

**BEACHWOOD CITY COUNCIL  
AUDIT COMMITTEE MEETING**

**AGENDA**

**MONDAY,                      OCTOBER 8, 2018                      5:30 P.M.**

***at* BEACHWOOD CITY HALL, CONFERENCE ROOM A,  
25325 Fairmount Boulevard, Beachwood, Ohio.**

Chairman: Alec Isaacson  
Committee Member: June Taylor

1. Mayor's Report.
2. Discussion regarding Audit Report and Audit Plan.
3. Any other matters coming before the Audit Committee.

**BEACHWOOD CITY COUNCIL  
FINANCE AND INSURANCE COMMITTEE MEETING**

**AGENDA**

**MONDAY,                      OCTOBER 8, 2018                      6:00 P.M.**

***at* BEACHWOOD CITY HALL, CONFERENCE ROOM A,  
25325 Fairmount Boulevard, Beachwood, Ohio.**

Chairman: Alec Isaacson  
Committee Member: Eric Synenberg  
Committee Member: June Taylor

1. Mayor's Report.
2. Discussion regarding Citizens Finance Committee.
3. Discussion regarding 2019 Budget and Annual Renewals.
4. Any other matters coming before the Finance and Insurance Committee.

# # #

# **THE CITY OF BEACHWOOD, OHIO**

## **ANNUAL AUDIT REPORT**

For The Year Ended December 31, 2017



**Department of Audit**

Introduction .....	02
External Audit Follow-up .....	03
Fire Department EMS Revenue .....	03
Employee Termination Payments .....	04
Consumable Materials & Supplies Inventory .....	05
Municipal Income Tax Receipts .....	05
Nonpayroll Cash Disbursements .....	06
Bank Reconciliation .....	07
Investments .....	07
Report of Retirement Deductions & Contributions .....	08
Excise Tax on Lodging .....	08
Admissions Tax .....	09
Property Taxes & Intergovernmental Revenues .....	10
Medical Coverage Eligibility .....	11
W9 and 1099 Forms .....	12

## **INTRODUCTION**

City of Beachwood  
25325 Fairmount Blvd.  
Beachwood, Ohio 44122

To the Mayor and the Members of City Council:

Presented herein is the report of the Audit Department for the period January 1, 2017 to December 31, 2017. The report includes summaries of audits. If you have any questions please call me.

Sincerely,

Harvey S. Rose  
Audit Director

June 27, 2018



## **EXTERNAL AUDIT FOLLOW-UP**

### **BACKGROUND INFORMATION:**

The Finance Department of the City of Beachwood prepared a Comprehensive Annual Financial Report (CAFR) for the year ended December 31, 2016. The CAFR represented the official report of the City of Beachwood's operations and financial position for the year ended December 31, 2016. The Auditor of State conducted a Regular Audit of the City of Beachwood for year ended December 31, 2016. The Audit Report provides reports required by Governmental Audit Standards and includes any material weaknesses in the internal control structure.

### **PURPOSE:**

After a review of the Audit Report and initiation of any needed corrective action by appropriate members of management, the Department of Audit should ensure that appropriate follow-up and corrective action have been taken.

### **SCOPE:**

A review was performed to determine if appropriate follow-up and corrective action were taken as a result of the findings and recommendations of the Regular Audit for the year ended December 31, 2016.

### **RESULTS:**

The Auditor of State's Office expressed an unqualified opinion on the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the City of Beachwood as of December 31, 2016. In their opinion, the financial statements presented fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of the City of Beachwood, as of December 31, 2016, and the respective changes in financial position thereof and the budgetary comparison for the General Fund for the year then ended in conformity with accounting principles generally accepted in the United States of America. The Report on Compliance and on Internal Control Required by Government Auditing Standards prepared by the Auditor of State disclosed no instances of noncompliance that are required to be reported under Government Auditing Standards and no material weaknesses were noted involving the internal control over financial reporting and its operation.

## **FIRE DEPARTMENT EMS REVENUE**

### **BACKGROUND INFORMATION:**

The City of Beachwood contracted with Great Lakes Billings Associates, Inc. (Great Lakes) to utilize its computer system and billing programs to bill individual patients and/or other responsible parties for the EMS and ambulance services provided to Patients based upon information supplied by the City of Beachwood Fire Department. Total Gross collections were deposited directly into the City of Beachwood bank account. Great Lakes invoiced the City on a monthly basis a commission in the amount of seven percent (7%) of the total gross collections procured by Great Lakes on behalf of the City.

### **PURPOSE:**

The purpose of this audit is to evaluate the internal control system concerning the EMS Fees revenue cycle.

### **SCOPE:**

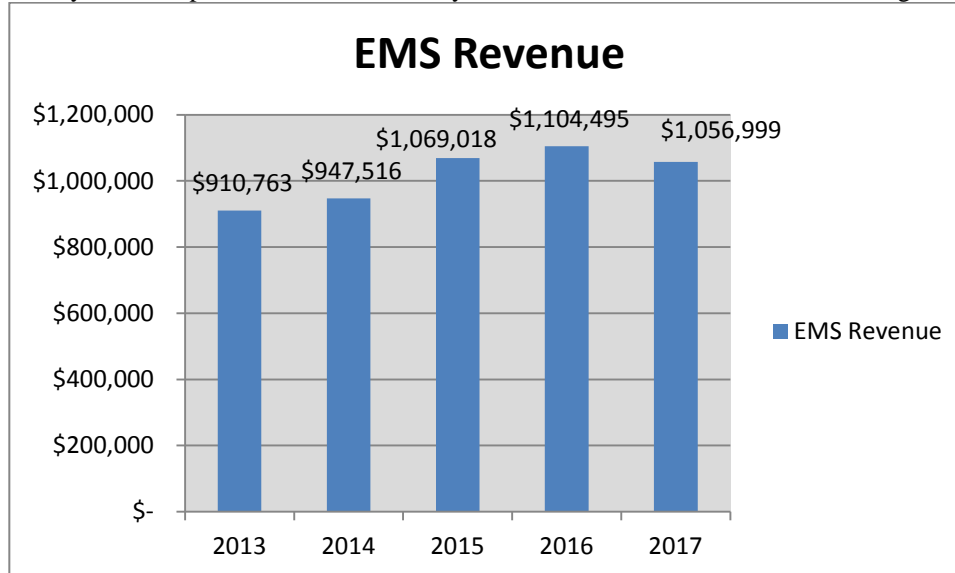
The examination and evaluation of the adequacy and effectiveness of the System of Internal Control over the EMS Fees revenue cycle.

Reviewed the reliability and integrity of financial and operating information of the EMS Fees revenue cycle and the means used to identify, measure, classify, and report such information.

Reviewed the systems established to ensure compliance with those policies, plans, procedures, laws, and regulations regarding the EMS Fees revenue cycle which could have a significant impact on operations and reports and determined if in compliance.

## **RESULTS:**

The City of Beachwood Fire Department submitted monthly EMS run information to Great Lakes on a timely basis. The Cumulative Transaction Report by Incident Number prepared by Great Lakes which details charges and payments received were reconciled monthly and agreed to the Fire Department EMS Runs by a Fire Department clerk in a timely manner. Total collections on invoices agreed to bank deposits



## **EMPLOYEE TERMINATION PAYMENTS**

### **BACKGROUND INFORMATION:**

Upon voluntary or involuntary termination of employment, the Finance Director is authorized to convert all unused vacation hours credited to the terminated employee into a cash payment equal to the employee's total rate at the date of termination, multiplied by the verified unused vacation hours retained by the employee as of the date of termination. Employees terminating employment prior to the final pay period of the year shall have their final payment of wages adjusted to compensate the City for any hours posted but not earned. The Finance Department prepares an Employee Exit Checklist to document the amount of termination pay.

### **PURPOSE:**

The purpose of this audit is to review the internal control over termination payments.

### **SCOPE:**

Identified selected terminations from payroll sources.

Reviewed the Employee Exit Checklist Form for accuracy, completeness, and proper approvals.

Agreed balances on Checklist to payroll system totals.  
Traced to timely termination of payments.

**RESULTS:**

Termination payments are being processed accurately and timely. No exceptions noted.

**CONSUMABLE MATERIALS AND SUPPLIES INVENTORY**

**BACKGROUND INFORMATION:**

The City of Beachwood conducted a year-end physical inventory of consumable materials and supplies. The physical inventory was a valuation process performed by counting all items identified to be counted and identifying their associated costs.

**PURPOSE:**

The purpose of this audit is to evaluate the internal control system concerning the 2017 Year End Consumable Materials and Supplies Inventory.

**SCOPE:**

Reviewed the written inventory instructions for adequacy and clarity.

Inspected the premises to determine that inventories appear to be adequately safe-guarded against access by unauthorized persons and protected against deterioration.

Accounted for numerical sequence of count sheets to determine whether all count sheets have been summarized.

Randomly tested count.

Tested mathematical accuracy of the priced inventory listings.

Traced inventory totals from detailed priced inventory listing to the totals of the summary control sheet.

**RESULTS:**

The City of Beachwood 2017 year-end consumable materials and supplies inventory was taken at year-end. No exceptions noted.

**MUNICIPAL INCOME TAX RECEIPTS**

**BACKGROUND INFORMATION:**

The City of Beachwood imposes a two percent (2.0%) income tax per annum upon all salaries, wages, commissions and other compensation earned by residents of the City and by nonresidents of the City for work done or services performed and rendered within the City of Beachwood. The City of Beachwood uses the Regional Income Tax Agency to collect income taxes on the City's behalf.

**PURPOSE:**

The purpose of this audit is to evaluate the internal control system concerning the Municipal Income Tax revenue cycle.

**SCOPE:**

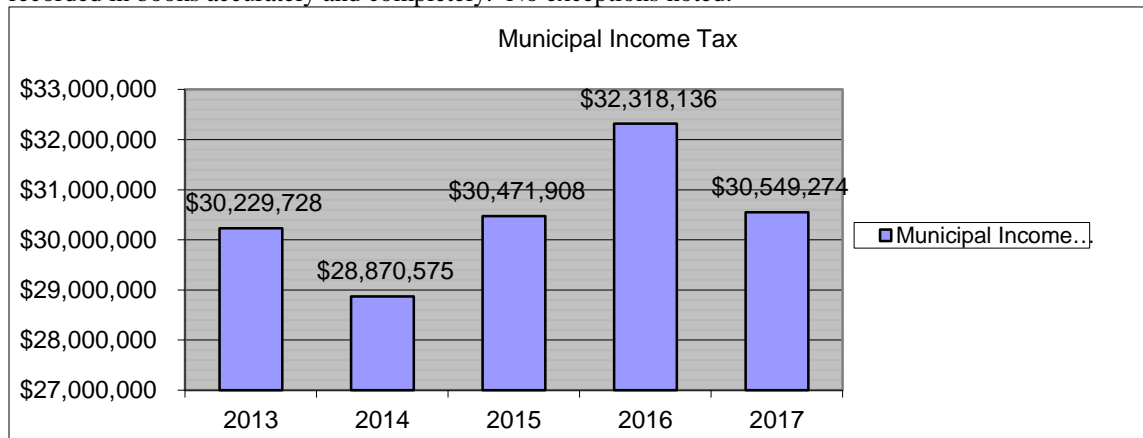
The examination and evaluation of the adequacy and effectiveness of the System of Internal Control over the Municipal Tax revenue cycle.

Reviewed the reliability and integrity of financial and operating information of the Municipal Tax revenue cycle and the means used to identify, measure, classify, and report such information.

Reviewed the systems established to ensure compliance with those policies, plans, procedures, laws, and regulations regarding the Municipal Tax revenue cycle which could have a significant impact on operations and reports and determined if in compliance.

**RESULTS:**

Municipal Tax Revenues are received from R.I.T.A. in a timely manner. Municipal Tax Revenues are recorded in books accurately and completely. No exceptions noted.

**NONPAYROLL CASH DISBURSEMENTS****BACKGROUND INFORMATION:**

The City of Beachwood uses a single purchasing and disbursement system for all nonpayroll cash disbursements

**PURPOSE:**

The purpose of this audit is to perform a review of the Nonpayroll Cash Disbursements.

**SCOPE:**

The examination and evaluation of the adequacy and effectiveness of the System of Internal Control over the Nonpayroll Cash Disbursement cycle.

Reviewed the reliability and integrity of financial and operating information of the Nonpayroll Cash Disbursement cycle and the means used to identify, measure, classify, and report such information.

Reviewed the systems established to ensure compliance with those policies, plans, procedures, laws, and regulations regarding the Nonpayroll Cash Disbursement cycle which could have a significant impact on operations and reports and determined if in compliance.

**RESULTS:**

Expenditures agreed to support documentation that was properly approved for payment. Authorized signatories signed all checks. No exceptions noted.

**BANK RECONCILIATIONS**

**BACKGROUND INFORMATION:**

The bank reconciliation process is an important internal control over cash. The reconciliation process provides for a periodic comparison of accounting data with the actual assets it represents. It can help detect whether unauthorized transactions have occurred. Monthly bank reconciliation is required to be performed for each bank account.

**PURPOSE:**

The purpose of this audit is to determine that the bank reconciliation process is being performed timely and accurately.

**SCOPE:**

Obtain copies of city's monthly bank reconciliations and test their mathematical accuracy.

Scanned reconciliations for significant unusual reconciling items and adjustments.

Performed monthly reconciliation of Mayor's Court bank account.

**RESULTS:**

Monthly bank reconciliations were performed timely and accurately. No exceptions noted.

**INVESTMENTS**

**BACKGROUND INFORMATION:**

The City of Beachwood established an investment policy that detailed objectives and guidelines that should be applied in the management of the City's funds.

**PURPOSE:**

The purpose of this audit is to determine compliance with the Investment Policy.

**SCOPE:**

The examination and evaluation of the adequacy and effectiveness of the System of Internal Control over investments.

Reviewed the reliability and integrity of financial and operating information over investments and the means used to identify, measure, classify, and report such information.

Reviewed the systems established to ensure compliance with those policies, plans, procedures, laws, and regulations regarding investments which could have a significant impact on operations and reports and determined if in compliance.

**RESULTS:**

Investments are being purchased in compliance with City policy. No exception noted.

**REPORT OF RETIREMENT DEDUCTIONS & CONTRIBUTIONS**

**BACKGROUND INFORMATION:**

The City of Beachwood is required to submit monthly Reports of Retirement Deductions to the Ohio Police and Fire Pension Fund (OP&F), and monthly Reports of Retirement Contributions to the Public Employees Retirement System (PERS). The completed reports are accompanied by full payments.

**PURPOSE:**

The purpose of this audit is to review the retirement reports before being submitted to the appropriate retirement system.

**SCOPE:**

The examination and evaluation of the adequacy and effectiveness of the System of Internal Control over the monthly retirement reporting process.

Reviewed the reliability and integrity of the financial and operating information of the monthly retirement reporting process and the means used to identify, measure, classify, and report such information.

Reviewed the systems established to ensure compliance with those policies, plans, procedures, laws, and regulations regarding the monthly retirement reporting process which could have a significant impact on operations and reports and determined if in compliance.

**RESULTS:**

The monthly Reports of Retirement Deductions & Contributions are being prepared completely and accurately. The reports are being submitted in a timely manner. The completed reports are accompanied by full payments. No exceptions noted.

**EXCISE TAX ON LODGING**

**BACKGROUND INFORMATION:**

The City of Beachwood levies and imposes upon every person who is a transient guest in a hotel and pays a charge for such lodging a tax of 3 percent (3%) on the amount paid for lodging in such hotel. The tax applies to every hotel within the City for which a charge is made.

**PURPOSE:**

The purpose of this audit is to evaluate the internal control system concerning the Excise Tax on Lodging Revenues.

**SCOPE:**

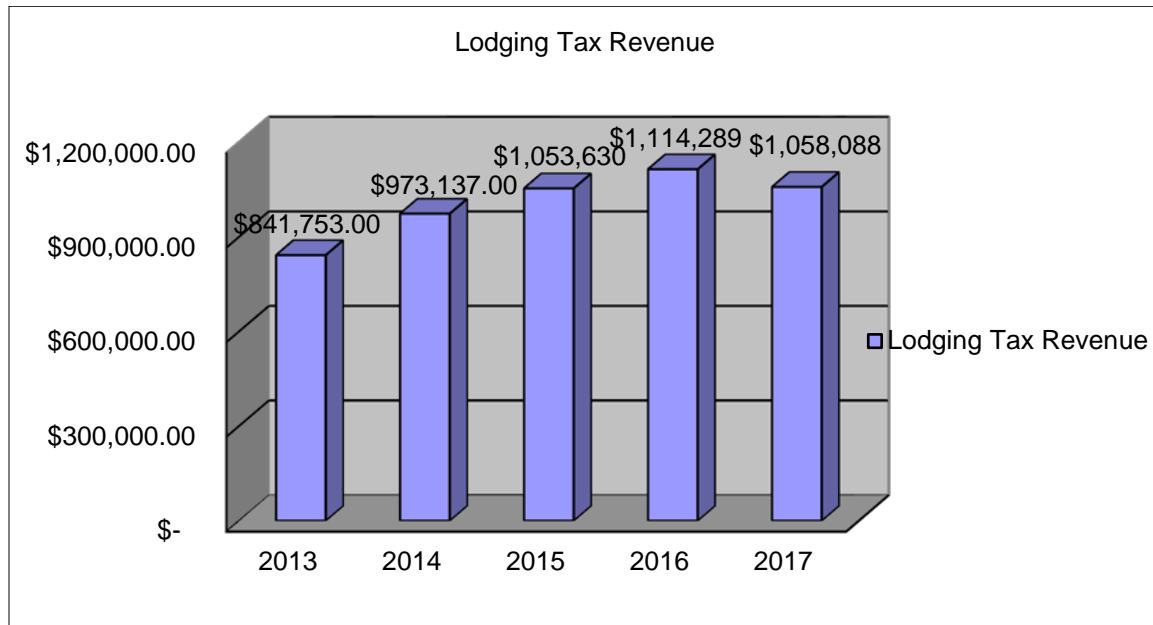
The examination and evaluation of the adequacy and effectiveness of the System of Internal Control over the Excise Tax on Lodging Revenues.

Reviewed the reliability and integrity of financial and operating information of the Excise Tax on Lodging Revenues process and the means used to identify, measure, classify, and report such information.

Reviewed the systems established to ensure compliance with those policies, plans, procedures, laws, and regulations regarding the Excise Tax on Lodging Revenues process which could have a significant impact on operations and reports and determined if in compliance.

#### **RESULTS:**

The Excise Tax on Lodging Revenues are being processed and recorded completely and accurately. No exceptions noted.



#### **ADMISSIONS TAX**

##### **BACKGROUND INFORMATION:**

The City of Beachwood levies and imposes upon every person who pays an admission charge to any place a tax of three percent (3%) on the amounts paid for admission to any place, including admission by season ticket or subscription.

##### **PURPOSE:**

The purpose of this audit is to evaluate the internal control system concerning the Admission Tax Revenues.

##### **SCOPE:**

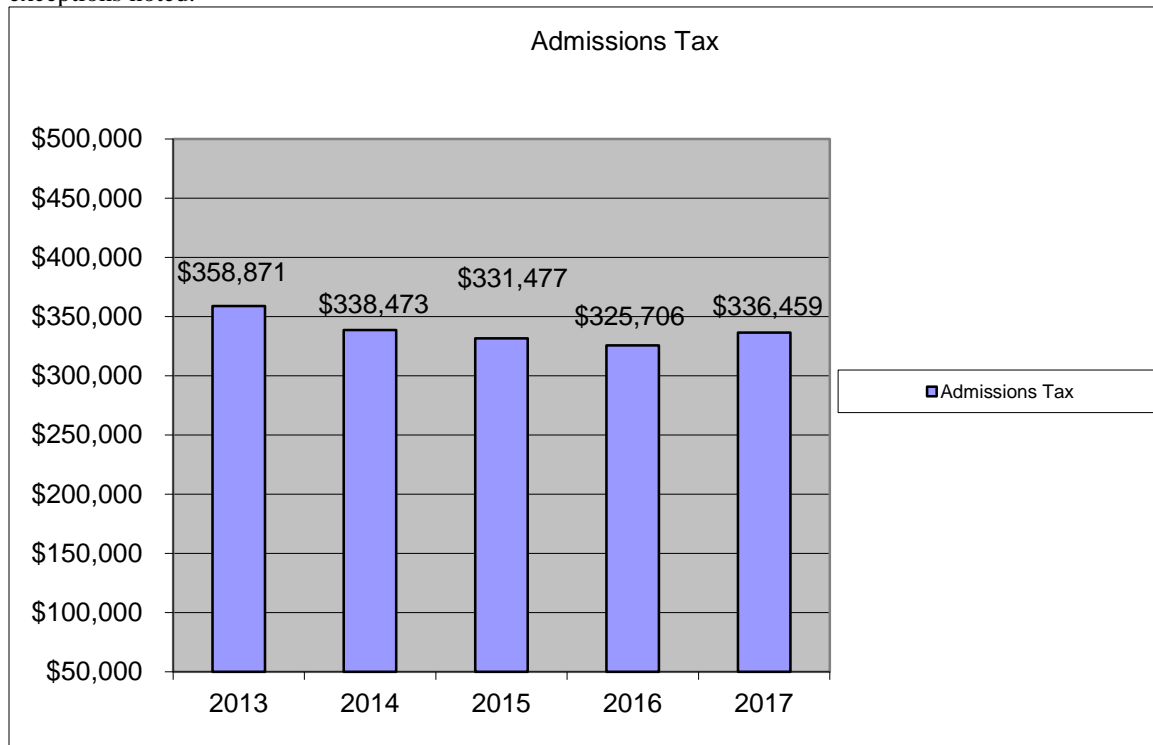
The examination and evaluation of the adequacy and effectiveness of the System of Internal Control over the Admission Tax Revenues.

Reviewed the reliability and integrity of financial and operating information of the Admission Tax Revenues process and the means used to identify, measure, classify, and report such information.

Reviewed the systems established to ensure compliance with those policies, plans, procedures, laws, and regulations regarding the Admission Tax Revenues process which could have a significant impact on operations and reports and determined if in compliance.

#### **RESULTS:**

The Admissions Tax Revenues are being processed and recorded completely and accurately. No exceptions noted.



### **PROPERTY TAXES & INTERGOVERNMENTAL REVENUES**

#### **BACKGROUND INFORMATION:**

The City of Beachwood receives property taxes and other intergovernmental revenues from other governments (State and County), such as estate tax and gasoline tax.

#### **PURPOSE:**

The purpose of this audit is to evaluate the internal control system concerning the Property Taxes & Intergovernmental Revenue cycle.

#### **SCOPE:**

The examination and evaluation of the adequacy and effectiveness of the System of Internal Control over the Property Taxes & Intergovernmental Revenue cycle.

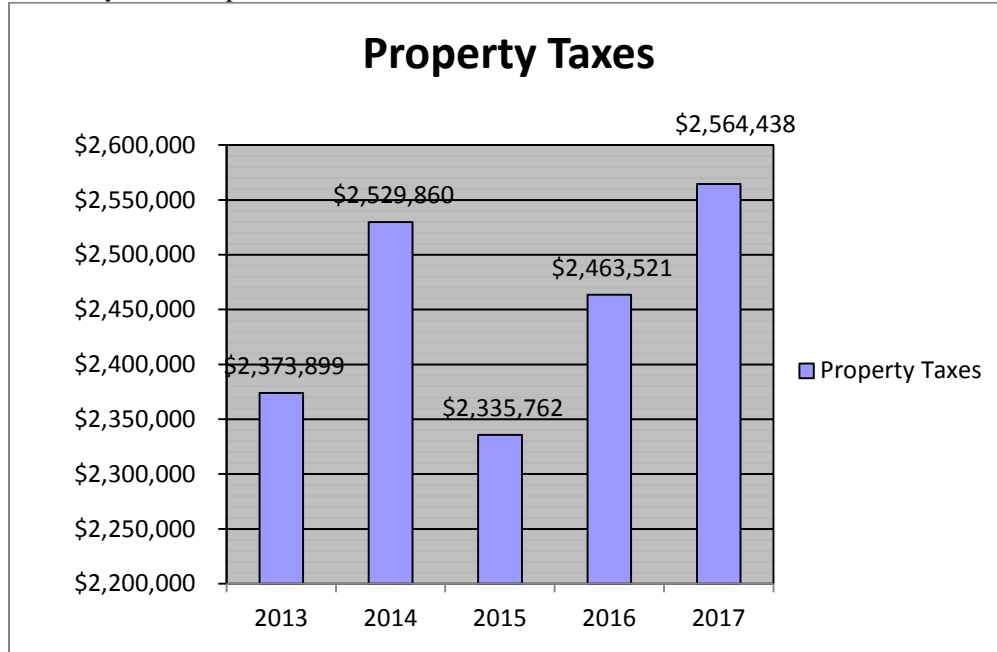


Reviewed the reliability and integrity of financial and operating information of the Property Taxes & Intergovernmental Revenue cycle and the means used to identify, measure, classify, and report such information.

Reviewed the systems established to ensure compliance with those policies, plans, procedures, laws, and regulations regarding the Property Taxes & Intergovernmental Revenue cycle which could have a significant impact on operations and reports and determined if in compliance.

## **RESULTS:**

The Property Taxes & Intergovernmental Revenues are being processed and recorded completely and accurately. No exceptions noted.



## **MEDICAL COVERAGE ELIGIBILITY**

### **BACKGROUND INFORMATION:**

The City of Beachwood contracted with Medical Mutual of Ohio to provide health insurance coverage to all full-time employees of the City. All employees upon being hired by the City of Beachwood (if they request to be covered under the City of Beachwood Health Insurance plan) are required to fill out (under section 2.4 of the Medical Mutual agreement) a Medical Mutual enrollment form listing all eligible dependents. Upon any change of dependents the employee is required to notify personnel.

### **PURPOSE:**

The purpose of this audit is to evaluate the internal control system over the Medical Insurance employee and dependent enrollment process.

### **SCOPE:**

The examination and evaluation of the adequacy and effectiveness of the System of Internal Control over the Medical Insurance employee and dependent enrollment process.

Reviewed the Medical Mutual of Ohio Membership Services Active Subscriber/Dependent Listing Report and Agreed to the City of Beachwood Verification Form for City Employee and Dependents on Health Insurance Coverage.

Reviewed the systems established to ensure compliance with those policies, plans, procedures, laws, and regulations regarding the Medical Insurance employee and dependent enrollment process which could have a significant impact on operations and reports and determined if in compliance.

**RESULTS:**

The Medical Mutual of Ohio Membership Services Active Subscriber/Dependent Listing Report agreed to the City of Beachwood Verification Form for City Employee and Dependents on Health Insurance Coverage.

**W-9 FORM & 1099 FORM**

The City of Beachwood requires all vendors to return to the City a completed W-9 Form (Request for Taxpayer Identification Number and Certification form). This is done in order to have the vendor information on file, in case the City of Beachwood needs to submit a 1099 Form (to report payment of services from a non-employee) to the Internal Revenue Service. The purpose of this audit is to evaluate the internal control system over the W-9 & 1099 Forms process.

**SCOPE:**

The examination and evaluation of the adequacy and effectiveness of the System of Internal Control over the W-9 Form & 1099 Process.

Agreed W-9s on file to accounting system.

Reviewed the systems established to ensure compliance with those policies, plans, procedures, laws, and regulations regarding the W-9 & 1099 process which could have a significant impact on operations and reports and determined if in compliance.

**RESULTS:**

The 1099 filings were reviewed for completeness and accuracy. No exception noted. One vendor in accounting system did not have copy of their W-9 on file. Purchasing requested new copies for file.

# **THE CITY OF BEACHWOOD, OHIO**

## **ANNUAL AUDIT PLAN**

For The Year Ended December 31, 2018



**Department of Audit**

**CITY OF BEACHWOOD  
DEPARTMENT OF AUDIT  
MEMORANDUM**

TO: Finance/Audit Committee

FROM: Harvey S. Rose  
Audit Director

DATE: June 27, 2018

SUBJECT: Annual Audit Plan FY 2018

I am pleased to provide you with my Annual Audit Plan for FY 2018 for the City of Beachwood Department of Audit. I am submitting this plan in order to:

- Provide you with an overview of our planned audit activities for FY 2018.
- Request your approval of the plan as is or to make any additions, deletions, or changes to the plan that you may wish to make.

The goal of the City of Beachwood Audit Department is to promote accountability and improve the effectiveness and efficiency of City government. Our audits and reviews are designed to assess the effectiveness of controls, accuracy of financial records and the efficiency of operations. We provide the City Council and Mayor with independent recommendations for improving City operations as well as recommendations for improving internal controls.

If you have any questions please feel free to call me.

cc: Martin S. Horwitz, Mayor  
Larry Heiser, Finance Director

# **ANNUAL AUDIT PLAN**

## **FY 2018**

### **Planned Audits**

#### **1. EXTERNAL AUDIT FOLLOW-UP**

The Auditor of State will conduct a Regular Audit of the City of Beachwood for year ended December 31, 2017. The results of the audit will be presented in two documents: 1) the Audit Report and 2) the Management Letter. The Audit Report provides reports required by Governmental Audit Standards and includes any material weaknesses in the internal control structure. The Management Letter provides less significant internal control issues and suggestions to City Management for consideration. After review of Audit Report and Management Letter and initiation of any needed corrective action by appropriate members of management, the Department of Audit should ensure that appropriate follow-up and corrective action have been taken.

#### **2. FIRE DEPARTMENT EMS FEES REVENUE**

The City of Beachwood started charging fees in 2005 for Fire Departments EMS runs. Great Lakes Billings Associates was contracted by the City to provide the billing and collection service for the EMS ambulance service. The purpose of this audit is to review the internal control over the EMS fees revenue cycle.

#### **3. EMPLOYEE TERMINATION PAYMENTS**

Upon voluntary or involuntary termination of employment, the Finance Director is authorized to convert all unused vacation hours credited to the terminated employee into a cash payment equal to the employee's total rate at the date of termination, multiplied by the verified unused vacation hours retained by the employee as of the date of termination. Employees terminating employment prior to the final pay period of the year shall have their final payment of wages adjusted to compensate the City for any hours posted but not earned. The Finance Department prepares an Employee Exit Checklist to document the amount of termination pay. The purpose of this audit is to review the internal control over termination payments.

#### **4. INVENTORY**

The City of Beachwood conducts a year-end physical inventory of consumable materials and supplies. The physical inventory is a valuation process performed by counting all items identified to be counted and identifying their associated costs. The purpose of this audit is to evaluate the internal control system concerning the 2018 Year End Consumable Materials and Supplies Inventory.

#### **5. MUNICIPAL INCOME TAX RECEIPTS**

The City of Beachwood imposes a two percent income tax per annum upon all salaries, wages, commissions and other compensation earned by residents of the City and by nonresidents of the City for work done or services performed and rendered within the City of Beachwood. The City of Beachwood uses the Regional Income Tax Agency to collect income taxes on the City's behalf. The purpose of this audit is to evaluate the internal control system concerning the Municipal Income Tax revenue cycle.

6. **NONPAYROLL CASH DISBURSEMENTS**

The City of Beachwood uses a single purchasing and disbursement system for all nonpayroll cash disbursements. The purpose of this audit is to perform a review of the Nonpayroll Cash Disbursements.

7. **BANK RECONCILIATIONS**

The bank reconciliation process is an important internal control over cash. The reconciliation process provides for a periodic comparison of accounting data with the actual assets it represents. It can help detect whether unauthorized transactions have occurred. Monthly bank reconciliation is required to be performed for each bank account. The purpose of this audit is to determine that the bank reconciliation process is being performed timely and accurately.

8. **INVESTMENTS**

The City of Beachwood established an investment policy that detailed objectives and guidelines that should be applied in the management of the City's funds. The purpose of this audit is to determine compliance with the Investment Policy.

9. **REPORT OF RETIREMENT DEDUCTIONS & CONTRIBUTIONS**

The City of Beachwood is required to submit monthly Reports of Retirement Deductions to the Ohio Police and Fire Pension Fund and monthly Reports of Retirement Contributions to the Ohio Public Employees Retirement System. The completed reports are accompanied by full payments. The purpose of this audit is to review the retirement reports before being submitted to the appropriate retirement system.

10. **EXCISE TAX ON LODGING**

The City of Beachwood levies and imposes upon every person who is a transient guest in a hotel and pays a charge for such lodging a tax of three percent on the amount paid for lodging in such hotel. The tax applies to every hotel within the City for which a charge is made. The purpose of this audit is to evaluate the internal control system concerning the Excise Tax on Lodging Revenues.

11. **ADMISSION TAX**

The City of Beachwood levies and imposes upon every person who pays an admission charge to any place a tax of three percent on the amounts paid for admission to any place, including admission by season ticket or subscription. The purpose of this audit is to evaluate the internal control system concerning the Admission Tax Revenues.

12. **PROPERTY TAXES & INTERGOVERNMENTAL REVENUES**

The City of Beachwood receives property taxes and other intergovernmental revenues from other governments (State and County) such as estate tax and gasoline tax. The purpose of this audit is to evaluate the internal control system concerning the Property Taxes & Intergovernmental Revenue cycle.

13. **MEDICAL COVERAGE ELIGIBILITY**

The City of Beachwood contracted with Medical Mutual of Ohio to provide health insurance coverage to all full-time employees of the City. All employees, upon being hired by the City of Beachwood (if they request to be covered under the City of Beachwood Health Insurance plan), are required to fill out (under section 2.4 of the Medical Mutual agreement) a Medical Mutual enrollment form listing all eligible dependents. Upon any change of dependents the employee is required to notify personnel. The purpose of this audit is to evaluate the internal control system over the Medical Insurance employee and dependent enrollment process.

14. **W-9 FORM & 1099 FORM**

The City of Beachwood requires all vendors to return to the City a completed W-9 Form (Request for Taxpayer Identification Number and Certification form). This is done in order to have the vendor information on file, in case the City of Beachwood needs to submit a 1099 Form (to report payment of services from a non-employee) to the Internal Revenue Service. The purpose of this audit is to evaluate the internal control system over the W-9 & 1099 Forms process.

15. **FIXED ASSETS**

Review fixed asset schedule for completeness and accuracy. Agree support for current year additions and deletions to schedule. The purpose of this audit is to evaluate the internal control system over fixed assets.

## **CITY OF BEACHWOOD**

### *Citizen Finance Advisory Committee*

WHEREAS, the City of Beachwood is a municipal corporation of the State of Ohio;

WHEREAS, the Codified Ordinances of the City of Beachwood vest the Finance Director, Mayor, and Council with the responsibility for adopting an annual budget, appropriating funds to be used for the administration of City functions, and providing for the investment of City funds consistent with sound business practice; and

WHEREAS, Council desires to create a Citizen Finance Advisory Committee to provide financial advice, expertise, and assistance to the Finance Director, Mayor, and Council to assist in fulfilling their budget and finance responsibilities under the Code.

NOW, THEREFORE, BE IT RESOLVED, and it is hereby resolved by Council that:

1. A Citizen Finance Advisory Committee (“CFA Committee”) shall be created.
2. The mission of the CFA Committee shall be to provide effective financial know-how and advice to Council on a continuing and an as-needed basis with the intent to create and sustain excellence in financial governance, reporting and decision making.
3. The Committee shall be composed of seven (7) city residents, a majority of which shall have a background in the area of business leadership, financial management and reporting, and are committed to become involved in a detailed manner with this working CFA Committee. Each Council member shall choose one (1) member of the CFA Committee, who shall serve for a period of three (3) years. Inaugural members will be appointed for a period of one, two and three years with one (1) member appointed for one year, three (3) members appointed for two years and three (3) members appointed for three years. Members of the CFA Committee shall serve voluntarily and without compensation. Members of the CFA Committee may be removed at any time in the discretion of Council. Vacancies shall be filled by Council. The Finance Director and Auditor shall be permanent members of the CFA Committee.
4. No member of the CFA Committee may have a direct business relationship with any organization that is conducting business with the City. All members must sign a Statement of Financial Interest form every 12 months. There is a duty on each committee member to affirmatively notify Council of any political conflict that may arise at any time between the times that the Statements of Financial Interest are due.



5. The CFA Committee, at its discretion, may consult with outside advisors whose expertise may be sought for any issue under consideration. Any fees shall be approved by Council before they are incurred and all other City purchasing procedures shall be followed.
6. The CFA Committee shall :
  - a) Review annually the forecasting assumptions made by the Finance Director, study the financial projections, and, if necessary, examine related documents concerning the City's finances.
  - b) Share business and financial best practices from the private and public sector.
  - c) Collaborate with the City to identify strategies to communicate the City's financial health to the community.
7. The CFA Committee shall meet on a regular basis, typically quarterly, or as needed to review financial performance and critical financial issues. CFA Committee meetings shall be open to the public and advertised in accordance with Section 105.01 of the Codified Ordinances of the City of Beachwood. The CFA Committee shall maintain detailed minutes of its meetings and action items, which will be posted to the City's website following approval of the minutes by the CFA Committee, in accordance with Section 105.01 of the Codified Ordinances of the City of Beachwood. CFA Committee members should also be available to provide such experience and expertise when requested by the Finance Director and/or Auditor.
8. An update of CFA Committee activities shall be presented to Council quarterly.
9. The CFA Committee may be dissolved by vote of Council when, in the discretion of Council, the CFA Committee is no longer deemed necessary.

**City of Beachwood**  
**2019 Estimated Revenue Compared to Appropriations**  
**General Fund**

Total Estimated 2019 General Fund Revenue	42,500,000
Total 2019 General Fund Appropriations Less Transfers	<u>40,016,800</u>
Revenue Over (Under) Expenditures	2,483,200
Transfer to Debt Service	<u>(2,400,000)</u>
<b>Revenue Over (Under) Expenditures</b>	<b>83,200</b>
 Transfer to Capital	 2,000,000
 Total General Fund Appropriations, Including Transfers	 <u>44,416,800</u>

# Appendix A - Departmental Property and Equipment Requests

2019

The table below lists the various departmental requests for property and equipment. Although expenditures for these items have been budgeted for, if and when these purchases are made, the departments must follow normal city purchasing practices.

Department	Description	Quantity	Amount
Mayor's Office	Trailer for block party equipment	1	5,000
	<b>Total</b>		<b>5,000</b>
Finance	Computers, as needed for all departments		50,000
	Computer switches and other equipment		150,000
	<b>Total</b>		<b>200,000</b>
Police	Replace undercover vehicles	1	25,000
	Speed awareness signs		10,000
	Complete MDT upgrade		50,000
	K9 unit, includes dogs, training, outfitting vehicles	2	128,000
	<b>Total</b>		<b>213,000</b>
Fire	Rescue Squad		250,000
	<b>Total</b>		<b>250,000</b>
Service	Equipment		100,000
	<b>Total</b>		<b>100,000</b>
Building	Vehicle	1	30,000
	Drone	1	5,000
	<b>Total</b>		<b>35,000</b>
<b>Grand Total</b>			<b>\$ 803,000</b>

City of Beachwood General Fund TOTAL APPROPRIATIONS		Current YTD 2018 Appropriations	Proposed 2019 Appropriations	Difference	% Difference	
Council		230,600	153,800	(76,800)	-33.3%	Moved Beachwood Buzz to Mayor's office
Mayor's Office		664,400	652,400	(12,000)	-1.8%	
Economic Development		627,200	579,800	(47,400)	-7.6%	
Finance Department		3,483,900	3,225,400	(258,500)	-7.4%	Moved HR into new department
Human Resources			217,000			New Department, previously in Finance
Law Department		656,600	646,000	(10,600)	-1.6%	
Police Department		10,893,500	11,086,800	193,300	1.8%	
Fire Department		8,160,400	8,512,000	351,600	4.3%	Increase in overtime, rescue squad
Service Dept		10,280,700	10,032,200	(248,500)	-2.4%	
Human Services		732,700	713,000	(19,700)	-2.7%	
Recreation Administration		1,423,100	1,448,500	25,400	1.8%	
Recreation Camps		536,700	543,600	6,900	1.3%	
Recreation Sports		81,200	81,800	600	0.7%	
Recreation Other		185,400	173,900	(11,500)	-6.2%	
Swimming Pool/ Parks		596,400	582,900	(13,500)	-2.3%	
Building Department		1,309,100	1,367,700	58,600	4.5%	
<b>Total</b>		<b>39,861,900</b>	<b>40,016,800</b>	<b>154,900</b>	<b>0.4%</b>	
Plus Transfer to Debt Service		2,000,000	2,400,000	400,000	20.0%	
Plus Transfer to Capital		2,000,000	2,000,000			
<b>Grand Total</b>		<b>43,861,900</b>	<b>44,416,800</b>	<b>554,900</b>	<b>1.3%</b>	
						TRUE

# COUNCIL

	2016 Actual Expenses	2017 Actual Expenses	2018 Actual Expenses	2019 Appropriation	2018 Appropriation	Current year Actual 8/31/2018
<b>PERSONAL SERVICES - SALARIES AND WAGES</b>						
<b>SALARIED EMPLOYEES</b>						
COUNCIL	\$ 107,917	\$ 108,000		\$ 108,100	\$ 108,100	\$ 70,571
<b>TOTAL SALARIES AND WAGES</b>	<u>107,917</u>	<u>108,000</u>	<u>-</u>	<u>108,100</u>	<u>108,100</u>	<u>70,571</u>
<b>PERSONAL SERVICES - EMPLOYEE BENEFITS</b>						
<b>EMPLOYEE BENEFITS</b>						
HEALTH COVERAGE	2,057	1,374		700	2,500	796
PERS	14,972	15,120		15,200	15,200	8,620
MEDICARE	1,347	1,349		1,600	1,600	1,023
<b>TOTAL EMPLOYEE BENEFITS</b>	<u>18,376</u>	<u>17,843</u>	<u>-</u>	<u>17,500</u>	<u>19,300</u>	<u>10,439</u>
<b>PROFESSIONAL SERVICES</b>						
<b>OTHER PROFESSIONAL SERVICES</b>						
OTHER PROFESSIONAL SERVICES	237	14,750		20,000	Inc 20,000	10,525
<b>TOTAL PROFESSIONAL SERVICES</b>	<u>237</u>	<u>14,750</u>	<u>-</u>	<u>20,000</u>	<u>20,000</u>	<u>10,525</u>
<b>CONTRACTUAL SERVICES</b>						
OTHER CONTRACTUAL SERVICES	-	-	-	500	500	-
<b>TOTAL CONTRACTUAL SERVICES</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>500</u>	<u>500</u>	<u>-</u>
<b>OTHER SERVICES AND EXPENSES</b>						
INSURANCE	-	-	-	-	-	316
<b>EMPLOYEE BUSINESS EXPENSES</b>						
EDUCATION AND TRAINING	-	-	-	400	400	65
TRAVEL	-	-	-	600	600	
MEMBERSHIPS	300	300		500	500	300
PROFESSIONAL/SOCIAL MEETINGS	660	345		1,000	1,000	125
<b>PRINTING</b>						
LEGISLATIVE AND EXECUTIVE PUBLI	55,500	55,750		-	65,000	37,000
BUSINESS PRINTING	-	573		2,000	2,000	92
LEGAL NOTICES	-	-		-	-	393
EMPLOYMENT ADVERTISING	-	-		-	-	74
<b>TOTAL OTHER SERVICES &amp; EXPENSES</b>	<u>56,460</u>	<u>56,968</u>	<u>-</u>	<u>4,500</u>	<u>69,500</u>	<u>38,365</u>
<b>MATERIALS AND SUPPLIES</b>						
<b>FOOD/GROCERY ITEMS</b>						
COFFEE	0	369		700	700	0
OTHER FOOD/GROCERY ITEMS	473	857		1,000	1,000	782
<b>OFFICE SUPPLIES</b>						
POSTAGE	-	489		-	-	-
PUBLICATIONS/SUBSCRIPTIONS	-	176		300	300	132
OTHER OFFICE SUPPLIES	257	77		200	200	1,086
COMPUTER EQUIPMENT	-	-		-	-	97
<b>TOTAL MATERIALS AND SUPPLIES</b>	<u>730</u>	<u>1,968</u>	<u>-</u>	<u>2,200</u>	<u>2,200</u>	<u>2,097</u>
<b>PROPERTY AND EQUIPMENT</b>						
COMPUTER EQUIPMENT	-	-	-	-	-	-
OTHER EQUIPMENT/ASSETS	-	72,571		1,000	1,000	-
<b>TOTAL PROPERTY AND EQUIPMENT</b>	<u>-</u>	<u>72,571</u>	<u>-</u>	<u>1,000</u>	<u>1,000</u>	<u>-</u>
<b>GRAND TOTAL - COUNCIL</b>	<u>\$ 183,720</u>	<u>\$ 272,100</u>	<u>\$ -</u>	<u>\$ 153,800</u>	<u>\$ 220,600</u>	<u>\$ 131,997</u>

# MAYOR'S OFFICE

	2016 Actual Expenses	2017 Actual Expenses	2018 Actual Expenses	2019 Appropriation	2018 Appropriation	Current year Actual 8/31/2018
<b>PERSONAL SERVICES - SALARIES AND WAGES</b>						
<i>Includes salary and other benefits</i>						
ELECTED OFFICIALS	\$ 189,046	\$ 189,046		\$ 171,300	\$ 164,100	\$ 109,900
OTHER EXEMPT EMPLOYEES	108,580	190,753		190,900	277,400	139,263
FULL-TIME EMPLOYEES	78,482	-	-	-	-	-
PART-TIME EMPLOYEES	-	-	-	3,000	-	1,878
OVERTIME	79	-	-	-	-	-
LEAVE SETTLEMENTS	865	1,219		7,000	7,000	12,754
<b>TOTAL SALARIES AND WAGES</b>	<b>377,052</b>	<b>381,018</b>	<b>-</b>	<b>372,200</b>	<b>448,500</b>	<b>263,795</b>
<b>PERSONAL SERVICES - EMPLOYEE BENEFITS</b>						
HEALTH COVERAGE	62,565	67,210		52,100	88,400	45,775
GROUP LIFE AND DISABILITY INSURANCE	2,289	2,377		2,700	2,700	2,210
WORKERS COMPENSATION	-	-	-	5,000	5,000	-
PERS	49,294	49,807		51,000	61,100	28,778
MEDICARE	5,535	5,507		5,200	6,400	3,754
<b>TOTAL EMPLOYEE BENEFITS</b>	<b>119,683</b>	<b>124,901</b>	<b>-</b>	<b>116,000</b>	<b>163,600</b>	<b>80,517</b>
<b>PROFESSIONAL SERVICES</b>						
LEGAL SERVICES	11,250	12,400		12,500	12,500	6,300
OTHER PROFESSIONAL SERVICES	72,841	76,597		3,000	3,000	-
<b>TOTAL PROFESSIONAL SERVICES</b>	<b>84,091</b>	<b>88,997</b>	<b>-</b>	<b>15,500</b>	<b>15,500</b>	<b>6,300</b>
<b>CONTRACTUAL SERVICES</b>						
OTHER EQUIPMENT MAINT. & REPAIR	3,741	3,779		5,000	5,000	587
OTHER CONTRACTUAL SERVICES	-	-	-	17,000	-	-
<b>TOTAL CONTRACTUAL SERVICES</b>	<b>3,741</b>	<b>3,779</b>	<b>-</b>	<b>22,000</b>	<b>5,000</b>	<b>587</b>
<b>OTHER SERVICES AND EXPENSES</b>						
TELEPHONE/FAX COMMUNICATION	1,215	1,364		1,400	1,400	887
EDUCATION & TRAINING	90	250		12,000	8,600	75
TRAVEL EXPENSES	-	8		2,000	500	176
MEMBERSHIPS, DUES, LICENSES	3,810	3,960		5,500	4,200	5,864
PROFESSIONAL/SOCIAL MEETINGS/EVEN	1,052	1,081		500	1,500	100
OTHER EMPLOYEE BUSINESS EXPENSES	-	100		-	500	-
BUSINESS PRINTING	280	962		3,000	3,000	123
<b>ADVERTISING</b>						
OTHER ADVERTISING	-	-	-	85,000	-	-
<b>TOTAL OTHER SERVICES &amp; EXPENSES</b>	<b>6,447</b>	<b>7,725</b>	<b>-</b>	<b>109,400</b>	<b>19,700</b>	<b>7,225</b>
<b>MATERIALS &amp; SUPPLIES</b>						
<b>FOOD/GROCERY ITEMS</b>						
COFFEE, CREAM, SUGAR	665	657		500	1,200	162
OTHER FOOD/GROCERY ITEMS	531	490		600	1,000	265
<b>OFFICE SUPPLIES</b>						
POSTAGE	563	625		3,000	700	720
PUBLICATIONS/SUBSCRIPTIONS	895	985		1,200	1,200	111
OTHER OFFICE SUPPLIES	4,524	4,480		5,000	5,000	2,570
<b>EQUIPMENT &lt; \$1,000</b>						
OFFICE EQUIPMENT < \$1,000	-	225		500	500	-
COMPUTER EQUIPMENT < \$1,000	-	-	-	500	500	1,379
OTHER EQUIPMENT < \$1,000	-	-	-	-	-	1,018
<b>TOTAL MATERIALS AND SUPPLIES</b>	<b>7,178</b>	<b>7,462</b>	<b>-</b>	<b>11,300</b>	<b>10,100</b>	<b>6,225</b>
<b>PROPERTY AND EQUIPMENT</b>						
OFFICE FURNITURE & EQUIPMENT	-	6,888		1,000	-	311
COMPUTER HARDWARE/SOFTWARE	-	-	-	-	2,000	-
OTHER CAPITAL EQUIPMENT	-	-	-	5,000	-	-
<b>TOTAL PROPERTY AND EQUIPMENT</b>	<b>-</b>	<b>6,888</b>	<b>-</b>	<b>6,000</b>	<b>2,000</b>	<b>311</b>
<b>GRAND TOTAL - MAYOR'S OFFICE</b>	<b>\$ 598,192</b>	<b>\$ 620,770</b>	<b>\$ -</b>	<b>\$ 652,400</b>	<b>\$ 664,400</b>	<b>\$ 364,960</b>

# **ECONOMIC DEVELOPMENT**

	2016 Actual Expenses	2017 Actual Expenses	2018 Actual Expenses	2019 Appropriation	2018 Appropriation	Current year 8/31/2018 Actual
<b>PERSONAL SERVICES - SALARIES AND WAGES</b>						
Includes salary and other benefits						
OTHER EXEMPT EMPLOYEES	170,893	51,566		86,000	70,100	39,912
PART-TIME EMPLOYEES	-			15,000	-	9,588
LEAVE SETTLEMENTS	-	6,679		3,000	3,000	-
<b>TOTAL SALARIES AND WAGES</b>	<b>170,893</b>	<b>58,245</b>	<b>-</b>	<b>104,000</b>	<b>73,100</b>	<b>49,500</b>
<b>PERSONAL SERVICES - EMPLOYEE BENEFITS</b>						
HEALTH CARE PREMIUMS	37,705	23,323		32,000	32,800	32,661
GROUP LIFE & DISABILITY INSURANCE	1,371	1,119		1,000	1,500	294
WORKERS COMPENSATION	-	-		2,000	2,000	-
PERS	27,764	10,496		14,000	9,600	5,438
MEDICARE	2,418	778		1,500	1,000	669
<b>TOTAL EMPLOYEE BENEFITS</b>	<b>69,258</b>	<b>35,716</b>	<b>-</b>	<b>50,500</b>	<b>46,900</b>	<b>39,062</b>
<b>PROFESSIONAL SERVICES</b>						
OTHER PROFESSIONAL SERVICES	101,550	102,092		10,000	33,000	29,575
<b>TOTAL PROFESSIONAL SERVICES</b>	<b>101,550</b>	<b>102,092</b>	<b>-</b>	<b>10,000</b>	<b>33,000</b>	<b>29,575</b>
<b>CONTRACTUAL SERVICES</b>						
<b>RENTALS AND LEASES</b>						
OTHER RENTS AND LEASES	1,270	-	-	-	1,000	-
<b>MAINTENANCE AND REPAIR SERVICES</b>						
OTHER EQUIPMENT MAINT. & REPAIR	-	-	-	-	1,000	-
<b>OTHER CONTRACTUAL SERVICES</b>						
OTHER CONTRACTUAL SERVICES	4,550	4,200		5,000	5,000	-
<b>TOTAL CONTRACTUAL SERVICES</b>	<b>5,820</b>	<b>4,200</b>	<b>-</b>	<b>5,000</b>	<b>7,000</b>	<b>-</b>
<b>OTHER SERVICES AND EXPENSES</b>						
TELEPHONE/FAX COMMUNICATION	655	673		800	800	427
EDUCATION & TRAINING	60	59		3,000	2,000	1,343
TRAVEL EXPENSES	39	-		2,000	800	488
MEMBERSHIPS, DUES, LICENSES	1,815	2,590		3,000	3,000	1,980
PROFESSIONAL/SOCIAL MEETINGS & EVI	1,734	445		2,000	2,000	114
BUSINESS PRINTING	12,957	-		5,000	22,000	13
OTHER ADVERTISING	59,632	72,974		27,000	82,000	18,291
INCENTIVE PROGRAMS	148,625	293,309		360,000	329,000	256,458
<b>TOTAL OTHER SERVICES &amp; EXPENSES</b>	<b>225,517</b>	<b>370,050</b>	<b>-</b>	<b>402,800</b>	<b>441,600</b>	<b>279,114</b>
<b>MATERIALS &amp; SUPPLIES</b>						
OTHER FOOD/GROCERY ITEMS	200	-	-	1,000	500	288
POSTAGE	8	-	-	200	200	-
PUBLICATIONS/SUBSCRIPTIONS	474	166		800	800	64
OTHER OFFICE SUPPLIES	45	1,290		1,000	600	451
OTHER MATERIALS & SUPPLIES	1,472	-	-	1,500	1,500	-
<b>EQUIPMENT &lt; \$1,000</b>						
COMPUTER EQUIPMENT < \$1,000	-	-	-	500	500	-
OTHER EQUIPMENT < \$1,000	-	-	-	500	500	-
<b>TOTAL MATERIALS AND SUPPLIES</b>	<b>2,199</b>	<b>1,456</b>	<b>-</b>	<b>5,500</b>	<b>4,600</b>	<b>803</b>
<b>PROPERTY AND EQUIPMENT</b>						
COMPUTER HARDWARE/SOFTWARE	1,787	1,523		-	5,000	-
OTHER EQUIPMENT/ASSETS	-	-	-	2,000	-	-
<b>TOTAL PROPERTY AND EQUIPMENT</b>	<b>1,787</b>	<b>1,523</b>	<b>-</b>	<b>2,000</b>	<b>5,000</b>	<b>-</b>
<b>GRAND TOTAL - ECONOMIC DEVELOPMENT</b>	<b>\$ 577,024</b>	<b>\$ 573,282</b>	<b>\$ -</b>	<b>\$ 579,800</b>	<b>\$ 611,200</b>	<b>\$ 398,054</b>

# FINANCE

	2016 Actual Expenses	2017 Actual Expenses	2018 Actual Expenses	2019 Appropriation	2018 Appropriation	Current year Actual 8/31/2018
<b>PERSONAL SERVICES - SALARIES AND WAGES</b>						
Includes salary and other benefits						
BOARDS AND COMMISSIONS	\$ 150	\$ 300		\$ 500	\$ 500	\$ -
OTHER EXEMPT EMPLOYEES	510,900	694,311		725,500	762,000	504,174
FULL-TIME EMPLOYEES	238,893	211,519		231,500	286,000	171,687
OVERTIME	134	44		1,000	2,000	21
LEAVE SETTLEMENTS	95,904	18,371		32,000	32,000	4,406
<b>TOTAL SALARIES AND WAGES</b>	<b>845,981</b>	<b>924,545</b>	<b>-</b>	<b>990,500</b>	<b>1,082,500</b>	<b>680,288</b>
<b>PERSONAL SERVICES - EMPLOYEE BENEFITS</b>						
HEALTH COVERAGE	183,664	253,615		248,000	325,600	199,152
GROUP LIFE AND DISABILITY INSURANCE	5,481	6,887		8,500	9,200	6,264
WORKERS COMPENSATION	-	-		10,000	10,000	-
PERS	101,906	117,481		134,000	144,650	78,342
SOCIAL SECURITY	9	18		-	50	-
MEDICARE	11,745	12,697		14,000	15,000	9,415
<b>TOTAL EMPLOYEE BENEFIT</b>	<b>302,805</b>	<b>390,698</b>	<b>-</b>	<b>414,500</b>	<b>504,500</b>	<b>293,173</b>
<b>PROFESSIONAL SERVICES</b>						
ACCOUNTING AND FINANCIAL SERVICES	30,899	30,367		38,000	38,000	31,970
OTHER PROFESSIONAL SERVICES	159,951	141,204		150,000	150,000	93,787
COMPUTER CONSULTING SERVICES	186,707	194,949		15,000	15,000	10,289
INCOME TAX COLLECTION SERVICES	604,102	610,024		640,000	625,000	423,232
PAYROLL SERVICES	33,673	44,952		52,000	52,000	22,768
OTHER COMPUTER/TECHNICAL SERVICE	1,975	2,275		20,000	2,000	1,500
<b>TOTAL PROFESSIONAL SERVICES</b>	<b>1,017,307</b>	<b>1,023,771</b>	<b>-</b>	<b>915,000</b>	<b>882,000</b>	<b>583,546</b>
<b>CONTRACTUAL SERVICES</b>						
<b>RENTALS AND LEASES</b>						
OFFICE EQUIPMENT	1,044	1,044		1,200	1,200	1,079
<b>MAINTENANCE AND REPAIR SERVICES</b>						
OTHER EQUIPMENT MAINT. & REPAIR	17,918	29,685		40,000	40,000	13,600
<b>OTHER CONTRACTUAL SERVICES</b>						
OTHER CONTRACTUAL SERVICES	50,110	50,219		55,000	52,000	51,843
<b>TOTAL CONTRACTUAL SERVICES</b>	<b>69,072</b>	<b>80,948</b>	<b>-</b>	<b>96,200</b>	<b>93,200</b>	<b>66,522</b>
<b>OTHER SERVICES AND EXPENSES</b>						
<b>INSURANCE SERVICES</b>						
INSURANCE PREMIUM COSTS	284,011	289,822		390,000	375,000	31,335
EXPENSES TO BE REIMB BY INSURANCE/	19,172	33,807		50,000	50,000	75,762
MORAL CLAIMS	256	-		-	-	-
<b>COMMUNICATIONS</b>						
TELEPHONE/FAX COMMUNICATION	4,149	4,405		5,000	5,000	2,718
OTHER COMMUNICATIONS	5,479	8,861		10,000	10,000	5,498
<b>EMPLOYEE BUSINESS EXPENSES</b>						
EDUCATION AND TRAINING	3,985	3,339		5,000	5,000	3,370
TRAVEL EXPENSES	3,985	3,479		5,000	5,000	2,049
MEMBERSHIPS, DUES, LICENSES	11,650	11,503		12,300	13,000	9,771
PROFESSIONAL/SOCIAL MEETINGS	257	665		600	1,000	-
OTHER EMPLOYEE BUSINESS EXPENSES	329	-		-	-	-
<b>PRINTING</b>						
BUSINESS PRINTING	3,766	4,466		4,500	4,500	886
<b>ADVERTISING</b>						
EMPLOYMENT ADVERTISING	4,762	11,716		-	3,000	572
<b>COUNTY AUDITOR DEDUCTIONS</b>						
ELECTION EXPENSE	28,110	-		10,000	10,800	8,354
BOARD OF TAX APPEAL	-	-		50	100	3
ADVERTISING DELINQUENT PROPERTY	4	4		50	100	2
AUDITOR & TREASURER FEES	28,175	29,235		33,000	32,000	29,083
DRETAC FUND	3,985	9,089		9,500	9,500	6,393
HB 66 FEE	957	488		1,000	1,000	-
COUNTY LAND BANK FEE	-	-		2,000	2,000	1,382
OTHER COUNTY AUDITOR DEDUCTS	1,224	1,154		2,000	2,000	13
<b>OTHER SERVICES AND EXPENSES</b>						
REAL ESTATE TAXES	15,861	15,861		20,000	20,000	15,860
OTHER SERVICES AND EXPENSES	414	-		500	4,000	-
<b>TOTAL OTHER SERVICES &amp; EXPENSES</b>	<b>420,531</b>	<b>427,894</b>	<b>-</b>	<b>560,500</b>	<b>553,000</b>	<b>193,051</b>
<b>MATERIALS AND SUPPLIES</b>						
<b>FOOD/GROCERY ITEMS</b>						
COFFEE, CREAM, SUGAR	875	457		700	700	328
OTHER FOOD/GROCERY ITEMS	245	-		-	200	-



# FINANCE

	2016 Actual Expenses	2017 Actual Expenses	2018 Actual Expenses	2019 Appropriation	2018 Appropriation	Current year Actual 8/31/2018
<b>OFFICE SUPPLIES</b>						
POSTAGE	4,554	3,904		5,000	5,000	2,099
PUBLICATIONS/SUBSCRIPTIONS	490	494		200	600	518
OTHER OFFICE SUPPLIES	5,227	6,421		6,800	7,000	4,432
<b>OTHER MATERIALS AND SUPPLIES</b>						
OTHER MATERIALS & SUPPLIES	3,872	1,243		2,000	5,000	-
<b>EQUIPMENT &lt; \$1,000</b>						
OFFICE EQUIPMENT < \$1,000	1,140	237		1,000	1,200	-
COMPUTER EQUIP./SOFT < \$1,000	5,090	385		6,000	6,000	3,735
COMMUNICATION EQUIP. < \$1,000	2,956	117		5,000	3,000	7,167
OTHER EQUIP./ASSETS < \$1,000	550			500	500	300
<b>TOTAL MATERIALS AND SUPPLIES</b>	<u>24,999</u>	<u>13,258</u>	<u>-</u>	<u>27,200</u>	<u>29,200</u>	<u>18,579</u>
<b>PROPERTY AND EQUIPMENT</b>						
OFFICE FURNITURE & EQUIPMENT	-	1,800		-	-	-
COMPUTER EQUIPMENT/SOFTWARE	54,542	120,479		200,000	230,000	50,582
COMMUNICATIONS EQUIPMENT	13,040	6,984		10,000	4,000	-
OTHER EQUIPMENT	1,380	-		10,000	4,000	-
<b>TOTAL PROPERTY AND EQUIPMENT</b>	<u>68,962</u>	<u>129,263</u>	<u>-</u>	<u>220,000</u>	<u>238,000</u>	<u>50,582</u>
	\$ 2,749,657	\$ 2,990,377	\$ -	\$ 3,223,900	\$ 3,382,400	\$ 1,885,741
<b>TRANSFERS AND ADVANCES</b>						
TRANSFERS OUT - to Capital Improvement	2,000,000	11,000,000		2,000,000	2,000,000	4,000,000
TRANSFERS OUT - to Debt Service Fund	1,766,400	1,761,000		2,400,000	2,000,000	-
TRANSFERS OUT - to Workers Comp Fund	-	-	-			
ADVANCES OUT	-	-	-			
SALES TAX	997	656		1,500	1,500	923
OTHER DISBURSEMENTS	-	-	-			
<b>GRAND TOTAL - FINANCE DEPARTMENT</b>	<u>\$ 6,517,054</u>	<u>\$ 15,752,033</u>	<u>\$ -</u>	<u>\$ 7,625,400</u>	<u>\$ 7,383,900</u>	<u>\$ 5,886,664</u>

## Human Resources

	<u>2019</u> <u>Appropriation</u>
<b>PERSONAL SERVICES - SALARIES AND WAGES</b>	
Includes salary and other benefits	
OTHER EXEMPT EMPLOYEES	79,500
FULL-TIME EMPLOYEES	55,200
OVERTIME	1,000
LEAVE SETTLEMENTS	3,000
<b>TOTAL SALARIES AND WAGES</b>	<u>138,700</u>
<b>PERSONAL SERVICES - EMPLOYEE BENEFITS</b>	
HEALTH COVERAGE	40,000
GROUP LIFE AND DISABILITY INSURANCE	1,500
PERS	18,700
MEDICARE	2,000
<b>TOTAL EMPLOYEE BENEFIT</b>	<u>62,200</u>
<b>OTHER SERVICES AND EXPENSES</b>	
<b>EMPLOYEE BUSINESS EXPENSES</b>	
EDUCATION AND TRAINING	10,000
TRAVEL EXPENSES	500
MEMBERSHIPS, DUES, LICENSES	700
PROFESSIONAL/SOCIAL MEETINGS	400
<b>PRINTING</b>	
BUSINESS PRINTING	100
<b>ADVERTISING</b>	
EMPLOYMENT ADVERTISING	3,000
<b>TOTAL OTHER SERVICES &amp; EXPENSES</b>	<u>14,700</u>
<b>MATERIALS AND SUPPLIES</b>	
<b>OFFICE SUPPLIES</b>	
PUBLICATIONS/SUBSCRIPTIONS	500
OTHER OFFICE SUPPLIES	400
<b>OTHER MATERIALS AND SUPPLIES</b>	
OTHER MATERIALS & SUPPLIES	500
<b>TOTAL MATERIALS AND SUPPLIES</b>	<u>1,400</u>
<b>GRAND TOTAL - FINANCE DEPARTMENT</b>	<u>\$ 217,000</u>

**LAW**

	2016 Actual Expenses	2017 Actual Expenses	2018 Actual Expenses	2019 Appropriation	2018 Appropriation	Current year Actual 8/31/2018
<b>PERSONAL SERVICES - SALARIES AND WAGES</b>						
Includes salary and other benefits						
BOARDS AND COMMISSIONS	\$ 320	\$ 325		\$ 1,000	\$ 1,000	\$ 50
OTHER EXEMPT EMPLOYEES	343,433	287,865		299,600	289,300	172,946
FULL-TIME EMPLOYEES	33,230	-	-	-	-	-
PART TIME EMPLOYEES	-	-	-	30,000	-	4,562
OVERTIME	110	-	-	-	-	-
LEAVE SETTLEMENTS	8,163	414	-	5,000	5,000	4,400
<b>TOTAL SALARIES AND WAGES</b>	<u>385,256</u>	<u>288,604</u>	<u>-</u>	<u>335,600</u>	<u>295,300</u>	<u>181,958</u>
<b>PERSONAL SERVICES - EMPLOYEE BENEFIT</b>						
HEALTH COVERAGE	70,755	63,184		80,900	77,000	50,164
GROUP LIFE AND DISABILITY INSURANCE	2,023	1,781		3,000	2,500	1,555
WORKERS COMPENSATION	-	-	-	5,000	5,000	-
PERS	52,207	37,572		46,000	40,100	20,115
SOCIAL SECURITY	-	9		-	100	-
MEDICARE	5,402	4,058		4,800	4,200	2,558
<b>TOTAL EMPLOYEE BENEFIT</b>	<u>130,387</u>	<u>106,604</u>	<u>-</u>	<u>139,700</u>	<u>128,900</u>	<u>74,392</u>
<b>PROFESSIONAL SERVICES</b>						
LEGAL SERVICES	39,918	33,047		80,000	89,000	70,020
OTHER PROFESSIONAL SERVICES	-	13,372		10,000	20,000	1,802
OTHER COMPUTER SERVICES	-	-	-	-	-	390
CIVIL SERVICE TESTING	27,931	33,171		30,000	35,000	13,690
<b>TOTAL PROFESSIONAL SERVICES</b>	<u>67,849</u>	<u>79,590</u>	<u>-</u>	<u>120,000</u>	<u>144,000</u>	<u>85,902</u>
<b>CONTRACTUAL SERVICES</b>						
<b>MAINTENANCE AND REPAIR SERVICES</b>						
OTHER EQUIPMENT MAINT. & REPAIR	726	729		2,000	2,000	547
<b>OTHER CONTRACTUAL SERVICES</b>						
OTHER CONTRACTUAL SERVICES	220	59		1,000	9,000	6,375
<b>TOTAL CONTRACTUAL SERVICES</b>	<u>946</u>	<u>788</u>	<u>-</u>	<u>3,000</u>	<u>11,000</u>	<u>6,922</u>
<b>OTHER SERVICES AND EXPENSES</b>						
MORAL CLAIMS	330	1,762		1,500	1,500	155
TELEPHONE/FAX COMMUNICATION	1,002	1,073		1,000	1,000	687
EDUCATION & TRAINING	1,605	1,961		2,000	3,500	459
TRAVEL EXPENSES	63	-		1,000	1,000	-
MEMBERSHIPS, DUES, LICENSES	895	1,660		1,500	1,500	280
OTHER EMPLOYEE BUSINESS	-	-		200	200	-
BUSINESS PRINTING	10,183	9,178		11,000	20,000	415
<b>ADVERTISING</b>						
LEGAL NOTICES	4,766	5,375		12,000	12,000	3,065
EMPLOYMENT ADVERTISING	-	-	-	-	-	551
<b>TOTAL OTHER SERVICES &amp; EXPENSES</b>	<u>18,844</u>	<u>21,009</u>	<u>-</u>	<u>30,200</u>	<u>40,700</u>	<u>5,612</u>
<b>MATERIALS AND SUPPLIES</b>						
COFFEE, CREAM, SUGAR	723	-	-	-	-	-
OTHER FOOD/GROCERY ITEMS	-	82		100	100	129
POSTAGE	454	696		800	1,000	166
PUBLICATIONS/SUBSCRIPTIONS	6,262	6,471		7,000	8,000	2,775
OTHER OFFICE SUPPLIES	2,127	2,048		4,000	4,000	1,046
<b>EQUIPMENT &lt; \$1,000</b>						
OFFICE EQUIPMENT < \$1,000	-	834		800	800	-
COMPUTER EQUIP./SOFTWARE < \$1,000	-	283		800	800	370
<b>TOTAL MATERIALS AND SUPPLIES</b>	<u>9,566</u>	<u>10,414</u>	<u>-</u>	<u>13,500</u>	<u>14,700</u>	<u>4,486</u>
<b>PROPERTY AND EQUIPMENT</b>						
OFFICE FURNITURE & EQUIPMENT	5,935	-		1,000	1,000	2,181
COMPUTER HARDWARE/SOFTWARE	-	5,203		3,000	3,000	-
<b>TOTAL PROPERTY AND EQUIPMENT</b>	<u>5,935</u>	<u>5,203</u>	<u>-</u>	<u>4,000</u>	<u>4,000</u>	<u>2,181</u>
<b>GRAND TOTAL - LAW DEPARTMENT</b>	<u>\$ 618,783</u>	<u>\$ 512,212</u>	<u>\$ -</u>	<u>\$ 646,000</u>	<u>\$ 638,600</u>	<u>\$ 361,453</u>

**POLICE**

	2016 Actual Expenses	2017 Actual Expenses	2018 Actual Expenses	2019 Appropriation	2018 Appropriation	Current year 8/31/2018
<b>PERSONAL SERVICES - SALARIES AND WAGES</b>						
Includes salary and other benefits						
OTHER EXEMPT EMPLOYEES	\$ 209,395	\$ 205,665		\$ 221,000	\$ 212,900	\$ 139,021
FULL-TIME EMPLOYEES	4,816,586	4,661,338		5,560,000	5,205,400	3,241,731
PART-TIME EMPLOYEES	819,755	800,026		840,000	840,000	481,478
OVERTIME	433,988	412,103		400,000	425,000	319,837
LEAVE SETTLEMENTS	135,201	179,765		200,000	200,000	133,715
<b>TOTAL SALARIES AND WAGES</b>	<b>6,414,925</b>	<b>6,258,897</b>	<b>-</b>	<b>7,221,000</b>	<b>6,883,300</b>	<b>4,315,782</b>
<b>PERSONAL SERVICES - EMPLOYEE BENEFITS</b>						
HEALTH COVERAGE	1,140,240	1,242,585		1,601,000	1,545,200	969,113
GROUP LIFE AND DISABILITY INSURANCE	2,313	2,815		5,000	5,000	2,774
WORKERS COMPENSATION	60,435	142,087		50,000	50,000	16,731
UNEMPLOYMENT	-	2,632		-	-	-
PERS	257,920	261,091		289,000	285,400	163,200
POLICE PENSION	629,164	560,360		760,000	700,100	404,052
MEDICARE	90,977	88,554		100,000	94,800	61,192
CLOTHING ALLOWANCE	79,725	72,475		92,700	86,100	66,790
<b>TOTAL EMPLOYEE BENEFITS</b>	<b>2,260,774</b>	<b>2,372,599</b>	<b>-</b>	<b>2,897,700</b>	<b>2,766,600</b>	<b>1,683,852</b>
<b>PROFESSIONAL SERVICES</b>						
ENGINEERING SERVICES	-	3,154		45,000 In	75,000	21,161
ACCOUNTING AND FINANCIAL SERVICES	8,931	3,480		8,000	8,000	2,267
OTHER PROFESSIONAL SERVICES	6,204	18,968		25,000	35,000	8,605
COMPUTER CONSULTING	-	7,356		6,000	-	5,565
OTHER COMPUTER/TECHNICAL SERVICES	7,200	6,600		13,500	18,000	4,800
<b>TOTAL PROFESSIONAL SERVICES</b>	<b>22,335</b>	<b>39,558</b>	<b>-</b>	<b>97,500</b>	<b>136,000</b>	<b>42,398</b>
<b>CONTRACTUAL SERVICES</b>						
<b>UTILITY AND SANTATION SERVICES</b>						
ELECTRIC	131,459	128,039		140,000	145,000	69,634
<b>RENTALS AND LEASES</b>						
OTHER RENTS AND LEASES	9,511	600		1,000	1,000	600
<b>MAINTENANCE AND REPAIR SERVICES</b>						
BUILDING MAINTENANCE & REPAIR	-	427		20,000 M	5,000	180
VEHICLE MAINTENANCE & REPAIR	3,350	-		1,000	2,000	-
OTHER EQUIP. MAINT. & REPAIR	157,921	238,757		144,000 In	144,000	79,202
<b>JAIL FACILITY COSTS</b>						
PRISONER MEALS	16,771	14,879		20,000	23,000	11,311
PRISONER MEDICAL	11,419	9,556		20,000	16,500	8,365
JAIL/PRISONER OTHER	-	1,500		4,000	1,500	-
<b>OTHER CONTRACTUAL SERVICES</b>						
OTHER CONTRACTUAL SERVICES	29,943	29,083		37,000 In	40,500	25,696
<b>TOTAL CONTRACTUAL SERVICES</b>	<b>360,374</b>	<b>422,841</b>	<b>-</b>	<b>387,000</b>	<b>378,500</b>	<b>194,988</b>
<b>OTHER SERVICES &amp; EXPENSES</b>						
<b>COMMUNICATIONS</b>						
TELEPHONE/FAX COMMUNICATIONS	67,329	25,150		15,000	35,000	7,431
OTHER COMMUNICATION	13,374	17,463		20,000	20,000	10,569
EDUCATION AND TRAINING	31,127	41,095		35,000	35,000	13,617
TRAVEL EXPENSES	3,383	1,066		5,000	5,000	2,133
MEMBERSHIPS, DUES, LICENSES	1,714	1,394		2,000	3,000	1,375
PROFESSIONAL/SOCIAL MEETINGS	-	-		-	200	-
OTHER EMPLOYEE BUSINESS	121	-		200	200	-
BUSINESS PRINTING	2,462	6,561		7,000	8,000	5,276
OTHER ADVERTISING	118	-		-	-	540
<b>TOTAL OTHER SERVICES &amp; EXPENSES</b>	<b>119,628</b>	<b>92,729</b>	<b>-</b>	<b>84,200</b>	<b>106,400</b>	<b>40,941</b>
<b>MATERIALS AND SUPPLIES</b>						
<b>FOOD/GROCERY ITEMS</b>						
COFFEE, CREAM, SUGAR	2,414	2,049		3,000	3,000	1,642
OTHER FOOD/GROCERY ITEMS	1,123	340		500	1,000	-
POSTAGE	1,653	1,297		2,000	2,000	1,071
PUBLICATIONS/SUBSCRIPTIONS	2,309	1,071		3,500	3,500	1,057
OTHER OFFICE SUPPLIES	13,306	20,242		17,000	20,000	9,048
AMMUNITION	6,193	3,504		10,000	10,000	8,888
PUBLIC ED MATERIALS	-	-		3,500	2,500	721
UNIFORMS/TURNOUT GEAR	15,744	21,959		30,000	30,000	6,810
OTHER MATERIALS & SUPPLIES	21,757	29,381		45,000 \$	35,000	15,387
OFFICE EQUIPMENT < \$1,000	269	943		2,000	5,000	179
COMPUTER EQUIPMENT/SOFTWARE < \$1,000	844	21,885		7,500	15,000	3,097
COMMUNICATIONS EQUIPMENT < \$1,000	1,504	120		4,000	2,000	-
OTHER EQUIPMENT/ASSETS < \$1,000	12,902	4,365		18,000	20,000	849

**POLICE**

	2016 Actual	2017 Actual	2018 Actual	2019	2018	Current year
	Expenses	Expenses	Expenses	Appropriation	Appropriation	8/31/2018
<b>TOTAL MATERIALS AND SUPPLIES</b>	<u>80,018</u>	<u>107,156</u>	<u>-</u>	<u>146,000</u>	<u>149,000</u>	<u>48,749</u>
<b>PROPERTY AND EQUIPMENT</b>						
OFFICE FURNITURE AND EQUIPMENT	7,109	-		5,000	5,000	-
COMPUTER EQUIPMENT/SOFTWARE	71,921	25,212		70,000	188,000	21,369
COMMUNICATIONS EQUIPMENT	34,511	21,147		16,500	25,000	5,191
VEHICLES	171,582	85,162		120,000	207,200	110,737
OTHER EQUIPMENT/ASSETS	126,651	20,560		41,900	48,500	46,040
<b>TOTAL PROPERTY AND EQUIPMENT</b>	<u>411,774</u>	<u>152,081</u>	<u>-</u>	<u>253,400</u>	<u>473,700</u>	<u>183,337</u>
<b>GRAND TOTAL - POLICE DEPARTMENT</b>	<u>\$ 9,669,828</u>	<u>\$ 9,445,861</u>	<u>\$ -</u>	<u>\$ 11,086,800</u>	<u>\$ 10,893,500</u>	<u>\$ 6,510,047</u>

# **FIRE**

	2016 Actual Expenses	2017 Actual Expenses	2018 Actual Expenses	2019 Appropriation	2018 Appropriation	Current year Actual 8/31/2018
<b>PERSONAL SERVICES - SALARIES &amp; WAGES</b>						
Includes salary and other benefits						
OTHER EXEMPT EMPLOYEES	\$ 245,539	\$ 296,565		\$ 265,000	\$ 344,700	\$ 164,486
FULL-TIME EMPLOYEES	3,865,248	3,883,152		4,270,000	4,113,200	2,719,445
OVERTIME	539,508	582,352		550,000	400,000	308,388
LEAVE SETTLEMENTS	112,021	110,631		150,000	150,000	4,660
<b>TOTAL SALARIES AND WAGES</b>	<b>4,762,316</b>	<b>4,872,700</b>	<b>-</b>	<b>5,235,000</b>	<b>5,007,900</b>	<b>3,196,979</b>
<b>PERSONAL SERVICES - EMPLOYEE BENEFITS</b>						
HEALTH COVERAGE	1,027,915	1,121,407		1,232,000	1,286,700	873,224
GROUP LIFE AND DISABILITY INSURANCE	3,606	3,560		4,300	4,200	2,866
WORKERS COMPENSATION	11,194	15,489		70,000	70,000	1,629
PERS	36,120	35,977		37,000	45,000	17,529
FIRE PENSION	1,013,951	1,044,027		1,132,000	1,055,900	595,947
MEDICARE	66,872	68,232		73,300	69,900	44,604
UNIFORM/CLOTHING ALLOWANCE	53,700	51,650		55,000	60,000	37,688
<b>TOTAL EMPLOYEE BENEFITS</b>	<b>2,213,358</b>	<b>2,340,342</b>	<b>-</b>	<b>2,603,600</b>	<b>2,591,700</b>	<b>1,573,487</b>
<b>PROFESSIONAL SERVICES</b>						
OTHER PROFESSIONAL SERVICES	-	-	-	2,000	4,000	-
<b>TOTAL PROFESSIONAL SERVICES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,000</b>	<b>4,000</b>	<b>-</b>
<b>CONTRACTUAL SERVICES</b>						
<b>UTILITY AND SANITATION SERVICES</b>						
ELECTRIC	40,265	37,604		48,000	48,000	22,249
NATURAL GAS	6,831	4,388		8,000	8,000	4,820
WATER	33,065	33,839		40,000	40,000	29,311
<b>MAINTENANCE AND REPAIR SERVICES</b>						
BUILDING MAINTENANCE & REPAIR	4,670	4,865		5,000	10,000	283
OTHER EQUIPMENT MAINT. & REPAIR	46,902	18,754		25,000	45,000	15,694
<b>OTHER CONTRACTUAL SERVICES</b>						
OTHER CONTRACTUAL SERVICES	3,021	28,060		43,000	35,000	18,447
<b>TOTAL CONTRACTUAL SERVICES</b>	<b>134,754</b>	<b>127,510</b>	<b>-</b>	<b>169,000</b>	<b>186,000</b>	<b>90,804</b>
<b>OTHER SERVICES AND EXPENSES</b>						
TELEPHONE/FAX COMMUNICATIONS	67,784	26,769		28,000	38,000	8,372
OTHER COMMUNICATION	8,314	6,777		10,000	15,000	2,353
EDUCATION AND TRAINING	9,076	14,057		15,000	20,000	2,627
TRAVEL EXPENSES	9,648	16,733		10,000	12,000	2,008
MEMBERSHIPS, DUES, LICENSES	18,674	10,574		10,000	20,000	11,088
PROFESSIONAL/SOCIAL MEETINGS	-	852		1,000	1,000	-
BUSINESS PRINTING	514	1,003		1,000	2,000	260
OTHER SERVICES & EXPENSES	-	3,890		-	-	341
<b>TOTAL OTHER SERVICES &amp; EXPENSES</b>	<b>114,010</b>	<b>80,655</b>	<b>-</b>	<b>75,000</b>	<b>108,000</b>	<b>27,049</b>
<b>MATERIALS &amp; SUPPLIES</b>						
COFFEE, CREAM, SUGAR	963	773		1,000	1,000	331
OTHER FOOD/GROCERY ITEMS	94	105		600	2,000	379
POSTAGE	258	214		800	800	161
PUBLICATIONS/SUBSCRIPTIONS	794	-		1,000	1,000	1,637
OTHER OFFICE SUPPLIES	3,024	3,094		5,000	5,000	1,443
BUILDING MATERIALS AND SUPPLIES	1,310	2,411		5,000	10,000	1,270
MEDICAL SUPPLIES	23,451	18,526		25,000	22,000	15,187
PUBLIC EDUCATION MATERIALS	3,788	4,834		5,000	5,000	2,059
UNIFORM/TURNOUT GEAR	31,722	47,068		25,000	30,000	27,793
OTHER MATERIALS AND SUPPLIES	16,783	10,080		20,000	20,000	13,948
<b>EQUIPMENT &lt; \$1,000</b>						
OFFICE EQUIPMENT < \$1,000	2,876	424		3,000	3,000	2,171
COMPUTER EQUIPMENT < \$1,000	817	1,944		5,000	5,000	1,808
COMMUNICATIONS EQUIPMENT < \$1,000	-	1,270		5,000	5,000	219
OTHER EQUIPMENT/ASSETS < \$1,000	9,171	5,497		10,000	10,000	5,914
<b>TOTAL MATERIALS AND SUPPLIES</b>	<b>95,051</b>	<b>96,240</b>	<b>-</b>	<b>111,400</b>	<b>119,800</b>	<b>74,320</b>

# **FIRE**

	<u>2016 Actual Expenses</u>	<u>2017 Actual Expenses</u>	<u>2018 Actual Expenses</u>	<u>2019 Appropriation</u>	<u>2018 Appropriation</u>	Current year Actual 8/31/2018
<b>PROPERTY AND EQUIPMENT</b>						
OFFICE FURNITURE & EQUIPMENT	-	1,562		3,000	3,000	2,772
COMPUTER HARDWARE/SOFTWARE	18,874	3,536		3,000	25,000	19,569
COMMUNICATIONS EQUIPMENT	676	9,389		15,000	15,000	-
VEHICLES	28,631	241,065		250,000 R	-	-
OTHER EQUIPMENT/ASSETS	51,166	46,292		45,000 G	100,000	6,921
<b>TOTAL PROPERTY AND EQUIPMENT</b>	<u>99,347</u>	<u>301,844</u>	<u>-</u>	<u>316,000</u>	<u>143,000</u>	<u>29,262</u>
<b>GRAND TOTAL - FIRE DEPARTMENT</b>	<u>\$ 7,418,836</u>	<u>\$ 7,819,291</u>	<u>\$ -</u>	<u>\$ 8,512,000</u>	<u>\$ 8,160,400</u>	<u>\$4,991,901</u>

# SERVICE DEPARTMENT

	2016 Actual Expenses	2017 Actual Expenses	2018 Actual Expenses	2019 Appropriation	2018 Appropriation	Current year 8/31/2018 Actual
<b>PERSONAL SERVICES - SALARIES AND WAGES</b>						
<b>Includes salary and other benefits</b>						
OTHER EXEMPT EMPLOYEES SALARIES	\$ 816,148	\$ 745,810		\$ 800,000	\$ 773,600	504,494
FULL-TIME EMPLOYEES	2,871,768	3,012,078		3,186,000	3,135,200	2,042,210
PART-TIME EMPLOYEES	191,913	230,508		240,000	232,000	142,078
OVERTIME	341,203	359,490		350,000	330,000	222,370
LEAVE SETTLEMENTS	57,869	61,510		65,000	60,000	2,294
<b>TOTAL SALARIES AND WAGES</b>	<b>4,278,901</b>	<b>4,409,396</b>	<b>-</b>	<b>4,641,000</b>	<b>4,530,800</b>	<b>2,913,446</b>
<b>PERSONAL SERVICES - EMPLOYEE BENEFITS</b>						
HEALTH COVERAGE	1,069,820	1,169,643		1,270,000	1,394,100	885,799
GROUP LIFE AND DISABILITY INSURANCE	8,475	8,714		24,000	11,500	8,731
WORKERS COMPENSATION	21,314	28,545		50,000	40,000	1,449
UNEMPLOYMENT COMPENSATION	102	88		2,000	3,000	-
PERS	555,612	581,617		624,000	605,300	344,499
MEDICARE	60,205	61,826		66,000	62,700	41,024
UNIFORM/CLOTHING ALLOWANCE	65,625	67,000		98,400	70,500	62,788
<b>TOTAL EMPLOYEE BENEFITS</b>	<b>1,781,153</b>	<b>1,917,433</b>	<b>-</b>	<b>2,134,400</b>	<b>2,187,100</b>	<b>1,344,290</b>
<b>PROFESSIONAL SERVICES</b>						
ENGINEERING SERVICES	57,227	54,333		70,000	130,000	34,825
OTHER PROFESSIONAL SERVICES	10,396	15,090		20,000	20,000	15,290
<b>TOTAL PROFESSIONAL SERVICES</b>	<b>67,623</b>	<b>69,423</b>	<b>-</b>	<b>90,000</b>	<b>150,000</b>	<b>50,115</b>
<b>CONTRACTUAL SERVICES</b>						
<b>UTILITY &amp; SANITATION SERVICES</b>						
ELECTRIC	356,714	343,026		360,000	374,000	199,177
NATURAL GAS	107,243	87,081		115,000	115,000	67,645
WATER / SEWER	46,533	54,746		65,000	70,000	21,445
REFUSE DISPOSAL/HAULING	146,461	143,065		150,000	148,000	98,566
<b>RENTALS AND LEASES</b>						
OTHER EQUIPMENT	6,674	6,773		4,000	4,000	864
OTHER RENTALS & LEASES	2,384	2,546		3,000	3,000	533
<b>MAINTENANCE AND REPAIR SERVICES</b>						
BUILDING MAINTENANCE & REPAIRS	260,015	311,579		215,000 S	215,000	135,589
GROUNDS MAINTENANCE & REPAIR	9,267	41,370		40,000	40,000	21,967
OTHER STREETS/SIDEWALKS/SEWER REP/	104,997	86,070		100,000	100,000	80,600
VEHICLE MAINTENANCE	54,199	98,442		130,000	130,000	47,961
OTHER EQUIPMENT MAINT. & REPAIR	10,217	10,675		10,000	10,000	4,201
<b>OTHER CONTRACTUAL SERVICES</b>						
OTHER CONTRACTUAL SERVICES	7,285	7,261		10,000	10,000	2,565
<b>TOTAL CONTRACTUAL SERVICES</b>	<b>1,111,989</b>	<b>1,192,634</b>	<b>-</b>	<b>1,202,000</b>	<b>1,219,000</b>	<b>681,113</b>
<b>OTHER SERVICES AND EXPENSES</b>						
<b>COMMUNICATIONS</b>						
TELEPHONE/FAX COMMUNICATIONS	48,180	18,662		10,000	10,000	3,187
OTHER COMMUNICATION EXPENSE	355	374		500	500	274
<b>EMPLOYEE BUSINESS EXPENSES</b>						
EDUCATION & TRAINING	2,064	10,638		10,000	10,000	1,690
TRAVEL EXPENSES	937	880		1,500	1,500	-
MEMBERSHIPS, DUES, LICENSES	1,695	7,470		5,000	5,000	4,223
PROFESSIONAL/SOCIAL MEETINGS	111	105		300	300	120
<b>PRINTING</b>						
BUSINESS PRINTING	387	373		600	600	2,214
<b>TOTAL OTHER SERVICES &amp; EXPENSES</b>	<b>53,729</b>	<b>38,502</b>	<b>-</b>	<b>27,900</b>	<b>27,900</b>	<b>11,708</b>
<b>MATERIALS AND SUPPLIES</b>						
COFFEE, CREAM, SUGAR	947	571		1,000	1,000	454
OTHER FOOD/GROCERY ITEMS	1,437	-		- L	-	-
POSTAGE	157	162		300	300	50
PUBLICATIONS/SUBSCRIPTIONS	154	452		500	500	-
OTHER OFFICE SUPPLIES	5,858	6,267		8,000 n	8,000	4,126
BUILDING MATERIALS & SUPPLIES	87,830	69,726		80,000	80,000	50,118
GROUNDS MATERIALS & SUPPLIES	214,336	125,623		140,000 Ir	140,000	104,277
<b>VEHICLE &amp; EQUIP. MATERIALS &amp; SUPPLIES</b>						
GASOLINE	198,148	222,361		230,000	230,000	176,544
TIRES	41,551	54,196		55,000	55,000	20,902
VEHICLE PARTS	160,437	189,638		165,000	165,000	116,609
OTHER VEHICLE & EQUIP. SUPPLIES	214,882	243,792		225,000	225,000	124,627
<b>OTHER MATERIALS AND SUPPLIES</b>						
SALT	457,014	459,816		550,000	560,000	435,249



# SERVICE DEPARTMENT

	2016 Actual Expenses	2017 Actual Expenses	2018 Actual Expenses	2019 Appropriation	2018 Appropriation	Current year 8/31/2018 Actual
CONCRETE/ASPHALT	161,368	85,548		180,000	200,000	77,999
OTHER STREETS/SIDEWALKS/SEWERS	79,948	49,802		120,000	120,000	61,113
UNIFORMS / CLOTHING	29,393	31,163		34,000	34,000	16,492
OTHER MATERIALS AND SUPPLIES	22,573	20,501		25,000	35,000	14,900
<b>EQUIPMENT &lt; \$1,000</b>						
OFFICE EQUIPMENT < \$1,000	229	621		600	600	-
COMPUTER EQUIPMENT < \$1,000	1,895	1,084		2,000	2,000	1,150
COMMUNICATIONS EQUIPMENT < \$1,000	2,596	476		500	500	-
OTHER EQUIPMENT/ASSETS < \$1,000	14,187	20,137		20,000	20,000	2,507
<b>TOTAL MATERIALS AND SUPPLIES</b>	<u>1,694,940</u>	<u>1,581,936</u>	<u>-</u>	<u>1,836,900</u>	<u>1,876,900</u>	<u>1,207,117</u>
<b>PROPERTY AND EQUIPMENT</b>						
LAND, BUILDINGS & GROUNDS	20,972	-	-	-	-	-
COMPUTER HARDWARE/SOFTWARE	5,589	3,937		-	5,000	2,730
COMMUNICATIONS EQUIPMENT	6,290	9,387		10,000	10,000	-
VEHICLES	471,012	256,143		50,000	150,000	-
OTHER CAPITAL ASSETS	129,550	277,720		40,000	124,000	67,743
<b>TOTAL PROPERTY AND EQUIP.</b>	<u>633,413</u>	<u>547,187</u>	<u>-</u>	<u>100,000</u>	<u>289,000</u>	<u>70,473</u>
<b>GRAND TOTAL - SERVICE DEPARTMENT</b>	<u>\$ 9,621,748</u>	<u>\$ 9,756,511</u>	<u>\$ -</u>	<u>\$ 10,032,200</u>	<u>\$ 10,280,700</u>	<u>\$ 6,278,262</u>

## HUMAN SERVICES

	2016 Actual Expenses	2017 Actual Expenses	2018 Actual Expenses	2019 Appropriation	2018 Appropriation	Current year 8/31/2018 Actual
<b>PERSONAL SERVICES - SALARIES AND WAGES</b>						
Includes salary and other benefits						
OTHER EXEMPT EMPLOYEES	121,203	128,503		142,000	135,600	88,190
FULL-TIME EMPLOYEES	69,197	81,298		88,500	84,000	54,949
PART-TIME EMPLOYEES	40,668	47,434		52,000	48,000	35,479
OVERTIME	4,848	4,185		10,000	10,000	2,358
LEAVE SETTLEMENTS	2,084	5,190		11,000	11,000	-
<b>TOTAL SALARIES AND WAGES</b>	<b>238,000</b>	<b>266,610</b>	<b>-</b>	<b>303,500</b>	<b>288,600</b>	<b>180,976</b>
<b>PERSONAL SERVICES - SALARIES AND WAGES</b>						
<b>EMPLOYEE BENEFITS</b>						
HEALTH COVERAGE	58,617	63,959		69,500	70,800	48,081
GROUP LIFE & DISABILITY INSURANCE	1,499	1,711		2,200	2,100	1,335
PERS	33,425	34,876		42,000	39,000	21,012
MEDICARE	3,334	3,732		4,500	4,100	2,532
<b>TOTAL EMPLOYEE BENEFITS</b>	<b>96,875</b>	<b>104,278</b>	<b>-</b>	<b>118,200</b>	<b>116,000</b>	<b>72,960</b>
<b>CONTRACTUAL SERVICES</b>						
OTHER EQUIPMENT MAINT. & REPAIR	-	-	-	500	500	85
INSTRUCTORS/ SPEAKERS/ENTERTAN.	31,288	29,091		50,000	45,000	27,754
ADMISSIONS	121,400	109,756		135,000	135,000	101,596
TRANSPORTATION	25,594	23,006		30,000	30,000	13,633
OTHER CONTRACTUAL SERVICES	-	118		500	500	54
<b>TOTAL CONTRACTUAL SERVICES</b>	<b>178,282</b>	<b>161,971</b>	<b>-</b>	<b>216,000</b>	<b>211,000</b>	<b>143,122</b>
<b>OTHER SERVICES AND EXPENSES</b>						
TELEPHONE/FAX COMMUNICATION	2,541	2,751		3,500	3,500	1,833
EDUCATION & TRAINING	165	-		200	200	-
TRAVEL EXPENSES	15	293		200	200	105
MEMBERSHIPS, DUES, LICENSES	-	-		100	100	100
RECREATION PUBLICATIONS	18,915	15,123		25,000	25,000	12,217
BUSINESS PRINTING	679	1,213		800	800	-
<b>TOTAL OTHER SERVICES &amp; EXPENSES</b>	<b>22,315</b>	<b>19,380</b>	<b>-</b>	<b>29,800</b>	<b>29,800</b>	<b>14,255</b>
<b>MATERIALS AND SUPPLIES</b>						
OTHER FOOD/GROCERY ITEMS	23,345	20,816		26,000	26,000	14,980
POSTAGE	7,510	6,265		10,000	12,000	4,878
OTHER OFFICE SUPPLIES	-	309		500	800	39
UNIFORMS	354	-		500	500	-
OTHER MATERIALS AND SUPPLIES	7,347	8,734		6,000	5,500	3,450
OFFICE EQUIPMENT < \$1,000	-	-		500	500	-
COMPUTER EQUIP./SOFTWARE < \$1,000	-	613		500	500	-
OTHER EQUIPMENT/ASSETS < \$1,000	-	-	-	500	500	-
<b>TOTAL MATERIALS AND SUPPLIES</b>	<b>38,556</b>	<b>36,737</b>	<b>-</b>	<b>44,500</b>	<b>46,300</b>	<b>23,347</b>
<b>PROPERTY AND EQUIPMENT</b>						
OFFICE FURNITURE & EQUIPMENT	-	-	-	1,000	500	-
COMPUTER EQUIPMENT/SOFTWARE	-	-	-	-	500	-
VEHICLES	21,314	78,267		-	-	-
<b>TOTAL PROPERTY AND EQUIPMENT</b>	<b>21,314</b>	<b>78,267</b>	<b>-</b>	<b>1,000</b>	<b>1,000</b>	<b>-</b>
<b>GRAND TOTAL - HUMAN SERVICES</b>	<b>\$ 595,342</b>	<b>\$ 667,243</b>	<b>\$ -</b>	<b>\$ 713,000</b>	<b>\$ 692,700</b>	<b>\$ 434,660</b>

# RECREATION ADMINISTRATION

	2016 Actual Expenses	2017 Actual Expenses	2018 Actual Expenses	2019 Appropriation	2018 Appropriation	8/31/2018 Actual
<b>PERSONAL SERVICES - SALARIES AND WAGES</b>						
Includes salary and other benefits						
OTHER EXEMPT EMPLOYEES	\$ 359,773	\$ 425,015		\$ 455,400	\$ 442,900	\$ 287,911
FULL-TIME EMPLOYEES	153,849	103,182		110,500	106,700	69,794
PART-TIME EMPLOYEES	33,140	33,813		45,000	45,000	22,509
OVERTIME	8,813	3,587		8,000	8,000	2,170
LEAVE SETTLEMENTS	16,174	26,627		32,000	28,000	967
<b>TOTAL PERSONAL SERVICES</b>	<b>571,749</b>	<b>592,224</b>	<b>-</b>	<b>650,900</b>	<b>630,600</b>	<b>383,351</b>
<b>PERSONAL SERVICES - EMPLOYEE BENEFITS</b>						
HEALTH COVERAGE	111,439	120,530		118,100	137,900	85,753
GROUP LIFE & DISABILITY INSURANCE	3,659	4,057		6,000	4,500	3,152
WORKERS COMPENSATION	3,652	419		10,000	10,000	-
PERS	74,328	75,602		89,000	85,500	44,403
MEDICARE	7,977	8,242		9,500	8,900	5,336
<b>TOTAL EMPLOYEE BENEFITS</b>	<b>201,055</b>	<b>208,850</b>	<b>-</b>	<b>232,600</b>	<b>246,800</b>	<b>138,644</b>
<b>PROFESSIONAL SERVICES</b>						
ACCOUNTING & FINANCIAL SERVICES	24,793	15,687		20,000	26,000	12,624
OTHER PROFESSIONAL SERVICES	3,308	1,973		2,500	2,500	332
<b>TOTAL PROFESSIONAL SERVICES</b>	<b>28,101</b>	<b>17,660</b>	<b>-</b>	<b>22,500</b>	<b>28,500</b>	<b>12,956</b>
<b>CONTRACTUAL SERVICES</b>						
<b>RENTALS AND LEASES</b>						
OFFICE EQUIPMENT	-	-	-	-	-	-
OTHER RENTS & LEASES	385,161	367,581		410,000 In	376,000	263,681 Ordinance :
<b>MAINTENANCE AND REPAIR SERVICES</b>						
BUILDING MAINTENANCE & REPAIR	-	-	-	2,000	4,000	735
COMMUNITY CENTER MAINT & REPAIR	4,590	7,450		8,000	10,000	2,942
OTHER EQUIPMENT MAINT. & REPAIR	7,812	6,792		8,500	8,500	4,152
<b>RECREATION CONTRACT SERVICES</b>						
INSTRUCTORS/SPEAKERS/ENTERTAIN.	24,752	22,945		30,000	30,000	-
<b>OTHER CONTRACTUAL SERVICES</b>						
OTHER CONTRACTUAL SERVICES	6,778	4,203		3,000	3,000	-
<b>TOTAL CONTRACTUAL SERVICES</b>	<b>429,093</b>	<b>408,971</b>	<b>-</b>	<b>461,500</b>	<b>431,500</b>	<b>271,510</b>
<b>OTHER SERVICES AND EXPENSES</b>						
TELEPHONE/FAX COMMUNICATION	4,557	5,804		5,500	5,200	3,111
EDUCATION & TRAINING	1,903	3,885		3,500	3,500	1,130
TRAVEL EXPENSES	2,432	3,982		4,500	4,000	1,874
MEMBERSHIPS, DUES, LICENSES	1,406	1,290		1,500	1,500	745
PROFESSIONAL/SOCIAL MEETINGS	115	113		300	500	60
RECREATION PUBLICATIONS	2,929	2,902		5,000	6,000	1,744
BUSINESS PRINTING	1,443	1,352		2,000	2,000	1,241
OTHER ADVERTISING	535	560		1,700	2,000	300
OTHER SERVICES AND EXPENSES	-	1,008		500	-	30
<b>TOTAL OTHER SERVICES &amp; EXPENSES</b>	<b>15,320</b>	<b>20,896</b>	<b>-</b>	<b>24,500</b>	<b>24,700</b>	<b>10,235</b>
<b>MATERIALS AND SUPPLIES</b>						
COFFEE, CREAM, SUGAR	2,633	2,181		3,000	3,500	483
OTHER FOOD/GROCERY ITEMS	9,839	8,957		10,000	11,000	5,273
POSTAGE	3,169	3,543		5,500	6,500	2,170
PUBLICATIONS/SUBSCRIPTIONS	93	159		300	300	39
OTHER OFFICE SUPPLIES	4,902	5,710		6,500	6,500	4,203
UNIFORMS	360	456		700	700	111
OTHER MATERIALS AND SUPPLIES	17,923	21,242		20,000	20,000	9,698
OFFICE EQUIPMENT < \$1,000	-	-		500	500	-
COMPUTER EQUIP./SOFTWARE < \$1,000	2,605	4,485		3,500	-	205
OTHER EQUIPMENT/ASSETS < \$1,000	979	1,550		1,500	2,000	-
<b>TOTAL MATERIALS &amp; SUPPLIES</b>	<b>42,503</b>	<b>48,283</b>	<b>-</b>	<b>51,500</b>	<b>51,000</b>	<b>22,182</b>
<b>PROPERTY AND EQUIPMENT</b>						
OFFICE FURNITURE AND EQUIPMENT	3,830	-	-	-	-	-
COMPUTER HARDWARE/SOFTWARE	-	1,623		-	5,000	2,312
OTHER EQUIPMENT/ASSET	7,038	7,600		5,000	5,000	-
<b>TOTAL PROPERTY AND EQUIPMENT</b>	<b>10,868</b>	<b>9,223</b>	<b>-</b>	<b>5,000</b>	<b>10,000</b>	<b>2,312</b>
<b>GRAND TOTAL - RECREATION ADMIN.</b>	<b>\$ 1,298,689</b>	<b>\$ 1,306,107</b>	<b>\$ -</b>	<b>\$ 1,448,500</b>	<b>\$ 1,423,100</b>	<b>\$ 841,190</b>

# RECREATION CAMP

	2016 Actual Expenses	2017 Actual Expenses	2018 Actual Expenses	2019 Appropriation	2018 Appropriation	Current year 8/31/2018 Actual
<b>PERSONAL SERVICES - SALARIES AND WAGES</b>						
PART-TIME/SEASONAL EMPLOYEES	\$ 251,798	\$ 275,471		\$ 304,300	In \$ 300,000	\$ 267,824
<b>TOTAL PERSONAL SERVICES</b>	<u>251,798</u>	<u>275,471</u>	<u>-</u>	<u>304,300</u>	<u>300,000</u>	<u>267,824</u>
<b>PERSONAL SERVICES - EMPLOYEE BENEFITS</b>						
UNEMPLOYMENT	-	-	-	1,000	1,000	-
PERS	35,472	38,566		43,700	42,000	32,892
MEDICARE	3,651	3,994		4,300	4,400	3,883
<b>TOTAL EMPLOYEE BENEFITS</b>	<u>39,123</u>	<u>42,560</u>	<u>-</u>	<u>49,000</u>	<u>47,400</u>	<u>36,775</u>
<b>PROFESSIONAL SERVICES</b>						
OTHER PROFESSIONAL SERVICES	8,397	6,600		8,000	8,000	1,474
<b>TOTAL PROFESSIONAL SERVICES</b>	<u>8,397</u>	<u>6,600</u>	<u>-</u>	<u>8,000</u>	<u>8,000</u>	<u>1,474</u>
<b>CONTRACTUAL SERVICES</b>						
<b>RENTS &amp; LEASES</b>						
OTHER RENTS AND LEASES	3,913	1,946		3,000	3,000	1,463
<b>RECREATION CONTRACT SERVICES</b>						
INSTRUCTORS/SPEAKERS/ENTERTAIN.	15,451	24,433		27,500	30,000	11,654
ADMISSIONS	57,905	66,194		70,000	65,000	58,577
TRANSPORTATION	51,552	32,963		45,000	45,000	30,146
<b>TOTAL CONTRACTUAL SERVICES</b>	<u>128,821</u>	<u>125,536</u>	<u>-</u>	<u>145,500</u>	<u>143,000</u>	<u>101,840</u>
<b>OTHER SERVICES AND EXPENSES</b>						
<b>PRINTING</b>						
RECREATION PUBLICATIONS	1,595	1,677		1,600	1,400	1,529
BUSINESS PRINTING	903	203		500	500	-
<b>ADVERTISING</b>						
OTHER ADVERTISING	1,568	1,818		2,000	2,000	1,615
<b>TOTAL OTHER SERVICES &amp; EXPENSES</b>	<u>4,066</u>	<u>3,698</u>	<u>-</u>	<u>4,100</u>	<u>3,900</u>	<u>3,144</u>
<b>MATERIALS AND SUPPLIES</b>						
<b>FOOD/GROCERY ITEMS</b>						
OTHER FOOD/GROCERY ITEMS	7,054	6,899		10,000	10,000	7,613
<b>OFFICE SUPPLIES</b>						
POSTAGE	485	521		700	700	237
OTHER OFFICE SUPPLIES	968	-		500	1,000	-
<b>OTHER MATERIALS &amp; SUPPLIES</b>						
CAMP SHIRTS	8,105	6,913		10,000	10,000	7,334
OTHER MATERIALS AND SUPPLIES	11,675	7,813		11,000	12,000	7,229
<b>EQUIPMENT &lt; \$1,000</b>						
OTHER EQUIPMENT/ASSETS < \$1,000	320	-		500	700	-
<b>TOTAL MATERIALS AND SUPPLIES</b>	<u>28,607</u>	<u>22,146</u>	<u>-</u>	<u>32,700</u>	<u>34,400</u>	<u>22,413</u>
<b>GRAND TOTAL - RECREATION CAMPS</b>	<u>\$ 460,812</u>	<u>\$ 476,011</u>	<u>\$ -</u>	<u>\$ 543,600</u>	<u>\$ 536,700</u>	<u>\$ 433,470</u>

# RECREATION SPORTS

	2016 Actual Expenses	2017 Actual Expenses	2018 Actual Expenses	2019 Appropriations	2018 Appropriations	Current year 8/31/2018 Actual
<b>PERSONAL SERVICES - SALARIES AND WAGES</b>						
PART-TIME/SEASONAL EMPLOYEES	\$ 9,248	\$ 9,348		\$ 15,000	\$ 15,000	\$ 7,891
<b>TOTAL PERSONAL SERVICES</b>	<u>9,248</u>	<u>9,348</u>	<u>-</u>	<u>15,000</u>	<u>15,000</u>	<u>7,891</u>
<b>PERSONAL SERVICES - EMPLOYEE BENEFITS</b>						
PERS	1,309	1,313		2,100	2,100	835
MEDICARE	134	136		300	300	114
<b>TOTAL EMPLOYEE BENEFITS</b>	<u>1,443</u>	<u>1,449</u>	<u>-</u>	<u>2,400</u>	<u>2,400</u>	<u>949</u>
<b>CONTRACTUAL SERVICES</b>						
<b>RENTALS AND LEASES</b>						
OTHER RENTS AND LEASES	474	613		700	1,000	395
<b>RECREATION CONTRACT SERVICES</b>						
INSTRUCTORS/SPEAKERS/ENTERTAINMENT	33,688	27,148		40,000	35,000	25,203
ADMISSIONS	1,410	705		1,000	1,500	-
<b>TOTAL CONTRACTUAL SERVICES</b>	<u>35,572</u>	<u>28,466</u>	<u>-</u>	<u>41,700</u>	<u>37,500</u>	<u>25,598</u>
<b>OTHER SERVICES AND EXPENSES</b>						
EDUCATION & TRAINING	-	1,950		2,000	3,600	1,950
RECREATION PUBLICATIONS	3,016	2,703		3,000	3,000	1,744
OTHER PRINTING	-	200		500	500	196
<b>TOTAL OTHER SERVICES AND EXPENSES</b>	<u>3,016</u>	<u>4,853</u>	<u>-</u>	<u>5,500</u>	<u>7,100</u>	<u>3,890</u>
<b>MATERIALS AND SUPPLIES</b>						
<b>OFFICE SUPPLIES</b>						
POSTAGE	863	928		1,200	1,200	633
<b>OTHER MATERIALS &amp; SUPPLIES</b>						
SPORTS SHIRTS	12,441	5,434		9,000	10,000	2,724
OTHER MATERIALS AND SUPPLIES	5,673	9,423		7,000	8,000	1,683
<b>TOTAL MATERIALS AND SUPPLIES</b>	<u>18,977</u>	<u>15,785</u>	<u>-</u>	<u>17,200</u>	<u>19,200</u>	<u>5,040</u>
<b>GRAND TOTAL - RECREATION SPORTS</b>	<u>\$ 68,256</u>	<u>\$ 59,901</u>	<u>\$ -</u>	<u>\$ 81,800</u>	<u>\$ 81,200</u>	<u>\$ 43,368</u>

# RECREATION OTHER

	2016 Actual Expenses	2017 Actual Expenses	2018 Actual Expenses	2019 Appropriations	2018 Appropriations	Current year 8/31/2018 Actual
<b>PERSONAL SERVICES - SALARIES AND WAGES</b>						
OTHER EXEMPT EMPLOYEES	\$ 1,002	\$ -	\$ -	\$ -		\$ -
PART-TIME/SEASONAL EMPLOYEES	63,155	66,987		70,000	75,000	48,969
LEAVE SETTLEMENTS	5,792	-	-			-
<b>TOTAL PERSONAL SERVICES</b>	<u>69,949</u>	<u>66,987</u>	<u>-</u>	<u>70,000</u>	<u>75,000</u>	<u>48,969</u>
<b>PERSONAL SERVICES - EMPLOYEE BENEFITS</b>						
UNEMPLOYMENT COMPENSATION	109	377		800	2,000	-
PERS	9,745	9,163		10,000	10,500	6,302
MEDICARE	1,069	971		1,000	1,100	710
<b>TOTAL EMPLOYEE BENEFITS</b>	<u>10,923</u>	<u>10,511</u>	<u>-</u>	<u>11,800</u>	<u>13,600</u>	<u>7,012</u>
<b>CONTRACTUAL SERVICES</b>						
<b>RENTALS AND LEASES</b>						
OTHER RENTS & LEASES	7,492	5,915		6,000	6,500	3,695
<b>RECREATION CONTRACT SERVICES</b>						
INSTRUCTORS/SPEAKERS/ENTERTAINMENT	55,849	60,956		75,000	75,000	33,702
ADMISSIONS	-	-	-	1,000	3,000	-
<b>OTHER CONTRACTUAL SERVICES</b>						
OTHER	3,958	-	-	-	-	-
<b>TOTAL CONTRACTUAL SERVICES</b>	<u>67,299</u>	<u>66,871</u>	<u>-</u>	<u>82,000</u>	<u>84,500</u>	<u>37,397</u>
<b>OTHER SERVICES AND EXPENSES</b>						
<b>PRINTING</b>						
RECREATION PUBLICATIONS	3,016	3,102		3,500	4,500	1,744
OTHER PRINTING	1,654	1,854		2,000	2,000	1,427
<b>TOTAL OTHER SERVICES AND EXPENSES</b>	<u>4,670</u>	<u>4,956</u>	<u>-</u>	<u>5,500</u>	<u>6,500</u>	<u>3,171</u>
<b>MATERIALS AND SUPPLIES</b>						
OTHER FOOD/GROCERY ITEMS	346	915		600	800	285
POSTAGE	863	928		1,500	2,000	633
OTHER MATERIALS AND SUPPLIES	3,579	3,189		2,500	3,000	1,111
<b>TOTAL MATERIALS AND SUPPLIES</b>	<u>4,788</u>	<u>5,032</u>	<u>-</u>	<u>4,600</u>	<u>5,800</u>	<u>2,029</u>
<b>GRAND TOTAL - RECREATION OTHER</b>	<u>\$ 157,629</u>	<u>\$ 154,357</u>	<u>\$ -</u>	<u>\$ 173,900</u>	<u>\$ 185,400</u>	<u>\$ 98,578</u>

# RECREATION POOLS & PARKS

	2016 Actual Expenses	2017 Actual Expenses	2018 Actual Expenses	2019 Appropriations	2018 Appropriations	Current year 8/31/2018 Actual
<b>PERSONAL SERVICES - SALARIES AND WAGES</b>						
PART-TIME/SEASONAL EMPLOYEES	\$ 223,878	\$ 202,797		\$ 230,000	\$ 240,000	\$ 203,390
<b>TOTAL PERSONAL SERVICES</b>	<u>223,878</u>	<u>202,797</u>	<u>-</u>	<u>230,000</u>	<u>240,000</u>	<u>203,390</u>
<b>PERSONAL SERVICES - EMPLOYEE BENEFITS</b>						
UNEMPLOYMENT	-	-		-	1,000	-
PERS	30,813	28,392		33,000	36,400	20,539
MEDICARE	3,192	2,941		3,400	3,500	2,949
<b>TOTAL EMPLOYEE BENEFITS</b>	<u>34,005</u>	<u>31,333</u>	<u>-</u>	<u>36,400</u>	<u>40,900</u>	<u>23,488</u>
<b>CONTRACTUAL SERVICES</b>						
<b>UTILITIES</b>						
ELECTRIC	40,257	42,144		47,000	46,000	32,192
NATURAL GAS	12,764	15,232		17,000	15,000	10,896
WATER/SEWER	14,274	11,018		20,000	20,000	5,898
BUILDING MAINTENANCE & REPAIR	1,460	2,065		5,000	6,000	1,740
GROUNDS MAINTENANCE	-	3,475		1,000	-	990
POOL MAINTENANCE AND REPAIR SERV	106,190	139,833		120,000	120,000	34,458
FIELD/PARKS MAINT & REPAIR	700	343		7,000	4,000	8,344
OTHER EQUIPMENT MAINTENANCE	1,757	-		5,000	5,000	2,755
<b>RECREATION CONTRACT SERVICES</b>						
INSTRUCTORS/SPEAKERS	-	-	-	500	-	396
<b>TOTAL CONTRACTUAL SERVICES</b>	<u>177,402</u>	<u>214,110</u>	<u>-</u>	<u>222,500</u>	<u>216,000</u>	<u>97,669</u>
<b>OTHER SERVICES AND EXPENSES</b>						
<b>COMMUNICATIONS</b>						
TELEPHONE/FAX COMMUNICATION	203	190		300	300	129
<b>EMPLOYEE BUSINESS EXPENSES</b>						
EDUCATION & TRAINING	-	345		800	400	275
MEMBERSHIPS, DUES, LICENSES	533	716		1,000	1,000	526
<b>PRINTING</b>						
RECREATION PUBLICATIONS	753	746		900	1,000	756
BUSINESS PRINTING	694	670		900	1,000	724
<b>TOTAL OTHER SERVICES AND EXPENSES</b>	<u>2,183</u>	<u>2,667</u>	<u>-</u>	<u>3,900</u>	<u>3,700</u>	<u>2,410</u>
<b>MATERIALS AND SUPPLIES</b>						
POSTAGE	204	231		300	300	237
PUBLICATIONS/SUBSCRIPTIONS	462	315		800	500	782
OTHER OFFICE SUPPLIES	274	-		500	500	-
BUILDING MATERIALS & SUPPLIES	-	-		500	500	-
GROUNDS MATERIALS & SUPPLIES	-	1,371		2,500	3,000	302
POOL MATERIALS AND SUPPLIES	35,250	34,305		55,000	55,000	35,021
<b>OTHER MATERIALS &amp; SUPPLIES</b>						
UNIFORMS	8,402	7,970		9,000	9,000	6,462
OTHER MATERIALS AND SUPPLIES	13,781	10,636		13,000	15,000	8,228
<b>EQUIPMENT &lt; \$1,000</b>						
OTHER EQUIPMENT/ASSETS < \$1,000	3,100	611		3,500	4,000	2,122
<b>TOTAL MATERIALS AND SUPPLIES</b>	<u>61,473</u>	<u>55,439</u>	<u>-</u>	<u>85,100</u>	<u>87,800</u>	<u>53,154</u>
<b>PROPERTY AND EQUIPMENT</b>						
COMPUTER HARDWARE/SOFTWARE	357	-	-	-	3,000	-
OTHER EQUIPMENT/ASSETS	13,337	-	-	5,000	5,000	-
<b>TOTAL PROPERTY AND EQUIPMENT</b>	<u>13,694</u>	<u>-</u>	<u>-</u>	<u>5,000</u>	<u>8,000</u>	<u>-</u>
<b>GRAND TOTAL - REC. POOLS &amp; PARKS</b>	<u>\$ 512,635</u>	<u>\$ 506,346</u>	<u>\$ -</u>	<u>\$ 582,900</u>	<u>\$ 596,400</u>	<u>\$ 380,111</u>

# **BUILDING**

	2016 Actual Expenses	2017 Actual Expenses	2018 Actual Expenses	2019 Appropriation	2018 Appropriation	Current year 8/31/2018 Actual
<b>PERSONAL SERVICES - SALARIES AND WAGES</b>						
Includes salary and other benefits						
BOARDS AND COMMISSIONS SALARIES	\$ 2,730	\$ 3,245		\$ 5,000	\$ 5,000	\$ 1,698
OTHER EXEMPT EMPLOYEES	236,867	240,821		320,100	308,600	188,756
FULL-TIME EMPLOYEES	476,584	483,096		481,300	442,200	320,910
PART-TIME EMPLOYEES	27,296	19,003		40,000	32,000	9,400
OVERTIME	1,138	3,018		5,000	5,000	375
LEAVE SETTLEMENTS	66,440	7,696		25,000	25,000	-
<b>TOTAL SALARIES AND WAGES</b>	<b>811,055</b>	<b>756,879</b>	<b>-</b>	<b>876,400</b>	<b>817,800</b>	<b>521,139</b>
<b>PERSONAL SERVICES - EMPLOYEE BENEFITS</b>						
HEALTH COVERAGE	197,484	204,328		224,200	231,100	152,776
GROUP LIFE & DISABILITY INSURANCE	4,111	3,237		6,000	7,000	3,647
WORKERS COMPENSATION	24,372	4,191		10,000	10,000	148
PERS	99,923	99,600		119,000	110,000	60,249
SOCIAL SECURITY	88	74		-	500	-
MEDICARE	11,274	10,470		12,400	11,400	7,224
<b>TOTAL EMPLOYEE BENEFITS</b>	<b>337,252</b>	<b>321,900</b>	<b>-</b>	<b>371,600</b>	<b>370,000</b>	<b>224,044</b>
<b>PROFESSIONAL SERVICES</b>						
ARCHITECTURAL SERVICES	12,040	16,803		22,000	22,000	6,843
ENGINEERING SERVICES	9,871	4,129		15,000	8,000	2,170
OTHER PROFESSIONAL SERVICES	-	-		1,000	1,000	-
COMPUTER CONSULTING SERVICES	-	-		1,000	1,000	-
<b>TOTAL PROFESSIONAL SERVICES</b>	<b>21,911</b>	<b>20,932</b>	<b>-</b>	<b>39,000</b>	<b>32,000</b>	<b>9,013</b>
<b>CONTRACTUAL SERVICES</b>						
<b>MAINTENANCE AND REPAIR SERVICES</b>						
BUILDING MAINTENANCE & REPAIR	-	-	-	4,000	4,000	-
VEHICLE MAINTENANCE	40	186		300	500	80
OTHER EQUIPMENT MAINT. & REPAIR	3,226	3,360		5,000	5,000	2,430
<b>OTHER CONTRACT SERVICES</b>						
OTHER CONTRACTUAL SERVICES	-	-	-	2,000	4,000	525
<b>TOTAL CONTRACTUAL SERVICES</b>	<b>3,266</b>	<b>3,546</b>	<b>-</b>	<b>11,300</b>	<b>13,500</b>	<b>3,035</b>
<b>OTHER SERVICES AND EXPENSES</b>						
TELEPHONE/FAX COMMUNICATIONS	6,278	6,830		7,800	8,300	4,154
EDUCATION & TRAINING	1,815	4,232		3,500	3,000	1,120
TRAVEL EXPENSES	284	3,940		3,500	3,000	810
MEMBERSHIPS, DUES, LICENSES	2,722	1,443		1,800	1,800	701
PROFESSIONAL/SOCIAL MEETINGS	-	-		-	800	-
OTHER EMPLOYEE BUS. EXPENSES	-	-		-	500	-
BUSINESS PRINTING	1,167	243		1,500	1,500	373
EMPLOYMENT ADVERTISING	-	-		-	1,100	-
<b>TOTAL OTHER SERV. &amp; EXPENSES</b>	<b>12,266</b>	<b>16,688</b>	<b>-</b>	<b>18,100</b>	<b>20,000</b>	<b>7,158</b>
<b>MATERIALS AND SUPPLIES</b>						
<b>FOOD/GROCERY ITEMS</b>						
COFFEE, CREAM, SUGAR	925	667		1,000	1,000	221
OTHER FOOD/GROCERY ITEMS	131	-		300	300	-
POSTAGE	2,197	2,234		3,000	3,000	1,353
PUBLICATIONS/SUBSCRIPTIONS	1,490	1,119		2,500	4,000	540
OTHER OFFICE SUPPLIES	2,468	4,181		5,500	5,500	2,058
UNIFORMS	-	-		500	1,500	-
OTHER MATERIALS AND SUPPLIES	364	150		500	500	-
OFFICE EQUIPMENT < \$1,000	-	-		500	500	-
COMPUTER EQUIPMENT < \$1,000	5,916	1,400		2,000	2,000	-
OTHER EQUIPMENT < \$1,000	-	-		500	500	-
<b>TOTAL MATERIALS AND SUPPLIES</b>	<b>13,491</b>	<b>9,751</b>	<b>-</b>	<b>16,300</b>	<b>18,800</b>	<b>4,172</b>
<b>PROPERTY AND EQUIPMENT</b>						
OFFICE FURNITURE & EQUIPMENT	2,561	-	-	-	2,000	-
COMPUTER HARDWARE/SOFTWARE	-	6,921	-	-	5,000	5,916
VEHICLES	-	-	-	30,000	30,000	-
OTHER EQUIPMENT/ASSETS	-	-	-	5,000	-	-
<b>TOTAL PROPERTY AND EQUIPMENT</b>	<b>2,561</b>	<b>6,921</b>	<b>-</b>	<b>35,000</b>	<b>37,000</b>	<b>5,916</b>
<b>GRAND TOTAL - BUILDING DEPARTMENT</b>	<b>\$ 1,201,802</b>	<b>\$ 1,136,617</b>	<b>\$ -</b>	<b>\$ 1,367,700</b>	<b>\$1,309,100</b>	<b>\$ 774,477</b>



Capital Improvement Fund					2018	2019
	Actual	Actual	Actual	Budget	Budget	Actual 8/31/2018
<b>Revenue:</b>						
Intergovernmental Revenue	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Miscellaneous Revenue	20,162	20,118	-	-	-	19,855
Notes and Bonds	-	-	-	-	-	-
Reimbursements	234,133	343	-	-	-	-
Transfers-In	2,000,000	11,000,000	-	-	-	-
<b>Total Revenue</b>	<b>\$ 2,254,295</b>	<b>\$ 11,020,461</b>	<b>\$ -</b>	<b>\$ 2,000,000</b>	<b>\$ 2,000,000</b>	<b>\$ 2,019,855</b>
<b>Expenditures:</b>						
Professional Services	\$ 858,750	\$ 592,610	-	\$ 1,000,000	\$ 363,942	\$ 363,942
Contractual Services	-	7,500	-	9,000	-	\$ 399
Other Services and Expenses	774	397	-	1,000	1,200	1,373
Property and Equipment	5,218,481	6,666,047	-	7,272,000	5,473,800	5,927,822
<b>Total Expenditures</b>	<b>\$ 6,078,005</b>	<b>\$ 7,266,554</b>	<b>\$ -</b>	<b>\$ 8,282,000</b>	<b>\$ 5,875,000</b>	<b>\$ 6,293,536</b>

Halburton - Phase 2	875,000
George Zeiger	700,000
Wendover	90,000
Timberlane	90,000
Brentwood	230,000
Edgewood	240,000
Campus Road Waterline project - Will be reimbursed by Cleveland Water	382,000
Asphalt & Concrete patching program	200,000
Dog park	175,000
Camera project	200,000
Phase 1 of sidewalk project	1,200,000
Cedar Road bridge	500,000
Tear down of north end of Service center	200,000
Signage	100,000
Purchase of land for connector rd.	2,000,000
Design fees for police department renovation	700,000
Miscellaneous	400,000
	<u>8,282,000</u>