



2007 – 2008 Proposed Budget --- Budget Summary

General Fund – Administration & Finance

2007 – 2008 Administration & Finance Budget Highlights

Technical Services Accountant ---

Part-time position transitions to full-time for one year during the implementation of the new Enterprise Resource (ERP) Planning financial system, as Laurie LeCours is serving as the Finance Project Manager.



Extra Help – Finance, Accounts Payable, and ERP

Implementation --- Significant increase of hours to help “back-fill” Finance Department accountant’s time as they work to implement the City’s ERP software, Logos.net by New World Systems.

Municipal Court Administrative Specialist I and II – Finance,

With the reconfiguration of the departments remaining in City Hall – Administration, Finance, and Municipal Court - allocations of Municipal Court personnel support removed from Administration and Finance.

Administrative Specialist I – With a resignation during 2006 - 2007, the legal secretary position was replaced with an Administrative Specialist to assist Administration.

Overtime - Finance – Again with the ERP Logos.net implementation, a \$7,500 increase in overtime is anticipated.

Holiday Lighting --- ~\$3,000 increased City contribution participation in the Community Holiday Light Replacement Program.

Repairs & Maintenance – Rental Property --- Anticipated \$25,000 building improvement costs for the Chamber of Commerce building which is presently undergoing an interior space planning study that will address building improvements needed and how to better utilize internal space. The City will fund the building improvements and the Chamber of Commerce will fund interior space tenant improvements.

Economic Development --- Continuance of the \$35,000 partnership contribution with McMinnville Water & Light Department to support the McMinnville Economic Development Partnership.



City Council Economic Development Goal

Professional Services - Community Outreach --- \$25,000 budgeted to continue the City Council’s public communication efforts which originally began in 2005 - 2006 with the Community Choices Project evolving into neighborhood City Council Meetings during 2006 – 2007 and publishing the 2006 Annual Report in 2007.

McMinnville Downtown Association --- \$3,000 budgeted increase raising MDA support to \$15,000. First increase in MDA support since 1998 - 1999.



M&S Equipment --- Additional dollars for miscellaneous furniture purchases with the reconfiguration of City Hall. Administration, Finance, and Municipal Court are presently working with a furniture consultant and an architect to develop furniture and equipment needs.

2007 – 2008 Proposed Budget --- Budget Summary General Fund – Administration & Finance

2007 – 2008 Administration & Finance Budget Highlights – Continued

Building Improvements --- Additional City Hall improvement dollars. Presently an architect is working with the City Manager, City Attorney, and the Finance Director to develop plans for a small remodel project to be placed out for bids. The remodeling will take place in at least three phases. First, the new Finance Department, previously Engineering and Building work areas; second, Municipal Court, presently Municipal Court and Finance work areas; and last City Hall upstairs, previously Administration and Planning work areas. The remodel will re-establish a combination Mayor's Office and upstairs Conference Room.



- Mayor's Office re-established
- Finance moving to Engineering and Building Areas.
- Judge Office established and City Prosecutor's Office re-established.

Full-Time Equivalents

	<u>2006 - 2007</u>	<u>Change</u>	<u>2007 - 2008</u>
FTE Adopted Budget	10.20		
Changes during 2006 - 2007			
Tech Services Accountant	+ 0.10		
Senior Accountant	+ 0.25		
Accountant I	+ 1.00		
A/R Billing Coordinator - FD	+ 0.05		
A/R Billing Specialist - FD	- 0.25		
Administrative Specialist I	+ 0.40		
Office Specialist II - MC	- 0.02		
Extra Help - Legal Secretary	- 0.48		
Extra Help - Accounts Payable	+ 0.15		
Extra Help - ERP	+ 0.75		
Extra Help - Finance	+ 0.06		
Total Changes 2006 - 2007	+ 2.01		
FTE April 2007	12.21		
Changes in 2007 - 2008			
Administrative Specialist II	- 0.05		
FTE Proposed Budget	- 0.05		12.16

Short- and Long-Term Issues

City Manager's Office

Short-Term Issues --- Addressed by 2007 – 2008 Proposed Budget

Long-Term Issues

- The ability to finance growing operational and capital needs, with relatively flat revenues.
- Filling key managerial positions due to retirements.

2007 – 2008 Proposed Budget --- Budget Summary

General Fund – Administration & Finance

City Attorney's Office

Short-Term Issues --- Addressed by 2007 – 2008 Proposed Budget.

Long-Term Issues

- Update the City of McMinnville Municipal Code.
- Ability to provide timely legal advice and timely legal representation for the Mayor, City Council, City Manager, Department Heads, and City employees.

Finance Department

Short-Term Issues

- Addressed by 2007 – 2008 Proposed Budget.

Long-Term Issues

- Future additional ERP financial and human resource system development:
 - Employee portal modules
 - Time and attendance modules
 - Work order module
 - eCommerce functionality
 - Employee event tracker – further development of human resources functionality

Core Services

City Manager's Office



- Provides leadership and support to City government operations and the City Council.
- Coordinates the accomplishment of City Council goals.
- Provides information, support, and advice to the Mayor.
- and City Council.

- Represents the City, Mayor, and Council before various public and private groups.
- Responds to citizen requests and complaints on behalf of the Mayor and City Council.
- Coordinates City human resources.

City Attorney's Office



- Provides legal advice to the Mayor, City Council, City Manager, Department Heads, and City employees concerning City business.
- Provides representation of the City in court proceedings, administrative matters, and other forums.
- Drafts City's legal documents and reviews all legal documents submitted to the City.
- Manages the City's Municipal Court.

Finance Department



- Provides accurate accounting services for the City's financial operations.
- Prepares accurate financial reporting documents of City financial operations.
- Coordinates the annual City audit and maintains "clean" audit opinions.
- Coordinates the preparation of the City's annual budgets.
- Provides financial management services to the City including cash and investment management, grant accounting, and insurance administration.
- Coordinates the City current debt payments, debt compliance, and new debt issuances.



General Fund – Admin. & Finance --- Historical Highlights

1876 McMinnville incorporates as a town on October 20, 1876 with a Board of Trustees.

1882 McMinnville incorporates as a city with a Mayor and City Council.

1965 Joe Dancer appointed City Administrator.

1971 City Attorney position established and E. Clifton Ross appointed.

1983 Finance Department transitions City accounting system to mainframe computer using Group 4 software.

1984 Edward J. Gormley elected Mayor.



1986 March 1986, City Accountant Carole Benedict appointed City Recorder/Treasurer and continues as Finance Director/City Recorder.

1986 May 1986, Kent Taylor appointed City Manager and continues to hold the position.

1987 Coopers & Lybrand appointed City financial auditor.

1988 Finance Department purchases first PC which is shared and primarily used for budget preparation.

1992 City acquires parking lot at NE corner of First and Cows for joint development with Presbyterian Church.

1992 Downtown Historic Street Light Project implemented in City-owned parking lots.

1994 City Hall and Police Department undergo major remodels with City Council Chambers removed.

1995 Civic Center Master Plan developed.

1995 Talbot, Korvola & Warwick appointed City financial auditor.

1995 City purchases Home Laundry site at NE corner of Second and Cows.

1997 YCOM beings contracting with City Finance Department for accounting, budgeting, financial reporting, and insurance administration.

1997 City Attorney Ross retires and City contracts for attorney support.

1997 Grant Thornton LLP appointed City financial auditor.

1997 Donna Fowler, dba Human Resource Options, becomes City's first human resource consultant.

1999 The City Attorney position was restored to full-time and Candace Haines appointed.

2003 Governmental Accounting Standard Board Statement # 34 implemented in City's June 30, 2003 Comprehensive Annual Financial Report. GASB #34 is major revision of governmental generally accepted accounting principles (GAAP).

2003 Property lien searches available via Internet.

2005 Legal Secretary, .48 FTE, hired to assist City Attorney.

General Fund – Admin. & Finance --- Historical Highlights

2005 Talbot, Korvola, & Warwick LLP appointed City financial auditor.

2005 City Council undertakes new community outreach project - Community Choices



2005 In the spring of 2005, City Finance Department begins to gear up for Enterprise Resource Planning (ERP) financial software selection process.



~4,300 Payroll checks written in 2006.

2006 In February, City Finance Department issues Request for Proposal for ERP System; and after conducting several rounds of demos and site visits, recommends New World System's Logos.net ERP product to City Council.



~5,600 Accounts Payable checks written in 2006.

ADMINISTRATION & FINANCE

01 05

2007-08

11-Jul-07

ACTUAL 2004-05	ACTUAL 2005-06	BUDGET 2006-07		NUMBER OF EMPLOYEES	PROPOSED 2007-08	APPROVED 2007-08	ADOPTED 2007-08
-------------------	-------------------	-------------------	--	------------------------	---------------------	---------------------	--------------------

REQUIREMENTS

PERSONAL SERVICES

106,096	109,089	112,868	80211-00	CITY MANAGER	1.00	121,571	121,571	121,571
			Kent Taylor					
79,466	81,616	84,204	80221-00	CITY ATTORNEY	0.90	90,756	90,756	90,756
			Candace Haines:					
			90% Administration & Finance					
			10% Municipal Court					
85,891	88,874	91,773	80223-00	FINANCE DIRECTOR/CITY RECORDER	1.00	98,778	98,778	98,769
			Carole Benedict					
32,649	52,053	54,063	80291-00	TECHNICAL SERVICES ACCOUNTANT	1.00	61,682	61,682	61,682
			Laurie LeCours					
			Budget Note: The Technical Services Accountant's hours are increased in the Proposed Budget from 36 hours per week to 40 hours per week making her for one year a full-time City employee. Increase due to the implementation of the City's new Enterprise Resource Planning (ERP) financial software, serving as the technical Project Manager along with continuing to coordinate the drafting of the City's Comprehensive Annual Financial Report.					
45,582	45,989	73,942	80301-00	SENIOR ACCOUNTANT	1.75	88,595	88,595	88,595
			Ronda Gretzon - full-time					
			Crystal Wooldridge - 20 to 30 hours per week					
40,476	44,134	42,556	80321-00	ACCOUNTANT II	1.00	45,891	45,891	45,891
			Katherine Smith					
35,670	38,907	0	80347-00	ACCOUNTANT I	1.00	44,954	44,954	44,954
			Tammy Paola					
0	0	0	80350-00	ACCOUNTS RECEIVABLE - EMS	0.00	0	0	0
28,614	32,424	33,493	80350-09	A/R BILLING COORDINATOR - FD	0.80	36,691	36,691	36,691
			Debbie Palacios - 32 hours per week --- EMS and Fire Fees billing					
			Budget Note: Total salary and fringe benefit cost of the A/R Billing Coordinator received through Transfer From Ambulance Fund - Administration and Finance, Account #01-00-60186-01.					
37,404	39,360	40,458	80350-11	A/R BILLING SPECIALIST - FD	0.75	25,646	25,646	25,646
			Julie Pratt - 30 hours per week --- EMS and Fire Fees billing					
			Budget Note: Total salary and fringe benefit cost of the A/R Billing Specialist received through Transfer From Ambulance Fund - Administration and Finance, Account #01-00-60186-01.					

ADMINISTRATION & FINANCE

01 05

2007-08

11-Jul-07

ACTUAL 2004-05	ACTUAL 2005-06	BUDGET 2006-07		NUMBER OF EMPLOYEES	PROPOSED 2007-08	APPROVED 2007-08	ADOPTED 2007-08
45,336	47,075	49,442	80351-00 ADMIN ASST/HR TECH Rose Lorenzen	1.00	50,759	50,759	50,754
1,298	1,547	1,669	80357-00 ADMINISTRATIVE SPECIALIST II Budget Note: With the physical separation of Finance and Municipal Court, allocation of Municipal Court staff time to Administration and Finance has been eliminated.	0.00	0	0	0
3,962	0	0	80369-00 ADMINISTRATIVE SPECIALIST I Pam Stratton - 16 hours per week --- Administration support	0.40	13,613	13,613	13,877
778	643	649	80371-00 OFFICE SPECIALIST II - MC Budget Note: With the physical separation of Finance and Municipal Court, allocation of Municipal Court staff time to Administration and Finance has been eliminated.	0.00	0	0	0
0	0	0	80385-00 EXTRA HELP:	0.00	0	0	0
0	10,238	18,327	80385-31 EH - LEGAL SECRETARY	0.00	0	0	0
2,944	530	0	80385-35 EH - FINANCE High school student assistance with routine tasks such as filing, budget document collation, 1099 mailing, W-2 envelope stuffing, etc. due to accountants' increased workload due to ERP Project.	0.06	1,000	1,000	1,000
0	24,667	20,992	80385-41 EH - ACCOUNTS PAYABLE Jodi McCune - 30 hrs per week	0.75	26,957	26,957	26,957
0	0	0	80385-51 EH - ERP IMPLEMENTATION Julie Orth - 30 hrs per week Increased Extra Help hours to help "back fill" accountants' time for increased workload which will result from planning for the City's new accounting financial system. Julie will assist on the ERP Project and on the City's year-end financial statement (CAFR) preparation.	0.75	29,718	29,718	29,718
1,191	1,083	1,841	80386-00 EMPLOYEE RECOGNITION Outstanding Public Service (OPS) Awards: 1,300 Monthly OPS Awards at \$100 net per month 541 Yearly OPS Award at \$500 net	0.00	1,841	1,841	1,841
0	0	0	80386-50 OVERTIME:	0.00	0	0	0
5,016	5,071	5,000	80386-51 OT - ADMINISTRATION	0.00	6,000	6,000	6,000
1,335	737	2,500	80386-53 OT - FINANCE	0.00	10,000	10,000	10,000
0	0	0	80387-00 AUTO ALLOWANCE City Manager's \$750 per month automobile allowance.	0.00	0	0	6,600
0	0	0	80388-99 FRINGE BENEFITS:	0.00	0	0	0
39,492	45,207	48,485	80389-00 FICA	0.00	57,716	57,716	58,241
105,619	144,503	153,313	80390-00 PERS - OPSRP - IAP	0.00	173,292	173,292	174,867
43,264	45,278	67,211	80391-00 MEDICAL INSURANCE	0.00	65,382	65,382	67,218

ADMINISTRATION & FINANCE

01 05

2007-08

11-Jul-07

ACTUAL 2004-05	ACTUAL 2005-06	BUDGET 2006-07			NUMBER OF EMPLOYEES	PROPOSED 2007-08	APPROVED 2007-08	ADOPTED 2007-08
698	687	686	80392-00	LIFE INSURANCE	0.00	779	779	779
1,603	2,124	1,842	80393-00	WORKERS' COMPENSATION INS	0.00	2,095	2,095	2,111
			In addition to covering regular and part-time staff, this line-item includes ~\$100 of workers' compensation coverage for City Council and board volunteers.					
0	394	1,000	80394-00	UNEMPLOYMENT	0.00	500	500	500
2,843	2,991	3,332	80395-00	DISABILITY INSURANCE	0.00	4,024	4,024	4,025
747,227	865,221	909,646	TOTAL PERSONAL SERVICES		12.16	1,058,240	1,058,240	1,069,043

MATERIALS & SERVICES

5,670	9,123	7,500	80405-00	OFFICE EXPENSE:	0.00	7,500	7,500	7,500
2,706	4,213	5,500	80405-11	OE - POSTAGE	0.00	5,500	5,500	5,500
8,317	11,610	8,000	80411-00	PUBLIC NOTICES & PRINTING	0.00	9,000	9,000	9,000
			2,000 Public notices - miscellaneous 4,000 2007-2008 Proposed Budget Notebooks 3,000 News Register 2007-2008 Approved Budget Financial Summary publication					
156	62	200	80418-00	SAFETY TRAINING/OSHA	0.00	200	200	200
			City-wide Safety Committee operations, City Hall Safety Committee operations, and Administrative and Finance Department employee safety training and supplies needed for OSHA compliance.					
1,911	1,334	1,000	80420-00	EMPLOYEE DEVELOPMENT	0.00	1,100	1,100	1,100
			"In-house" presentations, seminars, and workshops providing continuing development for City employees.					
15,011	15,372	15,000	80421-00	TRAVEL & EDUCATION	0.00	15,000	15,000	15,000
			Professional association conferences, seminars, and workshops including travel and meal costs, professional memberships, dues, subscriptions, professional reference materials for the City Manager, City Attorney (JD), Finance Director (CPA), and the Administration and Finance Department staffs.					
226	392	500	80431-00	GAS - OIL - GREASE	0.00	500	500	500
6,609	7,080	7,500	80441-00	HVAC & LIGHTS	0.00	7,750	7,750	7,750
1,531	10,084	6,800	80441-03	HOLIDAY LIGHTING	0.00	9,500	9,500	14,500
			City contribution to community-wide Holiday Lighting Program, a public/private partnership. Also, includes \$5,000 of three-year commitment for the Holiday Lighting Upgrade Project.					
5,931	7,104	6,500	80451-00	TELECOMMUNICATIONS	0.00	8,800	8,800	8,800
0	0	0	80471-00	REPAIRS & MAINTENANCE:	0.00	0	0	0

ADMINISTRATION & FINANCE

01 05

2007-08

11-Jul-07

ACTUAL 2004-05	ACTUAL 2005-06	BUDGET 2006-07		NUMBER OF EMPLOYEES	PROPOSED 2007-08	APPROVED 2007-08	ADOPTED 2007-08
9,447	15,037	12,000	80471-11 REPAIRS - CITY HALL	0.00	12,000	12,000	20,000
			8,000 HVAC replacement - upstairs				
			6,375 Roof repairs - flat roof over Conference Room and back Municipal Court area				
			1,000 HVAC repairs				
			1,000 Plumbing repairs				
			1,000 Boiler inspection and repairs				
			2,625 Miscellaneous repairs				
240	70	500	80471-21 REPAIRS - EQUIPMENT	0.00	500	500	500
9,820	2,432	2,500	80491-00 MAINTENANCE - BLDG & GROUNDS	0.00	3,750	3,750	3,750
			Monitoring alarm service, carpet cleaning, planting materials, exterior painting, exterior pressure washing, gutter cleaning, pest control, and miscellaneous building maintenance costs.				
10,757	8,733	9,000	80493-00 R&M - RENTAL PROPERTY	0.00	30,000	30,000	30,000
			5,000 Routine general repairs and maintenance, including insurance coverage, at City owned Chamber of Commerce and Cornerstone Express buildings				
			25,000 City share of Chamber of Commerce building improvements needed to update the building.				
			Budget Note: The Chamber of Commerce, with the help of an architect, is developing proposals to update the building and to better utilize the interior space. The building related costs will be funded by the City, as the building owner, and the Chamber of Commerce will fund tenant specific improvements.				
7,000	6,900	7,100	80511-00 INSURANCE-PROPERTY & LIABILITY	0.00	6,200	6,200	6,200
18,650	20,054	18,000	80541-00 MAYOR/CITY COUNCIL EXPENSES	0.00	20,000	20,000	20,000
			Mayor and City Council activities which include the following: City Council dinner meetings, League of Oregon Cities participation, annual goal setting session, and other miscellaneous expenses related to Mayor and City Council activities and responsibilities.				
2,233	21	1,500	80543-00 OFFICE SUPPLY INVENTORY	0.00	1,500	1,500	1,500
			Inventoriable supplies; e.g., letterhead stationery, letterhead envelopes, etc. which are charged to departments or funds as supplies are requested for use.				
0	0	0	80545-00 DOWNTOWN PUBLIC ART PROGRAM	0.00	0	0	10,000
10,000	750	35,000	80561-00 ECONOMIC DEVELOPMENT	0.00	35,000	35,000	35,000
			From the Community Choices Project, the City Council established a 2006 goal to enhance the City's support of the McMinnville Economic Development Partnership. McMinnville Water & Light Department also supports the partnership. A full-time staff position, Jody Christensen, was employed the fall of 2006.				
15,548	16,129	16,800	80601-00 CITY MEMBERSHIPS	0.00	17,800	17,800	17,800
			8,650 League of Oregon Cities - City 1/2 (Water & Light Department pays 1/2)				
			6,700 Mid-Willamette Valley Council of Governments - City 1/2 (Water & Light Department pays 1/2)				
			1,400 Local Government Personnel Institute				
			750 Chamber of Commerce				
			300 Yamhill Valley Visitors Association				

ADMINISTRATION & FINANCE

01 05

2007-08

11-Jul-07

ACTUAL 2004-05	ACTUAL 2005-06	BUDGET 2006-07		NUMBER OF EMPLOYEES	PROPOSED 2007-08	APPROVED 2007-08	ADOPTED 2007-08
7,324	6,621	7,000	80609-00 JANITORIAL SERVICES & SUPPLIES	0.00	6,750	6,750	6,750
			5,600 City Hall janitorial services contract				
			1,150 Janitorial and restroom supplies				
5,270	5,264	15,000	80611-00 PROFESSIONAL SERVICES:	0.00	16,000	16,000	16,000
			6,100 Audit fee allocation				
			5,050 Miscellaneous				
			4,500 Exempt employee compensation study				
			350 Section 125 employee accounts administration fee				
4,083	3,375	5,000	80611-01 PS - LEGAL RESEARCH	0.00	5,000	5,000	5,000
			Computerized legal research and legal reference books for the City Attorney.				
8,224	7,696	7,200	80611-03 PS - NET ASSETS	0.00	6,400	6,400	6,400
			Internet City lien search functionality allows title companies to check any city property for outstanding liens through the internet. Title companies are billed monthly, \$25 per lien search and the City pays the software company \$8 per lien search.				
21	0	1,800	80611-05 PS - HUMAN RESOURCES	0.00	0	0	0
18,544	0	0	80611-13 PS - COMMUNITY DEVELOP CTR	0.00	0	0	0
0	64,027	50,000	80611-15 PS - COMMUNITY OUTREACH	0.00	25,000	25,000	25,000
			Expanding the City's public communication efforts, following up on the 2005-2006 Community Choices Project and 2006-2007 neighborhood City Council meetings and 2006 Annual Report.				
8,843	8,570	9,890	80612-00 COMPUTER SERVICES - IS FUND	0.00	12,831	12,831	12,831
			Shared network services cost - Network and PC support agreements, licenses, financial systems, internet connection etc.				
3,040	7,520	8,500	80614-00 COMMUNITY SERVICES:	0.00	8,500	8,500	8,500
			5,000 Yamhill County Mediators				
			2,000 Jaycees - 4th of July Fireworks				
			1,000 Thugs Off Drugs - rent				
			500 Miscellaneous				
12,000	12,000	12,000	80615-00 MCMINNVILLE DOWNTOWN ASSOC	0.00	15,000	15,000	15,000
			City's contribution to the McMinnaville Downtown Association in-lieu of a Downtown Economic Improvement District assessment. First increase proposed since 1998-1999 when the City's support was raised from \$9,000 per year to \$12,000 per year.				
27,550	25,000	25,000	80625-00 YCAP TRANSPORTATION - YAMCO	0.00	25,000	25,000	25,000
			YAMCO transportation program support.				
2,928	2,862	3,000	80631-00 MAINTENANCE & RENTAL CONTRACTS	0.00	3,000	3,000	3,000
			2,450 Postage machine rental, including maintenance and accessories				
			550 HVAC system maintenance agreement				

ADMINISTRATION & FINANCE

01 05

2007-08

11-Jul-07

ACTUAL 2004-05	ACTUAL 2005-06	BUDGET 2006-07		NUMBER OF EMPLOYEES	PROPOSED 2007-08	APPROVED 2007-08	ADOPTED 2007-08
9,000	5,000	5,000	80631-01 M&R CONTRACT - W&L FIBER NET	0.00	3,000	3,000	3,000
			Fiberoptic Cable/Telecom System jointly owned with McMinnville Water & Light: 3,000 Routine maintenance fee - McMinnville Water & Light Department				
6,600	6,600	6,600	80653-00 AUTO ALLOWANCE	0.00	6,600	6,600	0
152	144	250	80665-00 CREDIT CARD FEES	0.00	250	250	250
			Credit card fees for City Hall collections.				
0	0	0	80680-00 M&S ASSETS:	0.00	0	0	0
			Budget Note: Materials & supplies asset purchases, with values under \$4,999 and more than one-year useful life.				
2,406	4,231	15,000	80681-00 M&S EQUIPMENT	0.00	25,000	25,000	35,000
			30,000 Miscellaneous furniture needed due to City Hall department shift				
			5,000 Finance Department financial report storage change - shift away from 11" x 17" green bar reports to 8 1/2" x 11" paper reports				
15,027	12,971	12,635	80683-00 M&S COMPUTERS - IS FUND	0.00	13,522	13,522	13,522
			10,200 Department Computer Equipment				
			3,400 Replacement computers - 2				
			2,000 Color laser printer, necessary after Community Development move				
			2,100 Dual Monitors - 6, for new Financial System				
			100 Laptop memory upgrade				
			2,600 Genicom maintenance				
			3,322 M&S Equipment - IS Department Hardware and Software				
262,775	308,381	344,775	TOTAL MATERIALS & SERVICES	0.00	363,453	363,453	389,853
<u>CAPITAL OUTLAY</u>							
13,775	0	0	80701-00 EQUIPMENT	0.00	0	0	0
0	0	0	80704-00 EQUIPMENT COMPUTER - IS FUND	0.00	0	0	0
0	0	0	80731-00 VEHICLES	0.00	0	0	0
0	0	0	80751-00 LAND ACQUISITION	0.00	0	0	0
0	0	25,000	80771-00 BUILDING IMPROVEMENTS	0.00	25,000	25,000	50,000
			Unspecified City Hall building configuration changes needed as a result of the Finance Department move to the present Engineering & Building areas, Municipal Court reconfiguration with Judge and City Prosecutor offices, and re-establishment of a Mayor's Office at City Hall.				
0	0	0	80773-00 LAND IMPROVEMENTS	0.00	0	0	0
13,775	0	25,000	TOTAL CAPITAL OUTLAY	0.00	25,000	25,000	50,000
1,023,777	1,173,602	1,279,421	TOTAL REQUIREMENTS	12.16	1,446,693	1,446,693	1,508,896