CITY OF KENT, OHIO

2005 APPROVED BUDGET

CITY OF KENT
2005 APPROVED BUDGET
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CITY OF KENT, OHIO

OFFICE OF THE CITY MANAGER

To:	Mayor and Members of Kent City Council
From:	Lew Steinbrecher, City Manager
Subject:	Fiscal Year 2005 Budget Message
Date:	October 8, 2004

INTRODUCTION

Attached is the Recommended Annual Budget for the Council's consideration pursuant to the Ohio Revised Code and the Kent City Charter. Stagnant revenue growth continues to present difficulties for the City in its efforts to increase capital expenditures or improve service levels. Although revenues are projected to experience very limited growth, the proposed 2005 Budget will nonetheless, sustain current City services for another year while simultaneously meeting the Charter requirements for capital outlay.

OVERVIEW

Overall costs for personnel services are projected to increase by 3% next year. This is due to the proposed addition of three new staff positions in the Fire Department as well as the increased cost of health care benefits for employees and their families, and higher worker's compensation premiums. The expected increase in wages and salaries across the board for all employees is offset next year by the return to a 26 payday calendar for 2005. Council members may recall that 2004 was a 27 payday anomaly for the City. Capital expenditures are down overall because of the large amount of debt that was incurred to undertake a number of sanitary sewer projects. As expected, debt service will increase significantly next year as the City begins to repay this borrowing for the sewer projects. Council members may recall that this borrowing strategy resulted in a sizeable grant to the City for the Cuyahoga River Restoration and Dam Modification project. Once again, operating and maintenance costs have been held under 2% growth and have actually been reduced by 4% overall.

The most alarming factor in this budget is that the City will need to use over a million dollars of the general fund balance to cover its anticipated expenses. For the last six budgets, the Administration has warned elected officials about the need for difficult choices being forecast about rate and fee increases, or reduction of services. This challenge is becoming acute. The Council is asked to reinstitute the attrition strategy to address this projected deficit in the 2005 Budget.

KEEPING OPERATING COSTS DOWN

Uncontrollable operating costs are not the problem confronting the City's budgetary situation. In fact, City employees have been able to maintain service levels at a time when service calls are increasing, without corresponding increases in staffing levels. As Kent City Manager, I am very proud to be a part of the City's workforce of dedicated employees who are working more efficiently and productively to help keep costs down.

215 EAST SUMMIT STREET • KENT, OHIO 44240 • (330) 678-8100 • FAX (330) 678-8033

LACK OF REVENUE GROWTH

The overriding concern that continues to plague the City's finances is still the limited growth in revenues. The 2005 Recommended Budget is another status quo financial plan that reflects the majority of cost increase in labor (employee wage increases) and health care costs for employee family medical expenses. All other operating costs have been severely restricted. Unexpected increase in energy and fuel costs could potentially strain next year's budget. This is the seventh consecutive year of tight finances where the Administration and the organization has been required to improve efficiencies and productivity in an effort to avoid lowering service levels significantly or raising fees noticeably. The Administration continues to elevate the Council's awareness of these concerns by discussing issues like ambulance fees, brush pickup and chipping services, and similar approaches to moderately address these budgetary issues. Without alarming policy makers, there will be a reckoning sometime in the not too distant future where serious fee increases or service decreases will have to be implemented. Modest steps now will ease those difficult choices down the road, but that is Council's prerogative.

PERTINENT BUDGET ISSUES

There are a number of salient considerations worth noting in the 2005 Recommended Budget. They include the following highlights:

- The City will satisfy the 25% threshold for capital expenditures as required by the Charter.

- The recent Council action to increase ambulance fees will allow for the establishment of three (3) new full-time firefighter/paramedic positions. (The Administration should monitor the flow of increased revenues from the ambulance fee increase for the first three (3) months of FY 2005 to ensure adequate revenues to support all three positions before hiring new firefighters/paramedics.)

- The Service Department has determined that replacing the 1995 street sweeper with a new model is a higher priority for the $150,000 originally planned for three new one-ton dump trucks that were included in the 5 Year Capital Program.

- The $180,000 budgeted in 2004 for the purchase of the Richardson property will be encumbered this year for that purpose.

- $15,000 is budgeted in 2005 for the demolition of the Richardson property and another $250,000 is recommended for the construction of the new municipal parking lot along Gougler Avenue within the triangle.

- $140,000 is budgeted in 2005 to pay down the land banking line of credit and to pay taxes, insurance and other expenses associated with the land banking properties.

- $100,000 has been budgeted again to implement the urban renewal plan for downtown Kent, including acquisition and/or demolition of blighted properties (this is where the funds came from for the recent acquisition of the Graham property on College street).

- Bed tax revenues are expected to drop dramatically (from $26,000 in 2004 to $7,800 in 2005) as both lodging establishments convert entirely or predominantly from overnight stays to long-term rentals.

- Social Services funding will remain at $120,000 annually.

- Some cost savings were realized in printing and postage by putting more material on the City's website rather than photocopying hard copies and mailing material.

- The Budget will reflect Council's action earlier this year to convert the full-time Sustainability Planner position into one (1) part-time Sustainability Planner and one (1) part-time Code Enforcement Officer.

- Parks & Recreation Department is anticipating increased revenues from fees charged to hire five (5) new part-time summer workers to maintain the municipal park system.

- The Administration is recommending the creation of an Assistant Fire Chief position in the allocation ordinance, though the 2005 Budget does not and can not fund such a position (new or additional revenue sources must be secured before this position can be funded and filled).

NO RATE INCREASES

The Administration is recommending NO increase in water, sewer, stormwater or solid waste utility fees in the 2005 Budget. However, as previously reported to the City Council, the recent authorization of several sanitary sewer projects may eventually require a modest 3% increase in sewer rates sometime during 2005 to satisfy debt obligations incurred to undertake these needed projects. The Finance Director will continue to closely monitor the progress of these projects as well as the use of contingency monies set aside for each sanitary sewer project currently under construction.

DEBT FINANCING

The 2005 Recommended Budget also anticipates rolling over the short-term (one year) notes issued to finance the Fire Station expansion project again next year. This will enable the City to take advantage of the favorable low interest rates available on tax free borrowing at the present time. The City will continue to pay down principal as these notes are renewed in order to reduce debt, just as it would on long-term debt instruments. The lower interest rate allows the City to accelerate principal reduction and thus, retire the debt earlier. Short-term notes also enable the City to avoid bond issuance costs, a savings of about $100,000 for long-term financing. The Administration continues to monitor both long-term and short-term interest rates available to municipalities in the event short-term rates begin to rise. This will enable the City to convert to a 20-year bond to lock in a low interest rate at the appropriate time if or when these rates begin to increase. This same strategy will apply to the short-term notes converted from bonds a couple years ago to avoid the higher interest rates. This practice has saved the City tens of thousands of dollars in interest over the past three years.

SUMMARY

The 2005 Recommended Budget allows the City to maintain most existing service levels. Although brush pickup and chipping will be reduced from year-round to twice a year, the budget does establish three new firefighter/paramedic positions to help address the increased demand for this important municipal service. The Council does need to continue to financially support local economic development and real estate redevelopment opportunities as they present themselves. These projects need to be evaluated on their merits through cost-benefit analyses and due diligent checks should be performed on prospective developers to ensure quality economic development projects for the community. Economic development activity is a sound long term strategy to create jobs and generate additional income tax revenues for the City.

Short term, the City Council should keep an open mind towards modest fee increases to maintain staffing levels with its accompanying increase in labor costs (wages and health care). The alternative is to consider moderate reductions in municipal services as needed to balance future budgets. The Administration also needs to continue exploring opportunities to increase efficiencies and productivity with existing resources by working smarter.

These efforts will help the City of Kent by enabling it to allocate more resources in subsequent years for much needed street and sidewalk improvements. It has been a pleasure serving as your City Manager these past seven years. Best of luck in all your future endeavors.

CITY OF KENT, OHIO

Definition of Expenditure Categories
Operation and Maintenance Acoounts Only

21 *Travel and Transportation* - Includes any costs associated with travel by City employees on official business. Such charges may include costs for lodging, meals, common carrier fares, car rental, mileage allowance, tolls, parking charges, per diem allowances, phone calls and other incidental costs of traveling. Also included in this category would be registration fees for meetings and conferences.

22 *Training* – Includes any cost s associated with job-related training. This category is being used by the Fire Department to track expenditures by cost center..

28 *Vehicle Fuel* - Represents the cost of gasoline purchased in bulk by the City for use in its vehicles and power equipment. Vehicle and equipment supplies such as motor oil and tires are charged to line 42, operating materials.

31 *Utilities* - Expenditures for the purchase of electricity, natural gas, water and sewer services provided by both public and private utilities.

32 *Communications and Postage* - Services provided by businesses to assist in transmitting and receiving messages or information. Included in this category are such costs as postage, telephone usage and installation, fax transmission, post office box rental, radio equipment accessories, alarm system purchases and express delivery charges.

33 *Rents and Leases* - Expenditures for leasing or renting land, buildings or equipment for both temporary and long-term use by the City. This category includes vehicle rental for other than travel on official business and capital and operating lease agreement payments.

34 *Professional Services* - Contracted services that by their nature can be performed only by persons or firms with specialized skills and knowledge. Included are the services of management consultants, architects, engineers, lawyers, auditors and physicians. Fees for banking services (e.g., safekeeping and trustee services, fiscal agency, account maintenance, etc.) are also included. Education and training services provided by formal institutions (including the State of Ohio)are recorded here.

35 *Maintenance of Equipment and Facilities* - Expenditures for repair and maintenance services and provided by outside persons or firms. Includes the cost of service, maintenance, overhaul, part replacement or rework of any City equipment (including computer equipment) or facility. Annual maintenance contracts and agreements are charged here.

36 *Insurance and Bonding* - Expenditures for all types of insurance including, property, automobile, general liability and employee fidelity are charged here. Insurance related to employee benefits (e.g., health and life insurance) are <u>not</u> recorded here.

CITY OF KENT, OHIO

Definition of Expenditure Categories
Operation and Maintenance Acoounts Only

37 *Printing, Photocopying and Advertising* - Costs of printing, reproduction, microfilming, photographing, blueprinting and binding are recorded in this category. Custom form design and printing charges are also included here. Publication of announcements, official notices and legal ads in professional publications, newspapers and periodicals or broadcast over radio and television are charged to this account.

38 *Criminal Apprehension* - Expenditures related to so-called "sting operations" conducted by the City's Police Department. The purpose of these operations is to apprehend and prosecute persons involved in illegal activities.

39 *Miscellaneous Contractual Services* - Includes the costs of contracted services provided to the City but not elsewhere classified. Examples of such costs include professional society and association dues, software license agreements and solid waste removal.

41 *Office Supplies* - Expenditures for the purchase of office supplies including, but not limited to, pencils, pens, erasers, paper clips, staples, ribbons, tape, notepads, rubber bands, calendars and copy paper.

42 *Operating Materials* - Purchases of materials used in the fulfillment of departmental operations are recorded in this account. Examples of such items include cleaning supplies, chemicals, drugs and medicines, lab supplies, road salt and cinders, food, motor oil, tires, lubricants, gravel, lumber, sand and hardware. Subscriptions to newspapers and periodicals are also included in this classification.

44 *Small Tools and Minor Equipment* - Purchases of tools and equipment costing less than $2,500 are recorded in this account. Items may include hammers, saws, wrenches, garden tools, small power tools, rakes, shovels. Tool and equipment items costing more than $2,500 are charged to line 63, capital equipment.

45 *Ammunition* - Expenditures for the purchase of ammunition for weapons used by the City's Police Department.

46 *Prisoner Sustenance* - Costs related to the physical needs of prisoners housed in the City jail. Items purchased from this account may include meals, toiletries and medicines.

48 *Fees Remitted to the State* - Fees mandated by the Ohio Revised Code and collected by the City which must periodically be remitted to the State.

CITY OF KENT, OHIO
ELECTED AND APPOINTED OFFICIALS

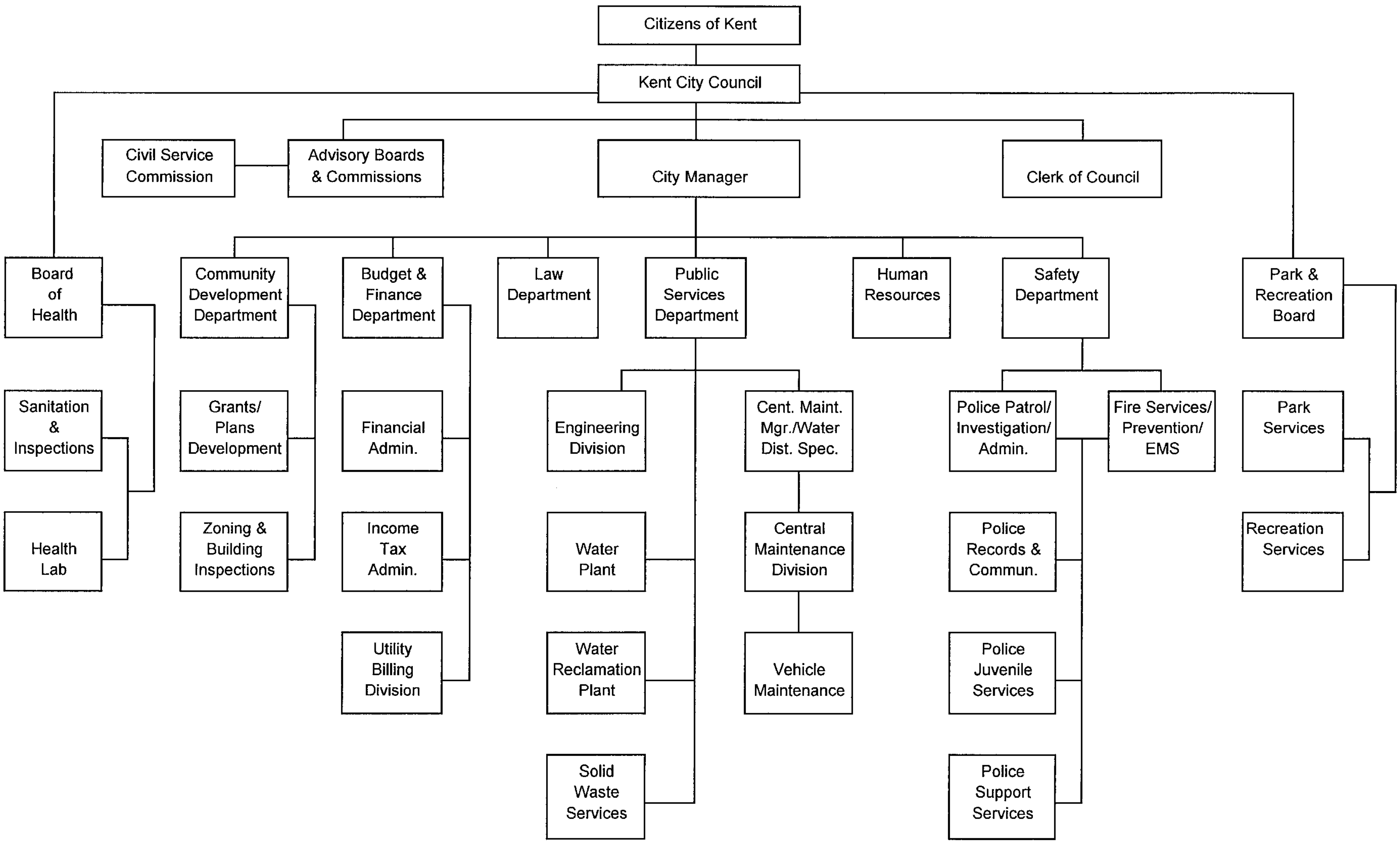
ELECTED OFFICIALS

John H. Fender	Mayor/Council President
Garret M. Ferrara	Councilmember - Ward 1
Carrie L. Gavriloff	Councilmember - Ward 2
Wayne A. Wilson	Councilmember - Ward 3
Kathleen M. Guckelberger	Councilmember - Ward 4
Edward C. Bargerstock	Councilmember - Ward 5
Beth A. Oswitch	Councilmember - Ward 6
Michael A. DeLeone	Councilmember at Large
Richard L. Hawksley	Councilmember at Large
William J. Schultz	Councilmember at Large

APPOINTED OFFICIALS

Lewis J. Steinbrecher	City Manager
William C. Lillich	Safety Director
James R. Silver	Law Director
Barbara A. Rissland	Budget and Finance Director
David J. Merleno	Service Director
John B. Ferlito	Health Commissioner
Charles V. Bowman	Community Development Director
John J. Idone	Parks and Recreation Director
James A. Peach	Police Chief
James A. Williams	Fire Chief

CITY OF KENT, OHIO
ORGANIZATIONAL CHART



THE CITY OF KENT

• OHIO •

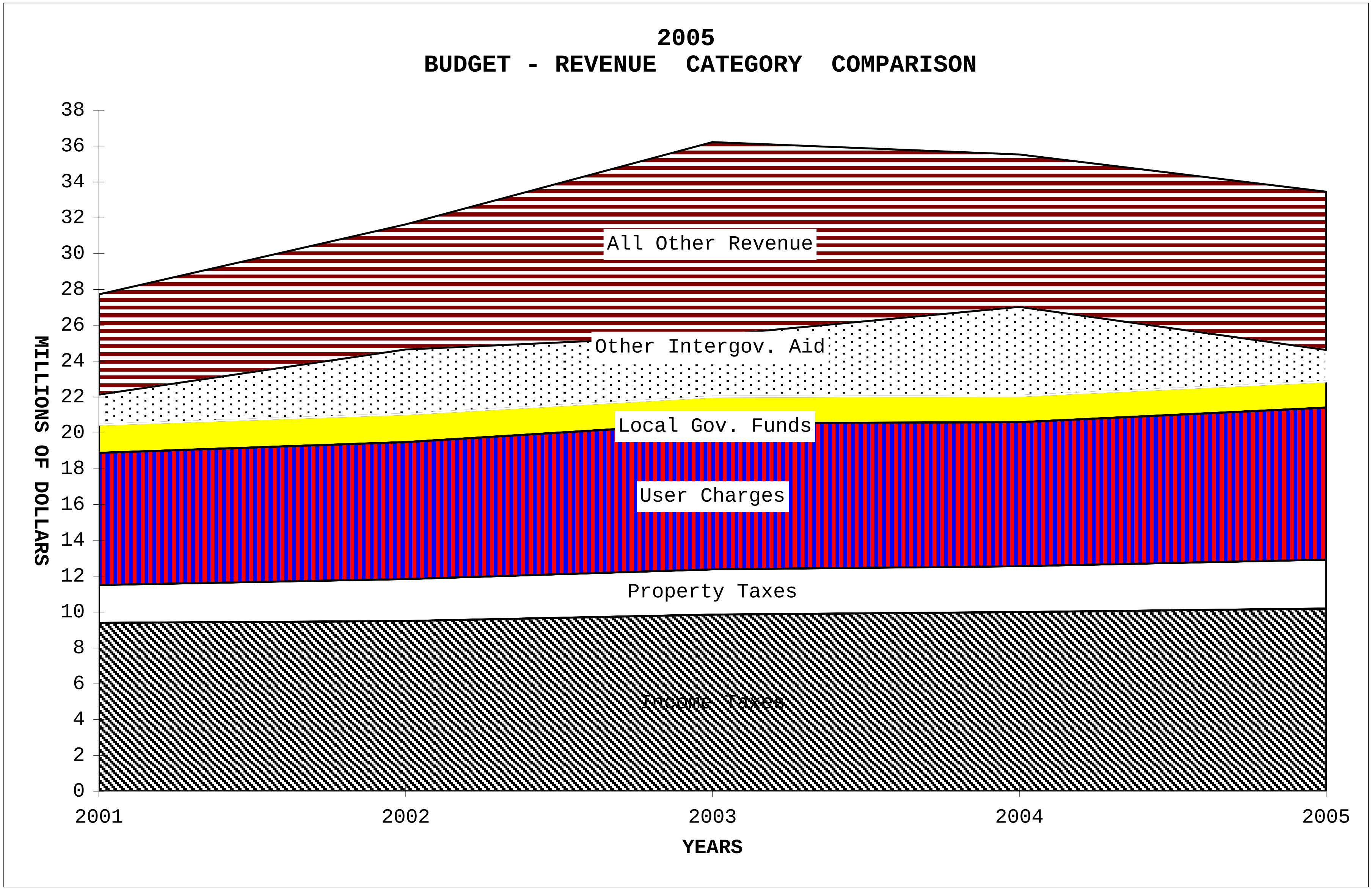
CITY OF KENT, OHIO

2005 APPROVED BUDGET

OVERVIEW

CITY OF KENT, OHIO
2005 APPROVED BUDGET
REVENUE CATEGORY COMPARISON

CATEGORY	2003 ACTUAL	2004 APPROVED BUDGET	2005 APPROVED BUDGET
TAXES			
Income Tax	$ 9,858,427	$ 10,000,000	$ 10,200,000
Property Tax	2,528,725	2,558,524	2,726,257
Motor Vehicle License Tax	135,350	140,000	135,000
Lodging Tax	26,484	26,000	7,800
Franchise Tax	176,823	175,000	175,000
Subtotal Taxes	12,725,809	12,899,524	13,244,057
USER CHARGES			
Sewer	3,423,368	3,440,000	3,450,000
Water	2,831,494	2,850,000	2,850,000
Recycling	390,920	392,000	391,000
Storm Water Drainage	501,557	490,000	501,200
Intergovernmental	369,809	310,000	375,000
Recreation	251,373	201,800	276,800
Other	388,772	357,000	637,500
Subtotal User Charges	8,157,293	8,040,800	8,481,500
FEDERAL, STATE AND LOCAL AID			
Federal Aid	27,465	12,000	0
Grants - Community Development	498,123	379,000	366,000
- CHIP	225,835	0	0
- Solid Waste	0	12,500	0
- EPA	1,074,467	3,200,000	0
- Issue II	0	0	0
Local Government Fund	1,467,486	1,460,000	1,460,000
Shared Taxes and Fees	1,595,724	1,364,800	1,395,300
Subtotal Federal, State and Local Aid	4,889,100	6,428,300	3,221,300
INTEREST EARNINGS	415,618	387,000	392,000
FINES AND FORFEITURES	313,274	367,500	397,000
PERMITS, LICENSES, INSPECTIONS	242,503	201,600	203,000
ALL OTHER REVENUE			
Bond/Note/Loan Proceeds	8,360,770	6,580,000	6,930,000
Rent	57,567	49,000	59,000
Tap-in Fees	177,578	115,000	115,000
Special Assessments	279,035	195,300	203,800
Miscellaneous	607,019	270,000	210,000
Subtotal All Other Revenue	9,481,969	7,209,300	7,517,800
TOTAL ALL REVENUE	$ 36,225,566	$ 35,534,024	$ 33,456,657

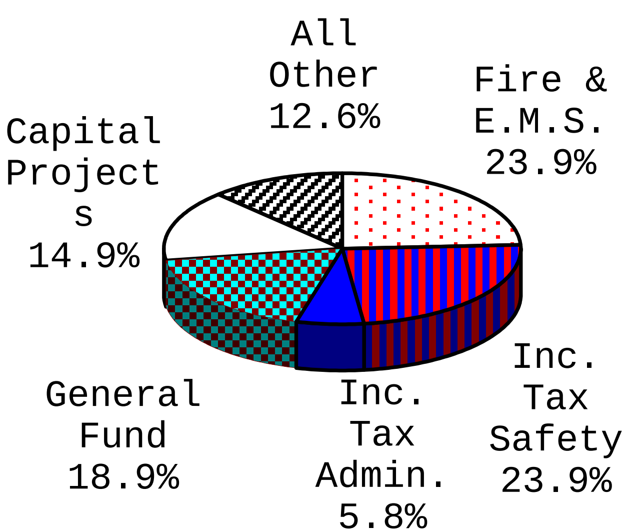

2005
BUDGET - REVENUE CATEGORY COMPARISON
MILLIONS OF DOLLARS
38
36
34
32
30
28
26
24
22
20
18
16
14
12
10
8
6
4
2
0
2001
2002
2003
2004
2005
YEARS
All Other Revenue
Other Intergov. Aid
Local Gov. Funds
User Charges
Property Taxes
Income Taxes

CITY OF KENT, OHIO
2005 APPROVED BUDGET
USE OF MUNICIPAL INCOME TAX DOLLARS

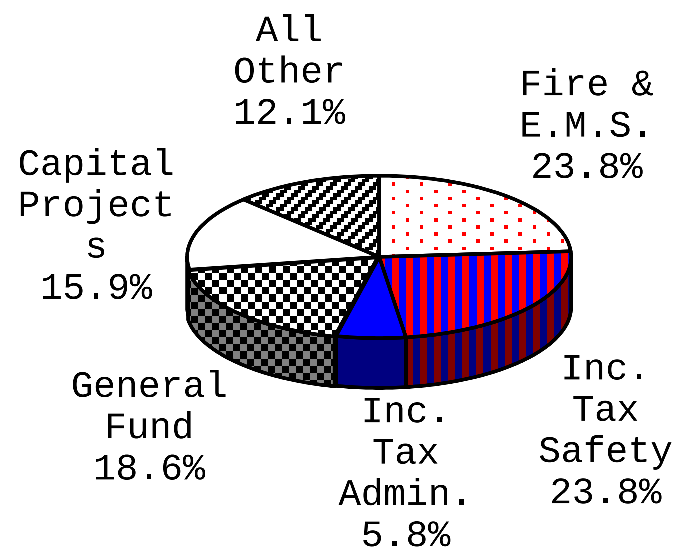
USE	2002 ACTUAL	2003 ACTUAL	2004 APPROVED BUDGET	2005 APPROVED BUDGET
Street Construction Maintenance & Repair Func	$350,000	$750,000	$450,000	$750,000
Capital Projects	1,500,000	1,500,000	1,500,000	1,500,000
Fire & Emergency Medical Service Fund	2,298,395	2,374,553	2,355,377	2,405,120
Income Tax Safety Fund	2,298,395	2,374,553	2,355,377	2,405,120
General Fund	1,750,000	1,800,000	1,800,000	1,900,000
Income Tax Administration	529,440	510,069	578,493	579,823
Food Service Fund	17,500	17,000	5,000	10,000
Health Insurance Fund	200,000	150,000	200,000	200,000
Managed Reserve	92,409	47,664	40,000	40,000
Debt Service fund	260,517	271,007	271,177	256,077
Solid Waste Fund	0	35,000	0	0
Revolving Housing	15,000	17,000	0	0
Storm Water Utility	220,000	220,000	200,000	0
Recreation	20,889	0	20,000	10,000
Swimming Pool Inspections	0	0	2,000	2,000

USE OF MUNICIPAL INCOME TAX DOLLARS

2005 APPROVED

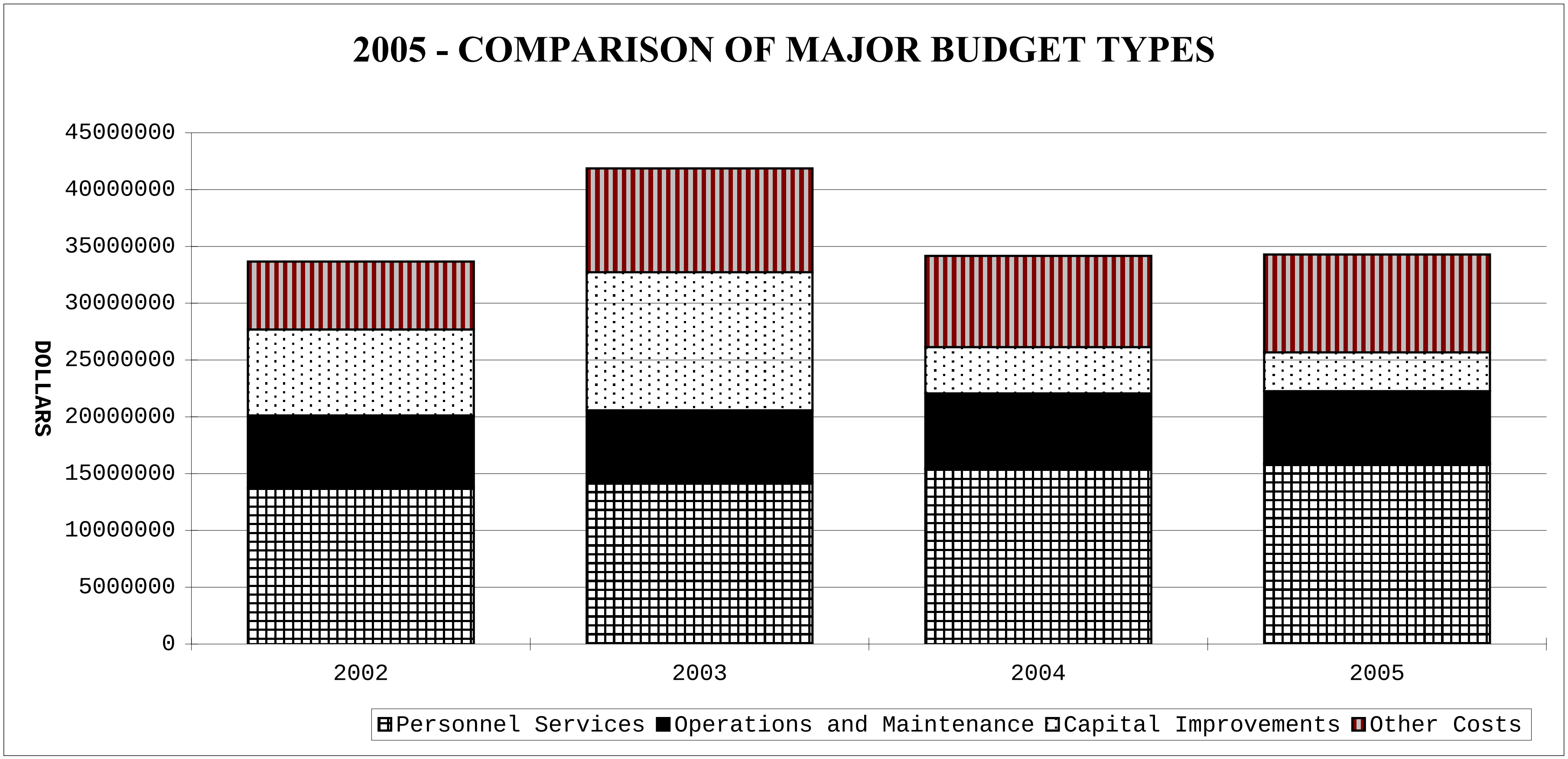


2004 APPROVED



CITY OF KENT, OHIO
2005 APPROVED BUDGET
COMPARISON OF MAJOR BUDGET TYPES

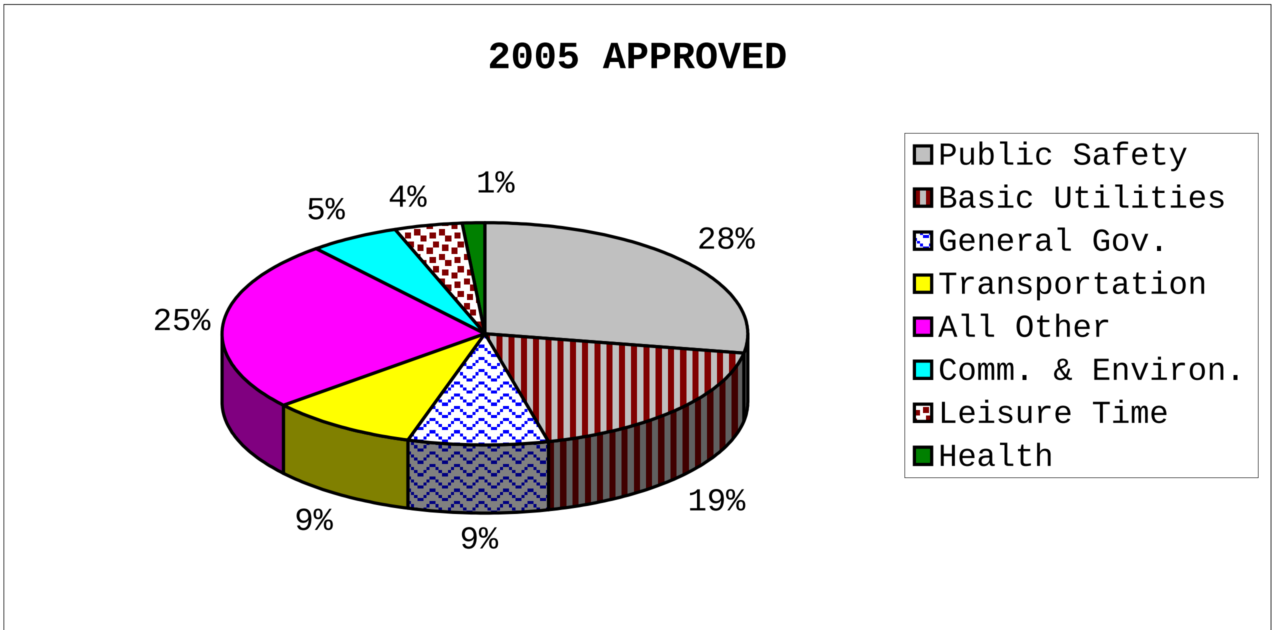
FUND	PERSONNEL SERVICES	OPERATION & MAINTENANCE	CAPITAL	OTHER COSTS	TOTALS
General Fund	$ 5,320,635	2,558,275	439,500	6,600	8,325,010
West Side Fire	225,000	17,800	0	0	242,800
SCM&R	869,309	586,000	155,000	0	1,610,309
State Highway	0	49,000	0	0	49,000
Parks and Recreation	694,367	450,800	269,500	4,250	1,418,917
Food Service	48,849	3,200	0	4,200	56,249
Income Tax	336,123	68,700	0	175,000	579,823
Revolving Housing	65,723	13,900	0	200	79,823
State & Local Forfeits	0	12,000	0	0	12,000
Drug Law Enforcement	0	11,000	0	0	11,000
Enforcement and Education	0	14,000	0	0	14,000
Income Tax Safety	2,430,832	0	0	0	2,430,832
Law Enforcement Trust	0	20,000	30,000	0	50,000
Community Development	30,000	336,000	0	0	366,000
Fire and EMS	1,959,769	310,700	200,500	0	2,470,969
Swimming Pool Inspections	3,186	400	0	1,200	4,786
Water	1,655,602	681,900	450,000	44,142	2,831,644
Sewer	1,964,109	805,750	103,000	3,734,275	6,607,134
Utility Billing	0	45,300	0	0	45,300
Solid Waste	54,258	380,300	0	2,000	436,558
Storm Water Drainage	0	20,000	245,000	3,500	268,500
Water Guarantee Deposit	0	0	0	1,000	1,000
Capital Projects	0	0	1,525,000	4,289,675	5,814,675
Debt Service	0	4,000	0	341,452	345,452
Police Pension	106,000	0	0	0	106,000
Fire Pension	106,000	0	0	0	106,000
UDAG	0	2,000	0	0	2,000
TOTALS 2005	$ 15,869,762	6,391,025	3,417,500	8,607,494	34,285,781
TOTALS 2004	$ 15,407,971	6,654,752	4,072,500	8,033,992	34,169,215
TOTALS 2003	$ 14,217,969	6,353,311	12,158,500	9,138,297	41,868,077
TOTALS 2002	$ 13,757,084	6,361,327	7,569,600	5,980,032	33,668,043

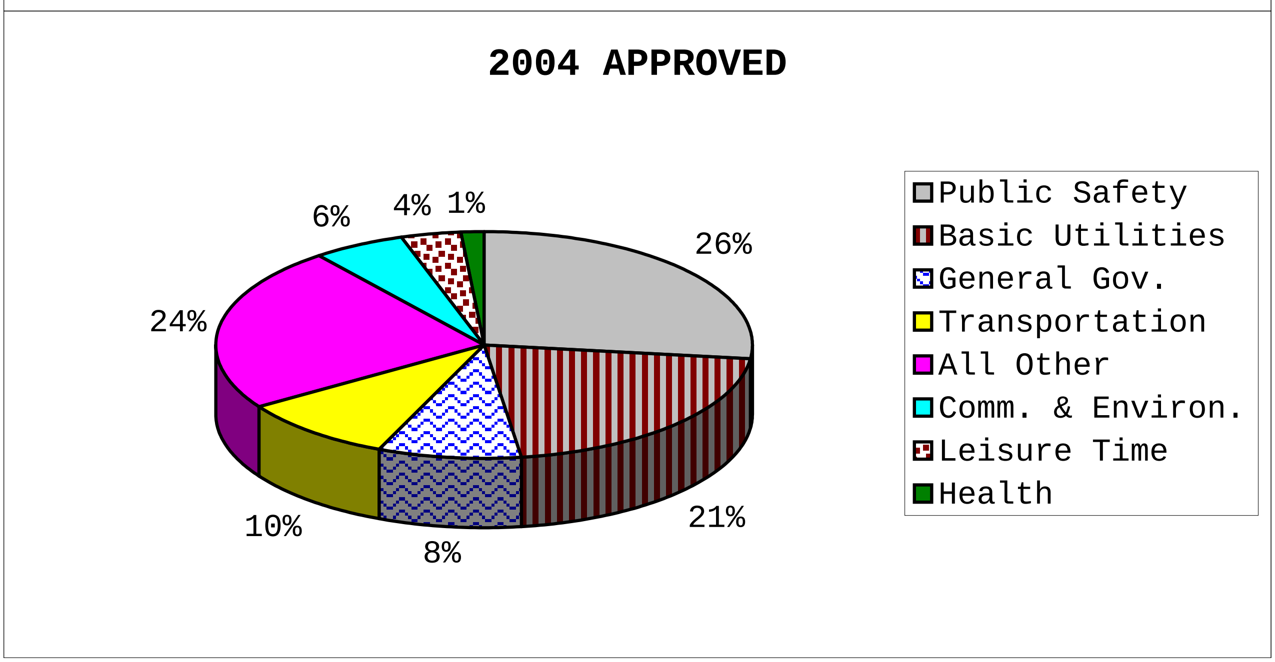

2005 - COMPARISON OF MAJOR BUDGET TYPES
DOLLARS
45000000
40000000
35000000
30000000
25000000
20000000
15000000
10000000
5000000
0
2002
2003
2004
2005
Personnel Services
Operations and Maintenance
Capital Improvements
Other Costs

CITY OF KENT, OHIO
2005 APPROVED BUDGET
PROGRAM AREA COMPARISON - ALL FUNDS

PROGRAM AREA	2003 APPROVED	2004 APPROVED	2005 APPROVED
Basic Utilities	$ 14,782,439	7,182,769	6,348,219
Public Safety	8,860,998	9,186,246	9,495,521
Transportation	2,991,844	3,261,225	3,159,309
General Government	2,816,843	2,893,178	2,916,057
Debt Service	8,912,897	7,813,592	8,372,044
Community and Environmen	1,695,356	1,883,612	1,875,683
Leisure Time Activities	1,137,819	1,253,748	1,418,917
Health Services	438,881	464,845	470,031
Contingency - Operating	225,000	225,000	225,000
Non-Departmental	6,000	5,000	5,000
Totals	$ 41,868,077	34,169,215	34,285,781

PROGRAM AREA COMPARISON





THE CITY OF KENT

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GENERAL GOVERNMENT

FUNDING BY PROGRAM AREA		2005 REQUESTED	2005 APPROVED
GENERAL GOVERNMENT			
General Government			
City Council		$177,028	$174,480
Mayor		11,704	10,354
Community Support		61,500	52,500
City Manager		240,898	239,298
Human Resources		65,336	64,986
Civil Service Commission		85,154	83,654
Law		371,039	370,339
Financial Administration		391,734	415,734
Income Tax Administration		430,406	430,406
Service Administration		465,334	457,358
Engineering		351,848	350,448
Facilities Expansion		9,500	10,500
Miscellaneous and Sundry		256,000	256,000
	SUBTOTAL	2,917,481	2,916,057
Basic Utility Services			
Human Resources Support		43,336	43,336
Financial Admin. Support		364,734	364,734
Service Admin. Support		162,774	162,774
Engineering Admin. Support		420,496	420,496
	SUBTOTAL	991,340	991,340
	TOTAL	$3,908,821	$3,907,397

Department:	Division:		Fund:	Account No:
General Government	City Council		General	570-08

Resource Summary	2003	2004	2005	2005
Expenditure Categories	Actual	Budget	Requested	Approved
Personal Services	$ 132,294	$ 134,935	$ 148,278	$ 149,230
Operation and Maintenance	16,814	28,600	28,750	25,250
Capital Improvements	6,045	0	0	0
Total	$ 155,153	$ 163,535	$ 177,028	$ 174,480
Total Positions	10	10	10	10
Funding by Source				
General	$ 155,153	$ 163,535	$ 177,028	$ 174,480
Total	$ 155,153	$ 163,535	$ 177,028	$ 174,480

Program Description:

The City Council serves as the legislative and policy-making body for the City of Kent. Proposed policies are considered by one of five standing committees and officially adopted by the council. The Clerk of Council is responsible for maintaining an official record of the Council's activities and all formal actions, as well as minutes of all meetings.

Program Comments:

The 2005 recommended operating budget reflects a decrease of $3,350 or 11.7% as compared to the 2004 budget. The major items contributing to the change are a decrease in travel and transportation of $2,000 and a reduction in communications and postage of $1,000. Both of these changes are based upon the historical level of expenditures.

Department:	Division:	Fund:	Account No:
General Government	City Council	General	570-08

Line	Description	2003 Actual	2004 Budget	2005 Requested	2005 Approved
11	Employee - Regular Salaries	$ 103,277	$ 107,509	$ 118,091	$ 118,091
14	Retirement (PERS)	16,307	14,567	16,001	16,109
16	Health Insurance	10,764	8,559	9,462	9,474
18	Overtime	225	0	0	800
19	Unemploy. & Work. Comp.	1,721	4,300	4,724	4,756
	Total Personal Services	$ 132,294	$ 134,935	$ 148,278	$ 149,230
21	Travel & Transportation	$ 2,634	$ 7,000	$ 7,000	$ 5,000
32	Communications/Postage	3,291	5,000	5,000	4,000
33	Rents & Leases	0	50	50	50
34	Professional Services	0	2,000	2,000	2,000
35	Maint. of Equip & Facil	3,338	2,500	2,550	2,500
36	Insurance & Bonding	774	1,000	1,000	1,000
37	Printing, Photocopy, Advert	929	3,150	3,150	3,000
39	Misc. Contractual Service	4,924	5,100	5,200	5,200
41	Office Supplies	101	1,200	1,200	1,200
42	Operating Materials	768	1,500	1,500	1,200
44	Small Tools/Minor Equip.	55	100	100	100
	Total Operation & Maintenance	$ 16,814	$ 28,600	$ 28,750	$ 25,250
63	Equipment Item > $2,500	$ 6,045	$ 0	$ 0	$ 0
	Total Capital Improvements	$ 6,045	$ 0	$ 0	$ 0
	Total Financial Resources	$ 155,153	$ 163,535	$ 177,028	$ 174,480

Department:	Division:		Fund:	Account No:
General Government	Mayor		General	570-01

Resource Summary Expenditure Categories	2003 Actual	2004 Budget	2005 Requested	2005 Approved
Personal Services	$ 7,851	$ 7,854	$ 7,854	$ 7,854
Operation and Maintenance	2,204	3,850	3,850	2,500
Capital Improvements	0	0	0	0
Total	$ 10,055	$ 11,704	$ 11,704	$ 10,354
Total Positions	1	1	1	1
Funding by Source				
General	$ 10,055	$ 11,704	$ 11,704	$ 10,354
Total	$ 10,055	$ 11,704	$ 11,704	$ 10,354

Program Description:

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

Program Comments:

The 2005 recommended operating budget reflects a decrease of $1,350 as compared to the 2004 budget. The reduced budget amount reflects anticipated needs for 2005.

Department:	Division:	Fund:	Account No:
General Government	Mayor	General	570-01

Line Description	2003 Actual	2004 Budget	2005 Requested	2005 Approved
11 Employee - Regular Salaries	$ 6,600	$ 6,600	$ 6,600	$ 6,600
14 Retirement (PERS)	1,043	894	894	894
16 Health Insurance	95	96	96	96
19 Unemploy & Workers' Comp	113	264	264	264
Total Personal Services	$ 7,851	$ 7,854	$ 7,854	$ 7,854
21 Travel & Transportation	$ 0	$ 600	$ 600	$ 500
32 Communications/Postage	720	1,300	1,300	1,000
33 Rents & Leases	0	50	50	0
34 Professional Services	0	200	200	0
35 Maint. of Equip & Facil	0	100	100	0
37 Printing, Photocopy, Advert	0	200	200	100
39 Misc. Contractual Service	40	100	100	100
41 Office Supplies	1,101	300	300	300
42 Operating Materials	343	1,000	1,000	500
Total Operation & Maintenance	$ 2,204	$ 3,850	$ 3,850	$ 2,500
63 Equipment Items > $2,500	$ 0	$ 0	$ 0	$ 0
Total Capital Improvements	$ 0	$ 0	$ 0	$ 0
Total Financial Resources	$ 10,055	$ 11,704	$ 11,704	$ 10,354

Department:	Division:	Fund:	Account No:
General Government	Community Support	General	570-35

Resource Summary Expenditure Categories	2003 Actual	2004 Budget	2005 Requested	2005 Approved
Personal Services	$ 0	$ 0	$ 0	$ 0
Operation and Maintenance	58,698	61,500	61,500	52,500
Capital Improvements	9,025	0	0	0
Total	$ 67,723	$ 61,500	$ 61,500	$ 52,500
Total Positions	0	0	0	0
Funding by Source				
General	$ 67,723	$ 61,500	$ 61,500	$ 52,500
Total	$ 67,723	$ 61,500	$ 61,500	$ 52,500

Program Description:

This cost center has been created to account for activities that benefit the community in general. Included in this cost center is the downtown litter pickup contract, funds for a downtown festival and funds for unexpected requests that come before Council.

Program Comments:

The 2005 recommended operating budget of $52,500 includes the following: $29,000 for the downtown litter pickup program; $10,000 for community wide economic development promotional grants; $5,500 for a downtown festival; $3,000 for the required sharing of bed tax with the convention and visitor’s bureau; $3,000 to support and maintain the City's web site; and $2,000 for miscellaneous, unexpected requests that come from Council.

The $10,000 for the required sharing of bed tax with the convention and visitor's bureau is reduced to $3,000 in 2005 due to the fact that both of Kent’s motels are converting to from overnight facilities to extended stay apartment complexes.

Department:	Division:	Fund:	Account No:
General Government	Community Support	General	570-35

Line Description	2003 Actual	2004 Budget	2005 Requested	2005 Approved
28 Vehicle Fuel	291	2,000	2,000	1,000
39 Misc. Contractual Service	46,805	46,500	46,500	46,500
42 Operating Materials	2,770	3,000	3,000	2,000
44 Small Tools/Minor Equipment	2,211	0	0	0
78 Bed Tax Shared	6,621	10,000	10,000	3,000
Total Operation & Maintenance	$ 58,698	$ 61,500	$ 61,500	$ 52,500
63 Equipment Items > $2,500	$ 9,025	$ 0	$ 0	$ 0
Total Capital Improvements	$ 9,025	$ 0	$ 0	$ 0
Total Financial Resources	$ 67,723	$ 61,500	$ 61,500	$ 52,500

Department:	Division:	Fund:	Account No:
General Government	City Manager	General	570-02

Resource Summary Expenditure Categories	2003 Actual	2004 Budget	2005 Requested	2005 Approved
Personal Services	$ 174,609	$ 182,440	$ 180,198	180,198
Operation and Maintenance	55,487	60,100	60,700	59,100
Capital Improvements	0	0	0	0
Total	$ 230,096	$ 242,540	$ 240,898	$ 239,298
Total Positions	2	2	2	2
Funding by Source				
General	$ 230,096	$ 242,540	$ 240,898	$ 239,298
Total	$ 230,096	$ 242,540	$ 240,898	$ 239,298

Program Description:

The City Manager is responsible for the coordination and management of all municipal functions under control of the Kent City Council.

Program Comments:

The 2005 recommended operation and maintenance budget reflects a decrease of $1,000 or 1.7% as compared to the 2004 budget.

Department:	Division:	Fund:	Account No:
General Government	City Manager	General	570-02

Line	Description	2003 Actual	2004 Budget	2005 Requested	2005 Approved
11	Employee - Regular Salaries	$ 131,103	$ 139,110	$ 136,897	$ 136,897
14	Retirement (PERS)	20,376	19,120	18,685	18,685
16	Health Insurance	20,437	16,546	18,100	18,100
18	Overtime	646	2,000	1,000	1,000
19	Unemploy & Workers' Comp	2,047	5,664	5,516	5,516
	Total Personal Services	$ 174,609	$ 182,440	$ 180,198	$ 180,198
21	Travel & Transportation	$ 8,105	$ 7,400	$ 7,500	$ 7,400
32	Communications/Postage	4,854	7,500	5,000	5,000
34	Professional Services	18,501	20,000	18,500	18,000
35	Maint. of Equip & Facil	390	2,000	2,000	1,000
36	Insurance & Bonding	796	1,500	1,000	1,000
37	Printing, Photocopy, Advert	1,934	2,200	2,200	2,200
39	Misc. Contractual Service	17,511	13,000	18,000	18,000
41	Office Supplies	1,979	2,500	2,500	2,500
42	Operating Materials	539	2,000	2,000	2,000
44	Small Tools/Minor Equip.	878	2,000	2,000	2,000
	Total Operation & Maintenance	$ 55,487	$ 60,100	$ 60,700	$ 59,100
63	Equipment Items > $2,500	$ 0	$ 0	$ 0	$ 0
	Total Capital Improvements	$ 0	$ 0	$ 0	$ 0
	Total Financial Resources	$ 230,096	$ 242,540	$ 240,898	$ 239,298

Department:	Division:	Fund:	Account No:
General Government	Human Resources	General et al	570-26

Resource Summary Expenditure Categories	2003 Actual	2004 Budget	2005 Requested	2005 Approved
Personal Services	$ 74,513	$ 86,572	$ 86,672	$ 86,672
Operation and Maintenance	11,289	22,000	22,000	21,650
Capital Improvements	0	0	0	0
Total	$ 85,802	$ 108,572	$ 108,672	$ 108,322
Total Positions	1	1	1	1
Funding by Source				
General	$ 48,876	$ 65,286	$ 65,336	$ 64,986
Water	18,463	21,643	21,668	21,668
Sewer	18,463	21,643	21,668	21,668
Total	$ 85,802	$ 108,572	$ 108,672	$ 108,322

Program Description:

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

Program Comments:

The 2005 recommended operating and maintenance budget reflects a decrease of $350 or 1.6 % as compared to the 2004 budget.

Department:	Division:	Fund:	Account No:
General Government	Human Resources	General et al	570-26

Line Description		2003 Actual	2004 Budget	2005 Requested	2005 Approved
11	Employee - Regular Salaries	$ 55,516	$ 66,864	$ 66,320	$ 66,320
14	Retirement (PERS)	8,210	9,060	8,988	8,988
16	Health Insurance	10,128	7,972	8,712	8,712
19	Unemploy & Workers' Comp	659	2,676	2,652	2,652
	Total Personal Services	$ 74,513	$ 86,572	$ 86,672	$ 86,672
21	Travel & Transportation	$ 487	$ 1,000	$ 1,000	$ 1,000
32	Communications/Postage	91	500	500	250
34	Professional Services	2,820	8,000	8,000	16,000
36	Insurance & Bonding	774	1,000	1,000	1,000
37	Printing, Photocopy, Advert	310	1,000	1,000	800
39	Misc. Contractual Service	6,260	10,000	10,000	2,000
42	Operating Materials	339	500	500	400
44	Small Tools/Minor Equip.	208	0	0	200
	Total Operation & Maintenance	$ 11,289	$ 22,000	$ 22,000	$ 21,650
63	Equipment Items > $2,500	$ 0	$ 0	$ 0	$ 0
	Total Capital Improvements	$ 0	$ 0	$ 0	$ 0
Total Financial Resources		$ 85,802	$ 108,572	$ 108,672	$ 108,322

THE CITY OF KENT

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Department:	Division:	Fund:	Account No:
General Government	Human Resources	General et al	570-26

Line	Description	General	Water	Sewer	2005 Total
11	Employee - Regular Salaries	$ 33,160	16,580	$ 16,580	$ 66,320
14	Retirement (PERS)	4,494	2,247	2,247	8,988
16	Health Insurance	4,356	2,178	2,178	8,712
19	Unemploy & Workers' Comp	1,326	663	663	2,652
	Total Personal Services	$ 43,336	$ 21,668	$ 21,668	$ 86,672
21	Travel & Transportation	$ 1,000	$ 0	$ 0	$ 1,000
32	Communications/Postage	250	0	0	250
34	Professional Services	16,000	0	0	16,000
36	Insurance & Bonding	1,000	0	0	1,000
37	Printing, Photocopy & Advertising	800	0	0	800
39	Misc. Contractual Service	2,000	0	0	2,000
42	Operating Materials	400	0	0	400
44	Small Tools/Minor Equip.	200	0	0	200
	Total Operation & Maintenance	$ 21,650	$ 0	$ 0	$ 21,650
63	Equipment Items > $2,500				
	Total Capital Improvements	$ 0	$ 0	$ 0	$ 0
	Total Financial Resources	$ 64,986	$ 21,668	$ 21,668	$ 108,322

Department:	Division:	Fund:	Account No:
General Government	Civil Service	General	570-15

Resource Summary Expenditure Categories	2003 Actual	2004 Budget	2005 Requested	2005 Approved
Personal Services	$ 58,921	$ 61,884	$ 63,054	$ 63,054
Operation and Maintenance	32,206	21,900	22,100	20,600
Capital Improvements	0	0	0	0
Total	$ 91,127	$ 83,784	$ 85,154	$ 83,654
Total Positions	4	4	4	4
Funding by Source				
General	$ 91,127	$ 83,784	$ 85,154	$ 83,654
Total	$ 91,127	$ 83,784	$ 85,154	$ 83,654

Program Description:

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

Program Comments:

The 2005 recommended operating budget reflects a decrease of $1,300 or 5.9% as compared to the 2004 budget. The decrease is in the communications and postage budget line and is based on historical usage.

Department:	Division:	Fund:	Account No:
General Government	Civil Service	General	570-15

Line Description		2003 Actual	2004 Budget	2005 Requested	2005 Approved
11	Employee - Regular Salaries	$ 44,092	$ 44,364	$ 45,510	$ 45,510
14	Retirement (PERS)	7,178	6,215	6,370	6,370
16	Health Insurance	3,630	7,970	7,794	7,794
18	Overtime	3,258	1,500	1,880	1,880
19	Unemploy & Worker's Comp	763	1,835	1,500	1,500
	Total Personal Services	$ 58,921	$ 61,884	$ 63,054	$ 63,054
21	Travel & Transportation	$ 0	$ 500	$ 500	$ 500
32	Communications/Postage	1,402	3,000	3,000	1,500
33	Rents and Leases	0	100	100	100
34	Professional Services	20,751	10,000	10,000	10,000
35	Maint. of Equip & Facil	95	500	500	500
36	Insurance & Bonding	775	1,000	1,000	1,000
37	Printing, Photocopy, Advert	5,788	3,300	3,500	3,500
39	Misc. Contractual Service	0	200	200	200
41	Office Supplies	882	1,300	1,300	1,300
42	Operating Materials	2,224	1,500	1,500	1,500
44	Small Tools/Minor Equip.	289	500	500	500
	Total Operation & Maintenance	$ 32,206	$ 21,900	$ 22,100	$ 20,600
63	Equipment Items > $2,500	$ 0	$ 0	$ 0	$ 0
	Total Capital Improvements	$ 0	$ 0	$ 0	$ 0
Total Financial Resources		$ 91,127	$ 83,784	$ 85,154	$ 83,654

Department:	Division:		Fund:	Account No:
General Government	Law		General	570-05

Resource Summary Expenditure Categories	2003 Actual	2004 Budget	2005 Requested	2005 Approved
Personal Services	$ 249,115	$ 246,849	$ 253,539	$ 253,539
Operation and Maintenance	67,077	118,800	117,500	116,800
Capital Improvements	0	0	0	0
Total	$ 316,192	$ 365,649	$ 371,039	$ 370,339
Total Positions	4	4	4	4
Funding by Source				
General	$ 316,192	$ 365,649	$ 371,039	$ 370,339
Total	$ 316,192	$ 365,649	$ 371,039	$ 370,339

Program Description:

The law department serves as the City's primary legal counsel for matters pending before City Council, all boards and commissions and all administrative matters with the various departments of the City, including the parks and recreation and health departments.

The law department prosecutes all misdemeanor cases filed pursuant to the ordinances of the City of Kent and assists the Kent police department in those other cases where such assistance is deemed necessary.

The law department is ultimately responsible for enforcing all actions brought under the City's health, building, zoning and other regulatory codes, and is actively engaged in the collection of water, sewer, ambulance and other general credit matters.

Program Comments:

The 2005 recommended operations and maintenance budget reflects a decrease of $2,000 or 1.7% as compared to the 2004 budget. The amount required in the professional service line is dependent upon the level of specialized litigation required and may increase or decrease depending upon the need for outside counsel.

Department:	Division:	Fund:	Account No:
General Government	Law	General	570-05

Line	Description	2003 Actual	2004 Budget	2005 Requested	2005 Approved
11	Employee - Regular Salaries	$ 172,516	$ 188,789	$ 192,520	$ 192,520
14	Retirement (PERS)	43,524	25,716	26,222	26,222
16	Health Insurance	30,292	23,752	26,056	26,056
18	Overtime	0	1,000	1,000	1,000
19	Unemploy & Workers' Comp	2,783	7,592	7,741	7,741
	Total Personal Services	$ 249,115	$ 246,849	$ 253,539	$ 253,539
21	Travel & Transportation	$ 939	$ 1,200	$ 1,200	$ 1,200
32	Communications/Postage	2,011	4,500	3,000	2,500
34	Professional Services	53,979	100,000	100,000	100,000
35	Maint. of Equip & Facil	120	600	600	600
36	Insurance & Bonding	1,558	2,000	2,000	2,000
37	Printing, Photocopy, Advert	216	700	700	600
39	Misc. Contractual Service	784	800	800	800
41	Office Supplies	1,168	1,000	1,200	1,100
42	Operating Materials	6,276	7,000	7,000	7,000
44	Small Tools/Minor Equip.	26	1,000	1,000	1,000
	Total Operation & Maintenance	$ 67,077	$ 118,800	$ 117,500	$ 116,800
63	Equipment Items > $2,500	$ 0	$ 0	$ 0	$ 0
	Total Capital Improvements	$ 0	$ 0	$ 0	$ 0
	Total Financial Resources	$ 316,192	$ 365,649	$ 371,039	$ 370,339

Department:	Division:	Fund:	Account No:
General Government	Financial Administration	General et al	570-03

Resource Summary Expenditure Categories	2003 Actual	2004 Budget	2005 Requested	2005 Approved
Personal Services	$ 520,408	$ 595,064	$ 597,668	$ 597,668
Operation and Maintenance	149,880	160,000	158,800	182,800
Capital Improvements	20,021	0	0	0
Total	$ 690,309	$ 755,064	$ 756,468	$ 780,468
Total Positions	9	9	9	9
Funding by Source				
General	$ 208,655	$ 243,566	$ 242,317	$ 266,317
Income Tax	130,102	148,766	149,417	149,417
Water	157,571	162,566	163,317	163,317
Sewer	158,848	155,366	156,117	156,117
Utility Billing	35,133	44,800	45,300	45,300
Total	$ 690,309	$ 755,064	$ 756,468	$ 780,468

Program Description:

Financial administration provides technical support in accounting, data processing, debt management, utility billing, risk management and treasury management. This division is responsible for the timely processing of payroll, purchase orders, utility account records, invoices and ambulance bills. It maintains the records for approximately 6,600 city water, sewer and recycling accounts and storm water. Employees are responsible for collecting all City revenues and depositing them on a timely basis. The Budget and Finance Department prepares a wide range of financial reports, many of which are required by law.

Program Comments:

The 2005 recommended operation and maintenance budget reflects an increase of $22,800 or 14.3% as compared to the 2004 budget. The major items contributing to the increase are as follows:
1) professional services increased $5,000 primarily due to the inclusion of funds for legal fees related to delinquent ambulance fee collections; and 2) contractual services increased $19,200 due to the increase in ambulance fees, which creates a corresponding increase in the cost of the ambulance billing service.

Department:	Division:	Fund:	Account No:
General Government	Financial Administration	General et al	570-03

Line	Description	2003 Actual	2004 Budget	2005 Requested	2005 Approved
11	Employee - Regular Salaries	$ 379,552	$ 444,948	$ 441,472	$ 441,472
14	Retirement (PERS)	60,064	60,892	60,416	60,416
16	Health Insurance	67,820	66,828	73,556	73,556
18	Overtime	4,336	4,420	4,388	4,388
19	Unemploy & Workers' Comp	8,636	17,976	17,836	17,836
	Total Personal Services	$ 520,408	$ 595,064	$ 597,668	$ 597,668
21	Travel & Transportation	$ 4,045	$ 7,900	$ 7,900	$ 7,900
32	Communications/Postage	33,121	37,500	35,500	35,500
33	Rents & Leases	5,456	7,200	7,200	7,200
34	Professional Services	29,962	16,000	16,000	21,000
35	Maint. of Equip & Facil	4,333	6,500	6,500	6,500
36	Insurance & Bonding	4,385	5,200	5,200	5,200
37	Printing, Photocopy, Advert	11,100	10,800	10,800	10,800
39	Misc. Contractual Service	52,768	55,000	55,200	74,200
41	Office Supplies	3,154	2,700	3,000	3,000
42	Operating Materials	1,101	4,500	4,000	4,000
44	Small Tools/Minor Equip.	455	6,700	7,500	7,500
	Total Operation & Maintenance	$ 149,880	$ 160,000	$ 158,800	$ 182,800
63	Equipment Items > $2,500	$ 20,021	$ 0	$ 0	$ 0
	Total Capital Improvements	$ 20,021	$ 0	$ 0	$ 0
	Total Financial Resources	$ 690,309	$ 755,064	$ 756,468	$ 780,468

Department:	Division:	Fund:	Account No:
General Government	Financial Administration	General et al	570-03

Line	Description	General	Inc. Tax	Water	Page 1 Subtotal
11	Employee - Regular Salaries	$ 110,368	$ 110,368	$ 110,368	$ 331,104
14	Retirement (PERS)	15,104	15,104	15,104	45,312
16	Health Insurance	18,389	18,389	18,389	55,167
18	Overtime	1,097	1,097	1,097	3,291
19	Unemploy & Workers' Comp	4,459	4,459	4,459	13,377
	Total Personal Services	$ 149,417	$ 149,417	$ 149,417	$ 448,251
21	Travel & Transportation	$ 7,800	$ 0	$ 0	$ 7,800
32	Communications/Postage	8,000	0	2,500	10,500
33	Rents & Leases	0	0	7,200	7,200
34	Professional Services	17,500	0	0	17,500
35	Maint. of Equip & Facil	4,000	0	0	4,000
36	Insurance & Bonding	4,000	0	600	4,600
37	Printing, Photocopy, Advert	7,600	0	0	7,600
39	Misc. Contractual Service	58,000	0	3,600	61,600
41	Office Supplies	2,000	0	0	2,000
42	Operating Materials	2,000	0	0	2,000
44	Small Tools/Minor Equip.	6,000	0	0	6,000
	Total Operation & Maintenance	$ 116,900	$ 0	$ 13,900	$ 130,800
63	Equipment Items > $2,500				
	Total Capital Improvements	$ 0	$ 0	$ 0	$ 0
Total Financial Resources		$ 266,317	$ 149,417	$ 163,317	$ 579,051

Department:	Division:	Fund:	Account No:
General Government	Financial Administration	General et al	570-03

Line Description		Page 1 Subtotal	Sewer	Utility Billing	2005 Total
11	Employee - Regular Salaries	$ 331,104	$ 110,368	$ 0	$ 441,472
14	Retirement (PERS)	45,312	15,104	0	60,416
16	Health Insurance	55,167	18,389	0	73,556
18	Overtime	3,291	1,097	0	4,388
19	Unemploy & Workers' Comp	13,377	4,459	0	17,836
	Total Personal Services	$ 448,251	$ 149,417	$ 0	$ 597,668
21	Travel & Transportation	$ 7,800	$ 0	$ 100	$ 7,900
32	Communications/Postage	10,500	2,500	22,500	35,500
33	Rents & Leases	7,200	0	0	7,200
34	Professional Services	17,500	0	3,500	21,000
35	Maint. of Equip & Facil	4,000	0	2,500	6,500
36	Insurance & Bonding	4,600	600	0	5,200
37	Printing, Photocopy, Advert	7,600	0	3,200	10,800
39	Misc. Contractual Service	61,600	3,600	9,000	74,200
41	Office Supplies	2,000	0	1,000	3,000
42	Operating Materials	2,000	0	2,000	4,000
44	Small Tools/Minor Equip.	6,000	0	1,500	7,500
	Total Operation & Maintenance	$ 130,800	$ 6,700	$ 45,300	$ 182,800
63	Equipment Items > $500				
	Total Capital Improvements	$ 0	$ 0	$ 0	$ 0
Total Financial Resources		$ 579,051	$ 156,117	$ 45,300	$ 780,468

Department:	Division:	Fund:	Account No:
General Government	Income Tax Admin.	Income Tax	570-25

Resource Summary Expenditure Categories	2003 Actual	2004 Budget	2005 Requested	2005 Approved
Personal Services	$ 174,775	$ 185,227	$ 186,706	$ 186,706
Operation and Maintenance	205,520	244,500	243,700	243,700
Capital Improvements	0	0	0	0
Total	$ 380,295	$ 429,727	$ 430,406	$ 430,406
Total Positions	3	3	3	3
Funding by Source				
General	$ 380,295	$ 429,727	$ 430,406	$ 430,406
Total	$ 380,295	$ 429,727	$ 430,406	$ 430,406

Program Description:

This division is responsible for the administration and collection of the Kent City income tax. They obtain information regarding sources of income from residents and employers. This division also enforces ordinances regarding payment of taxes. Approximately 15,000 separate accounts are maintained on the division's income tax computer system.

Program Comments:

The 2005 recommended operation and maintenance budget reflects a decrease of $800 or .3% as compared to the 2004 budget.

Department:	Division:	Fund:	Account No:
General Government	Income Tax Admin.	Income Tax	570-25

Line	Description	2003 Actual	2004 Budget	2005 Requested	2005 Approved
11	Employee - Regular Salaries	$ 122,870	$ 136,464	$ 135,829	$ 135,829
14	Retirement (PERS)	20,093	18,700	18,612	18,612
16	Health Insurance	27,974	23,001	25,242	25,242
18	Overtime	1,382	1,542	1,529	1,529
19	Unemploy & Workers' Comp	2,456	5,520	5,494	5,494
	Total Personal Services	$ 174,775	$ 185,227	$ 186,706	$ 186,706
21	Travel & Transportation	$ 677	$ 1,000	$ 1,000	$ 1,000
32	Communications/Postage	13,426	18,500	16,800	16,800
33	Rents & Leases	280	300	300	300
34	Professional Services	12,143	20,000	20,000	20,000
35	Maint. of Equip & Facil	5,755	5,000	6,000	6,000
36	Insurance & Bonding	1,374	2,000	2,000	2,000
37	Printing, Photocopy, Advert	10,347	15,000	15,000	15,000
39	Misc. Contractual Service	1,073	2,200	2,000	2,000
41	Office Supplies	1,526	1,500	1,600	1,600
42	Operating Materials	1,037	2,000	2,000	2,000
44	Small Tools/Minor Equip.	104	2,000	2,000	2,000
71	Refunds	157,778	150,000	160,000	160,000
72	Reimbursements	0	25,000	15,000	15,000
	Total Operation & Maintenance	$ 205,520	$ 244,500	$ 243,700	$ 243,700
63	Equipment Items > $2,500	$ 0	$ 0	$ 0	$ 0
	Total Capital Improvements	$ 0	$ 0	$ 0	$ 0
	Total Financial Resources	$ 380,295	$ 429,727	$ 430,406	$ 430,406

Department:	Division:	Fund:	Account No:
General Government	Service Administration	General et al	570-06

Resource Summary Expenditure Categories	2003 Actual	2004 Budget	2005 Requested	2005 Approved
Personal Services	$ 202,876	$ 213,152	$ 217,032	$ 217,032
Operation and Maintenance	393,370	378,600	381,076	373,100
Capital Improvements	18,250	25,000	30,000	30,000
Total	$ 614,496	$ 616,752	$ 628,108	$ 620,132
Total Positions	3	3	3	3
Funding by Source				
General	$ 462,339	$ 456,888	$ 465,334	$ 457,358
Water	50,719	53,288	54,258	54,258
Sewer	50,719	53,288	54,258	54,258
Solid Waste	50,719	53,288	54,258	54,258
Total	$ 614,496	$ 616,752	$ 628,108	$ 620,132

Program Description:

Service Administration provides general management and direction to the Engineering, Central Maintenance, Utilities Production and Solid Waste Divisions. In addition, it is responsible for maintaining the City's buildings and open-land areas. A major focus is the City Hall buildings.
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Program Comments:

The 2005 recommended operating budget reflects a decrease of $5,500 or 1.6% as compared to the 2004 budget. The major item contributing to the change is a decrease of $5,000 in utilities based upon historical expenditure levels.

The 2005 recommended capital includes $30,000 for exterior painting of the Service Administration Complex. This item was included in the five year capital improvement plan.

Department:	Division:	Fund:	Account No:
General Government	Service Administration	General et al	570-06

Line	Description	2003 Actual	2004 Budget	2005 Requested	2005 Approved
11	Employee - Regular Salaries	$ 146,504	$ 158,160	$ 159,548	$ 159,548
14	Retirement (PERS)	21,824	21,952	22,136	22,136
16	Health Insurance	29,424	22,720	24,996	24,996
18	Overtime	2,416	3,840	3,816	3,816
19	Unemploy & Workers' Comp	2,708	6,480	6,536	6,536
	Total Personal Services	$ 202,876	$ 213,152	$ 217,032	$ 217,032
21	Travel & Transportation	$ 5,087	$ 5,800	$ 5,916	$ 5,800
31	Utilities	221,342	230,000	230,000	225,000
32	Communications/Postage	4,047	7,000	7,000	5,000
33	Rents & Leases	5,940	6,500	6,500	6,500
34	Professional Services	2,927	4,000	4,080	4,000
35	Maint. of Equip & Facil	44,379	18,000	18,360	20,000
36	Insurance & Bonding	5,257	5,300	5,300	5,300
37	Printing, Photocopy, Advert	1,567	4,000	4,000	3,000
39	Misc. Contractual Service	82,541	82,000	83,640	82,500
41	Office Supplies	3,553	4,000	4,080	4,000
42	Operating Materials	15,347	10,000	10,200	10,000
44	Small Tools/Minor Equip.	1,383	2,000	2,000	2,000
	Total Operation & Maintenance	$ 393,370	$ 378,600	$ 381,076	$ 373,100
63	Equipment Items > $2,500	$ 18,250	$ 25,000		
	Exterior Painting - SAC			$ 30,000	$ 30,000
	Total Capital Improvements	$ 18,250	$ 25,000	$ 30,000	$ 30,000
	Total Financial Resources	$ 614,496	$ 616,752	$ 628,108	$ 620,132

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Department:	Division:	Fund:	Account No:
General Government	Service Administration	General et al	570-06

Line	Description	General	Water	Sewer	Solid Waste	2005 Total
11	Employee - Regular Salaries	$ 39,887	$ 39,887	$ 39,887	$ 39,887	$ 159,548
14	Retirement (PERS)	5,534	5,534	5,534	5,534	22,136
16	Health Insurance	6,249	6,249	6,249	6,249	24,996
18	Overtime	954	954	954	954	3,816
19	Unemploy & Workers' Comp	1,634	1,634	1,634	1,634	6,536
	Total Personal Services	$ 54,258	$ 54,258	$ 54,258	$ 54,258	$ 217,032
21	Travel & Transportation	$ 5,800	$ 0	$ 0	$ 0	$ 5,800
31	Utilities	225,000	0	0	0	225,000
32	Communications/Postage	5,000	0	0	0	5,000
33	Rents & Leases	6,500	0	0	0	6,500
34	Professional Services	4,000	0	0	0	4,000
35	Maint. of Equip & Facil	20,000	0	0	0	20,000
36	Insurance & Bonding	5,300	0	0	0	5,300
37	Printing, Photocopy & Advertising	3,000	0	0	0	3,000
39	Misc. Contractual Service	82,500	0	0	0	82,500
41	Office Supplies	4,000	0	0	0	4,000
42	Operating Materials	10,000	0	0	0	10,000
44	Small Tools/Minor Equip.	2,000	0	0	0	2,000
	Total Operation & Maintenance	$ 373,100	$ 0	$ 0	$ 0	$ 373,100
63	Equipment Items > $2,500					
	Exterior Painting	$ 30,000	$ 0	$ 0	$ 0	30,000
	Total Capital Improvements	$ 30,000	$ 0	$ 0	$ 0	$ 30,000
	Total Financial Resources	$ 457,358	$ 54,258	$ 54,258	$ 54,258	$ 620,132

Department:	Division:	Fund:	Account No:
General Government	Engineering	General et al	570-17

Resource Summary Expenditure Categories	2003 Actual	2004 Budget	2005 Requested	2005 Approved
Personal Services	$ 471,317	630,099	$ 632,144	$ 632,144
Operation and Maintenance	120,691	129,100	135,200	133,800
Capital Improvements	44,665	10,000	5,000	5,000
Total	$ 636,673	$ 769,199	$ 772,344	$ 770,944
Total Positions	9	8	8	8
Funding by Source				
General	$ 323,037	$ 349,733	$ 351,848	$ 350,448
Water	156,818	209,733	210,248	210,248
Sewer	156,818	209,733	210,248	210,248
Total	$ 636,673	$ 769,199	$ 772,344	$ 770,944

Program Description:

The Engineering division provides engineering information, surveys, design and construction inspection for streets, sewers and other public projects. This division's primary function consists of the planning and implementation of the capital facilities program and yearly budget. The Engineering division is also responsible for subdivision inspections.

Program Comments:

The 2005 recommended operation and maintenance budget reflects an increase of $4,700 or 3.6% as compared to the 2004 budget. The addition of two vehicles in 2004 contributed to increases of $600 in vehicle fuel, $1,100 in maintenance of equipment and facilities and $1,000 in insurance. Small tools and minor equipment also increased $2,000 primarily due to the need to replace computer equipment.

The 2005 recommended capital includes funding to continue placing survey markers in the City.

Department:	Division:	Fund:	Account No:
General Government	Engineering	General et al	570-17

Line	Description	2003 Actual	2004 Budget	2005 Requested	2005 Approved
11	Employee - Regular Salaries	$ 325,008	$ 453,369	$ 449,856	$ 449,856
14	Retirement (PERS)	57,411	65,268	64,761	64,761
16	Health Insurance	53,271	62,985	68,931	68,931
17	Uniform Allowance	863	900	1,400	1,400
18	Overtime	27,135	28,311	28,080	28,080
19	Unemploy & Workers' Comp	7,629	19,266	19,116	19,116
	Total Personal Services	$ 471,317	$ 630,099	$ 632,144	$ 632,144
21	Travel & Transportation	$ 1,078	$ 9,200	$ 9,200	$ 8,700
28	Vehicle Fuel	1,366	2,000	3,000	2,600
32	Communications/Postage	6,744	10,000	10,000	8,500
33	Rents & Leases	0	200	200	200
34	Professional Services	79,074	70,000	72,000	72,000
35	Maint. of Equip & Facil	2,655	5,500	6,600	6,600
36	Insurance & Bonding	7,172	8,000	8,000	9,000
37	Printing, Photocopy, Advert	2,007	1,800	1,800	1,800
39	Misc. Contractual Service	5,475	6,500	6,500	6,500
41	Office Supplies	3,482	3,200	3,200	3,200
42	Operating Materials	2,842	3,700	3,700	3,700
44	Small Tools/Minor Equip.	8,796	9,000	11,000	11,000
	Total Operation & Maintenance	$ 120,691	$ 129,100	$ 135,200	$ 133,800
63	Equipment Items > $2,500	$ 44,665	$ 10,000		
	Survey Markers			$ 5,000	$ 5,000
	Total Capital Improvements	$ 44,665	$ 10,000	$ 5,000	$ 5,000
	Total Financial Resources	$ 636,673	$ 769,199	$ 772,344	$ 770,944

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Department:	Division:	Fund:	Account No:
General Government	Engineering	General et al	570-17

Line	Description	General	Water	Sewer	2005 Total
11	Employee - Regular Salaries	$ 149,952	$ 149,952	$ 149,952	$ 449,856
14	Retirement (PERS)	21,587	21,587	21,587	64,761
16	Health Insurance	22,977	22,977	22,977	68,931
17	Uniform Allowance	1,400	0	0	1,400
18	Overtime	9,360	9,360	9,360	28,080
19	Unemploy & Workers' Comp	6,372	6,372	6,372	19,116
	Total Personal Services	$ 211,648	$ 210,248	$ 210,248	$ 632,144
21	Travel & Transportation	$ 8,700	$ 0	$ 0	$ 8,700
28	Vehicle Fuel	2,600	0	0	2,600
32	Communications/Postage	8,500	0	0	8,500
33	Rents & Leases	200	0	0	200
34	Professional Services	72,000	0	0	72,000
35	Maint. of Equip & Facil	6,600	0	0	6,600
36	Insurance & Bonding	9,000	0	0	9,000
37	Printing, Photocopy, Advert	1,800	0	0	1,800
39	Misc. Contractual Service	6,500	0	0	6,500
41	Office Supplies	3,200	0	0	3,200
42	Operating Materials	3,700	0	0	3,700
44	Small Tools/Minor Equip.	11,000	0	0	11,000
	Total Operation & Maintenance	$ 133,800	$ 0	$ 0	$ 133,800
63	Equipment Items > $2,500				
	Survey Markers	$ 5,000	$ 0	$ 0	$ 5,000
	Total Capital Improvements	$ 5,000	$ 0	$ 0	$ 5,000
Total Financial Resources		$ 350,448	$ 210,248	$ 210,248	$ 770,944

Department:	Division:	Fund:	Account No:
General Government	Facilities Expansion	General, Capital Projects	570-07

Resource Summary Expenditure Categories	2003 Actual	2004 Budget	2005 Requested	2005 Approved
Personal Services	$ 0	$ 0	$ 0	$ 0
Operation and Maintenance	6,507	9,500	9,500	10,500
Capital Improvements	520,778	0	0	0
Total	$ 527,285	$ 9,500	$ 9,500	$ 10,500
Total Positions	0	0	0	0
Funding by Source				
General	$ 6,507	$ 9,500	$ 9,500	$ 10,500
Capital Projects	520,778	0	0	0
Total	$ 527,285	$ 9,500	$ 9,500	$ 10,500

Program Description:

This budget division was has been used to track expenditures related to major facility acquisitions and renovations. It is also used to track expenditures related to general governmental rental property.

Program Comments:

The amounts budgeted in professional services and maintenance of equipment and facilities relate to the rental of the Medical Arts Building, 408 North Mantua (the house next to the West Side Fire Station), and 233 S. ½ Water Street. The increase of $1,000 in maintenance of equipment and facilities relates to the rental of additional units in the Medical Arts Building.

Department:	Division:	Fund:	Account No:
General Government	Facilities Expansion	General, Capital Projects	570-07

Line Description		2003 Actual		2004 Budget		2005 Requested		2005 Approved
34 Professional Services	$	1,087	$	1,500	$	1,500	$	1,500
35 Maintenance of Equip. & Facilities		5,420		8,000		8,000		9,000
71 Refunds		0		0		0		0
Total Operation & Maintenance	$	6,507	$	9,500	$	9,500	$	10,500
62 Buildings	$	0	$	0	$	0	$	0
68 Contract								
Fire Station Renovation/Expansion		422,522		0		0		0
City Hall Office Renov./Parking Lot		98,256		0		0		0
Total Capital Improvements	$	520,778	$	0	$	0	$	0
Total Financial Resources	$	527,285	$	9,500	$	9,500	$	10,500

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Department:	Division:	Fund:
General Government	Miscellaneous & Sundry	General

Line Description	2003 Actual	2004 Budget	2005 Requested	2005 Approved
Judgments & Moral Claims	$ 7,225	$ 20,000	$ 20,000	$ 20,000
Elections	931	18,000	5,000	5,000
County Auditor & Treasurer Fees	22,759	24,000	30,000	30,000
Delinquent Land Tax	1,713	2,000	2,000	2,000
Professional Independent Auditor	28,981	30,000	30,000	30,000
Audit Fees Remitted to State	0	1,000	1,000	1,000
Standing Rock Cemetery	127,796	130,000	142,000	142,000
Property Taxes	11,633	18,000	8,000	8,000
Ambulance Collection Fees/Refunds	5,484	5,000	5,000	5,000
Workers' Compensation	4,500	12,000	12,000	12,000
Misc. Refunds & Reimbursements	285	1,000	1,000	1,000
Total Financial Resources	$ 211,307	$ 261,000	$ 256,000	$ 256,000

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PUBLIC SAFETY

FUNDING BY PROGRAM AREA	2005 REQUESTED	2005 APPROVED
PUBLIC SAFETY		
Public Safety		
Safety Director	$141,587	$142,237
Police Services	3,951,912	3,940,262
Local Law Enforcement Block Grant	0	0
Records and Communications	846,914	845,164
Juvenile Services	339,020	337,220
Support Services	183,075	182,875
Trust Funds	87,000	87,000
Police Pension	106,000	106,000
Fire Services	3,347,620	3,489,789
Fire - Community Services	213,674	214,174
Technical Rescue	17,200	16,500
Hazmat	21,100	21,100
Confined Space	9,800	7,200
Fire Pension	106,000	106,000
Total	$9,370,902	$9,495,521

Department:	Division:		Fund:	Account No:
Public Safety	Safety Director		General	510-16

Resource Summary Expenditure Categories	2003 Actual	2004 Budget	2005 Requested	2005 Approved
Personal Services	$ 105,411	$ 108,518	$ 108,937	$ 108,937
Operation and Maintenance	8,048	36,900	32,650	33,300
Capital Improvements	25,497	0	0	0
Total	$ 138,956	$ 145,418	$ 141,587	$ 142,237
Total Positions	1	1	1	1
Funding by Source				
General	$ 138,956	$ 145,418	$ 141,587	$ 142,237
Total	$ 138,956	$ 145,418	$ 141,587	$ 142,237

Program Description:

The Office of the Director of Safety is responsible for administrative review of the divisions of the Safety Department. Guidance and general policy direction are formulated consistent with the community's needs, and coordination is enhanced through joint planning with the safety divisions and other City Departments. Community contact on administrative issues is an important function and relieves the City Manager from becoming personally involved in numerous day-to-day operations of both the Police and Fire Departments. The Director also represents the City on a variety of safety and planning-related issues and groups.

The Director also performs a wide variety of numerous administrative tasks at the request of the City Manager, coordinates many of the special assignments referred to the Administration by the City Council, and serves as Acting City Manager in the Manager's absence.

Program Comments:

The 2005 recommended operating budget reflects an overall decrease of $3,600 or 9.8% as compared to the 2004 budget. This decrease is due to the reduction of $7,000 in the contractual service line that is primarily used to fund safety services from outside agencies for special events or occurrences. This decrease is partially offset by an increase in professional services of $2,500 which will be used begin a structural needs review for a new safety building.

Department:	Division:	Fund:	Account No:
Public Safety	Safety Director	General	510-16

Line	Description	2003 Actual	2004 Budget	2005 Requested	2005 Approved
11	Employee - Regular Salaries	$ 81,384	$ 85,310	$ 85,031	$ 85,031
14	Retirement (PERS)	12,386	11,560	11,522	11,522
16	Health Insurance	10,443	8,236	8,983	8,983
19	Unemploy.& Work.Comp.	1,198	3,412	3,401	3,401
	Total Personal Services	$ 105,411	$ 108,518	$ 108,937	$ 108,937
21	Travel & Transportation	$ 3,806	$ 5,500	$ 5,500	$ 5,500
32	Communications/Postage	947	500	500	1,000
34	Professional Services	420	1,500	4,000	4,000
35	Maint of Equip & Facil	42	300	300	300
36	Insurance & Bonding	774	1,000	1,000	1,000
37	Printing, Photocopy, Advert	18	150	150	150
39	Misc. Contractual Service	850	27,000	20,000	20,000
41	Office Supplies	395	250	250	400
42	Operating Materials	460	200	200	200
44	Small Tools/Minor Equipment	336	500	750	750
	Total Operation & Maintenance	$ 8,048	$ 36,900	$ 32,650	$ 33,300
63	Equipment Items > $2,500	$ 25,497	$ 0	$ 0	$ 0
	Total Capital Improvements	$ 25,497	$ 0	$ 0	$ 0
	Total Financial Resources	$ 138,956	$ 145,418	$ 141,587	$ 142,237

Department:	Division:	Fund:	Account No:
Public Safety	Police Services	General & Income Tax Safety	510-01

Resource Summary Expenditure Categories	2003 Actual	2004 Budget	2004 Requested	2005 Approved
Personal Services	$ 3,238,791	$ 3,462,742	3,486,562	3,486,562
Operation and Maintenance	306,179	321,050	330,350	323,700
Capital Improvements	296,796	60,000	135,000	130,000
Total	$ 3,841,766	$ 3,843,792	$ 3,951,912	$ 3,940,262
Total Positions	41	41	41	41
Funding by Source				
General	$ 1,540,547	$ 1,439,482	$ 1,521,080	$ 1,509,430
Income Tax Safety	2,301,219	2,404,310	2,430,832	2,430,832
Total	$ 3,841,766	$ 3,843,792	$ 3,951,912	$ 3,940,262

Program Description:

This program area provides the most fundamental of law enforcement services, as well as the necessary support functions. The basic activities that this program performs are patrol, investigations, administration (including crime prevention and planning) and parking enforcement.

The major facet of this division is patrol operations, which perform the vast majority of work within the department. The patrol operation is where most inspection, prevention and enforcement action takes place. Day-to-day maintenance and operational actions are also performed at this level, with support functions providing for necessary backup to patrol function.

Program Comments:

The 2005 recommended operation and maintenance budget reflects an increase of $2,650 or .8% as compared to the 2004 budget. Insurance increased $5,000 based on higher premiums.

The 2005 recommended capital was included in the five year capital improvement plan.

Department:		Division:	Fund:		Account No:
Public Safety		Police Services	General & Income Tax Safety		510-01

	Line Description	2003 Actual	2004 Budget	2005 Requested	2005 Approved
11	Employee - Regular Salaries	$ 73,766	82,808	$ 82,681	$ 82,681
12	Uniformed Police Salaries	2,041,994	2,244,086	2,238,377	2,238,377
14	Retirement (PERS)	391,675	412,123	410,852	410,852
16	Health Insurance	342,841	327,436	360,812	360,812
17	Uniform & Clothing Allowance	31,283	29,250	29,250	29,250
18	Overtime	314,797	263,426	261,296	261,296
19	Unemploy & Workers' Comp	42,435	103,613	103,294	103,294
	Total Personal Services	$ 3,238,791	$ 3,462,742	$ 3,486,562	$ 3,486,562
21	Travel & Transportation	$ 7,033	$ 9,500	$ 9,500	$ 9,000
28	Vehicle Fuel	35,500	37,000	40,000	37,000
31	Utilities	182	3,000	3,000	1,000
32	Communications/Postage	20,972	19,000	19,800	21,000
33	Rents & Leases	479	650	650	600
34	Professional Services	62,880	58,000	59,500	57,000
35	Maint. of Equip & Facil	45,748	54,200	56,200	54,000
36	Insurance & Bonding	65,782	62,000	62,000	66,000
37	Printing, Photocopy, Advert	2,261	5,000	5,000	5,000
38	Criminal Apprehension	6,465	4,000	4,000	4,000
39	Misc. Contractual Service	10,448	11,000	11,500	11,500
41	Office Supplies	3,095	3,800	3,800	3,700
42	Operating Materials	18,389	21,500	23,000	22,000
44	Small Tools/Minor Equip.	11,772	14,400	14,900	14,400
45	Ammunition	15,173	18,000	17,500	17,500
	Total Operation & Maintenance	$ 306,179	$ 321,050	$ 330,350	$ 323,700
64	Street Lighting	$ 6,274	$ 0	$ 0	$ 0
63	Equipment Items > $2,500	$ 290,522	$ 60,000		
	Plain Car Replacement			$ 25,000	$ 25,000
	Miscellaneous Equipment Replacement			35,000	30,000
	Cruiser Replacement (Qty. 3)			75,000	75,000
	Total Capital Improvements	$ 296,796	$ 60,000	$ 135,000	$ 130,000
Total Financial Resources		$ 3,841,766	$ 3,843,792	$ 3,951,912	$ 3,940,262

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Department:	Division:	Fund:	Account No:
Public Safety	Police Services	General & Income Tax Safety	510-01

Line	Description	General	Income Tax Safety	2005 Total
11	Employee - Regular Salaries	$ 82,681	$ 0	$ 82,681
13	Uniformed Police Salaries	650,544	1,587,833	2,238,377
14	Retirement (PERS)	126,274	284,578	410,852
16	Health Insurance	87,973	272,839	360,812
17	Uniform & Clothing Allow.	6,750	22,500	29,250
18	Overtime	69,403	191,893	261,296
19	Unemploy & Workers' Comp	32,105	71,189	103,294
	Total Personal Services	$ 1,055,730	$ 2,430,832	$ 3,486,562
21	Travel & Transportation	$ 9,000	$ 0	$ 9,000
28	Vehicle Fuel	37,000	0	37,000
31	Utilities	1,000	0	1,000
32	Communications/Postage	21,000	0	21,000
33	Rents & Leases	600	0	600
34	Professional Services	57,000	0	57,000
35	Maint. of Equip & Facil	54,000	0	54,000
36	Insurance & Bonding	66,000	0	66,000
37	Printing, Photocopy, Advert	5,000	0	5,000
38	Criminal Apprehension	4,000	0	4,000
39	Misc. Contractual Service	11,500	0	11,500
41	Office Supplies	3,700	0	3,700
42	Operating Materials	22,000	0	22,000
44	Small Tools/Minor Equip.	14,400	0	14,400
46	Prisoner Sustenance	17,500	0	17,500
	Total Operation & Maintenance	$ 323,700	$ 0	$ 323,700
63	Equipment Items > $2,500			
	Plain Car Replacement	$ 25,000		$ 25,000
	Miscellaneous Equipment Replacement	30,000		30,000
	Cruiser Replacement (Qty. 3)	75,000		75,000
	Total Capital Improvements	$ 130,000	$ 0	$ 130,000
	Total Financial Resources	$ 1,509,430	$ 2,430,832	$ 3,940,262

Department:	Division:	Fund:	Account No:
Public Safety	Local Law Enforcement Block Grant	General	510-13

Resource Summary Expenditure Categories	2003 Actual	2004 Budget	2005 Requested	2005 Approved
Personal Services	$ 0	$ 0	$ 0	$ 0
Operation and Maintenance	19,482	11,802	0	0
Capital Improvements	0	0	0	0
Total	$ 19,482	$ 11,802	$ 0	$ 0
Total Positions	0	0	0	0
Funding by Source				
General	$ 19,482	$ 11,802	$ 0	$ 0
Total	$ 19,482	$ 11,802	$ 0	$ 0

Program Description:

This is a budget division to account for expenditures related to the Local Law Enforcement Block grant, which the city received in fiscal years 1996 through 2003. The 2003 federal grant was for $10,505. The City's match was $1,297.

Program Comments:

Due to the fact that the City no longer meets the minimum threshold of funding required to qualify for participation, this program will not be budgeted in the future.

Department:	Division:	Fund:	Account No:
Public Safety	Local Law Enforcement Block Grant	General	510-13

Line Description		2003 Actual	2004 Budget	2005 Requested	2005 Approved
34	Professional Services	$ 19,482	$ 11,802	$ 0	$ 0
35	Maint. of Equip & Facil	0	0	0	0
39	Misc. Contractual Services	0	0	0	0
42	Operating Materials	0	0	0	0
	Total Operation & Maintenance	$ 19,482	$ 11,802	$ 0	$ 0
63	Equipment Items > $2,500	$ 0	$ 0	$ 0	$ 0
	Total Capital Improvements	$ 0	$ 0	$ 0	$ 0
Total Financial Resources		$ 19,482	$ 11,802	$ 0	$ 0

Department:	Division:	Fund:	Account No:
Public Safety	Police-Records and Communications	General	510-14

Resource Summary Expenditure Categories	2003 Actual	2004 Budget	2005 Requested	2005 Approved
Personal Services	$ 647,930	$ 701,975	$ 710,764	$ 710,764
Operation and Maintenance	88,986	134,500	136,150	134,400
Capital Improvements	56,648	77,000	0	0
Total	$ 793,564	$ 913,475	$ 846,914	$ 845,164
Total Positions	13	13	13	13
Funding by Source				
General	$ 793,564	$ 913,475	$ 846,914	$ 845,164
Total	$ 793,564	$ 913,475	$ 846,914	$ 845,164

Program Description:

This division provides for dispatching, maintenance of records and coordination and relay of most information in the department. Dispatching requires keeping track of functional assignment of 4 to 10 police mobile units within the city. In addition, dispatch processes emergency fire and medical calls for both the City and Franklin Township. The requirements for records involves processing and filing reports of incidents or actions taken, retrieval of the data for internal or external use and the receipt and accounting for local, state and federal funds.

Program Comments:

The 2005 recommended operating budget reflects a decrease of $100 or .1% as compared to the 2004 budget.

Department:	Division:	Fund:	Account No:
Public Safety	Police-Records & Comm.	General	510-14

Line	Description	2003 Actual	2004 Budget	2005 Requested	2005 Approved
11	Employee - Regular Salaries	$ 437,628	$ 485,405	$ 485,988	$ 485,988
14	Retirement (PERS)	76,082	71,204	71,238	71,238
16	Health Insurance	82,175	79,509	88,001	88,001
17	Uniform Allowance	240	4,750	4,750	4,750
18	Overtime	44,332	40,087	39,757	39,757
19	Unemploy.& Work.Comp.	7,473	21,020	21,030	21,030
	Total Personal Services	$ 647,930	$ 701,975	$ 710,764	$ 710,764
21	Travel & Transportation	$ 0	$ 500	$ 500	$ 500
32	Communications/Postage	11,040	13,000	13,150	13,000
33	Rents & Leases	8,369	10,000	10,000	10,000
34	Professional Services	18,040	22,100	22,100	22,000
35	Maint. of Equip & Facil	7,902	24,600	26,000	25,000
37	Printing, Photocopy, Advert	1,848	3,200	4,100	3,800
39	Misc. Contractual Service	37,990	53,900	53,600	53,600
41	Office Supplies	3,615	4,200	4,200	4,000
42	Operating Materials	182	500	500	500
44	Small Tools/Minor Equip.	0	2,500	2,000	2,000
	Total Operation & Maintenance	$ 88,986	$ 134,500	$ 136,150	$ 134,400
63	Equipment Items > $2,500	$ 56,648	$ 77,000	$ 0	$ 0
	Total Capital Improvements	$ 56,648	$ 77,000	$ 0	$ 0
Total Financial Resources		$ 793,564	$ 913,475	$ 846,914	$ 845,164

Department:	Division:	Fund:	Account No:
Public Safety	Police-Juvenile	General	510-03

Resource Summary Expenditure Categories	2003 Actual	2004 Budget	2005 Requested	2005 Approved
Personal Services	$ 278,251	$ 303,039	$ 303,220	$ 303,220
Operation and Maintenance	28,382	34,600	35,800	34,000
Capital Improvements	0	0	0	0
Total	$ 306,633	$ 337,639	$ 339,020	$ 337,220
Total Positions	4	4	4	4
Funding by Source				
General	$ 306,633	$ 337,639	$ 339,020	$ 337,220
Total	$ 306,633	$ 337,639	$ 339,020	$ 337,220

Program Description:

The juvenile services division operates as an investigative unit by investigating and processing follow up of cases in which a juvenile is involved as either a victim or an offender.

The juvenile bureau also serves as a counseling unit. In minor criminal cases, in-house counseling serves as an alternative to the referral of juvenile offenders to the juvenile court. Counseling is provided to juveniles with personal or family problems without carrying the stigma of police contact.

The third primary function of this division is to provide for community relations as they relate to children. Examples are "Officer Bill" and other safety presentations in the schools, talks with P.T.A. groups and tours of the police facilities for youth groups.

Program Comments:

The 2004 recommended operating budget reflects a decrease of $600 or 1.7% as compared to the 2004 budget.

Department:		Division:		Fund:	Account No:
Public Safety		Police - Juvenile		General	510-03

Line	Description	2003 Actual	2004 Budget	2005 Requested	2005 Approved
11	Employee - Regular Salaries	$ 44,477	$ 47,293	$ 47,026	$ 47,026
12	Uniformed Police Salaries	148,753	158,168	155,907	155,907
14	Retirement (PERS)	28,037	34,766	34,344	34,344
16	Health Insurance	34,129	31,677	35,073	35,073
17	Uniform Allowance	2,250	2,250	2,250	2,250
18	Overtime	17,008	19,872	19,714	19,714
19	Unemployment & Workers' Comp	3,597	9,013	8,906	8,906
	Total Personal Services	$ 278,251	$ 303,039	$ 303,220	$ 303,220
21	Travel & Transportation	$ 203	$ 800	$ 800	$ 800
28	Vehicle Fuel	1,002	1,000	1,200	1,100
32	Communications/Postage	273	500	500	500
34	Professional Services	24,362	29,500	30,500	29,500
35	Maint. Of Equip.& Facilities	2,542	2,000	2,000	1,500
39	Misc. Contractual Service	0	500	500	300
42	Operating Materials	0	300	300	300
	Total Operation & Maintenance	$ 28,382	$ 34,600	$ 35,800	$ 34,000
63	Equipment Items > $2,500	$ 0	$ 0	$ 0	$ 0
	Total Capital Improvements	$ 0	$ 0	$ 0	$ 0
Total Financial Resources		$ 306,633	$ 337,639	$ 339,020	$ 337,220

Department:	Division:	Fund:	Account No:
Public Safety	Police-Support Services	General	510-06

Resource Summary Expenditure Categories	2003 Actual	2004 Budget	2005 Requested	2005 Approved
Personal Services	$ 144,573	$ 152,967	$ 152,075	$ 152,075
Operation and Maintenance	23,337	30,900	31,000	30,800
Capital Improvements	170	0	0	0
Total	$ 168,080	$ 183,867	$ 183,075	$ 182,875
Total Positions	7	7	7	7
Funding by Source				
General	$ 168,080	$ 183,867	$ 183,075	$ 182,875
Total	$ 168,080	$ 183,867	$ 183,075	$ 182,875

Program Description:

Three primary areas of responsibility are performed in the Support Services cost center. Activities related to animal complaints, disturbances and protection are handled by the Compliance Officer for approximately forty percent of his assigned time. These activities include loose and stray animal concerns, humane treatment of animals, finding homes for abandoned animals, and follow-up efforts on barking, noise and dangerous animal issues.

The remainder of the Compliance Officer's duties relate to parking compliance and vehicle issues. Daily activities include regulation of parking in the areas in which established restrictions exist, as well as general patrol around the City for parking and vehicle violations. Junk vehicle notices and removals are also noted in this area.

The third primary area funded in this cost center is Jail Detention Officers. Detention personnel are regularly scheduled approximately 125 hours per week, during the hours that housing prisoners is most likely. Six officers are authorized for these duties and fill the hours on a rotating schedule. Some employee benefits are provided on a pro rata basis, while others are earned on an actual time accrued basis. Uniforms, training and other job-related expenses are paid directly by the City on an as needed basis.

Program Comments:

The 2005 recommended operating budget reflects a decrease of $100 or .3% as compared to the 2004 budget.

Department:	Division:	Fund:	Account No:
Public Safety	Police - Support Services	General	510-06

Line	Description	2003 Actual	2004 Budget	2005 Requested	2005 Approved
11	Employee - Regular Salaries	$ 99,915	$ 116,893	$ 115,488	$ 115,488
14	Retirement (PERS)	18,120	16,450	16,251	16,251
16	Health Insurance	10,904	9,260	10,089	10,089
17	Uniform Allowance	480	1,000	1,000	1,000
18	Overtime	13,289	4,508	4,449	4,449
19	Unemployment & Workers' Comp	1,865	4,856	4,798	4,798
	Total Personal Services	$ 144,573	$ 152,967	$ 152,075	$ 152,075
21	Travel & Transportation	$ 0	$ 500	$ 500	$ 400
28	Vehicle Fuel	1,094	1,200	1,400	1,200
32	Communications/Postage	633	800	800	1,000
34	Professional Services	721	2,100	2,100	2,000
35	Maint. Of Equip.& Facilities	2,129	3,500	3,500	3,500
37	Printing, Photocopy, Advert.	0	1,300	1,200	1,200
39	Misc. Contractual Service	11,760	11,800	11,800	11,800
42	Operating Materials	763	1,200	1,200	1,200
44	Small Tools/Minor Equip.	498	500	500	500
46	Prisoner Sustenance	5,739	8,000	8,000	8,000
	Total Operation & Maintenance	$ 23,337	$ 30,900	$ 31,000	$ 30,800
63	Equipment Items > $2,500	$ 170	$ 0	$ 0	$ 0
	Total Capital Improvements	$ 170	$ 0	$ 0	$ 0
	Total Financial Resources	$ 168,080	$ 183,867	$ 183,075	$ 182,875

Department:	Division:	Fund:	Account No:
Public Safety	Police - Trust Funds	Statutory Funds	510-01

Resource Summary Expenditure Categories	2003 Actual	2004 Budget	2005 Requested	2005 Approved
Personal Services	$ 0	$ 0	$ 0	$ 0
Operation and Maintenance	23,783	88,500	37,000	57,000
Capital Improvements	10,168	0	50,000	30,000
Total	$ 33,951	$ 88,500	$ 87,000	$ 87,000
Total Positions	0	0	0	0
Funding by Source				
State and Local Forfeits	$ 14,480	$ 15,000	$ 12,000	$ 12,000
Drug Law Enforcement	3,090	10,500	11,000	11,000
Enforcement and Education	4,882	13,000	14,000	14,000
Law Enforcement Trust	11,499	50,000	50,000	50,000
Total	$ 33,951	$ 88,500	$ 87,000	$ 87,000

Program Description:

State law requires that certain fine and forfeiture monies be accounted for in separate funds and the proceeds be used for specific purposes such as criminal apprehension, drug enforcement activities and DUI enforcement and education. This division details those funds and activities.

Program Comments:

As required by law, any amounts budgeted in these funds will be spent for eligible, specific law enforcement purposes.

Department:	Division:	Fund:	Account No:
Public Safety	Police-Trust Funds	Statutory Funds	510-01

Line	Description	2003 Actual	2004 Budget	2005 Requested	2005 Approved
34	Professional Services	$ 11,157	$ 21,000	$ 9,000	$ 9,000
38	Criminal Apprehension	2,250	10,000	3,000	3,000
39	Misc. Contractual Service	0	10,000	5,000	25,000
42	Operating Materials	3,868	16,500	9,000	9,000
44	Small Tools/Minor Equip.	6,508	31,000	11,000	11,000
	Total Operation & Maintenance	$ 23,783	$ 88,500	$ 37,000	$ 57,000
63	Equipment Items > $2,500	$ 10,168	$ 0	$ 50,000	$ 30,000
	Total Capital Improvements	$ 10,168	$ 0	$ 50,000	$ 30,000
	Total Financial Resources	$ 33,951	$ 88,500	$ 87,000	$ 87,000

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Department:	Division:	Fund:	Account No:
Public Safety	Police-Trust Funds	Statutory Funds-See Below	510-01

Line	Description	State and Local Forfeits	Drug Law Enforcement	Enforcement and Education	Law Enforcement Trust	Total Trust Funds
34	Professional Services	$ 3,000	$ 0	$ 6,000	$ 0	$ 9,000
38	Criminal Apprension	0	3,000	0	0	3,000
39	Misc. Contractual Service	0	5,000	0	20,000	25,000
42	Operating Materials	4,000	3,000	2,000	0	9,000
44	Small Tools/Minor Equip.	5,000	0	6,000	0	11,000
	Total Operation & Maintenance	$ 12,000	$ 11,000	$ 14,000	$ 20,000	$ 57,000
63	Equipment Items > $2,500	$ 0	$ 0	$ 0	$ 30,000	$ 30,000
	Total Capital Improvements	$ 0	$ 0	$ 0	$ 30,000	$ 30,000
Total Financial Resources		$ 12,000	$ 11,000	$ 14,000	$ 50,000	$ 87,000

Department:	Division:	Fund:	Account No:
Public Safety	Police Services	Police Pension	510-08

Resource Summary Expenditure Categories	2003 Actual	2004 Budget	2005 Requested	2005 Approved
Personal Services	$ 92,552	$ 96,000	$ 106,000	$ 106,000
Operation and Maintenance	0	0	0	0
Capital Improvements	0	0	0	0
Total	$ 92,552	$ 96,000	$ 106,000	$ 106,000
Total Positions	0	0	0	0
Funding by Source				
Police Pension	$ 92,552	$ 96,000	$ 106,000	$ 106,000
Total	$ 92,552	$ 96,000	$ 106,000	$ 106,000

Program Description:

This fund accounts for the .30 mills of property taxes that are designated for the required police pension.

Program Comments:

A portion of the City's property taxes is designated to pay police pension. The City is required to contribute 19.5% for the pension on all uniformed police salaries that are paid by the City. The amounts budgeted for pension in the police division personnel lines have been reduced proportionally by the amount of property taxes that are designated for this purpose.

Department:	Division:	Fund:	Account No:
Public Safety	Police Services	Police Pension	510-08

Line Description	2003 Actual	2004 Budget	2005 Requested	2005 Approved
14 Retirement	$ 92,552	$ 96,000	$ 106,000	$ 106,000
Total Personal Services	$ 92,552	$ 96,000	$ 106,000	$ 106,000
Total Capital Improvements	$ 0	$ 0	$ 0	$ 0
Total Financial Resources	$ 92,552	$ 96,000	$ 106,000	$ 106,000

Department:	Division:	Fund:	Account No:
Public Safety	Fire - All Divisions	General	510-04

Resource Summary Expenditure Categories	2003 Actual	2004 Budget	2005 Requested	2005 Approved
Personal Services	$ 2,624,089	$ 2,740,313	$ 2,863,920	$ 3,012,389
Operation and Maintenance	291,742	287,000	308,200	301,900
Capital Improvements	31,325	222,000	175,500	175,000
Total	$ 2,947,156	$ 3,249,313	$ 3,347,620	$ 3,489,289
Total Positions	35	35	36	38

Funding by Source				
General	$ 665,473	$ 776,255	$ 886,525	$ 1,034,994
West Side Fire	239,495	240,000	243,000	242,800
Fire & E.M.S.	2,042,188	2,233,058	2,218,095	2,211,995
Total	$ 2,947,156	$ 3,249,313	$ 3,347,620	$ 3,489,789

Program Description:

The Fire Services Division provides fire suppression and emergency medical services for the City of Kent. By contract, this division provides the same services to Franklin Township and Sugar Bush Knolls.

Year	Fire Alarms	Medical Alarms	Total Calls	Percentage Increase (Decrease)
2003	1,034	2,601	3,635	7.77
2002	957	2,416	3,373	(6.93)
2001	1,094	2,530	3,624	

Program Comments:

The 2004 personnel request included the position of assistant chief to provide administrative support. This position is not recommended due to budget limitations. However, due to the increase in ambulance rates, it is now feasible to add three firefighter positions. These positions have a higher priority than the assistant chief position.

The 2005 recommended operation and maintenance budget reflects an increase of $14,900 or 5.2% as compared to the 2004 budget. The major items contributing to the increase are as follows: 1) a decrease of $3,600 in travel; 2) an increase of $9,000 in utilities; 3) and increase of $3,000 in maintenance of equipment and facilities; and 4) an increase in insurance of $4,000. All of these changes are based on the historic level of expenditures, coupled with anticipated needs.

The 2005 recommended capital includes the items that were presented in the five year capital plan.

Department:	Division:	Fund:	Account No:
Public Safety	Fire - All Divisions	General, West Side, Fire & EMS	510-04

Line	Description	2003 Actual	2004 Budget	2005 Requested	2005 Approved
11	Employee - Regular Salaries	$ 43,351	$ 50,834	$ 50,584	$ 50,584
13	Uniformed Fire Salaries	1,604,593	1,717,215	1,782,675	1,869,035
14	Retirement (PERS)	357,357	393,263	407,215	427,543
16	Health Insurance	292,442	246,897	278,459	296,490
17	Uniform & Clothing Allowance	25,050	24,000	25,050	26,550
18	Overtime	270,853	227,463	237,647	254,582
19	Unemploy & Workers' Comp	30,443	80,641	82,290	87,605
	Total Personal Services	$ 2,624,089	$ 2,740,313	$ 2,863,920	$ 3,012,389
21	Travel & Transportation	$ 8,539	$ 11,400	$ 7,800	$ 7,800
22	Training	6,363	9,500	9,500	9,500
28	Vehicle Fuel	14,282	16,000	16,000	16,000
31	Utilities	59,667	48,500	57,500	57,500
32	Communications/Postage	23,468	22,500	24,500	24,300
33	Rents & Leases	272	1,000	500	500
34	Professional Services	27,723	37,000	39,000	37,000
35	Maint. of Equip & Facil	60,209	52,000	58,300	55,000
36	Insurance & Bonding	34,195	32,000	36,000	36,000
37	Printing, Photocopy, Advert	1,519	2,600	2,600	2,200
39	Misc. Contractual Service	4,802	1,900	1,900	3,500
41	Office Supplies	2,816	2,600	2,600	2,600
42	Operating Materials	47,571	48,000	50,000	48,000
44	Small Tools/Minor Equip.	316	2,000	2,000	2,000
	Total Operation & Maintenance	$ 291,742	$ 287,000	$ 308,200	$ 301,900
63	Equipment Items > $2,500	$ 31,325	$ 222,000		
	Engine Replacement Reserve			$ 125,000	$ 125,000
	Heart Monitor			14,000	14,000
	Mobil Data Terminals (Qty. 3)			16,500	16,500
	Miscellaneous Small Equipment			20,000	20,000
	Total Capital Improvements	$ 31,325	$ 222,000	$ 175,500	$ 175,500
Total Financial Resources		$ 2,947,156	$ 3,249,313	$ 3,347,620	$ 3,489,789

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Department:	Division:	Fund:	Account No:
Public Safety	Fire Services	General, West Side, Fire & E.M.S.	510-04

Line	Description	General	West Side	Fire & E.M.S.	2004 Total
11	Employee - Regular Salaries	$ 0	$ 0	$ 50,834	$ 50,834
13	Uniformed Fire Salaries	540,003	210,000	967,212	1,717,215
14	Retirement (PERS)	102,458	0	290,805	393,263
16	Health Insurance	52,103	0	194,794	246,897
17	Uniform & Clothing Allow.	5,250	0	18,750	24,000
18	Overtime	55,616	0	171,847	227,463
19	Unemploy & Workers' Comp	20,825	0	59,816	80,641
	Total Personal Services	$ 776,255	$ 210,000	$ 1,754,058	$ 2,740,313
21	Travel & Transportation	$ 0	$ 0	$ 11,400	$ 11,400
22	Training	0	0	9,500	9,500
28	Vehicle Fuel	0	0	16,000	16,000
31	Utilities	0	8,500	40,000	48,500
32	Communications/Postage	0	2,500	20,000	22,500
33	Rents & Leases	0	0	1,000	1,000
34	Professional Services	0	2,000	35,000	37,000
35	Maint. of Equip & Facil	0	1,000	51,000	52,000
36	Insurance & Bonding	0	1,000	31,000	32,000
37	Printing, Photocopy, Advert	0	0	2,600	2,600
39	Misc. Contractual Service	0	0	1,900	1,900
41	Office Supplies	0	0	2,600	2,600
42	Operating Materials	0	0	48,000	48,000
44	Small Tools/Minor Equip.	0	0	2,000	2,000
	Total Operation & Maintenance	$ 0	$ 15,000	$ 272,000	$ 287,000
63	Equipment Items > $2,500				
	Engine Replacement Reserve	$ 0	$ 0	$ 125,000	$ 125,000
	Fire Prevention Pickup Truck	0	0	30,000	30,000
	Mobil Data Terminals (Qty. 4)	0	0	22,000	22,000
	Miscellaneous Small Equipment	0	0	30,000	30,000
	Exhaust Removal System	0	15,000	0	15,000
	Total Capital Improvements	$ 0	$ 15,000	$ 207,000	$ 222,000
	Total Financial Resources	$ 776,255	$ 240,000	$ 2,233,058	$ 3,249,313

Department:	Division:	Fund:	Account No:
Public Safety	Fire - Community Services	Fire & E.M.S.	510-18

Resource Summary Expenditure Categories	2003 Actual	2004 Budget	2005 Requested	2005 Approved
Personal Services	$ 137,198	$ 170,840	$ 181,874	$ 181,874
Operation and Maintenance	3,479	7,100	6,800	7,300
Capital Improvements	28,934	0	25,000	25,000
Total	$ 169,611	$ 177,940	$ 213,674	$ 214,174
Total Positions	2	2	2	2
Funding by Source				
General	$ 169,611	$ 177,940	$ 213,674	$ 214,174
Total	$ 169,611	$ 177,940	$ 213,674	$ 214,174

Program Description:

The Community Services Division is a budget division that is used to track expenditures related to Fire Prevention programs such as inspections, plan reviews and fire safety education.

Program Comments:

The 2005 recommended operating budget reflects an increase of $200 or 2.80% as compared to the 2004 budget. The overall change corresponds to an increase in vehicle fuel of $500, which is partially offset by reductions in communications, maintenance and office supplies. All of the adjustments were based on a historic level of expenditure activity.

The replacement vehicle listed under 2005 recommended capital was included in the five year capital improvement plan.

Department:	Division:	Fund:	Account No:
Public Safety	Fire - Community Services	Fire & E.M.S.	510-18

Line	Description	2003 Actual	2004 Budget	2005 Requested	2005 Approved
13	Uniformed Fire Salaries	$ 91,425	$ 113,122	$ 120,007	$ 120,007
14	Retirement (PERS)	18,283	24,429	26,489	26,489
16	Health Insurance	17,702	14,824	16,494	16,494
17	Uniform Allowance	0	1,500	1,500	1,500
18	Overtime	7,818	12,000	12,000	12,000
19	Unemployment & Workers' Comp	1,970	4,965	5,384	5,384
	Total Personal Services	$ 137,198	$ 170,840	$ 181,874	$ 181,874
21	Travel & Transportation	$ 0	$ 600	$ 600	$ 600
22	Training	250	500	500	500
28	Vehicle Fuel	1,121	900	1,200	1,400
32	Communications/Postage	36	200	0	100
35	Maint. Of Equip. & Facilities	0	400	400	300
36	Insurance & Bonding	320	800	400	800
39	Misc. Contractual Service	0	1,700	1,700	1,700
41	Office Supplies	60	200	200	100
42	Operating Materials	1,692	1,800	1,800	1,800
44	Small Tools/Minor Equip.	0	0	0	
	Total Operation & Maintenance	$ 3,479	$ 7,100	$ 6,800	$ 7,300
63	Equipment Items > $2,500	$ 28,934	0		
	Vehicle Replacement			$ 25,000	$ 25,000
	Total Capital Improvements	$ 28,934	$ 0	$ 25,000	$ 25,000
	Total Financial Resources	$ 169,611	$ 177,940	$ 213,674	$ 214,174

Department:	Division:	Fund:	Account No:
Public Safety	Fire - Technical Rescue	Fire & E.M.S.	510-19

Resource Summary Expenditure Categories	2003 Actual	2004 Budget	2005 Requested	2005 Approved
Personal Services	$ 16,639	$ 7,000	$ 7,000	$ 7,000
Operation and Maintenance	7,586	10,200	10,200	9,500
Capital Improvements	4,127	0	0	0
Total	$ 28,352	$ 17,200	$ 17,200	$ 16,500
Total Positions	4	4	4	4
Funding by Source				
General	$ 28,352	$ 17,200	$ 17,200	$ 16,500
Total	$ 28,352	$ 17,200	$ 17,200	$ 16,500

Program Description:

The Technical Rescue Division is a division that is used to track expenditures in the area of technical rescue, which include high angle rope, water, ice, auto extrication and heavy rescue.

Program Comments:

The 2005 recommended operating budget reflects a decrease of $700 or 6.9% as compared to the 2004 budget. The majority of the decrease ($500) is in the travel and training lines and is due to fact that additional funds were budgeted in 2004 for the periodic recertification of divers.

Department:	Division:	Fund:	Account No:
Public Safety	Fire - Technical Rescue	Fire & E.M.S.	510-19

Line Description		2003 Actual	2004 Budget	2005 Requested	2005 Approved
18	Overtime	$ 16,639	$ 7,000	$ 7,000	$ 0
	Total Personal Services	$ 16,639	$ 7,000	$ 7,000	$ 0
21	Travel & Transportation	$ 766	$ 2,000	$ 2,000	$ 0
22	Training	333	1,000	1,000	0
35	Maint. Of Equip.& Facilities	1,344	2,400	2,400	0
42	Operating Materials	4,795	3,300	3,300	0
44	Small Tools/Minor Equip.	348	1,500	1,500	0
	Total Operation & Maintenance	$ 7,586	$ 10,200	$ 10,200	$ 0
63	Equipment Items > $2,500	$ 4,127	$ 0	$ 0	$ 0
	Total Capital Improvements	$ 4,127	$ 0	$ 0	$ 0
Total Financial Resources		$ 28,352	$ 17,200	$ 17,200	$ 0

Department:	Division:	Fund:	Account No:
Public Safety	Fire - Hazmat	Fire & E.M.S.	510-20

Resource Summary Expenditure Categories	2003 Actual	2004 Budget	2005 Requested	2005 Approved
Personal Services	$ 7,650	$ 7,500	$ 15,000	$ 15,000
Operation and Maintenance	7,980	6,100	6,100	6,100
Capital Improvements	0	0	0	0
Total	$ 15,630	$ 13,600	$ 21,100	$ 21,100
Total Positions	0	0	0	0
Funding by Source				
General	$ 15,630	$ 13,600	$ 21,100	$ 21,100
Total	$ 15,630	$ 13,600	$ 21,100	$ 21,100

Program Description:

The Hazmat Division is a division that is used to track expenditures related to the City's participation in Portage County's hazardous materials response team.

Program Comments:

The estimated overtime shown in the personnel lines relates to costs incurred for mandatory training.

The 2005 recommended operating budget reflects no change as compared to the 2004 budget.

Department:	Division:	Fund:	Account No:
Public Safety	Fire - Hazmat	Fire & E.M.S.	510-20

Line	Description	2003 Actual	2004 Budget	2005 Requested	2005 Approved
18	Overtime	$ 7,650	$ 7,500	$ 15,000	$ 15,000
	Total Personal Services	$ 7,650	$ 7,500	$ 15,000	$ 15,000
39	Misc. Contractual Services	$ 6,021	$ 6,100	$ 6,100	$ 6,100
44	Small Tools/Minor Equipment.	1,959	0	0	0
	Total Operation & Maintenance	$ 7,980	$ 6,100	$ 6,100	$ 6,100
63	Equipment Items > $2,500	$ 0	$ 0	$ 0	$ 0
	Total Capital Improvements	$ 0	$ 0	$ 0	$ 0
Total Financial Resources		$ 15,630	$ 13,600	$ 21,100	$ 21,100

Department:	Division:	Fund:	Account No:
Public Safety	Fire - Confined Space	Fire & E.M.S.	510-21

Resource Summary Expenditure Categories	2003 Actual	2004 Budget	2005 Requested	2005 Approved
Personal Services	$ 2,526	$ 6,000	3,500	$ 3,500
Operation and Maintenance	5,584	5,700	6,300	3,700
Capital Improvements	0	0	0	0
Total	$ 8,110	$ 11,700	$ 9,800	$ 7,200
Total Positions	0	0	0	0
Funding by Source				
General	$ 8,110	$ 11,700	$ 9,800	$ 7,200
Total	$ 8,110	$ 11,700	$ 9,800	$ 7,200

Program Description:

The Confined Space Division is a budget division that is used to track expenditures related to the City's confined space program that is mandated by OSHA. A portion of these costs will be transferred in from the other departments/divisions which participate in this program, including the water plant, water reclamation plant, central maintenance, community development, engineering and health.

Program Comments:

The 2005 recommended operating budget reflects a decrease of $2,600 or 45.69% as compared to the 2004 budget. Maintenance of equipment and facilities was reduced by $2,600 due to the purchase of air quality monitors in 2004 with Homeland Security grant funds, thus eliminating the need for annual maintenance in 2005.

Department:	Division:	Fund:	Account No:
Public Safety	Fire - Confined Space	Fire & E.M.S.	510-21

Line Description		2003 Actual	2004 Budget	2005 Requested	2005 Approved
18	Overtime	$ 2,526	$ 6,000	$ 3,500	$ 3,500
	Total Personal Services	$ 2,526	$ 6,000	$ 3,500	$ 3,500
28	Vehicle Fuel	$ 110	$ 200	$ 200	$ 200
35	Maint. Of Equip.& Facilities	3,996	4,000	4,600	2,000
36	Insurance & Bonding	983	1,000	1,000	1,000
42	Operating Materials	495	500	500	500
	Total Operation & Maintenance	$ 5,584	$ 5,700	$ 6,300	$ 3,700
63	Equipment Items > $2,500	$ 0	$ 0	$ 0	$ 0
	Total Capital Improvements	$ 0	$ 0	$ 0	$ 0
Total Financial Resources		$ 8,110	$ 11,700	$ 9,800	$ 7,200

Department:	Division:		Fund:	Account No:
Public Safety	Fire Services		Fire Pension	510-09

Resource Summary Expenditure Categories	2003 Actual	2004 Budget	2005 Requested	2005 Approved
Personal Services	$ 91,109	$ 96,000	$ 106,000	$ 106,000
Operation and Maintenance	0	0	0	0
Capital Improvements	0	0	0	0
Total	$ 91,109	$ 96,000	$ 106,000	$ 106,000
Total Positions	0	0	0	0
Funding by Source				
Fire Pension	$ 91,109	$ 96,000	$ 106,000	$ 106,000
Total	$ 91,109	$ 96,000	$ 106,000	$ 106,000

Program Description:

This fund accounts for the .30 mills of property taxes that are designated for the required fire pension.

Program Comments:

A portion of the City's property taxes is designated to pay fire pension. The City is required to contribute 24.0% for the pension on all uniformed fire salaries that are paid by the City. The amounts budgeted for pension in the fire division personnel lines have been reduced proportionally by the amount of property taxes that are designated for this purpose.

Department:	Division:	Fund:	Account No:
Public Safety	Fire Services	Fire Pension	510-09

Line Description	2003 Actual	2004 Budget	2005 Requested	2005 Approved
14 Retirement	$ 91,109	$ 96,000	$ 106,000	$ 106,000
Total Personal Services	$ 91,109	$ 96,000	$ 106,000	$ 106,000
Total Capital Improvements	$ 0	$ 0	$ 0	$ 0
Total Financial Resources	$ 91,109	$ 96,000	$ 106,000	$ 106,000

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TRANSPORTATION

FUNDING BY PROGRAM AREA		2005 REQUESTED	2005 APPROVED
TRANSPORTATION			
Transportation			
Transportation		$1,311,225	$1,308,025
State Highway		49,000	49,000
Vehicle Maintenance		282,684	277,284
Capital Projects		1,130,000	1,525,000
	SUBTOTAL	2,772,909	3,159,309
Basic Utility Services			
Utility Distribution		1,298,828	1,024,928
Vehicle Maintenance Support		135,584	135,584
	SUBTOTAL	1,434,412	1,160,512
	Total	$4,207,321	$4,319,821

Department:	Division:	Fund:	Account No:
Transportation	Central Maintenance	SCMR, Water, Sewer	560-02

Resource Summary Expenditure Categories	2003 Actual	2004 Budget	2005 Requested	2005 Approved
Personal Services	$ 1,491,195	$ 1,483,195	$ 1,514,153	$ 1,514,153
Operation and Maintenance	545,687	649,200	655,900	648,800
Capital Improvements	265,972	170,000	440,000	170,000
Total	$ 2,302,854	$ 2,302,395	$ 2,610,053	$ 2,332,953
Total Positions	23	23	23	23
Funding by Source				
SCMR	$ 1,240,094	$ 1,310,689	$ 1,311,225	$ 1,308,025
Water	594,415	530,183	561,565	559,365
Sewer	468,345	461,523	737,263	465,563
Total	$ 2,302,854	$ 2,302,395	$ 2,610,053	$ 2,332,953

Program Description:

The Central Maintenance division is headed by a Manager and assisted by an Assignment Supervisor with five subordinate work crews. The overall emphasis of the division is maintenance of public facilities as reflected in the following six program areas: street painting, street maintenance work, sewer cleaning, vehicle maintenance, water repair and general repairs.

The activities of the division range from maintenance of storm sewers, streets and sanitary sewers to repair of water main line and service line breaks, installation or replacement of water meters for residential and commercial meter usage; as well as the reading and testing of the water meters. Activities aimed at expanding the City's urban forestry program are also included. Stump removal, root cutting, brush chipping and leaf pickup are also performed by this division.

Program Comments:

The 2005 recommended operation and maintenance budget reflects a decrease of $400 or .1% as compared to the 2004 budget.

The 2005 recommended capital includes a street sweeper to replace a unit that was purchased in 1995. The 1995 unit is requiring substantial funds in maintenance and repair to remain operational. This item replaces the three one ton dump trucks that were originally included in the five year capital improvement plan. One of the two requested replacement pickup trucks is recommended. The second pickup truck and the sewer cleaning machine are not recommended at this time due to funding limitations in the sewer fund.

Department:	Division:	Fund:	Account No:
Transportation	Central Maintenance	SCMR, Water, Sewer	560-02

Line	Description	2003 Actual	2004 Budget	2005 Requested	2005 Approved
11	Employee - Regular Salaries	$ 908,831	$ 968,982	$ 980,031	$ 980,031
14	Retirement (PERS)	174,574	152,154	153,805	153,805
16	Health Insurance	208,930	165,262	181,880	181,880
17	Uniform & Clothing Allowance	1,941	1,900	1,900	1,900
18	Overtime	178,925	150,133	151,284	151,284
19	Unemploy & Workers' Comp	17,994	44,764	45,253	45,253
	Total Personal Services	$ 1,491,195	$ 1,483,195	$ 1,514,153	$ 1,514,153
21	Travel & Transportation	$ 4,524	$ 6,600	$ 6,600	$ 6,400
28	Vehicle Fuel	3,836	6,000	8,000	6,000
31	Utilities	36,214	32,000	32,000	32,000
32	Communications/Postage	9,036	11,900	11,900	11,000
33	Rents & Leases	2,692	4,200	4,200	4,200
34	Professional Services	70,692	40,000	40,700	39,700
35	Maint. of Equip & Facil	58,348	64,000	65,000	65,000
36	Insurance & Bonding	66,381	68,500	68,500	69,000
37	Printing, Photocopy, Advert	406	1,000	1,000	1,000
39	Misc. Contractual Service	38,215	78,500	78,500	77,000
41	Office Supplies	793	1,000	1,000	1,000
42	Operating Materials	250,771	324,000	332,000	331,000
44	Small Tools/Minor Equip.	3,779	5,500	5,500	5,500
52	Current Liability	0	6,000	1,000	0
	Total Operation & Maintenance	$ 545,687	$ 649,200	$ 655,900	$ 648,800
63	Equipment Items > $2,500	$ 265,972	$ 170,000		
	Street Sweeper - Replacement			$ 0	$ 150,000
	One Ton Dump Trucks (3) - Replace.			150,000	0
	3/4 Ton Pickup - Replacement			40,000	20,000
	Sewer Cleaning Machine			250,000	0
	Total Capital Improvements	$ 265,972	$ 170,000	$ 440,000	$ 170,000
	Total Financial Resources	$ 2,302,854	$ 2,302,395	$ 2,610,053	$ 2,332,953

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Department:	Division:	Fund:	Account No:
Transportation	Central Maintenance	SCMR, Water, Sewer	560-02

	Line Description	SCMR	Water	Sewer	2005 Total
11	Employee - Regular Salaries	$ 470,649	$ 264,374	$ 245,008	$ 980,031
14	Retirement (PERS)	74,279	41,075	38,451	153,805
16	Health Insurance	89,003	47,407	45,470	181,880
17	Uniform & Clothing Allowance	1,900	0	0	1,900
18	Overtime	75,642	37,821	37,821	151,284
19	Unemploy & Workers' Comp	21,852	12,088	11,313	45,253
	Total Personal Services	$ 733,325	$ 402,765	$ 378,063	$ 1,514,153
21	Travel & Transportation	$ 4,000	$ 2,000	$ 400	$ 6,400
28	Vehicle Fuel	0	3,000	3,000	6,000
31	Utilities	32,000	0	0	32,000
32	Communications/Postage	9,000	1,000	1,000	11,000
33	Rents & Leases	3,000	600	600	4,200
34	Professional Services	35,700	2,000	2,000	39,700
35	Maint. of Equip & Facil	51,000	7,000	7,000	65,000
36	Insurance & Bonding	58,000	5,500	5,500	69,000
37	Printing, Photocopy & Advertising	500	0	500	1,000
39	Misc. Contractual Service	45,000	16,000	16,000	77,000
41	Office Supplies	1,000	0	0	1,000
42	Operating Materials	183,000	98,000	50,000	331,000
44	Small Tools/Minor Equip.	2,500	1,500	1,500	5,500
52	Current Liability	0	0	0	0
	Total Operation & Maintenance	$ 424,700	$ 136,600	$ 87,500	$ 648,800
63	Equipment > $2,500				
	Street Sweeper - Replacement	$ 150,000	$ 0	$ 0	$ 150,000
	3/4 Ton Pickup Truck - Replacement	0	20,000	0	20,000
	Total Capital Improvements	$ 150,000	$ 20,000	$ 0	$ 170,000
Total Financial Resources		$ 1,308,025	$ 559,365	$ 465,563	$ 2,332,953

Department:	Division:	Fund:	Account No:
Transportation	Vehicle Maintenance	SCMR et al	560-16

Resource Summary Expenditure Categories		2003 Actual		2004 Budget		2005 Requested		2005 Approved
Personal Services	$	299,553	$	270,272	$	271,568	$	271,568
Operation and Maintenance		137,768		135,200		136,700		136,300
Capital Improvements		12,391		16,000		10,000		5,000
Total	$	449,712	$	421,472	$	418,268	$	412,868
Total Positions		4		4		4		4
Funding by Source								
SCMR	$	300,032	$	286,536	$	282,684	$	277,284
Water		74,840		67,468		67,792		67,792
Sewer		74,840		67,468		67,792		67,792
Total	$	449,712	$	421,472	$	418,268	$	412,868

Program Description:

This Division performs maintenance on municipal vehicles and equipment for the Engineering Division, the Building Division, the Central Maintenance Division, the Utility Production Division, the Health Department, the Parks and Recreation Department, and the Police and Fire Departments.

Maintenance activities of this unit consist of the following: preventive maintenance, new equipment modification, brake repairs, hydraulic system repairs, fabrication and welding, body repair and painting, diagnostics and repair of on-board computer systems. Major engine, transmission or electrical repairs are usually contracted out.

Vehicle maintenance currently services 388 units. The breakdown of these units is as follows: Police - 30; Parks & Recreation - 51; Health - 5; Water Plant - 17; Central Maintenance - 194; Water Reclamation Facility - 30; Fire - 29; Vehicle Maintenance - 25; Engineering - 5; Building - 1; and Community Development - 1.

Program Comments:

The 2005 recommended operating budget reflects an overall increase of $1,100 or .8% as compared to the 2004 budget. The major item contributing to the change is vehicle fuel, which increased due to higher prices.

The 2005 recommended capital includes $5,000 to purchase window panels for the overhead doors. These panels will improve the lighting in the garage. The transmission flush machine is required to properly flush the transmission fluid on new vehicles and will be purchased in 2004 with contingency funds.

Department:	Division:	Fund:	Account No:
Transportation	Vehicle Maintenance	SCMR et al	560-16

Line	Description	2003 Actual	2004 Budget	2005 Requested	2005 Approved
11	Employee - Regular Salaries	$ 173,010	$ 180,738	$ 179,488	$ 179,488
14	Retirement (PERS)	34,982	27,540	27,348	27,348
16	Health Insurance	40,254	30,948	33,928	33,928
17	Uniform & Clothing Allowance	195	400	400	400
18	Overtime	47,722	22,516	22,332	22,332
19	Unemploy & Workers' Comp	3,390	8,130	8,072	8,072
	Total Personal Services	$ 299,553	$ 270,272	$ 271,568	$ 271,568
21	Travel & Transportation	$ 0	$ 400	$ 400	$ 400
28	Vehicle Fuel	41,464	40,000	40,000	43,000
32	Communications/Postage	158	1,000	1,000	500
34	Professional Services	885	1,500	1,500	1,500
35	Maint. of Equip. & Facil.	15,191	7,000	7,000	7,500
36	Insurance & Bonding	1,491	2,500	2,500	2,500
37	Printing, Photocopy & Advertising	0	100	100	100
39	Misc. Contractual Service	5,323	7,500	7,500	6,000
41	Office Supplies	174	200	300	300
42	Operating Materials	70,060	72,000	73,400	73,000
44	Small Tools/Minor Equip.	3,022	3,000	3,000	1,500
	Total Operation & Maintenance	$ 137,768	$ 135,200	$ 136,700	$ 136,300
63	Equipment Items > $2,500	$ 12,391	$ 16,000		
	Window Panels for Overhead Doors			$ 5,000	$ 5,000
	Transmission Flush Machine			5,000	0
	Total Capital Improvements	$ 12,391	$ 16,000	$ 10,000	$ 5,000
Total Financial Resources		$ 449,712	$ 421,472	$ 418,268	$ 412,868

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Department:	Division:	Fund:	Account No:
Transportation	Vehicle Maintenance	SCMR et al	560-16

Line	Description	SCMR	Water	Sewer	2005 Total
11	Employee - Regular Salaries	$ 89,744	$ 44,872	$ 44,872	$ 179,488
14	Retirement (PERS)	13,674	6,837	6,837	27,348
16	Health Insurance	16,964	8,482	8,482	33,928
17	Uniform & Clothing Allowance	400	0	0	400
18	Overtime	11,166	5,583	5,583	22,332
19	Unemploy & Workers' Comp	4,036	2,018	2,018	8,072
	Total Personal Services	$ 135,984	$ 67,792	$ 67,792	$ 271,568
21	Travel & Transportation	$ 400	$ 0	$ 0	$ 400
28	Vehicle Fuel	43,000	0	0	43,000
32	Communications/Postage	500	0	0	500
34	Professional Services	1,500	0	0	1,500
35	Maint. of Equip & Facil	7,500	0	0	7,500
36	Insurance & Bonding	2,500	0	0	2,500
37	Printing, Photocopy & Advertising	100	0	0	100
39	Misc. Contractual Service	6,000	0	0	6,000
41	Office Supplies	300	0	0	300
42	Operating Materials	73,000	0	0	73,000
44	Small Tools/Minor Equip.	1,500	0	0	1,500
	Total Operation & Maintenance	$ 136,300	$ 0	$ 0	$ 136,300
63	Equipment Items > $2,500				
	Window Panels for Overhead Doors	$ 5,000	$ 0	$ 0	$ 5,000
	Total Capital Improvements	$ 5,000	$ 0	$ 0	$ 5,000
Total Financial Resources		$ 277,284	$ 67,792	$ 67,792	$ 412,868

Department:	Division:	Fund:	Account No:
Transportation	SCMR	State Highway	560-02

Resource Summary Expenditure Categories	2003 Actual	2004 Budget	2005 Requested	2005 Approved
Personal Services	$ 0	$ 0	$ 0	$ 0
Operation and Maintenance	48,947	49,000	49,000	49,000
Capital Improvements	0	0	0	0
Total	$ 48,947	$ 49,000	$ 49,000	$ 49,000
Total Positions	0	0	0	0
Funding by Source				
State Highway	$ 48,947	$ 49,000	$ 49,000	$ 49,000
Total	$ 48,947	$ 49,000	$ 49,000	$ 49,000

Program Description:

The state highway fund accounts for a percentage of the total revenue the City receives from state levied, locally-shared gasoline taxes and vehicle registration fees. This percentage is derived by dividing the miles of state highways by total miles of state and local streets within the City.

Program Comments:

State highway funds must be spent for maintenance or capital items on state routes 43, 59 and 261.

The contractual service amount will be used for landscaping maintenance along Haymaker Parkway.

Department:	Division:	Fund:	Account No:
Transportation	SCMR	State Highway	560-02

Line Description	2003 Actual	2004 Budget	2005 Requested	2005 Approved
39 Misc. Contractual Service	$ 19,000	$ 19,000	$ 19,000	$ 19,000
42 Operating Materials	29,947	30,000	30,000	30,000
Total Operation & Maintenance	$ 48,947	$ 49,000	$ 49,000	$ 49,000
Total Capital Improvements	$ 0	$ 0	$ 0	$ 0
Total Financial Resources	$ 48,947	$ 49,000	$ 49,000	$ 49,000

Department:	Division:	Fund:	Account No:
Transportation	Capital Facilities	Capital Projects	560-24

Resource Summary Expenditure Categories	2003 Actual	2004 Budget	2005 Requested	2005 Approved
Personal Services	$ 0	$ 0	$ 0	$ 0
Operation and Maintenance	129,964	25,000	25,000	25,000
Capital Improvements	769,451	1,590,000	1,105,000	1,500,000
Total	$ 899,415	$ 1,615,000	$ 1,130,000	$ 1,525,000
Total Positions	0	0	0	0
Funding by Source				
Capital Projects	$ 899,415	$ 1,615,000	$ 1,130,000	$ 1,525,000
Total	$ 899,415	$ 1,615,000	$ 1,130,000	$ 1,525,000

Program Description:

This division covers capital improvements to streets, bridges, sidewalks, traffic control devices and related appurtenances.

Program Comments:

This division is used to assist implementation of the five year capital improvement plan on an annual basis.

Department:	Division:	Fund:	Account No:
Transportation	Capital Facilities	Capital Projects	560-24

Line	Description	2003 Actual	2004 Budget	2005 Requested	2005 Approved
32	Communications/Postage	$ 0	$ 0	$ 0	$ 0
34	Professional Services	128,307	0	0	0
37	Printing, Photocopy, Advert	1,657	0	0	0
39	Misc. Contractual Service	0	0	0	0
51	Contingency	0	25,000	25,000	25,000
	Total Operation & Maintenance	$ 129,964	$ 25,000	$ 25,000	$ 25,000
61	Land	$ 25,653	$ 0		
62	Buildings	0	0		
63	Equipment Items > $500	0	0		
68	Contract	743,798	1,590,000		
	Annual Street Resurfacing			$ 500,000	$ 700,000
	Annual Sidewalk Program			100,000	100,000
	State Route 59 Signalization Improve./Design			425,000	100,000
	South Lincoln Street Reconstruction/Design			80,000	0
	Fairchild Bridge Project			0	600,000
	Total Capital Improvements	$ 769,451	$ 1,590,000	$ 1,105,000	$ 1,500,000
Total Financial Resources		$ 899,415	$ 1,615,000	$ 1,130,000	$ 1,525,000

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BASIC UTILITY SERVICES

FUNDING BY PROGRAM AREA		2005 REQUESTED	2005 APPROVED
BASIC UTILITY SERVICES			
Water			
Water Plant		$1,232,692	$1,304,996
Capital Facilities		320,000	320,000
Refunds		15,000	15,000
	SUBTOTAL	1,567,692	1,639,996
Water Reclamation			
Water Reclamation Plant		1,503,791	1,468,591
Capital Facilities		10,000	10,000
Refunds		25,000	25,000
	SUBTOTAL	1,538,791	1,503,591
Solid Waste			
Curbside Recycling		390,290	380,300
Refunds		2,000	2,000
	SUBTOTAL	392,290	382,300
Storm Water Drainage			
Storm Water Drainage		100,000	265,000
Refunds		1,000	1,000
	SUBTOTAL	101,000	266,000
	Total	$3,599,773	$3,791,887

Department:	Division:	Fund:	Account No:
Utility Services	Water Treatment	Water	550-07

Resource Summary Expenditure Categories	2003 Actual	2004 Budget	2005 Requested	2005 Approved
Personal Services	$ 608,187	$ 707,699	$ 713,596	$ 713,596
Operation and Maintenance	491,445	469,600	494,096	471,400
Capital Improvements	127,928	340,000	25,000	120,000
Total	$ 1,227,560	$ 1,517,299	$ 1,232,692	$ 1,304,996
Total Positions	10	10	10	10
Funding by Source				
Water	$ 1,227,560	$ 1,517,299	$ 1,232,692	$ 1,304,996
Total	$ 1,227,560	$ 1,517,299	$ 1,232,692	$ 1,304,996

Program Description:

Supply, pumping and filtration of potable water for the City of Kent are the major responsibilities of this division. The City's water plant presently treats 2.8 million gallons per day, with a present capacity of 6 MGD. With modification, the plant capacity can be doubled. Development of a secondary wellfield to ensure an adequate future water supply is a major concern of the Administration.

Program Comments:

The 2005 recommended operating budget reflects an increase of $1,800 or .4% as compared to the 2004 budget.

The 2005 recommended capital includes $100,000 for secondary wellfield development and $20,000 to clean two wells and perform maintenance on the related pumps.

Department:	Division:	Fund:	Account No:
Utility Services	Water Treatment	Water	550-07

Line	Description	2003 Actual	2004 Budget	2005 Requested	2005 Approved
11	Employee - Regular Salaries	$ 395,935	478,350	$ 477,553	477,553
14	Retirement (PERS)	71,318	72,969	72,794	72,794
16	Health Insurance	83,906	73,772	81,187	81,187
17	Uniform & Clothing Allow.	586	900	900	900
18	Overtime	48,726	60,167	59,673	59,673
19	Unemploy & Workers' Comp	7,716	21,541	21,489	21,489
	Total Personal Services	$ 608,187	$ 707,699	$ 713,596	$ 713,596
21	Travel & Transportation	$ 3,731	$ 5,800	$ 5,916	$ 5,800
28	Vehicle Fuel	7,294	5,000	5,100	5,100
31	Utilities	188,753	150,000	175,000	175,000
32	Communications/Postage	5,300	8,000	8,160	7,500
33	Rents & Leases	3,112	7,000	0	7,000
34	Professional Services	13,580	25,000	25,500	20,000
35	Maint. of Equip & Facil	47,494	42,000	42,840	23,000
36	Insurance & Bonding	36,771	37,000	38,000	38,000
37	Printing, Photocopy, Advert	197	800	800	800
39	Misc. Contractual Service	46,211	43,500	44,370	43,500
41	Office Supplies	1,334	1,000	1,020	1,100
42	Operating Materials	136,776	142,000	144,840	142,000
44	Small Tools/Minor Equip.	892	2,500	2,550	2,600
	Total Operation & Maintenance	$ 491,445	$ 469,600	$ 494,096	$ 471,400
68	Contract	$ 79,284	$ 50,000		
	Secondary Wellfield Development			$ 0	$ 100,000
	Clean Wells & Maintain Pumps (Qty. 2)			0	20,000
63	Equipment Items>$2,500	48,644	290,000		
	Pickup Truck (replacement)			$ 25,000	$ 0
	Total Capital Improvements	$ 127,928	$ 340,000	$ 25,000	$ 120,000
	Total Financial Resources	$ 1,227,560	$ 1,517,299	$ 1,232,692	$ 1,304,996

Department:	Division:	Fund:	Account No:
Utility Services	Water Reclamation	Sewer	550-15

Resource Summary Expenditure Categories	2003 Actual	2004 Budget	2005 Requested	2005 Approved
Personal Services	$ 749,309	$ 765,050	$ 764,141	$ 764,141
Operation and Maintenance	606,021	588,800	623,250	604,450
Capital Improvements	144,223	131,000	116,400	100,000
Total	$ 1,499,553	$ 1,484,850	$ 1,503,791	$ 1,468,591
Total Positions	11	11	11	11
Funding by Source				
General	$ 1,499,553	$ 1,484,850	$ 1,503,791	$ 1,468,591
Total	$ 1,499,553	$ 1,484,850	$ 1,503,791	$ 1,468,591

Program Description:

The City of Kent wastewater treatment facility has a design flow of 5.0 MGD and is currently treating an average flow of 2.51 MGD (2002). The treatment process is termed advanced secondary activated sludge, since it incorporates the chemical removal of phosphorus and the biological removal of ammonia from the waste stream. In addition to the operation and maintenance of the treatment facilities, this division is also responsible for the operation and maintenance of ten sewage lift stations.

Major processes include barscreen, grit removal, preaeration, primary clarification, aeration, secondary clarification, chlorination, dechloration, post aeration, dissolved air floatation, anaerobic digestion, belt press sludge dewatering and sludge disposal. Treatment effluent is discharged to the Cuyahoga River via an NPDES permit issued by the Ohio EPA. Stabilized cake sludge is applied to agricultural farmland via a sludge management plan issued and approved by the Ohio EPA.

Program Comments:

The 2005 recommended operation and maintenance budget reflects an increase of $15,650 or 2.7% as compared to the 2004 budget. The major item contributing to the change is an increase in utilities of $30,000 based upon the historical level of consumption coupled with rate increases. This increase is partially offset by a decrease in professional services of $14,000, which reflects the elimination of funds for the NPDES permit.

The 2005 recommended capital includes the items that were presented in the five year capital plan.

Department:	Division:	Fund:	Account No:
Utility Services	Water Reclamation	Sewer	550-15

Line	Description	2003 Actual	2004 Budget	2005 Requested	2005 Approved
11	Employee - Regular Salaries	$ 529,256	$ 539,744	$ 532,302	$ 532,302
14	Retirement (PERS)	84,709	78,878	77,823	77,823
16	Health Insurance	95,974	79,762	88,006	88,006
17	Uniform & Clothing Allowance	1,658	1,000	1,000	1,000
18	Overtime	28,656	42,381	42,036	42,036
19	Unemploy & Workers' Comp	9,056	23,285	22,974	22,974
	Total Personal Services	$ 749,309	$ 765,050	$ 764,141	$ 764,141
21	Travel & Transportation	$ 4,594	$ 7,800	$ 7,800	$ 7,500
28	Vehicle Fuel	3,540	3,200	3,200	3,400
31	Utilities	242,147	230,000	250,000	260,000
32	Communications/Postage	9,633	8,000	10,000	10,000
33	Rents & Leases	2,367	1,700	2,100	2,100
34	Professional Services	50,301	50,000	50,000	36,000
35	Maint. of Equip & Facil	62,858	57,600	65,500	57,600
36	Insurance & Bonding	39,924	40,000	42,000	42,000
37	Printing, Photocopy, Advert	811	500	850	850
39	Misc. Contractual Service	76,802	75,000	76,800	75,000
41	Office Supplies	744	1,000	1,000	1,000
42	Operating Materials	105,044	113,000	113,000	108,000
44	Small Tools/Minor Equip.	7,256	1,000	1,000	1,000
	Total Operation & Maintenance	$ 606,021	$ 588,800	$ 623,250	$ 604,450
63	Equipment Items > $2,500	$ 144,223	$ 131,000		
	VFD's for Admore Pump Station (Qty. 4)			$ 13,300	$ 13,300
	Secondary Clarifer Handrail (replacement)			17,000	16,600
	Diffuser Membranes (qty. 1,225 - replacements)			6,500	6,500
	Secondary Clarifer Tarp System (replacement)			5,000	5,000
	DAF Roof (repair)			17,600	17,600
	#2 Digester Roof (replacement)			15,000	0
	Belt Filter Pass (rebuild)			42,000	41,000
	Total Capital Improvements	$ 144,223	$ 131,000	$ 116,400	$ 100,000
Total Financial Resources		$ 1,499,553	$ 1,484,850	$ 1,503,791	$ 1,468,591

Department:	Division:	Fund:	Account No:
Utility Services	Capital Facilities	Water & Sewer	550-24

Resource Summary Expenditure Categories	2003 Actual	2004 Budget	2005 Requested	2005 Approved
Personal Services	$ 0	$ 0	$ 0	$ 0
Operation and Maintenance	1,930,075	50,000	20,000	20,000
Capital Improvements	2,495,505	540,000	310,000	310,000
Total	$ 4,425,580	$ 590,000	$ 330,000	$ 330,000
Total Positions	0	0	0	0
Funding by Source				
Water	$ 1,897,852	$ 215,000	$ 320,000	$ 320,000
Sewer	2,527,728	375,000	10,000	10,000
Total	$ 4,425,580	$ 590,000	$ 330,000	$ 330,000

Program Description:

This division covers capital improvements to the water and sewer infrastructure that are not specifically related to plant operations.

Program Comments:

This division is used to assist implementation of the five year capital improvement plan on an annual basis.

The amount budgeted in professional services includes $20,000 for legal fees related to the Akron water diversion issue.

Department:	Division:	Fund:	Account No:
Utility Services	Capital Facilities	Water & Sewer	550-24

Line Description		2003 Actual	2004 Budget	2005 Requested	2005 Approved
34	Professional Services	$ 1,915,840	$ 50,000	$ 20,000	$ 20,000
37	Printing, Photocopy, Advert	13,668	0	0	0
39	Misc. Contractual Service	567	0	0	0
	Total Operation & Maintenance	$ 1,930,075	$ 50,000	$ 20,000	$ 20,000
61	Land	$ 76,671	$ 0		
68	Contract	$ 2,418,834	$ 540,000		
	Cherry to Middlebury Water Interconnect			$ 310,000	$ 310,000
	Total Capital Improvements	$ 2,495,505	$ 540,000	$ 310,000	$ 310,000
Total Financial Resources		$ 4,425,580	$ 590,000	$ 330,000	$ 330,000

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Department:	Division:	Fund:	Account No:
Utility Services	Capital Facilities	Water & Sewer	550-24

Line Description	Water	Sewer	2005 Total
34 Professional Services	$ 10,000	$ 10,000	$ 20,000
Total Operation & Maintenance	$ 10,000	$ 10,000	$ 20,000
63 Equipment > $2,500			
Cherry to Middlebury Water Interconnect	$ 310,000	$ 0	$ 310,000
Total Capital Improvements	$ 310,000	$ 0	$ 310,000
Total Financial Resources	$ 320,000	$ 10,000	$ 330,000

Department:	Division:	Fund:	Account No:
Utility Services	Refunds	Water/Sewer/Solid Waste/ Storm Water Drainage	550-82

Resource Summary Expenditure Categories	2003 Actual	2004 Budget	2005 Requested	2005 Approved
Personal Services	$ 0	$ 0	$ 0	$ 0
Operation and Maintenance	126,680	22,000	43,000	43,000
Capital Improvements	0	0	0	0
Total	$ 126,680	$ 22,000	$ 43,000	$ 43,000
Total Positions	0	0	0	0
Funding by Source				
Water	$ 51,320	$ 10,000	$ 15,000	$ 15,000
Sewer	73,957	10,000	25,000	25,000
Solid Waste	1,282	2,000	2,000	2,000
Storm Water Drainage	121	0	1,000	1,000
Total	$ 126,680	$ 22,000	$ 43,000	$ 43,000

Program Description:

This division is used to account for refunds of water, sewer, recycling and storm water drainage charges if there is an overpayment on a bill.

Program Comments:

Department:	Division:	Fund:	Account No:
Utility Services	Refunds	Water/Sewer/Solid Waste	550-82

Line Description	2003 Actual	2004 Budget	2005 Requested	2005 Approved
71 Refunds	$ 126,680	$ 22,000	$ 43,000	$ 43,000
Total Operation & Maintenance	$ 126,680	$ 22,000	$ 43,000	$ 43,000
Total Capital Improvements	$ 0	$ 0	$ 0	$ 0
Total Financial Resources	$ 126,680	$ 22,000	$ 43,000	$ 43,000

Department:	Division:	Fund:	Account No:
Utility Services	Solid Waste	Solid Waste	550-37

Resource Summary Expenditure Categories	2003 Actual	2004 Budget	2005 Requested	2005 Approved
Personal Services	$ 0	$ 0	$ 0	$ 0
Operation and Maintenance	362,626	382,800	390,290	380,300
Capital Improvements	0	0	0	0
Total	$ 362,626	$ 382,800	$ 390,290	$ 380,300
Total Positions	0	0	0	0
Funding by Source				
Solid Waste	$ 362,626	$ 382,800	$ 390,290	$ 380,300
Total	$ 362,626	$ 382,800	$ 390,290	$ 380,300

Program Description:

The Curbside Collection Division was created in response to changes in the solid waste laws for the State of Ohio. The curbside recycling program includes both single and multi-family units. The City also maintains a compost site for residents to drop off yard waste.

Program Comments:

The 2005 recommended operations and maintenance budget reflects a decrease of $2,500 or .65% as compared to the 2004 budget. The amounts budgeted in 2004 for contractual services are as follows: 1) $245,000 for the curbside recycling contract with the County; 2) $25,000 for tub grinding; 3) $86,200 for spring clean-up; 4) $9,500 for leaf disposal; 5) $9,000 for security at the compost site; and 6) $300 undesignated.

The current year expenditures will exceed current year revenue by approximately $30,000. There will be enough fund balance to cover the deficit in 2005. In the future, there will need to be either a transfer from the Income Tax fund, revenue increases, expenditure reductions, or some combination of these options.

Department:	Division:	Fund:	Account No:
Utility Services	Solid Waste	Solid Waste	550-37

Line Description		2003 Actual	2004 Budget	2005 Requested	2005 Approved
21	Travel & Transportaion	$ 100	$ 700	$ 714	$ 600
32	Communications/Postage	593	2,000	2,000	1,000
34	Professional Services	1,269	2,000	2,000	1,000
35	Maint of Equip & Facil	5	0	0	0
36	Insurance & Bonding	139	1,000	1,000	800
37	Printing, Photocopy & Advertising	37	500	500	200
39	Misc. Contractual Service	360,483	373,800	381,276	375,000
41	Office Supplies	0	300	300	200
42	Operating Materials	0	2,000	2,000	1,000
44	Small Tools/Minor Equip.	0	500	500	500
	Total Operation & Maintenance	$ 362,626	$ 382,800	$ 390,290	$ 380,300
63	Equipment Items > $500	$ 0	$ 0	$ 0	$ 0
	Total Capital Improvements	$ 0	$ 0	$ 0	$ 0
Total Financial Resources		$ 362,626	$ 382,800	$ 390,290	$ 380,300

Department:	Division:	Fund:	Account No:
Utility Services	Storm Water Drainage	Storm Water Drainage	550-24

Resource Summary Expenditure Categories	2003 Actual	2004 Budget	2005 Requested	2005 Approved
Personal Services	$ 0	$ 0	$ 0	$ 0
Operation and Maintenance	111,669	20,000	20,000	20,000
Capital Improvements	100,521	645,000	80,000	245,000
Total	$ 212,190	$ 665,000	$ 100,000	$ 265,000
Total Positions	0	0	0	0
Funding by Source				
General	$ 212,190	$ 665,000	$ 100,000	$ 265,000
Total	$ 212,190	$ 665,000	$ 100,000	$ 265,000

Program Description:

This budget division is used to account for user charges and capital projects related to the storm water drainage utility that was created in 1999.

Program Comments:

The 2005 recommended operations and maintenance budget includes $20,000 in professional services to continue implementation of the storm water management plan, primarily the public education component.

The projects listed in the 2005 budget were presented in the five year capital plan. The automated survey equipment will enable the Engineering Division to complete small surveying project in-house at substantial cost savings.

The transfer from the storm water drainage fund to income tax to repay the start-up costs will be $30,000.

Department:	Division:	Fund:	Account No:
Utility Services	Storm Water Drainage	Storm Water Drainage	550-24

Line Description		2003 Actual	2004 Budget	2005 Requested	2005 Approved
34	Professional Services	$ 110,068	$ 20,000	$ 20,000	$ 20,000
37	Printing, Photocopy, Advert	1,353	0	0	0
42	Operating Materials	248	0	0	0
	Total Operation & Maintenance	$ 111,669	$ 20,000	$ 20,000	$ 20,000
63	Equipment Items > $2,500	$ 0	$ 0		
	Automated Surveying Instrument			$ 0	$ 15,000
68	Contract	$ 100,521	$ 645,000		
	Overbrook/Brentwood Storm Sewer (Design)			$ 80,000	$ 80,000
	Harvey/Lake Storm Sewer Outfall (Design)			0	150,000
	Total Capital Improvements	$ 100,521	$ 645,000	$ 80,000	$ 245,000
Total Financial Resources		$ 212,190	$ 665,000	$ 100,000	$ 265,000

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HEALTH SERVICES

FUNDING BY PROGRAM AREA		2005 REQUESTED	2005 APPROVED
HEALTH SERVICES			
Health Services			
Administrative		$328,213	$329,173
Food Service		56,449	56,249
Swimming Pool Inspections		5,186	4,786
Revolving Housing		80,223	79,823
	SUBTOTAL	470,071	470,031
Basic Utility Services			
Lab Services		343,806	329,764
	TOTAL	$813,877	$799,795

Department:	Division:	Fund:	Account No:
Health Services	Health	General et al	520-08

Resource Summary Expenditure Categories	2003 Actual	2004 Budget	2005 Requested	2005 Approved
Personal Services	$ 569,478	$ 612,333	$ 615,995	$ 615,995
Operation and Maintenance	143,832	190,500	197,882	180,800
Capital Improvements	5,875	0	0	3,000
Total	$ 719,185	$ 802,833	$ 813,877	$ 799,795
Total Positions	9	9	9	9

Funding by Source				
General	$ 284,772	$ 323,287	$ 328,213	$ 329,173
Food Service	52,459	56,149	56,449	56,249
Revolving Housing	68,051	80,223	80,223	79,823
Swimming Pool Inspection	3,726	5,186	5,186	4,786
Sewer	310,177	337,988	343,806	329,764
Total	$ 719,185	$ 802,833	$ 813,877	$ 799,795

Program Description:

The City Health Department provides numerous health-related services to the citizens of Kent. Such services include: 1) annual licensing and periodic inspections of restaurants, food vending machines, public swimming pools, sanitation vehicles and multiple use housing units; 2) inspections of public schools and child-care centers; 3) inspections of private well and septic systems inside the city limits, 4) rodent and mosquito control programs; 5) communicable diseases prevention and treatment programs. The Health Department contracts with Robinson Memorial Visiting Nurses for the provision of nursing services and clinics (including indigent care) and with Townhall II for the provision of acute medical services (also including indigent care). The department periodically responds to citizen complaints concerning threats to the public health. Corrective action by the department may result from the investigation of such hazards. A program which monitors the pretreatment of industrial wastes prior to initial treatment at the City's wastewater plant is administered by the department. A water quality laboratory at the wastewater plant helps the City monitor effluents entering the Cuyahoga River at Kent. Finally, the department maintains all Portage County birth and death records at its facility except those records for the City of Ravenna.

Program Comments:

The 2005 recommended operating budget reflects a decrease of $9,700 or 5.1% as compared to the 2004 budget. The changes in this budget division are based upon the historical level of expenditures in several different accounts.

The convection oven that is recommended under capital replaces a unit that was purchased in 1987.

Department:	Division:	Fund:	Account No:
Health Services	Health	General et al	520-08

Line	Description	2003 Actual	2004 Budget	2005 Requested	2005 Approved
11	Employee - Regular Salaries	$ 429,865	$ 458,149	$ 455,694	$ 455,694
14	Retirement (PERS)	68,161	63,073	62,732	62,732
16	Health Insurance	58,723	65,157	71,777	71,777
18	Overtime	5,954	7,336	7,275	7,275
19	Unemploy & Workers' Comp	6,775	18,618	18,517	18,517
	Total Personal Services	$ 569,478	$ 612,333	$ 615,995	$ 615,995
21	Travel & Transportation	$ 10,327	$ 12,000	$ 14,150	$ 11,600
28	Vehicle Fuel	921	1,200	1,300	1,100
32	Communications/Postage	8,577	5,200	5,500	8,700
34	Professional Services	57,712	75,800	78,300	71,900
35	Maint. of Equip & Facil	1,253	3,100	3,000	2,600
36	Insurance & Bonding	4,768	5,300	5,300	5,300
37	Printing, Photocopy, Advert	1,124	2,600	2,600	2,000
39	Misc. Contractual Service	23,711	38,500	39,292	37,200
41	Office Supplies	1,147	1,700	2,700	1,700
42	Operating Materials	19,696	26,000	26,340	20,900
44	Small Tools/Minor Equip.	521	5,200	3,700	2,100
48	Fees Remitted to State	9,048	8,500	10,000	10,000
71	Refunds	213	500	500	500
76	Fees Remitted to State	4,814	4,900	5,200	5,200
	Total Operation & Maintenance	$ 143,832	$ 190,500	$ 197,882	$ 180,800
63	Equipment Items > $2,500	$ 5,875	$ 0		
	Replacement Convection Oven			$ 0	$ 3,000
	Total Capital Improvements	$ 5,875	$ 0	$ 0	$ 3,000
	Total Financial Resources	$ 719,185	$ 802,833	$ 813,877	$ 799,795

Department:	Division:	Fund:	Account No:
Health Services	Health	General et al	520-08

Line	Description	General	Food Service	Revolving Housing	Page 1 Subtotal
11	Employee - Regular Salaries	$ 154,259	$ 37,570	$ 50,548	$ 242,377
14	Retirement (PERS)	21,614	5,091	6,849	33,554
16	Health Insurance	26,659	5,268	7,088	39,015
18	Overtime	5,257	0	0	5,257
19	Unemploy & Workers' Comp	7,784	920	1,238	9,942
	Total Personal Services	$ 215,573	$ 48,849	$ 65,723	$ 330,145
21	Travel & Transportation	$ 4,700	$ 1,900	$ 1,900	$ 8,500
28	Vehicle Fuel	800	0	0	800
32	Communications/Postage	5,700	0	0	5,700
34	Professional Services	68,600	0	800	69,400
35	Maint. of Equip & Facil	1,400	0	200	1,600
36	Insurance & Bonding	4,300	0	0	4,300
37	Printing, Photocopy, Advert	1,200	100	400	1,700
39	Misc. Contractual Service	8,000	100	9,000	17,100
41	Office Supplies	700	200	300	1,200
42	Operating Materials	7,500	200	1,000	8,700
44	Small Tools/Minor Equip.	600	700	300	1,600
48	Fees Remitted to State	10,000	0	0	10,000
71	Refunds	100	200	200	500
76	Fees Remitted to State	0	4,000	0	4,000
	Total Operation & Maintenance	$ 113,600	$ 7,400	$ 14,100	$ 135,100
63	Equipment Items > $2,500				
	Replacement Convection Oven	$ 0	$ 0	$ 0	$ 0
	Total Capital Improvements	$ 0	$ 0	$ 0	$ 0
	Total Financial Resources	$ 329,173	$ 56,249	$ 79,823	$ 465,245

Department:	Division:	Fund:	Account No:
Health Services	Health	General et al	520-08

Line	Description	Page 1 Subtotal	Swimming Pool Inspection	Sewer	2005 Total
11	Employee - Regular Salaries	$ 242,377	$ 2,450	$ 210,867	$ 455,694
14	Retirement (PERS)	33,554	332	28,846	62,732
16	Health Insurance	39,015	344	32,418	71,777
18	Overtime	5,257	0	2,018	7,275
19	Unemploy & Workers' Comp	9,942	60	8,515	18,517
	Total Personal Services	$ 330,145	$ 3,186	$ 282,664	$ 615,995
21	Travel & Transportation	$ 8,500	$ 0	$ 3,100	$ 11,600
28	Vehicle Fuel	800	0	300	1,100
32	Communications/Postage	5,700	0	3,000	8,700
34	Professional Services	69,400	0	2,500	71,900
35	Maint. of Equip & Facil	1,600	0	1,000	2,600
36	Insurance & Bonding	4,300	0	1,000	5,300
37	Printing, Photocopy, Advert	1,700	100	200	2,000
39	Misc. Contractual Service	17,100	100	20,000	37,200
41	Office Supplies	1,200	0	500	1,700
42	Operating Materials	8,700	200	12,000	20,900
44	Small Tools/Minor Equip.	1,600	0	500	2,100
48	Fees Remitted to State	10,000	0	0	10,000
71	Refunds	500	0	0	500
76	Fees Remitted to State	4,000	1,200	0	5,200
	Total Operation & Maintenance	$ 135,100	$ 1,600	$ 44,100	$ 180,800
63	Equipment Items > $2,500				
	Replacement Convection Oven	$ 0	$ 0	$ 3,000	$ 3,000
	Total Capital Improvements	$ 0	$ 0	$ 3,000	$ 3,000
	Total Financial Resources	$ 465,245	$ 4,786	$ 329,764	$ 799,795

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LEISURE TIME ACTIVITIES

FUNDING BY PROGRAM AREA	2005 REQUESTED	2005 APPROVED
LEISURE TIME ACTIVITIES		
Leisure Time Activities		
Parks and Recreation	$1,356,367	$1,356,367
KABC	62,550	62,550
Total	$1,418,917	$1,418,917

Department:	Division:	Fund:	Account No:
Leisure Time Activities	Parks & Recreation	Parks & Recreation	530-02

Resource Summary Expenditure Categories	2003 Actual	2004 Budget	2005 Requested	2005 Approved
Personal Services	$ 641,143	$ 631,398	$ 694,367	$ 694,367
Operation and Maintenance	318,489	351,050	387,000	392,500
Capital Improvements	178,224	210,000	275,000	269,500
Total	$ 1,137,856	$ 1,192,448	$ 1,356,367	$ 1,356,367
Total Positions	43	43	43	48
Funding by Source				
Recreation	$ 1,137,856	$ 1,192,448	$ 1,356,367	$ 1,356,367
Total	$ 1,137,856	$ 1,192,448	$ 1,356,367	$ 1,356,367

Program Description:

Kent Parks and Recreation maintains the following recreation areas - Plum Creek Park, Fred Fuller Park which includes Kramer fields, Franklin Mills Riveredge Park which includes Brady's Leap and the John Brown Tannery Site, Fishcreek Park, Al Lease Park, Yacavona Park, Highland Park, Chadwick Park, Jessie Smith Wildlife Refuge, the John Davey Arboretum, Forest Lakes Park and the Franklin Avenue Recreation Center. The City also owns property on Riverbend Boulevard and the former Admore Compost Site for future park development.

Thousands of Kent citizens participate in recreation organized activities. Recreation activities are comprised of the following: Senior Programs – Kent Retirees Association; Adult Programs – fitness classes, softball leagues, tennis lessons, open volleyball, and basketball leagues; and Youth Programs – Youth Sports, Education, and Cultural Arts are offered for boys and girls ages 3 to 18 years of age. The Youth sports that are offered include baseball/softball, tennis, volleyball, lacrosse, flag football, cheer and dance, soccer, and sports camps. The Education component offers preschool programs, school age program, and three summer day camps. The newest addition to the recreation department is the cultural arts for youth, a children's musical theatre program. Special events are held throughout the year for the citizens of the community. Examples include Art In The Park, Turkey Trot, Halloween event for children and adults, Santa's arrival in downtown Kent, Sport contests, and Hershey Track Meet and Easter Egg Hunt.

Program Comments:

This budget division operates under the direction of the Parks and Recreation Board and is funded by property tax operating levies and user charges. The 2005 recommended personnel lines include the addition of five part-time positions. The additional staffing is required for the Before and After School Program at the Kent Recreation Center, which recently became licensed by the State of Ohio.

The 2005 recommended operating budget reflects an increase of $41,450 or 11.8% over the 2004 budget. The major items contributing to the change are as follows: 1) miscellaneous contractual services increased $20,000 due to the inclusion of $15,000 for new registration and facility rental software and $5,000 for bus transportation for the Before and After School Program; 2) operating materials also increased $7,750 as a result of the Before and After School Program; 3) fuel and office supplies increased $2,400 and $2,500, respectively, based upon the historical level of expenditures; and 4) minor equipment includes $5,500 for a new computer and some office furniture.

The 2005 recommended capital is self-explanatory as submitted by the department. Funds for the computer upgrade and office furniture were move to the minor equipment account.

Department:		Division:	Fund:		Account No:
Leisure Time Activities		Parks & Recreation	Parks & Recreation		530-02

Line	Description	2003 Actual	2004 Budget	2005 Requested	2005 Approved
11	Employee - Regular Salaries	$ 471,933	$ 479,369	$ 527,796	$ 527,796
14	Retirement (PERS)	74,700	66,503	73,053	73,053
16	Health Insurance	70,572	54,462	60,412	60,412
17	Uniform Allowance	0	0	200	200
18	Overtime	15,415	11,432	11,341	11,341
19	Unemploy & Workers' Comp	8,523	19,632	21,565	21,565
	Total Personal Services	$ 641,143	$ 631,398	$ 694,367	$ 694,367
21	Travel & Transportation	$ 12,901	$ 12,600	$ 12,850	$ 12,850
28	Vehicle Fuel	9,568	7,300	9,700	9,700
31	Utilities	28,568	28,500	29,000	29,000
32	Communications/Postage	6,025	8,550	8,700	8,700
33	Rents & Leases	6,907	11,100	11,300	11,300
34	Professional Services	79,267	92,000	93,000	93,000
35	Maint. of Equip & Facil	17,533	21,000	21,400	21,400
36	Insurance & Bonding	14,186	15,200	15,000	15,000
37	Printing, Photocopy, Advert	9,383	22,000	22,500	22,500
39	Misc. Contractual Service	35,101	34,000	54,000	54,000
41	Office Supplies	5,717	2,500	5,000	5,000
42	Operating Materials	84,973	86,000	93,750	93,750
44	Small Tools/Minor Equip.	2,740	7,300	7,300	12,800
71	Refunds	5,620	3,000	3,500	3,500
	Total Operation & Maintenance	$ 318,489	$ 351,050	$ 387,000	$ 392,500
61	Lands	$ 40,874	$ 0		
62	Buildings	48,730	140,000		
	Al Lease Playgrounds			$ 5,000	$ 5,000
	Admore Athletic Fields			30,000	30,000
	Kramer Field Restrooms			10,000	10,000
	Kramer Field Bleachers			7,000	7,000
	Office/Maint. Complex Phase II			50,000	50,000
63	Equipment Items > $500	48,519	40,000		
	Tractor with Front End Loader			17,500	17,500
	Computer Upgrade			3,000	0
	Office Furniture (Replacement)			2,500	0
68	Contract	40,101	30,000		
	Portage Hike & Bike - Design			150,000	150,000
	Total Capital Improvements	$ 178,224	$ 210,000	$ 275,000	$ 269,500
	Total Financial Resources	$ 1,137,856	$ 1,192,448	$ 1,356,367	$ 1,356,367

Department:	Division:	Fund:	Account No:
Leisure Time Activities	KABC	Parks Recreation	530-12

Resource Summary Expenditure Categories	2003 Actual	2004 Budget	2005 Requested	2005 Approved
Personal Services	$ 0	$ 0	$ 0	$ 0
Operation and Maintenance	48,764	61,300	62,550	62,550
Capital Improvements	0	0	0	0
Total	$ 48,764	$ 61,300	$ 62,550	$ 62,550
Total Positions	0	0	0	0
Funding by Source				
Recreation	$ 48,764	$ 61,300	$ 62,550	$ 62,550
Total	$ 48,764	$ 61,300	$ 62,550	$ 62,550

Program Description:

The KABC (Kent Amateur Baseball Congress) is a budget cost center to account for expenditures related to this popular recreation program. KABC is funded primarily through user charges and sponsorship fees. In 2004, approximately 750 boys and girls participated in 11 separate leagues. The leagues are divided into three components: instructional league, softball and baseball. The instructional league is for 5 to 8 year old boys and girls to learn the basic skills associated with baseball. The softball league is through Stow Youth Softball Association. There are 4 leagues that accommodate age 8 to 18 year old girls. The baseball program is a Hot Stove League. This league is for 9 to 18 year old boys. Tournaments for both the softball and baseball leagues are held at the end of the season.

Program Comments:

The 2005 recommended operating budget reflects an increase of $1,250 or 2.0% as compared to the 2004 budget. The KABC budget is based on historical expenditures and is directly related to participation in the program.

Department:	Division:	Fund:	Account No:
Leisure Time Activities	KABC	Parks & Recreation	530-12

Line	Description	2003 Actual	2004 Budget	2005 Requested	2005 Approved
34	Professional Services	$ 20,544	$ 24,000	$ 24,500	$ 24,500
35	Maint. of Equip & Facil	0	500	500	500
36	Insurance & Bonding	1,836	2,500	2,500	2,500
39	Misc. Contractual Service	360	1,800	1,800	1,800
37	Printing, Photocopy, Advert	0	0	0	0
42	Operating Materials	25,967	32,000	32,500	32,500
71	Refunds	57	500	750	750
	Total Operation & Maintenance	$ 48,764	$ 61,300	$ 62,550	$ 62,550
	Total Capital Improvements	$ 0	$ 0	$ 0	$ 0
Total Financial Resources		$ 48,764	$ 61,300	$ 62,550	$ 62,550

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COMMUNITY AND ENVIRONMENT

FUNDING BY PROGRAM AREA	2005 REQUESTED	2005 APPROVED
COMMUNITY AND ENVIRONMENT		
Community and Environment		
Community Development	$751,190	$740,415
Housing and Building Inspection	138,503	136,693
C.D.B.G. Grant Fund	366,000	366,000
Land Banking	160,000	405,000
Shade Tree	89,800	89,300
Urban Renewal	100,000	100,000
Permit Parking	17,275	17,275
Public Planting	21,000	21,000
SUBTOTAL	1,643,768	1,875,683
Basic Utility Services		
Water - Administrative Support	35,858	35,858
Sewer - Administrative Support	35,858	35,858
SUBTOTAL	71,716	71,716
Total	$1,715,484	$1,947,399

Department:	Division:		Fund:	Account No:
Community and Environment	Community Development		General & CDBG	540-01

Resource Summary Expenditure Categories	2003 Actual	2004 Budget	2005 Requested	2005 Approved
Personal Services	$ 521,947	$ 556,079	$ 540,515	$ 540,515
Operation and Maintenance	515,194	226,800	240,675	229,900
Capital Improvements	504,635	371,000	336,000	336,000
Total	$ 1,541,776	$ 1,153,879	$ 1,117,190	$ 1,106,415
Total Positions	7	7	8	8

Funding by Source				
General	$ 851,987	$ 774,879	$ 751,190	$ 740,415
Comm. Development Block Grant	689,789	379,000	366,000	366,000
Total	$ 1,541,776	$ 1,153,879	$ 1,117,190	$ 1,106,415

Program Description:

This Department is involved in a variety of activities impacting the overall development of the City including land use planning, zoning administration, economic development, neighborhood development and grants administration. The Planning and Zoning Division undertakes comprehensive land use planning activities, administers and enforces the City's Zoning Ordinances. The Planning and Zoning Division provides staff support to the Planning Commission, Board of Zoning Appeals, the Architectural Review Board and the Community Reinvestment Area Housing Council and also coordinates the City's Neighborhood Planning program. The Economic Development Division administers a number of programs aimed at supporting and encouraging the economic revitalization of the City and the promotion of Economic Development. These include the Community Reinvestment Area (tax abatement for real property improvements), the City's Enterprise Zone program (tax abatement for real and/or personal property), the City's various commercial/industrial Revolving Loan Programs, and the Kent Growth Corporation. This Department administers specific activities tied to federal grants such as the Community Development Block Grant, the Comprehensive Housing Improvement Program, and the Economic Development Administration program. It administers the Social Services program which funds activities conducted by local non-profit agencies. The Department's neighborhood revitalization program offers housing rehabilitation, street and sidewalk improvements, down payment assistance for housing purchases, the development of neighborhood parks and handicapped accessibility. Fair housing issues and landlord-tenant complaint services are provided through a fair housing contract service.

Program Comments:

The 2005 requested personnel lines reflect the changes that were implemented in 2004. These changes include reducing the hours of the Sustainability Planner from full-time to part-time and adding the part-time position of Code Enforcement Officer.

The 2005 recommended operations and maintenance budget reflects an increase of $3,100 or 1.4% as compared to the 2004 budget. The primary reason for the overall increase is the inclusion of $5,000 to print the Unified Development Code.

Department:	Division:	Fund:	Account No:
Community and Environment	Community Development	General & CDBG	540-01

Line	Description	2003 Actual	2004 Budget	2005 Requested	2005 Approved
11	Employee - Regular Salaries	$ 389,831	$ 421,287	$ 410,323	$ 410,323
14	Retirement (PERS)	61,041	57,923	56,434	56,434
16	Health Insurance	63,345	53,577	50,930	50,930
18	Overtime	1,445	6,193	6,168	6,168
19	Unemploy & Workers' Comp	6,285	17,099	16,660	16,660
	Total Personal Services	$ 521,947	$ 556,079	$ 540,515	$ 540,515
21	Travel & Transportation	$ 11,435	$ 9,100	$ 9,975	$ 9,300
28	Vehicle Fuel	4,323	300	400	300
32	Communications/Postage	19,900	20,000	21,000	20,200
33	Rents & Leases	752	1,000	1,000	1,000
34	Professional Services	164,653	32,000	30,000	29,000
35	Maint. of Equip & Facil	962	2,000	2,000	1,000
36	Insurance & Bonding	7,678	7,800	7,800	7,800
37	Printing, Photocopy, Advert	31,263	17,000	25,000	22,000
39	Misc. Contractual Service	17,917	10,000	15,000	11,000
41	Office Supplies	2,019	2,500	2,500	2,500
42	Operating Materials	2,675	2,500	3,000	3,000
44	Small Tools/Minor Equip.	3,035	2,600	3,000	2,800
47	Keep Kent Beautiful	4,976	0	0	0
56	Social Service Contracts	136,401	120,000	120,000	120,000
57	Public Service Contracts	107,205	0	0	0
	Total Operation & Maintenance	$ 515,194	$ 226,800	$ 240,675	$ 229,900
63	Equipment Items > $2,500	$ 7,798	$ 0	$ 0	$ 0
68	Community Development Block Grai	$ 496,837	$ 371,000	$ 336,000	$ 336,000
	Total Capital Improvements	$ 504,635	$ 371,000	$ 336,000	$ 336,000
	Total Financial Resources	$ 1,541,776	$ 1,153,879	$ 1,117,190	$ 1,106,415

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Department:	Division:	Account No:
Community & Environment	Community Development	540-01

Line Description		General	CDBG	2005 Total
11	Employee - Regular Salaries	$ 386,828	$ 23,495	$ 410,323
14	Retirement (PERS)	53,251	3,183	56,434
16	Health Insurance	48,184	2,746	50,930
18	Overtime	6,168	0	6,168
19	Unemploy & Workers' Comp	16,084	576	16,660
	Total Personal Services	$ 510,515	$ 30,000	$ 540,515
21	Travel & Transportation	$ 9,300	$ 0	$ 9,300
28	Vehicle Fuel	300	0	300
32	Communications/Postage	20,200	0	20,200
33	Rents & Leases	1,000	0	1,000
34	Professional Services	29,000	0	29,000
35	Maint. of Equip & Facil	1,000	0	1,000
36	Insurance & Bonding	7,800	0	7,800
37	Printing, Photocopy, Advert	22,000	0	22,000
39	Misc. Contractual Service	11,000	0	11,000
41	Office Supplies	2,500	0	2,500
42	Operating Materials	3,000	0	3,000
44	Small Tools/Minor Equip.	2,800	0	2,800
56	Social Service Contracts	120,000	0	120,000
	Total Operation & Maintenance	$ 229,900	$ 0	$ 229,900
63	Equipment Items > $2,500			
	Community Development Block Grant		$ 336,000	$ 336,000
	Total Capital Improvements	$ 0	$ 336,000	$ 336,000
Total Financial Resources		$ 740,415	$ 366,000	$ 1,106,415

Department:	Division:		Fund:	Account No:
Community and Environment	Building		General et al	540-09

Resource Summary Expenditure Categories	2003 Actual	2004 Budget	2005 Requested	2005 Approved
Personal Services	$ 146,332	$ 184,975	$ 188,009	$ 188,009
Operation and Maintenance	22,119	19,400	22,210	20,400
Capital Improvements	0	0	0	0
Total	$ 168,451	$ 204,375	$ 210,219	$ 208,409
Total Positions	7	7	7	7

Funding by Source				
General	$ 107,645	$ 133,533	$ 138,503	$ 136,693
Water	30,403	35,421	35,858	35,858
Sewer	30,403	35,421	35,858	35,858
Total	$ 168,451	$ 204,375	$ 210,219	$ 208,409

Program Description:

The Building Division, within the Department of Community Development, administers the City's building approval and inspection program. The Division performs technical plan reviews and inspections for all residential, commercial and industrial building construction based on State of Ohio approved standards.

The Division is certified by the State of Ohio. This certification entails having the following personnel: a chief building official, a plans examiner and inspectors for structural, electrical, heating and air conditioning and plumbing construction. The State certification also requires that each position must have a backup.

Program Comments:

The 2005 recommended operation and maintenance budget reflects an increase of $1,000 or 5.2% as compared to the 2004 budget. This increase is based on the historical level of expenditures, coupled with a anticipated needs.

Department:	Division:	Fund:	Account No:
Community and Environment	Building	General et al	540-09

Line Description	2003 Actual	2004 Budget	2005 Requested	2005 Approved
11 Employee - Regular Salaries	$ 109,196	$ 143,572	$ 145,492	$ 145,492
14 Retirement (PERS)	15,892	19,553	19,811	19,811
16 Health Insurance	19,167	16,090	17,620	17,620
18 Overtime	128	728	0	0
19 Unemploy.& Work.Comp.	1,949	5,032	5,086	5,086
Total Personal Services	$ 146,332	$ 184,975	$ 188,009	$ 188,009
21 Travel & Transportation	$ 1,365	$ 2,100	$ 2,510	$ 2,100
28 Vehicle Fuel	586	600	700	700
32 Communications/Postage	3,444	3,000	3,100	3,400
34 Professional Services	10,149	6,000	7,700	6,500
35 Maint of Equip & Facil	262	1,000	1,000	600
36 Insurance & Bonding	1,445	1,800	1,800	1,800
37 Printing, Photocopy, Advert	1,194	1,000	1,000	1,000
39 Misc. Contractual Service	272	500	500	400
41 Office Supplies	1,023	900	900	900
42 Operating Materials	1,160	1,000	1,000	1,000
44 Small Tools/Minor Equipment	1,094	1,000	1,500	1,500
71 Refunds	125	500	500	500
Total Operation & Maintenance	$ 22,119	$ 19,400	$ 22,210	$ 20,400
63 Equipment Items > $2,500	$ 0	$ 0	$ 0	$ 0
Total Capital Improvements	$ 0	$ 0	$ 0	$ 0
Total Financial Resources	$ 168,451	$ 204,375	$ 210,219	$ 208,409

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Department:	Division:	Fund:	Account No:
Community and Environment	Building	General et al	540-09

Line	Description	General	Water	Sewer	2005 Total
11	Employee - Regular Salaries	$ 91,796	$ 26,848	$ 26,848	$ 145,492
14	Retirement (PERS)	12,487	3,662	3,662	19,811
16	Health Insurance	9,086	4,267	4,267	17,620
18	Overtime	0	0	0	0
19	Unemploy & Workers' Comp	2,924	1,081	1,081	5,086
	Total Personal Services	$ 116,293	$ 35,858	$ 35,858	$ 188,009
21	Travel & Transportation	$ 2,100	$ 0	$ 0	$ 2,100
28	Vehicle Fuel	700	0	0	700
32	Communications/Postage	3,400	0	0	3,400
34	Professional Services	6,500	0	0	6,500
35	Maint. of Equip & Facil	600	0	0	600
36	Insurance & Bonding	1,800	0	0	1,800
37	Printing, Photocopy, Advert	1,000	0	0	1,000
39	Misc. Contractual Service	400	0	0	400
41	Office Supplies	900	0	0	900
42	Operating Materials	1,000	0	0	1,000
44	Small Tools/Minor Equip.	1,500	0	0	1,500
71	Refunds	500	0	0	500
	Total Operation & Maintenance	$ 20,400	$ 0	$ 0	$ 20,400
63	Equipment Items > $2,500	$ 0	$ 0	$ 0	$ 0
	Total Capital Improvements	$ 0	$ 0	$ 0	$ 0
	Total Financial Resources	$ 136,693	$ 35,858	$ 35,858	$ 208,409

Department:	Division:	Fund:	Account No:
Community & Environment	Land Banking	General & UDAG	540-29

Resource Summary Expenditure Categories	2003 Actual	2004 Budget	2005 Requested	2005 Approved
Personal Services	$ 0	$ 0	$ 0	$ 0
Operation and Maintenance	170,763	350,000	160,000	140,000
Capital Improvements	0	0	0	265,000
Total	$ 170,763	$ 350,000	$ 160,000	$ 405,000
Total Positions	0	0	0	0
Funding by Source				
General	$ 168,263	$ 348,000	$ 158,000	$ 403,000
UDAG	2,500	2,000	2,000	2,000
Total	$ 170,763	$ 350,000	$ 160,000	$ 405,000

Program Description:

This budget division is to account for the land banking program in the West River Neighborhood. This program was initially funded with UDAG (Urban Development Action Grant) repayment funds. Per the federal grant agreement, these repayment funds are to be used for economic development related activities. Beginning in 2000, General Fund monies were required to fund this program when remaining UDAG funds became insufficient to meet total obligations.

Program Comments:

The amount budgeted under contractual services will be spent for activities related to property expenses associated with the land banking program (taxes, insurance, line of credit, etc.).

The 2005 recommended capital includes funds for the Richardson property demolition and $250,000 to construct an 80-100 vehicle parking lot for future proposed commercial development of the West River Neighborhood.

Department: Community & Environment	Division: Land Banking	Fund: General & UDAG	Account No: 540-29

Line Description	2003 Actual	2004 Budget	2005 Requested	2005 Approved
39 Misc. Contractual Services	$ 170,763	$ 350,000	$ 160,000	$ 140,000
Total Operation & Maintenance	$ 170,763	$ 350,000	$ 160,000	$ 140,000
68 Contract	$ 0	$ 0	$ 0	$ 265,000
Total Capital Improvements	$ 0	$ 0	$ 0	$ 265,000
Total Financial Resources	$ 170,763	$ 350,000	$ 160,000	$ 405,000

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Department: Community & Environment	Division: Land Banking			Account No: 540-29

Line	Description	General	UDAG	2005 Total
39	Misc. Contractual Service	$ 138,000	$ 2,000	$ 140,000
	Total Operation & Maintenance	$ 138,000	$ 2,000	$ 140,000
68	Contract	$ 265,000	$ 0	$ 265,000
	Total Capital Improvements	$ 265,000	$ 0	$ 265,000
Total Financial Resources		$ 403,000	$ 2,000	$ 405,000

Department:	Division:	Fund:	Account No:
Community and Environment	Shade Tree	General	560-13

Resource Summary Expenditure Categories	2003 Actual	2004 Budget	2005 Requested	2005 Approved
Personal Services	$ 0	$ 0	$ 0	$ 0
Operation and Maintenance	70,274	97,700	80,300	79,800
Capital Improvements	9,039	11,500	9,500	9,500
Total	$ 79,313	$ 109,200	$ 89,800	$ 89,300
Total Positions	0	0	0	0
Funding by Source				
General	$ 79,313	$ 109,200	$ 89,800	$ 89,300
Total	$ 79,313	$ 109,200	$ 89,800	$ 89,300

Program Description:

This budget division was established to account for the planting and maintenance of street trees within the public rights of way of the City of Kent.

Program Comments:

The 2005 recommended operating budget reflects a decrease of $17,900 or 18.3% as compared to the 2004 budget. The major item contributing to the change is professional services, which decreased in 2005 due to the $20,000 for a green infrastructure feasibility study that was budgeted in 2004. Also contributing to the change is a reallocation of $2,000 from the capital lines to purchase new trees to the contractual service line for maintenance of existing trees.

The amount listed under shade trees in capital includes $8,000 for the purchase of trees and $1,500 for the citizen tree planting program. The citizen tree planting program requires a 50-50 match from participating property owners on a first-come first-serve basis until funds are depleted. The amount to be reimbursed per tree will remain capped at $50.

Department: Community and Environment	Division: Shade Tree	Fund: General	Account No: 560-13

Line	Description	2003 Actual	2004 Budget	2005 Requested	2005 Approved
21	Travel & Transportation	$ 1,602	$ 2,000	$ 1,800	$ 1,800
28	Vehicle Fuel	2,740	1,700	2,500	2,000
34	Professional Services	0	20,000	0	0
35	Maint. of Equip. & Facil.	40	1,000	1,000	1,000
36	Insurance & Bonding	1,879	2,000	2,000	2,000
39	Misc. Contractual Service	61,426	68,000	70,000	70,000
42	Operating Materials	1,267	1,000	1,000	1,000
44	Small Tools/Minor Equipment	1,320	2,000	2,000	2,000
	Total Operation & Maintenance	$ 70,274	$ 97,700	$ 80,300	$ 79,800
69	Shade Trees	$ 9,039	$ 11,500	$ 9,500	$ 9,500
	Total Capital Improvements	$ 9,039	$ 11,500	$ 9,500	$ 9,500
	Total Financial Resources	$ 79,313	$ 109,200	$ 89,800	$ 89,300

Department:	Division:	Fund:	Account No:
Community & Environment	Urban Renewal	General	570-34

Resource Summary Expenditure Categories	2003 Actual	2004 Budget	2005 Requested	2005 Approved
Personal Services	$ 0	$ 0	$ 0	$ 0
Operation and Maintenance	5,945	100,000	100,000	100,000
Capital Improvements	121,415	0	0	0
Total	$ 127,360	$ 100,000	$ 100,000	$ 100,000
Total Positions	0	0	0	0
Funding by Source				
General	$ 127,360	$ 100,000	$ 100,000	$ 100,000
Total	$ 127,360	$ 100,000	$ 100,000	$ 100,000

Program Description:

This budget division is to account for expenditures related to the urban renewal plan adopted for the downtown.

Program Comments:

The amount budgeted under professional services will be used as needed to implement the urban renewal plan for the downtown, including the acquisition of blighted properties and demolition of vacant buildings.

Department:	Division:	Fund:	Account No:
Community & Environment	Urban Renewal	General	570-34

Line	Description	2003 Actual	2004 Budget	2005 Requested	2005 Approved
31	Utilities	$ 726	$ 0	$ 0	$ 0
34	Professional Services	942	100,000	100,000	100,000
39	Misc. Contractual Service	4,277	0	0	0
	Total Operation & Maintenance	$ 5,945	$ 100,000	$ 100,000	$ 100,000
62	Buildings	$ 121,415	$ 0	$ 0	$ 0
	Total Capital Improvements	$ 121,415	$ 0	$ 0	$ 0
	Total Financial Resources	$ 127,360	$ 100,000	$ 100,000	$ 100,000

Department:	Division:	Fund:	Account No:
Community Development	Permit Parking	General	560-08

Resource Summary Expenditure Categories	2003 Actual	2004 Budget	2005 Requested	2005 Approved
Personal Services	$ 0	$ 0	$	$ 0
Operation and Maintenance	22,753	16,000	17,275	17,275
Capital Improvements	0	0	0	0
Total	$ 22,753	$ 16,000	$ 17,275	$ 17,275
Total Positions	0	0	0	0
Funding by Source				
General	$ 22,753	$ 16,000	$ 17,275	$ 17,275
Total	$ 22,753	$ 16,000	$ 17,275	$ 17,275

Program Description:

This is a new budget division that will be used to account for expenditures related to leased City parking lots. Currently included in this budget division are parking lots at the following locations: the Masonic Temple, the Kent City Schools (Park Avenue) and the First Christian Church.

Program Comments:

The amount budgeted in rents and leases is the negotiated amount contained in the leases. The amount included in miscellaneous contractual services is an estimated cost for plowing snow at the leased parking lots.

Department: Community Development	Division: Permit Parking	Fund: General	Account No: 560-08

Line Description	2003 Actual	2004 Budget	2005 Requested	2005 Approved
33 Rents & Leases	$ 5,400	$ 10,500	$ 11,275	$ 11,275
39 Misc. Contractual Services	17,353	5,500	6,000	6,000
Total Operation & Maintenance	$ 22,753	$ 16,000	$ 17,275	$ 17,275
Total Capital Improvements	$ 0	$ 0	$ 0	$ 0
Total Financial Resources	$ 22,753	$ 16,000	$ 17,275	$ 17,275

Department: Community Development	Division: Public Planting		Fund: General	Account No: 540-14
Resource Summary Expenditure Categories	2003 Actual	2004 Budget	2005 Requested	2005 Approved
Personal Services	$ 0	$ 0	$	$ 0
Operation and Maintenance	0	21,000	21,000	21,000
Capital Improvements	0	0	0	0
Total	$ 0	$ 21,000	$ 21,000	$ 21,000
Total Positions	0	0	0	0
Funding by Source				
General	$ 0	$ 21,000	$ 21,000	$ 21,000
Total	$ 0	$ 21,000	$ 21,000	$ 21,000

Program Description:

This budget division is used to account for expenditures related to public landscaping. Items included in this division are downtown landscaping, downtown hanging baskets, right-of-way plantings, Adopt-a-Spot and Keep Kent Beautiful.

Program Comments:

The 2005 recommended operating budget reflects no change as compared to the 2004 budget.

Department:	Division:	Fund:	Account No:
Community Development	Public Planting	General	540-14

Line Description	2003 Actual	2004 Budget	2005 Requested	2005 Approved
39 Misc. Contractual Services	$ 0	$ 14,500	$ 14,500	$ 14,500
42 Operating Materials	0	1,500	1,500	1,500
47 Keep Kent Beautiful	0	5,000	5,000	5,000
Total Operation & Maintenance	$ 0	$ 21,000	$ 21,000	$ 21,000
Total Capital Improvements	$ 0	$ 0	$ 0	$ 0
Total Financial Resources	$ 0	$ 21,000	$ 21,000	$ 21,000

THE CITY OF KENT

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DEBT SERVICE & CONTINGENCY

CITY OF KENT
2005 APPROVED DEBT FUNDING SOURCE SUMMARY

DEBT TYPE	STORM WATER	WATER	ASSESSMENT	INCOME TAX
Issue II Loan	$2,500	0	0	29,947
OWDA Loan	0	29,142.00	0	0
General Obligation Bond	0	0	0	236,130
Special Assessment Bond	0	0	75,375	0
TOTAL ALL DEBT	**$2,500**	**$29,142**	**$75,375**	**$266,077**

The Fire Station Improvement Note and the Administrative Offices Renovation/Parking Lot Improvement Note will be retired with General Obligation Bonds when the projects are complete and the market is favorable. Principal, interest and debt issuance costs of $4,170,000, $114,675, $5,000, respectively, are included in the Capital Projects Fund.

The City will continue to pay the previously scheduled debt service of approximately $550,000 per year on the Sewer Bond Redemption Notes and maintain the unpaid balance in notes.

The Sanitary Trunk Line Note will be retired with bonds when the project is complete and the market is favorable. Principal, interest and debt issuance costs of approximately $125,000 is included in the Sewer Fund.

FUND	2002 APPROVED	2003 APPROVED	2004 APPROVED	2005 APPROVED
General - Operating	$100,000	$100,000	$100,000	$100,000
SCMR - Operating	25,000	25,000	25,000	25,000
Capital Projects	25,000	25,000	25,000	25,000
Water - Operating	50,000	50,000	50,000	50,000
Sewer - Operating	50,000	50,000	50,000	50,000
TOTAL	**$250,000**	**$250,000**	**$250,000**	**$250,000**

CITY OF KENT - DEBT SERVICE SCHEDULE - 2005

YEAR	NAME OF ISSUE	TYPE	OUTSTANDING 1/1/2005	PRINCIPAL 2005	INTEREST 2005	TOTAL 2005	OUTSTANDING 1/1/2006	FUNDING SOURCE
	Special Assessment Bonds							
1988	Street Improvement	G.O.	95,000	20,000	7,400	27,400	75,000	Assessment
2000	Anita Dr. Street Improvement	G.O.	494,000	19,000	28,975	47,975	475,000	Assessment
	Subtotal		627,000	39,000	36,375	75,375	550,000	
	General Obligation Bonds							
1998	Various Purpose	G.O.	2,355,000	120,000	116,130	236,130	2,235,000	Income Tax
	Subtotal		2,475,000	120,000	116,130	236,130	2,235,000	
	Other							
1999	Issue II Loan - Fairchild		359,058	25,647	0	25,647	333,411	Income Tax
2000	Issue II Loan - Elm/Mae/Morris		66,650	4,300	0	4,300	62,350	Income Tax
2001	Issue II Loan - Elm/Mae/Morris		47,500	2,500	0	2,500	45,000	Storm Water
2001	OWDA Loan - Kent/Ravenna		396,848	14,791	14,351	29,142	382,057	Water
	Subtotal		505,305	47,238	14,351	61,589	822,818	
	TOTAL BONDED DEBT		$3,607,305	$206,238	$166,856	$373,094	$3,607,818	
	Notes							
2004	Sewer - Bond Redemption		$2,410,000	Remain in notes - continue scheduled payments				Sewer
2004	Sewer - Sanitary Trunk Lines		1,200,000	Issue Bonds when advantageous				Sewer
2004	Fire Station Expansion/Renovation		3,790,000	Issue G.O. Bonds when advantageous				Income Tax
2004	City Hall Renovation		380,000	Issue G.O. Bonds when advantageous				Income Tax
	Total		$7,780,000					

NOTE: G.O. - General Obligation
M.R. - Mortgage Revenue

THE CITY OF KENT

• OHIO •

APPENDICES

CITY OF KENT, OHIO
2005 APPROVED CAPITAL APPROPRIATIONS BY FUND

		2005 REQUESTED	2005 APPROVED
GENERAL FUND			
Service Administration		$ 30,000	$ 30,000
Service Administration - Shade Trees		9,500	9,500
Police Services		135,000	130,000
Police - Records & Communications		0	0
Police - Support Services		0	0
Land Banking		0	265,000
Community Development		0 *	0 *
Engineering		5,000	5,000
	TOTAL	**$ 179,500**	**$ 439,500**
SCM&R			
Central Maintenance		$ 150,000	$ 150,000
Vehicle Maintenance		10,000	5,000
	TOTAL	**$ 160,000**	**$ 155,000**
LAW ENFORCEMENT TRUST			
Police Services		$ 50,000	$ 30,000
	TOTAL	**$ 50,000**	**$ 30,000**
FIRE AND E.M.S.			
Fire Services		$ 175,500	$ 175,500
Community Services		25,000	25,000
Technical Rescue		0	0
	TOTAL	**$ 200,500**	**$ 200,500**
CAPITAL PROJECTS			
Capital Projects		$ 1,130,000	$ 1,525,000
	TOTAL	**$ 1,130,000**	**$ 1,525,000**
PARKS AND RECREATION			
Park and Recreation Services		$ 275,000	$ 269,500
	TOTAL	**$ 275,000**	**$ 269,500**

* Does not include C.D.B.G. amounts which were listed in capital.

CITY OF KENT, OHIO
2005 APPROVED CAPITAL APPROPRIATIONS BY FUND (CONT'D)

	2005 REQUESTED	2005 APPROVED
WATER		
Water Production	$ 250,000	$ 120,000
Water Distribution	20,000	20,000
Capital Facilities	310,000	310,000
TOTAL	**$ 580,000**	**$ 450,000**
SEWER		
Water Reclamation Plant	$ 116,400	$ 100,000
Health - Lab	0	3,000
Utility Distribution	270,000	0
Capital Facilities	0	0
TOTAL	**$ 386,400**	**$ 103,000**
STORM WATER DRAINAGE		
Storm Water Drainage	$ 80,000	$ 245,000
TOTAL	**$ 80,000**	**$ 245,000**
GRAND TOTAL ALL FUNDS	**$ 3,041,400**	**$ 3,417,500**
CHARTER TEST CAPITAL REQUIREMENT	**$ 2,405,119**	**$ 2,405,119**
CAPITAL RELATED TO CHARTER TEST	**$ 2,119,947 ****	**$ 2,749,947 ****
PERCENTAGE TO MEET CHARTER TEST	**22.04%**	**28.58%**

****Includes principal payments of $120,000 on Service Administration and Fairchild bond, an estimated $235,000 paydown on the Fire Station/City Office Renovation Notes, and $29,947 Issue II loan repayments**

CITY OF KENT, OHIO
2005 APPROVED BUDGET
COMPARISON OF POSITIONS FUNDED BY BUDGET DIVISIONS

BUDGET DIVISIONS	2003 APPROVED	2004 APPROVED	2005 REQUESTED	2005 APPROVED
CITY COUNCIL				
Councilmember	9	9	9	9
Clerk of Council	1	1	1	1
	10	10	10	10
MAYOR				
Mayor/President of Council	1	1	1	1
	1	1	1	1
CITY MANAGER				
City Manager	1	1	1	1
Executive Secretary to City Manager	1	1	1	1
	2	2	2	2
HUMAN RESOURCES				
Human Resources Manager	1	1	1	1
	1	1	1	1
CIVIL SERVICE				
Civil Service Commissioner	3	3	3	3
Administrative Assistant to Civil Service Commission	1	1	1	1
	4	4	4	4
LAW				
Director of Law	1	1	1	1
Assistant Law Director/Prosecutor	1	1	1	1
Assistant Law Director	1	1	1	1
Executive Secretary to Dir. of Law	1	1	1	1
	4	4	4	4
FINANCE ADMINISTRATION				
Director of Budget and Finance	1	1	1	1
Controller	1	1	1	1
Operations Analyst	1	1	1	1
Senior Account Clerk	1	1	1	1
Account Clerk	4	4	4	4
Administrative Assistant to Director of Budget and Finance	1	1	1	1
	9	9	9	9
INCOME TAX ADMINISTRATION				
Income Tax Commissioner	1	1	1	1
Income Tax Auditor	1	1	1	1
Account Clerk	1	1	1	1
	3	3	3	3

CITY OF KENT, OHIO
2005 APPROVED BUDGET
COMPARISON OF POSITIONS FUNDED BY BUDGET DIVISIONS (CONT.)

BUDGET DIVISIONS	2003 APPROVED	2004 APPROVED	2005 REQUESTED	2005 APPROVED
SERVICE ADMINISTRATION				
Director of Public Service	1	1	1	1
Administrative Assistant to Director of Public Service	1	1	1	1
Account Clerk	1	1	1	1
	3	3	3	3
ENGINEERING				
Deputy Service Director/ Superintendent of Engineering	1	1	1	1
Senior Engineer	2	2	2	2
Design Engineer	1	1	1	1
Asst. Design Engineer (Part-time)	1	0	0	0
Engineering Technician	2	2	2	2
Engineering Aide I	0	1	1	1
Engineering Aide II	1	1	1	1
Co-op Student (Part-time)	1	0	0	0
	9	8	8	8
SAFETY DIRECTOR				
Safety Director	1	1	1	1
	1	1	1	1
POLICE SERVICES				
Police Chief	1	1	1	1
Police Captain	2	2	2	2
Lieutenant	5	5	5	5
Technical Sergeant	4	4	4	4
Police Officer	27	27	27	27
Administrative Assistant to Chief	1	1	1	1
Secretary to Police Department	1	1	1	1
	41	41	41	41
RECORDS AND COMMUNICATIONS				
Coordinator - Dispatchers	3	3	3	3
Clerk-Dispatcher	7	7	7	7
Clerk-Dispatcher (Part-time)	3	3	3	3
	13	13	13	13
JUVENILE SERVICES				
Juvenile Counselor	1	1	1	1
Police Officer	3	3	3	3
	4	4	4	4
SUPPORT SERVICES				
Compliance Officer	1	1	1	1
Detention Officer	6	6	6	6
	7	7	7	7

CITY OF KENT, OHIO
2005 APPROVED BUDGET
COMPARISON OF POSITIONS FUNDED BY BUDGET DIVISIONS (CONT.)

BUDGET DIVISIONS	2003 APPROVED	2004 APPROVED	2005 REQUESTED	2005 APPROVED
FIRE SERVICES				
Fire Chief	1	1	1	1
Assistant Chief	0	0	1	0
Fire Captain	3	3	3	3
Fire Lieutenant	3	3	3	3
Firefighter	24	24	24	27
Fireman - Paid on Call	3	3	3	3
Fire Services Specialist	1	1	1	1
	35	35	36	38
COMMUNITY SERVICES - FIRE				
Fire Lieutenant	1	1	2	2
Firefighter	1	1	0	0
	2	2	2	2
CENTRAL MAINTENANCE				
Cent. Maint. Mgr./Water Dist. Spec.	1	1	1	1
Assignment Supervisor	1	1	1	1
Repair Operator	6	6	6	6
Service Technician/Gardener	0	1	1	1
Service Worker	12	11	11	11
Carpenter	1	1	1	1
Arborist Supervisor	0	0	1	1
Arborist	1	1	0	0
	22	22	22	22
VEHICLE MAINTENANCE				
Master Mechanic	1	1	1	1
Mechanic	3	3	3	3
	4	4	4	4
WATER TREATMENT PLANT				
Supervisor - Water Plant	1	1	1	1
Water Laboratory Technician	1	1	1	1
Plant Mechanic	1	1	1	1
Water Plant Chief Operator	1	1	1	1
Water Plant Operator	5	5	5	5
Laborer (General Maintenance)	1	1	1	1
	10	10	10	10
WASTEWATER TREATMENT PLANT				
Supervisor - Wastewater Plant	1	1	1	1
Plant Mechanic	1	1	1	1
Wastewater Plant Operator	8	8	8	8
Chief Operator	1	1	1	1
	11	11	11	11

CITY OF KENT, OHIO
2005 APPROVED BUDGET
COMPARISON OF POSITIONS FUNDED BY BUDGET DIVISIONS (CONT.)

BUDGET DIVISIONS	2003 APPROVED	2004 APPROVED	2005 REQUESTED	2005 APPROVED
HEALTH				
Health Commissioner	1	1	1	1
Deputy Health Commissioner	1	1	1	1
Public Health Sanitarian	2	2	2	2
Administrative Assistant to Health Commissioner	1	1	1	1
Laboratory Technician	2	2	2	2
Chemist	1	1	1	1
Secretary (Part-time)	1	1	1	1
	9	9	9	9
PARKS AND RECREATION				
Director - Parks and Recreation	1	1	1	1
Supervisor - Recreation	1	1	1	1
Supervisor - Parks	1	1	1	1
Clerk-Typist I	1	0	0	0
Account Clerk	0	1	1	1
Parks Maintenance Laborer	2	2	2	2
Shelter House Attendant	1	1	1	1
Senior Parks Crew Leader	1	1	1	1
Part-time and Seasonal	35	35	40	40
	43	43	48	48
COMMUNITY DEVELOPMENT				
Director of Community Development	1	1	1	1
Administrative Assistant to Director of Community Development	1	1	1	1
Plans Administrator	1	1	1	1
Development Planner	1	1	1	1
Economic Development Coordinator	1	1	1	1
Development Engineer	1	1	1	1
Code Enforcement Officer (Part-time)	0	0	1	1
Sustainability Planner (Part-time) *	1	1	1	1
	7	7	8	8
BUILDING				
Building Services Supervisor	1	1	1	1
Specialized Inspectors (Part-time)	5	5	5	5
Account Clerk	1	1	1	1
	7	7	7	7
TOTAL ALL DEPARTMENTS	**262**	**261**	**268**	**270**

MANAGED RESERVE

This is the account that was established by Council and it is increased every year by the interest earned in the prior year. This balance is not shown anywhere in the budget document, however the estimated amount of interest is included as a use of income tax revenue.

116	Managed Reserve	$1,732,860.14	As of October 8, 2004
		$1,371,860.14	Held in Certificates of Deposit
		361,000.00	Held in City of Kent Bonds