

**FISCAL YEAR 2004 BUDGET**

**Fund Summary**

**Fund Name : Central Services Revolving**  
**Fund/Department No. : 116 / 25 / 65 / 68 / 80**

	<u>FY2003 BUDGET</u>	<u>FY2003 ESTIMATE</u>	<u>FY2004 BUDGET</u>
Beginning Fund Balance	0	0	0
Current Revenues	<u>131,721,706</u>	<u>131,942,006</u>	<u>132,706,027</u>
Total Available Resources	<u>131,721,706</u>	<u>131,942,006</u>	<u>132,706,027</u>
Maintenance and Operations	<u>131,721,706</u>	<u>131,942,006</u>	<u>132,706,027</u>
Total Expenditures	<u>131,721,706</u>	<u>131,942,006</u>	<u>132,706,027</u>
Planned Ending Fund Balance	<u>0</u>	<u>0</u>	<u>0</u>
Total Budget	<u>131,721,706</u>	<u>131,942,006</u>	<u>132,706,027</u>

The above summarizes the FY2003 Budget, the FY2003 Estimate and the FY2004 Budget for the Central Services Revolving Fund. Also included are the beginning and ending fund balances, total available resources and total expenditures.

The Central Services Revolving Fund provides budgetary accounts for a centralized service function that provides for the purchase of goods and/or services for citywide operating departments. This method allows for the purchase of large quantities of goods and services for a high number of departments in a planned and well-managed manner. In addition, it provides for the efficient and effective audit of billings for such purchases.

Appropriations for these accounts are made from the respective operating departmental budgets as a part of the general appropriations ordinance. Sufficient appropriations are authorized from each department to allow for minimal encumbrance balances in each supply and service account in the Central Services Revolving Fund. After the delivery of goods and services, the actual cost is billed to the operating departments. At the end of each fiscal year, the fund is treated as a sub-fund of the General Fund and is not shown as a separate entity in the Comprehensive Annual Financial Report.

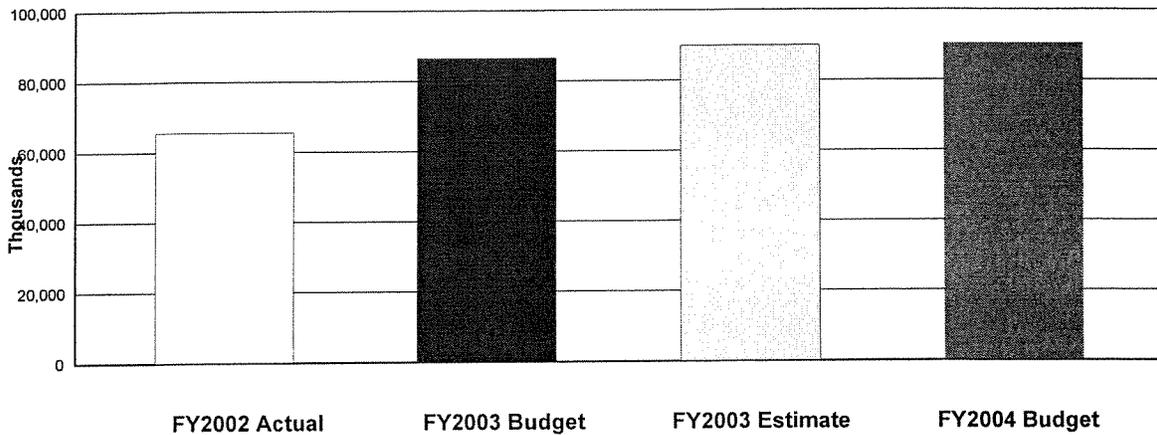
The Building Services Department is responsible for administering the utilities accounts. The Finance and Administration Department manages the reprographics and office services accounts. The communications and data services fees are administered by the Information Technology Services Department. The Human Resources Department administers the accounts for temporary personnel services and employee drug and alcohol testing. The revenue and expenditure summaries for the FY2003 Budget, FY2003 Estimate, and FY2004 Budget include Building Services, Finance and Administration, Information Technology Services and Human Resources.

**FISCAL YEAR 2004 BUDGET**

**Department Budget Summary**

<b>Fund Name</b> : Central Services Revolving Fund					
<b>Department Name</b> : Building Services					
<b>Fund/Department No.</b> : 116 / 25					
		<b>FY2002 Actual</b>	<b>FY2003 Budget</b>	<b>FY2003 Estimate</b>	<b>FY2004 Budget</b>
Expenditure Summary	Personnel Services	0	0	0	0
	Other Services and Charges	65,623,933	86,521,099	89,974,118	90,338,281
	Total M & O Expenditures	65,623,933	86,521,099	89,974,118	90,338,281
	Debt Service & Other Uses	0	0	0	0
	Total Expenditures	65,623,933	86,521,099	89,974,118	90,338,281
Revenue Summary		65,623,933	86,521,099	89,974,118	90,338,281
Staffing Summary	Full-Time Equivalents - Civilian	0.0	0.0	0.0	0.0
	Full-Time Equivalents - Classified	0.0	0.0	0.0	0.0
	Total	0.0	0.0	0.0	0.0
	Full-Time Equivalents-Overtime	0.0	0.0	0.0	0.0
Budget Highlights	<ul style="list-style-type: none"> <li>o Since FY2003, Building Services (BSD) has been responsible for tracking, monitoring and managing the City's electricity and natural gas consumption.</li> <li>o Electricity cost will increase in FY2004 due to higher usage for new facilities and increased demands on processing plants.</li> <li>o Natural Gas costs have increased due to the spike in the natural gas market.</li> </ul>				

**Central Services Revolving Fund  
Building Services  
Expenditure Summary**



**FISCAL YEAR 2004 BUDGET**

**Department Program Summary**

**Fund Name** : Central Services Revolving Fund  
**Department Name** : Building Services  
**Fund/Department No.** : 116 / 25

Program Description	Program Objectives
<p> <b>Energy and Environmental Management</b>                      <b>1200</b>  <b>Energy Services</b>    <b>1210</b>                      Track, monitor and manage the City's electricity and natural gas consumption, select city-wide energy conservation projects on schedule and on budget; and provide citywide environmental services.                 </p>	<p>                     Identify and perform analysis on inefficient facilities to comply to acceptable standards; manage utility payment process to avoid late fees (97%); respond to utility management request within 2 days.                 </p>

**FISCAL YEAR 2004 BUDGET**

**Department Program Summary**

Fund Name : Central Services Revolving Fund  
 Department Name : Building Services  
 Fund/Department No. : 116 / 25

Program Performance Measures	FY2002 Actual			FY2003 Estimate			FY2004 Budget		
	Program Activities	Budget FTEs	Program Costs \$	Program Activities	Budget FTEs	Program Costs \$	Program Activities	Budget FTEs	Program Costs \$
Utility invoice payments	100%			100%			97%		
Utility management (meter applications, connects, and disconnects)	2 days			2 days			2 days		
		0.0	65,623,933		0.0	89,974,118		0.0	90,338,281
<b>Total</b>		<u>0.0</u>	<u>65,623,933</u>		<u>0.0</u>	<u>89,974,118</u>		<u>0.0</u>	<u>90,338,281</u>

**FISCAL YEAR 2004 BUDGET**

**Department Revenue Summary**

Fund Name : Central Services Revolving Fund  
 Department Name : Building Services  
 Fund/Department No. : 116 / 25

Source	Description	Program Org	Program Name	FY2003 Budget	FY2003 Estimate	FY2004 Budget
7334	Intfd Utility Services	1210	Energy Services	7,500,000	10,953,019	<b>9,806,281</b>
7374	Intfd Electricity	1210	Energy Services	79,021,099	79,021,099	<b>80,532,000</b>
<b>Total Building Services</b>				<u>86,521,099</u>	<u>89,974,118</u>	<u><b>90,338,281</b></u>

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**FISCAL YEAR 2004 BUDGET**

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Fund Name : Central Services Revolving Fund  
Department Name : Building Services  
Fund/Department No. : 116 / 25

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ACCT	DESCRIPTION	FY2002 Actual	FY2003 Budget	FY2003 Estimate	FY2004 Budget
3500	Electricity	60,438,198	79,021,099	79,021,099	<b>80,532,000</b>
3505	Natural Gas	5,185,735	7,500,000	10,953,019	<b>9,806,281</b>
	<b>Total Other Services and Charges</b>	<b>65,623,933</b>	<b>86,521,099</b>	<b>89,974,118</b>	<b>90,338,281</b>
	<b>Grand Total Expenditures</b>	<b>65,623,933</b>	<b>86,521,099</b>	<b>89,974,118</b>	<b>90,338,281</b>



**FISCAL YEAR 2004 BUDGET**

**Department Budget Summary**

Fund Name : Central Services Revolving Fund  
 Department Name : Finance & Administration  
 Fund/Department No. : 116 / 65

	FY2002 Actual	FY2003 Budget	FY2003 Estimate	FY2004 Budget
Personnel Services	465,664	425,759	424,347	386,855
Supplies	10,714,245	16,779,697	13,995,001	15,330,778
Other Services and Charges	2,746,608	3,191,412	2,587,893	2,696,649
Total M & O Expenditures	13,926,516	20,396,868	17,007,241	18,414,282
Debt Service & Other Uses	0	0	0	0
Total Expenditures	13,926,516	20,396,868	17,007,241	18,414,282

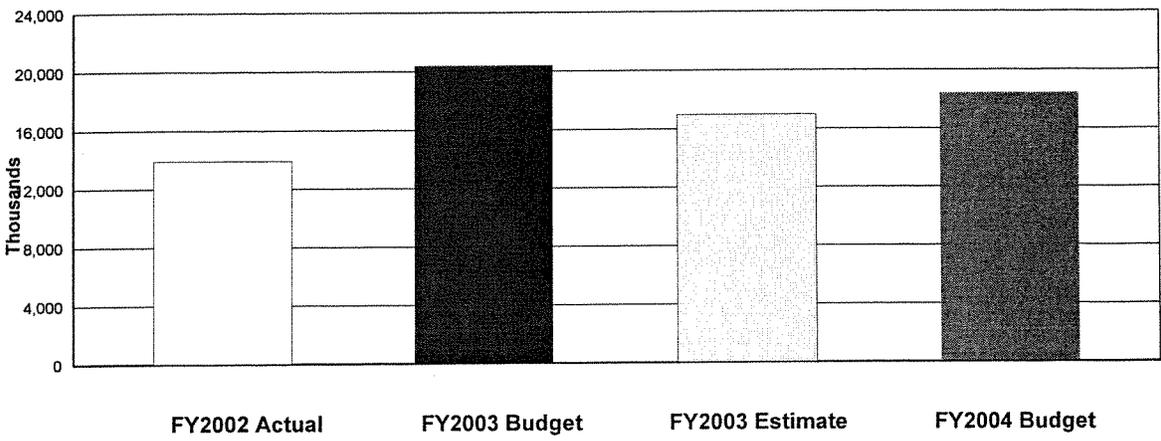
Revenue Summary	13,926,516	20,628,740	17,007,241	18,414,282
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	FY2002	FY2003	FY2003	FY2004
Full-Time Equivalents - Civilian	12.0	11.0	11.0	10.0
Full-Time Equivalents - Classified	0.0	0.0	0.0	0.0
Total	12.0	11.0	11.0	10.0
Full-Time Equivalents-Overtime	0.1	0.1	0.0	0.0

**Budget Highlights**

- o Transferred 3 FTEs to the Finance and Administration General Fund. Prior years' data have been restated to reflect the transfer.
- o Fuel costs for FY2004 are budgeted at 10.4 million gallons with an average cost of \$1.39 per gallon.

**Central Services Revolving Fund  
 Finance & Administration  
 Expenditure Summary**



**FISCAL YEAR 2004 BUDGET**

**Department Program Summary**

**Fund Name** : Central Services Revolving Fund  
**Department Name** : Finance & Administration  
**Fund/Department No.** : 116 / 65

Program Description	Program Objectives
<p> <b>Procurement Services</b> <span style="float:right">1400</span>  <b>Print Shop</b> <span style="float:right">1460</span>                      Provide printing services to various departments including design, artwork, layout, offset printing/copying and a variety of finishing services.                 </p> <p> <b>Administrative Services</b> <span style="float:right">1800</span>  <b>Central Services</b> <span style="float:right">1880</span>                      Provide a centralized service function for fuel and xerox copies for citywide operating departments. Select service vendors, administer service contracts and process related service billings.                 </p>	<p>                     Expedite on-site print shop requests within five (5) days of receipt. Collect all costs incurred by user departments through billable rates for services.                 </p> <p>                     Serve and support all the City departments in monitoring and managing costs and services related to fuel and xerox copies.                 </p>

**FISCAL YEAR 2004 BUDGET**

**Department Program Summary**

Fund Name : Central Services Revolving Fund  
 Department Name : Finance & Administration  
 Fund/Department No. : 116 / 65

Program Performance Measures	FY2002 Actual			FY2003 Estimate			FY2004 Budget		
	Program Activities	Budget FTEs	Program Costs \$	Program Activities	Budget FTEs	Program Costs \$	Program Activities	Budget FTEs	Program Costs \$
Print request completed	100%			100%			100%		
Cost collected for services rendered	100%			100%			100%		
		12.0	897,654		11.0	782,248		10.0	782,154
Transaction accuracy rate	99%			99%			99%		
		0.0	13,028,862		0.0	16,224,993		0.0	17,632,128
<b>Total</b>		<u>12.0</u>	<u>13,926,516</u>		<u>11.0</u>	<u>17,007,241</u>		<u>10.0</u>	<u>18,414,282</u>

**FISCAL YEAR 2004 BUDGET**

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Fund Name : : Central Services Revolving Fund  
 Department Name : : Finance & Administration  
 Fund / Department No. : 116 / 65

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<u>NO. of POSITIONS</u>	<u>JOB DESCRIPTION</u>	<u>JOB CLASS CODE</u>	<u>PAY GRADE</u>
1	ADMINISTRATIVE ASSOCIATE	3021	13
1	BUYER	3631	16
2	OFFSET PRESS OPERATOR	5511	10
1	SENIOR COMMUNICATIONS SPECIALIST	8712	20
5	SENIOR OFFSET PRESS OPERATOR	5512	13
<hr/> <b>10.0</b>	<b>Total Positions</b>		
<b>0.0</b>	<b>Less adjustment for Vacancies and Part-Time Employees</b>		
<hr/> <b>10.0</b>	<b>Full-Time Equivalents</b>		

**FISCAL YEAR 2004 BUDGET**

**Department Revenue Summary**

Fund Name : Central Services Revolving Fund  
 Department Name : Finance & Administration  
 Fund/Department No. : 116 / 65

Source	Description	Program Org	Program Name	FY2003 Budget	FY2003 Estimate	FY2004 Budget
7388	Intfd Print Shop Operations	1460	Print Shop	602,399	782,248	782,282
7328	Intfd Billing & Collection Srv	1880	Central Services	3,000,000	2,403,542	2,500,000
7350	Other Intfd Services	1880	Central Services	910,872	841,228	0
7370	Intfd Office Supplies	1880	Central Services	8,600	0	0
7376	Intfd Postage	1880	Central Services	0	0	679,000
7378	Intfd Vehicle Fuel	1880	Central Services	15,874,997	12,980,223	14,453,000
<b>Total Finance &amp; Administration</b>				<u>20,396,868</u>	<u>17,007,241</u>	<u>18,414,282</u>

**FISCAL YEAR 2004 BUDGET**

Fund Name : Central Services Revolving Fund  
 Department Name : Finance & Administration  
 Fund/Department No. : 116 / 65

ACCT	DESCRIPTION	FY2002 Actual	FY2003 Budget	FY2003 Estimate	FY2004 Budget
1100	Salary-Base Pay-Civilian	345,854	318,317	308,006	278,437
1120	Overtime-Civilian	2,643	3,000	2,000	3,000
1130	Termination Pay-Civilian	316	0	1,941	0
1135	Pension-Civilian	35,066	31,832	30,962	27,843
1140	Social Security-Civilian	26,096	24,579	23,261	21,530
1145	Health/Life Ins Active Civilian	46,218	42,826	46,526	46,820
1146	Health/Life Ins Retiree Civilian	1,782	1,820	2,765	6,000
1405	Workers Compensation-Civilian	4,287	2,522	8,000	2,339
1415	Unemployment Claims	2,785	0	0	0
1420	Long Term Disability	617	863	886	886
<b>Total Personnel Services</b>		<b>465,664</b>	<b>425,759</b>	<b>424,347</b>	<b>386,855</b>
2300	Audio-Visual Supplies	0	600	0	0
2305	Computer Supplies	(676)	600	250	600
2306	Paper & Printing Supplies	279,547	220,000	170,000	195,000
2323	Postage	536,980	679,000	625,714	679,000
2325	Miscellaneous Office Supplies	24,568	3,000	1,500	1,500
2600	Fuel	9,865,829	15,875,997	13,196,737	14,454,128
2738	Miscellaneous Parts & Supplies	7,997	500	800	550
<b>Total Supplies</b>		<b>10,714,245</b>	<b>16,779,697</b>	<b>13,995,001</b>	<b>15,330,778</b>
3100	Janitorial Services	8,300	8,400	8,424	8,424
3107	Temporary Personnel Services	0	10,340	0	0
3345	Miscellaneous Support Services	107,566	3,000	0	0
3400	Real Estate Lease/Office Rental	48,048	52,400	52,416	52,416
3404	Metro Commuter Passes	1,657	1,657	2,758	2,758
3409	Office Equipment Rental	2,507,401	3,068,500	2,478,542	2,575,000
3420	Other Rental	57	65	65	65
3500	Electricity	18,357	17,600	10,000	17,600
3505	Natural Gas	0	50	50	50
3510	Telephone	2,144	350	770	770
3515	Communication Lines	1,567	250	250	250
3525	Refuse Disposal	763	850	866	866
3600	Building Maintenance Services	(116)	0	2,000	2,000
3615	Computer Eq/Software Maint Svc	39,948	50	50	50
3625	Office Equipment Services	0	3,100	0	100
3626	Vehicle & Motor Equip Services	3,346	2,000	5,000	5,000
3799	Mail/Delivery Services	0	16,500	0	0
3805	Printing & Reproduction Svcs	0	0	25,000	25,000
3895	Misc Other Services & Charges	7,570	6,000	1,602	6,000
3950	Travel-Non-training Related	0	300	100	300
<b>Total Other Services and Charges</b>		<b>2,746,608</b>	<b>3,191,412</b>	<b>2,587,893</b>	<b>2,696,649</b>
<b>Grand Total Expenditures</b>		<b>13,926,516</b>	<b>20,396,868</b>	<b>17,007,241</b>	<b>18,414,282</b>





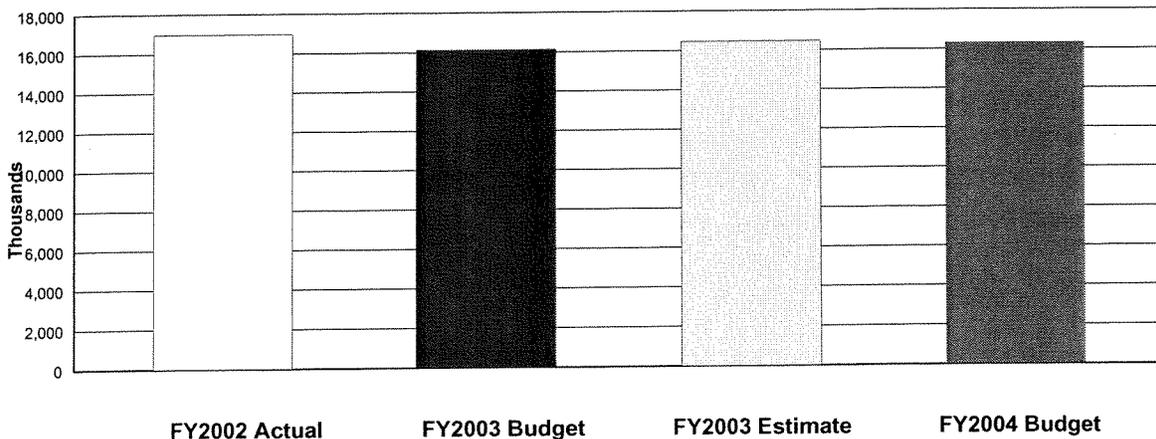
**FISCAL YEAR 2004 BUDGET**

**Department Budget Summary**

**Fund Name** : Central Services Revolving Fund  
**Department Name** : Information Technology  
**Fund/Department No.** : 116 / 68

		<u>FY2002 Actual</u>	<u>FY2003 Budget</u>	<u>FY2003 Estimate</u>	<u>FY2004 Budget</u>
Expenditure Summary	Personnel Services	0	0	0	<b>180,495</b>
	Supplies	0	0	10,000	<b>10,000</b>
	Other Services and Charges	16,978,354	16,143,705	16,450,956	<b>16,117,969</b>
	Total M & O Expenditures	16,978,354	16,143,705	16,460,956	<b>16,308,464</b>
	Debt Service & Other Uses	0	0	0	<b>0</b>
	Total Expenditures	16,978,354	16,143,705	16,460,956	<b>16,308,464</b>
Revenue Summary		16,978,354	16,143,705	16,460,956	<b>16,308,464</b>
Staffing Summary	Full-Time Equivalents - Civilian	0.0	0.0	0.0	<b>2.0</b>
	Full-Time Equivalents - Classified	0.0	0.0	0.0	<b>0.0</b>
	Total	0.0	0.0	0.0	<b>2.0</b>
	Full-Time Equivalents-Overtime	0.0	0.0	0.0	<b>0.0</b>
Budget Highlights	<ul style="list-style-type: none"> <li>o FY04 - New Programs have been established to specify centralized IT Department enterprise and/or citywide support, function, service and related utility/product management.</li> <li>o Org 1585 - Network Services supports the citywide voice and data infrastructure and associated consolidated communication services/contracts (i.e. local and long distance services, wireless, ISP, wiring and fiber).</li> <li>o Org 1595 - Enterprise Applications supports citywide standardization/consolidation, 311, core applications, data center management, desktop services, licensing and maintenance contracts and emerging application/technologies (i.e. E-Gov, IntraNet).</li> </ul>				

**Central Services Revolving Fund  
Information Technology  
Expenditure Summary**



**FISCAL YEAR 2004 BUDGET**

**Department Program Summary**

**Fund Name** : Central Services Revolving Fund  
**Department Name** : Information Technology  
**Fund/Department No.** : 116 / 68

Program Description	Program Objectives
<p><b>Administrative IT Services</b> 1500  <b>Central Services</b> 1580</p> <p>In FY04, Org 1580 is seperated into Orgs 1585-Network Services and 1595-Enterprise Applications - providing centralized IT enterprise support, function, service and utility management for citywide operating departments.</p>	<p>In FY04, Org 1580 is seperated into Orgs 1585-Network Services and 1595-Enterprise Applications - supporting various citywide IT enterprise support, function, service and utility management citywide effectively and efficiently.</p>
<p><b>Administrative IT Services</b> 1500  <b>Network Services</b> 1585</p> <p>Network Services supports centralized IT voice and data communication services and functions per Exec 1-44 including enterprise maintenance, technical support, service contracts and related utility management.</p>	
<p><b>Administrative IT Services</b> 1500  <b>Enterprise Applications</b> 1595</p> <p>Enterprise Applications supports centralized citywide and core application service and function per Exec 1-44 including enterprise maintenance, technical support, service contracts and related utility management.</p>	

**FISCAL YEAR 2004 BUDGET**

Department Program Summary									
Fund Name : Central Services Revolving Fund									
Department Name : Information Technology									
Fund/Department No. : 116 / 68									
Program Performance Measures	FY2002 Actual			FY2003 Estimate			FY2004 Budget		
	Program Activities	Budget FTEs	Program Costs \$	Program Activities	Budget FTEs	Program Costs \$	Program Activities	Budget FTEs	Program Costs \$
Transaction accuracy rate Prompt utility invoice pmt	NA NA			99% 99%			NA NA		
		0.0	16,978,354		0.0	16,460,956		0.0	0
Transaction accuracy rate Prompt utility invoice pmt	NA NA			NA NA			99% 99%		
		0.0	0		0.0	0		0.0	12,929,580
Transaction accuracy rate Prompt utility invoice pmt	NA NA			NA NA			99% 99%		
		0.0	0		0.0	0		2.0	3,378,884
<b>Total</b>		<u>0.0</u>	<u>16,978,354</u>		<u>0.0</u>	<u>16,460,956</u>		<u>2.0</u>	<u>16,308,464</u>

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FISCAL YEAR 2004 BUDGET

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Fund Name :                   : Central Services Revolving Fund  
Department Name :         : Information Technology  
Fund / Department No. : 116 / 68

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<u>NO. of POSITIONS</u>	<u>JOB DESCRIPTION</u>	<u>JOB CLASS CODE</u>	<u>PAY GRADE</u>
1	DATABASE ADMINISTRATOR	4461	25
1	IRM MANAGER	4662	29
<hr/> <b>2.0</b>	<b>Total Positions</b>		
<b>0.0</b>	<b>Less adjustment for Vacancies and Part-Time Employees</b>		
<hr/> <b>2.0</b>	<b>Full-Time Equivalents</b>		

**FISCAL YEAR 2004 BUDGET**

**Department Revenue Summary**

**Fund Name : Central Services Revolving Fund**  
**Department Name : Information Technology**  
**Fund/Department No. : 116 / 68**

Source	Description	Program Org	Program Name	FY2003 Budget	FY2003 Estimate	FY2004 Budget
7316	Intfd Communicatn Equip Repair	1580	Central Services	6,383,242	5,900,000	0
7322	Intfd Computer Sys Dev & Oper	1580	Central Services	0	10,000	10,000
7333	Intfd Fleet Maintenance	1580	Central Services	100,000	100,000	0
7372	Intfd Telephone	1580	Central Services	9,660,463	10,450,956	10,264,000
7316	Intfd Communicatn Equip Repair	1585	Network Services	0	0	2,660,580
7316	Intfd Communicatn Equip Repair	1595	Enterprise Applications	0	0	3,193,389
7345	Intfd IT Network Services	1595	Enterprise Applications	0	0	180,495
<b>Total Information Technology</b>				<u>16,143,705</u>	<u>16,460,956</u>	<u>16,308,464</u>

**FISCAL YEAR 2004 BUDGET**

Fund Name : Central Services Revolving Fund  
 Department Name : Information Technology  
 Fund/Department No. : 116 / 68

ACCT	DESCRIPTION	FY2002 Actual	FY2003 Budget	FY2003 Estimate	FY2004 Budget
1100	Salary-Base Pay-Civilian	0	0	0	142,976
1135	Pension-Civilian	0	0	0	14,297
1140	Social Security-Civilian	0	0	0	10,937
1145	Health/Life Ins Active Civilian	0	0	0	12,285
<b>Total Personnel Services</b>		0	0	0	180,495
2305	Computer Supplies	0	0	10,000	10,000
<b>Total Supplies</b>		0	0	10,000	10,000
3345	Miscellaneous Support Services	0	100,000	100,000	0
3510	Telephone	10,209,310	9,660,463	10,450,956	10,264,000
3515	Communication Lines	6,769,044	6,383,242	5,900,000	2,660,580
3620	Enterprise Applications	0	0	0	3,193,389
<b>Total Other Services and Charges</b>		16,978,354	16,143,705	16,450,956	16,117,969
<b>Grand Total Expenditures</b>		<b>16,978,354</b>	<b>16,143,705</b>	<b>16,460,956</b>	<b>16,308,464</b>

**Department Budget Summary**

**Fund Name** : Central Services Revolving Fund  
**Department Name** : Human Resources  
**Fund/Department No.** : 116 / 80

	<b>FY2002 Actual</b>	<b>FY2003 Budget</b>	<b>FY2003 Estimate</b>	<b>FY2004 Budget</b>
Personnel Services	178,056	217,652	235,861	236,100
Supplies	3,805	4,850	2,850	2,000
Other Services and Charges	9,052,312	8,437,532	8,260,980	7,406,900
Non-Capital Equipment	8,272	0	0	0
Total M & O Expenditures	9,242,445	8,660,034	8,499,691	7,645,000
Debt Service & Other Uses	0	0	0	0
<b>Total Expenditures</b>	<b>9,242,445</b>	<b>8,660,034</b>	<b>8,499,691</b>	<b>7,645,000</b>

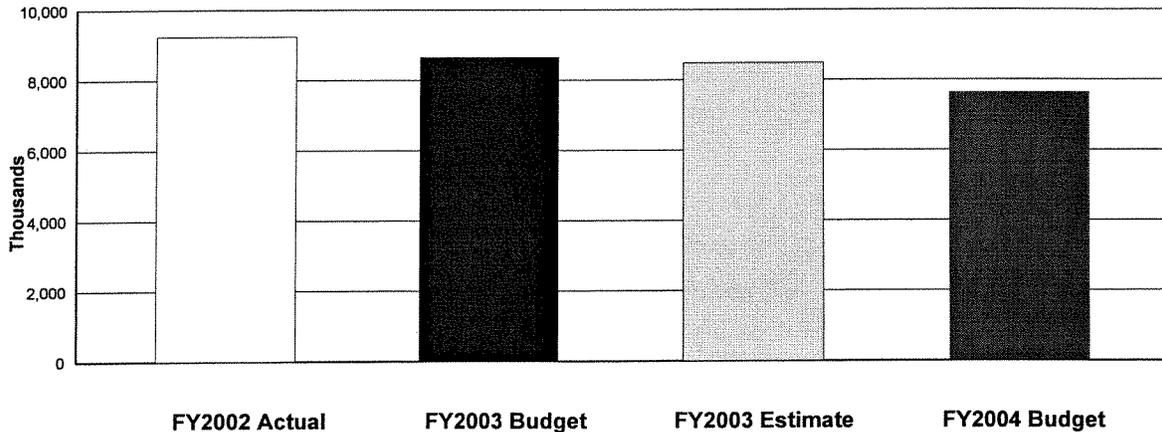
<b>Revenue Summary</b>	9,242,445	8,660,034	8,499,691	7,645,000
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<b>Staffing Summary</b>	Full-Time Equivalents - Civilian	5.1	5.8	6.0	5.9
	Full-Time Equivalents - Classified	0.0	0.0	0.0	0.0
	Total	5.1	5.8	6.0	5.9
	Full-Time Equivalents-Overtime	0.1	0.0	0.0	0.0

**Budget Highlights**

o Overall temporary personnel costs to the City have been reduced through continued program definitions, fill rate and vendor management.

**Central Services Revolving Fund  
Human Resources  
Expenditure Summary**



**FISCAL YEAR 2004 BUDGET**

**Department Program Summary**

**Fund Name** : Central Services Revolving Fund  
**Department Name** : Human Resources  
**Fund/Department No.** : 116 / 80

Program Description	Program Objectives
<p><b>Temporary Services</b> <span style="float: right;"><b>1850</b></span></p> <p>Provide temporary employees to all departments as needed. Administer substance testing for all departments.</p>	<p>Provide temporary employees to departments through approved contracts. Charge-back substance test costs to appropriate departments.</p>

**FISCAL YEAR 2004 BUDGET**

**Department Program Summary**

Fund Name : Central Services Revolving Fund  
 Department Name : Human Resources  
 Fund/Department No. : 116 / 80

Program Performance Measures	FY2002 Actual			FY2003 Estimate			FY2004 Budget		
	Program Activities	Budget FTEs	Program Costs \$	Program Activities	Budget FTEs	Program Costs \$	Program Activities	Budget FTEs	Program Costs \$
Pymt. vouchers procd	527			480			290		
Inter-gov't vouchers procd	4,701			4,780			2,800		
Invoices processed	8,657			10,000			9,000		
Avg. number of temporaries	523			342			250		
Substance tests conducted	7,465			7,572			8,000		
		5.1	9,242,445		6.0	8,499,691		5.9	7,645,000
<b>Total</b>		<u>5.1</u>	<u>9,242,445</u>		<u>6.0</u>	<u>8,499,691</u>		<u>5.9</u>	<u>7,645,000</u>

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FISCAL YEAR 2004 BUDGET

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Fund Name : : Central Services Revolving Fund  
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<u>NO. of POSITIONS</u>	<u>JOB DESCRIPTION</u>	<u>JOB CLASS CODE</u>	<u>PAY GRADE</u>
1	ADMINISTRATIVE AIDE	3011	10
1	ADMINISTRATIVE ASSISTANT	3022	17
1	ADMINISTRATIVE SUPERVISOR	3035	22
3	SENIOR ACCOUNT CLERK	3412	13
<hr/>			
6.0	<b>Total Positions</b>		
0.1	<b>Less adjustment for Vacancies and Part-Time Employees</b>		
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5.9	<b>Full-Time Equivalents</b>		

**FISCAL YEAR 2004 BUDGET**

**Department Revenue Summary**

**Fund Name : Central Services Revolving Fund**  
**Department Name : Human Resources**  
**Fund/Department No. : 116 / 80**

Source	Description	Program Org	Program Name	FY2003 Budget	FY2003 Estimate	FY2004 Budget
7382	Intfd Temporary Personnel	1850	Temporary Services	8,000,000	8,000,000	<b>7,000,000</b>
7383	Intfd Lab Services	1850	Temporary Services	422,682	250,000	<b>400,000</b>
7625	Other Service Charges	1850	Temporary Services	237,352	249,691	<b>245,000</b>
<b>Total Human Resources</b>				<u>8,660,034</u>	<u>8,499,691</u>	<u><b>7,645,000</b></u>

**FISCAL YEAR 2004 BUDGET**

**Fund Name** : Central Services Revolving Fund  
**Department Name** : Human Resources  
**Fund/Department No.** : 116 / 80

ACCT	DESCRIPTION	FY2002 Actual	FY2003 Budget	FY2003 Estimate	FY2004 Budget
1100	Salary-Base Pay-Civilian	128,899	158,044	172,348	167,801
1105	Salary-Part Time-Civilian	2,340	0	0	0
1113	Bilingual Pay-Civilian	724	903	894	903
1120	Overtime-Civilian	1,650	0	0	0
1135	Pension-Civilian	12,955	15,805	17,100	16,779
1140	Social Security-Civilian	9,950	12,159	12,936	12,836
1145	Health/Life Ins Active Civilian	19,905	29,565	29,376	34,004
1405	Workers Compensation-Civilian	1,285	0	2,276	2,601
1415	Unemployment Claims	0	245	0	245
1420	Long Term Disability	348	931	931	931
<b>Total Personnel Services</b>		178,056	217,652	235,861	236,100
2305	Computer Supplies	122	850	850	0
2325	Miscellaneous Office Supplies	3,683	4,000	2,000	2,000
<b>Total Supplies</b>		3,805	4,850	2,850	2,000
3107	Temporary Personnel Services	8,753,774	8,000,000	8,000,000	7,000,000
3305	Advertising Services	0	0	2,130	1,000
3335	Management Consulting Services	16,858	9,000	5,000	2,000
3402	Parking Space Rental	0	2,200	2,200	2,450
3404	Metro Commuter Passes	212	650	650	650
3615	Computer Eq/Software Maint Svc	0	1,200	200	0
3895	Misc Other Services & Charges	281,468	422,682	250,000	400,000
3900	Education & Training	0	1,800	800	800
<b>Total Other Services and Charges</b>		9,052,312	8,437,532	8,260,980	7,406,900
4820	Non-Capital Computer Equipment	8,272	0	0	0
<b>Total Non-Capital Equipment</b>		8,272	0	0	0
<b>Grand Total Expenditures</b>		<b>9,242,445</b>	<b>8,660,034</b>	<b>8,499,691</b>	<b>7,645,000</b>