

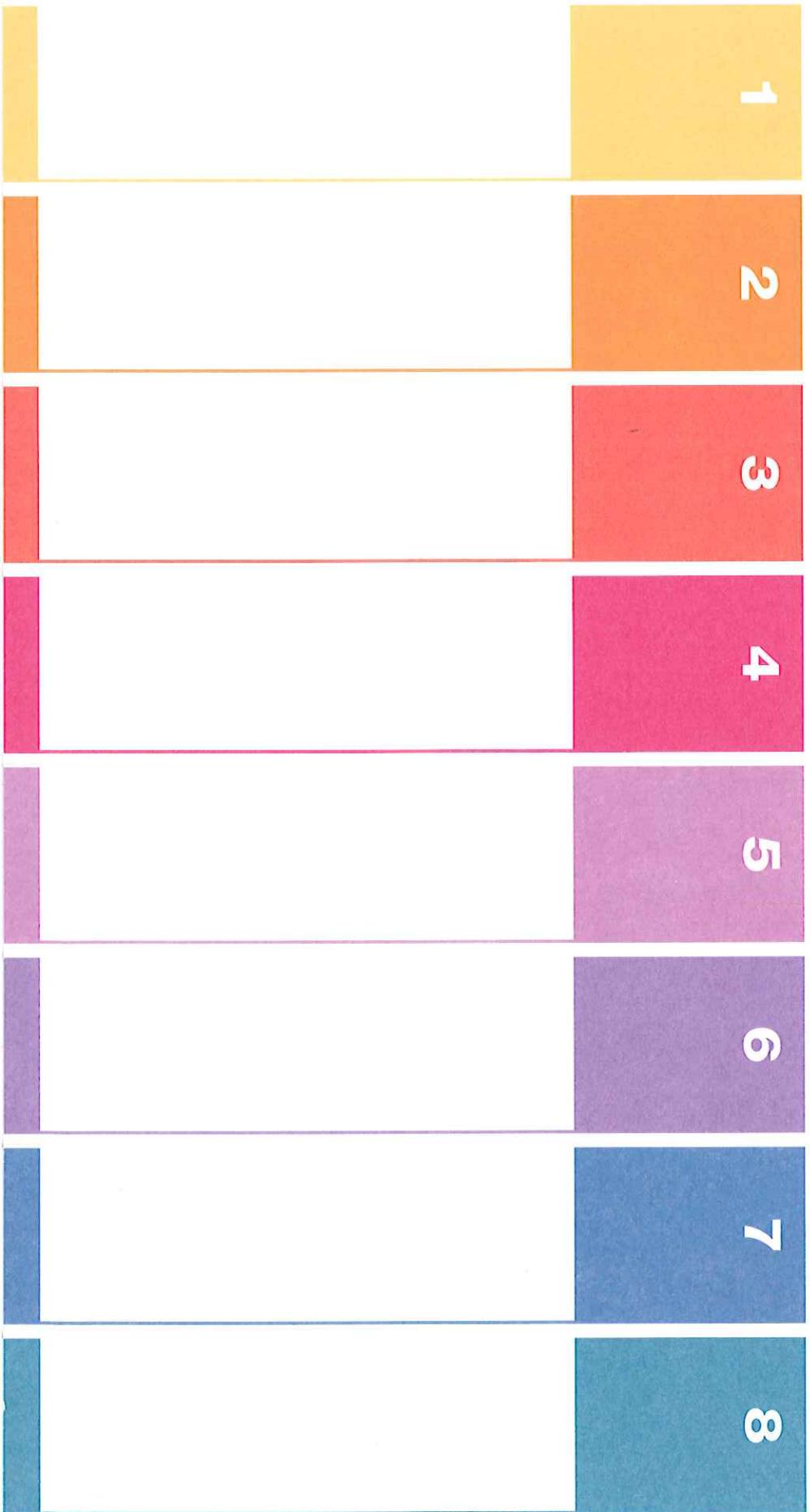
CITY OF KIRTLAND

City of Faith and Beauty



2018
ANNUAL OPERATING BUDGET
&
2018-2022
CAPITAL IMPROVEMENTS

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MAYOR'S
LETTER OF TRANSMITTAL

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February 21, 2018

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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 2018 and Capital Improvement Plan for the Fiscal Years 2018 - 2022.

ANNUAL OPERATING BUDGET

The Mayor's recommended Annual Operating Budget for FY 2018 totals \$8,438,077, which reflects an increase of \$148,519 or 1.79%, from last year's FY 2017 appropriation of \$8,289,558.

Estimated Revenues

Revenues in the FY 2018 Budget are estimated at \$7,942,100, which represents a decrease of \$74,246 or -.93% compared to the actual FY 2017 receipts of \$8,016,346. Revenues in the FY 2018 Budget combined with \$811,638 of unencumbered FY 2017 opening balance, estimated FY 2018 resources total \$8,753,738. The FY 2018 opening balance is increased \$133,844 from a FY 2017 opening balance of \$677,794.

Municipal Tax Revenues

Municipal tax revenues in FY 2018 are estimated at \$5,889,000 reflecting an increase of \$47,424 or 0.81% over actual FY 2017 receipts of \$5,841,576.

Property Tax revenues in FY 2018 are estimated at \$2,139,000, resulting in a decrease of \$58,729 or -2.67% from actual FY 2017 Property Tax receipts of \$2,197,729.

Municipal Income Tax revenues, which provide approximately 47.22% of FY 2018 Annual Operating Budget revenues, are estimated at \$3,750,000, representing an increase of \$106,153 or 2.91% over actual FY 2017 receipts of \$3,643,847.

Special Revenues

Special Revenues in FY 2018 are estimated at \$665,600, reflecting an increase of \$15,166 or 2.33% from actual FY 2017 receipts of \$650,434.

Local Government Fund

This primary source of State aid to the City is expected to decrease \$3,027 or -0.80% from actual receipts of \$378,027 in FY 2017 to estimated receipts of \$375,000 in FY 2018.

Estimated Expenditures

Recommended expenditures in FY 2018 totaling \$8,438,077, which reflects an increase of \$148,519 or 1.79% from last year's appropriation of \$8,289,558, are allocated as indicated in the following table:

	2017 Budget Appropriation	2018 Department Request	2018 Recommended Budget	Budget Increase (Decrease) Dollars	Budget Increase (Decrease) Percentage
Personal Services	\$ 3,574,590	3,659,555	3,659,555	84,965	2.38%
Service & Supplies	3,499,444	3,790,995	3,603,045	103,601	2.96%
Capital Outlay	856,500	803,000	719,000	(137,500)	-16.05%
Sub-Total	\$ 7,930,534	8,253,550	7,981,600	51,066	0.64%
Non-Governmental	\$ 359,024	456,477	456,477	97,453	27.14%
Total	\$ 8,289,558	\$ 8,710,027	\$ 8,438,077	\$ 148,519	1.79%

Conclusion

The proposed FY 2018 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 FY2018 show an increase as compared to the FY2017 budget appropriation. The proposed budget reflects an increase of approximately \$51,066 or 0.64%.

Non-governmental expenses of \$359,024 from FY2017 are estimated to increase approximately \$97,453 or 27.14% to \$456,477 in FY2018.

2018 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 2018. The first year of the Plan, which is the City's FY 2018 Capital Budget, contains the following \$3,998,500 in major capital projects:

- \$2,250,000 for Highway/Major Road Improvements
- \$739,500 for Road Resurfacing & Storm Drainage
- \$490,000 for Capital Equipment and Vehicles
- \$300,000 for Recreation Park Development
- \$219,000 for Facility Construction and Improvements

The City has obtained \$2,348,600 of State, County, and other aid for these projects, which reduces the City's cost to \$1,649,900. 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 2018

	2018	2017
Beginning Unencumbered Balance	\$ 811,638	\$ 677,794
Projected Revenues	<u>7,947,100</u>	<u>7,767,100</u>
Total Funds Available	8,758,738	8,444,894

	2018 Department Request	2018 Mayor Approved	2017 Mayor Approved	2018 Net Change	2018 Payroll Change	2018 Supplies Change	2018 Capital Change	2018 Other Change
General Government	\$ 738,425	\$ 660,425	\$ 585,290	\$ 75,135	\$ 9,090	\$ 61,045	\$ 5,000	\$ -
Police	1,543,700	1,497,650	1,283,450	214,200	28,950	(5,250)	190,500	-
Fire	1,494,675	1,487,925	1,799,750	(311,825)	34,175	(2,500)	(343,500)	-
Public Works	2,290,000	2,168,800	2,040,800	128,000	7,450	67,050	53,500	-
Parks & Recreation	486,200	466,750	516,050	(49,300)	3,500	(9,800)	(43,000)	-
Planning & Zoning	87,300	86,800	95,300	(8,500)	2,000	-	-	-
Public Health	95,000	95,000	92,000	3,000	-	3,000	-	-
Engineering	43,300	43,300	46,000	(2,700)	(200)	(2,500)	-	-
Claims	5,000	5,000	5,000	-	-	-	-	-
Pension/Retirement	568,200	568,200	566,550	1,650	-	-	-	1,650
Workers' Comp	65,000	65,000	76,000	(11,000)	-	-	-	(11,000)
Employee Insurance	756,250	756,250	755,400	850	-	-	-	850
City Insurance	79,000	79,000	72,500	6,500	-	-	-	6,500
Unemployment	1,500	1,500	1,500	-	-	-	-	-
Transfers	431,477	431,477	334,024	97,453	-	-	-	97,453
Contingencies	25,000	25,000	25,000	-	-	-	-	-
Total	<u>8,710,027</u>	<u>8,438,077</u>	<u>8,294,614</u>	<u>143,463</u>	<u>84,965</u>	<u>100,545</u>	<u>(137,500)</u>	<u>95,453</u>

Projected Excess or (Deficit) \$ 48,711 \$ 320,661 \$ 150,280

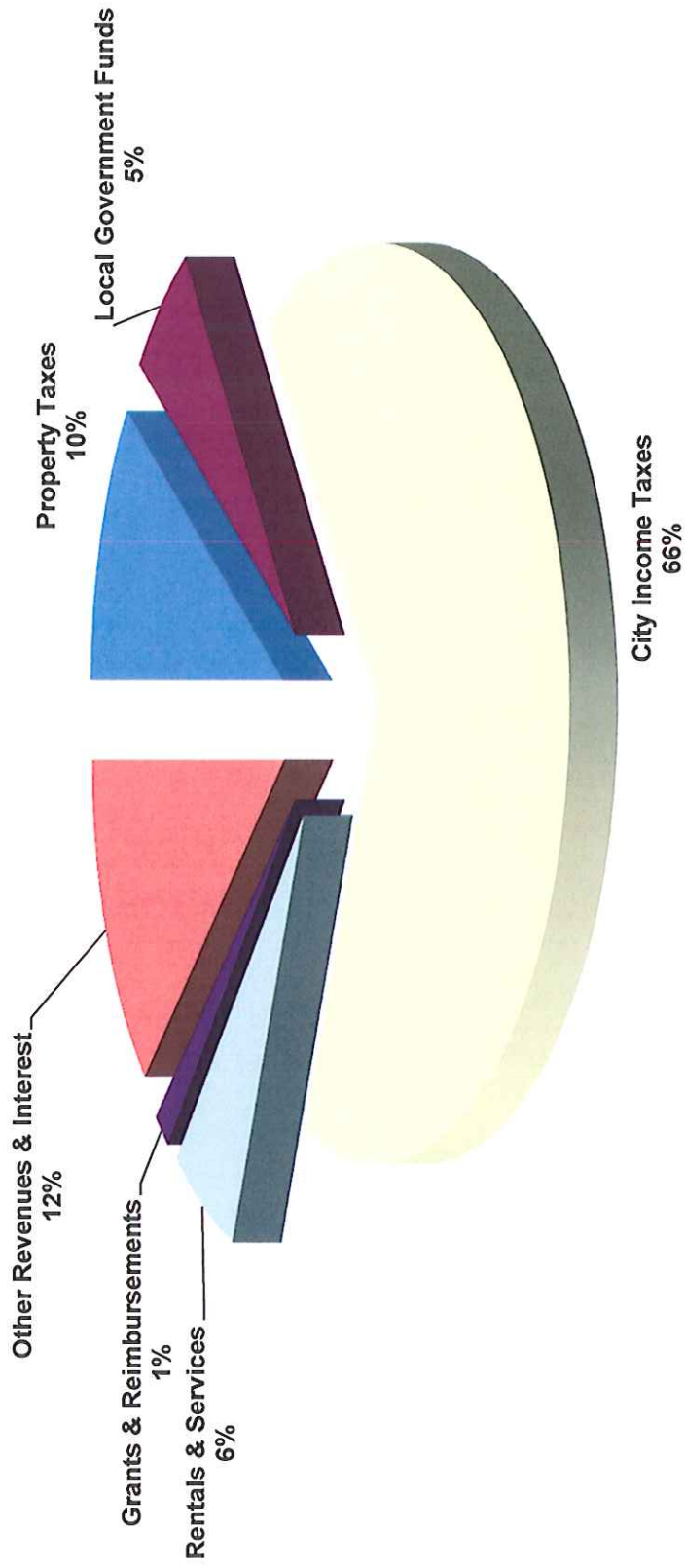
GOVERNMENTAL REVENUES

City of Kirtland
Summary of Receipts
Fiscal Years 2015 to 2018

	2015 Actual	2016 Actual	2017 Actual	2017 Budget	2018 Budget	2018 Beg. Bal.	2018 Available
Governmental Revenues							
GENERAL FUND							
Property Taxes	562,698	575,403	573,117	570,000	570,000		
Local Government Funds	324,608	314,347	307,330	315,000	305,000		
City Income Taxes	3,211,700	3,423,120	3,643,847	3,495,000	3,750,000		
Fines & Forfeitures	30,499	41,708	52,203	35,000	48,000		
Interest	359	1,760	6,012	2,000	6,500		
Rentals	188,314	211,727	193,410	210,000	200,000		
Services	114,074	119,415	114,490	110,000	113,000		
Recreation Programs	53,004	61,682	67,468	77,000	65,000		
Other Grants & Remb.'s	20,118	136,844	33,396	40,000	30,000		
Other Revenues	654,244	647,128	750,027	705,500	620,000		
Total General Fund	5,159,618	5,533,134	5,741,300	5,559,500	5,707,500	346,758	6,054,258
SPECIAL REVENUE-LEVIES							
Police Operating Fund	107,091	108,341	107,620	103,000	104,000	12,751	116,751
Police Pension Fund	72,335	73,915	73,051	71,000	70,000	7,075	77,075
Fire Operating Levy	142,127	143,466	142,409	137,000	137,000	9,522	146,522
Senior Citizens/Recr.	148,397	149,371	147,646	143,000	143,000	16,889	159,889
Fire Emergency Fund	675,026	679,681	673,096	650,000	650,000	30,862	680,862
Road Levy	482,173	485,489	480,790	460,000	465,000	154,225	619,225
Total Special Rev-Levies	1,627,149	1,640,263	1,624,612	1,564,000	1,569,000	231,324	1,800,324
SPECIAL REVENUE-OTHER							
Street Const., Maint. & Rep.	370,880	377,840	378,027	370,000	375,000	17,536	392,536
State Highway Improvement	37,573	30,636	30,651	30,000	30,000	6,297	36,297
Enforcement & Education	592	585	677	600	600	2,740	3,340
K.F.D. Capital Improvement	10,000	15,000	15,000	15,000	15,000	10,817	25,817
Major Capital Equipment Fd.	150,256	160,144	176,377	160,000	170,000	31,094	201,094
Governmental Grants	-	-	-	-	-	5,172	5,172
Senior Citizens	80,000	74,163	46,322	68,000	75,000	153,686	228,686
Law Enforcement	-	-	-	-	-	1,234	1,234
OPOTC Police Training	-	-	3,080	-	-	3,080	3,080
Recreation Park Fund	1,300	300	300	-	-	1,900	1,900
Total Special Rev-Other	650,601	658,668	650,434	643,600	665,600	233,556	899,156
Total Governmental	\$ 7,437,368	\$ 7,832,065	\$ 8,016,346	\$ 7,767,100	\$ 7,942,100	\$ 811,638	8,753,738

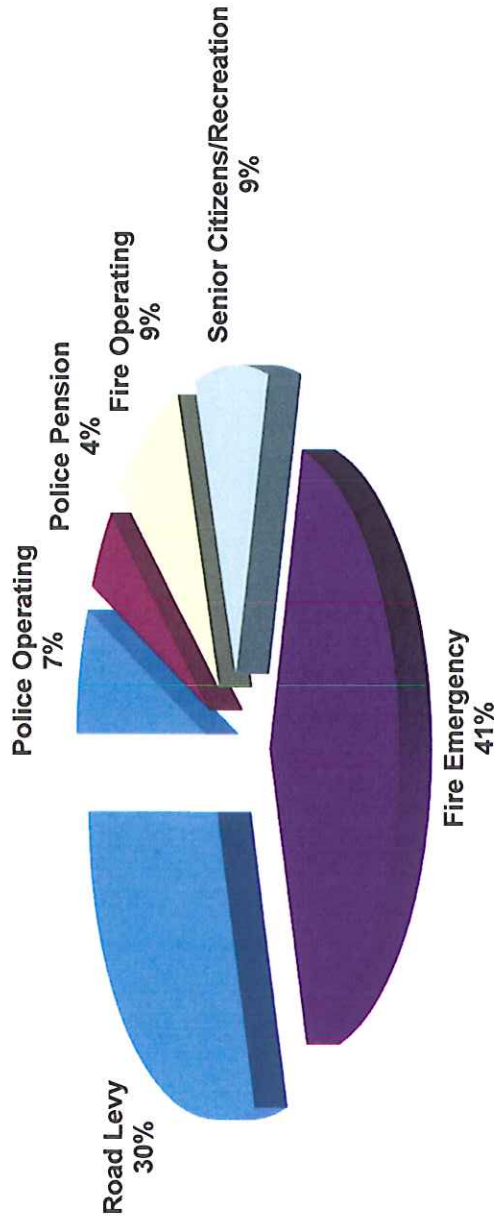
General Fund Sources

Total \$5,707,500



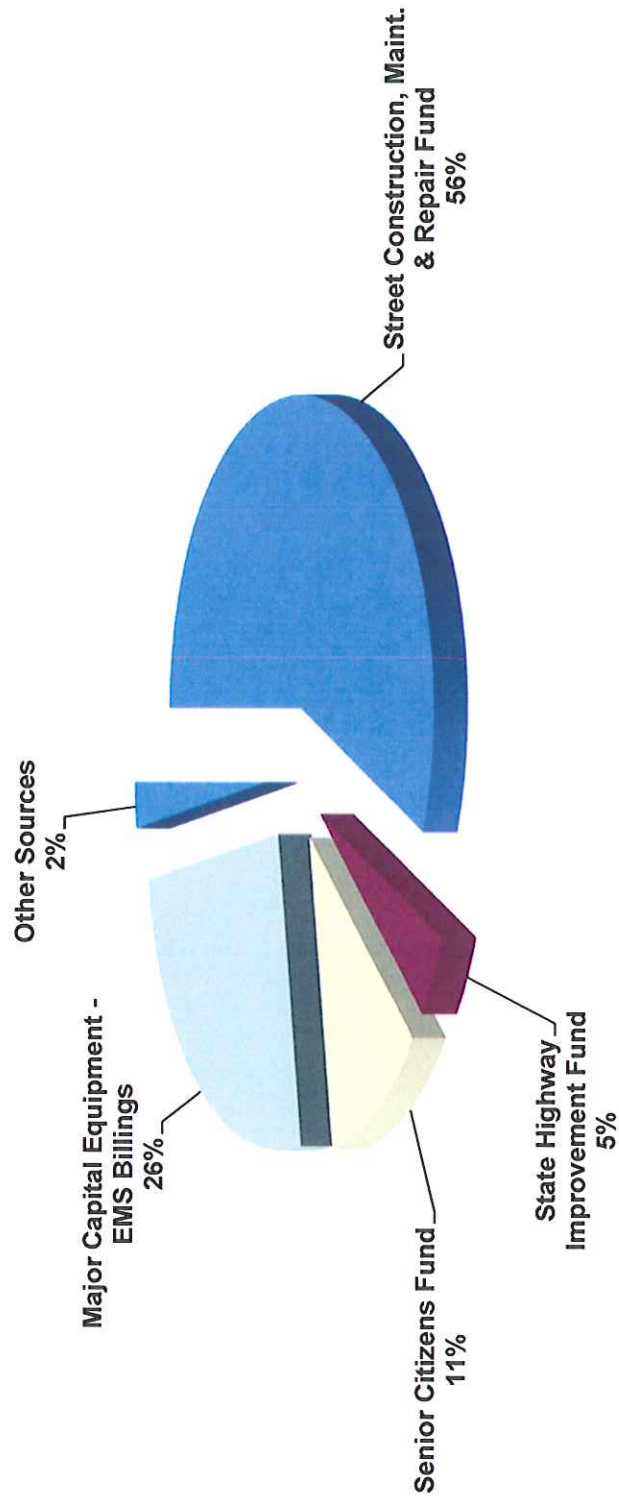
Revenues from Levies

Total \$1,569,000



Revenues from Other Sources

Total \$665,600



SUMMARY OF
GOVERNMENTAL
EXPENDITURES

No.		2015 <u>Actual</u>	2016 <u>Actual</u>	2017 <u>Budget</u>	2017 <u>Actual</u>	Dept. <u>Request</u>	Mayor <u>Recomd.</u>
General Government							
LEGISLATIVE							
100	City Council						
	Personal Service	28,250	28,250	28,250	28,250	28,250	28,250
	Service & Supplies	1,582	1,652	1,700	1,467	1,700	1,700
	Capital Outlay	-	-	-	-	-	-
	Total	29,832	29,902	29,950	29,717	29,950	29,950
105	Clerk of Council						
	Personal Service	13,378	13,779	14,350	14,192	14,500	14,500
	Service & Supplies	9,878	5,237	7,100	3,407	13,500	13,500
	Capital Outlay	-	-	-	-	-	-
	Total	23,256	19,016	21,450	17,599	28,000	28,000
BOARDS & COMMISSIONS							
110	Civil Service						
	Personal Service	3,242	3,340	3,440	3,440	3,530	3,530
	Service & Supplies	-	-	100	-	100	100
	Capital Outlay	-	-	-	-	-	-
	Total	3,242	3,340	3,540	3,440	3,630	3,630
Total Legislative							
	Personal Service	44,870	45,369	46,040	45,882	46,280	46,280
	Service & Supplies	11,460	6,889	8,900	4,874	15,300	15,300
	Capital Outlay	-	-	-	-	-	-
	Total	56,330	52,258	54,940	50,756	61,580	61,580
115	MUNICIPAL COURT						
	Personal Service	-	-	-	-	-	-
	Service & Supplies	11,747	9,215	12,000	14,785	15,000	15,000
	Capital Outlay	-	-	-	-	-	-
	Total	11,747	9,215	12,000	14,785	15,000	15,000
120	LEGAL COUNSEL						
	Personal Service	50,923	52,451	54,025	52,451	53,750	53,750
	Service & Supplies	14,676	11,754	14,500	12,536	14,000	14,000
	Capital Outlay	-	-	-	-	-	-
	Total	65,599	64,205	68,525	64,987	67,750	67,750

No.		2015 <u>Actual</u>	2016 <u>Actual</u>	2017 <u>Budget</u>	2017 <u>Actual</u>	Dept. <u>Request</u>	Mayor <u>Recomd.</u>
General Government (continued)							
125	ELECTIONS						
	Personal Service	-	-	-	-	-	-
	Service & Supplies	179	1,648	1,500	3,187	1,500	1,500
	Capital Outlay	-	-	-	-	-	-
	Total	179	1,648	1,500	3,187	1,500	1,500
EXECUTIVE							
130	Mayor						
	Personal Service	79,454	80,277	83,775	83,178	85,300	85,300
	Service & Supplies	1,911	2,446	1,800	1,986	1,545	1,545
	Capital Outlay	-	-	-	-	-	-
	Total	81,365	82,723	85,575	85,164	86,845	86,845
132	HUMAN RESOURCES						
	Personal Service	-	-	-	-	-	-
	Service & Supplies	1,540	993	1,800	1,289	1,800	1,300
	Capital Outlay	-	-	-	-	-	-
	Total	1,540	993	1,800	1,289	1,800	1,300
133	COMMUNITY DEVELOPMENT						
	Personal Service	-	-	-	-	-	-
	Service & Supplies	2,836	1,977	2,000	1,969	20,000	20,000
	Capital Outlay	-	-	-	-	-	-
	Total	2,836	1,977	2,000	1,969	20,000	20,000
135	MUNICIPAL CENTER						
	Personal Service	22,226	26,355	27,150	32,188	33,000	33,000
	Service & Supplies	60,173	52,875	56,500	64,544	86,000	59,500
	Capital Outlay	159,824	835	50,000	13,330	105,000	55,000
	Total	242,223	80,065	133,650	110,062	224,000	147,500
FINANCE							
140	Administration						
	Personal Service	34,568	35,605	36,700	36,673	37,600	37,600
	Service & Supplies	50	50	50	586	50	50
	Capital Outlay	-	-	-	-	-	-
	Total	34,618	35,655	36,750	37,259	37,650	37,650
142	Accounting & Treasury						
	Personal Service	51,444	50,317	51,900	51,465	52,750	52,750
	Service & Supplies	15,324	19,197	22,650	21,986	22,650	21,650
	Capital Outlay	-	-	-	-	-	-
	Total	66,768	69,514	74,550	73,451	75,400	74,400

No.		2015 <u>Actual</u>	2016 <u>Actual</u>	2017 <u>Budget</u>	2017 <u>Actual</u>	Dept. <u>Request</u>	Mayor <u>Recomd.</u>
General Government (continued)							
145	Independent Auditors						
	Personal Service	-	-	-	-	-	-
	Service & Supplies	7,075	38,170	10,000	9,150	40,000	40,000
	Capital Outlay	-	-	-	-	-	-
	Total	<u>7,075</u>	<u>38,170</u>	<u>10,000</u>	<u>9,150</u>	<u>40,000</u>	<u>40,000</u>
150	Municipal Tax Collection						
	Personal Service	-	-	-	-	-	-
	Service & Supplies	71,743	71,447	75,000	77,312	79,600	79,600
	Capital Outlay	-	-	-	-	-	-
	Total	<u>71,743</u>	<u>71,447</u>	<u>75,000</u>	<u>77,312</u>	<u>79,600</u>	<u>79,600</u>
155	Property Tax Collection						
	Personal Service	-	-	-	-	-	-
	Service & Supplies	28,100	27,235	29,000	25,022	27,300	27,300
	Capital Outlay	-	-	-	-	-	-
	Total	<u>28,100</u>	<u>27,235</u>	<u>29,000</u>	<u>25,022</u>	<u>27,300</u>	<u>27,300</u>
	Total Finance						
	Personal Service	86,012	85,922	88,600	88,138	90,350	90,350
	Service & Supplies	122,292	156,099	136,700	134,056	169,600	168,600
	Capital Outlay	-	-	-	-	-	-
	Total	<u>208,304</u>	<u>242,021</u>	<u>225,300</u>	<u>222,194</u>	<u>259,950</u>	<u>258,950</u>
	TOTAL GENERAL GOVT.						
	Personal Service	283,485	290,374	299,590	301,837	308,680	308,680
	Service & Supplies	226,814	243,896	235,700	239,226	324,745	296,745
	Capital Outlay	159,824	835	50,000	13,330	105,000	55,000
	Total	<u>670,123</u>	<u>535,105</u>	<u>585,290</u>	<u>554,393</u>	<u>738,425</u>	<u>660,425</u>

No.		2015 <u>Actual</u>	2016 <u>Actual</u>	2017 <u>Budget</u>	2017 <u>Actual</u>	Department <u>Request</u>	Mayor <u>Recomd.</u>
	Public Safety						
	POLICE						
200	Administration						
	Personal Service	101,203	107,279	112,500	139,526	116,400	116,400
	Service & Supplies	3,048	2,730	4,300	4,129	4,600	4,100
	Capital Outlay	-	1,017	-	-	1,500	1,500
	Total	104,251	111,026	116,800	143,655	122,500	122,000
205	Records						
	Personal Service	51,652	50,795	48,200	48,427	49,700	49,700
	Service & Supplies	17,060	16,078	19,000	16,813	20,100	18,500
	Capital Outlay	1,339	1,637	-	-	15,000	15,000
	Total	70,051	68,510	67,200	65,240	84,800	83,200
210	Criminal Investigation/Juvenile Services						
	Personal Service	-	184	-	-	-	-
	Service & Supplies	3,111	720	1,500	1,331	2,000	1,500
	Capital Outlay	-	-	-	-	-	-
	Total	3,111	904	1,500	1,331	2,000	1,500
215	Patrol Services						
	Personal Service	679,232	712,324	718,300	730,588	737,300	737,300
	Service & Supplies	29,492	27,372	32,100	23,883	32,100	28,900
	Capital Outlay	1,000	2,393	-	-	9,000	9,000
	Total	709,724	742,089	750,400	754,471	778,400	775,200
220	Communications						
	Personal Service	133,246	133,437	140,000	147,614	143,500	143,500
	Service & Supplies	44,143	38,815	46,650	34,343	50,650	40,400
	Capital Outlay	-	1,017	-	-	135,000	135,000
	Total	177,389	173,269	186,650	181,957	329,150	318,900
225	Police Station						
	Personal Service	21,748	25,877	24,300	31,711	24,910	24,910
	Service & Supplies	29,114	28,073	25,200	21,332	29,000	26,500
	Capital Outlay	-	-	-	15,774	25,000	-
	Total	50,862	53,950	49,500	68,817	78,910	51,410
230	Equipment Maintenance						
	Personal Service	-	-	-	-	-	-
	Service & Supplies	43,050	60,949	63,300	60,311	69,400	66,900
	Capital Outlay	66,421	3,830	30,000	29,241	60,000	60,000
	Total	109,471	64,779	93,300	89,552	129,400	126,900

No.		2015 <u>Actual</u>	2016 <u>Actual</u>	2017 <u>Budget</u>	2017 <u>Actual</u>	Department <u>Request</u>	Mayor <u>Recomd.</u>
	Public Safety (continued)						
235	Community Service						
	Personal Service	19,341	8,887	17,600	22,258	18,040	18,040
	Service & Supplies	499	-	500	214	500	500
	Capital Outlay	-	-	-	-	-	-
	Total	<u>19,840</u>	<u>8,887</u>	<u>18,100</u>	<u>22,472</u>	<u>18,540</u>	<u>18,540</u>
	TOTAL POLICE						
	Personal Service	1,006,422	1,038,783	1,060,900	1,120,124	1,089,850	1,089,850
	Service & Supplies	169,517	174,737	192,550	162,356	208,350	187,300
	Capital Outlay	<u>68,760</u>	<u>9,894</u>	<u>30,000</u>	<u>45,015</u>	<u>245,500</u>	<u>220,500</u>
	Total	<u>1,244,699</u>	<u>1,223,414</u>	<u>1,283,450</u>	<u>1,327,495</u>	<u>1,543,700</u>	<u>1,497,650</u>

No.		2015 <u>Actual</u>	2016 <u>Actual</u>	2017 <u>Budget</u>	2017 <u>Actual</u>	Department <u>Request</u>	Mayor <u>Recomd.</u>
	Public Safety						
	FIRE						
300	Administration						
	Personal Service	112,165	110,550	116,000	115,874	118,900	118,900
	Service & Supplies	2,368	2,594	3,200	3,047	3,200	3,200
	Capital Outlay	-	-	-	-	46,500	46,500
	Total	114,533	113,144	119,200	118,921	168,600	168,600
305	Fire Prevention						
	Personal Service	36,011	38,386	41,000	38,848	42,025	42,025
	Service & Supplies	2,154	2,000	5,800	5,027	5,800	5,800
	Capital Outlay	-	-	-	-	-	-
	Total	38,165	40,386	46,800	43,875	47,825	47,825
310	Fire & Rescue						
	Personal Service	868,461	882,370	933,000	915,455	956,325	956,325
	Service & Supplies	31,361	28,742	34,500	34,678	36,000	36,000
	Capital Outlay	1,028	12,247	-	69,886	10,000	10,000
	Total	900,850	923,359	967,500	1,020,019	1,002,325	1,002,325
315	Communications						
	Personal Service	65,629	65,723	68,000	72,064	73,900	73,900
	Service & Supplies	8,606	8,806	9,500	9,075	12,000	10,750
	Capital Outlay	-	-	-	-	-	-
	Total	74,235	74,529	77,500	81,139	85,900	84,650
320	Fire Buildings						
	Personal Service	-	-	-	-	-	-
	Service & Supplies	34,534	35,432	42,500	41,008	42,500	42,500
	Capital Outlay	7,846	-	50,000	45,745	50,000	50,000
	Total	42,380	35,432	92,500	86,753	92,500	92,500
325	Equipment Maintenance						
	Personal Service	36,236	38,084	41,000	38,324	42,025	42,025
	Service & Supplies	43,388	45,661	50,500	40,296	50,500	45,500
	Capital Outlay	42,574	326,228	400,000	406,162	-	-
	Total	122,198	409,973	491,500	484,782	92,525	87,525
330	Training and Education						
	Personal Service	-	-	-	-	-	-
	Service & Supplies	1,221	2,103	3,000	1,550	3,000	2,500
	Capital Outlay	-	-	-	-	-	-
	Total	1,221	2,103	3,000	1,550	3,000	2,500

No.		2015 <u>Actual</u>	2016 <u>Actual</u>	2017 <u>Budget</u>	2017 <u>Actual</u>	Department <u>Request</u>	Mayor <u>Recomd.</u>
	Public Safety (continued)						
335	Public Education						
	Personal Service	-	-	-	-	-	-
	Service & Supplies	1,044	744	750	134	1,000	1,000
	Capital Outlay	-	-	-	-	-	-
	Total	1,044	744	750	134	1,000	1,000
340	Emergency Preparedness						
	Personal Service	-	-	-	-	-	-
	Service & Supplies	661	661	1,000	751	1,000	1,000
	Capital Outlay	3,575	831	-	-	-	-
	Total	4,236	1,492	1,000	751	1,000	1,000
	TOTAL FIRE						
	Personal Service	1,118,502	1,135,113	1,199,000	1,180,565	1,233,175	1,233,175
	Service & Supplies	125,337	126,743	150,750	135,566	155,000	148,250
	Capital Outlay	55,023	339,306	450,000	521,793	106,500	106,500
	Total	1,298,862	1,601,162	1,799,750	1,837,924	1,494,675	1,487,925

No.		2015 <u>Actual</u>	2016 <u>Actual</u>	2017 <u>Budget</u>	2017 <u>Actual</u>	Department <u>Request</u>	Mayor <u>Recomd.</u>
	Public Works						
400	ADMINISTRATION						
	Personal Service	105,856	107,924	111,200	112,143	114,950	114,950
	Service & Supplies	3,500	3,584	3,700	4,206	5,550	4,650
	Capital Outlay	-	425	500	-	1,000	-
	Total	109,356	111,933	115,400	116,349	121,500	119,600
	STREETS & HIGHWAYS						
405	Roadways						
	Personal Service	393,080	339,628	350,000	322,335	330,400	330,400
	Service & Supplies	539,626	405,424	474,500	385,452	571,000	569,200
	Capital Outlay	-	-	-	-	-	-
	Total	932,706	745,052	824,500	707,787	901,400	899,600
410	Snow & Ice Control						
	Personal Service	96,780	159,050	164,000	163,183	167,300	167,300
	Service & Supplies	194,685	162,461	151,000	104,204	141,000	126,000
	Capital Outlay	-	-	-	-	-	-
	Total	291,465	321,511	315,000	267,387	308,300	293,300
415	Storm Drainage						
	Personal Service	16,198	16,138	17,000	18,392	18,900	18,900
	Service & Supplies	58,687	24,197	70,000	55,790	110,000	70,000
	Capital Outlay	-	-	-	-	-	-
	Total	74,885	40,335	87,000	74,182	128,900	88,900
420	Street Lighting						
	Personal Service	-	-	-	-	-	-
	Service & Supplies	40,222	40,688	41,000	37,533	50,000	41,000
	Capital Outlay	-	-	-	-	-	-
	Total	40,222	40,688	41,000	37,533	50,000	41,000
425	Sidewalk/Bikeway Impr.						
	Personal Service	-	-	-	-	-	-
	Service & Supplies	-	15,400	10,000	6,119	12,000	7,500
	Capital Outlay	-	-	-	-	-	-
	Total	-	15,400	10,000	6,119	12,000	7,500
	Total Streets & Highways						
	Personal Service	506,058	514,816	531,000	503,910	516,600	516,600
	Service & Supplies	833,220	648,170	746,500	589,098	884,000	813,700
	Capital Outlay	-	-	-	-	-	-
	Total	1,339,278	1,162,986	1,277,500	1,093,008	1,400,600	1,330,300

No.		2015 <u>Actual</u>	2016 <u>Actual</u>	2017 <u>Budget</u>	2017 <u>Actual</u>	Department <u>Request</u>	Mayor <u>Recomd.</u>
430	TRAFFIC CONTROL						
	Personal Service	-	-	-	-	-	-
	Service & Supplies	6,278	34,106	55,100	41,448	59,500	58,500
	Capital Outlay	-	-	-	-	-	-
	Total	6,278	34,106	55,100	41,448	59,500	58,500
	Public Works (continued)						
435	Bulk Waste Collection						
	Personal Service	-	-	-	-	-	-
	Service & Supplies	5,240	4,068	5,000	4,093	5,500	4,000
	Capital Outlay	-	-	-	-	-	-
	Total	5,240	4,068	5,000	4,093	5,500	4,000
	PUBLIC WORKS BLDGS.						
440	Maintenance Garage						
	Personal Service	-	-	-	-	-	-
	Service & Supplies	40,370	37,057	36,000	29,034	37,500	36,500
	Capital Outlay	-	-	-	-	-	-
	Total	40,370	37,057	36,000	29,034	37,500	36,500
	MACHINERY, EQUIP. & VEHICLES						
445	Equipment Maintenance						
	Personal Service	51,430	45,307	54,600	55,702	57,100	57,100
	Service & Supplies	230,671	159,752	187,000	191,329	213,500	183,000
	Capital Outlay	13,368	76,989	196,000	204,123	258,000	250,000
	Total	295,469	282,048	437,600	451,154	528,600	490,100
450	COMMUNITY CEMETERIES						
	Personal Service	103,658	104,255	107,400	119,968	123,000	123,000
	Service & Supplies	6,834	5,462	6,800	5,997	13,800	6,800
	Capital Outlay	900	-	-	-	-	-
	Total	111,392	109,717	114,200	125,965	136,800	129,800
	TOTAL PUBLIC WORKS						
	Personal Service	767,002	772,302	804,200	791,723	811,650	811,650
	Service & Supplies	1,126,113	892,199	1,040,100	865,205	1,219,350	1,107,150
	Capital Outlay	14,268	77,414	196,500	204,123	259,000	250,000
	Total	1,907,383	1,741,915	2,040,800	1,861,051	2,290,000	2,168,800

No.		2015 <u>Actual</u>	2016 <u>Actual</u>	2017 <u>Budget</u>	2017 <u>Actual</u>	Department <u>Request</u>	Mayor <u>Recomd.</u>
	Parks & Recreation						
500	ADMINISTRATION						
	Personal Service	-	-	-	-	-	-
	Service & Supplies	-	-	-	-	-	-
	Capital Outlay	-	-	-	-	-	-
	Total	-	-	-	-	-	-
	RECREATION						
505	Parks & Field Maintenance						
	Personal Service	25,000	25,750	26,600	26,600	27,300	27,300
	Service & Supplies	14,030	34,418	37,350	26,179	40,400	32,650
	Capital Outlay	-	-	5,000	8,744	12,000	12,000
	Total	39,030	60,168	68,950	61,523	79,700	71,950
509	Administration						
	Personal Service	25,750	26,600	27,000	27,000	27,700	27,700
	Service & Supplies	9,645	11,704	9,350	10,860	12,700	12,500
	Capital Outlay	-	-	-	-	-	-
	Total	35,395	38,304	36,350	37,860	40,400	40,200
510	Youth Recreation						
	Personal Service	-	-	-	-	-	-
	Service & Supplies	3,968	3,022	4,500	3,695	4,500	4,500
	Capital Outlay	-	-	-	-	-	-
	Total	3,968	3,022	4,500	3,695	4,500	4,500
515	Teen Recreation						
	Personal Service	-	-	-	-	-	-
	Service & Supplies	386	438	750	281	700	700
	Capital Outlay	-	-	-	-	-	-
	Total	386	438	750	281	700	700
520	Adult Recreation						
	Personal Service	-	-	-	-	-	-
	Service & Supplies	4,247	4,645	6,250	4,015	6,250	6,250
	Capital Outlay	-	-	-	-	-	-
	Total	4,247	4,645	6,250	4,015	6,250	6,250
525	Senior Recreation						
	Personal Service	36,050	37,200	38,000	38,000	39,000	39,000
	Service & Supplies	84,055	108,107	115,250	108,945	115,750	114,750
	Capital Outlay	-	3,790	-	-	-	-
	Total	120,105	149,097	153,250	146,945	154,750	153,750

No.		2015 <u>Actual</u>	2016 <u>Actual</u>	2017 <u>Budget</u>	2017 <u>Actual</u>	Department <u>Request</u>	Mayor <u>Recomd.</u>
Parks & Recreation (continued)							
530	Community Activities						
	Personal Service	-	-	-	-	-	-
	Service & Supplies	12,676	12,152	15,000	10,943	15,000	15,000
	Capital Outlay	-	-	-	-	-	-
	Total	<u>12,676</u>	<u>12,152</u>	<u>15,000</u>	<u>10,943</u>	<u>15,000</u>	<u>15,000</u>
RECREATION CENTERS							
535	Community Center						
	Personal Service	38,650	39,980	43,000	43,000	44,100	44,100
	Service & Supplies	57,057	48,677	63,000	52,537	65,800	55,300
	Capital Outlay	<u>24,100</u>	<u>8,393</u>	<u>125,000</u>	-	<u>75,000</u>	<u>75,000</u>
	Total	<u>119,807</u>	<u>97,050</u>	<u>231,000</u>	<u>95,537</u>	<u>184,900</u>	<u>174,400</u>
TOTAL PARKS & RECREATION							
	Personal Service	125,450	129,530	134,600	134,600	138,100	138,100
	Service & Supplies	186,064	223,163	251,450	217,455	261,100	241,650
	Capital Outlay	<u>24,100</u>	<u>12,183</u>	<u>130,000</u>	<u>8,744</u>	<u>87,000</u>	<u>87,000</u>
	Total	<u>335,614</u>	<u>364,876</u>	<u>516,050</u>	<u>360,799</u>	<u>486,200</u>	<u>466,750</u>

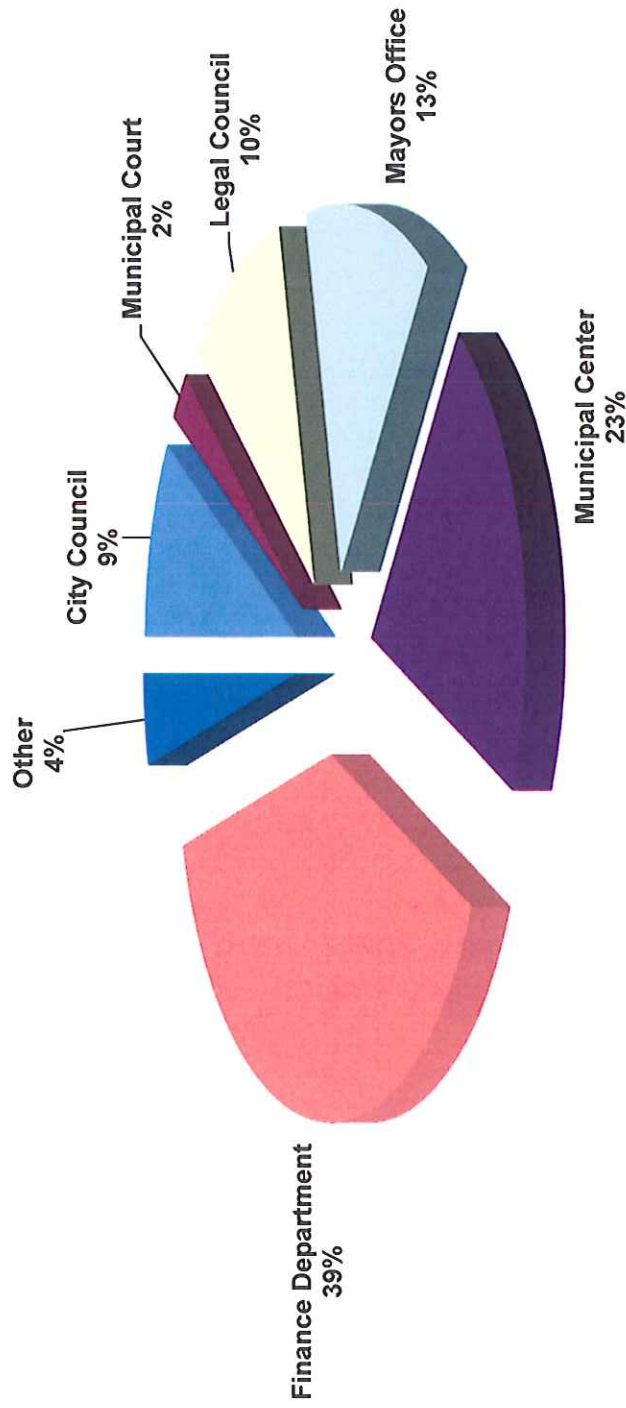
No.		2015 <u>Actual</u>	2016 <u>Actual</u>	2017 <u>Budget</u>	2017 <u>Actual</u>	Department <u>Request</u>	Mayor <u>Recomd.</u>
	Planning & Zoning						
	ADMINISTRATION						
600	Supervision						
	Personal Service	62,991	64,853	66,800	67,152	68,800	68,800
	Service & Supplies	707	549	1,750	205	1,750	1,250
	Capital Outlay	-	-	-	-	-	-
	Total	63,698	65,402	68,550	67,357	70,550	70,050
605	PLANNING & ZONING COMMISSION						
	Personal Service	3,835	3,900	4,000	3,900	4,000	4,000
	Service & Supplies	10,775	11,818	21,250	8,734	10,750	10,750
	Capital Outlay	-	-	-	-	-	-
	Total	14,610	15,718	25,250	12,634	14,750	14,750
610	BOARD OF ZONING APPEALS						
	Personal Service	630	245	1,000	980	1,000	1,000
	Service & Supplies	446	245	500	874	1,000	1,000
	Capital Outlay	-	-	-	-	-	-
	Total	1,076	490	1,500	1,854	2,000	2,000
	TOTAL PLANNING & ZONING						
	Personal Service	67,456	68,998	71,800	72,032	73,800	73,800
	Service & Supplies	11,928	12,612	23,500	9,813	13,500	13,000
	Capital Outlay	-	-	-	-	-	-
	Total	79,384	81,610	95,300	81,845	87,300	86,800
	CONSERVATION OF HEALTH						
650	Health Services						
	Personal Service	-	-	-	-	-	-
	Service & Supplies	70,926	77,593	92,000	91,992	95,000	95,000
	Capital Outlay	-	-	-	-	-	-
	Total	70,926	77,593	92,000	91,992	95,000	95,000
	TOTAL PUBLIC HEALTH						
	Personal Service	-	-	-	-	-	-
	Service & Supplies	70,926	77,593	92,000	91,992	95,000	95,000
	Capital Outlay	-	-	-	-	-	-
	Total	70,926	77,593	92,000	91,992	95,000	95,000

No.		2015 <u>Actual</u>	2016 <u>Actual</u>	2017 <u>Budget</u>	2017 <u>Actual</u>	Dept. <u>Request</u>	Mayor <u>Recomd.</u>
	City Engineering						
700	ADMINISTRATION						
	Personal Service	-	-	-	-	-	-
	Service & Supplies	31,088	29,610	31,500	33,662	34,000	34,000
	Capital Outlay	-	-	-	-	-	-
	Total	<u>31,088</u>	<u>29,610</u>	<u>31,500</u>	<u>33,662</u>	<u>34,000</u>	<u>34,000</u>
705	PLAN REVIEW						
	Personal Service	-	-	-	-	-	-
	Service & Supplies	-	-	-	-	-	-
	Capital Outlay	-	-	-	-	-	-
	Total	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
710	CONSRUCTION INSPECTION						
	Personal Service	-	-	-	-	-	-
	Service & Supplies	-	8,000	10,000	2,000	5,000	5,000
	Capital Outlay	-	-	-	-	-	-
	Total	<u>-</u>	<u>8,000</u>	<u>10,000</u>	<u>2,000</u>	<u>5,000</u>	<u>5,000</u>
715	PREVAILING WAGE ENFORCEMENT						
	Personal Service	3,935	4,052	4,500	4,175	4,300	4,300
	Service & Supplies	-	-	-	-	-	-
	Capital Outlay	-	-	-	-	-	-
	Total	<u>3,935</u>	<u>4,052</u>	<u>4,500</u>	<u>4,175</u>	<u>4,300</u>	<u>4,300</u>
	TOTAL CITY ENGINEERING						
	Personal Service	3,935	4,052	4,500	4,175	4,300	4,300
	Service & Supplies	31,088	37,610	41,500	35,662	39,000	39,000
	Capital Outlay	-	-	-	-	-	-
	Total	<u>35,023</u>	<u>41,662</u>	<u>46,000</u>	<u>39,837</u>	<u>43,300</u>	<u>43,300</u>
	DEPARTMENT SUBTOTALS						
	Personal Service	3,372,252	3,439,152	3,574,590	3,605,056	3,659,555	3,659,555
	Service & Supplies	1,947,787	1,788,553	2,027,550	1,757,275	2,316,045	2,128,095
	Capital Outlay	<u>321,975</u>	<u>439,632</u>	<u>856,500</u>	<u>793,005</u>	<u>803,000</u>	<u>719,000</u>
	Total	<u>5,642,014</u>	<u>5,667,337</u>	<u>6,458,640</u>	<u>6,155,336</u>	<u>6,778,600</u>	<u>6,506,650</u>

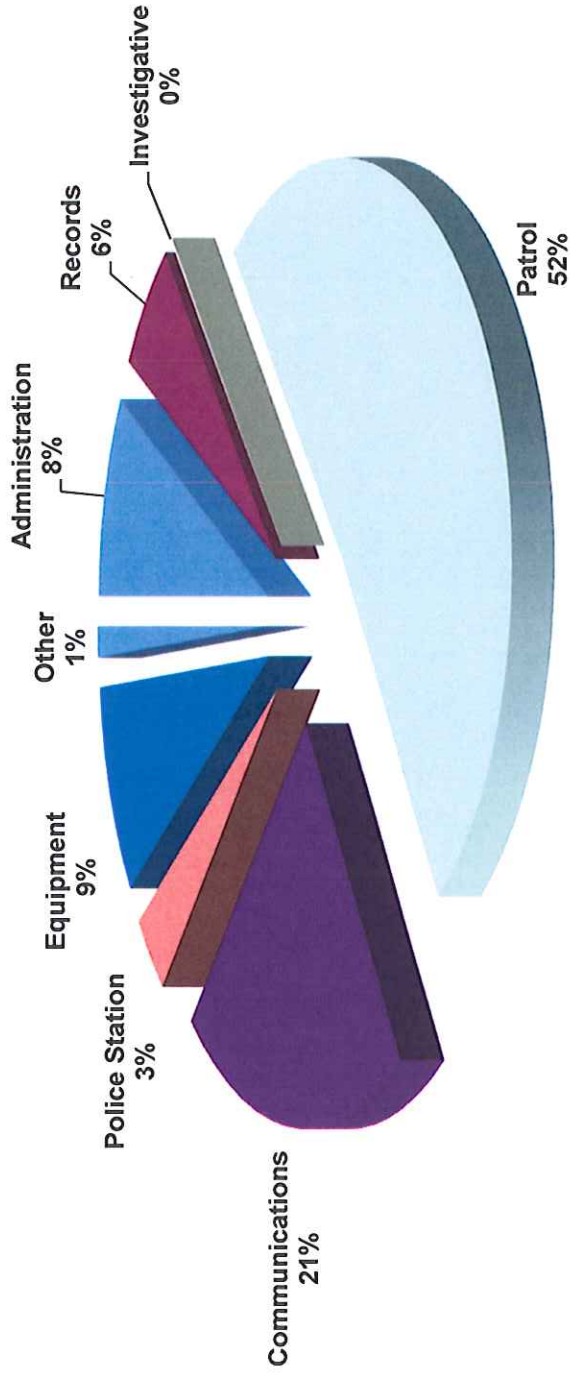
No.		2015 <u>Actual</u>	2016 <u>Actual</u>	2017 <u>Budget</u>	2017 <u>Actual</u>	Dept. <u>Request</u>	Mayor <u>Recomd.</u>
Miscellaneous Govt.							
CLAIMS & LOSSES							
800	Claims & Judgements	5,000	-	5,000	-	5,000	5,000
PENSIONS & RETIREMENTS							
805	Police Pension	128,719	135,910	140,000	135,545	140,000	140,000
806	Fire Pension	163,801	167,794	167,794	174,666	178,500	178,500
807	PERS	223,701	222,379	229,000	219,579	224,500	224,500
808	FICA	<u>21,016</u>	<u>23,910</u>	<u>24,700</u>	<u>24,558</u>	<u>25,200</u>	<u>25,200</u>
	Total Pension	537,237	549,993	561,494	554,348	568,200	568,200
WORKERS' COMP							
815	Workers' Comp. Pymt	84,205	74,243	76,000	64,561	65,000	65,000
EMPLOYEE INSURANCE							
820	Accident & Life Ins.	2,306	2,576	2,700	2,956	3,250	3,250
823	Hospital & Medical	646,026	659,063	700,000	645,571	700,000	700,000
826	Medicare	<u>48,358</u>	<u>51,136</u>	<u>52,700</u>	<u>51,692</u>	<u>53,000</u>	<u>53,000</u>
	Total Employee Ins.	696,690	712,775	755,400	700,219	756,250	756,250
CITY INSURANCE							
830	Insurance & Bonds	69,975	69,016	72,500	74,105	79,000	79,000
UNEMPLOYMENT COMP.							
835	OBES Payments	-	-	1,500	-	1,500	1,500
UNCLASSIFIED							
840	Retirements & 27 P/r	-	<u>126,619</u>	-	-	-	-
	Total Misc. Government	<u>1,393,107</u>	<u>1,532,646</u>	<u>1,471,894</u>	<u>1,393,233</u>	<u>1,474,950</u>	<u>1,474,950</u>
	Total Government	<u>7,035,121</u>	<u>7,199,983</u>	<u>7,930,534</u>	<u>7,548,569</u>	<u>8,253,550</u>	<u>7,981,600</u>
Miscellaneous Non-Government							
843	Transfers	370,662	364,789	334,024	333,931	431,477	431,477
846	Principal on Debt	-	-	-	-	-	-
849	Interest on Debt	-	-	-	-	-	-
851	Contingencies-Capital	-	-	-	-	-	-
852	Contingencies-Operating	-	-	25,000	-	25,000	25,000
	Total Misc. Non-Govt.	<u>370,662</u>	<u>364,789</u>	<u>359,024</u>	<u>333,931</u>	<u>456,477</u>	<u>456,477</u>
	Total Expenditures	<u>7,405,783</u>	<u>7,564,772</u>	<u>8,289,558</u>	<u>7,882,500</u>	<u>8,710,027</u>	<u>8,438,077</u>
BREAKDOWN OF:							
Expenditures							
	Personal Service	3,372,252	3,439,152	3,574,590	3,605,056	3,659,555	3,659,555
	Service & Supplies	3,340,894	3,321,199	3,499,444	3,150,508	3,790,995	3,603,045
	Capital Outlay	<u>321,975</u>	<u>439,632</u>	<u>856,500</u>	<u>793,005</u>	<u>803,000</u>	<u>719,000</u>
	Sub-Total-Exp's	7,035,121	7,199,983	7,930,534	7,548,569	8,253,550	7,981,600
	Non-Governmental	<u>370,662</u>	<u>364,789</u>	<u>359,024</u>	<u>333,931</u>	<u>456,477</u>	<u>456,477</u>
	Grand Total	<u>7,405,783</u>	<u>7,564,772</u>	<u>8,289,558</u>	<u>7,882,500</u>	<u>8,710,027</u>	<u>8,438,077</u>

General Government Budget

Total \$660,425

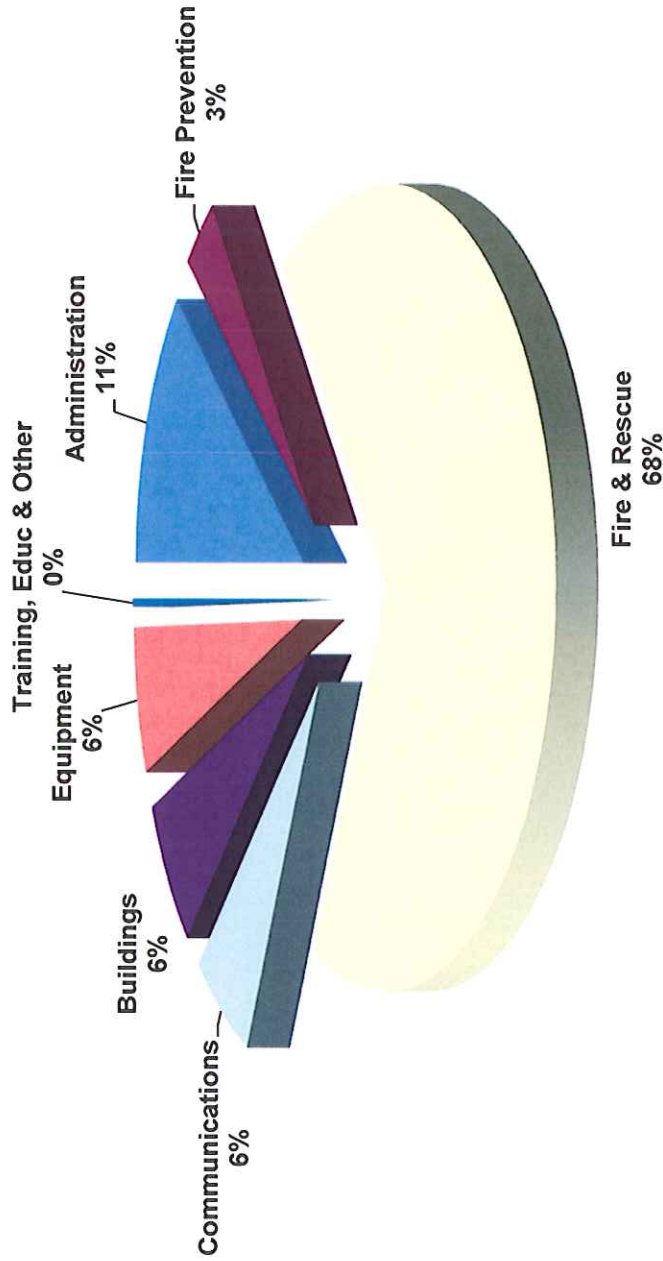


Police Budget Total \$1,497,650



Fire Budget

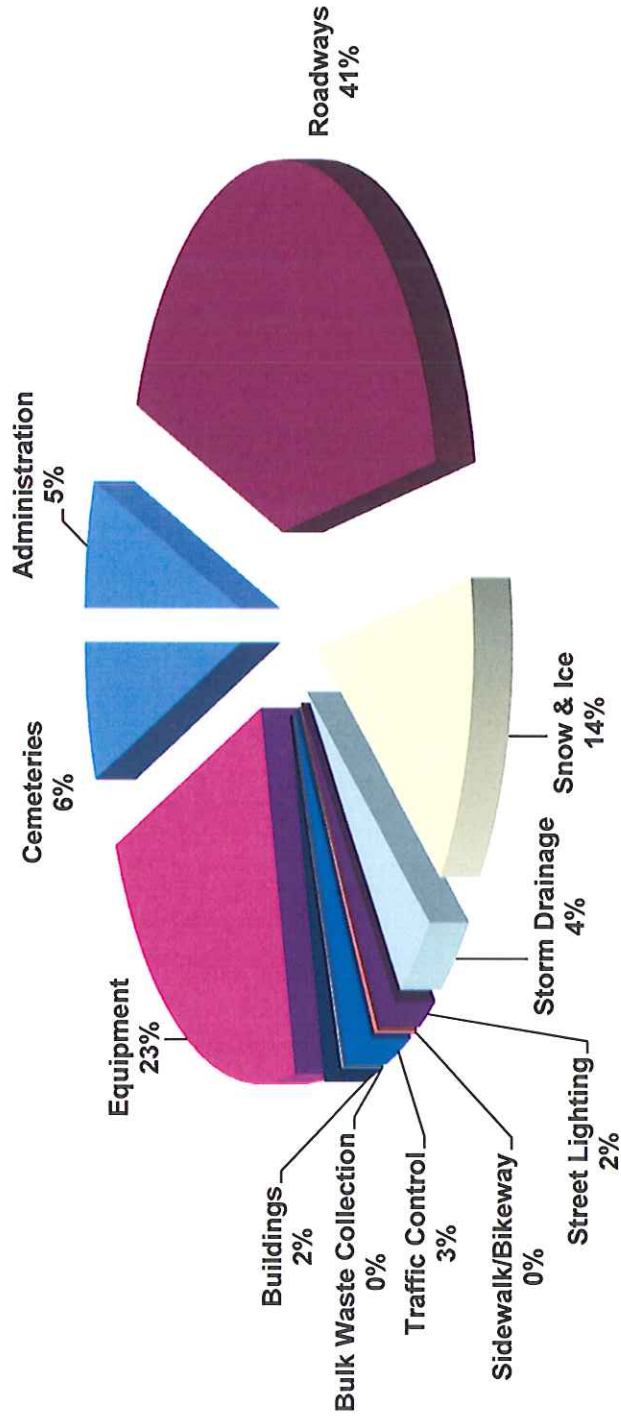
Total \$1,487,925



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

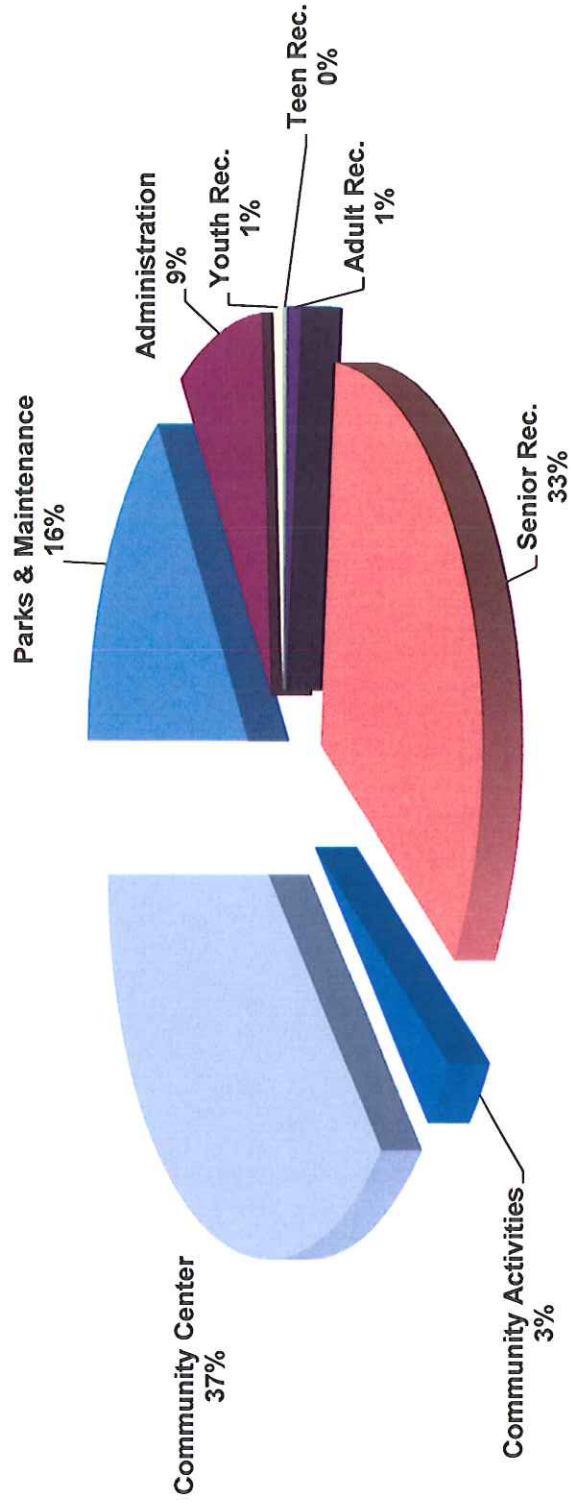
Public Works Budget

Total \$2,168,800



Parks & Recreation Budget

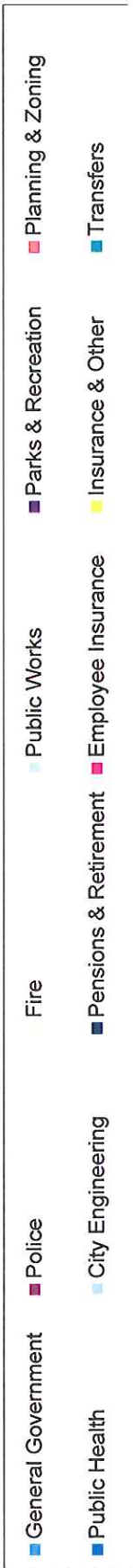
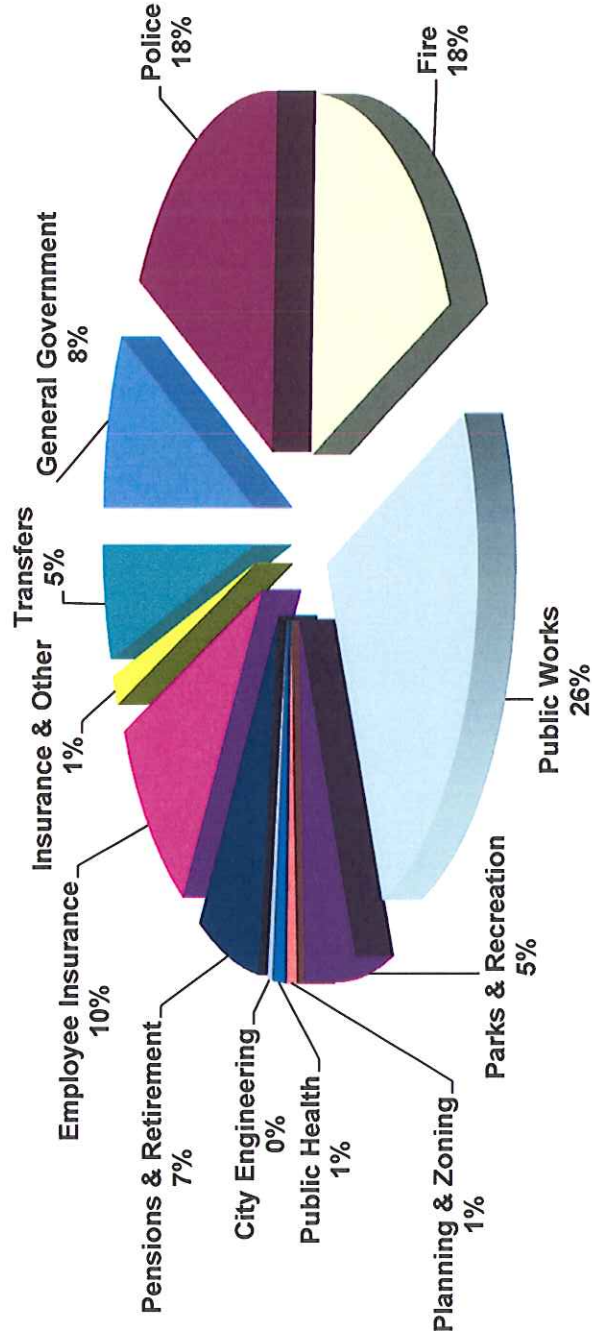
Total \$466,750



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

Total Departmental Expenses

Total \$8,438,077



GENERAL GOVERNMENT

No.		2015 <u>Actual</u>	2016 <u>Actual</u>	2017 <u>Budget</u>	2017 <u>Actual</u>	Dept. <u>Request</u>	Mayor <u>Recomd.</u>
General Government							
LEGISLATIVE							
100	City Council						
	Personal Service	28,250	28,250	28,250	28,250	28,250	28,250
	Service & Supplies	1,582	1,652	1,700	1,467	1,700	1,700
	Capital Outlay	-	-	-	-	-	-
	Total	29,832	29,902	29,950	29,717	29,950	29,950
105	Clerk of Council						
	Personal Service	13,378	13,779	14,350	14,192	14,500	14,500
	Service & Supplies	9,878	5,237	7,100	3,407	13,500	13,500
	Capital Outlay	-	-	-	-	-	-
	Total	23,256	19,016	21,450	17,599	28,000	28,000
BOARDS & COMMISSIONS							
110	Civil Service						
	Personal Service	3,242	3,340	3,440	3,440	3,530	3,530
	Service & Supplies	-	-	100	-	100	100
	Capital Outlay	-	-	-	-	-	-
	Total	3,242	3,340	3,540	3,440	3,630	3,630
	Total Legislative						
	Personal Service	44,870	45,369	46,040	45,882	46,280	46,280
	Service & Supplies	11,460	6,889	8,900	4,874	15,300	15,300
	Capital Outlay	-	-	-	-	-	-
	Total	56,330	52,258	54,940	50,756	61,580	61,580
115	MUNICIPAL COURT						
	Personal Service	-	-	-	-	-	-
	Service & Supplies	11,747	9,215	12,000	14,785	15,000	15,000
	Capital Outlay	-	-	-	-	-	-
	Total	11,747	9,215	12,000	14,785	15,000	15,000
120	LEGAL COUNSEL						
	Personal Service	50,923	52,451	54,025	52,451	53,750	53,750
	Service & Supplies	14,676	11,754	14,500	12,536	14,000	14,000
	Capital Outlay	-	-	-	-	-	-
	Total	65,599	64,205	68,525	64,987	67,750	67,750

No.		2015 <u>Actual</u>	2016 <u>Actual</u>	2017 <u>Budget</u>	2017 <u>Actual</u>	Dept. <u>Request</u>	Mayor <u>Recomd.</u>
General Government (continued)							
125	ELECTIONS						
	Personal Service	-	-	-	-	-	-
	Service & Supplies	179	1,648	1,500	3,187	1,500	1,500
	Capital Outlay	-	-	-	-	-	-
	Total	179	1,648	1,500	3,187	1,500	1,500
	EXECUTIVE						
130	Mayor						
	Personal Service	79,454	80,277	83,775	83,178	85,300	85,300
	Service & Supplies	1,911	2,446	1,800	1,986	1,545	1,545
	Capital Outlay	-	-	-	-	-	-
	Total	81,365	82,723	85,575	85,164	86,845	86,845
132	HUMAN RESOURCES						
	Personal Service	-	-	-	-	-	-
	Service & Supplies	1,540	993	1,800	1,289	1,800	1,300
	Capital Outlay	-	-	-	-	-	-
	Total	1,540	993	1,800	1,289	1,800	1,300
133	COMMUNITY DEVELOPMENT						
	Personal Service	-	-	-	-	-	-
	Service & Supplies	2,836	1,977	2,000	1,969	20,000	20,000
	Capital Outlay	-	-	-	-	-	-
	Total	2,836	1,977	2,000	1,969	20,000	20,000
135	MUNICIPAL CENTER						
	Personal Service	22,226	26,355	27,150	32,188	33,000	33,000
	Service & Supplies	60,173	52,875	56,500	64,544	86,000	59,500
	Capital Outlay	159,824	835	50,000	13,330	105,000	55,000
	Total	242,223	80,065	133,650	110,062	224,000	147,500
	FINANCE						
140	Administration						
	Personal Service	34,568	35,605	36,700	36,673	37,600	37,600
	Service & Supplies	50	50	50	586	50	50
	Capital Outlay	-	-	-	-	-	-
	Total	34,618	35,655	36,750	37,259	37,650	37,650
142	Accounting & Treasury						
	Personal Service	51,444	50,317	51,900	51,465	52,750	52,750
	Service & Supplies	15,324	19,197	22,650	21,986	22,650	21,650
	Capital Outlay	-	-	-	-	-	-
	Total	66,768	69,514	74,550	73,451	75,400	74,400

No.		2015 <u>Actual</u>	2016 <u>Actual</u>	2017 <u>Budget</u>	2017 <u>Actual</u>	Dept. <u>Request</u>	Mayor <u>Recomd.</u>
General Government (continued)							
145	Independent Auditors						
	Personal Service	-	-	-	-	-	-
	Service & Supplies	7,075	38,170	10,000	9,150	40,000	40,000
	Capital Outlay	-	-	-	-	-	-
	Total	<u>7,075</u>	<u>38,170</u>	<u>10,000</u>	<u>9,150</u>	<u>40,000</u>	<u>40,000</u>
150	Municipal Tax Collection						
	Personal Service	-	-	-	-	-	-
	Service & Supplies	71,743	71,447	75,000	77,312	79,600	79,600
	Capital Outlay	-	-	-	-	-	-
	Total	<u>71,743</u>	<u>71,447</u>	<u>75,000</u>	<u>77,312</u>	<u>79,600</u>	<u>79,600</u>
155	Property Tax Collection						
	Personal Service	-	-	-	-	-	-
	Service & Supplies	28,100	27,235	29,000	25,022	27,300	27,300
	Capital Outlay	-	-	-	-	-	-
	Total	<u>28,100</u>	<u>27,235</u>	<u>29,000</u>	<u>25,022</u>	<u>27,300</u>	<u>27,300</u>
	Total Finance						
	Personal Service	86,012	85,922	88,600	88,138	90,350	90,350
	Service & Supplies	122,292	156,099	136,700	134,056	169,600	168,600
	Capital Outlay	-	-	-	-	-	-
	Total	<u>208,304</u>	<u>242,021</u>	<u>225,300</u>	<u>222,194</u>	<u>259,950</u>	<u>258,950</u>
	TOTAL GENERAL GOVT.						
	Personal Service	283,485	290,374	299,590	301,837	308,680	308,680
	Service & Supplies	226,814	243,896	235,700	239,226	324,745	296,745
	Capital Outlay	<u>159,824</u>	<u>835</u>	<u>50,000</u>	<u>13,330</u>	<u>105,000</u>	<u>55,000</u>
	Total	<u><u>670,123</u></u>	<u><u>535,105</u></u>	<u><u>585,290</u></u>	<u><u>554,393</u></u>	<u><u>738,425</u></u>	<u><u>660,425</u></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 General Government
 Division Legislative
 Program City Council
 Program Number 100

No. Expenditure Classifications	2015 <u>Actual</u>	2016 <u>Actual</u>	2017 <u>Budget</u>	2017 <u>Actual</u>	Department <u>Request</u>	Mayor <u>Recomd.</u>
10 PERSONAL SERVICES	28,250	28,250	28,250	28,250	28,250	28,250
SERVICES & SUPPLIES						
20 Materials & Supplies	433	264	250	318	300	300
24 Books & Periodicals	-	-	-	-	-	-
28 Uniforms	-	-	-	-	-	-
32 Memberships	-	-	-	-	-	-
36 Recruitment & Training	1,149	1,388	1,450	1,149	1,400	1,400
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	<u>1,582</u>	<u>1,652</u>	<u>1,700</u>	<u>1,467</u>	<u>1,700</u>	<u>1,700</u>
CAPITAL OUTLAY						
80 Department Equipment	-	-	-	-	-	-
84 Office Equipment	-	-	-	-	-	-
88 Capital Improvements	-	-	-	-	-	-
Total Capital	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Program Total	<u>29,832</u>	<u>29,902</u>	<u>29,950</u>	<u>29,717</u>	<u>29,950</u>	<u>29,950</u>

<u>Personnel</u>	2015 <u>Actual</u>	2016 <u>Actual</u>	2017 <u>Recomd.</u>	2017 <u>Actual</u>	Department <u>Request</u>	Mayor <u>Recomd.</u>
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. Several large items included in this update are: animal ordinance, CRA ordinances, police and fire contracts, police code updates, and fee ordinance and cross referencing throughout code.

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

No. Expenditure Classifications	2015 <u>Actual</u>	2016 <u>Actual</u>	2017 <u>Budget</u>	2017 <u>Actual</u>	Department <u>Request</u>	Mayor <u>Recomd.</u>
10 PERSONAL SERVICES	13,378	13,779	14,350	14,192	14,500	14,500
SERVICES & SUPPLIES						
20 Materials & Supplies	524	223	500	301	500	500
24 Books & Periodicals	-	-	-	-	-	-
28 Uniforms	-	-	-	-	-	-
32 Memberships	-	-	-	-	-	-
36 Recruitment & Training	-	-	-	-	-	-
40 Travel & Meetings	-	-	-	-	-	-
44 Miscellaneous	-	-	-	-	-	-
48 Contract Services	8,598	4,233	5,600	350	12,000	12,000
52 Utilities	-	-	-	-	-	-
56 Rentals	-	-	-	-	-	-
60 Advertising	756	781	1,000	2,441	1,000	1,000
64 Repairs & Maintenance	-	-	-	315	-	-
68 Equip. Operation & Maint.	-	-	-	-	-	-
72 Fuel & Oil	-	-	-	-	-	-
Total Service & Supplies	<u>9,878</u>	<u>5,237</u>	<u>7,100</u>	<u>3,407</u>	<u>13,500</u>	<u>13,500</u>
CAPITAL OUTLAY						
80 Department Equipment	-	-	-	-	-	-
84 Office Equipment	-	-	-	-	-	-
88 Capital Improvements	-	-	-	-	-	-
Total Capital	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Program Total	<u>23,256</u>	<u>19,016</u>	<u>21,450</u>	<u>17,599</u>	<u>28,000</u>	<u>28,000</u>

<u>Personnel</u>	2015 <u>Actual</u>	2016 <u>Actual</u>	2017 <u>Recomd.</u>	2017 <u>Actual</u>	Department <u>Request</u>	Mayor <u>Recomd.</u>
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	2015 <u>Actual</u>	2016 <u>Actual</u>	2017 <u>Budget</u>	2017 <u>Actual</u>	Department <u>Request</u>	Mayor <u>Recomd.</u>
10 PERSONAL SERVICES	3,242	3,340	3,440	3,440	3,530	3,530
SERVICES & SUPPLIES						
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	-	-	100	-	100	100
64 Repairs & Maintenance	-	-	-	-	-	-
68 Equip. Operation & Maint.	-	-	-	-	-	-
72 Fuel & Oil	-	-	-	-	-	-
Total Service & Supplies	-	-	100	-	100	100
CAPITAL OUTLAY						
80 Department Equipment	-	-	-	-	-	-
84 Office Equipment	-	-	-	-	-	-
88 Capital Improvements	-	-	-	-	-	-
Total Capital	-	-	-	-	-	-
Program Total	<u>3,242</u>	<u>3,340</u>	<u>3,540</u>	<u>3,440</u>	<u>3,630</u>	<u>3,630</u>

<u>Personnel</u>	2015 <u>Actual</u>	2016 <u>Actual</u>	2017 <u>Recomd.</u>	2017 <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	2015 <u>Actual</u>	2016 <u>Actual</u>	2017 <u>Budget</u>	2017 <u>Actual</u>	Department <u>Request</u>	Mayor <u>Recomd.</u>
10 PERSONAL SERVICES	-	-	-	-	-	-
SERVICES & SUPPLIES						
20 Materials & Supplies	-	-	-	-	-	-
24 Books & Periodicals	-	-	-	-	-	-
28 Uniforms	-	-	-	-	-	-
32 Memberships	-	-	-	-	-	-
36 Recruitment & Training	-	-	-	-	-	-
40 Travel & Meetings	-	-	-	-	-	-
44 Miscellaneous	-	-	-	-	-	-
48 Contract Services	11,747	9,215	12,000	14,785	15,000	15,000
52 Utilities	-	-	-	-	-	-
56 Rentals	-	-	-	-	-	-
60 Advertising	-	-	-	-	-	-
64 Repairs & Maintenance	-	-	-	-	-	-
68 Equip. Operation & Maint.	-	-	-	-	-	-
72 Fuel & Oil	-	-	-	-	-	-
Total Service & Supplies	<u>11,747</u>	<u>9,215</u>	<u>12,000</u>	<u>14,785</u>	<u>15,000</u>	<u>15,000</u>
CAPITAL OUTLAY						
80 Department Equipment	-	-	-	-	-	-
84 Office Equipment	-	-	-	-	-	-
88 Capital Improvements	-	-	-	-	-	-
Total Capital	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Program Total	<u>11,747</u>	<u>9,215</u>	<u>12,000</u>	<u>14,785</u>	<u>15,000</u>	<u>15,000</u>

	2015 <u>Actual</u>	2016 <u>Actual</u>	2017 <u>Recomd.</u>	2017 <u>Actual</u>	Department <u>Request</u>	Mayor <u>Recomd.</u>
Personnel						
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.

PROGRAM COMMENTARY

Per Resolution 15-R-44, the wage and fee arrangement with Daniel F. Richards as Law Director of Kirtland ceases on December 31, 2016. A wage increase is usually given every other year. Last increase was January 1, 2016 – December 31, 2016. Following suit, the next increase would be recommended for 2018.

Department	<u>General Government</u>					
Division	<u>Legal</u>					
Program	<u>Legal Counsel</u>					
Program Number	<u>120</u>					
No. Expenditure Classifications	<u>2015</u> <u>Actual</u>	<u>2016</u> <u>Actual</u>	<u>2017</u> <u>Budget</u>	<u>2017</u> <u>Actual</u>	<u>Department</u> <u>Request</u>	<u>Mayor</u> <u>Recomd.</u>
10 PERSONAL SERVICES	50,923	52,451	54,025	52,451	53,750	53,750
SERVICES & SUPPLIES						
20 Materials & Supplies	-	-	-	-	-	-
24 Books & Periodicals	-	-	-	-	-	-
28 Uniforms	-	-	-	-	-	-
32 Memberships	-	-	-	-	-	-
36 Recruitment & Training	-	-	-	-	-	-
40 Travel & Meetings	-	-	-	-	-	-
44 Miscellaneous	-	-	-	-	-	-
48 Contract Services	14,676	11,754	14,500	12,536	14,000	14,000
52 Utilities	-	-	-	-	-	-
56 Rentals	-	-	-	-	-	-
60 Advertising	-	-	-	-	-	-
64 Repairs & Maintenance	-	-	-	-	-	-
68 Equip. Operation & Maint.	-	-	-	-	-	-
72 Fuel & Oil	-	-	-	-	-	-
Total Service & Supplies	<u>14,676</u>	<u>11,754</u>	<u>14,500</u>	<u>12,536</u>	<u>14,000</u>	<u>14,000</u>
CAPITAL OUTLAY						
80 Department Equipment	-	-	-	-	-	-
84 Office Equipment	-	-	-	-	-	-
88 Capital Improvements	-	-	-	-	-	-
Total Capital	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Program Total	<u>65,599</u>	<u>64,205</u>	<u>68,525</u>	<u>64,987</u>	<u>67,750</u>	<u>67,750</u>

<u>Personnel</u>	<u>2015</u> <u>Actual</u>	<u>2016</u> <u>Actual</u>	<u>2017</u> <u>Recomd.</u>	<u>2017</u> <u>Actual</u>	<u>Department</u> <u>Request</u>	<u>Mayor</u> <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	2015 <u>Actual</u>	2016 <u>Actual</u>	2017 <u>Budget</u>	2017 <u>Actual</u>	Department <u>Request</u>	Mayor <u>Recomd.</u>
10 PERSONAL SERVICES	-	-	-	-	-	-
SERVICES & SUPPLIES						
20 Materials & Supplies	-	-	-	-	-	-
24 Books & Periodicals	-	-	-	-	-	-
28 Uniforms	-	-	-	-	-	-
32 Memberships	-	-	-	-	-	-
36 Recruitment & Training	-	-	-	-	-	-
40 Travel & Meetings	-	-	-	-	-	-
44 Miscellaneous	-	-	-	-	-	-
48 Contract Services	179	1,648	1,500	3,187	1,500	1,500
52 Utilities	-	-	-	-	-	-
56 Rentals	-	-	-	-	-	-
60 Advertising	-	-	-	-	-	-
64 Repairs & Maintenance	-	-	-	-	-	-
68 Equip. Operation & Maint.	-	-	-	-	-	-
72 Fuel & Oil	-	-	-	-	-	-
Total Service & Supplies	<u>179</u>	<u>1,648</u>	<u>1,500</u>	<u>3,187</u>	<u>1,500</u>	<u>1,500</u>
CAPITAL OUTLAY						
80 Department Equipment	-	-	-	-	-	-
84 Office Equipment	-	-	-	-	-	-
88 Capital Improvements	-	-	-	-	-	-
Total Capital	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Program Total	<u>179</u>	<u>1,648</u>	<u>1,500</u>	<u>3,187</u>	<u>1,500</u>	<u>1,500</u>

<u>Personnel</u>	2015 <u>Actual</u>	2016 <u>Actual</u>	2017 <u>Recomd.</u>	2017 <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.

PROGRAM COMMENTARY

Personal Services reflects Resolution 11-R-44, an increase for Safety and Service Director equivalent to the increase for other employees factored into the budget.

Department Division Program Program Number	<u>General Government</u> <u>Executive</u> <u>Mayor</u> <u>130</u>					
No. Expenditure Classifications	2015 <u>Actual</u>	2016 <u>Actual</u>	2017 <u>Budget</u>	2017 <u>Actual</u>	Department <u>Request</u>	Mayor <u>Recomd.</u>
10 PERSONAL SERVICES	79,454	80,277	83,775	83,178	85,300	85,300
SERVICES & SUPPLIES						
20 Materials & Supplies	1,314	1,014	850	618	650	650
24 Books & Periodicals	260	770	300	527	200	200
28 Uniforms	-	-	-	-	-	-
32 Memberships	195	595	500	695	545	545
36 Recruitment & Training	112	-	-	-	-	-
40 Travel & Meetings	30	67	150	25	150	150
44 Miscellaneous	-	-	-	121	-	-
48 Contract Services	-	-	-	-	-	-
52 Utilities	-	-	-	-	-	-
56 Rentals	-	-	-	-	-	-
60 Advertising	-	-	-	-	-	-
64 Repairs & Maintenance	-	-	-	-	-	-
68 Equip. Operation & Maint.	-	-	-	-	-	-
72 Fuel & Oil	-	-	-	-	-	-
Total Service & Supplies	1,911	2,446	1,800	1,986	1,545	1,545
CAPITAL OUTLAY						
80 Department Equipment	-	-	-	-	-	-
84 Office Equipment	-	-	-	-	-	-
88 Capital Improvements	-	-	-	-	-	-
Total Capital	-	-	-	-	-	-
Program Total	81,365	82,723	85,575	85,164	86,845	86,845

<u>Personnel</u>	2015 <u>Actual</u>	2016 <u>Actual</u>	2017 <u>Recomd.</u>	2017 <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

132 HUMAN RESOURCES

PROGRAM DESCRIPTION

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

Department	<u>General Government</u>					
Division	<u>Executive</u>					
Program	<u>Human Resources</u>					
Program Number	<u>132</u>					
No. Expenditure Classifications	<u>2015</u> <u>Actual</u>	<u>2016</u> <u>Actual</u>	<u>2017</u> <u>Budget</u>	<u>2017</u> <u>Actual</u>	<u>Department</u> <u>Request</u>	<u>Mayor</u> <u>Recomd.</u>
10 PERSONAL SERVICES	-	-	-	-	-	-
SERVICES & SUPPLIES						
20 Materials & Supplies	350	374	400	605	500	500
24 Books & Periodicals	-	-	-	-	-	-
28 Uniforms	-	-	-	-	-	-
32 Memberships	190	449	400	209	400	400
36 Recruitment & Training	500	170	500	450	400	400
40 Travel & Meetings	-	-	-	25	-	-
44 Miscellaneous	-	-	-	-	-	-
48 Contract Services	500	-	500	-	500	-
52 Utilities	-	-	-	-	-	-
56 Rentals	-	-	-	-	-	-
60 Advertising	-	-	-	-	-	-
64 Repairs & Maintenance	-	-	-	-	-	-
68 Equip. Operation & Maint.	-	-	-	-	-	-
72 Fuel & Oil	-	-	-	-	-	-
Total Service & Supplies	<u>1,540</u>	<u>993</u>	<u>1,800</u>	<u>1,289</u>	<u>1,800</u>	<u>1,300</u>
CAPITAL OUTLAY						
80 Department Equipment	-	-	-	-	-	-
84 Office Equipment	-	-	-	-	-	-
88 Capital Improvements	-	-	-	-	-	-
Total Capital	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Program Total	<u>1,540</u>	<u>993</u>	<u>1,800</u>	<u>1,289</u>	<u>1,800</u>	<u>1,300</u>

<u>Personnel</u>	<u>2015</u> <u>Actual</u>	<u>2016</u> <u>Actual</u>	<u>2017</u> <u>Recomd.</u>	<u>2017</u> <u>Actual</u>	<u>Department</u> <u>Request</u>	<u>Mayor</u> <u>Recomd.</u>
Full Time	-	-	-	-	-	-
Part Time	-	-	-	-	-	-

133 COMMUNITY DEVELOPMENT FORMERLY PUBLIC INFORMATION

PROGRAM DESCRIPTION

This program provides for the City's community development and public information. Activities include:

- Preparation and distribution of printed and on-line information.
- Promoting development opportunities, plan assistance, advocacy with other public and private service providers, site selections, and other assistance to attract and retain businesses to the City.

CAPITAL IMPROVEMENT

Capital Improvements includes the cost of updating the City of Kirtland website.

Department General Government
 Division Executive
 Program Community Development (formerly Public Information)
 Program Number 133

No. Expenditure Classifications	2015 <u>Actual</u>	2016 <u>Actual</u>	2017 <u>Budget</u>	2017 <u>Actual</u>	Department <u>Request</u>	Mayor <u>Recomd.</u>
10 PERSONAL SERVICES	-	-	-	-	-	-
SERVICES & SUPPLIES						
20 Materials & Supplies	-	-	-	-	-	-
24 Books & Periodicals	-	-	-	-	-	-
28 Uniforms	-	-	-	-	-	-
32 Memberships	-	-	-	-	-	-
36 Recruitment & Training	-	-	-	-	-	-
40 Travel & Meetings	-	-	-	-	-	-
44 Miscellaneous	-	-	-	-	-	-
48 Contract Services	2,836	1,977	2,000	1,969	20,000	20,000
52 Utilities	-	-	-	-	-	-
56 Rentals	-	-	-	-	-	-
60 Advertising	-	-	-	-	-	-
64 Repairs & Maintenance	-	-	-	-	-	-
68 Equip. Operation & Maint.	-	-	-	-	-	-
72 Fuel & Oil	-	-	-	-	-	-
Total Service & Supplies	<u>2,836</u>	<u>1,977</u>	<u>2,000</u>	<u>1,969</u>	<u>20,000</u>	<u>20,000</u>
CAPITAL OUTLAY						
80 Department Equipment	-	-	-	-	-	-
84 Office Equipment	-	-	-	-	-	-
88 Capital Improvements	-	-	-	-	-	-
Total Capital	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Program Total	<u>2,836</u>	<u>1,977</u>	<u>2,000</u>	<u>1,969</u>	<u>20,000</u>	<u>20,000</u>

<u>Personnel</u>	2015 <u>Actual</u>	2016 <u>Actual</u>	2017 <u>Recomd.</u>	2017 <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.

CAPITOL IMPROVEMENTS

Unknown

Department
 Division
 Program
 Program Number

General Government
Office Buildings
Municipal Center
135

No. Expenditure Classifications	2015 <u>Actual</u>	2016 <u>Actual</u>	2017 <u>Budget</u>	2017 <u>Actual</u>	Department <u>Request</u>	Mayor <u>Recomd.</u>
10 PERSONAL SERVICES	22,226	26,355	27,150	32,188	33,000	33,000
SERVICES & SUPPLIES						
20 Materials & Supplies	-	-	-	-	-	-
24 Books & Periodicals	-	-	-	-	-	-
28 Uniforms	-	-	-	-	-	-
32 Memberships	-	-	-	-	-	-
36 Recruitment & Training	-	-	-	-	-	-
40 Travel & Meetings	-	-	-	-	-	-
44 Miscellaneous	-	-	-	-	-	-
48 Contract Services	1,800	1,800	2,500	1,808	27,000	2,500
52 Utilities	31,058	22,508	24,000	21,702	24,000	22,000
56 Rentals	-	-	-	-	-	-
60 Advertising	-	-	-	-	-	-
64 Repairs & Maintenance	27,315	28,567	30,000	41,034	35,000	35,000
68 Equip. Operation & Maint.	-	-	-	-	-	-
72 Fuel & Oil	-	-	-	-	-	-
Total Service & Supplies	<u>60,173</u>	<u>52,875</u>	<u>56,500</u>	<u>64,544</u>	<u>86,000</u>	<u>59,500</u>
CAPITAL OUTLAY						
80 Department Equipment	-	-	-	-	-	-
84 Office Equipment	-	-	-	-	-	-
88 Capital Improvements	159,824	835	50,000	13,330	105,000	55,000
Total Capital	<u>159,824</u>	<u>835</u>	<u>50,000</u>	<u>13,330</u>	<u>105,000</u>	<u>55,000</u>
Program Total	<u>242,223</u>	<u>80,065</u>	<u>133,650</u>	<u>110,062</u>	<u>224,000</u>	<u>147,500</u>

<u>Personnel</u>	2015 <u>Actual</u>	2016 <u>Actual</u>	2017 <u>Recomd.</u>	2017 <u>Actual</u>	Department <u>Request</u>	Mayor <u>Recomd.</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	2015 <u>Actual</u>	2016 <u>Actual</u>	2017 <u>Budget</u>	2017 <u>Actual</u>	Department <u>Request</u>	Mayor <u>Recomd.</u>
10 PERSONAL SERVICES	34,568	35,605	36,700	36,673	37,600	37,600
SERVICES & SUPPLIES						
20 Materials & Supplies	-	-	-	207	-	-
24 Books & Periodicals	-	-	-	-	-	-
28 Uniforms	-	-	-	-	-	-
32 Memberships	50	50	50	50	50	50
36 Recruitment & Training	-	-	-	267	-	-
40 Travel & Meetings	-	-	-	-	-	-
44 Miscellaneous	-	-	-	-	-	-
48 Contract Services	-	-	-	-	-	-
52 Utilities	-	-	-	-	-	-
56 Rentals	-	-	-	-	-	-
60 Advertising	-	-	-	-	-	-
64 Repairs & Maintenance	-	-	-	62	-	-
68 Equip. Operation & Maint.	-	-	-	-	-	-
72 Fuel & Oil	-	-	-	-	-	-
Total Service & Supplies	<u>50</u>	<u>50</u>	<u>50</u>	<u>586</u>	<u>50</u>	<u>50</u>
CAPITAL OUTLAY						
80 Department Equipment	-	-	-	-	-	-
84 Office Equipment	-	-	-	-	-	-
88 Capital Improvements	-	-	-	-	-	-
Total Capital	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Program Total	<u>34,618</u>	<u>35,655</u>	<u>36,750</u>	<u>37,259</u>	<u>37,650</u>	<u>37,650</u>

<u>Personnel</u>	2015 <u>Actual</u>	2016 <u>Actual</u>	2017 <u>Recomd.</u>	2017 <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	2015 <u>Actual</u>	2016 <u>Actual</u>	2017 <u>Budget</u>	2017 <u>Actual</u>	Department <u>Request</u>	Mayor <u>Recomd.</u>
10 PERSONAL SERVICES	51,444	50,317	51,900	51,465	52,750	52,750
SERVICES & SUPPLIES						
20 Materials & Supplies	9,335	7,564	10,000	10,812	10,000	10,000
24 Books & Periodicals	-	-	-	-	-	-
28 Uniforms	-	-	-	-	-	-
32 Memberships	-	-	-	-	-	-
36 Recruitment & Training	-	-	-	-	-	-
40 Travel & Meetings	-	-	-	-	-	-
44 Miscellaneous	-	-	-	-	-	-
48 Contract Services	5,365	11,009	12,000	10,115	12,000	11,000
52 Utilities	-	-	-	-	-	-
56 Rentals	624	624	650	629	650	650
60 Advertising	-	-	-	-	-	-
64 Repairs & Maintenance	-	-	-	430	-	-
68 Equip. Operation & Maint.	-	-	-	-	-	-
72 Fuel & Oil	-	-	-	-	-	-
Total Service & Supplies	<u>15,324</u>	<u>19,197</u>	<u>22,650</u>	<u>21,986</u>	<u>22,650</u>	<u>21,650</u>
CAPITAL OUTLAY						
80 Department Equipment	-	-	-	-	-	-
84 Office Equipment	-	-	-	-	-	-
88 Capital Improvements	-	-	-	-	-	-
Total Capital	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Program Total	<u>66,768</u>	<u>69,514</u>	<u>74,550</u>	<u>73,451</u>	<u>75,400</u>	<u>74,400</u>

	2015 <u>Actual</u>	2016 <u>Actual</u>	2017 <u>Recomd.</u>	2017 <u>Actual</u>	Department <u>Request</u>	Mayor <u>Recomd.</u>
Personnel						
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	2015 <u>Actual</u>	2016 <u>Actual</u>	2017 <u>Budget</u>	2017 <u>Actual</u>	Department <u>Request</u>	Mayor <u>Recomd.</u>
10 PERSONAL SERVICES	-	-	-	-	-	-
SERVICES & SUPPLIES						
20 Materials & Supplies	-	-	-	-	-	-
24 Books & Periodicals	-	-	-	-	-	-
28 Uniforms	-	-	-	-	-	-
32 Memberships	-	-	-	-	-	-
36 Recruitment & Training	-	-	-	-	-	-
40 Travel & Meetings	-	-	-	-	-	-
44 Miscellaneous	-	-	-	-	-	-
48 Contract Services	7,075	38,170	10,000	9,150	40,000	40,000
52 Utilities	-	-	-	-	-	-
56 Rentals	-	-	-	-	-	-
60 Advertising	-	-	-	-	-	-
64 Repairs & Maintenance	-	-	-	-	-	-
68 Equip. Operation & Maint.	-	-	-	-	-	-
72 Fuel & Oil	-	-	-	-	-	-
Total Service & Supplies	<u>7,075</u>	<u>38,170</u>	<u>10,000</u>	<u>9,150</u>	<u>40,000</u>	<u>40,000</u>
CAPITAL OUTLAY						
80 Department Equipment	-	-	-	-	-	-
84 Office Equipment	-	-	-	-	-	-
88 Capital Improvements	-	-	-	-	-	-
Total Capital	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Program Total	<u><u>7,075</u></u>	<u><u>38,170</u></u>	<u><u>10,000</u></u>	<u><u>9,150</u></u>	<u><u>40,000</u></u>	<u><u>40,000</u></u>

<u>Personnel</u>	2015 <u>Actual</u>	2016 <u>Actual</u>	2017 <u>Recomd.</u>	2017 <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	2015 <u>Actual</u>	2016 <u>Actual</u>	2017 <u>Budget</u>	2017 <u>Actual</u>	Department <u>Request</u>	Mayor <u>Recomd.</u>
10 PERSONAL SERVICES	-	-	-	-	-	-
SERVICES & SUPPLIES						
20 Materials & Supplies	-	-	-	-	-	-
24 Books & Periodicals	-	-	-	-	-	-
28 Uniforms	-	-	-	-	-	-
32 Memberships	-	-	-	-	-	-
36 Recruitment & Training	-	-	-	-	-	-
40 Travel & Meetings	-	-	-	-	-	-
44 Miscellaneous	-	-	-	-	-	-
48 Contract Services	71,743	71,447	75,000	77,312	79,600	79,600
52 Utilities	-	-	-	-	-	-
56 Rentals	-	-	-	-	-	-
60 Advertising	-	-	-	-	-	-
64 Repairs & Maintenance	-	-	-	-	-	-
68 Equip. Operation & Maint.	-	-	-	-	-	-
72 Fuel & Oil	-	-	-	-	-	-
Total Service & Supplies	<u>71,743</u>	<u>71,447</u>	<u>75,000</u>	<u>77,312</u>	<u>79,600</u>	<u>79,600</u>
CAPITAL OUTLAY						
80 Department Equipment	-	-	-	-	-	-
84 Office Equipment	-	-	-	-	-	-
88 Capital Improvements	-	-	-	-	-	-
Total Capital	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Program Total	<u>71,743</u>	<u>71,447</u>	<u>75,000</u>	<u>77,312</u>	<u>79,600</u>	<u>79,600</u>

<u>Personnel</u>	2015 <u>Actual</u>	2016 <u>Actual</u>	2017 <u>Recomd.</u>	2017 <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	2015 <u>Actual</u>	2016 <u>Actual</u>	2017 <u>Budget</u>	2017 <u>Actual</u>	Department <u>Request</u>	Mayor <u>Recomd.</u>
10 PERSONAL SERVICES	-	-	-	-	-	-
SERVICES & SUPPLIES						
20 Materials & Supplies	-	-	-	-	-	-
24 Books & Periodicals	-	-	-	-	-	-
28 Uniforms	-	-	-	-	-	-
32 Memberships	-	-	-	-	-	-
36 Recruitment & Training	-	-	-	-	-	-
40 Travel & Meetings	-	-	-	-	-	-
44 Miscellaneous	28,100	27,235	29,000	25,022	27,300	27,300
48 Contract Services	-	-	-	-	-	-
52 Utilities	-	-	-	-	-	-
56 Rentals	-	-	-	-	-	-
60 Advertising	-	-	-	-	-	-
64 Repairs & Maintenance	-	-	-	-	-	-
68 Equip. Operation & Maint.	-	-	-	-	-	-
72 Fuel & Oil	-	-	-	-	-	-
Total Service & Supplies	<u>28,100</u>	<u>27,235</u>	<u>29,000</u>	<u>25,022</u>	<u>27,300</u>	<u>27,300</u>
CAPITAL OUTLAY						
80 Department Equipment	-	-	-	-	-	-
84 Office Equipment	-	-	-	-	-	-
88 Capital Improvements	-	-	-	-	-	-
Total Capital	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Program Total	<u>28,100</u>	<u>27,235</u>	<u>29,000</u>	<u>25,022</u>	<u>27,300</u>	<u>27,300</u>

<u>Personnel</u>	2015 <u>Actual</u>	2016 <u>Actual</u>	2017 <u>Recomd.</u>	2017 <u>Actual</u>	Department <u>Request</u>	Mayor <u>Recomd.</u>
Full Time	-	-	-	-	-	-
Part Time	-	-	-	-	-	-

PUBLIC SAFETY - POLICE

No.		2015 <u>Actual</u>	2016 <u>Actual</u>	2017 <u>Budget</u>	2017 <u>Actual</u>	Department <u>Request</u>	Mayor <u>Recomd.</u>
	Public Safety						
	POLICE						
200	Administration						
	Personal Service	101,203	107,279	112,500	139,526	116,400	116,400
	Service & Supplies	3,048	2,730	4,300	4,129	4,600	4,100
	Capital Outlay	-	1,017	-	-	1,500	1,500
	Total	104,251	111,026	116,800	143,655	122,500	122,000
205	Records						
	Personal Service	51,652	50,795	48,200	48,427	49,700	49,700
	Service & Supplies	17,060	16,078	19,000	16,813	20,100	18,500
	Capital Outlay	1,339	1,637	-	-	15,000	15,000
	Total	70,051	68,510	67,200	65,240	84,800	83,200
210	Criminal Investigation/Juvenile Services						
	Personal Service	-	184	-	-	-	-
	Service & Supplies	3,111	720	1,500	1,331	2,000	1,500
	Capital Outlay	-	-	-	-	-	-
	Total	3,111	904	1,500	1,331	2,000	1,500
215	Patrol Services						
	Personal Service	679,232	712,324	718,300	730,588	737,300	737,300
	Service & Supplies	29,492	27,372	32,100	23,883	32,100	28,900
	Capital Outlay	1,000	2,393	-	-	9,000	9,000
	Total	709,724	742,089	750,400	754,471	778,400	775,200
220	Communications						
	Personal Service	133,246	133,437	140,000	147,614	143,500	143,500
	Service & Supplies	44,143	38,815	46,650	34,343	50,650	40,400
	Capital Outlay	-	1,017	-	-	135,000	135,000
	Total	177,389	173,269	186,650	181,957	329,150	318,900
225	Police Station						
	Personal Service	21,748	25,877	24,300	31,711	24,910	24,910
	Service & Supplies	29,114	28,073	25,200	21,332	29,000	26,500
	Capital Outlay	-	-	-	15,774	25,000	-
	Total	50,862	53,950	49,500	68,817	78,910	51,410
230	Equipment Maintenance						
	Personal Service	-	-	-	-	-	-
	Service & Supplies	43,050	60,949	63,300	60,311	69,400	66,900
	Capital Outlay	66,421	3,830	30,000	29,241	60,000	60,000
	Total	109,471	64,779	93,300	89,552	129,400	126,900

No.		2015 <u>Actual</u>	2016 <u>Actual</u>	2017 <u>Budget</u>	2017 <u>Actual</u>	Department <u>Request</u>	Mayor <u>Recomd.</u>
	Public Safety (continued)						
235	Community Service						
	Personal Service	19,341	8,887	17,600	22,258	18,040	18,040
	Service & Supplies	499	-	500	214	500	500
	Capital Outlay	-	-	-	-	-	-
	Total	19,840	8,887	18,100	22,472	18,540	18,540
	TOTAL POLICE						
	Personal Service	1,006,422	1,038,783	1,060,900	1,120,124	1,089,850	1,089,850
	Service & Supplies	169,517	174,737	192,550	162,356	208,350	187,300
	Capital Outlay	68,760	9,894	30,000	45,015	245,500	220,500
	Total	1,244,699	1,223,414	1,283,450	1,327,495	1,543,700	1,497,650

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

Personal Services includes the cost for the Police Chief's salary including professional Pay, Longevity Pay, Firearms Pay, and clothing Allowance. This also includes the cost for the Part-time Administrative Assistant wages.

Memberships, recruitment and training are for the continued services that IACP, OACP, LCPCA, NUTI, and Sam's Club offer to the police department and its personnel.

Department Public Safety
 Division Police
 Program Administration
 Program Number 200

No. Expenditure Classifications	2015 <u>Actual</u>	2016 <u>Actual</u>	2017 <u>Budget</u>	2017 <u>Actual</u>	Department <u>Request</u>	Mayor <u>Recomd.</u>
10 PERSONAL SERVICES	101,203	107,279	112,500	139,526	116,400	116,400
SERVICES & SUPPLIES						
20 Materials & Supplies	377	329	500	378	800	400
24 Books & Periodicals	275	-	500	356	500	400
28 Uniforms	1,035	1,222	1,200	1,564	1,200	1,200
32 Memberships	530	530	600	635	600	600
36 Recruitment & Training	698	275	1,000	800	1,000	1,000
40 Travel & Meetings	133	374	500	396	500	500
44 Miscellaneous	-	-	-	-	-	-
48 Contract Services	-	-	-	-	-	-
52 Utilities	-	-	-	-	-	-
56 Rentals	-	-	-	-	-	-
60 Advertising	-	-	-	-	-	-
64 Repairs & Maintenance	-	-	-	-	-	-
68 Equip. Operation & Maint.	-	-	-	-	-	-
72 Fuel & Oil	-	-	-	-	-	-
Total Service & Supplies	3,048	2,730	4,300	4,129	4,600	4,100
CAPITAL OUTLAY						
80 Department Equipment	-	1,017	-	-	1,500	1,500
84 Office Equipment	-	-	-	-	-	-
88 Capital Improvements	-	-	-	-	-	-
Total Capital	-	1,017	-	-	1,500	1,500
Program Total	104,251	111,026	116,800	143,655	122,500	122,000

<u>Personnel</u>	2015 <u>Actual</u>	2016 <u>Actual</u>	2017 <u>Recomd.</u>	2017 <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

Personal services include the salary increase for the Clerk along with longevity pay. Additional costs are for clothing allowance, training and travel to mandatory classes for records retention and LEADS audits.

Contracts services includes the cost to maintain the TAC reporting system, Copier maintenance and service along with services to OLEN and OLESIEN.

Department Public Safety
 Division Police
 Program Records
 Program Number 205

No. Expenditure Classifications	2015 <u>Actual</u>	2016 <u>Actual</u>	2017 <u>Budget</u>	2017 <u>Actual</u>	Department <u>Request</u>	Mayor <u>Recomd.</u>
10 PERSONAL SERVICES	51,652	50,795	48,200	48,427	49,700	49,700
SERVICES & SUPPLIES						
20 Materials & Supplies	3,229	3,454	3,200	2,734	3,300	3,300
24 Books & Periodicals	-	-	-	-	-	-
28 Uniforms	70	-	400	-	400	100
32 Memberships	-	-	-	-	-	-
36 Recruitment & Training	176	-	400	-	400	100
40 Travel & Meetings	-	-	-	-	-	-
44 Miscellaneous	-	-	-	-	-	-
48 Contract Services	13,585	12,624	15,000	14,079	16,000	15,000
52 Utilities	-	-	-	-	-	-
56 Rentals	-	-	-	-	-	-
60 Advertising	-	-	-	-	-	-
64 Repairs & Maintenance	-	-	-	-	-	-
68 Equip. Operation & Maint.	-	-	-	-	-	-
72 Fuel & Oil	-	-	-	-	-	-
Total Service & Supplies	<u>17,060</u>	<u>16,078</u>	<u>19,000</u>	<u>16,813</u>	<u>20,100</u>	<u>18,500</u>
CAPITAL OUTLAY						
80 Department Equipment	1,339	1,637	-	-	15,000	15,000
84 Office Equipment	-	-	-	-	-	-
88 Capital Improvements	-	-	-	-	-	-
Total Capital	<u>1,339</u>	<u>1,637</u>	<u>-</u>	<u>-</u>	<u>15,000</u>	<u>15,000</u>
Program Total	<u>70,051</u>	<u>68,510</u>	<u>67,200</u>	<u>65,240</u>	<u>84,800</u>	<u>83,200</u>

<u>Personnel</u>	2015 <u>Actual</u>	2016 <u>Actual</u>	2017 <u>Recomd.</u>	2017 <u>Actual</u>	Department <u>Request</u>	Mayor <u>Recomd.</u>
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

Materials for this program are for the unexpected services for the Intoxilizer 8000 and Data Master along with the purchase of the testing solution for each unit. The purchase of investigative rape kits, blood and urine samples collection kits, and drug/narcotic testing supplies all relating to investigations.

Contract services are for the unexpected medical cost of any prisoner or detainee that may require transport to the Hospital for sudden illness or injury. Average cost per visit is \$415.00

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

No. Expenditure Classifications	2015 <u>Actual</u>	2016 <u>Actual</u>	2017 <u>Budget</u>	2017 <u>Actual</u>	Department <u>Request</u>	Mayor <u>Recomd.</u>
10 PERSONAL SERVICES	-	184	-	-	-	-
SERVICES & SUPPLIES						
20 Materials & Supplies	3,111	720	1,000	917	1,000	1,000
24 Books & Periodicals	-	-	-	-	-	-
28 Uniforms	-	-	-	-	-	-
32 Memberships	-	-	-	-	-	-
36 Recruitment & Training	-	-	500	-	500	-
40 Travel & Meetings	-	-	-	-	-	-
44 Miscellaneous	-	-	-	-	-	-
48 Contract Services	-	-	-	414	500	500
52 Utilities	-	-	-	-	-	-
56 Rentals	-	-	-	-	-	-
60 Advertising	-	-	-	-	-	-
64 Repairs & Maintenance	-	-	-	-	-	-
68 Equip. Operation & Maint.	-	-	-	-	-	-
72 Fuel & Oil	-	-	-	-	-	-
Total Service & Supplies	<u>3,111</u>	<u>720</u>	<u>1,500</u>	<u>1,331</u>	<u>2,000</u>	<u>1,500</u>
CAPITAL OUTLAY						
80 Department Equipment	-	-	-	-	-	-
84 Office Equipment	-	-	-	-	-	-
88 Capital Improvements	-	-	-	-	-	-
Total Capital	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Program Total	<u>3,111</u>	<u>904</u>	<u>1,500</u>	<u>1,331</u>	<u>2,000</u>	<u>1,500</u>

<u>Personnel</u>	2015 <u>Actual</u>	2016 <u>Actual</u>	2017 <u>Recomd.</u>	2017 <u>Actual</u>	Department <u>Request</u>	Mayor <u>Recomd.</u>
Full Time	-	-	-	-	-	-
Part Time	-	-	-	-	-	-

215 **PATROL SERVICES**

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, patrol services are responsible for all investigations relating to motor vehicle crashes, criminal complaints, juvenile complaints, follow-up investigations, and court proceedings. The Patrol Service conduct active patrols in residential, business, and commercial areas of the City along with being responsible for traffic enforcement.

PROGRAM COMMENTARY

Personal services reflect the replacement of one full-time and two part-time officer's which were lost through attrition. This includes longevity, professional, and firearms pay for the full-time officers. This also includes the cost to replace one Sergeant also lost to attrition.

Training indicates the necessary mandated training the State of Ohio has imposed on every sworn officer. This mandated training continues to increase which is expected to be at a minimum of 80 hours for this upcoming year. This training is in an addition to the required continued education/training already in place.

Department	<u>Public Safety</u>					
Division	<u>Police</u>					
Program	<u>Patrol Services</u>					
Program Number	<u>215</u>					
No. Expenditure Classifications	<u>2015</u> <u>Actual</u>	<u>2016</u> <u>Actual</u>	<u>2017</u> <u>Budget</u>	<u>2017</u> <u>Actual</u>	<u>Department</u> <u>Request</u>	<u>Mayor</u> <u>Recomd.</u>
10 PERSONAL SERVICES	679,232	712,324	718,300	730,588	737,300	737,300
SERVICES & SUPPLIES						
20 Materials & Supplies	4,960	3,318	4,000	2,588	4,000	4,000
24 Books & Periodicals	-	-	-	-	-	-
28 Uniforms	14,665	15,968	14,000	13,957	14,000	14,000
32 Memberships	-	-	-	-	-	-
36 Recruitment & Training	9,367	7,128	13,000	7,213	13,000	10,000
40 Travel & Meetings	500	358	500	-	500	500
44 Miscellaneous	-	-	-	-	-	-
48 Contract Services	-	600	600	125	600	400
52 Utilities	-	-	-	-	-	-
56 Rentals	-	-	-	-	-	-
60 Advertising	-	-	-	-	-	-
64 Repairs & Maintenance	-	-	-	-	-	-
68 Equip. Operation & Maint.	-	-	-	-	-	-
72 Fuel & Oil	-	-	-	-	-	-
Total Service & Supplies	<u>29,492</u>	<u>27,372</u>	<u>32,100</u>	<u>23,883</u>	<u>32,100</u>	<u>28,900</u>
CAPITAL OUTLAY						
80 Department Equipment	1,000	2,393	-	-	9,000	9,000
84 Office Equipment	-	-	-	-	-	-
88 Capital Improvements	-	-	-	-	-	-
Total Capital	<u>1,000</u>	<u>2,393</u>	<u>-</u>	<u>-</u>	<u>9,000</u>	<u>9,000</u>
Program Total	<u>709,724</u>	<u>742,089</u>	<u>750,400</u>	<u>754,471</u>	<u>778,400</u>	<u>775,200</u>

	<u>2015</u> <u>Actual</u>	<u>2016</u> <u>Actual</u>	<u>2017</u> <u>Recomd.</u>	<u>2017</u> <u>Actual</u>	<u>Department</u> <u>Request</u>	<u>Mayor</u> <u>Recomd.</u>
<u>Personnel</u>						
Full Time	9	9	9	9	9	9
Part Time	8	8	8	8	8	8

220 COMMUNICATIONS

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

Personal Services covers $\frac{3}{4}$ the cost for Dispatch wages including longevity pay.

Contract Services covers the cost for Mobile Data Terminals, wireless services including cell phones/WIFI, and LEADS contract.

Utilities covers cable TV/internet, and the Lake County 800 MHz radio system "Backbone Contract", monthly State of Ohio LEADS fee and copier charges.

Department	<u>Public Safety</u>					
Division	<u>Police</u>					
Program	<u>Communications</u>					
Program Number	<u>220</u>					
No. Expenditure Classifications	<u>2015</u> <u>Actual</u>	<u>2016</u> <u>Actual</u>	<u>2017</u> <u>Budget</u>	<u>2017</u> <u>Actual</u>	<u>Department</u> <u>Request</u>	<u>Mayor</u> <u>Recomd.</u>
10 PERSONAL SERVICES	133,246	133,437	140,000	147,614	143,500	143,500
SERVICES & SUPPLIES						
20 Materials & Supplies	347	268	750	332	750	500
24 Books & Periodicals	-	-	-	-	-	-
28 Uniforms	1,516	1,513	2,400	755	2,400	2,400
32 Memberships	-	-	-	-	-	-
36 Recruitment & Training	2,173	1,078	1,500	580	1,500	1,500
40 Travel & Meetings	-	-	-	-	-	-
44 Miscellaneous	-	-	-	-	-	-
48 Contract Services	25,294	24,905	29,000	22,771	30,000	25,000
52 Utilities	14,813	10,246	12,000	9,077	15,000	10,000
56 Rentals	-	-	-	-	-	-
60 Advertising	-	-	-	-	-	-
64 Repairs & Maintenance	-	-	-	-	-	-
68 Equip. Operation & Maint.	-	805	1,000	828	1,000	1,000
72 Fuel & Oil	-	-	-	-	-	-
Total Service & Supplies	<u>44,143</u>	<u>38,815</u>	<u>46,650</u>	<u>34,343</u>	<u>50,650</u>	<u>40,400</u>
CAPITAL OUTLAY						
80 Department Equipment	-	1,017	-	-	135,000	135,000
84 Office Equipment	-	-	-	-	-	-
88 Capital Improvements	-	-	-	-	-	-
Total Capital	<u>-</u>	<u>1,017</u>	<u>-</u>	<u>-</u>	<u>135,000</u>	<u>135,000</u>
Program Total	<u>177,389</u>	<u>173,269</u>	<u>186,650</u>	<u>181,957</u>	<u>329,150</u>	<u>318,900</u>

	<u>2015</u> <u>Actual</u>	<u>2016</u> <u>Actual</u>	<u>2017</u> <u>Recomd.</u>	<u>2017</u> <u>Actual</u>	<u>Department</u> <u>Request</u>	<u>Mayor</u> <u>Recomd.</u>
Personnel						
Full Time	4	4	4	4	4	4
Part Time	8	5	4	3	5	5

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

Personal Services is a shared cost of salary for one employee (1/4 total cost) with community center and city administration.

Department Public Safety
 Division Police
 Program Police Station
 Program Number 225

No. Expenditure Classifications	2015 <u>Actual</u>	2016 <u>Actual</u>	2017 <u>Budget</u>	2017 <u>Actual</u>	Department <u>Request</u>	Mayor <u>Recomd.</u>
10 PERSONAL SERVICES	21,748	25,877	24,300	31,711	24,910	24,910
SERVICES & SUPPLIES						
20 Materials & Supplies	929	1,091	1,500	1,518	2,000	2,000
24 Books & Periodicals	-	-	-	-	-	-
28 Uniforms	-	-	-	-	-	-
32 Memberships	-	-	-	-	-	-
36 Recruitment & Training	-	-	-	-	-	-
40 Travel & Meetings	-	-	-	-	-	-
44 Miscellaneous	-	-	-	-	-	-
48 Contract Services	-	-	-	-	-	-
52 Utilities	25,352	17,428	17,500	16,548	20,000	17,500
56 Rentals	-	-	-	-	-	-
60 Advertising	-	-	-	-	-	-
64 Repairs & Maintenance	2,063	9,212	5,000	2,610	5,000	5,000
68 Equip. Operation & Maint.	770	342	1,200	656	2,000	2,000
72 Fuel & Oil	-	-	-	-	-	-
Total Service & Supplies	<u>29,114</u>	<u>28,073</u>	<u>25,200</u>	<u>21,332</u>	<u>29,000</u>	<u>26,500</u>
CAPITAL OUTLAY						
80 Department Equipment	-	-	-	15,774	-	-
84 Office Equipment	-	-	-	-	-	-
88 Capital Improvements	-	-	-	-	25,000	-
Total Capital	<u>-</u>	<u>-</u>	<u>-</u>	<u>15,774</u>	<u>25,000</u>	<u>-</u>
Program Total	<u>50,862</u>	<u>53,950</u>	<u>49,500</u>	<u>68,817</u>	<u>78,910</u>	<u>51,410</u>

<u>Personnel</u>	2015 <u>Actual</u>	2016 <u>Actual</u>	2017 <u>Recomd.</u>	2017 <u>Actual</u>	Department <u>Request</u>	Mayor <u>Recomd.</u>
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 which was at \$2.70 a gallon. Department Equipment reflects the replacement of two high mileage police cruisers.

Our fleet is in desperate need of new vehicles. The average cost of a vehicle for 2017 was \$27,000 with an average cost of \$10,000 for the equipment and installation of same. Currently we have three cruisers with well over 120000 miles at this time.

Rentals indicates the payment for the two (02) leased vehicle which is in their third year.

Department Public Safety
 Division Police
 Program Equipment Maintenance
 Program Number 230

No. Expenditure Classifications	2015 <u>Actual</u>	2016 <u>Actual</u>	2017 <u>Budget</u>	2017 <u>Actual</u>	Department <u>Request</u>	Mayor <u>Recomd.</u>
10 PERSONAL SERVICES	-	-	-	-	-	-
SERVICES & SUPPLIES						
20 Materials & Supplies	83	188	1,000	477	1,000	500
24 Books & Periodicals	-	-	-	-	-	-
28 Uniforms	-	-	-	-	-	-
32 Memberships	-	-	-	-	-	-
36 Recruitment & Training	-	-	-	-	-	-
40 Travel & Meetings	-	-	-	-	-	-
44 Miscellaneous	-	-	-	-	-	-
48 Contract Services	600	500	600	160	700	700
52 Utilities	-	-	-	-	-	-
56 Rentals	-	25,627	25,700	25,627	25,700	25,700
60 Advertising	-	-	-	-	-	-
64 Repairs & Maintenance	-	-	-	-	-	-
68 Equip. Operation & Maint.	18,673	14,738	14,000	12,892	17,000	15,000
72 Fuel & Oil	23,694	19,896	22,000	21,155	25,000	25,000
Total Service & Supplies	43,050	60,949	63,300	60,311	69,400	66,900
CAPITAL OUTLAY						
80 Department Equipment	66,421	3,830	30,000	29,241	60,000	60,000
84 Office Equipment	-	-	-	-	-	-
88 Capital Improvements	-	-	-	-	-	-
Total Capital	66,421	3,830	30,000	29,241	60,000	60,000
Program Total	109,471	64,779	93,300	89,552	129,400	126,900

	2015 <u>Actual</u>	2016 <u>Actual</u>	2017 <u>Recomd.</u>	2017 <u>Actual</u>	Department <u>Request</u>	Mayor <u>Recomd.</u>
<u>Personnel</u>						
Full Time	-	-	-	-	-	-
Part Time	-	-	-	-	-	-
Price of Gasoline (per gallon)	\$ 2.33	\$ 2.07		\$ 2.51		

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

Personal services indicate the shared cost with the Kirtland Schools to have a School Resource Officer during scheduled school hours.

Department Public Safety
 Division Police
 Program Community Service
 Program Number 235

No. Expenditure Classifications	2015 <u>Actual</u>	2016 <u>Actual</u>	2017 <u>Budget</u>	2017 <u>Actual</u>	Department <u>Request</u>	Mayor <u>Recomd.</u>
10 PERSONAL SERVICES	19,341	8,887	17,600	22,258	18,040	18,040
SERVICES & SUPPLIES						
20 Materials & Supplies	499	-	500	214	500	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	-	-	-	-	-	-
Total Service & Supplies	499	-	500	214	500	500
CAPITAL OUTLAY						
80 Department Equipment	-	-	-	-	-	-
84 Office Equipment	-	-	-	-	-	-
88 Capital Improvements	-	-	-	-	-	-
Total Capital	-	-	-	-	-	-
Program Total	<u>19,840</u>	<u>8,887</u>	<u>18,100</u>	<u>22,472</u>	<u>18,540</u>	<u>18,540</u>

<u>Personnel</u>	2015 <u>Actual</u>	2016 <u>Actual</u>	2017 <u>Recomd.</u>	2017 <u>Actual</u>	Department <u>Request</u>	Mayor <u>Recomd.</u>
Full Time	-	-	-	-	-	-
Part Time	1	1	1	1	1	1

