

REVENUE REPORT

FUND :580 ADMINISTRATIVE FUND
 CHARACTER:34 CHARGES FOR SERVICES

SUBOBJ	SUBJECT TITLE	FY01 ACTUAL REVENUE	FY02 ACTUAL REVENUE	FY03 CURRENT BUDGET	FY03 PROJECTED BUDGET	FY04 RECOMMENDED BUDGET
341241	GRAPHICS/TYPESSETTING REVENUE	151,970	162,795	130,522	146,880	117,376
341280	ADMIN COST MAIL & COURIER SERVICE	143,692	146,775	154,071	154,206	130,200
341281	DUPL REV-SALE OF CITY ZONING CODE BOOKS	6,398	4,572	5,953	5,126	5,100
341282	CENTRAL MAILROOM REVENUE	379,274	410,377	410,648	386,436	365,000
341288	DUPLICATION REVENUE-OUTSIDE	2,709	2,697	5,000	2,460	2,053
CHARACTER 34 SUBTOTAL		684,043	727,216	706,194	695,108	619,729
CHARACTER:36 MISCELLANEOUS REVENUES						
361110	INT EARNG-POOLED CASH	-1,126	-81		1,143	1,143
364400	SALE OF CITY PROPERTY	-350	333			
369990	MISCELLANEOUS REVENUES		-539			
CHARACTER 36 SUBTOTAL		-1,476	-287		1,143	1,143
FUND 580 SUBTOTAL		682,567	726,929	706,194	696,251	620,872

DEPARTMENT EXPENDITURES

SUBFUND :581 ADMIN FUND-OPERATIONS
 DEPT :AS ADMINISTRATIVE SERVICES
 CHARACTER:01 PERSONAL SERVICES

SUBOBJ	EXPENDITURE DETAIL	FY01 ACTUAL EXPENDITURE	FY02 ACTUAL EXPENDITURE	FY03 CURRENT BUDGET	FY03 PROJECTED BUDGET	FY04 RECOMMENDED BUDGET
01201	REGULAR SALARIES & WAGES	158,320	162,343	179,200	170,350	189,428
01203	LONGEVITY AWARDS	3,250	3,667	3,958	1,250	4,208
01212	ANNUAL LEAVE	8,815	10,010			
01213	SICK LEAVE	3,776	5,140			
01230	PAY ADJUSTMENTS			5,376		1,773
01231	RESERVE FOR VACANCIES			-3,584		-3,892
01502	SICK & ANNUAL LEAVE ACCRUAL	3,500	4,074			
02101	FICA MATCH	7,106	7,392	7,705	7,892	8,247
02110	1.45% MEDICARE MATCH	1,662	1,729	1,802	1,844	1,929
02200	RETIREMENT CONTRIB	1	1,883	3,657	5,342	10,229
02300	LIFE INS	633	727	915	738	915
02301	ACCIDENTAL D&D INS	98	147	165	174	165
02302	EMPLOYEE HEALTH INS	14,044	16,212	17,404	18,286	20,230
02303	LONG-TERM DISABILITY INS	202	222	241	238	236
02400	WORKERS COMP	2,094	13,034	12,976	14,486	14,727
02500	UNEMPLOYMENT COMP	170	175	110	184	116
CHARACTER 01 SUBTOTAL		203,671	226,755	229,925	220,784	248,311
CHARACTER:03 OPERATING EXPENSES						
03100	EMPLOYEE TRAINING COST-PROF SVC			100		100
03101	OTHER-PROF SVC	228	100	100	92	100
03401	OTHER-CONTRACTUAL SVC	5,701	3,993	4,466	4,924	2,000
04001	MOTOR POOL RENTAL	4,628	3,864	4,162	3,890	4,687
04100	COMMUNICATION SVC	1,254	952	1,000	926	1,000
04103	POSTAGE-OUTSIDE-TRANSPORTATION	361,387	397,760	403,488	395,657	316,405
04104	POSTAGE-INDIRECT COSTS-TRANSPORTATION	1,900	1,900	2,014	2,012	2,206
04400	RENT	778	813	1,403	864	800
04502	INTERDEPT-PREMIUM COSTS-INS	202	414	563	528	434
04600	REPAIR & MAINT-OUTSIDE	3,772	4,003	3,715	3,412	3,000
04602	COPIER MAINTENANCE			41		24
04701	COPY SVC	4,966	596	3,034	3,538	600
04924	PARKING DEPT-INTERDEPT CHARGES	100	100	100	200	100
04932	COST ALLOCATION-GENERAL FUND SVC	51,059	46,701	46,701	46,701	40,405
05100	OFFICE SUPPLIES-OUTSIDE VENDORS	694	231	1,570		200
05205	TOOLS & MINOR EQUIP	418	496	500		500
CHARACTER 03 SUBTOTAL		437,087	461,923	472,957	462,744	372,561

DEPARTMENT EXPENDITURES

SUBFUND :581 ADMIN FUND-OPERATIONS
 DEPT :AS ADMINISTRATIVE SERVICES
 CHARACTER:06 CAPITAL OUTLAY

SUBOBJ	EXPENDITURE DETAIL	FY01 ACTUAL EXPENDITURE	FY02 ACTUAL EXPENDITURE	FY03 CURRENT BUDGET	FY03 PROJECTED BUDGET	FY04 RECOMMENDED BUDGET
06401	MACHINERY & EQUIP	3,249				
06402	FURNITURE & FIXTURES			5,000	5,000	
CHARACTER 06 SUBTOTAL		3,249		5,000	5,000	
DEPT AS SUBTOTAL		644,007	688,678	707,882	688,528	620,872
SUBFUND 581 SUBTOTAL		644,007	688,678	707,882	688,528	620,872

SALARY DETAIL

SUBFUND:581
 DEPT :AS ADMINISTRATIVE SERVICES
 IND :FULL-TIME (F)

NUMBER OF POSITIONS	TITLE	CODE	GRADE	AMOUNT
1.0	CENTRAL SVS COORD	000708	S13	59,114
1.0	OFFICE SUPPORT SPECI	000100	015	27,572
1.0	OFFICE SUPPORT SPECI	000200	018	23,994
1.0	OFFICE SUPPORT SPECI	000300	021	37,086
1.0	GRAPHICS ARTIST I	000691	024	41,662

IND F SUBTOTAL	5.0			189,428

DEPT AS SUBTOTAL	5.0			189,428

PAY ADJUSTMENTS/RESERVE FOR VACANCIES				-2,119

DEPT AS TOTAL	5.0			187,309