

Ordinance No. 17-113

Human Resource Department Number of employees per fund

Sanitation % Water % Sewer %

Civil Service Case Review Number of civil service
employee per fund

Sanitation % Water % Sewer %

City Hall Janitor Maintenance Square feet utilized

Sanitation % Water % Sewer %

Office rent \$3,000.00 per month including all utilities except phone

Sanitation % Water Sewer

Public Service Administrator Job Duties

Sanitation 15% Water 25% Sewer 25%

Public Service Assistant Job Duties

Sanitation 20% Water 30% Sewer 30%

City Engineer and GIS Assistant Mapping Job Duties

Sanitation 20% Water 30% Sewer 30%

CITY OF ZANESVILLE
WATER AND SEWER DEPARTMENT
CENTRAL SERVICE COST ALLOCATION PLAN

1. MAYOR COSTS TO BE ALLOCATED:

Salaries and Wages	\$ _____
Less Mayor's Wages	_____
Allowable Wages	_____
Fringe Benefits	_____
Operating Expenses	_____
Total Cost	_____
Times _____ % Water	_____
Times _____ % Sewer	_____
Times _____ % Sanitation	_____

2. AUDITOR COSTS TO BE ALLOCATED

Salaries and Wages	\$ _____
Less Auditor's Wages	_____
Allowable Wages	_____
Fringe Benefits	_____
Operating Expenses	_____
Total Cost	_____
Times _____ % Water	_____
Times _____ % Sewer	_____
Times _____ % Sanitation	_____

3. TREASURER COSTS TO BE ALLOCATED:

Salaries and Wages	\$ _____
Less Income Tax	_____
Less Treasurer's Wages	_____
Allowable Wages	_____
Fringe Benefits	_____
Operating Expenses	_____
Total Cost	_____

60% Check Reconciliation & Release _____

40% Payroll _____

Check Reconciliation & Release

Times _____ % Water _____

Times _____ % Sewer _____

Times _____ % Sanitation _____

Payroll

Times _____ % Water _____

Times _____ % Sewer _____

Times _____ % Sanitation _____

Total Treasure Water _____

Total Treasurer Sewer _____

Total Treasurer Sanitation _____

4. LAW DIRECTOR COSTS TO BE ALLOCATED:

Salaries and Wages \$ _____
Less Law Director's Wages _____
Allowable Wages _____
Fringe Benefits _____
Operating Expenses _____
Total Cost _____
Times _____ % Water _____
Times _____ % Sewer _____
Times _____ % Sanitation _____

5. DATA PROCESSOR AND IT ASSISTANT COSTS TO BE ALLOCATED:

Salaries and Wages \$ _____
Fringe Benefits _____
Operating Expenses _____
Total Cost _____
Times _____ % Water _____
Times _____ % Sewer _____
Times _____ % Sanitation _____

6. CITY COUNCIL SECRETARY COSTS TO BE ALLOCATED:

Salaries and Wages \$ _____
Fringe Benefits _____
Operating Expenses _____
Total Cost _____

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Times _____ % Water _____

Times _____ % Sewer _____

Times _____ % Sanitation _____

7. BUDGET FINANCE COSTS TO BE ALLOCATED:

Salaries and Wages \$ _____

Fringe Benefits _____

Operating Expenses _____

Total Cost _____

30% Labor Negotiations _____

35% Budget Preparation _____

35% City Wide Admin. _____

Labor Negotiations

Times _____ % Water _____

Times _____ % Sewer _____

Times _____ % Sanitation _____

Budget Preparation

Times _____ % Water _____

Times _____ % Sewer _____

Times _____ % Sanitation _____

City Wide Administration

Times _____ % Water _____

Times _____ % Sewer _____

Times _____ % Sanitation _____

Total Budget Finance Water _____

Total Budget Finance Sewer _____

Total Budget Finance Sanitation _____

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8. CIVIL SERVICE COSTS TO BE ALLOCATED

Salaries and Wages \$ _____
Fringe Benefits _____
Operating Expenses _____
Total Cost _____
Times _____ % Water _____
Times _____ % Sewer _____
Times _____ % Sanitation _____

9. PURCHASING AND INSURANCE AGENT COSTS TO BE ALLOCATED:

Salaries and Wages \$ _____
Fringe Benefits _____
Operating Expenses _____
Total Cost _____
60% Purchaser Review and Insurance Entry _____
40% Contract Work _____
Purchase Order Entry _____
Times _____ % Water _____
Times _____ % Sewer _____
Times _____ % Sanitation _____
Contract Work
Times _____ % Water _____
Times _____ % Sewer _____
Times _____ % Sanitation _____
Total Purchasing and Insurance Water _____
Total Purchasing and Insurance Sewer _____
Total Purchasing and Insurance Sanitation _____

10. CITY HALL JANITOR

Salaries and Wages \$ _____
Fringe Benefits _____
Operating Expenses _____
Total Cost _____
Times _____ % Water _____
Times _____ % Sewer _____
Times _____ % Sanitation _____

11. PUBLIC SERVICE DIRECTOR COSTS TO BE ALLOCATED

Salaries and Wages \$ _____
Fringe Benefits _____
Operating Expenses _____
Total Cost _____
Times 25% Water _____
Times 25% Sewer _____
Times 15% Sanitation _____

12. ASSISTANT PUBLIC SERVICE DIRECTOR COSTS TO BE ALLOCATED

Salaries and Wages \$ _____
Fringe Benefits _____
Operating Expenses _____
Total cost _____
Times 30% Water _____
Times 30% Sewer _____
Times 20% Sanitation _____

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13. OFFICE RENT \$3,000.00 PER MONTH INCLUDING UTILITIES

Water \$12,000.00

Sewer \$12,000.00

Sanitation \$12,000.00

14. CITY ENGINEERING AND GIS MAPPING COSTS TO BE ALLOCATED

Salaries and Wages \$ _____

Fringe Benefits _____

Operating Expenses _____

Total Cost _____

Times 30% Water _____

Times 30% Sewer _____

Times 20% Sanitation _____

15. HUMAN RESOURCE DEPARTMENT

Salaries and Wages \$ _____

Fringe Benefits _____

Operating Expenses _____

Total cost _____

Times _____ % Water _____

Times _____ % Sewer _____

Times _____ % Sanitation _____