

City of West Allis
Health Department
2018 Budget

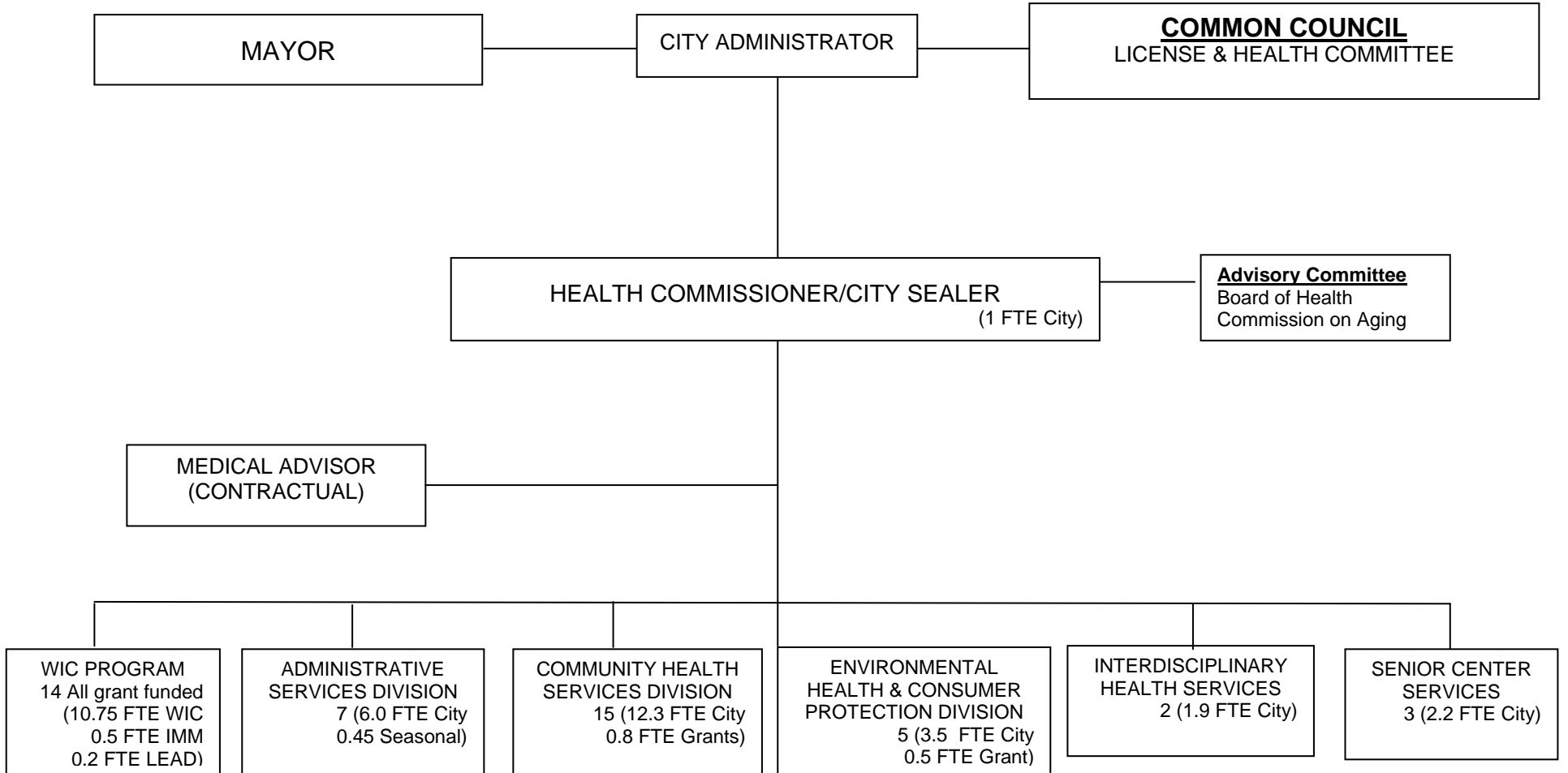
EXPENDITURES	2015 Actual	2016 Actual	2017 Budget	2017 Adjusted Budget	2017 Year-to-Date	2018 Request	2018 Additions/ Deletions	2018 Budget	Change	% Change
Salaries	\$ 1,379,895	\$ 1,395,484	\$ 1,564,400	\$ 1,564,400	\$ 996,180	\$ 1,550,700	\$ -	\$ 1,550,700	\$ (13,700)	
Provisionals/Part-Time	\$ 11,094	\$ 11,594	\$ 9,360	\$ 32,360	\$ 13,102	\$ 12,960	\$ -	\$ 12,960	\$ 3,600	
Misc Other Pay	\$ 11,774	\$ 11,141	\$ 13,880	\$ 13,880	\$ 4,723	\$ 8,480	\$ -	\$ 8,480	\$ (5,400)	
Overtime	\$ 10,087	\$ 7,533	\$ 11,500	\$ 11,500	\$ 2,332	\$ 7,900	\$ -	\$ 7,900	\$ (3,600)	
Payroll Taxes	\$ 105,112	\$ 105,250	\$ 115,100	\$ 115,100	\$ 76,170	\$ 117,682	\$ -	\$ 117,682	\$ 2,582	
Pension	\$ 116,454	\$ 115,216	\$ 101,400	\$ 101,400	\$ 71,916	\$ 100,362	\$ -	\$ 100,362	\$ (1,038)	
Health Insurance	\$ 273,935	\$ 240,821	\$ 87,904	\$ 87,904	\$ 178,020	\$ 300,986	\$ -	\$ 300,986	\$ 213,082	
Dental Insurance	\$ 20,326	\$ 22,452	\$ 17,800	\$ 17,800	\$ 15,852	\$ 22,963	\$ -	\$ 22,963	\$ 5,163	
Life Insurance	\$ 4,730	\$ 4,920	\$ 2,300	\$ 2,300	\$ 3,716	\$ 5,774	\$ -	\$ 5,774	\$ 3,474	
Professional Services	\$ 1,380	\$ 258	\$ 5,300	\$ 5,300	\$ 540	\$ 5,300	\$ -	\$ 5,300	\$ -	
Maintenance Contracts	\$ 2,923	\$ 2,348	\$ 3,090	\$ 3,463	\$ 1,789	\$ 7,290	\$ -	\$ 7,290	\$ 4,200	
Utilities	\$ 26,122	\$ 22,886	\$ 36,168	\$ 36,168	\$ 15,726	\$ 34,368	\$ -	\$ 34,368	\$ (1,800)	
Repair & Maintenance	\$ 7,366	\$ 8,531	\$ 800	\$ 1,835	\$ 2,342	\$ 1,100	\$ -	\$ 1,100	\$ 300	
Supplies	\$ 47,214	\$ 44,386	\$ 50,621	\$ 58,848	\$ 35,561	\$ 60,221	\$ -	\$ 60,221	\$ 9,600	
Books & Periodicals	\$ 135	\$ 426	\$ 800	\$ 800	\$ 192	\$ 800	\$ -	\$ 800	\$ -	
Advertising	\$ -	\$ 55	\$ 306	\$ 306	\$ 31	\$ 500	\$ -	\$ 500	\$ 194	
Printing	\$ 1,554	\$ 26	\$ 1,623	\$ 1,623	\$ 63	\$ 623	\$ -	\$ 623	\$ (1,000)	
Training & Travel	\$ 16,813	\$ 9,938	\$ 17,220	\$ 17,220	\$ 9,295	\$ 22,270	\$ -	\$ 22,270	\$ 5,050	
Regulatory & Safety	\$ -	\$ 64	\$ 400	\$ 400	\$ -	\$ 300	\$ -	\$ 300	\$ (100)	
Insurance	\$ 600	\$ 400	\$ 875	\$ 875	\$ 100	\$ 875	\$ -	\$ 875	\$ -	
Capital Items	\$ 2,912	\$ 1,308	\$ 2,500	\$ 32,500	\$ 450	\$ 2,500	\$ -	\$ 2,500	\$ -	
TOTAL EXPENDITURES	\$ 2,040,427	\$ 2,005,038	\$ 2,043,347	\$ 2,105,982	\$ 1,428,099	\$ 2,263,954	\$ -	\$ 2,263,954	\$ 220,607	10.80%

2018 BUDGET NOTES:

Health Insurance increase represents the correction of a budgeting error in 2017. Note the 2017 budgeted amount was \$87,904, when historical actuals were \$273,935 and \$240,821. Eliminating the impact of the budgeting error, the Health Department budget request for 2018 represents a \$7,411 increase over last year, which is due to an initiative to provide environmental services to the Village of Greendale. There will be a corresponding revenue increase as part of this initiative.

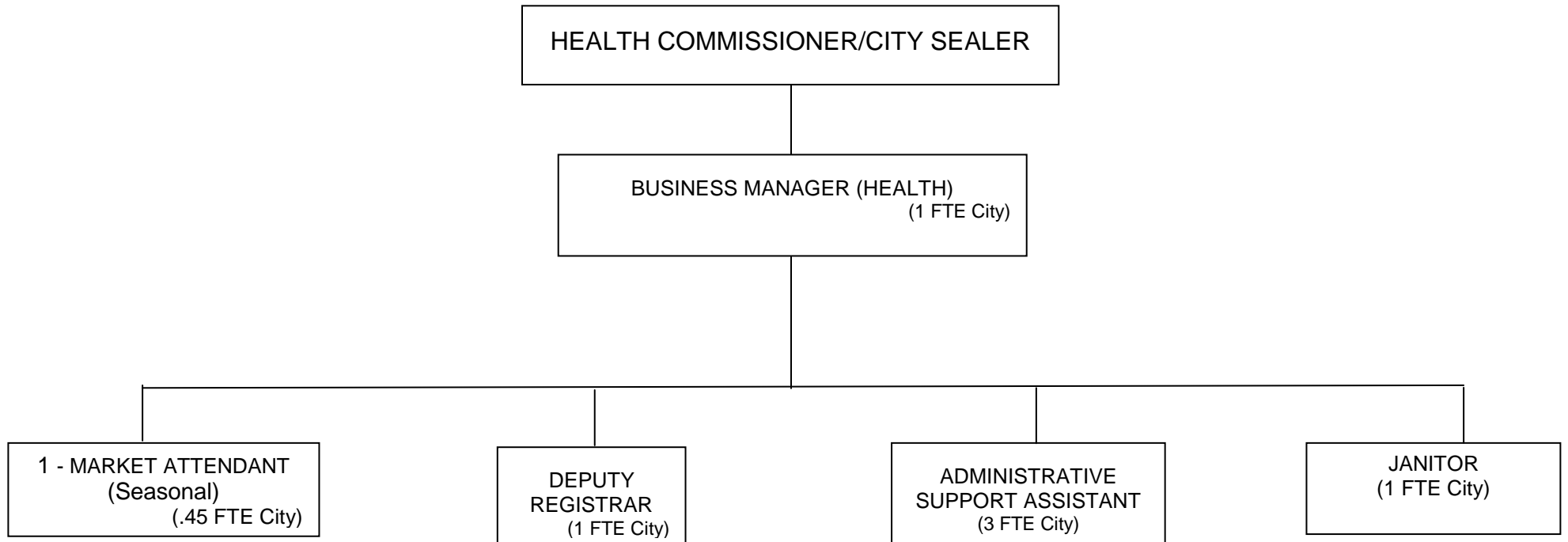
2017 Budget Error	\$ 213,196.00
2017 Corrected Budget	\$ 2,256,543.00
2018 Budget Request	\$ 2,263,954.00
	<u>\$ 7,411.00</u>

ORGANIZATIONAL CHART HEALTH



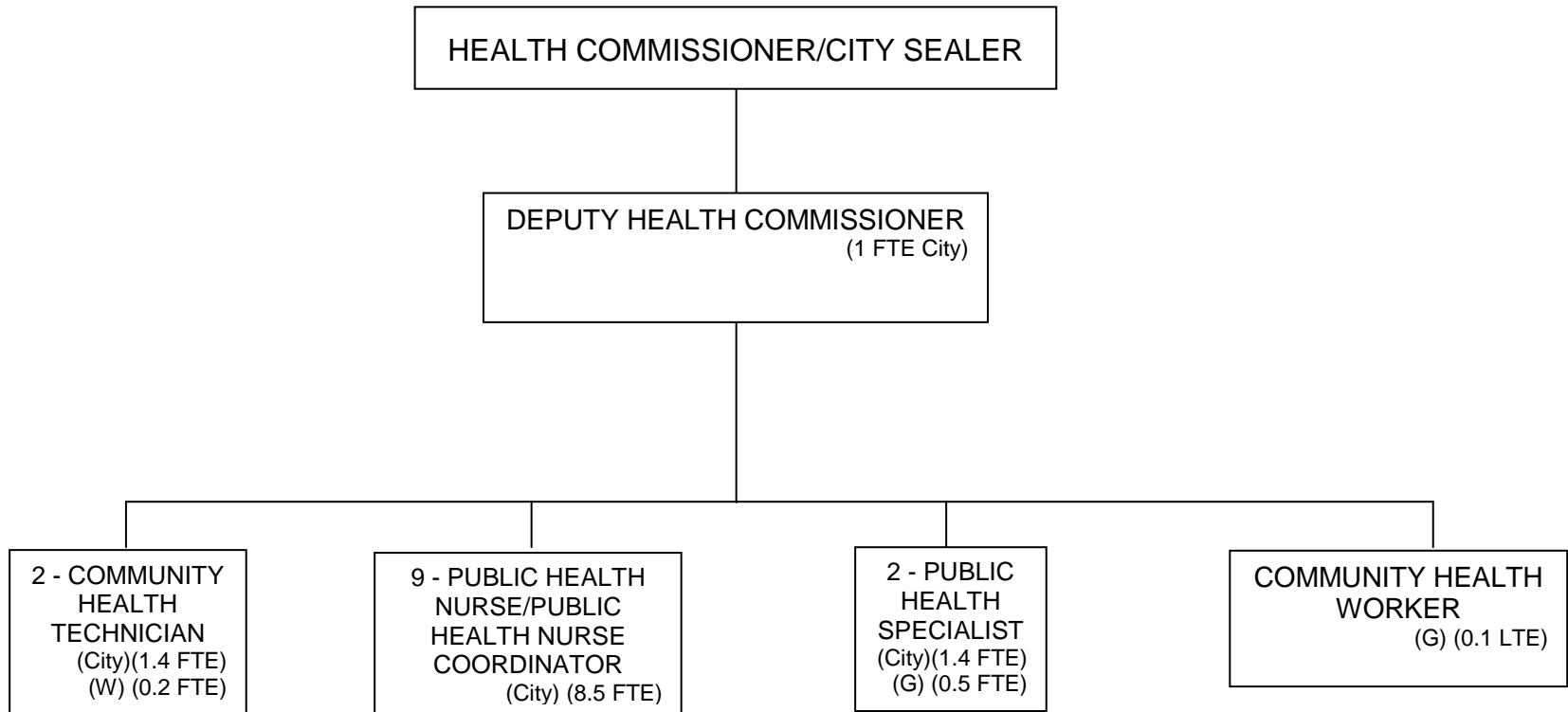
TOTAL POSITIONS: 47(40.1 FTEs)
 (26.9 City FTE
 12.75 FTE Grants
 0.45 Seasonal)

**ORGANIZATIONAL CHART
HEALTH
HEALTH ADMINISTRATIVE SERVICES**



TOTAL POSITIONS: 7 (6.0 City FTE,
0.45 Seasonal)

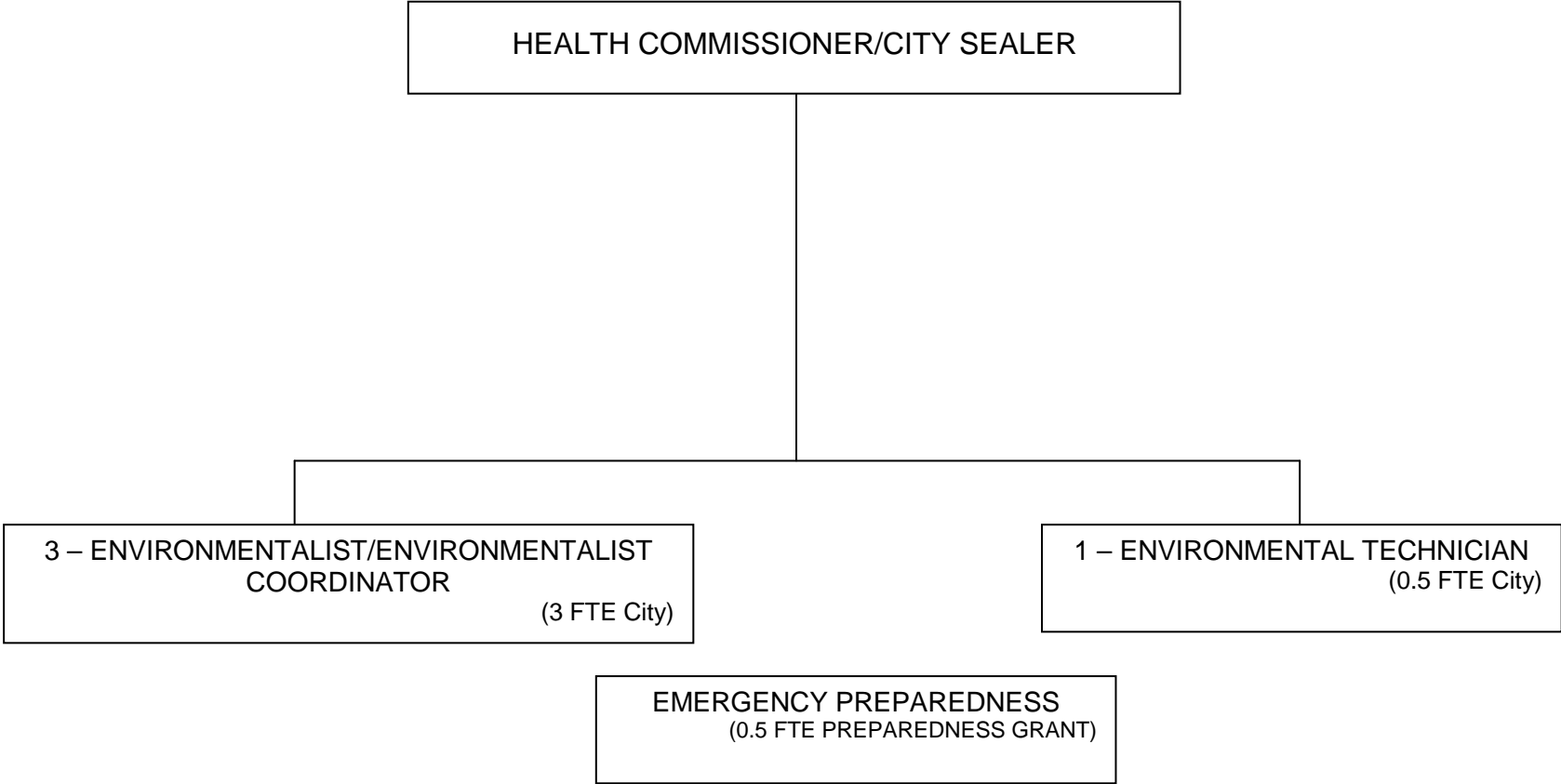
**ORGANIZATIONAL CHART
HEALTH
COMMUNITY HEALTH SERVICES**



**TOTAL POSITIONS: 15 (12.3 City FTE
0.8 Grant Funds)**

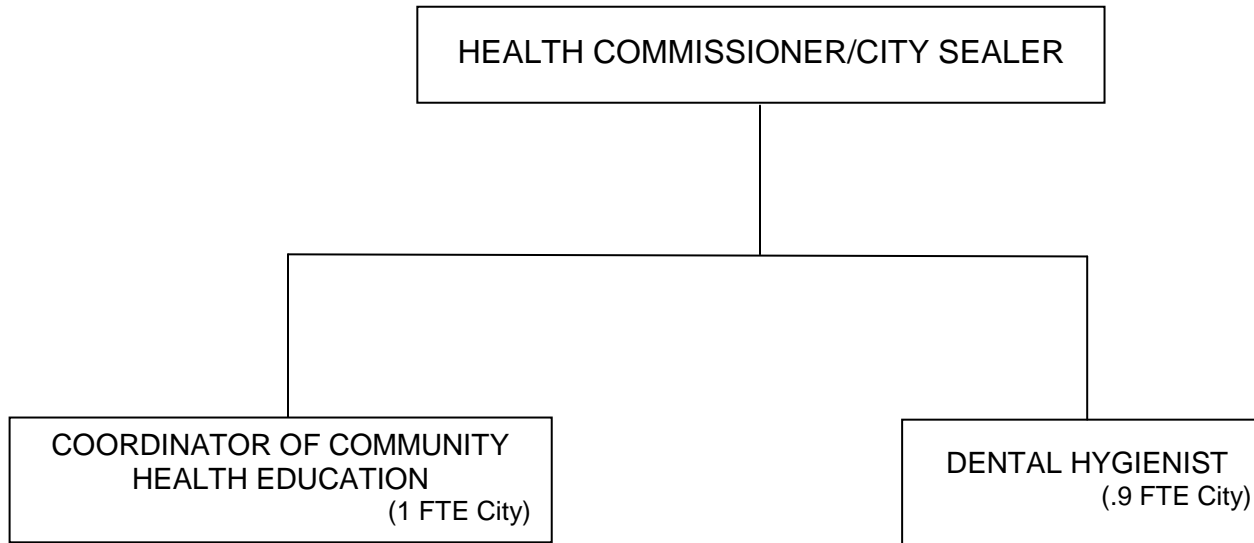
G = Funded by Consolidated Health Grant
W = Funded by WIC Grant

**ORGANIZATIONAL CHART
HEALTH
ENVIRONMENTAL HEALTH & CONSUMER PROTECTION**



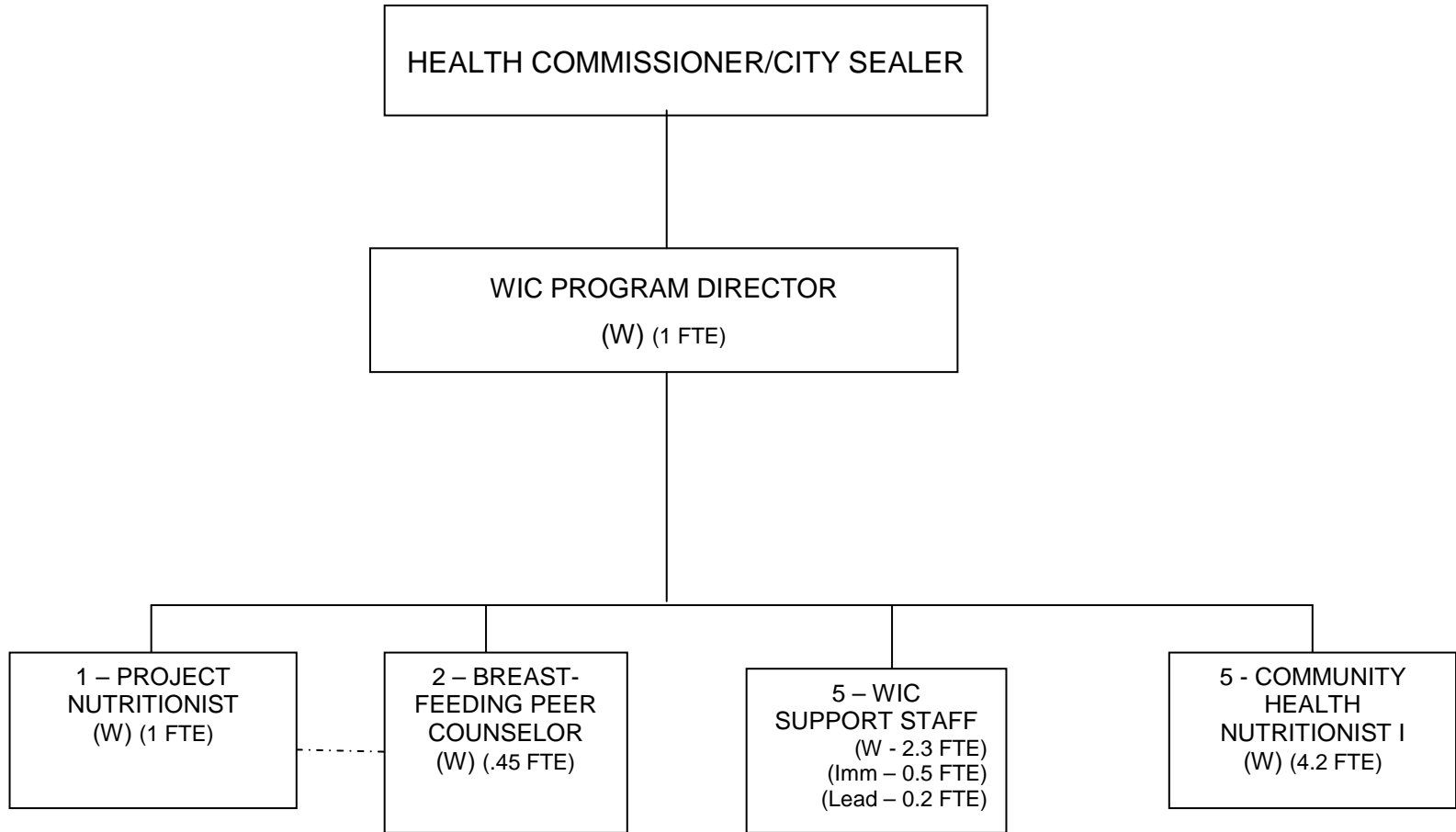
**TOTAL POSITIONS: 5 (3.5 City FTE
0.5 FTE GRANT)**

**ORGANIZATIONAL CHART
HEALTH
INTERDISCIPLINARY HEALTH SERVICES**



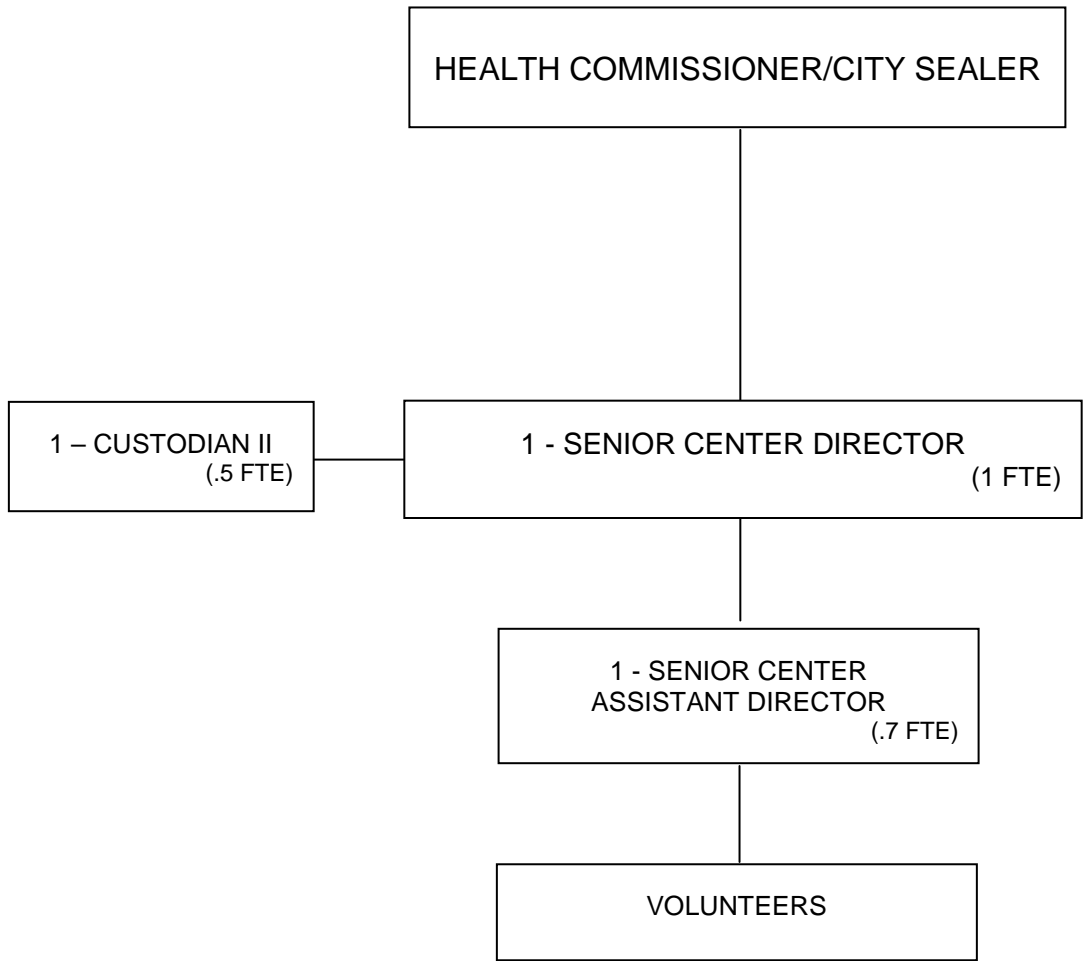
TOTAL POSITIONS: 2 (1.9 City FTE)

**ORGANIZATIONAL CHART
HEALTH
WOMEN, INFANTS AND CHILDREN (WIC) PROGRAM**



**TOTAL POSITIONS: 14 (10.75 FTE WIC GRANTS
0.5 FTE IMM GRANT
0.2 FTE LEAD GRANT)**

**ORGANIZATIONAL CHART
HEALTH
SENIOR CENTER**



TOTAL POSITIONS: 3 (2.2 City FTE)



Public Health
Prevent. Promote. Protect.

2018 HEALTH DEPARTMENT BUSINESS PLAN

Department	Director	Fund and Dept. Group
Health	Sally Nusslock	100-30
Mission/Overview		
Mission		
The West Allis Health Department will provide community leadership to protect and promote the health of West Allis residents.		
Vision		
Through services based on prevention, education and continuity of care; create an environment dedicated to optimizing the health of West Allis residents.		
Performance Measures		
See attached Performance Management Plan		
Position Information*		
<i>Titles</i>	<i>Number</i>	<i>Funding Source(s)</i>
Health Commissioner	1	City
Admin Supervisor	1	City
Deputy Registrar	1	City
Clerical Assistant	1	City
Clerical Assistant	3	Grant
Administrative Support Assistant	2	City
Janitor	1	City
Environmental Technician	1	City
Environmentalist	1	City
Environmentalist Coordinator	2	City
Market Attendant	1	City
Director of Community Health Services	1	City
Public Health Nurse	8	City
Public Health Specialist	2	City/Grant
Community Health Technician	2	City/Grant
Community Health Education Coordinator	1	City
Dental Hygienist	1	City
Emergency Preparedness Coordinator	1	Grant
WIC Program Director	1	Grant
Community Health Nutritionist Lead	1	Grant
Community Health Nutritionist	4	Grant
WIC Clinic Assistant	2	Grant
WIC Breastfeeding Peer Counselor	3	Grant
Community Health Worker	1	Grant
Vacant Positions*		
<i>Title</i>	<i>Length of Vacancy</i>	<i>2018 Plan/Current Status</i>
Public Health Nurse	11 months	Recruiting
Emergency Preparedness Coordinator	New	Recruit
Community Health Worker	New	Recruit

Services Provided*					
Service	Funded by	Frequency	Shared Service <i>(list Partners)</i>	Contracted	Statutory <i>(Federal, State, Local)</i>
Community Health Assessment and Planning	City	Daily		N	Y
Environmental Health Services	City/Fees	Daily		N	Y
Public Health Nursing Services	City/Grant	Daily		N	Y
Health Education Services	City/Grant	Daily		N	Y
Dental Health Program	City	Daily		N	Y
Occupational Health Screening	City	Annual (4 months)		N	N
Emergency Preparedness	Grant	Daily		N	Y
Women Infant and Children	Grant	Daily	Y (Milw.LHDs)	N	N
Vital Records (Birth & Death)	City	Daily		N	N
West Allis Farmers Market	City	4 days/wk		N	N

- 1. Strategic Plan Goal #5 – Excellence in Government, calls for operational analysis/audit/alternative service delivery options, continuous improvement and a culture of innovation. To assist with accomplishing this goal, identify the top three services provided (by time or money spent) and 2018 efforts to improve service delivery (quality and/or resources allocated)**

The Health Department has for many years had a Performance Management Quality Improvement Plan. Programs and services are evaluated regularly and quality improvement projects are selected based on the evaluation and staff feedback. Quarterly a report is published and distributed on activities and accomplishments.

Current QI projects:

- *Improving System of Collecting/Analyzing Customer Satisfaction Data*
- *Increasing BP Screening Outreach to the Hispanic Population*
- *Increasing HPV Vaccination Rates*
- *Increasing Recruitment and Retention in the WIC Program*

Future projects under consideration:

- *Evaluating Public Health Nurse phone duty hours*
- *Decreasing the number of repeat sexually transmitted infections*
- *Vision Screening Time Study*
- *Decrease insurance reimbursement denials*
- *Reduction in critical violations for food establishments*
- *Implementation of electronic health record system*

- 2. Describe any additional proposed changes to service delivery. (new initiatives should be documented on the new initiative form)**

See new initiative form for Environmental Consortium

- 3. 2017 Accomplishments (include Strategic Plan and other approved plans accomplishments)**

Three strategic priorities were identified for the West Allis Health Department 2015 – 2017 Strategic Plan are:

- Strategic Priority #1 – Organizational Excellence
 - Goal – To cultivate an environment of organizational excellence
- Strategic Priority #2 – Visibility
 - Goal – To advance the visibility of public health in the community
- Strategic Priority #3 – Safe and Healthy Community
 - Goal – To advocate for a safe and health community

Will provide a progress report at the end of 2017

- 4. 2018 Priorities/Goals (include Strategic Plan and other approved plans goals)**

Health Department strategic planning for 2018-2021 is underway. SWOT completed and being analyzed. Staff will discuss and select priority areas in our Department meeting in August. As in the previous plan we will align our new plan with the City's Strategic Plan and our Community Health Improvement Plan.

Three goals:

To promote organizational excellence

To advance the visibility of public health in the community

To advocate for a safe and healthy community

To promote organizational excellence

- By December 31, 2017, move from Phase 3 to Phase 5 on the NACCHO Roadmap to a Culture of Quality Improvement
 - QI Champions received advanced training; QI project results are being shared at department staff meetings; training in performance management and quality improvement added to staff orientation
 - Customer satisfaction performance measures were added to the performance management tracking log, all staff received QI training, employees have been trained in how to find performance management data, a standardized process for customer satisfaction has been put in place for walk-in clients
- By December 31, 2017, WAHD will complete all requirements to maintain accreditation status and position itself for reaccreditation
 - 2011-2015 CHIP finished
 - Timeline for reaccreditation has been revised due to changes in the PHAB timeline
 - Annual reports completed in time frame
 - Domain a Month teaching with all staff and Board of Health
 - 2015 CHA completed
- By December 31, 2017, ensure a competent and motivated public health workforce
 - Personal development plans are included in the performance appraisals
 - Job descriptions (JDQ) are in process of updates
 - Process for partnering with academic institutions to provide students public health experience has been standardized
 - Tuition reimbursement benefit promoted to staff
- By June 30, 2015, establish a process for disseminating internal communications
 - CHS dry erase board used for daily announcements
 - Plan for short-term communication workgroup to update agenda template for monthly staff meetings in place
- By December 31, 2017, the West Allis Health Department will demonstrate fiscal sustainability and responsible resource stewardship in the allocation, maintenance, and use of public funds to address current and emerging health priorities.
 - Ongoing strategies
 - Assessing community for duplication of services
 - Identifying opportunities for shared services and resources
 - Aligning students experiences with health dept priorities
 - Seeking out grant opportunities and financial resources that align with health dept. priorities
 - Advocating for local, state, and federal funding
- By December 31, 2015, WAHD staff will report an increased understanding of budgeting and resource allocation processes
 - Management staff completed a Panning for Financial Success webinar series
 - Keep staff updated on budget process

To advance the visibility of public health in the community

- By December 31, 2015, increase WAHD's capacity to develop and deliver social marketing and communication to targeted audiences
 - Facebook pages developed and implemented
 - Twitter accounts developed and implemented
 - Texting policy in place
- By December 31, 2017, increase internal capacity around advocacy and policy development
 - Advocacy and policy development part of 2016-2020 CHIP objectives
 - Legislative updates included in staff meetings as appropriate
 - Staff members included in developing, implementing, and evaluating policies
- By December 31, 2017, increase Board of Health advocacy
 - BOH more engaged – e-cigarette ordinance, etc.
- By December 31, 2017, the WAHD will identify, raise awareness about, and advocate for public health
 - Ongoing strategies
 - Educating community partners
 - Advocating for public health laws and policies
 - Increasing visibility
 - Branding strategy in progress – waiting for City
 - This is Public Health video completed

To advocate for a safe and healthy community

- Through December 31, 2015, assume a leadership role to assure achievement of objectives for four priorities identified in the 2011-2015 CHIP
 - Leadership role assumed for Access to Care, Health Communications, Healthy Homes and Neighborhoods, and Obesity priorities
- Through December 31, 2015, assume a support role to assist and monitor the objectives for five priorities identified in the 2011-2015 CHIP
 - Support role assumed for Alcohol and Other Drug Use, Emotional Well Being, Healthy Lifestyles, Safety and Injury, and Unhealthy Aggressive Behavior priorities
- By February 14, 2017, assume a leadership role in development of the 2016-2020 CHIP
 - Leadership role assumed for development of 2016-2020 CHIP priorities, work groups
 - Leadership role assumed for Healthy Lifestyles priority
 - Support role assumed for Mental Health and Substance Abuse and Addiction priorities
 - CHIP progress report for 2016 completed
 - Plan in place to communicate annual CHIP progress in public health partners and the community
- By December 31, 2017, forge new and maintain past partnerships to increase community engagement
 - Ongoing strategies
 - Identifying community partners
 - Communicating with partners
- By December 31, 2017, maintain an all hazards emergency operation plan
 - PHERP updated annually
 - Participants in Hospital Emergency Response Coalition
 - Staff engaged in call-down drills, emergency preparedness drills

Detailed progress on the 2015-2017 Strategic Plan can be found on the 2017 Performance Management Plan located on the P: drive in the Performance Management folder.



2018 NEW INITIATIVE BUDGET PROPOSAL

Proposed New Initiative	
Initiative Name	Environmental Health Consortium
Initiative Leader Contact	Sally Nusslock
Alternate Contacts	
Contacts E-Mail Addresses	snusslock@westalliswi.gov
Phone/Extension	8627

Please submit New Initiative proposal with your budget documents to rqrill@westalliswi.gov

Please complete the form below describing your proposed New Initiative	
1. Summary of Proposed Initiative (not to exceed 200 words); provide a synopsis of the proposed project.	
	The West Allis Health Department would become the DTACP agent for the Village of Greendale and will inspect and license all of their food facilities and provide consultation on environmental health issues.
2. New and Innovative (not to exceed 100 words); CWA is looking for new ways to deliver programs, products, or services. Describe what is new and innovative about this project.	
	Expands on the shared services model we have with the Women, Infants and Children program.
3. Strategic Importance (not to exceed 100 words); Why is this project of strategic importance?	
	Strengthens the capacity of WAHD Environmental Division by increased staffing and additional revenue to the City.
4. Identify others who are benefiting from the new initiative and how they would benefit.	
	Village of Greendale residents/visitors Allows us to increase staffing and plan for succession
5. Outcomes and Metrics (not to exceed 200 words); What outcomes do you expect from this initiative? What are the metrics you will use to measure success?	
	Number of inspections Number of violations/orders/complaints Revenue generated
6. Please indicate the estimated funding required and the anticipated duration (maximum of 3 years) of this Initiative.	
	<ul style="list-style-type: none"> a. Estimate the revenue, expenses less the staffing and HR costs, and the initiative funding requested by year. Next, provide an estimate for staffing and the total cost for the initiative by year. b. When considering human resources, please estimate the “fully-loaded” cost. (“Fully-

loaded” cost includes direct plus all indirect costs, including infrastructure/overhead).

- c. Explain the potential revenue sources by providing a list of potential users/customers. If the new initiative involves non-financial returns of some kind, explain those and identify the users/customers.

Duration of Initiative: 1 Year 2 Years 3 Years

Budget: *To complete, double click on the spreadsheet to enter data.*

Budget Item	Year One	Year Two	Year Three	Initiative Totals
Anticipated Revenue	\$34,700	\$34,700	\$34,700	\$104,100
Anticipated Expenses (less staffing and HR)	\$500	\$500	\$500	\$1,500
Initiative Net Requested (subtotal)	(\$34,200)	(\$34,200)	(\$34,200)	(\$102,600)
Anticipated Staffing and HR Costs	\$25,000	\$28,000	\$31,000	\$84,000
Total Initiative Cost	(\$9,200)	(\$6,200)	(\$3,200)	(\$18,600)

Revenue Explanation: If the initiative is expected to generate revenue, justify the expected revenue and provide a list of potential users and customers. If the initiative involves non-financial returns of some kind, please explain this non-financial return and describe the users and customers.

This agreement would be similar to the West Milwaukee Contract. The exceptions would be that we would handle all of the fee payments and issue the licenses. We would get the revenue from the license fees and could charge the Village additional fees for the other services.

7. Sustainability of the Initiative: If the required funding exceeds 1-3 years, how will the City continue to fund the initiative?

The project would be sustained by revenue from the licensing fees and service fee charged to the Village. There is potential to add other communities to the Consortium in the future.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2015 Actual	2016 Actual	2017 Original Budget	2018 Mayor's Budget	2018 CC BUDGET	2018 Dollar Change
Health Department							
Regular Employees							
100-3001-541.11-01	Salary & Wages	266,651	277,529	371,900	394,576	394,576	22,676
LEVEL	TEXT			TEXT AMT			
CCBG	1 HEALTH COMMISSIONER			394,576			
	1 BUSINESS MANAGER						
	1 DEPUTY REGISTRAR						
	3 ADMINISTRATIVE SUPPORT ASSISTANT						
	1 MUNICIPAL JANITOR						

	7 POSITIONS (7 FTE, FUNDED BY GEN FUND)			394,576			
100-3002-541.11-01	Salary & Wages	90,059	92,396	112,400	113,811	113,811	1,411
LEVEL	TEXT			TEXT AMT			
CCBG	1 DENTAL HYGIENIST						
	1 COORDINATOR COMMUNITY HEALTH EDUCATOR			113,811			

	2 POSITIONS (1.9 FTE, FUNDED BY GEN FUND)			113,811			
100-3003-541.11-01	Salary & Wages	574,445	609,315	837,100	792,992	792,992	44,108-
LEVEL	TEXT			TEXT AMT			
CCBG	1 DEPUTY HEALTH COMMISSIONER			792,992			
	9 PUBLIC HEALTH NURSES (8.5 FTE)						
	2 COMM HEALTH TECH (1.4 GEN FUND .2 GRANT FUND)						
	2 PUBLIC HLTH SPECLST (1.4 GEN FUND .5 GRANT FUND)						
	COMMUNITY HEALTH WORKER (.1 LTE GRANT FUND)						

	15 POSITIONS			792,992			
100-3004-541.11-01	Salary & Wages	201,841	190,246	232,000	237,640	237,640	5,640
LEVEL	TEXT			TEXT AMT			
CCBG	3 ENVIRONMENTALISTS/ENVIR COORDINATOR			237,640			
	1 ENVIRONMENTAL TECH.						
	1 PREPAREDNESS COORDINATOR (.5 FTE GRANT FUNDED)						

	5 POSITIONS (3.5 FTE, FUNDED BY GEN FUND)			237,640			
100-3005-552.11-01	Salary & Wages	405	131	11,000	11,681	11,681	681
LEVEL	TEXT			TEXT AMT			

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2015 Actual	2016 Actual	2017 Original Budget	2018 Mayor's Budget	2018 CC BUDGET	2018 Dollar Change
CCBG	1 MARKET ATTENDANT (.45 FTE-GEN FUND)			11,681			
	=====						
	TOTAL HEALTH DEPT POSITIONS = 47 (40.6 FTE)						
	27.4 FTE FUNDED BY GEN FUND						
	12.75 FTE FUNDED BY GRANTS						
	.45 SEASONAL						
				11,681			
100-3001-541.11-02	Vacation	23,050	27,745	0	0	0	0
100-3002-541.11-02	Vacation	10,344	11,821	0	0	0	0
100-3003-541.11-02	Vacation	68,781	61,374	0	0	0	0
100-3004-541.11-02	Vacation	20,264	13,574	0	0	0	0
100-3001-541.11-03	Holidays	14,192	15,342	0	0	0	0
100-3002-541.11-03	Holidays	4,745	5,182	0	0	0	0
100-3003-541.11-03	Holidays	35,856	35,035	0	0	0	0
100-3004-541.11-03	Holidays	11,179	11,541	0	0	0	0
100-3001-541.11-04	Sick Leave	10,179	5,830	0	0	0	0
100-3002-541.11-04	Sick Leave	1,345	2,488	0	0	0	0
100-3003-541.11-04	Sick Leave	25,015	14,743	0	0	0	0
100-3004-541.11-04	Sick Leave	2,365	8,634	0	0	0	0
100-3001-541.11-06	Funeral Leave	1,080	0	0	0	0	0
100-3002-541.11-06	Funeral Leave	382	0	0	0	0	0
100-3003-541.11-06	Funeral Leave	1,996	123	0	0	0	0
100-3004-541.11-06	Funeral Leave	2,313	0	0	0	0	0
100-3001-541.11-07	Jury Duty	0	181	0	0	0	0
100-3002-541.11-07	Jury Duty	740	0	0	0	0	0
100-3003-541.11-07	Jury Duty	0	125	0	0	0	0
100-3004-541.11-07	Jury Duty	0	665	0	0	0	0
100-3001-541.11-12	Comp Time Used	82	73	0	0	0	0
100-3002-541.11-12	Comp Time Used	1,258	493	0	0	0	0
100-3003-541.11-12	Comp Time Used	8,807	10,021	0	0	0	0
100-3004-541.11-12	Comp Time Used	2,522	876	0	0	0	0

*	Regular Employees	1,379,896	1,395,483	1,564,400	1,550,700	1,550,700	13,700-
	Provisional Employees-PT						
100-3003-541.12-01	Prov. Salary & Wages	1,578	1,478	0	1,600	1,600	1,600
100-3004-541.12-01	Prov. Salary & Wages	0	0	0	2,000	2,000	2,000
100-3005-552.12-01	Prov. Salary & Wages	9,516	10,116	9,360	9,360	9,360	0

	LEVEL TEXT TEXT AMT						
CCBG	1 MARKET ATTENDANT (.45 FTE)						
	1 SUMMER FRIDAY MARKET ATTENDANT (.04)						

*	Provisional Employees-PT	11,094	11,594	9,360	12,960	12,960	3,600
	Overtime						
100-3001-541.13-01	Overtime Pay	1,294	2,619	0	1,000	1,000	1,000
100-3002-541.13-01	Overtime Pay	0	2,022	1,500	900	900	600-
100-3003-541.13-01	Overtime Pay	5,931	1,862	7,000	4,200	4,200	2,800-

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2015 Actual	2016 Actual	2017 Original Budget	2018 Mayor's Budget	2018 CC BUDGET	2018 Dollar Change
100-3004-541.13-01	Overtime Pay	2,862	1,031	3,000	1,800	1,800	1,200-
* Overtime		10,087	7,534	11,500	7,900	7,900	3,600-
Misc Additional Pays							
100-3003-541.14-01	Out of Class Pay	14	7	0	0	0	0
100-3001-541.14-10	Car Allowance	305	330	700	400	400	300-
100-3002-541.14-10	Car Allowance	1,050	1,390	1,100	500	500	600-
100-3003-541.14-10	Car Allowance	5,388	5,002	7,020	3,420	3,420	3,600-
100-3004-541.14-10	Car Allowance	3,583	3,276	3,920	3,020	3,020	900-
100-3003-541.14-11	Clothing Allowance	1,433	1,136	1,140	1,140	1,140	0
* Misc Additional Pays		11,773	11,141	13,880	8,480	8,480	5,400-
Insurance							
100-3001-541.21-01	Health Insurance	56,746	52,459	106,100	92,883	92,883	13,217-
100-3002-541.21-01	Health Insurance	24,613	19,165	15,600	22,014	22,014	6,414
100-3003-541.21-01	Health Insurance	119,868	107,345	124,800	148,726	148,726	23,926
100-3004-541.21-01	Health Insurance	72,708	61,852	54,600	37,363	37,363	17,237-
100-3001-541.21-03	Hlth Ins-other offsets	0	0	213,196-	0	0	213,196
100-3001-541.21-04	Life Insurance	1,232	1,518	800	1,729	1,729	929
100-3002-541.21-04	Life Insurance	383	476	100	616	616	516
100-3003-541.21-04	Life Insurance	2,474	2,476	1,000	2,794	2,794	1,794
100-3004-541.21-04	Life Insurance	641	451	400	635	635	235
100-3001-541.21-07	Dental Insurance	4,592	5,465	7,300	6,418	6,418	882-
100-3002-541.21-07	Dental Insurance	2,201	2,321	1,100	2,234	2,234	1,134
100-3003-541.21-07	Dental Insurance	10,343	11,423	8,600	13,459	13,459	4,859
100-3004-541.21-07	Dental Insurance	3,190	3,243	3,800	852	852	2,948-
100-3001-541.21-09	Dntl Ins-other offsets	0	0	3,000-	0	0	3,000
* Insurance		298,991	268,194	108,004	329,723	329,723	221,719
Payroll Taxes							
100-3001-541.22-01	Social Secrty-OASDI 6.2%	19,199	19,965	23,000	23,958	23,958	958
100-3002-541.22-01	Social Secrty-OASDI 6.2%	6,648	6,852	7,000	7,067	7,067	67
100-3003-541.22-01	Social Secrty-OASDI 6.2%	43,974	44,276	51,000	48,921	48,921	2,079-
100-3004-541.22-01	Social Secrty-OASDI 6.2%	14,763	13,573	11,600	14,707	14,707	3,107
100-3005-552.22-01	Social Secrty-OASDI 6.2%	615	635	700	724	724	24
100-3001-541.22-02	Social Security-HI 1.45%	4,490	4,669	5,400	5,603	5,603	203
100-3002-541.22-02	Social Security-HI 1.45%	1,555	1,603	1,600	1,653	1,653	53
100-3003-541.22-02	Social Security-HI 1.45%	10,272	10,355	11,900	11,441	11,441	459-
100-3004-541.22-02	Social Security-HI 1.45%	3,453	3,174	2,700	3,439	3,439	739
100-3005-552.22-02	Social Security-HI 1.45%	144	149	200	169	169	31-
* Payroll Taxes		105,113	105,251	115,100	117,682	117,682	2,582
Retirement							
100-3001-541.23-01	Retirement-General	21,533	21,917	25,200	26,437	26,437	1,237
100-3002-541.23-01	Retirement-General	7,417	7,614	7,600	7,626	7,626	26
100-3003-541.23-01	Retirement-General	47,914	47,540	55,900	51,148	51,148	4,752-
100-3004-541.23-01	Retirement-General	16,252	14,561	12,700	15,151	15,151	2,451
100-3005-552.23-01	Retirement-General	0	8	0	0	0	0

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2015 Actual	2016 Actual	2017 Original Budget	2018 Mayor's Budget	2018 CC BUDGET	2018 Dollar Change
*	Retirement	93,116	91,640	101,400	100,362	100,362	1,038-
	Retirement-Unfunded Liab						
100-3001-541.24-01	Retirement-General	5,390	5,639	0	0	0	0
100-3002-541.24-01	Retirement-General	1,856	1,959	0	0	0	0
100-3003-541.24-01	Retirement-General	12,026	12,230	0	0	0	0
100-3004-541.24-01	Retirement-General	4,067	3,746	0	0	0	0
100-3005-552.24-01	Retirement-General	0	2	0	0	0	0
*	Retirement-Unfunded Liab	23,339	23,576	0	0	0	0
	Professional Services						
100-3001-541.30-02	Consultants	0	0	4,000	4,000	4,000	0
100-3001-541.30-04	Other	540	138	300	300	300	0
	LEVEL TEXT		TEXT	AMT			
	CCBG VOLUNTEERS						
100-3004-541.30-04	Other	840	120	1,000	1,000	1,000	0
	LEVEL TEXT		TEXT	AMT			
	CCBG OTHER - PROFESSIONAL SERVICES						
*	Professional Services	1,380	258	5,300	5,300	5,300	0
	Maintenance Contracts						
100-3001-541.32-04	Other	2,923	2,348	3,090	3,090	3,090	0
	LEVEL TEXT		TEXT	AMT			
	CCBG COPIER & MAIL MACHINE LEASE						
100-3003-541.32-04	Other	0	0	0	4,200	4,200	4,200
*	Maintenance Contracts	2,923	2,348	3,090	7,290	7,290	4,200
	Utility Services						
100-3001-541.41-01	Water	582	601	603	603	603	0
100-3005-552.41-01	Water	415	430	602	602	602	0
100-3001-541.41-02	Storm Water	800	806	1,205	1,205	1,205	0
100-3005-552.41-02	Storm Water	3,130	3,154	3,509	3,509	3,509	0
100-3001-541.41-03	Sanitary Sewer	431	420	0	0	0	0
100-3005-552.41-03	Sanitary Sewer	281	256	0	0	0	0
100-3001-541.41-04	Electric	13,498	12,191	19,570	17,570	17,570	2,000-
100-3005-552.41-04	Electric	2,888	2,046	3,733	3,733	3,733	0
100-3001-541.41-05	Gas	4,097	2,981	6,646	6,646	6,646	0
100-3001-541.41-06	Telephone	0	0	300	500	500	200
*	Utility Services	26,122	22,885	36,168	34,368	34,368	1,800-
	Repair & Maintenance						
100-3001-541.44-01	Office Furniture & Equip	196	157	200	200	200	0
100-3001-541.44-08	Other	6,530	7,598	100	100	100	0
	LEVEL TEXT		TEXT	AMT			

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2015 Actual	2016 Actual	2017 Original Budget	2018 Mayor's Budget	2018 CC BUDGET	2018 Dollar Change
CCBG	REPAIR & MAINTENANCE MISC						
100-3003-541.44-08	Other	640	776	500	800	800	300
LEVEL	TEXT						
CCBG	OTHER MAINTENANCE - AUDIOMETERS, LAB EQUIPMENT						
* Repair & Maintenance		7,366	8,531	800	1,100	1,100	300
General Supplies							
100-3001-541.51-01	Postage	5,293	5,458	5,670	5,670	5,670	0
100-3001-541.51-02	Office Supplies	4,676	4,058	4,878	4,878	4,878	0
100-3001-541.51-04	Food/Provisions	401	241	500	500	500	0
100-3001-541.51-06	Custodial Supplies	3,491	3,389	3,173	3,173	3,173	0
LEVEL	TEXT						
CCBG	GENERAL CUSTODIAL SUPPLIES			2,600			
	MARKET CUSTODIAL SUPPLIES			500			
	MISC			73			
				3,173			
100-3001-541.51-08	Hand & Shop Tools	0	0	25	25	25	0
100-3001-541.51-09	Other	28	152	300	300	300	0
LEVEL	TEXT						
CCBG	OTHER SUPPLIES						
100-3002-541.51-09	Other	18	504	500	500	500	0
LEVEL	TEXT						
CCBG	OTHER - SUPPLIES						
100-3004-541.51-09	Other	0	0	0	2,000	2,000	2,000
100-3005-552.51-09	Other	366	573	1,000	3,000	3,000	2,000
LEVEL	TEXT						
CCBG	GENERAL SUPPLIES						
* General Supplies		14,273	14,375	16,046	20,046	20,046	4,000
Books & Periodicals							
100-3001-541.52-01	Subscriptions	135	166	300	300	300	0
100-3001-541.52-02	Other	0	260	500	500	500	0
LEVEL	TEXT						
CCBG	OTHER BOOKS & PERIODICALS						
* Books & Periodicals		135	426	800	800	800	0
Operational Supplies							
100-3001-541.53-01	Gasoline	18	0	75	75	75	0
100-3004-541.53-40	Environmental Supplies	790	822	2,500	2,500	2,500	0
100-3002-541.53-41	Medical & Lab Supplies	3,001	3,000	3,000	3,000	3,000	0
100-3003-541.53-41	Medical & Lab Supplies	29,133	26,188	29,000	34,600	34,600	5,600

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2015 Actual	2016 Actual	2017 Original Budget	2018 Mayor's Budget	2018 CC BUDGET	2018 Dollar Change
* Operational Supplies		32,942	30,010	34,575	40,175	40,175	5,600
Advertising							
100-3001-541.54-02	Notices	0	55	306	500	500	194
	LEVEL TEXT						
	CCBG ADVERTISING						
* Advertising		0	55	306	500	500	194
Printing							
100-3001-541.55-01	In-house (Print Shop)	1,554	26	1,623	623	623	1,000-
* Printing		1,554	26	1,623	623	623	1,000-
Travel							
100-3001-541.56-01	Local Business Meetings	98	552	850	850	850	0
100-3002-541.56-01	Local Business Meetings	15	467	150	150	150	0
100-3003-541.56-01	Local Business Meetings	329	256	500	500	500	0
100-3004-541.56-01	Local Business Meetings	1,240	690	1,500	1,500	1,500	0
100-3001-541.56-02	Conferences & Seminars	1,017	232	1,550	1,550	1,550	0
100-3002-541.56-02	Conferences & Seminars	35	105	400	400	400	0
100-3003-541.56-02	Conferences & Seminars	2,537	882	2,400	2,400	2,400	0
100-3004-541.56-02	Conferences & Seminars	1,951	2,499	2,500	2,500	2,500	0
* Travel		7,222	5,683	9,850	9,850	9,850	0
Education & Training							
100-3001-541.57-01	Membership Dues	4,788	1,303	775	5,825	5,825	5,050
100-3002-541.57-01	Membership Dues	123	150	165	165	165	0
100-3003-541.57-01	Membership Dues	430	1,226	1,575	1,575	1,575	0
100-3004-541.57-01	Membership Dues	1,028	540	705	705	705	0
100-3001-541.57-02	Training Schools	732	264	1,200	1,200	1,200	0
100-3002-541.57-02	Training Schools	85	0	200	200	200	0
100-3003-541.57-02	Training Schools	1,823	25	2,000	2,000	2,000	0
100-3004-541.57-02	Training Schools	582	748	750	750	750	0
* Education & Training		9,591	4,256	7,370	12,420	12,420	5,050
Testing							
100-3001-541.59-01	Medical	0	0	100	100	100	0
100-3004-541.59-02	Other	0	64	200	200	200	0
	LEVEL TEXT						
	CCBG TESTING						
* Testing		0	64	300	300	300	0
Safety Supplies							
100-3003-541.60-01	Clothing/Uniforms	0	0	100	0	0	100-
* Safety Supplies		0	0	100	0	0	100-
Insurance							

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2015 Actual	2016 Actual	2017 Original Budget	2018 Mayor's Budget	2018 CC BUDGET	2018 Dollar Change
100-3003-541.61-01	Liability Ins (premiums)	600	400	875	875	875	0
*	Insurance	600	400	875	875	875	0
	Capital Items						
100-3001-541.70-01	Furniture & Fixtures	2,116	1,110	1,500	1,500	1,500	0
100-3001-541.70-05	Other	796	198	1,000	1,000	1,000	0
	LEVEL TEXT						
	CCBG OTHER CAPITAL ITEMS						
*	Capital Items	2,912	1,308	2,500	2,500	2,500	0
**	Health Department	2,040,429	2,005,038	2,043,347	2,263,954	2,263,954	220,607