,033	1,040	1,035	1,200	1,200
32 Memberships	475	1,114	600	530	500	500
36 Recruitment & Training	1,202	300	500	698	1,000	-
40 Travel & Meetings	168	295	500	133	500	500
44 Miscellaneous	-	-	-	-	-	-
48 Contract Services	-	-	-	-	-	-
52 Utilities	-	-	-	-	-	-
56 Rentals	-	-	-	-	-	-
60 Advertising	-	-	-	-	-	-
64 Repairs & Maintenance	-	-	-	-	-	-
68 Equip. Operation & Maint.	-	-	-	-	-	-
72 Fuel & Oil	-	-	-	-	-	-
<b>Total Service &amp; Supplies</b>	<u>2,933</u>	<u>2,986</u>	<u>3,140</u>	<u>3,048</u>	<u>4,700</u>	<u>3,500</u>
<b>CAPITAL OUTLAY</b>						
80 Department Equipment	-	2,586	-	-	3,000	1,200
84 Office Equipment	-	1,802	-	-	-	-
88 Capital Improvements	-	-	-	-	-	-
<b>Total Capital</b>	<u>-</u>	<u>4,388</u>	<u>-</u>	<u>-</u>	<u>3,000</u>	<u>1,200</u>
<b>Program Total</b>	<u>104,482</u>	<u>108,943</u>	<u>108,200</u>	<u>104,251</u>	<u>116,400</u>	<u>112,950</u>

<u>Personnel</u>	2013 <u>Actual</u>	2014 <u>Actual</u>	2015 <u>Budget</u>	2015 <u>Actual</u>	Department <u>Request</u>	Mayor <u>Recomd.</u>
Full Time	1	1	1	1	1	1
Part Time	1	1	1	1	1	1

## 205 RECORDS

### PROGRAM DESCRIPTION

The Records program is the Police Division's memory system. This unit stores and retains all police reports, arrest, criminal records and accident reports. Data, which is recorded and systematically stored for quick retrieval, are utilized for the purposes of statistical analysis, presentation for court and operational planning as well as public service..

### PROGRAM COMMENTARY

We must continue to keep up the quality of our records system. We must replace worn out and obsolete computers to keep our system running at its best possible performance to maintain accurate records.

The goals for 2016 include:

- Provide continued database reporting for UCR, OLEN, OLLEISN and NIBRS.
- Provide comparison data for analysis
- Use comparison data for reports
- Upgrade and continue the computer network
- Submit reports to AAA for possible awards
- Replace one Network computer

Department Public Safety  
 Division Police  
 Program Records  
 Program Number 205

No. Expenditure Classifications	2013 <u>Actual</u>	2014 <u>Actual</u>	2015 <u>Budget</u>	2015 <u>Actual</u>	Department <u>Request</u>	Mayor <u>Recomd.</u>
10 PERSONAL SERVICES	44,123	44,124	45,320	51,652	48,500	46,700
<b>SERVICES &amp; SUPPLIES</b>						
20 Materials & Supplies	3,495	2,753	3,000	3,229	3,500	3,000
24 Books & Periodicals	-	-	-	-	-	-
28 Uniforms	63	326	400	70	400	400
32 Memberships	-	-	-	-	-	-
36 Recruitment & Training	-	-	250	176	500	250
40 Travel & Meetings	-	-	-	-	-	-
44 Miscellaneous	-	-	-	-	-	-
48 Contract Services	16,043	14,628	15,000	13,585	15,000	15,000
52 Utilities	-	-	-	-	-	-
56 Rentals	-	-	-	-	-	-
60 Advertising	-	-	-	-	-	-
64 Repairs & Maintenance	-	-	-	-	-	-
68 Equip. Operation & Maint.	-	-	-	-	-	-
72 Fuel & Oil	-	-	-	-	-	-
<b>Total Service &amp; Supplies</b>	<u>19,601</u>	<u>17,707</u>	<u>18,650</u>	<u>17,060</u>	<u>19,400</u>	<u>18,650</u>
<b>CAPITAL OUTLAY</b>						
80 Department Equipment	-	11,955	2,000	1,339	15,500	2,000
84 Office Equipment	-	-	-	-	-	-
88 Capital Improvements	-	-	-	-	-	-
<b>Total Capital</b>	<u>-</u>	<u>11,955</u>	<u>2,000</u>	<u>1,339</u>	<u>15,500</u>	<u>2,000</u>
<b>Program Total</b>	<u>63,724</u>	<u>73,786</u>	<u>65,970</u>	<u>70,051</u>	<u>83,400</u>	<u>67,350</u>

	2013 <u>Actual</u>	2014 <u>Actual</u>	2015 <u>Budget</u>	2015 <u>Actual</u>	Department <u>Request</u>	Mayor <u>Recomd.</u>
<b><u>Personnel</u></b>						
Full Time	1	1	1	1	1	1
Part Time	-	-	-	-	-	-

## 210 CRIMINAL INVESTIGATION/JUVENILE SERVICES

### PROGRAM DESCRIPTION

Criminal Investigation is responsible for the investigation, arrest and successful prosecution of all serious crimes beyond the scope of the uniformed force, including narcotics, liquor, vice and gambling activities, burglaries, thefts and other crime against persons and property. The unit maintains files of all fingerprint and criminal photograph records for identification purposes.

This unit is also responsible for follow up investigation on juvenile referrals from the uniformed patrol service and for initiating investigations involving serious juvenile offenses. It also provides liaison between the law enforcement and educational communities in the City by advising educators of applicable juvenile court procedures and correctional programs.

### PROGRAM COMMENTARY

The goals for 2016 include:

- Adjust and adapt new software to information and evidence gathering.
- Follow up on any major crimes

Department Public Safety  
 Division Police  
 Program Criminal Investigation/Juvenile Services  
 Program Number 210

No. Expenditure Classifications	2013 <u>Actual</u>	2014 <u>Actual</u>	2015 <u>Budget</u>	2015 <u>Actual</u>	Department <u>Request</u>	Mayor <u>Recomd.</u>
10 PERSONAL SERVICES	74	210	1,500	-	1,500	-
<b>SERVICES &amp; SUPPLIES</b>						
20 Materials & Supplies	996	1,735	2,000	3,111	1,200	1,000
24 Books & Periodicals	-	-	-	-	-	-
28 Uniforms	-	-	-	-	-	-
32 Memberships	-	-	-	-	-	-
36 Recruitment & Training	-	-	-	-	500	500
40 Travel & Meetings	-	-	-	-	-	-
44 Miscellaneous	-	-	-	-	-	-
48 Contract Services	202	-	-	-	1,000	500
52 Utilities	-	-	-	-	-	-
56 Rentals	-	-	-	-	-	-
60 Advertising	-	-	-	-	-	-
64 Repairs & Maintenance	-	-	-	-	-	-
68 Equip. Operation & Maint.	-	-	-	-	-	-
72 Fuel & Oil	-	-	-	-	-	-
<b>Total Service &amp; Supplies</b>	<b>1,198</b>	<b>1,735</b>	<b>2,000</b>	<b>3,111</b>	<b>2,700</b>	<b>2,000</b>
<b>CAPITAL OUTLAY</b>						
80 Department Equipment	3,866	-	-	-	4,000	-
84 Office Equipment	-	-	-	-	-	-
88 Capital Improvements	-	-	-	-	-	-
<b>Total Capital</b>	<b>3,866</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>4,000</b>	<b>-</b>
<b>Program Total</b>	<b>5,138</b>	<b>1,945</b>	<b>3,500</b>	<b>3,111</b>	<b>8,200</b>	<b>2,000</b>

<u>Personnel</u>	2013 <u>Actual</u>	2014 <u>Actual</u>	2015 <u>Budget</u>	2015 <u>Actual</u>	Department <u>Request</u>	Mayor <u>Recomd.</u>
Full Time	-	-	-	-	-	-
Part Time	-	-	-	-	-	-

PROGRAM DESCRIPTION

The Patrol Services functions as the major component and most visible unit of the Police Division. Much of the Patrol Service activity is preventative in nature, and is responsible for providing continuous 24-hour per day police service to the City. In addition to responding to requests for police assistance at minor incidents, such as minor juvenile problems, it provides the initial police response to all serious crimes, such as robbery and murder. The Patrol Service conducts active patrol in residential, business and commercial areas of the City and is responsible for traffic enforcement and accident investigation. When arrests are made, the Patrol Service presents testimony and evidence.

PROGRAM COMMENTARY

Every officer is now carrying a department-authorized weapon for which they have received training and maintain proficiency. Each vehicle has a locked shotgun and mid range rifle accessible by the officer using the vehicle. Every officer has fulfilled the requirements necessary for the use of all equipment.

It has been 12 years since we first installed video cameras in the Police Vehicles. Replacement procedures are a must. We have changed the protocols to have digital cameras and replaced 6 out of 7 cameras, but we need to place a video camera in the supervisor's vehicle as well.

The goals for 2016 include:

- At least two Full time officer and at least two part time officers attend outside training.
- Add one new digital video recording camera to a vehicle and replace a second.
- Add additional part time officers to the department
- Keep up with vest replacement
- Purchase Electronic stun devices
- Purchase 1 in-car camera

Department Public Safety  
 Division Police  
 Program Patrol Services  
 Program Number 215

No. Expenditure Classifications	2013 <u>Actual</u>	2014 <u>Actual</u>	2015 <u>Budget</u>	2015 <u>Actual</u>	Department <u>Request</u>	Mayor <u>Recomd.</u>
10 PERSONAL SERVICES	657,741	676,940	668,470	679,232	708,600	688,600
<b>SERVICES &amp; SUPPLIES</b>						
20 Materials & Supplies	2,798	5,245	4,000	4,960	6,000	4,000
24 Books & Periodicals	-	-	-	-	-	-
28 Uniforms	10,303	12,436	12,500	14,665	13,000	12,500
32 Memberships	-	-	-	-	-	-
36 Recruitment & Training	5,653	12,988	13,000	9,367	15,000	13,000
40 Travel & Meetings	448	443	500	500	500	500
44 Miscellaneous	-	-	-	-	-	-
48 Contract Services	-	375	-	-	-	-
52 Utilities	-	-	-	-	-	-
56 Rentals	-	-	-	-	-	-
60 Advertising	-	-	-	-	-	-
64 Repairs & Maintenance	-	-	-	-	-	-
68 Equip. Operation & Maint.	-	-	-	-	-	-
72 Fuel & Oil	-	-	-	-	-	-
<b>Total Service &amp; Supplies</b>	<u>19,202</u>	<u>31,487</u>	<u>30,000</u>	<u>29,492</u>	<u>34,500</u>	<u>30,000</u>
<b>CAPITAL OUTLAY</b>						
80 Department Equipment	-	225	1,000	1,000	35,000	-
84 Office Equipment	-	-	-	-	-	-
88 Capital Improvements	-	-	-	-	-	-
<b>Total Capital</b>	<u>-</u>	<u>225</u>	<u>1,000</u>	<u>1,000</u>	<u>35,000</u>	<u>-</u>
<b>Program Total</b>	<u>676,943</u>	<u>708,652</u>	<u>699,470</u>	<u>709,724</u>	<u>778,100</u>	<u>718,600</u>

<u>Personnel</u>	2013 <u>Actual</u>	2014 <u>Actual</u>	2015 <u>Budget</u>	2015 <u>Actual</u>	Department <u>Request</u>	Mayor <u>Recomd.</u>
Full Time	8	8	8	9	9	9
Part Time	8	8	8	8	8	8

## 220 COMMUNICATION SYSTEM

### PROGRAM DESCRIPTION

The Communication Systems unit is responsible for providing continuous 24-hour per day communication for all police and fire/rescue activities. Communication Systems personnel handle all telephone and personal requests for alarms, receive messages from and dispatch all police and fire/rescue vehicles, maintain communications with other local as well as state and national law enforcement agencies, initiate inquiries and disseminate information through the police computer information system and provide information to the general public on miscellaneous matters. The dispatcher is a critical link in our communications system and they act as the partner for the officer on the road. The dispatch center also monitors the jail when prisoners are incarcerated.

### PROGRAM COMMENTARY

Our CAD and Information Management System allow us to examine information and diagnose problems with greater speed and accuracy. We also are able to show comparison data for our reports. Lake County system upgrading has been completed last year. It is imperative that we replace our PSAP (911 system) since we have put this replacement on hold and the current system is obsolete and parts are unavailable.

The goals for 2016 include:

- Train 2 full time dispatcher and one part time outside the department with Powerphone or an equivalent
- Provide a certification in-service program
- Replace O1 Computer
- Replace Firewall and update software

Department Public Safety  
 Division Police  
 Program Communications  
 Program Number 220

No. Expenditure Classifications	2013 <u>Actual</u>	2014 <u>Actual</u>	2015 <u>Budget</u>	2015 <u>Actual</u>	Department <u>Request</u>	Mayor <u>Recomd.</u>
<b>10 PERSONAL SERVICES</b>	132,694	119,932	139,050	133,246	148,750	143,300
<b>SERVICES &amp; SUPPLIES</b>						
20 Materials & Supplies	647	652	750	347	800	750
24 Books & Periodicals	-	-	-	-	-	-
28 Uniforms	1,057	1,427	1,500	1,516	2,500	1,500
32 Memberships	-	-	-	-	-	-
36 Recruitment & Training	1,556	1,136	1,500	2,173	3,000	1,500
40 Travel & Meetings	-	-	-	-	-	-
44 Miscellaneous	-	-	-	-	-	-
48 Contract Services	27,246	28,578	29,000	25,294	29,000	29,000
52 Utilities	9,258	14,522	15,000	14,813	15,000	15,000
56 Rentals	-	-	-	-	-	-
60 Advertising	-	-	-	-	-	-
64 Repairs & Maintenance	-	-	-	-	-	-
68 Equip. Operation & Maint.	-	349	500	-	-	500
72 Fuel & Oil	-	-	-	-	-	-
<b>Total Service &amp; Supplies</b>	<b>39,764</b>	<b>46,664</b>	<b>48,250</b>	<b>44,143</b>	<b>50,300</b>	<b>48,250</b>
<b>CAPITAL OUTLAY</b>						
80 Department Equipment	8,685	-	-	-	48,000	1,500
84 Office Equipment	-	-	-	-	13,000	-
88 Capital Improvements	-	-	-	-	-	-
<b>Total Capital</b>	<b>8,685</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>61,000</b>	<b>1,500</b>
<b>Program Total</b>	<b>181,143</b>	<b>166,596</b>	<b>187,300</b>	<b>177,389</b>	<b>260,050</b>	<b>193,050</b>

<u>Personnel</u>	2013 <u>Actual</u>	2014 <u>Actual</u>	2015 <u>Budget</u>	2015 <u>Actual</u>	Department <u>Request</u>	Mayor <u>Recomd.</u>
Full Time	4	4	4	4	4	4
Part Time	6	6	8	8	8	8

225 POLICE STATION

PROGRAM DESCRIPTION

The expense of operating and maintaining the Police Station is reflected in this account. The Police Station provides facilities for the Police Division including administrative, investigative, uniformed patrol, communications and detention activities.

PROGRAM COMMENTARY

Office equipment provides for the purchase of chairs, bookshelves and various other items needed to keep the building clutter free and presentable.

The goals for 2016 include:

- Replace old chairs.
- Keep area clean and presentable.
- Update surveillance around building and replace bad cameras

Department	<u>Public Safety</u>					
Division	<u>Police</u>					
Program	<u>Police Station</u>					
Program Number	<u>225</u>					
No. Expenditure Classifications	2013 <u>Actual</u>	2014 <u>Actual</u>	2015 <u>Budget</u>	2015 <u>Actual</u>	Department <u>Request</u>	Mayor <u>Recomd.</u>
10 PERSONAL SERVICES	18,994	22,007	17,510	21,748	23,550	23,550
<b>SERVICES &amp; SUPPLIES</b>						
20 Materials & Supplies	2,651	2,788	3,000	929	3,000	2,000
24 Books & Periodicals	-	-	-	-	-	-
28 Uniforms	-	-	-	-	-	-
32 Memberships	-	-	-	-	-	-
36 Recruitment & Training	-	-	-	-	-	-
40 Travel & Meetings	-	-	-	-	-	-
44 Miscellaneous	-	-	-	-	-	-
48 Contract Services	-	-	-	-	-	-
52 Utilities	21,591	20,545	22,000	25,352	23,000	22,000
56 Rentals	-	-	-	-	-	-
60 Advertising	-	-	-	-	-	-
64 Repairs & Maintenance	4,393	3,503	4,000	2,063	4,000	4,000
68 Equip. Operation & Maint.	90	1,383	1,200	770	1,300	1,200
72 Fuel & Oil	-	-	-	-	-	-
<b>Total Service &amp; Supplies</b>	<u>28,725</u>	<u>28,219</u>	<u>30,200</u>	<u>29,114</u>	<u>31,300</u>	<u>29,200</u>
<b>CAPITAL OUTLAY</b>						
80 Department Equipment	-	-	-	-	50,000	-
84 Office Equipment	-	-	-	-	-	-
88 Capital Improvements	-	-	-	-	-	-
<b>Total Capital</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>50,000</u>	<u>-</u>
<b>Program Total</b>	<u>47,719</u>	<u>50,226</u>	<u>47,710</u>	<u>50,862</u>	<u>104,850</u>	<u>52,750</u>

	2013 <u>Actual</u>	2014 <u>Actual</u>	2015 <u>Budget</u>	2015 <u>Actual</u>	Department <u>Request</u>	Mayor <u>Recomd.</u>
<b>Personnel</b>						
Full Time	-	-	-	-	-	-
Part Time	-	-	-	-	-	-

Shared employee (1/4 total cost) with community center and city administration

## 230 EQUIPMENT MAINTENANCE

### PROGRAM DESCRIPTION

The Equipment Maintenance program reflects the expense of maintaining and repairing all vehicles in the police fleet. In addition to providing routine vehicle maintenance, a preventative maintenance program is employed to minimize repair costs and downtime of police vehicles. These vehicles are an important aspect of how we complete our mission.

### PROGRAM COMMENTARY

Fuel and oil reflects the projected gasoline expense increases. Department Equipment reflects the replacement of one high mileage police cruiser. Our fleet is in desperate need of new vehicles. We have taken measures to use less fuel in 2015 and intend to continue this through 2016 even though the energy crunch seems less acute.

The goals for 2016 include:

- Replace two (2) high mileage vehicles.
- Equip vehicles.
- Maintain safety standards for road vehicles.
- Sell or trade vehicles not used.

Department Public Safety  
 Division Police  
 Program Equipment Maintenance  
 Program Number 230

No. Expenditure Classifications	2013 <u>Actual</u>	2014 <u>Actual</u>	2015 <u>Budget</u>	2015 <u>Actual</u>	Department <u>Request</u>	Mayor <u>Recomd.</u>
<b>10 PERSONAL SERVICES</b>	-	-	-	-	-	-
<b>SERVICES &amp; SUPPLIES</b>						
20 Materials & Supplies	-	561	1,000	83	1,000	1,000
24 Books & Periodicals	-	-	-	-	-	-
28 Uniforms	-	-	-	-	-	-
32 Memberships	-	-	-	-	-	-
36 Recruitment & Training	-	-	-	-	-	-
40 Travel & Meetings	-	-	-	-	-	-
44 Miscellaneous	-	-	-	-	-	-
48 Contract Services	500	600	750	600	900	600
52 Utilities	-	-	-	-	-	-
56 Rentals	-	-	-	-	-	10,000
60 Advertising	-	-	-	-	-	-
64 Repairs & Maintenance	-	-	-	-	-	-
68 Equip. Operation & Maint.	11,317	13,464	13,500	18,673	13,500	13,500
72 Fuel & Oil	34,711	30,728	30,000	23,694	22,000	25,000
<b>Total Service &amp; Supplies</b>	<b>46,528</b>	<b>45,353</b>	<b>45,250</b>	<b>43,050</b>	<b>37,400</b>	<b>50,100</b>
<b>CAPITAL OUTLAY</b>						
80 Department Equipment	15,195	34,993	72,000	66,421	62,422	20,000
84 Office Equipment	-	-	-	-	-	-
88 Capital Improvements	-	-	-	-	-	-
<b>Total Capital</b>	<b>15,195</b>	<b>34,993</b>	<b>72,000</b>	<b>66,421</b>	<b>62,422</b>	<b>20,000</b>
<b>Program Total</b>	<b>61,723</b>	<b>80,346</b>	<b>117,250</b>	<b>109,471</b>	<b>99,822</b>	<b>70,100</b>

	2013 <u>Actual</u>	2014 <u>Actual</u>	2015 <u>Budget</u>	2015 <u>Actual</u>	Department <u>Request</u>	Mayor <u>Recomd.</u>
<u>Personnel</u>						
Full Time	-	-	-	-	-	-
Part Time	-	-	-	-	-	-

235 COMMUNITY SERVICES

PROGRAM DESCRIPTION

Community Services reflects the efforts of the Police Division to inform the public about law enforcement activities in the City and to assist residents and businesses in developing crime prevention measures. Services include residential and business security surveys and meetings with social, fraternal, community and civic organizations to discuss and provide information for a better understanding of the police function and the citizen role in making the community safer. This program also provides for the Kirtland Safety Town Program in association with the Kirtland School System. This account reflects the costs for the School Crossing guard, overtime for programs and Officer Liaison at the Schools.

PROGRAM COMMENTARY

This budget provides the opportunity to engage the public informally and provide information for the safety of the community. Public relations are an important aspect of Community Policing.

The goals for 2016 include:

- Provide materials for public safety
- Provide handouts for Safety Town, Law Days at the Mall and Strawberry Festival.
- Provide part of the cost for a School Liaison Officer
- Provide handout material for Law Enforcement Day
- Provide a school guard if one should be necessary

Department Public Safety  
 Division Police  
 Program Community Service  
 Program Number 235

No. Expenditure Classifications	2013 <u>Actual</u>	2014 <u>Actual</u>	2015 <u>Budget</u>	2015 <u>Actual</u>	Department <u>Request</u>	Mayor <u>Recomd.</u>
10 PERSONAL SERVICES	19,734	18,716	16,480	19,341	20,000	17,000
<b>SERVICES &amp; SUPPLIES</b>						
20 Materials & Supplies	568	474	500	499	1,200	500
24 Books & Periodicals	-	-	-	-	-	-
28 Uniforms	-	-	-	-	-	-
32 Memberships	-	-	-	-	-	-
36 Recruitment & Training	-	-	-	-	-	-
40 Travel & Meetings	-	-	-	-	-	-
44 Miscellaneous	-	-	-	-	-	-
48 Contract Services	-	-	-	-	-	-
52 Utilities	-	-	-	-	-	-
56 Rentals	-	-	-	-	-	-
60 Advertising	-	-	-	-	-	-
64 Repairs & Maintenance	-	-	-	-	-	-
68 Equip. Operation & Maint.	-	-	-	-	-	-
72 Fuel & Oil	-	-	-	-	-	-
<b>Total Service &amp; Supplies</b>	<u>568</u>	<u>474</u>	<u>500</u>	<u>499</u>	<u>1,200</u>	<u>500</u>
<b>CAPITAL OUTLAY</b>						
80 Department Equipment	-	-	-	-	12,000	400
84 Office Equipment	-	-	-	-	-	-
88 Capital Improvements	-	-	-	-	-	-
<b>Total Capital</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>12,000</u>	<u>400</u>
<b>Program Total</b>	<u>20,302</u>	<u>19,190</u>	<u>16,980</u>	<u>19,840</u>	<u>33,200</u>	<u>17,900</u>

<u>Personnel</u>	2013 <u>Actual</u>	2014 <u>Actual</u>	2015 <u>Budget</u>	2015 <u>Actual</u>	Department <u>Request</u>	Mayor <u>Recomd.</u>
Full Time	-	-	-	-	-	-
Part Time	1	1	1	1	1	1