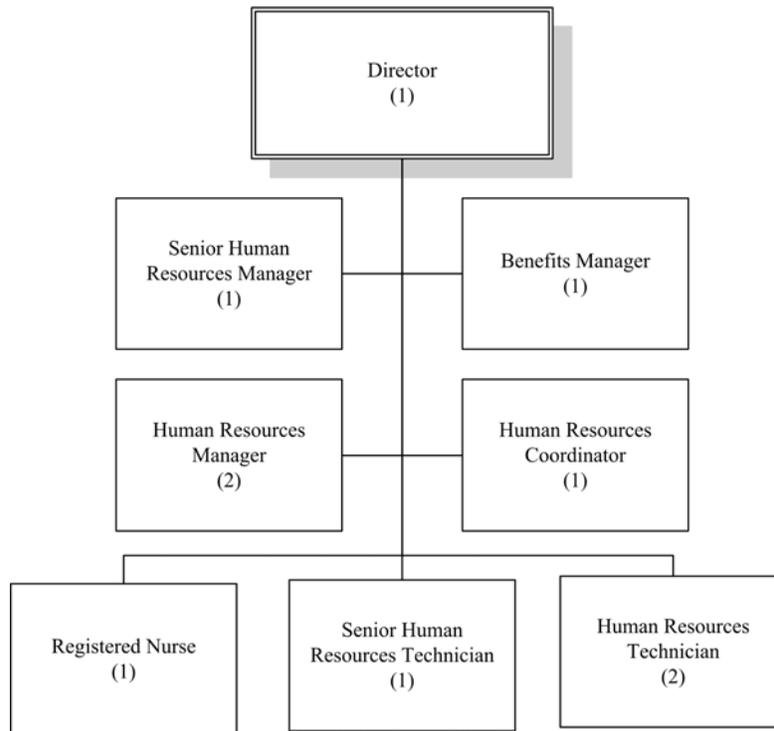




**HUMAN RESOURCES AND OCCUPATIONAL HEALTH**





**Human Resources and Occupational Health**

	<b>Actual FY 2003</b>	<b>Adopted FY 2004</b>	<b>Department Requested FY 2005</b>	<b>Manager's Proposed FY 2005</b>	<b>Adopted FY 2005</b>
<b>DEPARTMENT POSITION SUMMARY</b>					
City Funded	10	10	10	10	10
<b>Total FTE Positions</b>	<b>10</b>	<b>10</b>	<b>10</b>	<b>10</b>	<b>10</b>
<b>DEPARTMENT BUDGET SUMMARY</b>					
<i>Salaries</i>	\$449,357	\$472,487	\$472,010	\$472,010	\$472,010
<i>Employee Benefits</i>	144,758	132,118	150,495	150,495	146,985
<b>Contractual Services</b>					
Maintenance and Repair Services	0	400	650	650	650
Medical/Dental/Pharmacy/Laboratory Services	21,087	48,425	50,102	50,102	50,102
Software Purchases	1,330	0	0	0	0
Food and Dietary Services	745	1,300	1,100	1,100	1,100
Onsite Training	8,450	5,000	26,200	26,200	26,200
Fee-Flex Spending Account	4,159	0	0	0	0
Miscellaneous Contractual Services	26,018	0	0	0	0
<b>Other Charges</b>					
Forms and Stationery	1,125	1,200	1,200	1,200	1,200
Office Supplies	5,285	6,200	6,400	6,400	6,400
Books and Publications	849	1,125	1,125	1,125	1,125
Subscriptions	2,778	2,875	2,875	2,875	2,875
Audiovisual Supplies	62	0	600	600	600
Medical Supplies	6,374	3,000	3,000	3,000	3,000
Recreation and Activity Supplies	398	0	0	0	0
Awards and Recognition	974	0	0	0	0
Food and Dietary Supplies	1,149	650	850	0	0
Minor Equipment/Tools/Furniture	0	1,500	500	500	500
Communications - Parts Maintenance and Repair	0	200	200	200	200
Travel and Training	7,420	4,963	7,563	7,563	7,563
Communications - Telecommunications	1,706	1,902	560	560	560
Communications - Postage and Mailing Service	4,645	3,000	2,000	2,000	2,000
Dues and Memberships	1,570	1,200	1,900	1,900	1,900
Miscellaneous Other Charges	20	0	0	0	0
<b>Rental and Leases</b>	<b>3,643</b>	<b>3,000</b>	<b>3,000</b>	<b>3,000</b>	<b>3,000</b>
<b>TOTAL</b>	<b>\$693,902</b>	<b>\$690,545</b>	<b>\$732,330</b>	<b>\$731,480</b>	<b>\$727,970</b>



**Human Resources.** Provides a full range of human resource services for internal and external customers. Services include recruitment and placement, compensation, benefits management, human resources information system development and maintenance, employee relations, employee and management counseling, training and employee development.

	Actual FY 2003	Adopted FY 2004	Department Requested FY 2005	Manager's Proposed FY 2005	Adopted FY 2005
<b>POSITION SUMMARY</b>					
City Funded	9	9	9	9	9
<b>Total FTE Positions</b>	<b>9</b>	<b>9</b>	<b>9</b>	<b>9</b>	<b>9</b>
<b>BUDGET SUMMARY</b>					
<i>Salaries</i>	\$394,079	\$415,920	\$411,248	\$411,248	\$411,248
<i>Employee Benefits</i>	132,471	118,987	135,352	135,352	132,154
<i>Contractual Services</i>					
Maintenance and Repair Services	0	100	100	100	100
Software Purchases	1,330	0	0	0	0
Food and Dietary Services	745	1,300	1,100	1,100	1,100
Onsite Training	8,450	5,000	26,200	26,200	26,200
Fee-Flex Spending Account	4,159	0	0	0	0
Miscellaneous Contractual Services	26,018	0	0	0	0
<i>Other Charges</i>					
Forms and Stationery	934	1,000	1,000	1,000	1,000
Office Supplies	5,017	6,000	6,200	6,200	6,200
Books and Publications	849	1,125	1,125	1,125	1,125
Subscriptions	1,374	1,400	1,400	1,400	1,400
Audiovisual Supplies	62	0	600	600	600
Recreational and Activity Supplies	398	0	0	0	0
Awards and Recognition	974	0	0	0	0
Food and Dietary Supplies	1,149	500	750	0	0
Minor Equipment/Tools/Furniture	0	1,500	500	500	500
Communications - Parts Maintenance and Repair	0	200	200	200	200
Travel and Training	6,320	3,363	5,963	5,963	5,963
Communications - Telecommunications	1,341	1,500	300	300	300
Communications - Postage and Mailing Service	4,645	3,000	2,000	2,000	2,000
Dues and Memberships	1,305	800	1,500	1,500	1,500
Miscellaneous Other Charges	20	0	0	0	0
<i>Rental and Leases</i>	3,643	3,000	3,000	3,000	3,000
<b>TOTAL</b>	<b>\$595,283</b>	<b>\$564,695</b>	<b>\$598,538</b>	<b>\$597,788</b>	<b>\$594,590</b>



***Human Resources Budget Description***

The Proposed FY 2005 Human Resources budget of \$597,788 represents a 4.3% increase of \$24,733 as compared to the Amended FY 2004 budget of \$573,055.

Significant changes introduced in the Requested FY 2005 budget include:

- ◆ \$4,672 reduction in Salaries due to lower part time employee expenses.
- ◆ \$16,365 increase in Benefits reflecting rising retirement contributions, health and dental insurance costs, as well as the end of the holiday for group life insurance premiums.
- ◆ \$21,000 increase in Contractual Services for on-site workforce development and training for the City's workforce. The increasing maturity of the workforce development program requires additional funding for contracted resources and training aids. Training programs include Manager and Supervisory Training (MAST) courses, on-going Microsoft Office skills training, line employee training and Diversity Assessment and Awareness.
- ◆ \$1,150 increase in Training, Dues and Memberships. On-going professional and technical training is critical to effective service delivery.

The Department requested \$598,538.

Major items requested not proposed for funding include:

- ◆ \$750 reduction in Food and Dietary Supplies.

The Proposed FY 2005 Human Resources budget was adopted with the following change:

- ◆ \$3,198 decrease in Employee Benefits reflecting the continuation of the group life insurance premium holiday.



**Human Resources Occupational Health.** Provides onsite medical services to employees. The services include the initial assessment and treatment of work injuries, pre-employment and periodic physical exams, pre-employment and random drug and alcohol screening, treatment of minor personal illnesses, follow-up treatment and vaccinations. The program links medical care with the City’s benefit and safety programs to help manage costs and provide effective services to employees.

	Actual FY 2003	Adopted FY 2004	Department Requested FY 2005	Manager's Proposed FY 2005	Adopted FY 2005
<b>POSITION SUMMARY</b>					
City Funded	1	1	1	1	1
<b>Total FTE Positions</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>
<b>BUDGET SUMMARY</b>					
<i>Salaries</i>	\$55,278	\$56,567	\$60,762	\$60,762	\$60,762
<i>Employee Benefits</i>	12,287	13,131	15,143	15,143	14,831
<i>Contractual Services</i>					
Maintenance and Repair Services	0	300	550	550	550
Professional Services	21,087	48,425	50,102	50,102	50,102
<i>Other Charges</i>					
Supplies and Materials	8,237	5,025	4,975	4,875	4,875
Travel and Training	1,100	1,600	1,600	1,600	1,600
Communications - Telecommunications	365	402	260	260	260
Dues and Memberships	265	400	400	400	400
<b>TOTAL</b>	<b>\$98,619</b>	<b>\$125,850</b>	<b>\$133,792</b>	<b>\$133,692</b>	<b>\$133,380</b>

**Budget Description**

The Proposed FY 2005 Human Resources Occupational Health budget of \$133,692 represents a 1.5% decrease of \$1,9720 as compared to the Amended FY 2004 budget \$135,662.

Significant changes introduced in the Requested FY 2005 budget include:

- ◆ \$4,186 increase in Salaries reflecting the change of the non-seasonal wage nurse from 25 hours per week to 30 hours per week to accommodate increased service delivery.
- ◆ \$2,012 increase in Benefits reflecting rising retirement contributions, health and dental insurance costs, as well as the end of the holiday for group life insurance premiums.
- ◆ \$1,677 increase due to a projected 3% overall increase in the cost of medical services.

The Amended FY 2004 budget included a \$10,000 carryforward in Professional Services to accommodate billing delays.

The Division requested \$133,792.

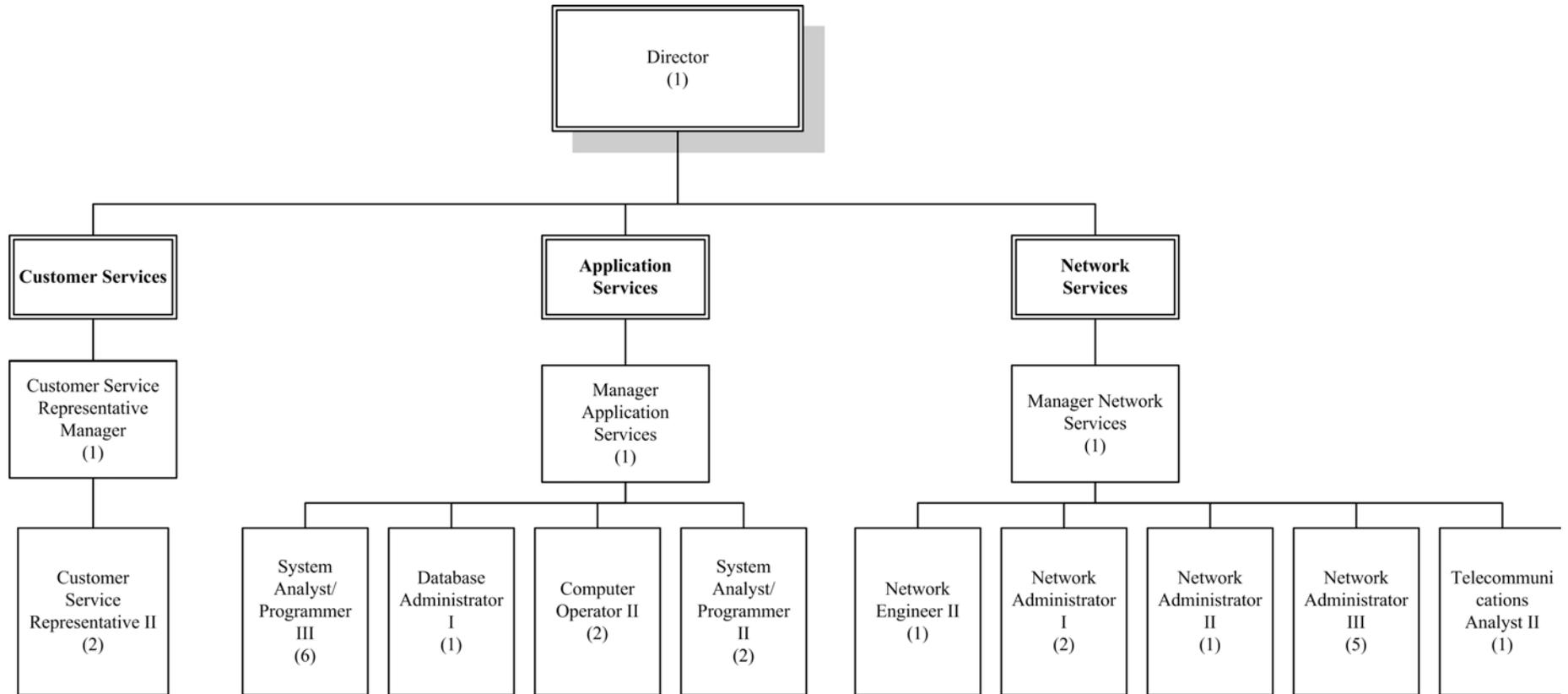
All major items requested were proposed for funding.

The Proposed FY 2005 Human Resources Occupational Health budget was adopted with the following change:

- ◆ \$312 decrease in Employee Benefits reflecting the continuation of the group life insurance premium holiday.



### INFORMATION TECHNOLOGY





**Information Technology.** Comprised of three operating divisions (Administration, Application Services, and Network Services) and two sub-departments (Personal Computer Replacement and I. T. Projects).

	Actual FY 2003	Adopted FY 2004	Department Requested FY 2005	Manager's Proposed FY 2005	Adopted FY 2005
<b>POSITION SUMMARY</b>					
City Funded	23	25	25	28	27
<b>Total FTE Positions</b>	<b>23</b>	<b>25</b>	<b>25</b>	<b>28</b>	<b>27</b>
<b>DEPARTMENTAL SUMMARY</b>					
<i>Salaries</i>	\$1,143,022	\$1,266,800	\$1,390,082	\$1,345,082	\$1,345,082
<i>Employee Benefits</i>	313,995	360,337	453,609	438,400	427,818
<i>Contractual Services</i>					
Software Maintenance Services	92,433	197,825	189,687	163,407	163,407
Communications Maintenance and Repair Services	2,191	10,000	5,000	5,000	5,000
Computer Hardware Maintenance	30,558	37,608	61,386	61,386	61,386
Mechanical Maintenance and Repair Services	30,267	15,758	1,833	1,833	1,833
Legal and Professional Services	405	5,000	25,000	0	0
Printing and Binding Services	0	0	250	250	250
Advertising and Public Relations Services	1,400	900	1,000	1,000	1,000
Software Purchases	18,422	67,500	446,900	38,100	38,100
IT Systems Consulting	57,807	80,000	198,500	54,000	54,000
Onsite Training	24,000	20,700	0	0	0
<i>Internal Services</i>					
Fleet Services Charges	1,153	988	1,073	1,073	1,073
<i>Other Charges</i>					
Forms & Stationery	4,871	175	175	175	175
Office Supplies	16,424	20,900	23,000	23,000	23,000
Books and Publications	1,074	1,000	1,400	1,400	1,400
Subscriptions	0	200	200	200	200
Awards and Recognition	1,007	0	1,000	1,000	1,000
Minor Equipment/Tools/Furniture	112,487	287,000	249,300	244,300	244,300
Communications Parts Maintenance and Repair	1,665	0	0	0	0
Gas/Diesel - Private company	36	0	0	0	0
Utilities	176	0	500	500	500
Mileage Reimbursement	1,840	1,550	2,120	2,120	2,120
Fares	0	4,000	5,000	5,000	5,000
Meals/Lodging	2,842	6,600	7,600	7,600	7,600
Training and Conferences	41,126	45,000	73,500	71,500	71,500
Communications - Telecommunications	67,273	72,000	135,000	135,000	135,000
Cellular Phone Services	4,286	3,546	4,248	4,248	4,248
Pager Services	426	2,767	377	377	377
Communications - Postage and Mailing Service	243	575	775	775	775
Dues and Memberships	2,895	1,650	3,150	3,150	3,150
Courtesies to Guests	27	0	0	0	0
<i>Rental and Leases</i>	2,291	2,400	1,242	1,242	1,242
<i>Capital Outlay</i>	132,224	0	14,800	7,500	7,500
<b>TOTAL</b>	<b>\$2,108,866</b>	<b>\$2,512,779</b>	<b>\$3,297,707</b>	<b>\$2,618,618</b>	<b>\$2,608,036</b>
Less Revenues from Schools Fund	(85,152)	(86,082)	(86,082)	(86,082)	(86,082)
<b>TOTAL CITY COST</b>	<b>\$2,023,714</b>	<b>\$2,426,697</b>	<b>\$3,211,625</b>	<b>\$2,532,536</b>	<b>\$2,521,954</b>



**Information Technology – Administration Division.** Provides management and administration for the department, project management, and coordination with external groups to advance the partnership with Ntelos in the business community.

	Actual FY 2003	Adopted FY 2004	Department Requested FY 2005	Manager's Proposed FY 2005	Adopted FY 2005
<b>POSITION SUMMARY</b>					
City Funded	3	3	3	3	4
<b>Total FTE Positions</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>4</b>
<b>BUDGET SUMMARY</b>					
<i>Salaries</i>	\$178,000	\$180,071	\$178,932	\$178,932	\$234,520
<i>Employee Benefits</i>	47,210	49,273	56,267	56,267	72,269
<i>Contractual Services</i>					
Professional Services	0	5,000	0	0	0
Printing and Binding Services	0	0	250	250	250
Miscellaneous Contractual Services	5,758	500	600	600	600
<i>Other Charges</i>					
Supplies and Materials	2,447	1,525	4,575	4,575	4,575
Travel and Training	8,055	8,400	8,620	8,620	8,620
Communications - Telecommunications	797	250	468	468	468
Communications - Postage and Mailing Service	67	200	225	225	225
Dues and Memberships	400	550	650	650	650
Courtesies to Guests	27	0	0	0	0
<i>Rental and Leases</i>	2,291	2,400	1,242	1,242	1,242
<b>TOTAL</b>	<b>\$245,052</b>	<b>\$248,169</b>	<b>\$251,829</b>	<b>\$251,829</b>	<b>\$323,419</b>

**Budget Description**

The Proposed FY 2005 Information Technology – Administration Division budget of \$251,829 represents an 8.1% decrease of \$22,313 as compared to the Amended FY 2004 budget of \$274,142.

No significant changes were introduced in the Requested FY 2005 budget.

The Division requested \$251,829.

All items requested were proposed for funding.

The Proposed FY 2005 Information Technology – Administration Division budget adopted with the following change:

- ◆ \$71,590 increase in Salaries and Employee Benefits reflecting the restructuring of the Project Manager and Administrative Secretary positions into two Customer Service Representative positions and a Customer Service Representative Manager position.



**Information Technology – Application Services Division.** Provides business process and technical services to the users of the City's computer systems. Services include operational support, system specification and procurement, system management, system customization, programming, training, troubleshooting, and consulting.

	Actual FY 2003	Adopted FY 2004	Department Requested FY 2005	Manager's Proposed FY 2005	Adopted FY 2005
<b>POSITION SUMMARY</b>					
City Funded	12	13	13	13	12
<b>Total FTE Positions</b>	<b>12</b>	<b>13</b>	<b>13</b>	<b>13</b>	<b>12</b>
<b>BUDGET SUMMARY</b>					
<b>Salaries</b>	\$542,280	\$607,923	\$615,772	\$615,772	\$560,184
<b>Employee Benefits</b>	153,307	176,763	204,471	204,471	182,125
<b>Contractual Services</b>					
Software Maintenance Services	57,778	120,825	106,307	106,307	106,307
Computer Hardware Maintenance	30,558	37,608	35,386	35,386	35,386
Mechanical Maintenance and Repair Services	(99)	1,758	1,833	1,833	1,833
Advertising and Public Relations Services	557	500	600	600	600
Software Purchases	2,643	0	3,500	3,500	3,500
IT Systems Consulting	400	16,600	32,000	32,000	32,000
<b>Other Charges</b>					
Forms and Stationery	4,871	100	100	100	100
Office Supplies	13,077	17,350	18,000	18,000	18,000
Books and Publications	162	300	300	300	300
Subscriptions	0	200	200	200	200
Minor Equipment/Tools/Furniture	0	4,300	2,000	2,000	2,000
Utilities	176	0	500	500	500
Travel and Training	12,508	18,250	20,000	20,000	20,000
Communications - Telecommunications	928	1,049	1,020	1,020	1,020
Communications - Postage and Mailing Service	69	150	150	150	150
<b>TOTAL</b>	<b>\$819,215</b>	<b>\$1,003,676</b>	<b>\$1,042,139</b>	<b>\$1,042,139</b>	<b>\$964,205</b>

**Information Technology – Application Services Division Budget Description**

The Proposed FY 2005 Information Technology – Application Services Division budget of \$1,042,139 represents a 4% decrease of \$43,764 as compared to the Amended FY 2004 budget of \$1,085,903.

No significant changes were introduced in the Requested FY 2005 budget.

The Division requested \$1,042,139.

All items requested were proposed for funding.

The Proposed FY 2005 Information Technology – Application Services Division budget was adopted with the following change:

- ◆ \$77,934 decrease in Salaries and Employee Benefits reflecting the elimination of the Computer Operations Supervisor position.



**Information Technology – Network Service Division.** Provides services to engineer and operate the City's local and wide area networks. This includes managing and supporting all of the communications devices and services along with the software required to provide these networks. Other services provided and supported include e-mail, Internet access, remote network access, application-specific server operation, desktop user support, hardware and software standards, and centralized purchasing of the City's personal computers.

	Actual FY 2003	Adopted FY 2004	Department Requested FY 2005	Manager's Proposed FY 2005	Adopted FY 2005
<b>POSITION SUMMARY</b>					
City Funded	8	9	9	11	11
<b>Total FTE Positions</b>	<b>8</b>	<b>9</b>	<b>9</b>	<b>11</b>	<b>11</b>
<b>BUDGET SUMMARY</b>					
<i>Salaries</i>	\$422,742	\$478,806	\$550,378	\$550,378	\$550,378
<i>Employee Benefits</i>	113,478	134,301	177,662	177,662	173,424
<i>Contractual Services</i>					
Software Maintenance Services	34,655	64,800	51,000	51,000	51,000
Communications Maintenance and Repair Services	2,191	10,000	5,000	5,000	5,000
Computer Hardware Maintenance	0	0	26,000	26,000	26,000
Mechanical Maintenance and Repair Services	30,367	14,000	0	0	0
Professional Services	405	0	0	0	0
Advertising and Public Relations Services	843	400	400	400	400
Miscellaneous Contractual Services	9,037	17,000	22,000	22,000	22,000
<i>Internal Services</i>					
Fleet Services Charges	1,153	988	1,073	1,073	1,073
<i>Other Charges</i>					
Office Supplies	2,785	3,000	3,000	3,000	3,000
Books and Publications	603	500	900	900	900
Awards and Recognition	11,177	20,000	15,000	15,000	15,000
Communications Parts Maintenance and Repair	1,665	0	0	0	0
Gas/Diesel - Private Company	36	0	0	0	0
Mileage Reimbursement	342	500	600	600	600
Fares	0	4,000	5,000	5,000	5,000
Meals/Lodging	2,498	6,000	7,000	7,000	7,000
Training and Conference	22,405	20,000	33,000	33,000	33,000
Phone Services	67,273	72,000	135,000	135,000	135,000
Cellular Phone Services	2,774	2,516	3,000	3,000	3,000
Pager Services	121	98	137	137	137
Communications - Postage and Mailing Service	107	225	400	400	400
Dues and Memberships	2,495	1,100	2,500	2,500	2,500
<b>TOTAL</b>	<b>\$729,152</b>	<b>\$850,234</b>	<b>\$1,039,050</b>	<b>\$1,039,050</b>	<b>\$1,034,812</b>
Less Revenues from Schools Fund	(85,152)	(86,082)	(86,082)	(86,082)	(86,082)
<b>TOTAL CITY COST</b>	<b>\$644,000</b>	<b>\$764,152</b>	<b>\$952,968</b>	<b>\$952,968</b>	<b>\$948,730</b>



***Information Technology – Network Services Division Budget Description***

The Proposed FY 2005 Information Technology – Network Services Division budget of \$1,039,050 represents an 8.1% increase of \$77,966 as compared to the Amended FY 2004 budget of \$961,084.

Significant changes introduced in the Requested FY 2005 budget include:

- ◆ Increase in Salaries and Benefits reflecting the transfer of two network administrators from Human Services.
- ◆ Decreased software maintenance expense, due to cost control and vendor management.
- ◆ Decreased Communications Maintenance & Repair expense and Minor Equipment expense, due to the installation of the new telephone system.
- ◆ Increased maintenance expense for network hardware, due to new equipment coming out of warranty.
- ◆ Increased training expense, primarily due to information and network security exposures.
- ◆ Decreased operational telephone expense, as well as budgeting for all static wireline costs for City operations.

The Division requested \$1,039,050.

All items requested were proposed for funding.

The Proposed FY 2005 Information Technology – Network Services Division budget was adopted with the following change:

- ◆ \$4,238 decrease in Employee Benefits reflecting the continuation of the group life insurance premium holiday.



**Information Technology – Personal Computer Replacement Budget.** Provides the funding for annual replacement of the City's standard office desktop computers. Replacements are made every 3 years.

	<b>Actual FY 2003</b>	<b>Adopted FY 2004</b>	<b>Department Requested FY 2005</b>	<b>Manager's Proposed FY 2005</b>	<b>Adopted FY 2005</b>
<b>BUDGET SUMMARY</b>					
<b>Contractual Services</b>					
Minor Equipment/Tools/Furniture	\$95,940	\$226,000	\$226,000	\$226,000	\$226,000
Cellular Phone Services	92	0	0	0	0
<b>Capital Outlay</b>	132,224	0	0	0	0
<b>TOTAL</b>	<b>\$228,256</b>	<b>\$226,000</b>	<b>\$226,000</b>	<b>\$226,000</b>	<b>\$226,000</b>

**Budget Description**

The Proposed FY 2005 Information Technology – Personal Computer Replacement budget of \$226,000 represents no change from the Amended FY 2004 budget.

No changes were introduced in the FY 2005 Requested budget.

The Division requested \$226,000.

All items requested were proposed for funding.

The Proposed FY 2005 Information Technology – Personal Computer Replacement budget was adopted without changes.



**Information Technology – Projects Budget.** This sub-department tracks the budget for specific initiatives for technology needs in other City departments and to advance the City’s Information Technology Strategic Plan.

	Actual FY 2003	Adopted FY 2004	Department Requested FY 2005	Manager's Proposed FY 2005	Adopted FY 2005
<b>POSITION SUMMARY</b>					
City Funded	0	0	1	0	0
<b>Total FTE Positions</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>
<b>BUDGET SUMMARY</b>					
<i>Salaries</i>	\$0	\$0	\$45,000	\$0	\$0
<i>Employee Benefits</i>	0	0	15,209	0	0
<i>Contractual Services</i>					
Software Maintenance Services	0	12,200	32,380	6,100	6,100
Legal Services	0	0	25,000	0	0
Software Purchases	7,491	55,000	425,800	17,000	17,000
IT Systems Consulting	50,900	58,400	161,500	17,000	17,000
Onsite Training	24,000	20,700	0	0	0
Minor Equipment/Tools/Furniture	4,800	36,000	5,000	0	0
Travel and Training	0	0	14,000	12,000	12,000
Communications - Telecommunications	0	2,400	0	0	0
<i>Capital Outlay</i>	0	0	14,800	7,500	7,500
<b>TOTAL</b>	<b>\$87,191</b>	<b>\$184,700</b>	<b>\$738,689</b>	<b>\$59,600</b>	<b>\$59,600</b>

**Budget Description**

The Proposed FY 2005 Information Technology – Projects budget of \$59,600 represents a 75.2% decrease of \$180,700 from the Amended FY 2004 of \$240,300.

Significant changes introduced in the Requested FY 2005 budget include:

- ◆ Imaging System for the Human Services department.
- ◆ RecWare for the Parks & Recreation department.
- ◆ Work Management System for Public Works.
- ◆ \$25,000 for legal assistance in developing a permanent telecommunications franchise and ordinance.
- ◆ \$12,000 in enhancements to the New World Systems Financial System, based on a request from the Financial Services department.
- ◆ \$5,000 is requested to perform minor enhancements & custom reports to the recently-installed TrakIT system, which supports the planning, permitting, inspections, code enforcement, and business licensing processes.

The Division requested \$738,689.

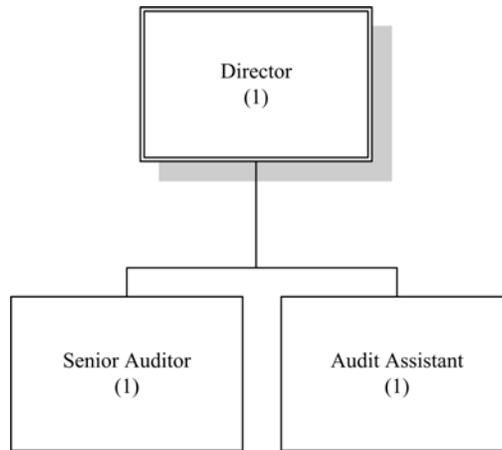
Major items requested not proposed for funding include:

- ◆ \$60,209 decrease in Salaries and Benefits reflecting the elimination of the Systems Analyst position.
- ◆ \$485,880 for the Work Management System.
- ◆ \$25,000 reduction in Legal Services for assistance with telecommunications ordinance and franchise.
- ◆ \$108,000 for the Human Services Imaging project.

The Proposed FY 2005 Information Technology – Projects budget was adopted without changes.



**INTERNAL AUDIT**





**Internal Audit.** Provides objective evaluations of the processes, programs and systems of internal controls within the City of Lynchburg and makes recommendations to improve efficiency and effectiveness of operations.

	Actual FY 2003	Adopted FY 2004	Department Requested FY 2005	Manager's Proposed FY 2005	Adopted FY 2005
<b>POSITION SUMMARY</b>					
City Funded	3	3	3	3	3
<b>Total FTE Positions</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>
<b>BUDGET SUMMARY</b>					
<b>Salaries</b>	\$137,335	\$139,707	\$139,672	\$139,672	\$139,672
<b>Employee Benefits</b>	38,923	40,942	46,727	46,727	45,610
<b>Contractual Services</b>					
Auditing Services	63,756	83,072	83,072	0	0
Printing and Binding Services	1,307	1,600	1,600	0	0
Miscellaneous Contractual Services	412	0	0	0	0
<b>Other Charges</b>					
Supplies and Materials	1,282	1,936	1,936	1,936	1,936
Travel and Training	4,400	6,253	6,253	6,253	6,253
Communications - Telecommunications	699	771	50	50	50
Communications - Postage and Mailing Service	189	450	450	450	450
Dues and Memberships	869	870	870	870	870
<b>TOTAL</b>	<b>\$249,172</b>	<b>\$275,601</b>	<b>\$280,630</b>	<b>\$195,958</b>	<b>\$194,841</b>

**Budget Description**

The Proposed FY 2005 Internal Audit budget of \$195,958 represents 28.7% decrease of \$78,893 as compared to the Amended FY 2004 budget of \$274,851.

Significant changes introduced in the Requested FY 2005 budget include:

- ◆ \$5,029 increase in Benefits increase reflecting rising retirement contributions, health and dental insurance costs, as well as the end of the holiday for group life insurance premiums.
- ◆ \$83,072 decrease in Auditing Services and a \$1,600 decrease in Printing and Binding Services reflecting the reallocation of the compilation and printing of the Comprehensive Annual Financial Report to the Financial Services Department.

The Department requested \$280,630.

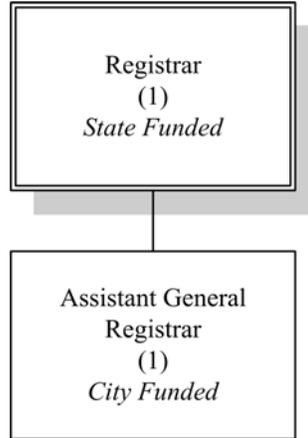
All items requested were proposed for funding.

The Proposed FY 2005 Internal Audit budget was adopted with the following change:

- ◆ \$1,117 decrease in Employee Benefits reflecting the continuation of the group life insurance premium holiday.



**REGISTRAR AND ELECTORAL BOARD**





**Registrar.** A State mandated activity. Appointed by the Electoral Board, the Registrar maintains the active voter list, arranges facilities for voter registration and voting, and conducts elections. The election for President and U.S. House of Representatives is the only election scheduled during Fiscal Year 2005.

	Actual FY 2003	Adopted FY 2004	Department Requested FY 2005	Manager's Proposed FY 2005	Adopted FY 2005
<b>POSITION SUMMARY</b>					
City Funded	1	1	1	1	1
State Funded	1	1	1	1	1
<b>Total FTE Positions</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>
<b>BUDGET SUMMARY</b>					
<i>Salaries</i>	\$90,572	\$84,756	\$87,209	\$87,209	\$87,209
<i>Employee Benefits</i>	23,032	22,854	27,127	27,127	26,529
<i>Contractual Services</i>					
Advertising and Public Relations Services	1,045	500	500	500	500
Miscellaneous Contractual Services	1,836	2,500	1,200	1,200	1,200
<i>Other Charges</i>					
Supplies and Materials	2,400	2,500	2,500	2,500	2,500
Travel and Training	1,161	100	2,800	2,800	2,800
Communications - Telecommunications	459	300	55	55	55
Communications - Postage and Mailing Service	3,773	4,000	4,000	4,000	4,000
Dues and Memberships	50	50	50	50	50
Miscellaneous Other Charges	919	0	0	0	0
<i>Rental and Leases</i>	847	600	600	600	600
<b>TOTAL</b>	<b>\$126,094</b>	<b>\$118,160</b>	<b>\$126,041</b>	<b>\$126,041</b>	<b>\$125,443</b>
Less Revenues from the Commonwealth	(36,443)	(31,521)	(31,521)	(31,521)	(31,521)
<b>TOTAL CITY COST</b>	<b>\$89,651</b>	<b>\$86,639</b>	<b>\$94,520</b>	<b>\$94,520</b>	<b>\$93,922</b>

**Budget Description**

The Proposed FY 2005 Registrar budget of \$126,041 represents a 6.3% increase of \$7,462 as compared to the Amended FY 2004 budget of \$118,579.

Significant changes introduced in the Requested FY 2005 budget include:

- ◆ \$2,500 increase in Training and Conferences.
- ◆ \$1,500 increase in Seasonal Wages to accommodate increased voter registration and particularly absentee ballot activity experienced during each presidential election year. The absentee balloting process is very labor intensive. In 2000, there were almost 1,200 absentee ballots cast in Lynchburg compared to 328 in November 2003.

The Department requested \$126,041.

All items requested were proposed for funding.

The Proposed FY 2005 Registrar budget was adopted with the following change:

- ◆ \$598 decrease in Employee Benefits reflecting the continuation of the group life insurance premium holiday.



**Electoral Board.** Consists of three members appointed by the Circuit Court Judge. Members are appointed for staggered three-year terms and are responsible for overseeing general and primary elections and ensuring the maintenance of the voting machines. The Electoral Board will also canvass the vote following an election to decide the validity of conditional ballots and ascertain the results of the election.

	Actual FY 2003	Adopted FY 2004	Department Requested FY 2005	Manager's Proposed FY 2005	Adopted FY 2005
<b>BUDGET SUMMARY</b>					
<b>Contractual Services</b>					
Maintenance and Repair Services	\$1,524	\$1,500	\$1,500	\$1,500	\$1,500
Miscellaneous Contractual Services	0	32,000	16,000	16,000	16,000
<b>Internal Services</b>					
Information Technology Charges	0	350	0	0	0
<b>Other Charges</b>					
Forms and Stationery	6	1,500	3,800	3,800	3,800
Office Supplies	1,648	500	500	500	500
Minor Equipment/Tools/Furniture	0	400	72,400	0	0
Travel and Training	1,463	550	2,700	2,700	2,700
Communications - Telecommunications	10	800	625	625	625
Communications - Postage and Mailing Service	275	1,000	1,000	1,000	1,000
Dues and Memberships	25	50	50	50	50
Miscellaneous Other Charges	25,031	9,696	9,914	9,914	9,914
<b>TOTAL</b>	<b>\$29,982</b>	<b>\$48,346</b>	<b>\$108,489</b>	<b>\$36,089</b>	<b>\$36,089</b>
Less Revenues from the Commonwealth	(10,279)	(8,921)	(8,921)	(8,921)	(8,921)
<b>TOTAL CITY COST</b>	<b>\$19,703</b>	<b>\$39,425</b>	<b>\$99,568</b>	<b>\$27,168</b>	<b>\$27,168</b>

**Budget Description**

The Proposed FY 2005 Electoral Board budget of \$36,089 represents a 49.9% decrease of \$35,914 as compared to the Amended FY 2004 budget of \$72,003.

Significant changes introduced in the Requested FY 2005 budget include:

- ◆ \$72,400 increase to comply with the Help America Vote Act 2002 provisions regarding voting machine accessibility for the handicapped. Lynchburg must have in place by January, 2006 one Direct Recording Equipment type voting machine in each of 18 precincts. It is estimated that \$4,000 per precinct will be needed to purchase this equipment and necessary peripherals, with most of that reimbursed if the promised federal funding is received by the State.
- ◆ A \$16,000 decrease in election officials' pay reflecting only one election in the fiscal year.

The Department requested \$108,489.

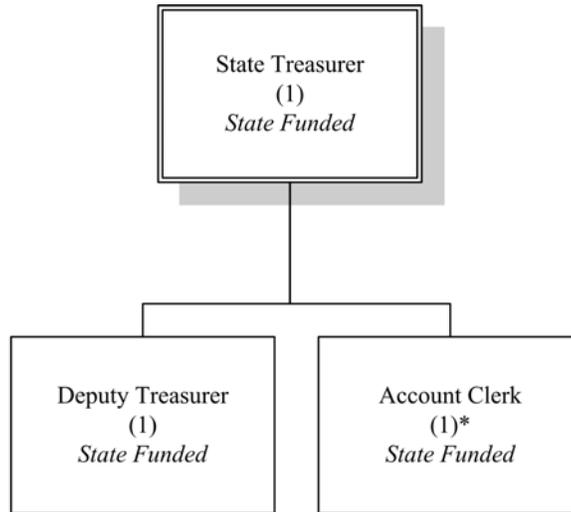
Major items requested not proposed for funding include:

- ◆ \$72,400 reduction for a Direct Recording Equipment type voting machine; funding deferred until FY 2006 to comply with Federal regulations.

The Proposed FY 2005 Electoral Board budget was adopted without changes.



**STATE TREASURER**



\* Funding for this position deferred in FY 2004 and FY 2005.



**State Treasurer.** A State Constitutional Office, housed by the City, elected by City residents, the State Treasurer pays jurors and collects State income tax, estimated State income tax, capital tax, and State license fees as well as issues State cigarette stamps.

	Actual FY 2003	Adopted FY 2004	Department Requested FY 2005	Manager's Proposed FY 2005	Adopted FY 2005
<b>POSITION SUMMARY</b>					
State Funded	3	3	3	3	3
<b>Total FTE Positions</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>
<b>BUDGET SUMMARY</b>					
<i>Salaries</i>	\$87,563	\$92,950	\$87,245	\$87,245	\$89,337
<i>Employee Benefits</i>	25,631	26,142	28,153	28,153	28,643
<i>Other Charges</i>					
Supplies and Materials	519	1,000	1,500	1,500	1,500
Travel and Training	68	150	0	0	0
Communications - Telecommunications	334	295	200	200	200
Communications - Postage and Mailing Service	435	400	800	800	800
Dues and Memberships	0	175	0	0	0
<i>Rental and Leases</i>	9,786	0	0	0	0
<b>TOTAL</b>	<b>\$124,336</b>	<b>\$121,112</b>	<b>\$117,898</b>	<b>\$117,898</b>	<b>\$120,480</b>
Less Revenues from the Commonwealth	(96,734)	(100,569)	(100,569)	(100,569)	(98,400)
<b>TOTAL CITY COST</b>	<b>\$27,602</b>	<b>\$20,543</b>	<b>\$17,329</b>	<b>\$17,329</b>	<b>\$22,080</b>

**Budget Description**

The Proposed FY 2005 State Treasurer budget of \$117,898 represents a 4.9% decrease of \$6,186 as compared to the Amended FY 2004 budget of \$124,084.

Significant changes introduced in the Requested FY 2005 budget include:

- ◆ \$4,590 increased in Benefits reflecting rising retirement contributions, health and dental insurance costs, as well as the end of the holiday for group life insurance premiums.

The Department requested \$117,898.

All items requested were proposed for funding.

The Proposed FY 2005 State Treasurer budget was adopted with the following change:

- ◆ \$2,582 increase in Salaries and Benefits reflecting a 2% State funded salary increase.



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