

FISCAL YEAR 2005 BUDGET

Fund Summary

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

	<u>FY2004 BUDGET</u>	<u>FY2004 ESTIMATE</u>	<u>FY2005 BUDGET</u>
Beginning Fund Balance	0	0	0
Current Revenues	<u>132,706,027</u>	<u>127,202,693</u>	<u>150,412,710</u>
Total Available Resources	<u>132,706,027</u>	<u>127,202,693</u>	<u>150,412,710</u>
Maintenance and Operations	<u>132,706,027</u>	<u>127,202,693</u>	<u>150,412,710</u>
Total Expenditures	<u>132,706,027</u>	<u>127,202,693</u>	<u>150,412,710</u>
Planned Ending Fund Balance	<u>0</u>	<u>0</u>	<u>0</u>
Total Budget	<u>132,706,027</u>	<u>127,202,693</u>	<u>150,412,710</u>

The above summarizes the FY2004 Budget, the FY2004 Estimate and the FY2005 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 an accounting mechanism for the purchase of goods and/or services that are utilized by many 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. Departmental budgets are charged when the goods are consumed rather than when they are purchased.

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.

Various city departments are responsible for administering portions of the Central Services Revolving Fund. 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.

FISCAL YEAR 2005 BUDGET

Department Budget Summary

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

		<u>FY2003 Actual</u>	<u>FY2004 Budget</u>	<u>FY2004 Estimate</u>	<u>FY2005 Budget</u>
Expenditure Summary	Personnel Services	0	0	0	335,699
	Supplies	0	0	0	2,667
	Other Services and Charges	79,661,263	90,338,281	91,061,190	109,479,039
	Total M & O Expenditures	79,661,263	90,338,281	91,061,190	109,817,405
	Debt Service & Other Uses	0	0	0	0
	Total Expenditures	79,661,263	90,338,281	91,061,190	109,817,405

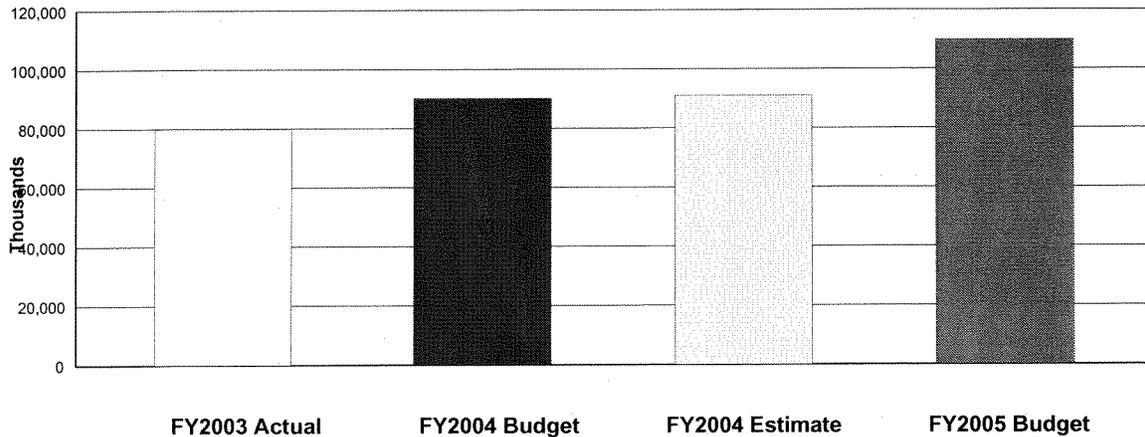
Revenue Summary		79,987,022	90,338,281	91,061,190	109,817,405
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Staffing Summary	Full-Time Equivalents - Civilian	0.0	0.0	0.0	5.5
	Full-Time Equivalents - Classified	0.0	0.0	0.0	0.0
	Total	0.0	0.0	0.0	5.5
	Full-Time Equivalents-Overtime		0.0	0.0	0.0

Budget Highlights

- o The current electricity contract, which covered the City from market exposure, will expire June 30, 2004. The City will be exposed to higher market commodity prices in the new contract resulting in increased cost.
- o Natural Gas costs have increased due to the spike in the natural gas market.
- o Beginning in FY2005, personnel involved in energy conservation efforts are being budgeted in the Central Services Revolving Fund.

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



FISCAL YEAR 2005 BUDGET

Department Program Summary									
Fund Name : Central Services Revolving Fund									
Department Name : Building Services									
Fund/Department No. : 116 / 25									
Program Performance Measures	FY2003 Actual			FY2004 Estimate			FY2005 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	79,661,263		0.0	91,061,190		5.5	109,817,405
Total		<u>0.0</u>	<u>79,661,263</u>		<u>0.0</u>	<u>91,061,190</u>		<u>5.5</u>	<u>109,817,405</u>

FISCAL YEAR 2005 BUDGET

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

<u>NO. of POSITIONS</u>	<u>JOB DESCRIPTION</u>	<u>JOB CLASS CODE</u>	<u>PAY GRADE</u>
1	ADMINISTRATIVE COORDINATOR	3026	24
1	CIVILIAN SAVINGS	9897	--
1	DIVISION MANAGER	3030	29
1	GRADUATE ENGINEER III	7783	22
1	MANAGEMENT ANALYST II	3083	16
1	MANAGEMENT ANALYST III	3084	20
1	SENIOR ACCOUNT CLERK	3412	13
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7.0	Total Positions		
1.5	Less adjustment for Vacancies and Part-Time Employees		
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5.5	Full-Time Equivalent		

FISCAL YEAR 2005 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	FY2004 Budget	FY2004 Estimate	FY2005 Budget
7350	Other Intfd Services	1210	Energy Services	0	0	340,366
7374	Intfd Electricity	1210	Energy Services	80,532,000	80,970,304	99,052,210
7375	Intfd Natural Gas	1210	Energy Services	9,806,281	10,090,886	10,424,829
Total Building Services				<u>90,338,281</u>	<u>91,061,190</u>	<u>109,817,405</u>

FISCAL YEAR 2005 BUDGET

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

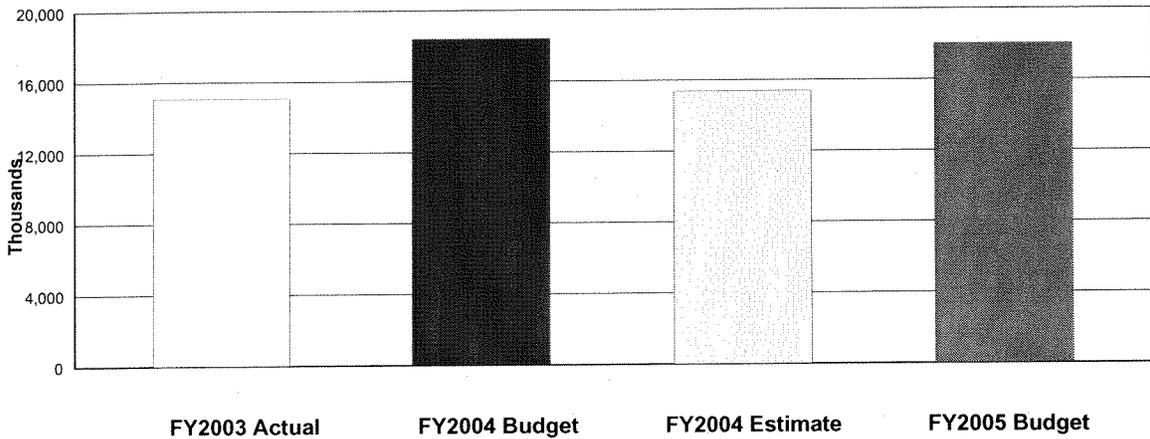
ACCT	DESCRIPTION	FY2003 Actual	FY2004 Budget	FY2004 Estimate	FY2005 Budget
1100	Salary-Base Pay-Civilian	0	0	0	243,782
1135	Pension-Civilian	0	0	0	29,255
1140	Social Security-Civilian	0	0	0	18,649
1145	Health/Life Ins Active Civilian	0	0	0	35,568
1405	Workers Compensation-Civilian	0	0	0	1,310
1420	Long Term Disability	0	0	0	554
1981	Compensation Contingency	0	0	0	6,581
Total Personnel Services		0	0	0	335,699
2305	Computer Supplies	0	0	0	1,000
2306	Paper & Printing Supplies	0	0	0	167
2315	Publications & Printed Materials	0	0	0	500
2325	Miscellaneous Office Supplies	0	0	0	1,000
Total Supplies		0	0	0	2,667
3500	Electricity	70,564,464	80,532,000	80,970,304	99,052,210
3505	Natural Gas	9,096,799	9,806,281	10,090,886	10,424,829
3900	Education & Training	0	0	0	500
3905	Membership & Professional Fees	0	0	0	1,500
Total Other Services and Charges		79,661,263	90,338,281	91,061,190	109,479,039
Grand Total Expenditures		79,661,263	90,338,281	91,061,190	109,817,405

FISCAL YEAR 2005 BUDGET

Department Budget Summary

Fund Name : Central Services Revolving Fund					
Department Name : Finance & Administration					
Fund/Department No. : 116 / 65					
		FY2003 Actual	FY2004 Budget	FY2004 Estimate	FY2005 Budget
Expenditure Summary	Personnel Services	528,488	386,855	370,452	252,659
	Supplies	12,000,488	15,330,778	12,342,500	14,925,812
	Other Services and Charges	2,549,979	2,696,649	2,677,517	2,852,196
	Total M & O Expenditures	15,078,955	18,414,282	15,390,469	18,030,667
	Debt Service & Other Uses	0	0	0	0
	Total Expenditures	15,078,955	18,414,282	15,390,469	18,030,667
Revenue Summary		14,836,896	18,414,282	15,390,469	18,030,667
Staffing Summary	Full-Time Equivalents - Civilian	13.5	10.0	10.0	6.0
	Full-Time Equivalents - Classified	0.0	0.0	0.0	0.0
	Total	13.5	10.0	10.0	6.0
	Full-Time Equivalents-Overtime	0.0	0.0	0.1	0.0
Budget Highlights	<ul style="list-style-type: none"> o Fuel costs for FY2005 are expected to increase significantly due to increases in the price of gasoline. o Full outsourcing of the Print Shop is being studied and is expected to occur in FY2005. o The on-site Quick Copy Center will continue to provide City with copying services. 				

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



FISCAL YEAR 2005 BUDGET

Department Program Summary

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

Program Description	Program Objectives
<p>Procurement Services 1400</p> <p>Print Shop 1460</p> <p>Provide printing services to various departments including design, artwork, layout, offset printing/copying and a variety of finishing services and provide cost effective high volume copying services with on-site facility.</p>	<p>Provide City with highest quality of printed materials and service at competitive costs and expedite printing requests to meet spec and deadlines. Generate revenue thru outsourced contract to recover cost of operation.</p>
<p>Administrative Services 1800</p> <p>Central Services 1880</p> <p>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>	

FISCAL YEAR 2005 BUDGET

Department Program Summary										
Fund Name : Central Services Revolving Fund										
Department Name : Finance & Administration										
Fund/Department No. : 116 / 65										
Program Performance Measures	FY2003 Actual			FY2004 Estimate			FY2005 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%		
			13.5	964,871		10.0	699,469		6.0	590,896
Transaction accuracy rate		99%			99%			99%		
			0.0	14,114,084		0.0	14,691,000		0.0	17,439,771
Total			<u>13.5</u>	<u>15,078,955</u>		<u>10.0</u>	<u>15,390,469</u>		<u>6.0</u>	<u>18,030,667</u>

FISCAL YEAR 2005 BUDGET

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

<u>NO. of POSITIONS</u>	<u>JOB DESCRIPTION</u>	<u>JOB CLASS CODE</u>	<u>PAY GRADE</u>
1	BUYER	3631	16
1	OFFSET PRESS OPERATOR	5511	10
4	SENIOR OFFSET PRESS OPERATOR	5512	13
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6.0	Total Positions		
0.0	Less adjustment for Vacancies and Part-Time Employees		
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6.0	Full-Time Equivalent		

FISCAL YEAR 2005 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	FY2004 Budget	FY2004 Estimate	FY2005 Budget
7388	Intfd Print Shop Operations	1460	Print Shop	782,282	699,469	590,896
7328	Intfd Billing & Collection Srv	1880	Central Services	2,500,000	2,500,000	2,667,209
7376	Intfd Postage	1880	Central Services	679,000	640,000	640,000
7378	Intfd Vehicle Fuel	1880	Central Services	14,453,000	11,551,000	14,132,562
Total Finance & Administration				<u>18,414,282</u>	<u>15,390,469</u>	<u>18,030,667</u>

FISCAL YEAR 2005 BUDGET

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

ACCT	DESCRIPTION	FY2003 Actual	FY2004 Budget	FY2004 Estimate	FY2005 Budget
1100	Salary-Base Pay-Civilian	364,668	278,437	246,014	166,201
1120	Overtime-Civilian	1,660	3,000	3,000	2,000
1130	Termination Pay-Civilian	1,941	0	3,132	0
1135	Pension-Civilian	37,216	27,843	38,618	19,944
1140	Social Security-Civilian	27,365	21,530	18,763	12,868
1145	Health/Life Ins Active Civilian	64,282	46,820	45,794	37,275
1146	Health/Life Ins Retiree Civilian	4,454	6,000	7,167	8,000
1405	Workers Compensation-Civilian	25,497	2,339	7,267	1,320
1420	Long Term Disability	1,405	886	697	564
1981	Compensation Contingency	0	0	0	4,487
Total Personnel Services		528,488	386,855	370,452	252,659
2305	Computer Supplies	120	600	500	500
2306	Paper & Printing Supplies	169,281	195,000	150,000	150,000
2315	Publications & Printed Materials	0	0	0	1,500
2323	Postage	636,100	679,000	640,000	640,000
2325	Miscellaneous Office Supplies	1,210	1,500	500	250
2600	Fuel	11,193,020	14,454,128	11,551,300	14,133,062
2738	Miscellaneous Parts & Supplies	757	550	200	500
Total Supplies		12,000,488	15,330,778	12,342,500	14,925,812
3100	Janitorial Services	7,020	8,424	8,424	700
3107	Temporary Personnel Services	73,796	0	0	0
3400	Real Estate Lease/Office Rental	52,416	52,416	52,416	4,500
3404	Metro Commuter Passes	3,384	2,758	2,826	900
3409	Office Equipment Rental	2,364,972	2,575,000	2,575,000	2,742,209
3420	Other Rental	43	65	0	0
3500	Electricity	6,756	17,600	8,200	8,500
3505	Natural Gas	0	50	0	0
3510	Telephone	(2,360)	770	2,300	1,000
3515	Communication Lines	(17,069)	250	250	250
3525	Refuse Disposal	863	866	866	72
3600	Building Maintenance Services	99	2,000	0	2,000
3615	Computer Eq/Software Maint Svc	0	50	108	50
3620	Enterprise Applications	0	0	27	0
3625	Office Equipment Services	0	100	100	0
3626	Vehicle & Motor Equip Services	4,250	5,000	0	2,500
3799	Mail/Delivery Services	11,044	0	0	0
3805	Printing & Reproduction Srvcs	30,981	25,000	25,000	87,515
3895	Misc Other Services & Charges	13,776	6,000	2,000	2,000
3950	Travel-Non-training Related	8	300	0	0
Total Other Services and Charges		2,549,979	2,696,649	2,677,517	2,852,196
Grand Total Expenditures		15,078,955	18,414,282	15,390,469	18,030,667

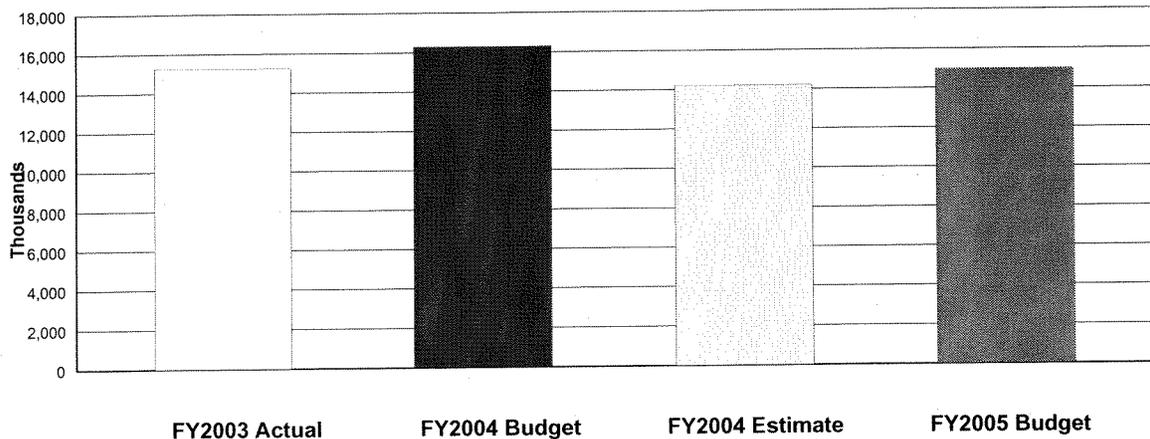
FISCAL YEAR 2005 BUDGET

Department Budget Summary

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

	<u>FY2003 Actual</u>	<u>FY2004 Budget</u>	<u>FY2004 Estimate</u>	<u>FY2005 Budget</u>	
Expenditure Summary	Personnel Services	0	180,495	165,524	185,245
	Supplies	0	10,000	10,000	10,000
	Other Services and Charges	15,261,663	16,117,969	14,031,510	14,774,393
	Total M & O Expenditures	15,261,663	16,308,464	14,207,034	14,969,638
	Debt Service & Other Uses	0	0	0	0
	Total Expenditures	15,261,663	16,308,464	14,207,034	14,969,638
Revenue Summary	15,261,663	16,308,464	14,207,034	14,969,638	
Staffing Summary	Full-Time Equivalents - Civilian	0.0	2.0	2.0	2.0
	Full-Time Equivalents - Classified	0.0	0.0	0.0	0.0
	Total	0.0	2.0	2.0	2.0
	Full-Time Equivalents-Overtime	0.0	0.0	0.0	0.0
Budget Highlights	<ul style="list-style-type: none"> o ITD continues to reduce citywide related IT cost from \$17 million in FY02 to \$15 million in FY05. o 311 Technical Support costs have been reduced from \$2 million in FY02 to \$1.3 million in FY05. o Telephone line charges payable to SBC have been reduced from \$8.5 million in FY03 to \$7.1 million in FY05. o Enterprise-wide license agreements have been put in place for anti-virus software and network device maintenance, increasing this fund's expenditures, but were previously expended by the operating departments. 				

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



FISCAL YEAR 2005 BUDGET

Department Program Summary

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

Program Description	Program Objectives
<p>Administrative IT Services 1500 Central Services 1580</p> <p>In FY04, Org 1580 was separated into Orgs 1585-Network Services and 1595-Enterprise Applications - providing centralized IT enterprise support, function, service and utility management for citywide operating departments. This Org is no longer active.</p>	<p>In FY04, Org 1580 was separated into Orgs 1585-Network Services and 1595-Enterprise Applications - supporting various citywide IT enterprise support, function, service and utility management citywide effectively and efficiently. This Org is no longer active.</p>
<p>Administrative IT Services 1500 Network Services 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>Administrative IT Services 1500 Enterprise Applications 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 2005 BUDGET

Department Program Summary									
Fund Name : Central Services Revolving Fund Department Name : Information Technology Fund/Department No. : 116 / 68									
Program Performance Measures	FY2003 Actual			FY2004 Estimate			FY2005 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			NA NA			NA NA		
		0.0	15,261,663		0.0	0		0.0	0
Transaction accuracy rate Prompt utility invoice pmt	NA NA			99% 99%			99% 99%		
		0.0	0		0.0	11,738,802		0.0	12,505,306
Transaction accuracy rate Prompt utility invoice pmt	NA NA			99% 99%			99% 99%		
		0.0	0		2.0	2,468,232		2.0	2,464,332
Total		<u>0.0</u>	<u>15,261,663</u>		<u>2.0</u>	<u>14,207,034</u>		<u>2.0</u>	<u>14,969,638</u>

FISCAL YEAR 2005 BUDGET

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

NO. of POSITIONS	JOB DESCRIPTION	JOB CLASS CODE	PAY GRADE
1	IRM MANAGER	4662	29
1	SYSTEMS CONSULTANT	4565	26
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2.0	Total Positions		
0.0	Less adjustment for Vacancies and Part-Time Employees		
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2.0	Full-Time Equivalents		

FISCAL YEAR 2005 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	FY2004 Budget	FY2004 Estimate	FY2005 Budget
7316	Intfd Communicatn Equip Repair	1585	Network Services	2,660,580	2,310,580	3,241,580
7322	Intfd Computer Sys Dev & Oper	1585	Network Services	5,000	5,000	5,000
7372	Intfd Telephone	1585	Network Services	10,264,000	9,423,222	9,258,726
7316	Intfd Communicatn Equip Repair	1595	Enterprise Applications	3,191,697	2,296,016	0
7322	Intfd Computer Sys Dev & Oper	1595	Enterprise Applications	5,000	5,000	5,000
7345	Intfd IT Network Services	1595	Enterprise Applications	180,495	165,524	2,457,640
7438	Indirect Cost Recovery Metro	1595	Enterprise Applications	1,692	1,692	1,692
Total Information Technology				<u>16,308,464</u>	<u>14,207,034</u>	<u>14,969,638</u>

FISCAL YEAR 2005 BUDGET

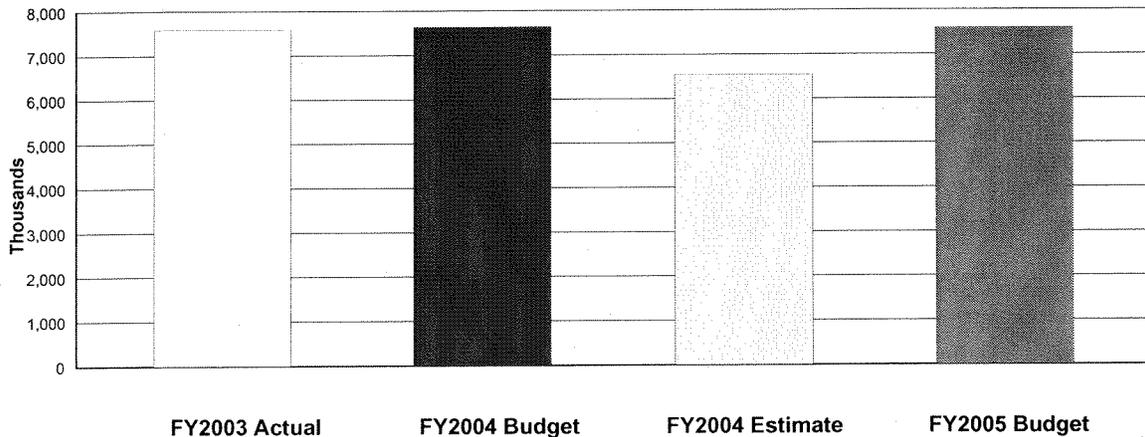
Fund Name : Central Services Revolving Fund
 Department Name : Information Technology
 Fund/Department No. : 116 / 68

ACCT	DESCRIPTION	FY2003 Actual	FY2004 Budget	FY2004 Estimate	FY2005 Budget
1100	Salary-Base Pay-Civilian	0	142,976	134,981	136,655
1135	Pension-Civilian	0	14,297	20,088	16,399
1140	Social Security-Civilian	0	10,937	10,455	10,455
1145	Health/Life Ins Active Civilian	0	12,285	0	18,047
1981	Compensation Contingency	0	0	0	3,689
Total Personnel Services		0	180,495	165,524	185,245
2305	Computer Supplies	0	10,000	10,000	10,000
Total Supplies		0	10,000	10,000	10,000
3345	Miscellaneous Support Services	130,299	0	0	0
3404	Metro Commuter Passes	0	0	1,692	1,692
3510	Telephone	10,632,842	10,264,000	9,423,222	9,258,726
3515	Communication Lines	4,498,522	2,660,580	2,310,580	3,241,580
3620	Enterprise Applications	0	3,193,389	2,296,016	2,272,395
Total Other Services and Charges		15,261,663	16,117,969	14,031,510	14,774,393
Grand Total Expenditures		15,261,663	16,308,464	14,207,034	14,969,638

FISCAL YEAR 2005 BUDGET

Department Budget Summary					
Fund Name : Central Services Revolving Fund					
Department Name : Human Resources					
Fund/Department No. : 116 / 80					
		FY2003 Actual	FY2004 Budget	FY2004 Estimate	FY2005 Budget
Expenditure Summary	Personnel Services	235,469	236,100	227,886	215,470
	Supplies	2,002	2,000	1,600	2,000
	Other Services and Charges	7,273,898	7,406,900	6,314,514	7,371,980
	Non-Capital Equipment	0	0	0	5,550
	Total M & O Expenditures	7,511,369	7,645,000	6,544,000	7,595,000
	Debt Service & Other Uses	77,636	0	0	0
	Total Expenditures	7,589,005	7,645,000	6,544,000	7,595,000
Revenue Summary		7,467,631	7,645,000	6,544,000	7,595,000
Staffing Summary	Full-Time Equivalents - Civilian	6.0	5.9	6.0	5.0
	Full-Time Equivalents - Classified	0.0	0.0	0.0	0.0
	Total	6.0	5.9	6.0	5.0
	Full-Time Equivalents-Overtime	0.0	0.0	0.0	0.0
Budget Highlights	<ul style="list-style-type: none"> o Temporary personnel expense to the City has been reduced from the FY2004 Adopted Budget through continued program definition, fill rate, vendor management, and department participation. o Computerization of a labor/paper intensive process will reduce administration overhead, improve service delivery, and record keeping. 				

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



FISCAL YEAR 2005 BUDGET

Department Program Summary

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

Program Description	Program Objectives
<p>Temporary Services 1850</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 2005 BUDGET

Department Program Summary									
Fund Name : Central Services Revolving Fund									
Department Name : Human Resources									
Fund/Department No. : 116 / 80									
Program Performance Measures	FY2003 Actual			FY2004 Estimate			FY2005 Budget		
	Program Activities	Budget FTEs	Program Costs \$	Program Activities	Budget FTEs	Program Costs \$	Program Activities	Budget FTEs	Program Costs \$
Pymt. vouchers procd	400			300			300		
Inter-gov't vouchers procd	4,879			3,500			3,500		
Invoices processed	6,350			6,334			6,200		
Avg. number of temporaries	400			200			200		
Substance tests conducted	12,000			8,500			9,000		
		6.0	7,589,005		6.0	6,544,000		5.0	7,595,000
Total		<u>6.0</u>	<u>7,589,005</u>		<u>6.0</u>	<u>6,544,000</u>		<u>5.0</u>	<u>7,595,000</u>

FISCAL YEAR 2005 BUDGET

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

<u>NO. of POSITIONS</u>	<u>JOB DESCRIPTION</u>	<u>JOB CLASS CODE</u>	<u>PAY GRADE</u>
1	ADMINISTRATIVE ASSISTANT	3022	17
1	ADMINISTRATIVE SUPERVISOR	3035	22
3	SENIOR ACCOUNT CLERK	3412	13
<hr/>			
5.0	Total Positions		
0.0	Less adjustment for Vacancies and Part-Time Employees		
<hr/>			
5.0	Full-Time Equivalent		

FISCAL YEAR 2005 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	FY2004 Budget	FY2004 Estimate	FY2005 Budget
7382	Intfd,Temporary Personnel	1850	Temporary Services	7,000,000	6,023,000	7,000,000
7383	Intfd Lab Services	1850	Temporary Services	400,000	310,000	360,000
7625	Other Service Charges	1850	Temporary Services	245,000	211,000	235,000
Total Human Resources				<u>7,645,000</u>	<u>6,544,000</u>	<u>7,595,000</u>

FISCAL YEAR 2005 BUDGET

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

ACCT	DESCRIPTION	FY2003 Actual	FY2004 Budget	FY2004 Estimate	FY2005 Budget
1100	Salary-Base Pay-Civilian	171,196	167,801	161,940	149,111
1113	Bilingual Pay-Civilian	895	903	903	0
1120	Overtime-Civilian	1,126	0	0	0
1135	Pension-Civilian	17,052	16,779	15,779	17,893
1140	Social Security-Civilian	12,823	12,836	11,983	11,407
1145	Health/Life Ins Active Civilian	29,038	34,004	33,504	31,488
1405	Workers Compensation-Civilian	2,632	2,601	2,601	851
1415	Unemployment Claims	0	245	245	0
1420	Long Term Disability	707	931	931	693
1981	Compensation Contingency	0	0	0	4,027
Total Personnel Services		235,469	236,100	227,886	215,470
2305	Computer Supplies	389	0	0	0
2325	Miscellaneous Office Supplies	1,613	2,000	1,600	2,000
Total Supplies		2,002	2,000	1,600	2,000
3107	Temporary Personnel Services	6,989,887	7,000,000	6,000,000	7,000,000
3305	Advertising Services	0	1,000	1,000	1,000
3335	Management Consulting Services	0	2,000	0	0
3402	Parking Space Rental	0	2,450	1,714	1,650
3404	Metro Commuter Passes	846	650	1,700	1,830
3615	Computer Eq/Software Maint Svc	0	0	0	7,000
3895	Misc Other Services & Charges	283,165	400,000	310,000	360,000
3900	Education & Training	0	800	100	500
Total Other Services and Charges		7,273,898	7,406,900	6,314,514	7,371,980
4820	Non-Capital Computer Equipment	0	0	0	5,550
Total Non-Capital Equipment		0	0	0	5,550
5675	Other Operating Fund Transfers	77,636	0	0	0
Total Debt Service and Other Uses		77,636	0	0	0
Grand Total Expenditures		7,589,005	7,645,000	6,544,000	7,595,000