

# *Administrative Services*

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## **Mission Statement**

### Finance & Purchasing

To provide leadership in responsibly managing the City's financial resources.

### Graphics

To assist City Divisions in reaching their goals through creative visual communications

### Human Resources

To maximize the effectiveness, productivity and performance of the City of Glendale's human resources through the development of a workplace environment which is responsive to the needs of the organization and its employees.

## **FY 2003/04 Accomplishments**

- Upgraded PeopleSoft Human Resources to version 8.3
- Implemented first year of two-year budget process
- Received Government Finance Officers Association certificate of achievement for excellence in financial reporting
- Continue stabilization of PeopleSoft Financial system
- Presented a class in Glendale U on Purchasing the Glendale Way.
- Increased awareness of electronic job submission for Xerox 6100 and currently receive 30% of all jobs on-line
- Participated in Xerox Users Group quarterly meetings to expand knowledge of equipment and procedures
- Modified several brochures and flyers for insertion on the web
- Planned and prepared for the next Peoplesoft Financials upgrade to version 8.8
- Expanded service for all divisions to include folding and insertion of checks, flyers, licenses and miscellaneous other items.
- Reduced the rate of interest to 4.2% with the current refunding of the 1993 GRA Tax Allocation Bonds.

## **Human Resources**

- Completed reorganization of division. The Personnel Division is now Human Resources, falling under the Administrative Services Division. Appointed Assistant Division Heads for Human Resources and Finance, as well as the City's first ever Risk Manager.
- Negotiated initial letter of agreement with newly formed Glendale Management Association.
- Established initial Memorandum of Understanding with Glendale Management Association.
- Commenced labor negotiations with Glendale Management Association and Glendale Police Officers' Association for new Memoranda of Understanding.
- Negotiated significant amendments to three non-management employee association bargaining units involving transition to new payroll system.
- Worked cooperatively with the respective employee associations on the modification of work schedules to comply with Council's directive to open five days a week.
- Received and processed approximately 7,500 job applications and coordinated approximately 140 examination processes.
- Conducted executive recruitment for Director of Parks, Recreation and Community Services. Commenced executive recruitment for Director of Libraries. Also coordinated public safety recruitments for Police Lieutenant, Police Officer, Fire Engineer and Firefighter
- Conducted joint Firefighter Recruit process with the City of Burbank.
- Implemented elements of the Outreach Recruitment Plan; hired hourly staff person to coordinate outreach efforts.

- Working with the Civil Service Commission, identified unclassified employees City-wide, and coordinated the transition of over 70 of these employees to classified position.
- Identified amendments to the Civil Service Rules and began the process of meet and confer with the employee associations regarding these changes.
- Working with the Finance Section, completed implementation of major payroll upgrade system 8.3.
- Kept increases for medical and dental insurance programs to a minimum, defying a strong trend toward double-digit increase in the industry. Modernized the dental insurance benefit.
- Working with Employee Health Services and Workers' Compensation, established a process for handling interactive meetings with employees protected under State of California disability laws.
- Coordinated 8 administrative investigations.
- Modified the Employee Service Award and Retirement Award programs to provide gift cards, rather than pre-selected gifts, enabling employees more options.

### Employee Health Services

- It is estimated that in a year's time there has been a \$3,923,997 savings to the City for all services provided by Employee Health Services and through the Wellness Program. This includes cost savings realized from providing service at EHS versus an outside provider; medical costs not incurred due to early medical problem detection; and prevention programs. It also includes savings from estimated lost time. Excluded are the benefits of increased morale, generally improved health and absenteeism reduction.
- EHS provides each visit at 7% the cost of provision from an outside provider when services are compared to costs established by the National Medical Fee Analyzer.
- It is estimated that EHS was able to provide all regulatory, pre-placement, health and wellness related services to the employees and divisions from July 2003 to December 2003 at the cost of \$9 per month per employee.
- EHS has provided 5 structured group health screenings this year: skin cancer screening with 2 positive findings; mammography with 3 suspicious findings; bone scans with 4 high risk individuals; prostate screening; and blood pressure screening at the work-site. This has benefited 169 employees.
- Through its Wellness Program, EHS has provided a Life-style Change Management Program; Parenting Series; 21 Brown Bagging Sessions and six work-site presentations, reaching a total of 420 employees.
- Conducted 6,820 employee health evaluations and treatments from July 1, 2003 to December 31, 2003.
- Lab work done during health screening assessments showed 53% of those tested to have high levels of cholesterol (greater than 200). Of those 17% were in the dangerous level of greater than 240. It is estimated if gone unchecked the cost to the City could be \$745,524 in medical expenses and lost time. This is \$57,348 per affected employee.
- EHS has developed an ongoing intra-net site for employees to gain health information.

## **FY 2004/05 Goals**

- Upgrade PeopleSoft Financials to version 8.8
- Implement second year of two-year Budget process
- Post 10-year long range strategic financial plan to the City's website
- Rewrite Administrative Policy Manual section for Finance, Purchasing and Graphics
- Provide on-going end user training on the PeopleSoft system. Both for new users and those with more experience.
- Complete the review, update and rewrite of the Purchasing section of the APM
- Pre-plan and prepare for the next Peoplesoft Human Resources upgrade to 8.8
- Refine and polish the class "Purchasing the Glendale Way".
- Expand service for all divisions to include folding and insertion of checks, flyers, licenses and miscellaneous other items.
- Upgrade computer technology to stay current with market
- Expand translation services

## **Human Resources**

- Complete executive recruitment and hire new Director of Libraries.
- Complete labor negotiations with the GMA and GPOA; sign and ratify new Memoranda of Understanding.
- Prepare for the 2004/2005 GCEA negotiations: prepare salary and benefit surveys for the 12 labor market cities; form negotiation team and develop strategies for negotiation.
- Continue implementation of various elements of the Strategic Outreach Recruitment Plan to provide better outreach to the community, with the ultimate goal of establishing a workforce that is more reflective of the community we serve.
- Continue to promote diversity awareness and sensitivity toward different ethnic groups within the community through training, education and vigorous enforcement of anti-discrimination policies.
- Work with the City's insurance broker and Health Benefits Committee to ensure continued effective and competitive employee benefit programs, while mitigating industry-wide insurance cost increases.
- Modify and streamline the employee job performance evaluation form.
- Revise and update City policies and procedures; reissue updated Administrative Policy Manual.
- Re-establish strong and productive work relationship with Civil Service Commission.

## **Employee Health Services**

- Provision of a variety of Workers' Compensation services in coordination with the Workers' Compensation Section.
  - ◆ Care for medical only workers' compensation cases on a voluntary basis.
  - ◆ Nurse case management of claims in conjunction with analyst.
- Marketing of Employee Health Services programs through:
  - ◆ Continued intra-net web page development.
  - ◆ Targeting supervisors with review of regulatory issues and services offered by Employee Health Services.
  - ◆ Development of outreach programs to address worker needs.
  - ◆ In depth metrics tracking to show need and effectiveness.

**2004/05 Budget Adopted Appropriations**

	<b>Salaries and Benefits</b>	<b>Maintenance and Operation</b>	<b>Capital Outlay</b>	<b>Self Insurance</b>	<b>Total</b>
<b>General Fund</b>					
<u>Finance</u>					
Administration	493,216	463,277	-	-	956,493
Accounts Payable	212,910	64,288	-	-	277,198
Budget	66,815	15,730	-	-	82,545
Accounting	465,051	60,294	-	-	525,345
Grants	195,982	60,054	-	-	256,036
Payroll	307,594	65,116	-	-	372,710
Purchasing	338,608	26,874	-	-	365,482
Transfer to Other Funds	-	2,771,434	-	-	2,771,434
<u>Human Resources</u>					
Administration	972,572	404,381	-	-	1,376,953
Citywide Training	-	232,003	-	-	232,003
Budgeted Underexpenditures					(31,000)
<b>Total General Fund</b>	<b>3,052,748</b>	<b>4,163,451</b>	<b>-</b>	<b>-</b>	<b>7,185,199</b>
<u>Unemployment Insurance Fund</u>					
	-	-	-	145,000	145,000
<u>Uninsurable Litigation Fund</u>					
	-	-	-	2,265,000	2,265,000
<u>Liability Insurance Fund</u>					
	508,250	21,036	-	15,714	545,000
<u>Auto Insurance Fund</u>					
	-	-	-	303,000	303,000
<u>Workers Compensation Fund</u>					
Employee Health Services	552,619	419,141	-	-	971,760
Compensation Insurance	575,787	203,371	-	-	779,158
Safety	296,294	126,146	25,000	-	447,440
Self Insurance	-	-	-	4,818,642	4,818,642
<b>Total Workers Comp Fund</b>	<b>1,424,700</b>	<b>748,658</b>	<b>25,000</b>	<b>4,818,642</b>	<b>7,017,000</b>
<u>Dental Insurance Fund</u>					
	-	-	-	801,000	801,000
<u>Medical Insurance Fund</u>					
	51,619	-	-	5,579,381	5,631,000
<u>Vision Insurance Fund</u>					
	-	-	-	95,000	95,000
<u>Employee Benefits Fund</u>					
	-	-	-	611,000	611,000
<u>Graphics Operation Fund</u>					
	486,048	201,112	-	-	687,160
<b>Total Adopted Appropriation</b>	<b>5,523,365</b>	<b>5,134,257</b>	<b>25,000</b>	<b>14,633,737</b>	<b>25,285,359</b>

	<b>Budget 2003-2004</b>	<b>Estimated 2003-2004</b>	<b>Budget 2004-2005</b>
<u>Authorized Salaried Positions</u>			
Finance	38.80	39.90	39.90
Human Resources	30.00	30.00	30.00
<b>Total</b>	<b>68.80</b>	<b>69.90</b>	<b>69.90</b>

	<u>Expenditures Actual 2002-03</u>	<u>Current Year Appropriation 2003-04</u>	<u>Year to Date Expenditures 10/31/03</u>	<u>Estimated Expenditures 2003-04</u>	<u>Budget 2004-05</u>	<u>Budget 2005-06</u>
Account Summary						
<u>Financial</u>						
Salaries & Benefits	-	428,186	146,935	428,186	493,216	521,675
Maintenance & Operation	-	412,407	116,535	452,156	463,277	466,538
Capital	-	-	-	-	-	-
Charges - Other Depts	-	-	-	-	-	-
Budgeted Underexpenditure	-	(10,000)	-	(10,000)	(15,500)	(13,000)
Total	<u>\$ -</u>	<u>\$ 830,593</u>	<u>\$ 263,470</u>	<u>\$ 870,342</u>	<u>\$ 940,993</u>	<u>\$ 975,213</u>

Personnel Classification Detail

	Budget <u>2003-2004</u>	Estimated <u>2003-2004</u>	Budget <u>2004-2005</u>	Budget <u>2005-2006</u>
Accountant	0.00	0.00	0.00	0.00
Accounting Services Specialist	0.00	0.00	0.00	0.00
Accounting Systems Administrator	0.00	0.00	0.00	0.00
Administrative Analyst	1.00	1.00	1.00	1.00
Administrative Associate	0.00	0.00	0.00	0.00
Assistant Director - Finance	0.00	1.00	1.00	1.00
Assistant Finance Director	1.00	0.00	0.00	0.00
Audit Administrator	0.00	0.00	0.00	0.00
Director of Administrative Services	0.00	1.00	1.00	1.00
Director of Finance & Admin. Services	1.00	0.00	0.00	0.00
Executive Secretary (Steno) (Conf)	1.00	1.00	1.00	1.00
Office Specialist I	0.00	0.00	0.00	0.00
Office Services Specialist II	1.00	1.00	1.00	1.00
Principal Accountant	0.00	0.00	0.00	0.00
Senior Accountant	0.00	0.00	0.00	0.00
Senior Accounting Services Specialist	0.00	0.00	0.00	0.00
Senior Accounting Technician	0.00	0.00	0.00	0.00
Senior Accounting Technician (Confid.)	0.00	0.00	0.00	0.00
Senior Executive Analyst	0.00	0.00	0.00	0.00
TOTAL	<u>5.00</u>	<u>5.00</u>	<u>5.00</u>	<u>5.00</u>

	Expenditures Actual 2002-03	Current Year Appropriation 2003-04	Year to Date Expenditures 10/31/03	Estimated Expenditures 2003-04	Budget 2004-05	Budget 2005-06
<b>Salaries &amp; Benefits</b>						
41100 Salaries	-	375,166	117,493	375,166	429,263	442,141
41300 Hourly Wages	-	-	3,393	-	-	-
41600 Compensated Absences	-	5,439	956	5,439	6,439	6,632
41700 Other Benefits	-	807	679	807	750	750
41800 Life Insurance	-	633	278	633	883	909
41900 Disability Insurance	-	2,576	665	2,576	2,706	2,787
42000 Vision Insurance	-	733	224	733	672	672
42100 Medical Insurance	-	30,863	18,653	30,863	39,338	40,518
42200 Dental Insurance	-	3,382	2,300	3,382	4,137	4,261
42300 Unemployment Insurance	-	363	117	363	429	442
42400 Compensation Insurance	-	5,439	641	5,439	3,500	3,605
42500 Medicare	-	2,770	1,492	2,770	5,099	5,252
42600 Social Security	-	15	44	15	-	-
42700 PERS Retirement	-	-	-	-	-	13,706
<b>Total</b>	<b>\$ -</b>	<b>\$ 428,186</b>	<b>\$ 146,935</b>	<b>\$ 428,186</b>	<b>\$ 493,216</b>	<b>\$ 521,675</b>

**Maintenance & Operation Detail**

42800 Auto Allowance	-	5,012	975	5,012	5,012	5,012
43110 Contractual Services	-	73,446	106,518	110,000	73,446	73,446
43113 County Property Tax Admin	-	310,000	-	310,000	310,000	310,000
44120 Repairs to Office Equipment	-	983	29	983	983	983
44300 Telephone	-	983	186	983	983	983
44450 Postage	-	3,686	4,866	6,500	3,686	3,686
44550 Travel	-	1,436	609	1,436	1,436	1,436
44650 Training	-	2,457	250	2,457	2,457	2,457
44700 Computer Software	-	246	42	246	246	246
44750 Insurance & Surety Bonds	-	6,214	1,981	6,214	6,266	6,266
44800 Membership and Dues	-	246	510	600	246	246
45050 Periodicals & Newspapers	-	147	100	147	147	147
45100 Books	-	123	145	150	123	123

	Expenditures Actual 2002-03	Current Year Appropriation 2003-04	Year to Date Expenditures 10/31/03	Estimated Expenditures 2003-04	Budget 2004-05	Budget 2005-06
45150 Furniture & Equipment	-	983	-	983	983	983
45250 Office Supplies	-	4,146	263	4,146	54,964	58,225
45350 General Supplies	-	230	-	230	230	230
46900 Business Meetings	-	92	60	92	92	92
47000 Miscellaneous	-	1,977	-	1,977	1,977	1,977
Total	\$ -	\$ 412,407	\$ 116,535	\$ 452,156	\$ 463,277	\$ 466,538



Account Summary	<u>Expenditures Actual 2002-03</u>	<u>Current Year Appropriation 2003-04</u>	<u>Year to Date Expenditures 10/31/03</u>	<u>Estimated Expenditures 2003-04</u>	<u>Budget 2004-05</u>	<u>Budget 2005-06</u>
<b>Financial</b>						
Salaries & Benefits	-	330,402	65,012	330,402	212,910	225,248
Maintenance & Operation	-	66,024	2,934	66,024	64,288	64,288
Capital	-	-	-	-	-	-
Charges - Other Depts	-	-	-	-	-	-
Budgeted Underexpenditure	-	-	-	-	-	-
Total	<u>\$ -</u>	<u>\$ 396,426</u>	<u>\$ 67,946</u>	<u>\$ 396,426</u>	<u>\$ 277,198</u>	<u>\$ 289,536</u>

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## Personnel Classification Detail

	Budget <u>2003-2004</u>	Estimated <u>2003-2004</u>	Budget <u>2004-2005</u>	Budget <u>2005-2006</u>
Accountant	0.00	0.00	0.00	0.00
Accounting Services Specialist	2.00	2.00	2.00	2.00
Accounting Systems Administrator	0.00	0.00	0.00	0.00
Administrative Analyst	0.00	0.00	0.00	0.00
Administrative Associate	0.00	0.00	0.00	0.00
Assistant Finance Director	0.00	0.00	0.00	0.00
Audit Administrator	0.00	0.00	0.00	0.00
Director of Finance & Admin. Services	0.00	0.00	0.00	0.00
Executive Secretary (Steno) (Conf)	0.00	0.00	0.00	0.00
Office Specialist I	0.00	0.00	0.00	0.00
Office Services Specialist II	0.00	0.00	0.00	0.00
Principal Accountant	0.00	0.00	0.00	0.00
Principal Accounting Technician	0.00	1.00	1.00	1.00
Senior Accountant	0.00	0.00	0.00	0.00
Senior Accounting Services Specialist	1.00	1.00	1.00	1.00
Senior Accounting Technician	1.00	0.00	0.00	0.00
Senior Accounting Technician (Confid.)	0.00	0.00	0.00	0.00
Senior Executive Analyst	0.00	0.00	0.00	0.00
TOTAL	<u>4.00</u>	<u>4.00</u>	<u>4.00</u>	<u>4.00</u>

	Expenditures Actual 2002-03	Current Year Appropriation 2003-04	Year to Date Expenditures 10/31/03	Estimated Expenditures 2003-04	Budget 2004-05	Budget 2005-06
<b>Salaries &amp; Benefits</b>						
41100 Salaries	-	279,860	56,965	279,860	186,331	191,920
41200 Overtime	-	3,000	-	3,000	-	-
41300 Hourly Wages	-	5,000	2,858	5,000	5,150	5,305
41600 Compensated Absences	-	4,364	500	4,364	2,795	2,879
41700 Other Benefits	-	647	93	647	-	-
41800 Life Insurance	-	508	-	508	-	-
41900 Disability Insurance	-	2,067	6	2,067	857	883
42000 Vision Insurance	-	588	35	588	240	247
42100 Medical Insurance	-	24,764	3,331	24,764	13,693	14,104
42200 Dental Insurance	-	2,714	372	2,714	1,453	1,497
42300 Unemployment Insurance	-	291	61	291	186	192
42400 Compensation Insurance	-	4,364	333	4,364	882	908
42500 Medicare	-	2,223	459	2,223	1,256	1,294
42600 Social Security	-	12	-	12	67	69
42700 PERS Retirement	-	-	-	-	-	5,950
<b>Total</b>	<b>\$ -</b>	<b>\$ 330,402</b>	<b>\$ 65,012</b>	<b>\$ 330,402</b>	<b>\$ 212,910</b>	<b>\$ 225,248</b>

**Maintenance & Operation Detail**

43110 Contractual Services	-	46,896	-	46,896	46,896	46,896
44120 Repairs to Office Equipment	-	789	244	789	789	789
44300 Telephone	-	789	395	789	789	789
44450 Postage	-	2,957	-	2,957	2,957	2,957
44550 Travel	-	1,152	-	1,152	1,152	1,152
44650 Training	-	1,972	-	1,972	1,972	1,972
44700 Computer Software	-	197	-	197	197	197
44750 Insurance & Surety Bonds	-	4,986	1,029	4,986	3,250	3,250
44800 Membership and Dues	-	197	-	197	197	197
45050 Periodicals & Newspapers	-	118	-	118	118	118
45100 Books	-	99	-	99	99	99
45150 Furniture & Equipment	-	789	-	789	789	789

	Expenditures Actual 2002-03	Current Year Appropriation 2003-04	Year to Date Expenditures 10/31/03	Estimated Expenditures 2003-04	Budget 2004-05	Budget 2005-06
45250 Office Supplies	-	3,238	1,249	3,238	3,238	3,238
45350 General Supplies	-	185	-	185	185	185
46900 Business Meetings	-	74	16	74	74	74
47000 Miscellaneous	-	1,586	-	1,586	1,586	1,586
Total	\$ -	\$ 66,024	\$ 2,934	\$ 66,024	\$ 64,288	\$ 64,288

Account Summary	<u>Expenditures Actual 2002-03</u>	<u>Current Year Appropriation 2003-04</u>	<u>Year to Date Expenditures 10/31/03</u>	<u>Estimated Expenditures 2003-04</u>	<u>Budget 2004-05</u>	<u>Budget 2005-06</u>
<b>Financial</b>						
Salaries & Benefits	-	59,235	18,968	62,735	66,815	70,656
Maintenance & Operation	-	16,027	1,113	16,027	15,730	15,730
Capital	-	-	-	-	-	-
Charges - Other Depts	-	-	-	-	-	-
Budgeted Underexpenditure	-	-	-	-	-	-
Total	<u>\$ -</u>	<u>\$ 75,262</u>	<u>\$ 20,081</u>	<u>\$ 78,762</u>	<u>\$ 82,545</u>	<u>\$ 86,386</u>

Personnel Classification Detail

	Budget 2003-2004	Estimated 2003-2004	Budget 2004-2005	Budget 2005-2006
Accountant	0.00	0.00	0.00	0.00
Accounting Services Specialist	0.00	0.00	0.00	0.00
Accounting Systems Administrator	0.00	0.00	0.00	0.00
Administrative Analyst	0.75	0.00	0.00	0.00
Administrative Associate	0.00	0.00	0.00	0.00
Assistant Finance Director	0.00	0.00	0.00	0.00
Audit Administrator	0.00	0.00	0.00	0.00
Director of Finance & Admin. Services	0.00	0.00	0.00	0.00
Executive Analyst	0.00	0.75	0.75	0.75
Executive Secretary (Steno) (Conf)	0.00	0.00	0.00	0.00
Office Specialist I	0.00	0.00	0.00	0.00
Office Services Specialist II	0.00	0.00	0.00	0.00
Principal Accountant	0.00	0.00	0.00	0.00
Senior Accountant	0.00	0.00	0.00	0.00
Senior Accounting Services Specialist	0.00	0.00	0.00	0.00
Senior Accounting Technician	0.00	0.00	0.00	0.00
Senior Accounting Technician (Confid.)	0.00	0.00	0.00	0.00
Senior Executive Analyst	0.00	0.00	0.00	0.00
TOTAL	<u>0.75</u>	<u>0.75</u>	<u>0.75</u>	<u>0.75</u>

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	Expenditures Actual 2002-03	Current Year Appropriation 2003-04	Year to Date Expenditures 10/31/03	Estimated Expenditures 2003-04	Budget 2004-05	Budget 2005-06
<b>Salaries &amp; Benefits</b>						
41100 Salaries	-	48,978	16,869	52,478	57,501	59,226
41600 Compensated Absences	-	1,052	143	1,052	863	889
41700 Other Benefits	-	156	-	156	350	361
41800 Life Insurance	-	123	57	123	193	199
41900 Disability Insurance	-	498	115	498	495	510
42000 Vision Insurance	-	142	69	142	276	284
42100 Medical Insurance	-	5,971	1,168	5,971	4,673	4,813
42200 Dental Insurance	-	654	161	654	623	642
42300 Unemployment Insurance	-	70	17	70	58	60
42400 Compensation Insurance	-	1,052	93	1,052	949	977
42500 Medicare	-	536	275	536	834	859
42600 Social Security	-	3	-	3	-	-
42700 PERS Retirement	-	-	-	-	-	1,836
<b>Total</b>	<b>\$ -</b>	<b>\$ 59,235</b>	<b>\$ 18,968</b>	<b>\$ 62,735</b>	<b>\$ 66,815</b>	<b>\$ 70,656</b>

**Maintenance & Operation Detail**

43110 Contractual Services	-	11,307	-	11,307	11,307	11,307
44120 Repairs to Office Equipment	-	190	-	190	190	190
44300 Telephone	-	190	105	190	190	190
44450 Postage	-	713	-	713	713	713
44550 Travel	-	278	-	278	278	278
44650 Training	-	475	476	500	475	475
44700 Computer Software	-	48	-	48	48	48
44750 Insurance & Surety Bonds	-	1,202	287	1,202	905	905
44800 Membership and Dues	-	48	-	48	48	48
45050 Periodicals & Newspapers	-	28	-	28	28	28
45100 Books	-	24	-	24	24	24
45150 Furniture & Equipment	-	190	-	165	190	190
45250 Office Supplies	-	889	245	889	889	889
45350 General Supplies	-	45	-	45	45	45

	Expenditures Actual 2002-03	Current Year Appropriation 2003-04	Year to Date Expenditures 10/31/03	Estimated Expenditures 2003-04	Budget 2004-05	Budget 2005-06
46900 Business Meetings	-	18	-	18	18	18
47000 Miscellaneous	-	382	-	382	382	382
Total	\$ -	\$ 16,027	\$ 1,113	\$ 16,027	\$ 15,730	\$ 15,730



	<u>Expenditures Actual 2002-03</u>	<u>Current Year Appropriation 2003-04</u>	<u>Year to Date Expenditures 10/31/03</u>	<u>Estimated Expenditures 2003-04</u>	<u>Budget 2004-05</u>	<u>Budget 2005-06</u>
Account Summary						
Financial						
Salaries & Benefits	-	228,394	159,576	258,394	465,051	497,149
Maintenance & Operation	-	57,264	16,382	57,264	60,294	60,294
Capital	-	-	-	-	-	-
Charges - Other Depts	-	-	-	-	-	-
Budgeted Underexpenditure	-	-	-	-	-	-
Total	<u>\$ -</u>	<u>\$ 285,658</u>	<u>\$ 175,958</u>	<u>\$ 315,658</u>	<u>\$ 525,345</u>	<u>\$ 557,443</u>

## Personnel Classification Detail

	Budget 2003-2004	Estimated 2003-2004	Budget 2004-2005	Budget 2005-2006
Accountant	2.00	1.00	1.00	1.00
Accounting Services Specialist	1.00	1.00	1.00	1.00
Accounting Systems Administrator	1.00	1.00	1.00	1.00
Administrative Analyst	0.00	0.00	0.00	0.00
Administrative Associate	1.00	2.00	2.00	2.00
Assistant Finance Director	0.00	0.00	0.00	0.00
Audit Administrator	0.00	0.00	0.00	0.00
Director of Finance & Admin. Services	0.00	0.00	0.00	0.00
Executive Secretary (Steno) (Conf)	0.00	0.00	0.00	0.00
Office Specialist I	0.00	0.00	0.00	0.00
Office Services Specialist II	0.00	0.00	0.00	0.00
Principal Accountant	1.00	1.00	1.00	1.00
Senior Accountant	0.00	0.00	0.00	0.00
Senior Accounting Services Specialist	0.00	0.00	0.00	0.00
Senior Accounting Technician	0.00	0.00	0.00	0.00
Senior Accounting Technician (Confid.)	0.00	0.00	0.00	0.00
Senior Executive Analyst	0.00	0.00	0.00	0.00
TOTAL	<u>6.00</u>	<u>6.00</u>	<u>6.00</u>	<u>6.00</u>

	Expenditures Actual 2002-03	Current Year Appropriation 2003-04	Year to Date Expenditures 10/31/03	Estimated Expenditures 2003-04	Budget 2004-05	Budget 2005-06
<b>Salaries &amp; Benefits</b>						
41100 Salaries	-	185,984	136,385	185,984	407,861	425,109
41300 Hourly Wages	-	-	10,718	30,000	-	-
41600 Compensated Absences	-	4,351	1,147	4,351	6,118	6,302
41700 Other Benefits	-	645	6	645	700	700
41800 Life Insurance	-	507	262	507	656	676
41900 Disability Insurance	-	2,060	576	2,060	2,657	2,737
42000 Vision Insurance	-	586	306	586	792	792
42100 Medical Insurance	-	24,687	7,659	24,687	34,228	35,255
42200 Dental Insurance	-	2,705	1,064	2,705	3,656	3,766
42300 Unemployment Insurance	-	290	148	290	408	420
42400 Compensation Insurance	-	4,351	814	4,351	6,730	6,932
42500 Medicare	-	2,216	492	2,216	1,245	1,282
42600 Social Security	-	12	-	12	-	-
42700 PERS Retirement	-	-	-	-	-	13,178
<b>Total</b>	<b>\$ -</b>	<b>\$ 228,394</b>	<b>\$ 159,576</b>	<b>\$ 258,394</b>	<b>\$ 465,051</b>	<b>\$ 497,149</b>

<b>Maintenance &amp; Operation Detail</b>						
42800 Auto Allowance	-	-	30	50	-	-
43110 Contractual Services	-	46,749	12,875	46,749	46,749	46,749
44120 Repairs to Office Equipment	-	786	-	786	786	786
44300 Telephone	-	536	202	536	536	536
44450 Postage	-	448	-	448	448	448
44550 Travel	-	398	-	398	398	398
44650 Training	-	465	105	465	465	465
44700 Computer Software	-	197	-	197	197	197
44750 Insurance & Surety Bonds	-	4,971	2,516	4,971	8,001	8,001
44800 Membership and Dues	-	197	280	300	197	197
45050 Periodicals & Newspapers	-	118	-	118	118	118
45100 Books	-	98	-	98	98	98
45150 Furniture & Equipment	-	286	-	286	286	286

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	Expenditures Actual 2002-03	Current Year Appropriation 2003-04	Year to Date Expenditures 10/31/03	Estimated Expenditures 2003-04	Budget 2004-05	Budget 2005-06
45250 Office Supplies	-	676	373	676	676	676
45350 General Supplies	-	184	-	184	184	184
46900 Business Meetings	-	74	-	74	74	74
47000 Miscellaneous	-	1,081	-	928	1,081	1,081
Total	\$ -	\$ 57,264	\$ 16,382	\$ 57,264	\$ 60,294	\$ 60,294

Account Summary	<u>Expenditures Actual 2002-03</u>	<u>Current Year Appropriation 2003-04</u>	<u>Year to Date Expenditures 10/31/03</u>	<u>Estimated Expenditures 2003-04</u>	<u>Budget 2004-05</u>	<u>Budget 2005-06</u>
<b>Financial</b>						
Salaries & Benefits	-	245,748	59,814	245,748	195,982	202,814
Maintenance & Operation	-	62,009	1,745	62,009	60,054	60,054
Capital	-	-	-	-	-	-
Charges - Other Depts	-	-	-	-	-	-
Budgeted Underexpenditure	-	-	-	-	-	-
Total	<u>\$ -</u>	<u>\$ 307,757</u>	<u>\$ 61,559</u>	<u>\$ 307,757</u>	<u>\$ 256,036</u>	<u>\$ 262,868</u>

Personnel Classification Detail

	Budget <u>2003-2004</u>	Estimated <u>2003-2004</u>	Budget <u>2004-2005</u>	Budget <u>2005-2006</u>
Accountant	0.00	0.00	0.00	0.00
Accounting Services Specialist	0.00	0.00	0.00	0.00
Accounting Systems Administrator	0.90	0.90	0.90	0.90
Administrative Analyst	0.75	0.75	0.75	0.75
Administrative Associate	0.15	0.15	0.15	0.15
Assistant Finance Director	0.00	0.00	0.00	0.00
Audit Administrator	0.00	0.00	0.00	0.00
Director of Finance & Admin. Services	0.00	0.00	0.00	0.00
Executive Secretary (Steno) (Conf)	0.00	0.00	0.00	0.00
Office Specialist I	0.00	0.00	0.00	0.00
Office Services Specialist II	0.00	0.00	0.00	0.00
Principal Accountant	0.00	0.00	0.00	0.00
Senior Accountant	0.00	0.10	0.10	0.10
Senior Accounting Services Specialist	0.00	0.00	0.00	0.00
Senior Accounting Technician	0.00	0.00	0.00	0.00
Senior Accounting Technician (Confid.)	0.00	0.00	0.00	0.00
Senior Executive Analyst	0.00	0.00	0.00	0.00
TOTAL	<u>1.80</u>	<u>1.90</u>	<u>1.90</u>	<u>1.90</u>

	Expenditures Actual 2002-03	Current Year Appropriation 2003-04	Year to Date Expenditures 10/31/03	Estimated Expenditures 2003-04	Budget 2004-05	Budget 2005-06
<b>Salaries &amp; Benefits</b>						
41100 Salaries	-	206,063	53,957	206,063	162,876	163,697
41600 Compensated Absences	-	4,071	426	4,071	2,443	2,516
41700 Other Benefits	-	604	36	604	1,050	1,050
41800 Life Insurance	-	474	162	474	520	536
41900 Disability Insurance	-	1,928	323	1,928	1,368	1,409
42000 Vision Insurance	-	549	155	549	888	888
42100 Medical Insurance	-	23,101	3,750	23,101	19,500	20,085
42200 Dental Insurance	-	2,532	549	2,532	2,125	2,189
42300 Unemployment Insurance	-	271	50	271	163	168
42400 Compensation Insurance	-	4,071	276	4,071	2,687	2,768
42500 Medicare	-	2,073	129	2,073	2,362	2,433
42600 Social Security	-	11	-	11	-	-
42700 PERS Retirement	-	-	-	-	-	5,075
<b>Total</b>	<b>\$ -</b>	<b>\$ 245,748</b>	<b>\$ 59,814</b>	<b>\$ 245,748</b>	<b>\$ 195,982</b>	<b>\$ 202,814</b>

**Maintenance & Operation Detail**

42800 Auto Allowance	-	-	196	196	-	-
43110 Contractual Services	-	43,746	-	43,746	43,746	43,746
44120 Repairs to Office Equipment	-	736	-	736	736	736
44300 Telephone	-	736	211	736	736	736
44450 Postage	-	2,759	-	2,759	2,759	2,759
44550 Travel	-	1,075	-	1,075	1,075	1,075
44650 Training	-	1,839	-	1,839	1,839	1,839
44700 Computer Software	-	184	-	184	184	184
44750 Insurance & Surety Bonds	-	4,651	853	4,651	2,696	2,696
44800 Membership and Dues	-	184	230	230	184	184
45050 Periodicals & Newspapers	-	110	-	110	110	110
45100 Books	-	92	-	92	92	92
45150 Furniture & Equipment	-	736	-	736	736	736
45250 Office Supplies	-	3,440	246	3,440	3,440	3,440

	Expenditures Actual 2002-03	Current Year Appropriation 2003-04	Year to Date Expenditures 10/31/03	Estimated Expenditures 2003-04	Budget 2004-05	Budget 2005-06
45350 General Supplies	-	172	-	172	172	172
46900 Business Meetings	-	69	10	69	69	69
47000 Miscellaneous	-	1,480	-	1,238	1,480	1,480
Total	\$ -	\$ 62,009	\$ 1,745	\$ 62,009	\$ 60,054	\$ 60,054



Account Summary	<u>Expenditures Actual 2002-03</u>	<u>Current Year Appropriation 2003-04</u>	<u>Year to Date Expenditures 10/31/03</u>	<u>Estimated Expenditures 2003-04</u>	<u>Budget 2004-05</u>	<u>Budget 2005-06</u>
<b>Financial</b>						
Salaries & Benefits	-	274,566	90,431	282,182	307,594	329,557
Maintenance & Operation	-	65,887	8,819	65,887	65,116	65,116
Capital	-	-	-	-	-	-
Charges - Other Depts	-	-	-	-	-	-
Budgeted Underexpenditure	-	-	-	-	-	-
Total	<u>\$ -</u>	<u>\$ 340,453</u>	<u>\$ 99,250</u>	<u>\$ 348,069</u>	<u>\$ 372,710</u>	<u>\$ 394,673</u>

## Personnel Classification Detail

	Budget <u>2003-2004</u>	Estimated <u>2003-2004</u>	Budget <u>2004-2005</u>	Budget <u>2005-2006</u>
Accountant	0.00	0.00	0.00	0.00
Accounting Services Specialist	0.00	0.00	0.00	0.00
Accounting Supervisor	0.00	0.90	0.90	0.90
Accounting Systems Administrator	0.00	0.00	0.00	0.00
Administrative Analyst	0.00	0.00	0.00	0.00
Administrative Associate	2.00	2.00	2.00	2.00
Assistant Finance Director	0.00	0.00	0.00	0.00
Audit Administrator	0.00	0.00	0.00	0.00
Director of Finance & Admin. Services	0.00	0.00	0.00	0.00
Executive Secretary (Steno) (Conf)	0.00	0.00	0.00	0.00
Office Specialist I	0.00	0.00	0.00	0.00
Office Services Specialist II	0.00	0.00	0.00	0.00
Principal Accountant	0.00	0.00	0.00	0.00
Senior Accountant	0.90	0.00	0.00	0.00
Senior Accounting Services Specialist	0.25	0.25	0.25	0.25
Senior Accounting Technician	0.00	0.00	0.00	0.00
Senior Accounting Technician (Confid.)	1.00	1.00	1.00	1.00
Senior Executive Analyst	0.00	0.00	0.00	0.00
TOTAL	<u>4.15</u>	<u>4.15</u>	<u>4.15</u>	<u>4.15</u>

	Expenditures Actual 2002-03	Current Year Appropriation 2003-04	Year to Date Expenditures 10/31/03	Estimated Expenditures 2003-04	Budget 2004-05	Budget 2005-06
<b>Salaries &amp; Benefits</b>						
41100 Salaries	-	229,897	77,912	233,700	261,830	273,929
41200 Overtime	-	2,500	311	2,500	2,575	2,652
41300 Hourly Wages	-	-	3,275	3,500	3,605	3,713
41600 Compensated Absences	-	4,327	661	4,327	3,927	4,045
41700 Other Benefits	-	641	-	641	315	324
41800 Life Insurance	-	503	77	503	254	262
41900 Disability Insurance	-	2,048	278	2,048	1,468	1,512
42000 Vision Insurance	-	583	148	583	443	456
42100 Medical Insurance	-	24,547	5,353	24,547	21,967	22,626
42200 Dental Insurance	-	2,690	703	2,690	2,724	2,806
42300 Unemployment Insurance	-	289	78	289	262	270
42400 Compensation Insurance	-	4,327	428	4,327	4,380	4,511
42500 Medicare	-	2,202	1,106	2,202	3,797	3,911
42600 Social Security	-	12	101	325	47	48
42700 PERS Retirement	-	-	-	-	-	8,492
<b>Total</b>	<b>\$ -</b>	<b>\$ 274,566</b>	<b>\$ 90,431</b>	<b>\$ 282,182</b>	<b>\$ 307,594</b>	<b>\$ 329,557</b>

**Maintenance & Operation Detail**

43110 Contractual Services	-	46,484	1,557	46,484	46,484	46,484
44120 Repairs to Office Equipment	-	781	-	781	781	781
44300 Telephone	-	781	102	781	781	781
44450 Postage	-	2,931	-	2,931	2,931	2,931
44550 Travel	-	1,141	-	168	1,141	1,141
44650 Training	-	1,955	-	-	1,955	1,955
44700 Computer Software	-	195	-	195	195	195
44750 Insurance & Surety Bonds	-	4,944	1,322	4,944	4,173	4,173
44800 Membership and Dues	-	195	-	195	195	195
45050 Periodicals & Newspapers	-	118	-	118	118	118
45100 Books	-	97	-	97	97	97
45150 Furniture & Equipment	-	781	-	781	781	781

	Expenditures Actual 2002-03	Current Year Appropriation 2003-04	Year to Date Expenditures 10/31/03	Estimated Expenditures 2003-04	Budget 2004-05	Budget 2005-06
45250 Office Supplies	-	3,655	1,583	3,655	3,655	3,655
45350 General Supplies	-	184	-	184	184	184
46900 Business Meetings	-	73	38	73	73	73
47000 Miscellaneous	-	1,572	4,217	4,500	1,572	1,572
Total	\$ -	\$ 65,887	\$ 8,819	\$ 65,887	\$ 65,116	\$ 65,116

Account Summary	<u>Expenditures Actual 2002-03</u>	<u>Current Year Appropriation 2003-04</u>	<u>Year to Date Expenditures 10/31/03</u>	<u>Estimated Expenditures 2003-04</u>	<u>Budget 2004-05</u>	<u>Budget 2005-06</u>
<b>Financial</b>						
Salaries & Benefits	346,051	331,441	111,189	331,441	338,608	358,175
Maintenance & Operation	11,833	25,848	5,625	25,848	26,874	26,998
Capital	-	-	-	-	-	-
Charges - Other Depts	-	-	-	-	-	-
Total	<u>\$ 357,884</u>	<u>\$ 357,289</u>	<u>\$ 116,814</u>	<u>\$ 357,289</u>	<u>365,482</u>	<u>385,173</u>

Personnel Classification Detail

	<u>Budget</u> <u>2002-2003</u>	<u>Budget</u> <u>2003-2004</u>	<u>Estimated</u> <u>2003-2004</u>	<u>Budget</u> <u>2004-2005</u>	<u>Budget</u> <u>2005-2006</u>
Administrative Associate	1.00	1.00	1.00	1.00	1.00
Buyer	1.00	0.00	1.00	1.00	1.00
Buyer Supervisor	1.00	1.00	0.00	0.00	0.00
Office Services Specialist II	2.00	2.00	2.00	2.00	2.00
Purchasing Administrator	1.00	1.00	1.00	1.00	1.00
TOTAL	<u>6.00</u>	<u>5.00</u>	<u>5.00</u>	<u>5.00</u>	<u>5.00</u>

	Expenditures Actual 2002-03	Current Year Appropriation 2003-04	Year to Date Expenditures 10/31/03	Estimated Expenditures 2003-04	Budget 2004-05	Budget 2005-06
Salaries & Benefits						
41100 Salaries	305,568	296,726	98,920	296,726	295,453	304,317
41300 Hourly Wages	23	111	-	111	114	117
41600 Compensated Absences	5,093	4,451	841	4,451	4,432	4,565
41700 Other Benefits	1,852	1,000	20	1,000	350	350
41800 Life Insurance	548	540	189	540	320	330
41900 Disability Insurance	1,966	1,966	382	1,966	1,740	1,792
42000 Vision Insurance	752	732	244	732	516	516
42100 Medical Insurance	23,328	18,464	8,214	18,464	27,136	27,950
42200 Dental Insurance	2,188	2,409	864	2,409	2,342	2,412
42300 Unemployment Insurance	335	346	99	346	295	304
42400 Compensation Insurance	1,844	1,484	544	1,484	1,626	1,675
42500 Medicare	2,556	3,212	872	3,212	4,284	4,413
42700 PERS Retirement	-	-	-	-	-	9,434
Total	<u>\$ 346,051</u>	<u>\$ 331,441</u>	<u>\$ 111,189</u>	<u>\$ 331,441</u>	<u>338,608</u>	<u>358,175</u>
Maintenance & Operation Detail						
42800 Auto Allowance	18	639	-	639	639	639
43110 Contractual Services	-	202	-	202	202	202
44120 Repairs to Office Equipment	29	639	29	639	639	639
44300 Telephone	1,555	3,199	843	3,199	3,199	3,199
44450 Postage	1,511	1,665	539	1,665	1,665	1,665
44550 Travel	941	4,573	565	4,573	4,573	4,573
44650 Training	1,494	533	-	533	533	533
44700 Computer Software	-	533	-	533	533	533
44750 Insurance & Surety Bonds	5,699	6,226	1,681	6,226	5,311	5,311
44800 Membership and Dues	365	880	-	880	880	880
45050 Periodicals & Newspapers	19	107	-	107	107	107
45100 Books	29	267	-	267	267	267
45150 Furniture & Equipment	322	533	555	600	600	600
45170 Computer Hardware	204	-	-	-	-	-

	Expenditures Actual 2002-03	Current Year Appropriation 2003-04	Year to Date Expenditures 10/31/03	Estimated Expenditures 2003-04	Budget 2004-05	Budget 2005-06
45250 Office Supplies	(717)	3,199	1,357	3,199	5,140	5,264
46900 Business Meetings	211	-	56	100	100	100
47000 Miscellaneous	154	2,653	-	2,486	2,486	2,486
Total	<u>\$ 11,833</u>	<u>\$ 25,848</u>	<u>\$ 5,625</u>	<u>\$ 25,848</u>	<u>26,874</u>	<u>26,998</u>



Account Summary	<u>Expenditures Actual 2002-03</u>	<u>Current Year Appropriation 2003-04</u>	<u>Year to Date Expenditures 10/31/03</u>	<u>Estimated Expenditures 2003-04</u>	<u>Budget 2004-05</u>	<u>Budget 2005-06</u>
<b>Financial</b>						
48020 Transfer - Special Revenue	136,911	136,911	37,300	136,911	136,911	136,911
48040 Transfer - Capital Funds	-	-	-	-	-	-
48050 Transfer - Public Service	-	-	-	-	-	-
48070 Transfer-Applic Software Repl	-	-	-	-	150,000	200,000
48070 Transfer-Wireless Comm Sys	-	-	-	-	909,523	1,244,699
48070 Transfer-Tech. Equip. Repl.	-	-	-	-	675,000	675,000
48070 Transfer-Financial System	-	-	-	-	600,000	600,000
48070 Transfer-Citywide Doc Mgmt Sys	-	-	-	-	-	100,000
48070 Transfer-Police CAD/RMS	-	-	-	-	300,000	300,000
<b>Total</b>	<u>\$ 136,911</u>	<u>\$ 136,911</u>	<u>\$ 37,300</u>	<u>\$ 136,911</u>	<u>\$ 2,771,434</u>	<u>\$ 3,256,610</u>

	<u>Expenditures Actual 2002-03</u>	<u>Current Year Appropriation 2003-04</u>	<u>Year to Date Expenditures 10/31/03</u>	<u>Estimated Expenditures 2003-04</u>	<u>Budget 2004-05</u>	<u>Budget 2005-06</u>
Account Summary						
<u>Financial</u>						
Salaries & Benefits	820,971	935,542	266,974	802,592	972,572	1,047,572
Maintenance & Operation	428,675	291,135	124,145	308,224	404,381	407,652
Capital	7,301	-	-	-	-	-
Charges - Other Depts	-	-	-	-	-	-
Total	<u>\$ 1,256,948</u>	<u>\$ 1,226,677</u>	<u>\$ 391,120</u>	<u>\$ 1,110,816</u>	<u>\$ 1,376,953</u>	<u>\$ 1,455,224</u>

## Personnel Classification Detail

	<u>Budget</u> <u>2003-2004</u>	<u>Estimated</u> <u>2003-2004</u>	<u>Budget</u> <u>2004-2005</u>	<u>Budget</u> <u>2005-2006</u>
Administrative Assistant/Human Resources	0.00	1.00	1.00	1.00
Administrative Assistant/Personnel	1.00	0.00	0.00	0.00
Assistant Director - Human Resources	0.00	1.00	1.00	1.00
Assistant Director of Pers & Emp. Rel.	1.00	0.00	0.00	0.00
Associate Personnel Analyst	2.00	0.00	0.00	0.00
Customer Service Representative	2.00	2.00	2.00	2.00
Director of Personnel & Empl Relations	1.00	0.00	0.00	0.00
Human Resources Administrator	0.00	1.00	1.00	1.00
Human Resources Analyst	0.00	2.00	2.00	2.00
Human Resources Analyst II	0.00	2.00	2.00	2.00
Office Services Specialist II	1.00	1.00	1.00	1.00
Office Services Supervisor	1.00	1.00	1.00	1.00
Personnel Analyst	1.00	0.00	0.00	0.00
Personnel Services Administrator	1.00	0.00	0.00	0.00
Senior Office Services Specialist	0.00	1.00	1.00	1.00
Sr. Office Services Assistant	1.00	0.00	0.00	0.00
<b>TOTAL</b>	<u>12.00</u>	<u>12.00</u>	<u>12.00</u>	<u>12.00</u>

	Expenditures Actual 2002-03	Current Year Appropriation 2003-04	Year to Date Expenditures 10/31/03	Estimated Expenditures 2003-04	Budget 2004-05	Budget 2005-06
<b>Salaries &amp; Benefits</b>						
41100 Salaries	623,074	755,975	212,130	636,391	803,379	844,342
41200 Overtime	12,109	10,000	1,400	4,200	5,000	5,000
41300 Hourly Wages	78,402	42,958	17,079	60,000	41,230	44,590
41600 Compensated Absences	10,102	12,469	1,634	5,100	12,744	13,126
41700 Other Benefits	13,446	7,090	374	1,122	3,010	3,010
41800 Life Insurance	1,294	1,600	414	1,242	1,049	1,184
41900 Disability Insurance	4,812	3,869	714	2,139	3,719	3,910
42000 Vision Insurance	1,720	1,284	549	1,647	6,252	6,538
42100 Medical Insurance	44,172	66,730	16,930	50,787	69,334	72,881
42200 Dental Insurance	5,613	5,759	1,950	5,850	4,872	5,231
42300 Unemployment Insurance	1,007	831	227	678	869	869
42400 Compensation Insurance	16,384	8,032	7,929	23,700	8,686	8,947
42500 Medicare	7,974	10,888	3,012	9,036	11,428	11,770
42600 Social Security	861	8,057	2,631	700	1,000	-
42700 PERS Retirement	-	-	-	-	-	26,174
<b>Total</b>	<b>\$ 820,971</b>	<b>\$ 935,542</b>	<b>\$ 266,974</b>	<b>\$ 802,592</b>	<b>\$ 972,572</b>	<b>\$ 1,047,572</b>

Maintenance & Operation Detail

42800 Auto Allowance	3,962	9,041	69	1,800	4,200	4,200
43110 Contractual Services	297,441	159,000	78,861	170,000	154,000	154,000
43150 City Services	5	-	-	-	-	-
44120 Repairs to Office Equipment	8,591	2,501	6,647	9,000	7,500	7,500
44200 Advertising	18,760	40,000	6,545	30,000	35,000	35,000
44300 Telephone	5,081	7,000	1,851	5,550	7,000	7,000
44450 Postage	10,354	8,000	3,481	10,440	10,000	10,000
44550 Travel	3,114	2,301	1	1,500	3,525	3,525
44650 Training	1,763	1,000	926	1,500	1,500	1,500
44750 Insurance & Surety Bonds	27,001	20,362	15,360	40,000	87,003	87,003
44800 Membership and Dues	2,170	501	685	1,000	1,000	1,000
45050 Periodicals & Newspapers	250	251	-	100	100	100

	Expenditures Actual 2002-03	Current Year Appropriation 2003-04	Year to Date Expenditures 10/31/03	Estimated Expenditures 2003-04	Budget 2004-05	Budget 2005-06
45100 Books	-	101	-	100	100	100
45150 Furniture & Equipment	1,000	501	-	100	500	500
45170 Computer Hardware	104	-	(2)	-	-	-
45250 Office Supplies	20,541	20,000	7,379	22,134	72,953	76,224
45350 General Supplies	761	-	-	-	-	-
46900 Business Meetings	8,033	2,576	4,312	10,000	10,000	10,000
47000 Miscellaneous	19,746	18,000	(1,970)	5,000	10,000	10,000
Total	<u>\$ 428,675</u>	<u>\$ 291,135</u>	<u>\$ 124,145</u>	<u>\$ 308,224</u>	<u>\$ 404,381</u>	<u>\$ 407,652</u>

Account Summary	<u>Expenditures Actual 2002-03</u>	<u>Current Year Appropriation 2003-04</u>	<u>Year to Date Expenditures 10/31/03</u>	<u>Estimated Expenditures 2003-04</u>	<u>Budget 2004-05</u>	<u>Budget 2005-06</u>
<b>Financial</b>						
Salaries & Benefits	-	-	-	-	-	-
Maintenance & Operation	164,198	236,709	10,376	72,550	232,003	232,035
Capital	449	-	-	-	-	-
Charges - Other Depts	-	-	-	-	-	-
Budgeted Underexpenditure	-	(10,000)	-	(10,000)	(15,500)	(12,500)
Total	<u>\$ 164,647</u>	<u>\$ 226,709</u>	<u>\$ 10,376</u>	<u>\$ 62,550</u>	<u>\$ 216,503</u>	<u>\$ 219,535</u>

Maintenance & Operation Detail						
43110 Contractual Services	161,285	231,709	9,788	66,000	230,400	230,400
43150 City Services	160	-	165	200	-	-
44650 Training	400	-	-	-	-	-
44800 Membership and Dues	1,925	-	-	-	-	-
45150 Furniture & Equipment	-	-	-	5,000	-	-
45250 Office Supplies	-	5,000	217	50	653	685
45350 General Supplies	-	-	206	300	150	150
46900 Business Meetings	28	-	-	1,000	800	800
47000 Miscellaneous	400	-	-	-	-	-
Total	<u>\$ 164,198</u>	<u>\$ 236,709</u>	<u>\$ 10,376</u>	<u>\$ 72,550</u>	<u>\$ 232,003</u>	<u>\$ 232,035</u>

EQUIPMENT RESERVE FUND  
SUMMARY OF THE BUDGET FOR THE YEAR ENDED JUNE 30, 2005  
FUND 601

	Actual 2002-2003	Current Year 2003-2004	Year to Date 12/31/03	Revised Estimate 2003-2004	Budget 2004-2005	Budget 2005-2006
<b>Estimated Financing Resources</b>						
<b>Revenue</b>						
Charges For Services	1,730,804	1,790,000	862,336	1,725,000	1,725,000	1,725,000
Misc & Non-Operating Revenue	338,052	410,000	119,754	239,000	239,000	239,000
Fund Balance - Prior Year	-	-	-	-	3,013,121	482,310
<b>Total Estimated Financing Resources</b>	<b>\$ 2,068,856</b>	<b>\$ 2,200,000</b>	<b>\$ 982,090</b>	<b>\$ 1,964,000</b>	<b>\$ 4,977,121</b>	<b>\$ 2,446,310</b>
<b>Estimated Requirements</b>						
Salaries & Benefits	-	-	-	-	-	-
Maintenance & Operation	-	-	-	-	-	-
Capital	1,487,365	663,500	770,552	663,500	4,977,121	2,446,310
Charges to Other Funds	-	-	-	-	-	-
Unallocated	581,491	1,536,500	211,538	1,300,500	-	-
<b>Total Estimated Requirements</b>	<b>\$ 2,068,856</b>	<b>\$ 2,200,000</b>	<b>\$ 982,090</b>	<b>\$ 1,964,000</b>	<b>\$ 4,977,121</b>	<b>\$ 2,446,310</b>

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EQUIPMENT RESERVE FUND  
 DETAIL OF FINANCIAL RESOURCES  
 FUND 601

	Actual 2002-2003	Current Year 2003-2004	Year to Date 12/31/03	Revised Estimate 2003-2004	Budget 2004-2005	Budget 2005-2006
<b>Charges For Services</b>						
37110 Charges For Vehicles	1,730,804	1,790,000	862,336	1,725,000	1,725,000	1,725,000
<b>Total</b>	<u>\$ 1,730,804</u>	<u>\$ 1,790,000</u>	<u>\$ 862,336</u>	<u>\$ 1,725,000</u>	<u>\$ 1,725,000</u>	<u>\$ 1,725,000</u>
<b>Misc &amp; Non-Operating Revenue</b>						
38500 Donations & Contributions	-	-	-	-	-	-
38710 Interest & Inv. Revenue	261,554	300,000	106,507	213,000	213,000	213,000
38715 Interest & Inv. GASB 31	(17,592)	-	-	-	-	-
39080 Sales of Property	94,090	110,000	13,247	26,000	26,000	26,000
<b>Total</b>	<u>\$ 338,052</u>	<u>\$ 410,000</u>	<u>\$ 119,754</u>	<u>\$ 239,000</u>	<u>\$ 239,000</u>	<u>\$ 239,000</u>
<b>Total Revenue</b>	<u>\$ 2,068,856</u>	<u>\$ 2,200,000</u>	<u>\$ 982,090</u>	<u>\$ 1,964,000</u>	<u>\$ 1,964,000</u>	<u>\$ 1,964,000</u>



	Actual Expenditures 2002-2003	Current Year Appropriation 2003-2004	Year to Date Expenditures 12/31/03	Estimated Expenditures 2003-2004	Budget 2004-2005	Budget 2005-2006
<b>ORG .</b>						
Information Services	22,361	-	-	-	-	-
Communication Services	-	-	-	-	-	-
Police	363,316	589,600	158,577	589,600	642,040	658,310
Police Helicopter	-	-	-	-	-	1,450,000
Civic Center Garage	-	15,900	-	15,900	-	-
Fire	50,118	58,000	508,371	58,000	3,664,081	-
Engineering Inspection	71,954	-	-	-	-	-
Building Maintenance	-	-	-	-	-	-
Street Administration	825,354	-	50,048	-	-	-
Street Maintenance	-	-	-	-	306,000	204,000
Sidewalk Maintenance	-	-	-	-	75,000	35,000
Street Trees Maintenance	-	-	-	-	35,000	38,000
Mechanical Maintenance	-	-	-	-	50,000	-
Traffic Engineering	-	-	-	-	-	-
Traffic Safety Control	-	-	-	-	-	35,000
Parks Administration	114,187	-	53,556	-	-	-
Parks	-	-	-	-	169,000	-
Library	19,128	-	-	-	-	-
Neighborhood Services	20,947	-	-	-	36,000	26,000
<b>Total</b>	<b>\$ 1,487,365</b>	<b>\$ 663,500</b>	<b>\$ 770,552</b>	<b>\$ 663,500</b>	<b>\$ 4,977,121</b>	<b>\$ 2,446,310</b>

UNEMPLOYMENT INSURANCE FUND  
SUMMARY OF THE BUDGET FOR THE YEAR ENDED JUNE 30, 2005  
FUND 610

	Actual 2002-2003	Current Year 2003-2004	Year to Date 12/31/03	Revised Estimate 2003-2004	Budget 2004-2005	Budget 2005-2006
<b>Estimated Financing Resources</b>						
<b>Revenue</b>						
Charges For Services	117,835	117,000	60,730	122,000	122,000	122,000
Misc & Non-Operating Revenue	29,319	38,000	11,689	23,000	23,000	23,000
Fund Balance - Prior Year	-	-	-	-	-	-
<b>Total Estimated Financing Resources</b>	<b>\$ 147,154</b>	<b>\$ 155,000</b>	<b>\$ 72,419</b>	<b>\$ 145,000</b>	<b>\$ 145,000</b>	<b>\$ 145,000</b>
<b>Estimated Requirements</b>						
Salaries & Benefits	-	-	-	-	-	-
Maintenance & Operation	-	-	-	-	-	-
Capital	-	-	-	-	-	-
Self Insurance	147,154	155,000	72,419	145,000	145,000	145,000
Unallocated	-	-	-	-	-	-
<b>Total Estimated Requirements</b>	<b>\$ 147,154</b>	<b>\$ 155,000</b>	<b>\$ 72,419</b>	<b>\$ 145,000</b>	<b>\$ 145,000</b>	<b>\$ 145,000</b>

UNEMPLOYMENT INSURANCE FUND  
 DETAIL OF FINANCIAL RESOURCES  
 FUND 610

	Actual 2002-2003	Current Year 2003-2004	Year to Date 12/31/03	Revised Estimate 2003-2004	Budget 2004-2005	Budget 2005-2006
<b>Charges For Services</b>						
37000 Charges for Ins-Gov	72,004	72,000	38,409	77,000	77,000	77,000
37010 Charges for Ins-Ent	36,496	36,000	19,063	38,000	38,000	38,000
37020 Charges for Ins-Fid	9,335	9,000	3,258	7,000	7,000	7,000
<b>Total Total</b>	<u>\$ 117,835</u>	<u>\$ 117,000</u>	<u>\$ 60,730</u>	<u>\$ 122,000</u>	<u>\$ 122,000</u>	<u>\$ 122,000</u>
<b>Misc &amp; Non-Operating Revenue</b>						
38710 Interest & Inv. Revenue	31,757	38,000	11,689	23,000	23,000	23,000
38715 Interest & Inv. GASB 31	(2,438)	-	-	-	-	-
<b>Total</b>	<u>\$ 29,319</u>	<u>\$ 38,000</u>	<u>\$ 11,689</u>	<u>\$ 23,000</u>	<u>\$ 23,000</u>	<u>\$ 23,000</u>
<b>Total Revenue</b>	<u><u>\$ 147,154</u></u>	<u><u>\$ 155,000</u></u>	<u><u>\$ 72,419</u></u>	<u><u>\$ 145,000</u></u>	<u><u>\$ 145,000</u></u>	<u><u>\$ 145,000</u></u>

UNINSURABLE LITIGATION FUND  
SUMMARY OF THE BUDGET FOR THE YEAR ENDED JUNE 30, 2005  
FUND 611

	Actual 2002-2003	Current Year 2003-2004	Year to Date 12/31/03	Revised Estimate 2003-2004	Budget 2004-2005	Budget 2005-2006
<b>Estimated Financing Resources</b>						
<b>Revenue</b>						
Charges For Services	2,015,936	2,022,000	1,050,804	2,102,000	2,102,000	2,102,000
Misc & Non-Operating Revenue	197,887	340,000	81,382	163,000	163,000	163,000
Fund Balance - Prior Year	-	-	-	-	-	-
<b>Total Estimated Financing Resources</b>	<b><u>\$ 2,213,823</u></b>	<b><u>\$ 2,362,000</u></b>	<b><u>\$ 1,132,186</u></b>	<b><u>\$ 2,265,000</u></b>	<b><u>\$ 2,265,000</u></b>	<b><u>\$ 2,265,000</u></b>
<b>Estimated Requirements</b>						
Salaries & Benefits	-	-	-	-	-	-
Maintenance & Operation	-	-	-	-	-	-
Capital	-	-	-	-	-	-
Self Insurance	2,213,823	2,362,000	1,132,186	2,265,000	2,265,000	2,265,000
Unallocated	-	-	-	-	-	-
<b>Total Estimated Requirements</b>	<b><u>\$ 2,213,823</u></b>	<b><u>\$ 2,362,000</u></b>	<b><u>\$ 1,132,186</u></b>	<b><u>\$ 2,265,000</u></b>	<b><u>\$ 2,265,000</u></b>	<b><u>\$ 2,265,000</u></b>

UNINSURABLE LITIGATION FUND  
 DETAIL OF FINANCIAL RESOURCES  
 FUND 611

	Actual 2002-2003	Current Year 2003-2004	Year to Date 12/31/03	Revised Estimate 2003-2004	Budget 2004-2005	Budget 2005-2006
<b>Charges For Services</b>						
37000 Charges for Ins-Gov	1,237,745	1,243,000	670,755	1,342,000	1,342,000	1,342,000
37010 Charges for Ins-Ent	619,496	619,000	324,656	649,000	649,000	649,000
37020 Charges for Ins-Fid	158,695	160,000	55,393	111,000	111,000	111,000
<b>Total</b>	<u>\$ 2,015,936</u>	<u>\$ 2,022,000</u>	<u>\$ 1,050,804</u>	<u>\$ 2,102,000</u>	<u>\$ 2,102,000</u>	<u>\$ 2,102,000</u>
<b>Misc &amp; Non-Operating Revenue</b>						
38710 Interest & Inv. Revenue	240,838	340,000	81,382	163,000	163,000	163,000
38715 Interest & Inv. GASB 31	(42,951)	-	-	-	-	-
38740 Joint Project	-	-	-	-	-	-
<b>Total</b>	<u>\$ 197,887</u>	<u>\$ 340,000</u>	<u>\$ 81,382</u>	<u>\$ 163,000</u>	<u>\$ 163,000</u>	<u>\$ 163,000</u>
<b>Total Revenue</b>	<u><u>\$ 2,213,823</u></u>	<u><u>\$ 2,362,000</u></u>	<u><u>\$ 1,132,186</u></u>	<u><u>\$ 2,265,000</u></u>	<u><u>\$ 2,265,000</u></u>	<u><u>\$ 2,265,000</u></u>

LIABILITY INSURANCE FUND  
SUMMARY OF THE BUDGET FOR THE YEAR ENDED JUNE 30, 2005  
FUND 612

	Actual 2002-2003	Current Year 2003-2004	Year to Date 12/31/03	Revised Estimate 2003-2004	Budget 2004-2005	Budget 2005-2006
<b>Estimated Financing Resources</b>						
<b>Revenue</b>						
Charges For Services	576,888	577,000	239,952	480,000	561,000	561,000
Misc & Non-Operating Revenue	91,736	170,000	32,549	65,000	65,000	65,000
Fund Balance - Prior Year	-	-	-	-	-	-
<b>Total Estimated Financing Resources</b>	<b>\$ 668,624</b>	<b>\$ 747,000</b>	<b>\$ 272,501</b>	<b>\$ 545,000</b>	<b>\$ 626,000</b>	<b>\$ 626,000</b>
<b>Estimated Requirements</b>						
Salaries & Benefits	222,847	379,433	82,505	379,433	508,250	550,784
Maintenance & Operation	9,930	20,000	2,471	20,000	21,036	21,036
Capital	-	-	-	-	-	-
Self Insurance	435,847	347,567	187,525	145,567	15,714	54,180
Unallocated	-	-	-	-	81,000	-
<b>Total Estimated Requirements</b>	<b>\$ 668,624</b>	<b>\$ 747,000</b>	<b>\$ 272,501</b>	<b>\$ 545,000</b>	<b>\$ 626,000</b>	<b>\$ 626,000</b>

LIABILITY INSURANCE FUND  
 DETAIL OF FINANCIAL RESOURCES  
 FUND 612

	Actual 2002-2003	Current Year 2003-2004	Year to Date 12/31/03	Revised Estimate 2003-2004	Budget 2004-2005	Budget 2005-2006
<b>Charges For Services</b>						
37000 Charges for Ins-Gov	265,836	266,000	84,426	169,000	250,000	250,000
37010 Charges for Ins-Ent	311,052	311,000	155,526	311,000	311,000	311,000
37020 Charges for Ins-Fid	-	-	-	-	-	-
<b>Total</b>	<u>\$ 576,888</u>	<u>\$ 577,000</u>	<u>\$ 239,952</u>	<u>\$ 480,000</u>	<u>\$ 561,000</u>	<u>\$ 561,000</u>
<b>Misc &amp; Non-Operating Revenue</b>						
38710 Interest & Inv. Revenue	112,637	170,000	32,549	65,000	65,000	65,000
38715 Interest & Inv. GASB 31	(20,901)	-	-	-	-	-
<b>Total</b>	<u>\$ 91,736</u>	<u>\$ 170,000</u>	<u>\$ 32,549</u>	<u>\$ 65,000</u>	<u>\$ 65,000</u>	<u>\$ 65,000</u>
<b>Total Revenue</b>	<u><u>\$ 668,624</u></u>	<u><u>\$ 747,000</u></u>	<u><u>\$ 272,501</u></u>	<u><u>\$ 545,000</u></u>	<u><u>\$ 626,000</u></u>	<u><u>\$ 626,000</u></u>

	<u>Expenditures Actual 2002-2003</u>	<u>Current Year Appropriation 2003-2004</u>	<u>Year to Date Expenditures 10/31/03</u>	<u>Estimated Expenditures 2003-2004</u>	<u>Budget 2004-2005</u>	<u>Budget 2005-2006</u>
Account Summary						
Financial						
Salaries & Benefits	222,847	379,433	82,505	379,433	508,250	550,784
Maintenance & Operation	9,930	20,000	2,471	20,000	21,036	21,036
Capital	-	-	-	-	-	-
Charges - Other Depts	-	-	-	-	-	-
Total	<u>\$ 232,777</u>	<u>\$ 399,433</u>	<u>\$ 84,976</u>	<u>\$ 399,433</u>	<u>\$ 529,286</u>	<u>\$ 571,820</u>



## Personnel Classification Detail

	Budget <u>2002-2003</u>	Budget <u>2003-2004</u>	Estimated <u>2003-2004</u>	Budget <u>2004-2005</u>	Budget <u>2005-2006</u>
Administrative Analyst	1.00	1.25	1.25	1.25	1.25
Administrative Assistant	0.00	0.00	1.00	1.00	1.00
Asst. City Attorney	1.00	1.00	1.00	1.00	1.00
Office Services Specialist II	0.00	0.00	0.00	0.00	0.00
Risk Manager	1.00	1.00	1.00	1.00	1.00
TOTAL	<u>3.00</u>	<u>3.25</u>	<u>4.25</u>	<u>4.25</u>	<u>4.25</u>

	Expenditures Actual 2002-2003	Current Year Appropriation 2003-2004	Year to Date Expenditures 10/31/03	Estimated Expenditures 2003-2004	Budget 2004-2005	Budget 2005-2006
<b>Salaries &amp; Benefits</b>						
41100 Salaries	193,449	340,324	73,056	340,324	397,497	421,730
41600 Compensated Absences	3,272	3,259	650	3,259	5,962	6,141
41700 Other Benefits	3,691	3,000	7	3,000	-	-
41800 Life Insurance	487	576	214	576	1,042	1,106
41900 Disability Insurance	1,392	1,649	429	1,649	3,069	3,256
42000 Vision Insurance	506	612	207	612	681	681
42100 Medical Insurance	15,068	16,373	6,020	16,373	24,977	25,726
42200 Dental Insurance	2,168	2,296	943	2,296	2,910	2,997
42300 Unemployment Insurance	-	217	-	217	397	422
42400 Compensation Insurance	-	7,977	-	7,977	14,078	14,500
42500 Medicare	2,813	3,150	978	3,150	57,637	61,151
42700 PERS Retirement	-	-	-	-	-	13,074
<b>Total</b>	<b>\$ 222,847</b>	<b>\$ 379,433</b>	<b>\$ 82,505</b>	<b>\$ 379,433</b>	<b>\$ 508,250</b>	<b>\$ 550,784</b>

<b>Maintenance &amp; Operation Detail</b>						
42800 Auto Allowance	-	500	284	500	500	500
44750 Insurance & Surety Bonds	-	-	-	-	1,036	1,036
45100 Books	5,180	6,000	20	6,000	6,000	6,000
45250 Office Supplies	99	3,500	-	3,500	3,500	3,500
47000 Miscellaneous	4,651	10,000	2,167	10,000	10,000	10,000
<b>Total</b>	<b>\$ 9,930</b>	<b>\$ 20,000</b>	<b>\$ 2,471</b>	<b>\$ 20,000</b>	<b>\$ 21,036</b>	<b>\$ 21,036</b>

AUTO INSURANCE FUND  
SUMMARY OF THE BUDGET FOR THE YEAR ENDED JUNE 30, 2005  
FUND 613

	Actual 2002-2003	Current Year 2003-2004	Year to Date 12/31/03	Revised Estimate 2003-2004	Budget 2004-2005	Budget 2005-2006
<b>Estimated Financing Resources</b>						
<b>Revenue</b>						
Charges For Services	217,428	217,000	108,714	217,000	217,000	217,000
Misc & Non-Operating Revenue	103,259	130,000	42,819	86,000	86,000	86,000
Fund Balance - Prior Year	-	-	30,600	-	-	-
<b>Total Estimated Financing Resources</b>	<b>\$ 320,687</b>	<b>\$ 347,000</b>	<b>\$ 182,133</b>	<b>\$ 303,000</b>	<b>\$ 303,000</b>	<b>\$ 303,000</b>
<b>Estimated Requirements</b>						
Salaries & Benefits	-	-	-	-	-	-
Maintenance & Operation	-	-	-	-	-	-
Capital	-	-	-	-	-	-
Self Insurance	320,687	347,000	182,133	303,000	303,000	303,000
Unallocated	-	-	-	-	-	-
<b>Total Estimated Requirements</b>	<b>\$ 320,687</b>	<b>\$ 347,000</b>	<b>\$ 182,133</b>	<b>\$ 303,000</b>	<b>\$ 303,000</b>	<b>\$ 303,000</b>

AUTO INSURANCE FUND  
 DETAIL OF FINANCIAL RESOURCES  
 FUND 613

	Actual 2002-2003	Current Year 2003-2004	Year to Date 12/31/03	Revised Estimate 2003-2004	Budget 2004-2005	Budget 2005-2006
<b>Charges For Services</b>						
37000 Charges for Ins-Gov	142,308	142,000	71,154	142,000	142,000	142,000
37010 Charges for Ins-Ent	75,120	75,000	37,560	75,000	75,000	75,000
<b>Total</b>	<b>\$ 217,428</b>	<b>\$ 217,000</b>	<b>\$ 108,714</b>	<b>\$ 217,000</b>	<b>\$ 217,000</b>	<b>\$ 217,000</b>
<b>Misc &amp; Non-Operating Revenue</b>						
38710 Interest & Inv. Revenue	110,559	130,000	42,819	86,000	86,000	86,000
38715 Interest & Inv. GASB 31	(7,300)	-	-	-	-	-
<b>Total</b>	<b>\$ 103,259</b>	<b>\$ 130,000</b>	<b>\$ 42,819</b>	<b>\$ 86,000</b>	<b>\$ 86,000</b>	<b>\$ 86,000</b>
<b>Total Revenue</b>	<b>\$ 320,687</b>	<b>\$ 347,000</b>	<b>\$ 151,533</b>	<b>\$ 303,000</b>	<b>\$ 303,000</b>	<b>\$ 303,000</b>

COMPENSATION INSURANCE FUND  
SUMMARY OF THE BUDGET FOR THE YEAR ENDED JUNE 30, 2005  
FUND 614

	Actual 2002-2003	Current Year 2003-2004	Year to Date 12/31/03	Revised Estimate 2003-2004	Budget 2004-2005	Budget 2005-2006
<b>Estimated Financing Resources</b>						
<b>Revenue</b>						
Charges For Services	6,487,951	6,843,000	3,382,335	6,765,000	6,765,000	6,765,000
Misc & Non-Operating Revenue	361,606	600,000	125,876	252,000	252,000	252,000
Fund Balance - Prior Year	1,841,580	-	-	-	-	-
<b>Total Estimated Financing Resources</b>	<b>\$ 8,691,137</b>	<b>\$ 7,443,000</b>	<b>\$ 3,508,211</b>	<b>\$ 7,017,000</b>	<b>\$ 7,017,000</b>	<b>\$ 7,017,000</b>
<b>Estimated Requirements</b>						
Salaries & Benefits	1,244,476	1,336,759	431,619	1,294,816	1,424,700	1,499,375
Maintenance & Operation	607,913	635,734	160,733	644,744	748,658	764,783
Capital	30,583	22,677	26,401	-	25,000	-
Self Insurance	6,808,165	5,447,830	2,889,457	5,077,440	4,818,642	4,752,842
Unallocated	-	-	-	-	-	-
<b>Total Estimated Requirements</b>	<b>\$ 8,691,137</b>	<b>\$ 7,443,000</b>	<b>\$ 3,508,211</b>	<b>\$ 7,017,000</b>	<b>\$ 7,017,000</b>	<b>\$ 7,017,000</b>

COMPENSATION INSURANCE FUND  
 DETAIL OF FINANCIAL RESOURCES  
 FUND 614

	Actual 2002-2003	Current Year 2003-2004	Year to Date 12/31/03	Revised Estimate 2003-2004	Budget 2004-2005	Budget 2005-2006
<b>Charges For Services</b>						
37000 Charges for Ins-Gov	4,405,218	4,760,000	2,300,551	4,601,000	4,601,000	4,601,000
37010 Charges for Ins-Ent	1,837,910	1,836,000	995,478	1,991,000	1,991,000	1,991,000
37020 Charges for Ins-Fid	244,823	247,000	86,306	173,000	173,000	173,000
<b>Total</b>	<b>\$ 6,487,951</b>	<b>\$ 6,843,000</b>	<b>\$ 3,382,335</b>	<b>\$ 6,765,000</b>	<b>\$ 6,765,000</b>	<b>\$ 6,765,000</b>
<b>Misc &amp; Non-Operating Revenue</b>						
38560 Miscellaneous Revenue	-	-	-	-	-	-
38710 Interest & Inv. Revenue	422,809	600,000	125,876	252,000	252,000	252,000
38715 Interest & Inv. GASB 31	(61,203)	-	-	-	-	-
<b>Total</b>	<b>\$ 361,606</b>	<b>\$ 600,000</b>	<b>\$ 125,876</b>	<b>\$ 252,000</b>	<b>\$ 252,000</b>	<b>\$ 252,000</b>
<b>Total Revenue</b>	<b>\$ 6,849,557</b>	<b>\$ 7,443,000</b>	<b>\$ 3,508,211</b>	<b>\$ 7,017,000</b>	<b>\$ 7,017,000</b>	<b>\$ 7,017,000</b>

Account Summary	<u>Actual Expenditures 2002-2003</u>	<u>Current Year Appropriation 2003-2004</u>	<u>Year to Date Expenditures 10/31/03</u>	<u>Estimated Expenditures 2003-2004</u>	<u>Budget 2004-2005</u>	<u>Budget 2005-2006</u>
<b>Financial</b>						
Salaries & Benefits	447,371	498,489	155,441	460,264	552,619	573,741
Maintenance & Operation	418,535	417,582	111,918	332,628	419,141	419,141
Capital	19,449	-	4,121	-	-	-
Charges-Other Depts	-	-	-	-	-	-
<b>Total</b>	<b>\$ 885,356</b>	<b>\$ 916,071</b>	<b>\$ 271,481</b>	<b>\$ 792,892</b>	<b>\$ 971,760</b>	<b>\$ 992,882</b>

## Personnel Classification Detail

	<u>Budget 2002-2003</u>	<u>Budget 2003-2004</u>	<u>Estimated 2003-2004</u>	<u>Budget 2004-2005</u>	<u>Budget 2005-2006</u>
Administrative Assistant/Benefits	0.00	0.00	0.00	0.00	0.00
Benefits Coordinator	1.00	1.00	1.00	1.00	1.00
Customer Service Representative	1.00	1.00	1.00	1.00	1.00
Health Services Administrator	1.00	1.00	1.00	1.00	1.00
Health Services Nurse Educator	1.00	1.00	1.00	1.00	1.00
Health Services Nurse Practitioner	1.00	1.00	1.00	1.00	1.00
Office Services Specialist II	0.00	0.00	0.00	0.00	0.00
Sr. Office Svcs. Specialist	1.00	1.00	1.00	1.00	1.00
Sr. Office Svcs. Specialist - Benef. (Confid.)	0.00	0.00	0.00	0.00	0.00
TOTAL	<u>6.00</u>	<u>6.00</u>	<u>6.00</u>	<u>6.00</u>	<u>6.00</u>



	Actual Expenditures 2002-2003	Current Year Appropriation 2003-2004	Year to Date Expenditures 10/31/03	Estimated Expenditures 2003-2004	Budget 2004-2005	Budget 2005-2006
<b>Salaries &amp; Benefits</b>						
41100 Salaries	388,041	393,798	136,239	393,798	452,965	458,735
41200 Overtime	816	2,500	-	1,000	1,000	1,000
41300 Hourly Wages	12,167	51,629	4,121	14,904	53,178	54,773
41600 Compensated Absences	6,558	6,114	1,148	6,114	6,271	6,549
41700 Other Benefits	796	1,400	150	1,400	1,700	1,700
41800 Life Insurance	959	1,044	358	1,044	916	983
41900 Disability Insurance	2,929	3,049	720	3,049	3,186	3,413
42000 Vision Insurance	1,152	1,224	408	1,224	1,224	1,224
42100 Medical Insurance	21,912	22,613	7,964	22,613	20,446	34,526
42200 Dental Insurance	2,491	2,491	928	2,491	1,474	-
42300 Unemployment Insurance	395	923	142	923	408	436
42400 Compensation Insurance	3,476	4,606	1,249	4,606	3,241	3,361
42500 Medicare	5,679	6,659	2,014	6,659	5,919	6,329
42600 Social Security	-	439	-	439	691	712
<b>Total</b>	<b>447,371</b>	<b>498,489</b>	<b>155,441</b>	<b>460,264</b>	<b>552,619</b>	<b>573,741</b>

<b>Maintenance &amp; Operation Detail</b>						
42800 Auto Allowance	516	250	-	100	100	100
43050 Repairs-Bldgs & Grounds	814	400	-	-	-	-
43060 Utilities	4,236	6,000	2,115	6,017	5,000	5,000
43080 Rent	53,016	55,000	22,119	52,954	54,000	56,000
43110 Contractual Services	220,394	200,873	51,011	173,815	255,396	255,396
44120 Repairs to Office Equip	773	800	272	800	800	800
44200 Advertising	-	1,000	-	1,000	200	200
44300 Telephone	2,339	3,000	1,169	2,990	3,000	3,000
44450 Postage	3,475	3,500	808	1,846	3,000	3,000

	Actual Expenditures 2002-2003	Current Year Appropriation 2003-2004	Year to Date Expenditures 10/31/03	Estimated Expenditures 2003-2004	Budget 2004-2005	Budget 2005-2006
44550 Travel	6,527	5,630	980	3,923	3,500	3,500
44650 Training	2,796	4,000	429	4,000	4,000	4,000
44700 Computer Software	1,932	5,000	1,682	2,000	3,000	3,000
44750 Insurance & Surety Bonds	8,618	8,034	2,757	8,034	9,702	9,702
44800 Membership and Dues	2,267	1,500	1,198	1,648	1,648	1,648
45050 Periodicals & Newspapers	24,412	32,500	153	500	1,500	1,000
45100 Books	1,655	1,000	370	1,000	1,000	1,000
45150 Furniture & Equipment	1,512	3,000	159	1,000	1,500	1,000
45170 Computer Hardware	104	-	(2)	200	200	200
45250 Office Supplies	14,738	16,000	3,765	11,000	9,000	9,000
45350 General Supplies	36,639	32,000	15,592	37,150	38,000	38,000
46000 Depreciation	16,092	16,095	5,364	16,095	16,095	16,095
46900 Business Meetings	2,803	1,000	761	3,356	3,500	3,500
47000 Miscellaneous	12,908	21,000	1,216	3,200	5,000	4,000
47010 Discount Earned & Lost	(32)	-	-	-	-	-
Total	<u>\$ 418,535</u>	<u>\$ 417,582</u>	<u>\$ 111,918</u>	<u>\$ 332,628</u>	<u>\$ 419,141</u>	<u>\$ 419,141</u>

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Account Summary	<u>Actual Expenditures 2002-2003</u>	<u>Current Year Appropriation 2003-2004</u>	<u>Year to Date Expenditures 10/31/03</u>	<u>Estimated Expenditures 2003-2004</u>	<u>Budget 2004-2005</u>	<u>Budget 2005-2006</u>
<u>Financial</u>						
Salaries & Benefits	523,352	552,915	181,970	550,362	575,787	609,776
Maintenance & Operation	86,193	90,949	28,730	203,690	203,371	219,496
Capital	5,582	-	-	-	-	-
Charges-Other Depts	-	-	-	-	-	-
Total	<u>\$ 615,127</u>	<u>\$ 643,864</u>	<u>\$ 210,701</u>	<u>\$ 754,052</u>	<u>\$ 779,158</u>	<u>\$ 829,272</u>

Personnel Classification Detail

	Budget 2002-2003	Budget 2003-2004	Estimated 2003-2004	Budget 2004-2005	Budget 2005-2006
Customer Service Representative	1.00	1.00	1.00	1.00	1.00
Office Services Specialist I	1.00	1.00	1.00	1.00	1.00
Office Services Specialist II	0.00	0.00	0.00	0.00	0.00
Senior Workers Comp Analyst	1.00	1.00	1.00	1.00	1.00
Workers Comp Adjustor I	0.00	0.00	0.00	0.00	0.00
Workers Comp Administrator	1.00	1.00	1.00	1.00	1.00
Workers Comp Analyst	2.00	2.00	2.00	2.00	2.00
Workers Comp Technician	2.00	2.00	2.00	2.00	2.00
<b>TOTAL</b>	<u>8.00</u>	<u>8.00</u>	<u>8.00</u>	<u>8.00</u>	<u>8.00</u>

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	Actual Expenditures 2002-2003	Current Year Appropriation 2003-2004	Year to Date Expenditures 10/31/03	Estimated Expenditures 2003-2004	Budget 2004-2005	Budget 2005-2006
<b>Salaries &amp; Benefits</b>						
41100 Salaries	441,761	475,924	124,077	372,232	501,069	516,100
41200 Overtime	130	500	-	500	515	530
41300 Hourly Wages	19,084	16,000	40,055	120,165	10,482	11,868
41600 Compensated Absences	7,644	7,140	1,063	7,140	7,500	7,725
41700 Other Benefits	7,391	2,500	2,414	7,241	3,500	3,605
41800 Life Insurance	1,016	1,020	275	825	1,039	1,070
41900 Disability Insurance	3,186	4,146	571	1,714	3,513	3,619
42000 Vision Insurance	1,264	1,284	339	1,017	1,314	1,353
42100 Medical Insurance	28,064	30,881	8,261	24,784	32,840	33,794
42200 Dental Insurance	3,905	4,059	1,216	3,650	4,165	4,290
42300 Unemployment Insurance	465	476	163	488	501	513
42400 Compensation Insurance	4,087	3,679	1,434	4,301	3,792	3,906
42500 Medicare	5,081	5,098	1,674	5,021	5,247	5,404
42600 Social Security	275	208	428	1,284	310	-
42600 PERS Retirement	-	-	-	-	-	15,999
<b>Total</b>	<b>523,352</b>	<b>552,915</b>	<b>181,970</b>	<b>550,362</b>	<b>575,787</b>	<b>609,776</b>

Maintenance & Operation Detail

42800 Auto Allowance	-	100	-	100	100	100
43050 Repairs-Bldgs & Grounds	-	500	-	500	500	500
43110 Contractual Services	39,196	44,000	342	79,500	79,500	90,000
44120 Repairs to Office Equip	33	1,500	26	1,500	1,500	1,500
44300 Telephone	1,454	8,500	734	8,500	8,500	9,500
44450 Postage	9,109	1,500	3,845	15,380	12,000	13,800
44550 Travel	1,067	1,400	-	1,200	3,100	3,100
44650 Training	995	1,200	310	3,000	3,000	4,000

	Actual Expenditures 2002-2003	Current Year Appropriation 2003-2004	Year to Date Expenditures 10/31/03	Estimated Expenditures 2003-2004	Budget 2004-2005	Budget 2005-2006
44700 Computer Software	2,450	3,000	-	3,000	3,000	4,000
44750 Insurance & Surety Bonds	7,900	8,034	2,770	8,034	8,468	8,468
44800 Membership and Dues	175	1,000	75	175	1,000	1,000
45050 Periodicals & Newspapers	75	175	-	1,000	175	300
45100 Books	752	1,000	279	1,000	1,000	1,000
45150 Furniture & Equipment	2,244	1,000	-	1,000	1,000	1,000
45250 Office Supplies	5,684	7,770	1,996	7,983	8,500	9,000
45350 General Supplies	301	1,500	298	1,190	1,400	1,600
46000 Depreciation	7,776	7,770	2,592	7,770	7,770	7,770
47000 Miscellaneous	197	1,000	-	1,000	1,000	1,000
48562 Compensation Ins-Temporary	5,325	-	6,574	26,297	26,297	26,297
48563 Compensation Ins-Permanent	(1,289)	-	-	-	-	-
48564 Compensation Ins-Medical	(4,108)	-	3,664	14,657	14,657	14,657
48565 Compensation Ins-Other Exp	6,381	-	5,226	20,904	20,904	20,904
48567 Compensation Ins-Training	478	-	-	-	-	-
Total	<u>\$ 86,193</u>	<u>\$ 90,949</u>	<u>\$ 28,730</u>	<u>\$ 203,690</u>	<u>\$ 203,371</u>	<u>\$ 219,496</u>

Account Summary	<u>Actual Expenditures 2002-2003</u>	<u>Current Year Appropriation 2003-2004</u>	<u>Year to Date Expenditures 10/31/03</u>	<u>Estimated Expenditures 2003-2004</u>	<u>Budget 2004-2005</u>	<u>Budget 2005-2006</u>
<b>Financial</b>						
Salaries & Benefits	273,752	285,355	94,207	284,190	296,294	315,858
Maintenance & Operation	103,185	127,203	20,085	108,426	126,146	126,146
Capital	5,552	22,677	22,280	-	25,000	-
Charges-Other Depts	-	-	-	-	-	-
Total	<u>\$ 382,490</u>	<u>\$ 435,235</u>	<u>\$ 136,573</u>	<u>\$ 392,616</u>	<u>\$ 447,440</u>	<u>\$ 442,004</u>

Personnel Classification Detail

	<u>Budget 2002-2003</u>	<u>Budget 2003-2004</u>	<u>Estimated 2003-2004</u>	<u>Budget 2004-2005</u>	<u>Budget 2005-2006</u>
Administrative Assistant	1.00	1.00	1.00	1.00	1.00
Safety Administrator	1.00	1.00	1.00	1.00	1.00
Safety Services Specialist	1.00	1.00	1.00	1.00	1.00
Technical Staff Associate	1.00	1.00	1.00	1.00	1.00
TOTAL	<u>4.00</u>	<u>4.00</u>	<u>4.00</u>	<u>4.00</u>	<u>4.00</u>



	Actual Expenditures 2002-2003	Current Year Appropriation 2003-2004	Year to Date Expenditures 10/31/03	Estimated Expenditures 2003-2004	Budget 2004-2005	Budget 2005-2006
<b>Salaries &amp; Benefits</b>						
41100 Salaries	239,279	253,008	84,208	253,008	263,503	275,137
41200 Overtime	2,291	2,000	736	1,900	2,000	1,000
41600 Compensated Absences	4,068	3,765	716	3,000	3,000	3,000
41700 Other Benefits	537	1,000	-	700	1,000	1,000
41800 Life Insurance	444	450	164	450	428	452
41900 Disability Insurance	1,530	1,671	333	1,671	1,824	1,911
42000 Vision Insurance	589	612	204	612	672	672
42100 Medical Insurance	13,971	15,177	5,100	15,177	15,624	15,624
42200 Dental Insurance	1,725	1,841	700	1,841	2,111	2,111
42300 Unemployment Insurance	239	251	84	251	265	276
42400 Compensation Insurance	2,099	1,940	743	1,940	2,047	2,110
42500 Medicare	3,491	3,640	1,220	3,640	3,820	4,005
42700 PERS Retirement	3,491	-	-	-	-	8,560
<b>Total</b>	<b>273,752</b>	<b>285,355</b>	<b>94,207</b>	<b>284,190</b>	<b>296,294</b>	<b>315,858</b>

**Maintenance & Operation Detail**

42800 Auto Allowance	181	75	32	75	75	75
43050 Repairs-Bldgs & Grounds	-	2,000	-	1,000	1,500	1,500
43110 Contractual Services	52,482	32,000	4,373	25,000	32,000	32,000
44100 Repairs to Equipment	-	500	1,000	1,500	500	500
44120 Repairs to Office Equip	-	1,500	-	500	1,000	1,000
44250 Communication Maint	-	4,000	-	2,700	2,500	2,500
44300 Telephone	1,586	2,000	422	1,500	2,000	2,000
44350 Vehicle Maintenance	1,310	-	426	1,000	750	750
44450 Postage	361	1,000	113	750	750	750
44550 Travel	3,278	1,590	-	-	4,660	4,660

	Actual Expenditures 2002-2003	Current Year Appropriation 2003-2004	Year to Date Expenditures 10/31/03	Estimated Expenditures 2003-2004	Budget 2004-2005	Budget 2005-2006
44650 Training	6,620	24,000	500	16,000	20,000	20,000
44700 Computer Software	3,452	5,000	362	7,500	5,000	5,000
44750 Insurance & Surety Bonds	4,248	3,258	1,498	3,258	4,518	4,518
44800 Membership and Dues	300	1,100	-	900	1,100	1,100
45050 Periodicals & Newspapers	1,045	2,000	733	1,600	2,000	2,000
45100 Books	278	1,000	-	750	1,000	1,000
45150 Furniture & Equipment	2,085	3,500	-	12,000	3,500	3,500
45250 Office Supplies	1,073	2,200	9	1,000	2,200	2,200
45350 General Supplies	15,411	22,000	6,747	17,000	24,000	24,000
46000 Depreciation	8,880	13,880	2,960	12,593	12,593	12,593
46900 Business Meetings	339	1,000	-	600	1,000	1,000
47000 Miscellaneous	259	3,600	911	1,200	3,500	3,500
Total	<u>\$ 103,185</u>	<u>\$ 127,203</u>	<u>\$ 20,085</u>	<u>\$ 108,426</u>	<u>\$ 126,146</u>	<u>\$ 126,146</u>

DENTAL INSURANCE FUND  
SUMMARY OF THE BUDGET FOR THE YEAR ENDED JUNE 30, 2005  
FUND 615

	Actual 2002-2003	Current Year 2003-2004	Year to Date 12/31/03	Revised Estimate 2003-2004	Budget 2004-2005	Budget 2005-2006
<b>Estimated Financing Resources</b>						
<b>Revenue</b>						
Charges For Services	660,311	644,000	399,233	798,000	798,000	798,000
Misc & Non-Operating Revenue	1,974	11,000	1,536	3,000	3,000	3,000
Fund Balance - Prior Year	-	-	-	-	-	-
<b>Total Estimated Financing Resources</b>	<u>\$ 662,285</u>	<u>\$ 655,000</u>	<u>\$ 400,769</u>	<u>\$ 801,000</u>	<u>\$ 801,000</u>	<u>\$ 801,000</u>
<b>Estimated Requirements</b>						
Salaries & Benefits	-	-	-	-	-	-
Maintenance & Operation	-	-	-	-	-	-
Capital	-	-	-	-	-	-
Self Insurance	662,285	655,000	400,769	801,000	801,000	801,000
Unallocated	-	-	-	-	-	-
<b>Total Estimated Requirements</b>	<u>\$ 662,285</u>	<u>\$ 655,000</u>	<u>\$ 400,769</u>	<u>\$ 801,000</u>	<u>\$ 801,000</u>	<u>\$ 801,000</u>

DENTAL INSURANCE FUND  
 DETAIL OF FINANCIAL RESOURCES  
 FUND 615

	Actual 2002-2003	Current Year 2003-2004	Year to Date 12/31/03	Revised Estimate 2003-2004	Budget 2004-2005	Budget 2004-2005
<b>Charges For Services</b>						
37080 Charges for Ins-Dental	660,311	644,000	399,233	798,000	798,000	798,000
<b>Total</b>	<b>\$ 660,311</b>	<b>\$ 644,000</b>	<b>\$ 399,233</b>	<b>\$ 798,000</b>	<b>\$ 798,000</b>	<b>\$ 798,000</b>
<b>Misc &amp; Non-Operating Revenue</b>						
38710 Interest & Inv. Revenue	4,129	11,000	1,536	3,000	3,000	3,000
38715 Interest & Inv. GASB 31	(2,155)	-	-	-	-	-
<b>Total</b>	<b>\$ 1,974</b>	<b>\$ 11,000</b>	<b>\$ 1,536</b>	<b>\$ 3,000</b>	<b>\$ 3,000</b>	<b>\$ 3,000</b>
<b>Total Revenue</b>	<b>\$ 662,285</b>	<b>\$ 655,000</b>	<b>\$ 400,769</b>	<b>\$ 801,000</b>	<b>\$ 801,000</b>	<b>\$ 801,000</b>

MEDICAL INSURANCE FUND  
SUMMARY OF THE BUDGET FOR THE YEAR ENDED JUNE 30, 2005  
FUND 616

	Actual 2002-2003	Current Year 2003-2004	Year to Date 12/31/03	Revised Estimate 2003-2004	Budget 2004-2005	Budget 2005-2006
<b>Estimated Financing Resources</b>						
<b>Revenue</b>						
Charges For Services	6,459,906	5,347,000	2,784,550	5,570,000	5,570,000	5,570,000
Misc & Non-Operating Revenue	45,333	80,000	30,655	61,000	61,000	61,000
Fund Balance - Prior Year	-	-	-	-	-	-
<b>Total Estimated Financing Resources</b>	<b>\$ 6,505,239</b>	<b>\$ 5,427,000</b>	<b>\$ 2,815,205</b>	<b>\$ 5,631,000</b>	<b>\$ 5,631,000</b>	<b>\$ 5,631,000</b>
<b>Estimated Requirements</b>						
Salaries & Benefits	-	-	-	-	51,619	54,570
Maintenance & Operation	-	-	-	-	-	-
Capital	-	-	-	-	-	-
Self Insurance	6,505,239	5,427,000	2,815,205	5,631,000	5,579,381	5,576,430
Unallocated	-	-	-	-	-	-
<b>Total Estimated Requirements</b>	<b>\$ 6,505,239</b>	<b>\$ 5,427,000</b>	<b>\$ 2,815,205</b>	<b>\$ 5,631,000</b>	<b>\$ 5,631,000</b>	<b>\$ 5,631,000</b>

MEDICAL INSURANCE FUND  
 DETAIL OF FINANCIAL RESOURCES  
 FUND 616

	Actual 2002-2003	Current Year 2003-2004	Year to Date 12/31/03	Revised Estimate 2003-2004	Budget 2004-2005	Budget 2005-2006
<b>Charges For Services</b>						
37030 Charges for Ins-GCEA	2,248,908	1,696,000	991,538	1,983,000	1,983,000	1,983,000
37040 Charges for Ins-GPOA	711,743	545,000	329,351	659,000	659,000	659,000
37050 Charges for Ins-GFFA	1,004,084	798,000	451,938	904,000	904,000	904,000
37060 Charges for Ins-Retirees	938,313	864,000	227,973	456,000	456,000	456,000
37070 Charges for Ins-Other	1,556,858	1,444,000	783,750	1,568,000	1,568,000	1,568,000
<b>Total</b>	<b>\$ 6,459,906</b>	<b>\$ 5,347,000</b>	<b>\$ 2,784,550</b>	<b>\$ 5,570,000</b>	<b>\$ 5,570,000</b>	<b>\$ 5,570,000</b>
<b>Misc &amp; Non-Operating Revenue</b>						
38560 Miscellaneous Revenue	-	-	-	-	-	-
38710 Interest & Inv. Revenue	53,134	80,000	30,655	61,000	61,000	61,000
38715 Interest & Inv. GASB 31	(7,801)	-	-	-	-	-
<b>Total</b>	<b>\$ 45,333</b>	<b>\$ 80,000</b>	<b>\$ 30,655</b>	<b>\$ 61,000</b>	<b>\$ 61,000</b>	<b>\$ 61,000</b>
<b>Total Revenue</b>	<b>\$ 6,505,239</b>	<b>\$ 5,427,000</b>	<b>\$ 2,815,205</b>	<b>\$ 5,631,000</b>	<b>\$ 5,631,000</b>	<b>\$ 5,631,000</b>

	<u>Actual Expenditures 2002-2003</u>	<u>Current Year Appropriation 2003-2004</u>	<u>Year to Date Expenditures 10/31/03</u>	<u>Estimated Expenditures 2003-2004</u>	<u>Budget 2004-2005</u>	<u>Budget 2005-2006</u>
Account Summary						
<u>Financial</u>						
Salaries & Benefits	-	47,500	-	47,500	51,619	54,570
Maintenance & Operation	-	-	-	-	-	-
Capital	-	-	-	-	-	-
Charges-Other Depts	-	-	-	-	-	-
Total	<u>\$ -</u>	<u>\$ 47,500</u>	<u>\$ -</u>	<u>\$ 47,500</u>	<u>\$ 51,619</u>	<u>\$ 54,570</u>

## Personnel Classification Detail

	Budget 2002-2003	Budget 2003-2004	Estimated 2003-2004	Budget 2004-2005	Budget 2005-2006
Accounting Supervisor	0.00	0.00	0.10	0.10	0.10
Senior Accountant	0.00	0.10	0.00	0.00	0.00
Senior Accounting Services Specialist	0.00	0.75	0.75	0.75	0.75
TOTAL	0.00	0.85	0.85	0.85	0.85



	Actual Expenditures 2002-2003	Current Year Appropriation 2003-2004	Year to Date Expenditures 10/31/03	Estimated Expenditures 2003-2004	Budget 2004-2005	Budget 2005-2006
Salaries & Benefits						
41100 Salaries	-	47,500	-	47,500	44,022	45,343
41600 Compensated Absences	-	-	-	-	660	680
41700 Other Benefits	-	-	-	-	35	35
41800 Life Insurance	-	-	-	-	28	29
41900 Disability Insurance	-	-	-	-	236	243
42000 Vision Insurance	-	-	-	-	73	73
42100 Medical Insurance	-	-	-	-	4,840	4,985
42200 Dental Insurance	-	-	-	-	706	727
42300 Unemployment Insurance	-	-	-	-	44	45
42400 Compensation Insurance	-	-	-	-	337	347
42500 Medicare	-	-	-	-	638	657
42700 PERS Retirement	-	-	-	-	-	1,406
Total	-	47,500	-	47,500	51,619	54,570

VISION INSURANCE FUND  
SUMMARY OF THE BUDGET FOR THE YEAR ENDED JUNE 30, 2005  
FUND 617

	Actual 2002- 2003	Current Year 2003-2004	Year to Date 12/31/03	Revised Estimate 2003-2004	Budget 2004- 2005	Budget 2005- 2006
<b>Estimated Financing Resources</b>						
<b>Revenue</b>						
Charges For Services	93,265	93,000	47,103	94,000	94,000	94,000
Misc & Non-Operating Revenue	826	1,000	469	1,000	1,000	1,000
Fund Balance - Prior Year	-	-	-	-	-	-
<b>Total Estimated Financing Resources</b>	<b>\$ 94,091</b>	<b>\$ 94,000</b>	<b>\$ 47,572</b>	<b>\$ 95,000</b>	<b>\$ 95,000</b>	<b>\$ 95,000</b>
<b>Estimated Requirements</b>						
Salaries & Benefits	-	-	-	-	-	-
Maintenance & Operation	-	-	-	-	-	-
Capital	-	-	-	-	-	-
Self Insurance	94,091	94,000	47,572	95,000	95,000	95,000
Unallocated	-	-	-	-	-	-
<b>Total Estimated Requirements</b>	<b>\$ 94,091</b>	<b>\$ 94,000</b>	<b>\$ 47,572</b>	<b>\$ 95,000</b>	<b>\$ 95,000</b>	<b>\$ 95,000</b>

VISION INSURANCE FUND  
 DETAIL OF FINANCIAL RESOURCES  
 FUND 617

	Actual 2002-2003	Current Year 2003-2004	Year to Date 12/31/03	Revised Estimate 2003-2004	Budget 2004-2005	Budget 2005-2006
<b>Charges For Services</b>						
37090 Charges for Ins-Vision	93,265	93,000	47,103	94,000	94,000	94,000
<b>Total</b>	<b>\$ 93,265</b>	<b>\$ 93,000</b>	<b>\$ 47,103</b>	<b>\$ 94,000</b>	<b>\$ 94,000</b>	<b>\$ 94,000</b>
<b>Misc &amp; Non-Operating Revenue</b>						
38710 Interest & Inv. Revenue	898	1,000	469	1,000	1,000	1,000
38715 Interest & Inv. GASB 31	(72)	-	-	-	-	-
<b>Total</b>	<b>\$ 826</b>	<b>\$ 1,000</b>	<b>\$ 469</b>	<b>\$ 1,000</b>	<b>\$ 1,000</b>	<b>\$ 1,000</b>
<b>Total Revenue</b>	<b>\$ 94,091</b>	<b>\$ 94,000</b>	<b>\$ 47,572</b>	<b>\$ 95,000</b>	<b>\$ 95,000</b>	<b>\$ 95,000</b>

EMPLOYEE BENEFITS FUND  
SUMMARY OF THE BUDGET FOR THE YEAR ENDED JUNE 30, 2005  
FUND 640

	Actual 2002-2003	Current Year 2003-2004	Year to Date 12/31/03	Revised Estimate 2003-2004	Budget 2004-2005	Budget 2005-2006
<b>Estimated Financing Resources</b>						
<b>Revenue</b>						
Charges For Services	1,374,918	1,373,000	238,435	477,000	1,200,000	1,200,000
Misc & Non-Operating Revenue	163,871	200,000	67,048	134,000	134,000	134,000
Fund Balance - Prior Year	-	-	-	-	-	-
<b>Total Estimated Financing Resources</b>	<b>\$ 1,538,789</b>	<b>\$ 1,573,000</b>	<b>\$ 305,483</b>	<b>\$ 611,000</b>	<b>\$ 1,334,000</b>	<b>\$ 1,334,000</b>
<b>Estimated Requirements</b>						
Salaries & Benefits	-	-	-	-	-	-
Maintenance & Operation	-	-	-	-	-	-
Capital	-	-	-	-	-	-
Self Insurance	1,538,789	1,573,000	305,483	611,000	611,000	1,334,000
Unallocated	-	-	-	-	723,000	-
<b>Total Estimated Requirements</b>	<b>\$ 1,538,789</b>	<b>\$ 1,573,000</b>	<b>\$ 305,483</b>	<b>\$ 611,000</b>	<b>\$ 1,334,000</b>	<b>\$ 1,334,000</b>

EMPLOYEE BENEFITS FUND  
 DETAIL OF FINANCIAL RESOURCES  
 FUND 640

	Actual 2002-2003	Current Year 2003-2004	Year to Date 12/31/03	Revised Estimate 2003-2004	Budget 2004-2005	Budget 2005-2006
<b>Charges For Services</b>						
37100 Charges for Employee Benefits	1,374,918	1,373,000	238,435	477,000	1,200,000	1,200,000
<b>Total</b>	<b>\$ 1,374,918</b>	<b>\$ 1,373,000</b>	<b>\$ 238,435</b>	<b>\$ 477,000</b>	<b>\$ 1,200,000</b>	<b>\$ 1,200,000</b>
<b>Misc &amp; Non-Operating Revenue</b>						
38710 Interest & Inv. Revenue	193,363	200,000	67,048	134,000	134,000	134,000
38715 Interest & Inv. GASB 31	(29,492)	-	-	-	-	-
<b>Total</b>	<b>\$ 163,871</b>	<b>\$ 200,000</b>	<b>\$ 67,048</b>	<b>\$ 134,000</b>	<b>\$ 134,000</b>	<b>\$ 134,000</b>
<b>Total Revenue</b>	<b>\$ 1,538,789</b>	<b>\$ 1,573,000</b>	<b>\$ 305,483</b>	<b>\$ 611,000</b>	<b>\$ 1,334,000</b>	<b>\$ 1,334,000</b>

GRAPHICS OPERATION FUND  
 SUMMARY OF THE BUDGET FOR THE YEAR ENDED JUNE 30, 2005  
 FUND 650

	Actual 2002-2003	Current Year 2003-2004	Year to Date 12/31/03	Revised Estimate 2003-2004	Budget 2004-2005	Budget 2005-2006
<b>Estimated Financing Resources</b>						
<b>Revenue</b>						
Charges For Services	-	-	-	-	685,901	718,967
Misc & Non-Operating Revenue	-	-	-	-	-	-
Fund Balance - Prior Year	620,098	670,116	198,102	670,116	1,259	1,259
<b>Total Estimated Financing Resources</b>	<b>\$ 620,098</b>	<b>\$ 670,116</b>	<b>\$ 198,102</b>	<b>\$ 670,116</b>	<b>\$ 687,160</b>	<b>\$ 720,226</b>
<b>Estimated Requirements</b>						
Salaries & Benefits	454,893	470,263	153,444	470,263	486,048	519,114
Maintenance & Operation	165,204	199,853	44,658	199,853	201,112	201,112
Capital	-	-	-	-	-	-
Self Insurance	-	-	-	-	-	-
Unallocated	-	-	-	-	-	-
<b>Total Estimated Requirements</b>	<b>\$ 620,098</b>	<b>\$ 670,116</b>	<b>\$ 198,102</b>	<b>\$ 670,116</b>	<b>\$ 687,160</b>	<b>\$ 720,226</b>

GRAPHICS OPERATION FUND  
 DETAIL OF FINANCIAL RESOURCES  
 FUND 650

	Actual 2002-2003	Current Year 2003-2004	Year to Date 12/31/03	Revised Estimate 2003-2004	Budget 2004-2005	Budget 2005-2006
<b>Charges For Services</b>						
37140 Charges for Graphics	-	-	-	-	685,901	718,967
<b>Total</b>	\$ -	\$ -	\$ -	\$ -	\$ 685,901	\$ 718,967
<b>Misc &amp; Non-Operating Revenue</b>						
38710 Interest & Inv. Revenue	-	-	-	-	-	-
38715 Interest & Inv. GASB 31	-	-	-	-	-	-
<b>Total</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Revenue</b>	\$ -	\$ -	\$ -	\$ -	\$ 685,901	\$ 718,967

		<u>Expenditures</u>	<u>Current Year</u>	<u>Year to Date</u>	<u>Estimated</u>	<u>Budget</u>	<u>Budget</u>
		<u>Actual</u>	<u>Appropriation</u>	<u>Expenditures</u>	<u>Expenditures</u>	<u>2004-2005</u>	<u>2005-2006</u>
<u>Account Summary</u>		<u>2002-2003</u>	<u>2003-2004</u>	<u>12/31/03</u>	<u>2003-2004</u>		
	<u>Financial</u>						
	Salaries & Benefits	454,893	470,263	153,444	470,263	486,048	519,114
	Maintenance & Operation	165,204	199,853	44,658	199,853	201,112	201,112
	Capital	-	-	-	-	-	-
	Charges - Other Depts	-	-	-	-	-	-
	<b>Total</b>	<u>\$ 620,098</u>	<u>\$ 670,116</u>	<u>\$ 198,102</u>	<u>\$ 670,116</u>	<u>\$ 687,160</u>	<u>\$ 720,226</u>



Personnel Classification Detail

	Budget 2002-2003	Budget 2003-2004	Estimated 2003-2004	Budget 2004-2005	Budget 2005-2006
Duplicating Machine Operator	0.00	0.00	0.00	2.00	2.00
Graphics Administrator	0.00	0.00	0.00	1.00	1.00
Graphics Illustrator	0.00	0.00	0.00	2.00	2.00
Office Specialist I	0.00	0.00	0.00	2.00	2.00
Sr. Graphics Illustrator	0.00	0.00	0.00	1.00	1.00
TOTAL	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>8.00</u>	<u>8.00</u>

	Expenditures Actual 2002-2003	Current Year Appropriation 2003-2004	Year to Date Expenditures 12/31/03	Estimated Expenditures 2003-2004	Budget 2004-2005	Budget 2005-2006
Salaries & Benefits						
41100 Salaries	360,840	389,805	121,782	389,805	404,823	422,407
41200 Overtime	-	9,000	-	9,000	-	-
41300 Hourly Wages	41,378	23,000	16,686	23,000	23,690	24,401
41600 Compensated Absences	6,032	5,847	1,006	5,847	6,072	6,254
41700 Other Benefits	2,524	1,000	-	1,000	700	700
41800 Life Insurance	487	480	168	480	515	530
41900 Disability Insurance	1,978	2,035	344	2,035	2,317	2,387
42000 Vision Insurance	757	732	244	732	952	952
42100 Medical Insurance	29,466	28,879	9,822	28,879	36,645	37,744
42200 Dental Insurance	2,847	2,795	1,020	2,795	3,099	3,192
42300 Unemployment Insurance	619	390	136	390	405	417
42400 Compensation Insurance	3,407	1,883	750	1,883	2,357	2,428
42500 Medicare	4,446	4,118	1,413	4,118	4,165	4,290
42600 Social Security	113	299	72	299	308	317
42700 PERS Retirement	-	-	-	-	-	13,095
<b>Total</b>	<b>\$ 454,893</b>	<b>\$ 470,263</b>	<b>\$ 153,444</b>	<b>\$ 470,263</b>	<b>\$ 486,048</b>	<b>\$ 519,114</b>

## Maintenance &amp; Operation Detail

42800 Auto Allowance	217	505	28	505	505	505
43110 Contractual Services	31,780	44,703	5,370	44,703	44,703	44,703
44120 Repairs to Office Equipment	33,415	30,300	10,279	30,300	30,300	30,300
44200 Advertising	1,054	-	-	-	-	-
44300 Telephone	298	556	-	556	556	556
44450 Postage	156	101	7	101	101	101
44550 Travel	735	164	-	164	164	164
44600 Laundry & Towel Service	266	505	84	505	505	505
44650 Training	393	8,100	-	8,100	8,100	8,100
44700 Computer Software	595	5,050	-	5,050	5,050	5,050
44750 Insurance & Surety Bonds	10,532	6,093	2,319	6,093	7,352	7,352

	Expenditures Actual 2002-2003	Current Year Appropriation 2003-2004	Year to Date Expenditures 12/31/03	Estimated Expenditures 2003-2004	Budget 2004-2005	Budget 2005-2006
45050 Periodicals & Newspapers	1,284	1,010	40	1,010	1,010	1,010
45100 Books	-	202	507	202	202	202
45150 Furniture & Equipment	921	5,050	-	5,050	5,050	5,050
45200 Maps and Blue Prints	997	2,020	143	2,020	2,020	2,020
45250 Office Supplies	79,028	87,944	25,091	87,944	87,944	87,944
45350 General Supplies	2,146	6,580	104	6,580	6,580	6,580
46900 Business Meetings	596	-	578	-	-	-
47000 Miscellaneous	817	970	134	970	970	970
47010 Discount Earned & Lost	(23)	-	(26)	-	-	-
<b>Total</b>	<u>\$ 165,204</u>	<u>\$ 199,853</u>	<u>\$ 44,658</u>	<u>\$ 199,853</u>	<u>\$ 201,112</u>	<u>\$ 201,112</u>