

Ordinance No. 17-113

Budget Finance      Labor Negotiations      Number of union employees  
    and Relations      30%      by fund

Sanitation      %      Water      %      Sewer      %

Budget Preparation      35%      Number of budget lines  
              per fund

Sanitation      %      Water      %      Sewer      %

Administration      35%      Number of employees by fund

Sanitation      %      Water      %      Sewer      %

Data Processor      Computer Administration      Estimate of service  
 And IT Tech Assistant           provided by department

Sanitation      %      Water      %      Sewer      %

Purchasing &      Insurance      Percentage of amount paid  
 Insurance Agent      60%

Sanitation      %      Water      %      Sewer      %

Contract Work      40%      Number of contracts per fund

Sanitation      %      Water      %      Sewer      %

City Council Secretary      Ordinance Preparation      Number of ordinances  
 per fund

Sanitation      %      Water      %      Sewer      %

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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	_____

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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	_____

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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	_____

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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	_____

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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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