

Administrative Services Department

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**ADMINISTRATIVE SERVICES
DEPARTMENT**

	ACTUAL	ADJUSTED	YEAR-END	ADOPTED
	FY 07-08	BUDGET	ESTIMATE	BUDGET
	FY 07-08	FY 08-09	FY 08-09	FY 09-10
FUNCTIONAL SUMMARY				
SALARIES & BENEFITS	2,538,477	2,802,315	2,688,063	2,610,319
OPERATING EXPENSES	965,499	1,125,426	1,091,770	1,139,745
CAPITAL OUTLAYS	0	119,921	115,800	0
TRANSFERS OUT	1,591,876	2,277,761	2,140,074	2,500,960
TOTAL FUNCTIONAL AREAS	5,095,852	6,325,423	6,035,707	6,251,024
PROGRAM SUMMARY				
ADMINISTRATION				97,693
FINANCE DIVISION				
ACCOUNTING				468,811
TREASURY				323,535
BUDGET				105,090
PURCHASING				122,235
BUSINESS LICENSING				110,506
UTILITY BILLING				768,010
TRANSFERS OUT				2,500,960
TOTAL FINANCE				4,399,147
HUMAN RESOURCES DIVISION				
EMPLOYEE DEV. & RELATIONS				123,982
RECRUITING & RETENTION				108,461
SAFETY & BENEFITS				128,851
TOTAL HUMAN RESOURCES				361,294
INFORMATION TECH. DIVISION				
IT SYSTEMS				651,365
IT HARDWARE				359,461
IT TECHNICAL SUPPORT				241,162
SOFT. DEV. & DATABASE ADMIN.				140,902
TOTAL INFORMATION TECH.				1,392,890
TOTAL ADMIN. SERVICES				6,251,024



ADMINISTRATIVE SERVICES DEPARTMENT

FINANCE DIVISION

GENERAL ADMINISTRATION

PURPOSE

Finance administration directs and support activities of other Finance Division programs.

GOALS

Ensure the most effective and efficient use of resources available to the Finance Division by

- 1) continually reviewing processes and procedures to identify and implement improvements;
- 2) monitoring and adjusting staff work load;
- 3) providing needed training.

OUTCOME/MEASUREMENT

Develop a training plan and then record and track attendance for each staff member.

**ADMINISTRATIVE SERVICES
ADMINISTRATION
10414101**

	ACTUAL	ADJUSTED	YEAR-END	ADOPTED
	FY 07-08	BUDGET	ESTIMATE	BUDGET
		FY 08-09	FY 08-09	FY 09-10
<u>SALARIES & BENEFITS</u>				
4110000 SALARIES FULL-TIME	0	0	0	66,350
4110030 SICK LEAVE BUYOUT	0	0	0	700
4130110 RETIREMENT	0	0	0	12,865
4130120 MEDICAL & DENTAL INSURANCE	0	0	0	9,376
4130130 WORKERS COMPENSATION	0	0	0	132
4130140 LONG-TERM DISABILITY	0	0	0	736
4130150 UNEMPLOYMENT	0	0	0	332
4130160 VEHICLE ALLOWANCE	0	0	0	3,410
<u>OPERATING EXPENSES</u>				
4210000 BOOKS & SUBSCRIPTIONS	0	0	0	337
4215000 MEMBERSHIPS	0	0	0	485
4240000 OFFICE SUPPLIES	0	0	0	200
4280000 TELEPHONE	0	0	0	1,500
4330000 TRAINING	0	0	0	1,270
<u>CAPITAL OUTLAYS</u>				
4740000 EQUIPMENT	0	0	0	0
TOTAL ADMIN. SVCS. ADMIN.	0	0	0	97,693
FUNCTIONAL SUMMARY				
SALARIES & BENEFITS	0	0	0	93,901
OPERATING EXPENSES	0	0	0	3,792
CAPITAL OUTLAYS	0	0	0	0
TOTAL FUNCTIONAL AREAS	0	0	0	97,693



ADMINISTRATIVE SERVICES DEPARTMENT

FINANCE DIVISION

GENERAL ACCOUNTING

PURPOSE

Accounting provides financial support services including payroll, accounts payable, and maintaining the general ledger. The accounting program is also responsible for the creation and distribution of managerial financial reports, and the financial reports required by local, state, and federal governments, and other third-party agencies.

GOAL

Accurately complete the bi-weekly payroll and weekly accounts payable run. Accurately, and in a timely manner, create and distribute financial reports for internal/managerial use and to fulfill third-party requests and requirements.

OUTCOME/MEASUREMENT

- Distribution of the Monthly Financial Report by the 20th of the following month.
- Track the number of checks voided and reissued due to an error in the accounts payable process.
- Track the number of payroll corrections required as a result of an error in the payroll program.

ACCOUNTING**10414102**

	ACTUAL	ADJUSTED	YEAR-END	ADOPTED
	FY 07-08	BUDGET	ESTIMATE	BUDGET
	FY 07-08	FY 08-09	FY 08-09	FY 09-10
<u>SALARIES & BENEFITS</u>				
4110000 SALARIES FULL-TIME	0	0	0	301,831
4110001 SALARIES PART/SEASONAL	0	0	0	863
4110030 SICK LEAVE BUYOUT	0	0	0	1,500
4130110 RETIREMENT	0	0	0	58,419
4130120 MEDICAL & DENTAL INSURANCE	0	0	0	44,181
4130130 WORKERS COMPENSATION	0	0	0	604
4130140 LONG-TERM DISABILITY	0	0	0	3,350
4130150 UNEMPLOYMENT	0	0	0	1,513
4130160 VEHICLE ALLOWANCE	0	0	0	2,180
<u>OPERATING EXPENSES</u>				
4210000 BOOKS & SUBSCRIPTIONS	0	0	0	100
4215000 MEMBERSHIPS	0	0	0	150
4240000 OFFICE SUPPLIES	0	0	0	8,650
4280000 TELEPHONE	0	0	0	600
4310000 PROFESSIONAL & TECHNICAL	0	0	0	43,900
4330000 TRAINING	0	0	0	970
<u>CAPITAL OUTLAYS</u>				
4740000 EQUIPMENT	0	0	0	0
TOTAL ACCOUNTING	0	0	0	468,811
FUNCTIONAL SUMMARY				
SALARIES & BENEFITS	0	0	0	414,441
OPERATING EXPENSES	0	0	0	54,370
CAPITAL OUTLAYS	0	0	0	0
TOTAL FUNCTIONAL AREAS	0	0	0	468,811



ADMINISTRATIVE SERVICES DEPARTMENT

FINANCE DIVISION

TREASURY

PURPOSE

Treasury is responsible for receipting and recording revenues in the appropriate accounts; maintaining internal control of City assets; internal auditing of cash transactions; banking relations; and the issuance of long-term debt. Treasury also provides excellent customer service to West Jordan residents.

GOALS

Improve internal controls and customer service by reviewing existing processes and identifying ways to improve efficiencies through the use of technology and training.

OUTCOME/MEASUREMENT

- Track the number of additional online services offered to citizens.
- Record the number of issues/cases logged with Pentatmation and track date from creation to case closure.

**TREASURY
10414103**

	ACTUAL	ADJUSTED	YEAR-END	ADOPTED
	FY 07-08	BUDGET	ESTIMATE	BUDGET
	FY 07-08	FY 08-09	FY 08-09	FY 09-10
<u>SALARIES & BENEFITS</u>				
4110000 SALARIES FULL-TIME	0	0	0	217,388
4110030 SICK LEAVE BUYOUT	0	0	0	800
4130110 RETIREMENT	0	0	0	46,917
4130120 MEDICAL & DENTAL INSURANCE	0	0	0	44,423
4130130 WORKERS COMPENSATION	0	0	0	434
4130140 LONG-TERM DISABILITY	0	0	0	2,413
4130150 UNEMPLOYMENT	0	0	0	1,087
4130160 VEHICLE ALLOWANCE	0	0	0	3,857
<u>OPERATING EXPENSES</u>				
4210000 BOOKS & SUBSCRIPTIONS	0	0	0	55
4215000 MEMBERSHIPS	0	0	0	575
4240000 OFFICE SUPPLIES	0	0	0	4,750
4330000 TRAINING	0	0	0	836
<u>CAPITAL OUTLAYS</u>				
4740000 EQUIPMENT	0	0	0	0
TOTAL TREASURY	0	0	0	323,535
FUNCTIONAL SUMMARY				
SALARIES & BENEFITS	0	0	0	317,319
OPERATING EXPENSES	0	0	0	6,216
CAPITAL OUTLAYS	0	0	0	0
TOTAL FUNCTIONAL AREAS	0	0	0	323,535



ADMINISTRATIVE SERVICES DEPARTMENT

FINANCE DIVISION

BUDGET MANAGEMENT

PURPOSE

The budget program facilitates the creation and maintenance of a balanced budget, as required by the City of West Jordan and the State of Utah.

GOALS

Develop and compile all elements of the annual budget from the initial proposed budget through the final budget adopted by the City Council and manage budget adjustments throughout the year.

OUTCOME/MEASUREMENT

Submit the annual budget certification and report to the State Auditor's Office within 30 days of adoption.

**BUDGET
10414104**

	ACTUAL	ADJUSTED	YEAR-END	ADOPTED
	FY 07-08	BUDGET	ESTIMATE	BUDGET
	FY 07-08	FY 08-09	FY 08-09	FY 09-10
<u>SALARIES & BENEFITS</u>				
4110000 SALARIES FULL-TIME	0	0	0	74,858
4110030 SICK LEAVE BUYOUT	0	0	0	300
4130110 RETIREMENT	0	0	0	14,718
4130120 MEDICAL & DENTAL INSURANCE	0	0	0	10,505
4130130 WORKERS COMPENSATION	0	0	0	149
4130140 LONG-TERM DISABILITY	0	0	0	831
4130150 UNEMPLOYMENT	0	0	0	374
4130160 VEHICLE ALLOWANCE	0	0	0	335
<u>OPERATING EXPENSES</u>				
4215000 MEMBERSHIPS	0	0	0	150
4240000 OFFICE SUPPLIES	0	0	0	300
4310000 PROFESSIONAL & TECHNICAL	0	0	0	1,300
4330000 TRAINING	0	0	0	1,270
<u>CAPITAL OUTLAYS</u>				
4740000 EQUIPMENT	0	0	0	0
TOTAL BUDGET	0	0	0	105,090
FUNCTIONAL SUMMARY				
SALARIES & BENEFITS	0	0	0	102,070
OPERATING EXPENSES	0	0	0	3,020
CAPITAL OUTLAYS	0	0	0	0
TOTAL FUNCTIONAL AREAS	0	0	0	105,090



ADMINISTRATIVE SERVICES DEPARTMENT

FINANCE DIVISION

PURCHASING

PURPOSE

Provide procurement services in accordance with the City Manager's goals, vision, and objectives.

GOALS

- Provide increased savings to the City's scarce resources.
- Provide fair and equitable treatment to the supplier/contractor community.
- Procure needed goods and services in a timely manner.
- Comply with the legal aspects of purchasing.
- Avoid harmful attention from the news media as it relates to procurement issues.

OUTCOME/MEASUREMENT

- Cost savings of 10% of total dollars spent.
- Number of supplier protests filed to be less than 2% of total number of annual solicitations.
- Average calendar days from requisition to PO (informal quotes) not to exceed five days.
- Average calendar days from requisition to PO (formal bids) not to exceed 18 days.

**PURCHASING
10414105**

	ACTUAL	ADJUSTED	YEAR-END	ADOPTED
	FY 07-08	BUDGET	ESTIMATE	BUDGET
		FY 08-09	FY 08-09	FY 09-10
<u>SALARIES & BENEFITS</u>				
4110000 SALARIES FULL-TIME	0	0	0	92,065
4110030 SICK LEAVE BUYOUT	0	0	0	300
4130110 RETIREMENT	0	0	0	17,773
4130120 MEDICAL & DENTAL INSURANCE	0	0	0	9,381
4130130 WORKERS COMPENSATION	0	0	0	184
4130140 LONG-TERM DISABILITY	0	0	0	1,022
4130150 UNEMPLOYMENT	0	0	0	460
<u>OPERATING EXPENSES</u>				
4240000 OFFICE SUPPLIES	0	0	0	850
4330000 TRAINING	0	0	0	200
<u>CAPITAL OUTLAYS</u>				
4740000 EQUIPMENT	0	0	0	0
TOTAL PURCHASING	0	0	0	122,235
 FUNCTIONAL SUMMARY				
SALARIES & BENEFITS	0	0	0	121,185
OPERATING EXPENSES	0	0	0	1,050
CAPITAL OUTLAYS	0	0	0	0
TOTAL FUNCTIONAL AREAS	0	0	0	122,235



ADMINISTRATIVE SERVICES DEPARTMENT

FINANCE DIVISION

BUSINESS LICENSING

PURPOSE

A license is required for all persons engaged in or carrying on a business within the City. Business licensing issues business licenses and collects all license fees and taxes. The program also assists in enforcing civil and criminal actions brought against persons violating the City's licensing code.

GOAL

Identify unlicensed businesses operating in the City and bring them into compliance.

OUTCOME/MEASUREMENT

- Compare the State of Utah's list of state licensed businesses located in the City of West Jordan against the City's list of licensed businesses.
- On a fiscal year basis, track the number of unlicensed businesses that are identified and subsequently come into compliance with City licensing requirements.

**BUSINESS LICENSING
10414106**

	ACTUAL	ADJUSTED	YEAR-END	ADOPTED
	FY 07-08	BUDGET	ESTIMATE	BUDGET
	FY 07-08	FY 08-09	FY 08-09	FY 09-10
<u>SALARIES & BENEFITS</u>				
4110000 SALARIES FULL-TIME	0	0	0	59,375
4110001 SALARIES PART/SEASONAL	0	0	0	16,401
4110030 SICK LEAVE BUYOUT	0	0	0	200
4130110 RETIREMENT	0	0	0	12,965
4130120 MEDICAL & DENTAL INSURANCE	0	0	0	14,636
4130130 WORKERS COMPENSATION	0	0	0	151
4130140 LONG-TERM DISABILITY	0	0	0	659
4130150 UNEMPLOYMENT	0	0	0	379
<u>OPERATING EXPENSES</u>				
4215000 MEMBERSHIPS	0	0	0	90
4240000 OFFICE SUPPLIES	0	0	0	4,500
4280000 TELEPHONE	0	0	0	600
4330000 TRAINING	0	0	0	550
<u>CAPITAL OUTLAYS</u>				
4740000 EQUIPMENT	0	0	0	0
TOTAL BUSINESS LICENSING	0	0	0	110,506
FUNCTIONAL SUMMARY				
SALARIES & BENEFITS	0	0	0	104,766
OPERATING EXPENSES	0	0	0	5,740
CAPITAL OUTLAYS	0	0	0	0
TOTAL FUNCTIONAL AREAS	0	0	0	110,506



ADMINISTRATIVE SERVICES DEPARTMENT

FINANCE DIVISION

UTILITY BILLING

PURPOSE

Utility billing maintains and reads city water meters, creates utility bills, researches and adjusts account balances, and responds to utility billing inquiries.

GOAL

Improve customer service by reducing billing errors. Currently billing errors are most commonly caused by equipment failure. Over the next few months, the top priority of the Finance Division is to resolve the issues with the radio read meters.

OUTCOME/MEASUREMENT

Track and compare the number of read errors for each district on a monthly basis.

**UTILITY BILLING
10414201**

	ACTUAL	ADJUSTED	YEAR-END	ADOPTED
	FY 07-08	BUDGET	ESTIMATE	BUDGET
	FY 07-08	FY 08-09	FY 08-09	FY 09-10
<u>SALARIES & BENEFITS</u>				
4110000 SALARIES FULL-TIME	0	0	0	309,061
4110001 SALARIES PART/SEASONAL	0	0	0	14,118
4110003 OVERTIME	0	0	0	4,000
4110030 SICK LEAVE BUYOUT	0	0	0	1,200
4110100 ON CALL SALARIES	0	0	0	3,235
4130110 RETIREMENT	0	0	0	64,610
4130120 MEDICAL & DENTAL INSURANCE	0	0	0	57,697
4130130 WORKERS COMPENSATION	0	0	0	3,150
4130140 LONG-TERM DISABILITY	0	0	0	3,431
4130150 UNEMPLOYMENT	0	0	0	1,616
4130160 VEHICLE ALLOWANCE	0	0	0	1,398
<u>OPERATING EXPENSES</u>				
4210000 BOOKS & SUBSCRIPTIONS	0	0	0	500
4240000 OFFICE SUPPLIES	0	0	0	150,450
4250000 EQUIPMENT SUPPLIES & MAINT.	0	0	0	13,000
4250010 UNIFORMS	0	0	0	1,660
4255000 FLEET LEASE	0	0	0	18,764
4280000 TELEPHONE	0	0	0	4,320
4330000 TRAINING	0	0	0	800
4540000 BANK CHARGES	0	0	0	115,000
<u>CAPITAL OUTLAYS</u>				
4740000 EQUIPMENT	0	0	0	0
TOTAL UTILITY BILLING	0	0	0	768,010
FUNCTIONAL SUMMARY				
SALARIES & BENEFITS	0	0	0	463,516
OPERATING EXPENSES	0	0	0	304,494
CAPITAL OUTLAYS	0	0	0	0
TOTAL FUNCTIONAL AREAS	0	0	0	768,010



ADMINISTRATIVE SERVICES DEPARTMENT

FINANCE DIVISION

TRANSFERS OUT

PURPOSE

Any General Fund spending that represents a transfer of funds from the General Fund to another fund is moved through this Transfers Out budget. The transfers this year are to fund the general city portion of a potential obligation to a special improvement district (Stonecreek SID, for a portion of the cost of maintaining parks); the movement of C Road (State gas tax) shared revenues and earmarked Telecommunications/Franchise taxes into the Roads Capital Fund for specific road construction and/or maintenance projects; lease payments for the City Hall and Fire Station 53 to the Municipal Building Authority for debt service; and the Western Stampede subsidy.

TRANSFERS OUT
10481001

	ACTUAL	ADJUSTED	YEAR-END	ADOPTED
	FY 07-08	BUDGET	ESTIMATE	BUDGET
	FY 07-08	FY 08-09	FY 08-09	FY 09-10
<u>TRANSFERS OUT</u>				
4927000 STONE CREEK FUND	0	0	0	3,200
4944000 ROAD CAPITAL FUND	0	0	0	1,758,702
4960000 BUILDING AUTHORITY FUND	0	0	0	712,058
4980000 WESTERN STAMPEDE FUND	0	0	0	27,000
TOTAL TRANSFERS OUT	0	0	0	2,500,960
FUNCTIONAL SUMMARY				
TRANSFERS OUT	0	0	0	2,500,960
TOTAL FUNCTIONAL AREAS	0	0	0	2,500,960



ADMINISTRATIVE SERVICES DEPARTMENT

FINANCE DIVISION

FAIRWAY ESTATES SPECIAL SERVICE RECREATION DISTRICT

This district is a unique taxing entity ... the only one of its kind in the City. This type of district would typically be formed for one (or both) of two purposes: (a) to provide an enhanced level of park/recreation facility for the district over facilities normally provided in other areas of the city; and (b) to restrict access to the facilities from the general public. Today's preferred approach to accomplish those same purposes for small neighborhood facilities would be to form a private homeowners' association (HOA) that would own and maintain the facility. Multiple small districts like this would be a significant administrative burden to the City and detract from the City's core mission and goals. It would probably be prudent to evaluate the ongoing effectiveness of the district and explore alternative service delivery models.

**FAIRWAY ESTATES SPECIAL
SERVICE REC. DISTRICT FUND
REVENUES**

	ACTUAL	ADJUSTED	YEAR-END	ADOPTED
	FY 07-08	BUDGET	ESTIMATE	BUDGET
		FY 08-09	FY 08-09	FY 09-10
3110000 PROPERTY TAXES	9,955	10,022	10,018	10,040
3120000 DELINQUENT TAXES	0	170	100	170
3160000 MOTOR VEHICLE TAXES	1,447	1,732	1,600	1,732
3190000 PENALTY & INT ON DEL TAX	23	20	15	20
3610000 INTEREST EARNINGS	517	0	200	0
3871000 CONTRIB. FROM FUND BALANCE	0	0	0	38
TOTAL FAIRWAY EST. FUND REVENUES	11,942	11,944	11,933	12,000

**FAIRWAY ESTATES SPECIAL
SERVICE REC. DISTRICT
25**

	ACTUAL	ADJUSTED	YEAR-END	ADOPTED
	FY 07-08	BUDGET	ESTIMATE	BUDGET
	FY 07-08	FY 08-09	FY 08-09	FY 09-10
<u>OPERATING EXPENSES</u>				
4250000 EQUIPMENT SUPPLIES & MAINT.	7,634	7,000	3,000	7,350
4270000 UTILITIES	3,213	3,150	1,000	3,150
4621000 MISCELLANEOUS SERVICES	0	990	912	1,500
4890000 CONTR. TO FUND BAL.	0	804	0	0
TOTAL FAIRWAY ESTATES	10,847	11,944	4,912	12,000
FUNCTIONAL SUMMARY				
OPERATING EXPENSES	10,847	11,944	4,912	12,000
TOTAL FUNCTIONAL AREAS	10,847	11,944	4,912	12,000

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ADMINISTRATIVE SERVICES DEPARTMENT FINANCE DIVISION

STONE CREEK SPECIAL IMPROVEMENT DISTRICT

When the Stone Creek development was proposed (as a master planned community), one of the development requirements was to set aside a minimum of 10% of the property for use as parks and open space. The developer chose to work with the Barney's Creek channel that wound through the development to use it as an enhanced amenity that would be attractive to homebuyers and represent a higher level of amenity than a typical residential subdivision would offer. The suggestion was that the amenities would remain available to the general public, particularly because they would form a section of connecting trail along Barney's Creek, and so the City agreed to pay 20% of the cost of ongoing maintenance. At the same time, since the amenities would be most beneficial to the properties located within the development, the remainder of the maintenance costs would be borne by those properties through assessments from a special improvement district which the city would administer.

There have been a number of challenges and issues surrounding the creation of the district, and it has not been activated to date. The City and developer are exploring the possibility of re-establishing the district. If that occurs during this fiscal year, we will see budget activity for the first time.

**STONE CREEK S.I.D. FUND
REVENUES**

	ACTUAL	ADJUSTED	YEAR-END	ADOPTED
	FY 07-08	BUDGET	ESTIMATE	BUDGET
		FY 08-09	FY 08-09	FY 09-10
3441000 HOMEOWNER ASSESSMENTS	0	11,200	0	0
3825000 TRANS FROM GENERAL FUND	4,802	2,800	2,800	3,200
3871000 CONTRIB. FROM FUND BALANCE	0	0	0	12,800
TOTAL STONE CREEK FUND REVENUES	4,802	14,000	2,800	16,000

**STONE CREEK SPECIAL
IMPROVEMENT DISTRICT
27**

	ACTUAL FY 07-08	ADJUSTED BUDGET FY 08-09	YEAR-END ESTIMATE FY 08-09	ADOPTED BUDGET FY 09-10
<u>SALARIES & BENEFITS</u>				
4110000 SALARIES FULL-TIME	0	0	0	0
<u>OPERATING EXPENSES</u>				
4260000 BUILDING & GROUNDS	20,260	14,000	2,500	16,000
4310000 PROFESSIONAL & TECHNICAL	3,750	0	0	0
<u>CAPITAL OUTLAYS</u>				
4740000 EQUIPMENT	0	0	0	0
TOTAL STONE CREEK	24,010	14,000	2,500	16,000
FUNCTIONAL SUMMARY				
SALARIES & BENEFITS	0	0	0	0
OPERATING EXPENSES	24,010	14,000	2,500	16,000
CAPITAL OUTLAYS	0	0	0	0
TOTAL FUNCTIONAL AREAS	24,010	14,000	2,500	16,000

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ADMINISTRATIVE SERVICES DEPARTMENT

FINANCE DIVISION

KRAFTMAID SPECIAL IMPROVEMENT DISTRICT

In order to attract the KraftMaid cabinet factory to West Jordan, the City and the State offered incentives. The City's primary incentive involved the creation of an Economic Development Area (EDA) that offered to commit tax increment income (increased amount of property taxes due to the increased value of the property after the building was built and equipment installed) to pay for certain improvements. There were also some additional infrastructure improvements that the City agreed to allow bond debt financing for in order to spread the cost out over a number of years. The Special Improvement District (SID) was formed to issue the bonds and create assessments against the property to pay the debt service. Those assessments can be all or partially paid by surplus tax increment from the EDA (the amount of increment not needed to pay the EDA's commitments); from impact fees on a schedule approved by the City Council; and then from direct payments from the manufacturer. In fact, the parent company (Masco) has the ultimate responsibility to cover any outstanding debt requirement so City resources are not at risk. Bond payment schedules are found in the Debt Service Scheduled Payments chart in the Budget Appendix.

**KRAFTMAID S.I.D. FUND
REVENUES**

	ACTUAL	ADJUSTED	YEAR-END	ADOPTED
	FY 07-08	BUDGET	ESTIMATE	BUDGET
		FY 08-09	FY 08-09	FY 09-10
3635000 BOND PROCEEDS	4,497,000	0	0	0
3873000 TRANSFER FROM RDA FUND	67,817	0	0	0
3871000 CONTRIB. FROM FUND BALANCE	0	201,617	0	201,617
TOTAL KRAFTMAID S.I.D. FUND REVENUES	4,564,817	201,617	0	201,617

**KRAFTMAID SPECIAL
IMPROVEMENT DISTRICT
29**

	ACTUAL FY 07-08	ADJUSTED BUDGET FY 08-09	YEAR-END ESTIMATE FY 08-09	ADOPTED BUDGET FY 09-10
<u>SALARIES & BENEFITS</u>				
4110000 SALARIES FULL-TIME	0	0	0	0
<u>OPERATING EXPENSES</u>				
4310205 BOND ISSUANCE COSTS	45,686	0	0	0
4310212 UNDERWRITER'S DISCOUNT	26,982	0	0	0
4590000 INTEREST	22,046	0	0	0
4820000 INTEREST	197,150	200,117	200,117	200,117
4830000 AGENTS FEE	0	1,500	1,500	1,500
<u>CAPITAL OUTLAYS</u>				
4731060 ROAD IMPROVEMENTS	120,453	0	0	0
4733046 STORMWATER IMPROVEMENTS	718,545	0	0	0
TOTAL KRAFTMAID S.I.D.	1,130,862	201,617	201,617	201,617
FUNCTIONAL SUMMARY				
SALARIES & BENEFITS	0	0	0	0
OPERATING EXPENSES	291,864	201,617	201,617	201,617
CAPITAL OUTLAYS	838,998	0	0	0
TOTAL FUNCTIONAL AREAS	1,130,862	201,617	201,617	201,617

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ADMINISTRATIVE SERVICES DEPARTMENT

FINANCE DIVISION

MUNICIPAL BUILDING AUTHORITY

The Municipal Building Authority (MBA) is a specialized financing mechanism that allows the City to issue bonds for the construction of public facilities (in our case, the City Hall and the Fire Headquarters/Station 53 at Jordan Landing). The bonds are collateralized by the commitment of lease payments from the City's General Fund and avoid the more problematic use of general obligation bonding. Bond payment schedules are found in the Debt Service Scheduled Payments chart in the Budget Appendix.

**BUILDING AUTHORITY FUND
REVENUES**

	ACTUAL	ADJUSTED	YEAR-END	ADOPTED
	FY 07-08	BUDGET	ESTIMATE	BUDGET
		FY 08-09	FY 08-09	FY 09-10
3610000 INTEREST EARNINGS	76,223	30,000	24,000	9,000
3622000 CITY HALL LEASE	445,333	445,285	445,285	444,563
3628000 FIRE STATION 53 LEASE	263,870	263,370	263,370	267,495
TOTAL BUILDING AUTH. FUND REVENUES	785,426	738,655	732,655	721,058

BUILDING AUTHORITY**42**

	ACTUAL	ADJUSTED	YEAR-END	ADOPTED
	FY 07-08	BUDGET	ESTIMATE	BUDGET
	FY 07-08	FY 08-09	FY 08-09	FY 09-10
<u>OPERATING EXPENSES</u>				
4810000 PRINCIPAL	460,000	480,000	480,000	505,000
4820000 INTEREST	246,203	225,655	225,655	204,058
4830000 AGENTS FEE	3,350	3,000	3,000	3,000
4890000 CONT TO FUND BALANCE	0	30,000	0	9,000
<u>CAPITAL OUTLAYS</u>				
4740000 EQUIPMENT	0	0	0	0
TOTAL BUILDING AUTHORITY	709,553	738,655	708,655	721,058
FUNCTIONAL SUMMARY				
OPERATING EXPENSES	709,553	738,655	708,655	721,058
CAPITAL OUTLAYS	0	0	0	0
TOTAL FUNCTIONAL AREAS	709,553	738,655	708,655	721,058

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ADMINISTRATIVE SERVICES DEPARTMENT

FINANCE DIVISION

CAPITAL SUPPORT FUND

The Capital Support Fund serves two key functions. The first is as a debt service fund to handle the funding and payments on general fund-related capital improvement bonding (roads, parks, and storm projects). The second is as a holding fund for surplus funds not already assigned to a specific capital fund.

**CAPITAL SUPPORT FUND
REVENUES**

	ACTUAL	ADJUSTED	YEAR-END	ADOPTED
	FY 07-08	BUDGET	ESTIMATE	BUDGET
	FY 07-08	FY 08-09	FY 08-09	FY 09-10
3110000 PROPERTY TAXES	826,263	821,320	821,320	823,619
3130000 SALES TAX	1,852,000	1,813,000	1,813,000	1,803,000
3610000 INTEREST EARNINGS	247,154	173,739	65,000	27,000
3643000 SALE OF LAND	2,936	0	8,645	0
3875000 PRIOR YEARS RESERVES	0	255,475	0	2,420
TOTAL CAPITAL SUPP. FUND REVENUES	2,928,353	3,063,534	2,707,965	2,656,039

**CAPITAL SUPPORT
43410001**

	ACTUAL	ADJUSTED	YEAR-END	ADOPTED
	FY 07-08	BUDGET	ESTIMATE	BUDGET
	FY 07-08	FY 08-09	FY 08-09	FY 09-10
<u>OPERATING EXPENSES</u>				
4738022 INCENTIVE REBATES	15,712	28,500	28,500	28,500
4810000 PRINCIPAL	1,895,000	1,925,000	1,925,000	1,995,000
4820000 INTEREST	778,144	703,934	703,934	628,539
4830000 AGENTS FEE	2,037	3,600	3,600	4,000
<u>CAPITAL OUTLAYS</u>				
4740000 EQUIPMENT	0	0	0	0
<u>TRANSFERS OUT</u>				
4944000 ROAD CAPITAL FUND	1,000,000	0	0	0
4990000 GENERAL FUND	1,400,000	402,500	402,500	0
TOTAL CAPITAL SUPPORT	5,090,893	3,063,534	3,063,534	2,656,039
FUNCTIONAL SUMMARY				
OPERATING EXPENSES	2,690,893	2,661,034	2,661,034	2,656,039
CAPITAL OUTLAYS	0	0	0	0
TRANSFERS OUT	2,400,000	402,500	402,500	0
TOTAL FUNCTIONAL AREAS	5,090,893	3,063,534	3,063,534	2,656,039

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ADMINISTRATIVE SERVICES DEPARTMENT INFORMATION TECHNOLOGY DIVISION

INFRASTRUCTURE, SYSTEMS, PHONES

PURPOSE

Research, design, implement, maintain and daily monitor the following:

- Fiber optic, dedicated T1 and DS3, DSL and wireless communication lines.
- Switches, routers, firewalls, web filters, spam appliance and telephone PBX.
- Servers including files, e-mail, print and applications such as Pentamation, CityView, Spillman, Coris, Prosecutor, Firehouse, LaserFiche, GIS and others.

GOALS

Provide the City with advanced, reliable and secure systems and communication infrastructure that are needed by all the city's departments to conduct their daily business process.

OUTCOME/MEASUREMENT

99% up-time on all systems (not including maintenance downtime).

IT SYSTEMS**10413601**

	ACTUAL	ADJUSTED	YEAR-END	ADOPTED
	FY 07-08	BUDGET	ESTIMATE	BUDGET
	FY 07-08	FY 08-09	FY 08-09	FY 09-10
<u>SALARIES & BENEFITS</u>				
4110000 SALARIES FULL-TIME	0	0	0	135,834
4110030 SICK LEAVE BUYOUT	0	0	0	600
4130110 RETIREMENT	0	0	0	26,280
4130120 MEDICAL & DENTAL INSURANCE	0	0	0	14,899
4130130 WORKERS COMPENSATION	0	0	0	2,830
4130140 LONG-TERM DISABILITY	0	0	0	1,508
4130150 UNEMPLOYMENT	0	0	0	679
4130160 VEHICLE ALLOWANCE	0	0	0	1,398
<u>OPERATING EXPENSES</u>				
4210000 BOOKS & SUBSCRIPTIONS	0	0	0	148
4215000 MEMBERSHIPS	0	0	0	26
4240000 OFFICE SUPPLIES	0	0	0	502
4250000 EQUIPMENT SUPPLIES & MAINT.	0	0	0	18,810
4280000 TELEPHONE	0	0	0	1,103
4285000 NETWORK COMMUNICATIONS	0	0	0	176,935
4310000 PROFESSIONAL & TECHNICAL	0	0	0	1,800
4314000 INFO. SYSTEM CONTRACTS	0	0	0	266,400
4330000 TRAINING	0	0	0	1,500
4480000 DEPARTMENT SUPPLIES	0	0	0	113
<u>CAPITAL OUTLAYS</u>				
4740000 EQUIPMENT	0	0	0	0
TOTAL IT SYSTEMS	0	0	0	651,365
FUNCTIONAL SUMMARY				
SALARIES & BENEFITS	0	0	0	184,028
OPERATING EXPENSES	0	0	0	467,337
CAPITAL OUTLAYS	0	0	0	0
TOTAL FUNCTIONAL AREAS	0	0	0	651,365



ADMINISTRATIVE SERVICES DEPARTMENT INFORMATION TECHNOLOGY DIVISION

CUSTOMER HARDWARE

PURPOSE

Install, repair and maintain and replace the following:

- 400 workstations
- 70 printers and faxes
- 31 copiers and scanners
- 600 desk/cell phones and pagers; and 175 wireless cards.
- All network and systems hardware (i.e. servers and switches)

GOAL

Ensure that city employees have the appropriate and functioning hardware to accomplish their duties.

Outcome/Measurement

Respond and resolve 97% of work orders within 24 hours.

**IT HARDWARE
10413602**

	ACTUAL	ADJUSTED	YEAR-END	ADOPTED
	FY 07-08	BUDGET	ESTIMATE	BUDGET
	FY 07-08	FY 08-09	FY 08-09	FY 09-10
<u>SALARIES & BENEFITS</u>				
4110000 SALARIES FULL-TIME	0	0	0	106,763
4110030 SICK LEAVE BUYOUT	0	0	0	500
4130110 RETIREMENT	0	0	0	20,668
4130120 MEDICAL & DENTAL INSURANCE	0	0	0	14,770
4130130 WORKERS COMPENSATION	0	0	0	2,206
4130140 LONG-TERM DISABILITY	0	0	0	1,185
4130150 UNEMPLOYMENT	0	0	0	534
4130160 VEHICLE ALLOWANCE	0	0	0	1,398
<u>OPERATING EXPENSES</u>				
4210000 BOOKS & SUBSCRIPTIONS	0	0	0	148
4215000 MEMBERSHIPS	0	0	0	26
4240000 OFFICE SUPPLIES	0	0	0	502
4250000 EQUIPMENT SUPPLIES & MAINT.	0	0	0	18,810
4252500 WORKSTATION REPLACEMENT	0	0	0	170,000
4256100 COPIER MAINTENANCE	0	0	0	19,235
4280000 TELEPHONE	0	0	0	1,103
4330000 TRAINING	0	0	0	1,500
4480000 DEPARTMENT SUPPLIES	0	0	0	113
<u>CAPITAL OUTLAYS</u>				
4740000 EQUIPMENT	0	0	0	0
TOTAL IT HARDWARE	0	0	0	359,461
FUNCTIONAL SUMMARY				
SALARIES & BENEFITS	0	0	0	148,024
OPERATING EXPENSES	0	0	0	211,437
CAPITAL OUTLAYS	0	0	0	0
TOTAL FUNCTIONAL AREAS	0	0	0	359,461



ADMINISTRATIVE SERVICES DEPARTMENT

INFORMATION TECHNOLOGY

TECHNICAL SUPPORT

PURPOSE

Provide 24/7, 365 days-per-year technical support to:

- Resolve software/hardware malfunction
- Assist users on the use and operation of software programs and hardware peripherals.
- Train users on new and upgraded software.

GOAL

Assist city employees to successfully use all aspects of information technology services provided to them by resolving any issues the user may have.

OUTCOME/MEASUREMENT

Respond to 98% of work orders within 4 hours.

**IT TECHNICAL SUPPORT
10413603**

	ACTUAL	ADJUSTED	YEAR-END	ADOPTED
	FY 07-08	BUDGET	ESTIMATE	BUDGET
	FY 07-08	FY 08-09	FY 08-09	FY 09-10
<u>SALARIES & BENEFITS</u>				
4110000 SALARIES FULL-TIME	0	0	0	150,969
4110003 OVERTIME	0	0	0	4,185
4110030 SICK LEAVE BUYOUT	0	0	0	600
4130110 RETIREMENT	0	0	0	29,261
4130120 MEDICAL & DENTAL INSURANCE	0	0	0	25,391
4130130 WORKERS COMPENSATION	0	0	0	2,635
4130140 LONG-TERM DISABILITY	0	0	0	1,676
4130150 UNEMPLOYMENT	0	0	0	755
4130160 VEHICLE ALLOWANCE	0	0	0	1,398
<u>OPERATING EXPENSES</u>				
4210000 BOOKS & SUBSCRIPTIONS	0	0	0	148
4215000 MEMBERSHIPS	0	0	0	26
4240000 OFFICE SUPPLIES	0	0	0	502
4256200 COPIER TONER	0	0	0	20,900
4280000 TELEPHONE	0	0	0	1,103
4330000 TRAINING	0	0	0	1,500
4480000 DEPARTMENT SUPPLIES	0	0	0	113
<u>CAPITAL OUTLAYS</u>				
4740000 EQUIPMENT	0	0	0	0
TOTAL IT TECHNICAL SUPPORT	0	0	0	241,162
FUNCTIONAL SUMMARY				
SALARIES & BENEFITS	0	0	0	216,870
OPERATING EXPENSES	0	0	0	24,292
CAPITAL OUTLAYS	0	0	0	0
TOTAL FUNCTIONAL AREAS	0	0	0	241,162



ADMINISTRATIVE SERVICES DEPARTMENT INFORMATION TECHNOLOGY

SOFTWARE DEVELOPMENT & DATABASE ADMINISTRATION

PURPOSE

Provide the necessary coding and software solutions to:

- Customize applications such as Pentamation, CityView, Spillman, Coris, Prosecutor, Firehouse, GIS and others.
- Research business needs and match with the best solutions available.
- Develop, design, and deploy applications such as city website, Intranet, Pentamation/CityView data exchange, Pentamation reporting and others.
- Develop and maintain 26 system databases.

GOALS

Provide in-house software expertise to develop and manage software needs, resolve software issues, manage databases and maintain application.

OUTCOME/MEASUREMENT

97% up-time on database, Internet\Intranet and city-wide applications.

**SOFTWARE DEVELOPMENT
& DATABASE ADMIN.
10413604**

	ACTUAL	ADJUSTED	YEAR-END	ADOPTED
	FY 07-08	BUDGET	ESTIMATE	BUDGET
	FY 07-08	FY 08-09	FY 08-09	FY 09-10
<u>SALARIES & BENEFITS</u>				
4110000 SALARIES FULL-TIME	0	0	0	97,636
4110030 SICK LEAVE BUYOUT	0	0	0	500
4130110 RETIREMENT	0	0	0	18,871
4130120 MEDICAL & DENTAL INSURANCE	0	0	0	13,723
4130130 WORKERS COMPENSATION	0	0	0	2,010
4130140 LONG-TERM DISABILITY	0	0	0	1,084
4130150 UNEMPLOYMENT	0	0	0	488
4130160 VEHICLE ALLOWANCE	0	0	0	1,398
<u>OPERATING EXPENSES</u>				
4210000 BOOKS & SUBSCRIPTIONS	0	0	0	148
4215000 MEMBERSHIPS	0	0	0	26
4240000 OFFICE SUPPLIES	0	0	0	502
4280000 TELEPHONE	0	0	0	1,103
4310000 PROFESSIONAL & TECHNICAL	0	0	0	1,800
4330000 TRAINING	0	0	0	1,500
4480000 DEPARTMENT SUPPLIES	0	0	0	113
<u>CAPITAL OUTLAYS</u>				
4740000 EQUIPMENT	0	0	0	0
TOTAL SOFTWARE & DATABASE	0	0	0	140,902
FUNCTIONAL SUMMARY				
SALARIES & BENEFITS	0	0	0	135,710
OPERATING EXPENSES	0	0	0	5,192
CAPITAL OUTLAYS	0	0	0	0
TOTAL FUNCTIONAL AREAS	0	0	0	140,902



ADMINISTRATIVE SERVICES DEPARTMENT

HUMAN RESOURCES DIVISION

EMPLOYEE DEVELOPMENT & RELATIONS

PURPOSE

Oversees and coordinates employee relations programs that promote job satisfaction and positive employee morale. Coordinates the consistent City-wide application, interpretation, formulation and adherence to City personnel policies outlined in the Employee Handbook, as well as keeps current on applicable employment and benefit laws and regulations.

GOALS

- Measure effectiveness of training programs based on employee feedback and survey.
- Utilize data obtained on City's climate survey to implement programs that encourage and foster a positive and productive work environment through open and effective communication.

OUTCOME/MEASUREMENT

- Survey employees attending Human Resource sponsored training sessions to gauge effectiveness.
- Analyze City climate by utilizing a survey to measure effectiveness of Human Resource sponsored programs to gauge employee satisfaction.

**EMPLOYEE DEVELOPMENT
& RELATIONS
10413401**

	ACTUAL	ADJUSTED	YEAR-END	ADOPTED
	FY 07-08	BUDGET	ESTIMATE	BUDGET
	FY 07-08	FY 08-09	FY 08-09	FY 09-10
<u>SALARIES & BENEFITS</u>				
4110000 SALARIES FULL-TIME	0	0	0	71,578
4110001 SALARIES PART/SEASONAL	0	0	0	3,133
4110030 SICK LEAVE BUYOUT	0	0	0	600
4130110 RETIREMENT	0	0	0	14,173
4130120 MEDICAL & DENTAL INSURANCE	0	0	0	3,237
4130130 WORKERS COMPENSATION	0	0	0	1,472
4130140 LONG-TERM DISABILITY	0	0	0	795
4130150 UNEMPLOYMENT	0	0	0	374
<u>OPERATING EXPENSES</u>				
4210000 BOOKS & SUBSCRIPTIONS	0	0	0	700
4215000 MEMBERSHIPS	0	0	0	1,400
4240000 OFFICE SUPPLIES	0	0	0	2,320
4310000 PROFESSIONAL & TECHNICAL	0	0	0	2,500
4330000 TRAINING	0	0	0	3,700
4610130 EDUCATIONAL ASSISTANCE	0	0	0	18,000
<u>CAPITAL OUTLAYS</u>				
4740102 OFFICE & FURNISHING	0	0	0	0
TOTAL EMPLOYEE DEV. & REL.	0	0	0	123,982
FUNCTIONAL SUMMARY				
SALARIES & BENEFITS	0	0	0	95,362
OPERATING EXPENSES	0	0	0	28,620
CAPITAL OUTLAYS	0	0	0	0
TOTAL FUNCTIONAL AREAS	0	0	0	123,982



ADMINISTRATIVE SERVICES DEPARTMENT

HUMAN RESOURCES

RECRUITING & RETENTION

PURPOSE

Provide effective recruiting and selection strategies to provide management with timely and adequate pool of qualified applicants. Oversee maintenance of City's compensation and classification table.

GOALS

- Determine cost per hire for various City positions to identify opportunities to streamline the recruiting process to make it more efficient and cost effective.
- Obtain training on compensation program design to prepare for Human Resource Division to begin the process to update and design a new compensation model in either FY 2009/10 or FY 2010/11.

OUTCOME/MEASUREMENT

Utilize data from submitted employment applications to identify which recruiting sources are the most effective.

**RECRUITING & RETENTION
10413402**

	ACTUAL	ADJUSTED	YEAR-END	ADOPTED
	FY 07-08	BUDGET	ESTIMATE	BUDGET
	FY 07-08	FY 08-09	FY 08-09	FY 09-10
<u>SALARIES & BENEFITS</u>				
4110000 SALARIES FULL-TIME	0	0	0	68,529
4110001 SALARIES PART/SEASONAL	0	0	0	6,266
4110030 SICK LEAVE BUYOUT	0	0	0	600
4130110 RETIREMENT	0	0	0	13,865
4130120 MEDICAL & DENTAL INSURANCE	0	0	0	4,520
4130130 WORKERS COMPENSATION	0	0	0	493
4130140 LONG-TERM DISABILITY	0	0	0	761
4130150 UNEMPLOYMENT	0	0	0	374
<u>OPERATING EXPENSES</u>				
4220000 PUBLIC NOTICES	0	0	0	9,000
4240000 OFFICE SUPPLIES	0	0	0	2,053
4610170 RECOGNITION & WELLNESS	0	0	0	2,000
<u>CAPITAL OUTLAYS</u>				
4740102 OFFICE & FURNISHING	0	0	0	0
TOTAL RECRUITING & RET.	0	0	0	108,461
FUNCTIONAL SUMMARY				
SALARIES & BENEFITS	0	0	0	95,408
OPERATING EXPENSES	0	0	0	13,053
CAPITAL OUTLAYS	0	0	0	0
TOTAL FUNCTIONAL AREAS	0	0	0	108,461



ADMINISTRATIVE SERVICES DEPARTMENT

HUMAN RESOURCES

SAFETY & BENEFITS

PURPOSE

Ensures the City is providing a safe work environment for employees through effective management of workers' compensation programs through the effective oversight of the safety committees to identify safety hazards and initiate training and changes in work practices. Maintain a cost effective and competitive employee benefit package by analyzing market trends and City funding to identify on an annual basis opportunities for cost savings and efficiency.

GOALS

- Lower our overall cost of workers' compensation claims thereby lowering our insurance premiums.
- Promote cost effective usage of benefits through employee education.
- To promote cost savings, the Life and Long Term Disability contracts will be under the same company as the medical and dental insurance plans. In addition, by redesigning the medical and dental programs by implementing a \$250 deductible and a ValueCare option, the City is able to more cost effectively deliver benefits to employees.

OUTCOME/MEASUREMENTS

- Continue tracking the number, cost, and type of workers' claims by department in conjunction with remedial action taken by Safety Committees to prevent claims, train employees, and measure annual trends to measure improvement.
- Utilize BCBS provided education flyers for employee paychecks and brownbag sessions to inform employees of cost-effective alternatives to promote cost-effective use of the medical benefits and utilize BCBS quarterly claims data to track progress. To encourage family involvement in cost containment, Human Resources plans to formally invite spouses to brownbag sessions, open enrollment meetings and the annual wellness fair.

SAFETY & BENEFITS**10413403**

	ACTUAL	ADJUSTED	YEAR-END	ADOPTED
	FY 07-08	BUDGET	ESTIMATE	BUDGET
	FY 07-08	FY 08-09	FY 08-09	FY 09-10
<u>SALARIES & BENEFITS</u>				
4110000 SALARIES FULL-TIME	0	0	0	81,168
4110001 SALARIES PART/SEASONAL	0	0	0	6,266
4110030 SICK LEAVE BUYOUT	0	0	0	800
4130110 RETIREMENT	0	0	0	16,308
4130120 MEDICAL & DENTAL INSURANCE	0	0	0	10,438
4130130 WORKERS COMPENSATION	0	0	0	1,401
4130140 LONG-TERM DISABILITY	0	0	0	901
4130150 UNEMPLOYMENT	0	0	0	437
<u>OPERATING EXPENSES</u>				
4210000 BOOKS & SUBSCRIPTIONS	0	0	0	405
4240000 OFFICE SUPPLIES	0	0	0	627
4610080 DRUG TESTING	0	0	0	9,100
4610170 RECOGNITION & WELLNESS	0	0	0	1,000
<u>CAPITAL OUTLAYS</u>				
4740102 OFFICE & FURNISHING	0	0	0	0
TOTAL SAFETY & BENEFITS	0	0	0	128,851
FUNCTIONAL SUMMARY				
SALARIES & BENEFITS	0	0	0	117,719
OPERATING EXPENSES	0	0	0	11,132
CAPITAL OUTLAYS	0	0	0	0
TOTAL FUNCTIONAL AREAS	0	0	0	128,851