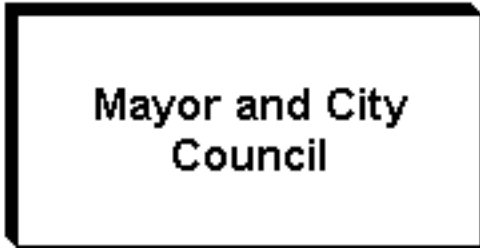


Organizational Chart

Mayor and City Council

FY 2004-2005



Mayor and City
Council

SUMMARY OF EXPENDITURES

DEPARTMENT: MANAGERIAL
 DIVISION OR ACTIVITY: MAYOR & COUNCIL

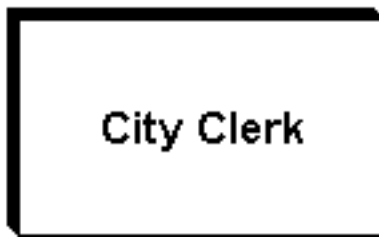
ACTIVITY NO.: 1

ACCT. NO.	ACCOUNT TITLE	2002-2003 ACTUAL EXPENDITURES	2003-2004 ADOPTED BUDGET	2003-2004 EXPENDITURES ESTIMATE	2004-2005 ADOPTED BUDGET
PERSONAL SERVICES					
105	MAYOR & COUNCIL SALARIES	33,495	33,600	33,600	33,600
111	F.I.C.A.	2,570	2,571	2,571	2,571
		\$36,065	\$36,171	\$36,171	\$36,171
MATERIALS AND SUPPLIES					
201	SUPPLIES, TOOLS, EQUIP	486	600	600	600
204	PETROLEUM PRODUCTS	518	500	500	616
211	REPAIR AND MAINTENANCE	83	150	150	150
214	MAINT MATERL-MOTIVE EQUIP	0	250	250	250
		\$1,087	\$1,500	\$1,500	\$1,616
OTHER SERVICES & CHARGES					
221	RENTAL, PUBL, PRINTING	1,056	1,400	1,400	1,400
231	PROF & TECHNICAL SERVICE	50,000	5,000	5,000	5,000
241	TELEPHONE & POSTAGE	1,054	2,000	2,000	2,000
251	INSURANCE	0	125	125	125
264	DUES & MEMBERSHIPS	53,064	56,500	56,500	56,500
265	TRAINING AND TRAVEL	1,161	13,974	13,974	14,539
279	OTHER EXPENSES	3,208	5,250	5,250	5,250
		\$109,543	\$84,249	\$84,249	\$84,814
CAPITAL OUTLAY					
312	MACHINERY & EQUIPMENT	0	0	0	0
		\$0	\$0	\$0	\$0
	DIVISION TOTALS	\$146,695	\$121,920	\$121,920	\$122,601

Organizational Chart

City Clerk

FY 2004-2005



MANAGERIAL

DIVISION: CITY CLERK

ACTIVITY NO: 02

FUNCTION

THE CITY CHARTER ESTABLISHES THE CITY CLERK AS CLERICAL OFFICER OF THE COUNCIL AND CUSTODIAN OF OFFICIAL DOCUMENTS. DEPARTMENT RESPONSIBILITIES INCLUDE: ADMINISTRATOR OPEN MEETING ACT; ARCHIVE AND CERTIFY OFFICIAL DOCUMENTS; PREPARE COUNCIL AGENDAS AND MINUTES; STAMP AND DISTRIBUTE ALL WARRANTS (CHECKS); RECEIVE BIDS, APPEALS, TORT CLAIMS, LAWSUITS; ISSUE HIGHLAND CEMETERY DEEDS; CITY-WIDE INCOMING/OUTGOING MAIL; MAINTAIN WEB SITE FOR PUBLIC INFORMATION; MAINTAIN MASTER MEMBERSHIP LIST FOR BOARDS AND TRUSTS AND PROVIDE CLERICAL SUPPORT; TYPE, FILE, TRACK AND RELEASE LIENS AND RELEASES ON PRIVATE PROPERTY WHERE A NUISANCE HAS BEEN ABATED BY CITY.

COMMENTS

ACCOUNT 221, RENTALS, PUBLICATIONS AND PRINTING, INCLUDES PRINTING THE COUNCIL AGENDA AND RENTAL OF POSTAGE METER. ACCOUNT 272, ELECTION EXPENSE, PROVIDES FUNDING FOR CITY ELECTIONS.

PERSONNEL

CLASSIFICATION	SALARY	02/03	03/04	04/05
	BI-WKLY			
CITY CLERK	0000	1	1	1
DEPUTY CITY CLERK	GE09	2	2	1
SENIOR SECRETARY	GE06	<u>0</u>	<u>0</u>	<u>1</u>
TOTAL		<u>3</u>	<u>3</u>	<u>3</u>

CAPITAL OUTLAY

ACCT NO.	ITEM	A/R	QTY	BUDGET AMOUNT

FUNDING SOURCE

CLASSIFICATION	ADOPTED	GENERAL	CAPITAL OUTLAY
	TOTAL 04/05		
PERSONAL SERVICES	\$136,577	\$136,577	
MATERIALS & SUPPLIES	6,050	6,050	
OTHER SERVICES & CHARGES	<u>41,714</u>	<u>41,714</u>	
CAPITAL OUTLAY			
TOTAL DOLLARS	<u>\$184,341</u>	<u>\$184,341</u>	

SUMMARY OF EXPENDITURES

DEPARTMENT: MANAGERIAL
 DIVISION OR ACTIVITY: CITY CLERK

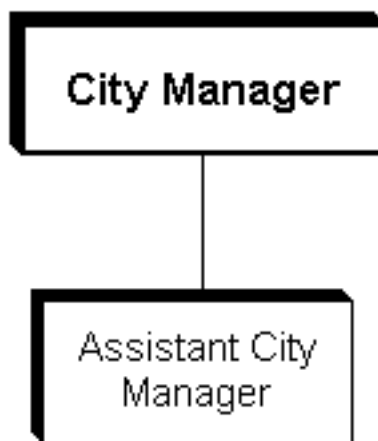
ACTIVITY NO.: 2

ACCT. NO.	ACCOUNT TITLE	2002-2003 ACTUAL EXPENDITURES	2003-2004 ADOPTED BUDGET	2003-2004 EXPENDITURES ESTIMATE	2004-2005 ADOPTED BUDGET
PERSONAL SERVICES					
101	SALARIES AND WAGES	117,489	110,296	83,181	104,373
102	DIFFERENTIAL/LEADMAN PAY	220	747	2,156	747
103	SICK LEAVE-PAY IN LIEU	9,067	464	232	375
104	CONTRACT LABOR	0	0	700	0
108	OVERTIME	1,137	626	1,754	626
110	UNEMPLOYMENT CONTRIBUTION	130	100	100	130
111	F.I.C.A.	9,297	8,536	6,441	7,789
112	WORKERS COMPENSATION	316	100	100	316
113	GROUP LIFE & HOSP	10,371	9,993	9,027	10,609
114	CITY RETIREMENT PLAN	7,932	8,165	6,043	8,066
118	LONGEVITY	4,812	5,164	3,151	3,546
		\$160,771	\$144,191	\$112,885	\$136,577
MATERIALS AND SUPPLIES					
201	SUPPLIES, TOOLS, EQUIP	2,800	3,200	2,053	3,200
211	REPAIR AND MAINTENANCE	458	500	112	250
212	CONTRACTUAL MAINTENANCE	2,257	2,350	2,677	2,600
		\$5,515	\$6,050	\$4,842	\$6,050
OTHER SERVICES & CHARGES					
221	RENTAL, PUBL, PRINTING	7,558	8,200	3,640	7,600
231	PROF & TECHNICAL SERVICE	2,118	2,500	1,028	2,500
241	TELEPHONE & POSTAGE	5,864	5,400	4,503	5,600
264	DUES & MEMBERSHIPS	330	330	160	214
265	TRAINING AND TRAVEL	24	384	842	3,800
272	ELECTION EXPENSE	3,953	14,000	12,570	22,000
		\$19,847	\$30,814	\$22,743	\$41,714
CAPITAL OUTLAY					
310	LEASE PURCHASE AGREEMENT	4,315	0	0	0
312	MACHINERY & EQUIPMENT	1,097	0	0	0
		\$5,412	\$0	\$0	\$0
	DIVISION TOTALS	\$191,545	\$181,055	\$140,470	\$184,341

Organizational Chart

City Manager

FY 2004-2005



ADMINISTRATIVE SERVICES

DIVISION: CITY MANAGER

ACTIVITY NO: 03

FUNCTION

THE CITY MANAGER IS RESPONSIBLE FOR DIRECTING, ORGANIZING AND CONTROLLING ALL CITY DEPARTMENTS WITH THE EXCEPTION OF THE CITY CLERK, MUNICIPAL JUDGE AND CITY ATTORNEY. THE CITY MANAGER IS RESPONSIBLE FOR THE ENFORCEMENT OF ALL PERTINENT STATE AND FEDERAL LAWS, CITY CHARTER PROVISIONS AND CITY CODES; PREPARATION OF PROPOSED ANNUAL OPERATING BUDGET AND ITS ADMINISTRATION AFTER ADOPTION. THE CITY MANAGER ADVISES THE CITY COUNCIL REGARDING POLICY DETERMINATION AND PERFORMS ADMINISTRATIVE STUDIES AND ACTIVITIES UPON THE REQUEST OF COUNCIL.

COMMENTS

FUNDS INCLUDED IN ACCOUNT 264 FOR MEMBERSHIP OF CITY MANAGER IN CMAO AND OTHER PROFESSIONAL ASSOCIATIONS.

PERSONNEL

CLASSIFICATION	SALARY	02/03	03/04	04/05
	BI-WKLY			
CITY MANAGER	0000	1	1	1
ASST CITY MANAGER	MG14	1	1	1
EXECUTIVE SECRETARY	GE09	<u>1</u>	<u>1</u>	<u>1</u>
TOTAL		<u>3</u>	<u>3</u>	<u>3</u>

CAPITAL OUTLAY

ACCT NO.	ITEM	A/R	QTY	BUDGET AMOUNT
311	VEHICLE (1/3 PURCHASE)		1	\$8,000
312	LAPTOP COMPUTER		1	<u>\$3,000</u>
TOTAL				<u>\$11,000</u>

FUNDING SOURCE

CLASSIFICATION	ADOPTED TOTAL 04/05	GENERAL	CAPITAL OUTLAY
PERSONAL SERVICES	\$254,257	\$254,257	
MATERIALS & SUPPLIES	2,867	2,867	
OTHER SERVICES & CHARGES	46,695	46,695	
CAPITAL OUTLAY	<u>11,000</u>	<u>3,000</u>	<u>\$8,000</u>
TOTAL DOLLARS	<u>\$314,819</u>	<u>\$306,819</u>	<u>\$8,000</u>

ADMINISTRATIVE SERVICES

DIVISION: HOTEL MOTEL TAX

ACTIVITY NO: 09

FUNCTION

THIS ACTIVITY IS FOR THE ADMINISTRATION OF HOTEL/MOTEL TAX COLLECTIONS.

COMMENTS

THE TAXES COLLECTED ARE CONTRACTED WITH THE CHAMBER OF COMMERCE BASED ON THE BUDGET PRESENTED TO AND APPROVED BY CITY COUNCIL AND TO SUPPORT THE MUSEUM OF THE GREAT PLAINS.

PERSONNEL

CLASSIFICATION	SALARY BI-WKLY	02/03	03/04	04/05

CAPITAL OUTLAY

ACCT NO.	ITEM	A/R	QTY	BUDGET AMOUNT

FUNDING SOURCE

CLASSIFICATION	ADOPTED TOTAL 04/05	GENERAL
PERSONAL SERVICES		
MATERIALS & SUPPLIES		
OTHER SERVICES & CHARGES	<u>\$490,000</u>	<u>\$490,000</u>
CAPITAL OUTLAY		
TOTAL DOLLARS	<u>\$490,000</u>	<u>\$490,000</u>

SUMMARY OF EXPENDITURES

DEPARTMENT: ADMIN. SERVICES ACTIVITY NO.: 9
 DIVISION OR ACTIVITY: HOTEL MOTEL TAX

ACCT. NO.	ACCOUNT TITLE	2002-2003 ACTUAL EXPENDITURES	2003-2004 ADOPTED BUDGET	2003-2004 EXPENDITURES ESTIMATE	2004-2005 ADOPTED BUDGET
	OTHER SERVICES & CHARGES				
231	PROF & TECHNICAL SERVICE	460,000	490,000	490,000	490,000
		\$460,000	\$490,000	\$490,000	\$490,000
	DIVISION TOTALS	\$460,000	\$490,000	\$490,000	\$490,000

Organizational Chart

Human Resources Department

FY 2004-2005



Human Resources
Department

ADMINISTRATIVE SERVICES

DIVISION: HUMAN RESOURCES

ACTIVITY: 04

FUNCTION

THE HUMAN RESOURCES DEPARTMENT IS RESPONSIBLE TO THE CITY MANAGER FOR RECRUITMENT, EXAMINATION AND CERTIFICATION OF POTENTIAL EMPLOYEES AND CITY EMPLOYEES SEEKING PROMOTIONAL OPPORTUNITIES. THIS ACTIVITY ALSO PERFORMS CLASSIFICATION AND COMPENSATION STUDIES, PROCESSES VARIED PERSONNEL ACTIONS AND ADMINISTERS LEAVE, MEDICAL, WORKERS' COMPENSATION, TRAINING AND ALLIED PERSONNEL PROGRAM POLICIES.

COMMENTS

THE HUMAN RESOURCES BUDGET AMOUNT 201, SUPPLIES, INCLUDES SAFETY AWARDS. ACCOUNT 231, PROFESSIONAL SERVICES, PROVIDES FOR THE CITY'S DRUG TESTING PROGRAM, HEPATITIS VACCINE, ENTRANCE PHYSICALS AND VIDEO INTERVIEWING. ACCOUNT 244, RENTALS, PUBLICATIONS AND PRINTING, INCLUDES RECRUITMENT ADVERTISING FOR CITY POSITIONS. ACCOUNT 265, SCHOOLS AND TRAINING, FUNDS THE CITY'S EDUCATION REIMBURSEMENT PROGRAM, SUPERVISORY TRAINING AND THE COMPUTER TRAINING PROGRAM FOR EMPLOYEES.

PERSONNEL

CLASSIFICATION	SALARY BI-WKLY	02/03	03/04	04/05
H R DIRECTOR	MG12	1	1	1
SAFETY & RISK OFFICER	MG05	1	1	1
EMPLOYMENT SVC OFCR	MG04	1	1	1
PERSONNEL TECHNICIAN	MG04	1	1	1
SENIOR SECRETARY	GE06	<u>1</u>	<u>1</u>	<u>1</u>
TOTAL		<u>5</u>	<u>5</u>	<u>5</u>
<i>REGULAR PART-TIME 30 HRS/WK</i>				
SR CLERICAL ASSISTANT	RP04	<u>0</u>	<u>0</u>	<u>1</u>

CAPITAL OUTLAY

ACCT NO.	ITEM	A/R	QTY	BUDGET AMOUNT
312	PRINTERS	R	3	<u>\$1,500</u>
TOTAL				<u>\$1,500</u>

FUNDING SOURCE

CLASSIFICATION	ADOPTED TOTAL 04/05	GENERAL	CAPITAL OUTLAY
PERSONAL SERVICES	\$306,557	\$306,557	
MATERIALS & SUPPLIES	34,989	34,989	
OTHER SERVICES & CHARGES	94,806	94,806	
CAPITAL OUTLAY	1,500	1,500	\$0
TOTAL DOLLARS	<u>\$437,852</u>	<u>\$437,852</u>	<u>\$0</u>

SUMMARY OF EXPENDITURES

DEPARTMENT: ADMIN. SERVICES
 DIVISION OR ACTIVITY: HUMAN RESOURCES

ACTIVITY NO.: 4

ACCT. NO.	ACCOUNT TITLE	2002-2003 ACTUAL EXPENDITURES	2003-2004 ADOPTED BUDGET	2003-2004 EXPENDITURES ESTIMATE	2004-2005 ADOPTED BUDGET
PERSONAL SERVICES					
101	SALARIES AND WAGES	214,666	212,167	218,370	228,237
102	DIFFERENTIAL/LEADMAN PAY	0	0	210	250
103	SICK LEAVE-PAY IN LIEU	6,527	1,154	577	625
106	PART-TIME	2,738	0	0	13,768
108	OVERTIME	39	45	22	45
110	UNEMPLOYMENT CONTRIBUTION	216	120	120	216
111	F.I.C.A.	16,117	16,383	16,303	18,114
112	WORKERS COMPENSATION	526	200	200	526
113	GROUP LIFE & HOSP	17,141	17,453	14,466	15,721
114	CITY RETIREMENT PLAN	15,435	15,585	16,023	17,908
118	LONGEVITY	10,216	10,484	10,530	11,147
		\$283,621	\$273,591	\$276,821	\$306,557
MATERIALS AND SUPPLIES					
201	SUPPLIES, TOOLS, EQUIP	16,042	34,589	34,589	34,589
211	REPAIR AND MAINTENANCE	1,484	400	400	400
		\$17,526	\$34,989	\$34,989	\$34,989
OTHER SERVICES & CHARGES					
221	RENTAL, PUBL, PRINTING	11,419	20,000	20,000	20,000
231	PROF & TECHNICAL SERVICE	22,270	28,000	28,000	31,000
241	TELEPHONE & POSTAGE	4,471	5,320	5,320	5,320
264	DUES & MEMBERSHIPS	2,011	2,835	2,835	2,835
265	TRAINING AND TRAVEL	29,399	15,651	15,651	35,651
		\$69,570	\$71,806	\$71,806	\$94,806
CAPITAL OUTLAY					
312	MACHINERY & EQUIPMENT	2,092	1,443	1,443	1,500
		\$2,092	\$1,443	\$1,443	\$1,500
	DIVISION TOTALS	\$372,809	\$381,829	\$385,059	\$437,852

Organizational Chart

Auditing Department

FY 2004-2005



Auditing
Department

ADMINISTRATIVE SERVICES

DIVISION: AUDITING

ACTIVITY NO: 07

FUNCTION

COMMENTS

THIS FUNCTION AUDITS AND REVIEWS OPERATIONS, RECORDS AND TRANSACTIONS. IT ANALYZES DATA FOR EVIDENCE OF DEFICIENCIES IN CONTROLS, DUPLICATION OF EFFORT, EXTRAVAGANCE, FRAUD OR LACK OF COMPLIANCE WITH POLICIES, PROCEDURES AND LAWS. REPORTS OF FINDINGS AND RECOMMENDATIONS ARE MADE TO MANAGEMENT. IT MAINTAINS A RECORD OF THE CITY'S FIXED ASSETS OF MORE THAN \$39 MILLION AND PERFORMS PHYSICAL INVENTORY OF EACH DIVISION. OTHER FUNCTIONS INCLUDE CONDUCTING SPECIAL STUDIES FOR MANAGEMENT, SUCH AS THOSE REQUIRED TO DISCOVER THE MECHANICS OF DETECTED FRAUD AND TO DEVELOP CONTROL FOR THEIR PREVENTION.

PERSONNEL

CAPITAL OUTLAY

CLASSIFICATION	SALARY	02/03	03/04	04/05
	BI-WKLY			
AUDITING DIRECTOR	MG10	1	0	0
INTERNAL AUDITOR	MG08	0	1	1
STAFF AUDITOR	MG06	1	0	0
AUDITING TECH	GE08	<u>1</u>	<u>1</u>	<u>1</u>
TOTAL		<u>3</u>	<u>2</u>	<u>2</u>

ACCT NO.	ITEM	A/R	QTY	BUDGET AMOUNT

FUNDING SOURCE

CLASSIFICATION	ADOPTED TOTAL 04/05	GENERAL
PERSONAL SERVICES	\$100,840	\$100,840
MATERIALS & SUPPLIES	3,179	3,179
OTHER SERVICES & CHARGES	4,090	4,090
CAPITAL OUTLAY	<u>0</u>	<u>0</u>
TOTAL DOLLARS	<u>\$108,109</u>	<u>\$108,109</u>

SUMMARY OF EXPENDITURES

DEPARTMENT: ADMIN. SERVICES
 DIVISION OR ACTIVITY: AUDITING

ACTIVITY NO.: 7

ACCT. NO.	ACCOUNT TITLE	2002-2003 ACTUAL EXPENDITURES	2003-2004 ADOPTED BUDGET	2003-2004 EXPENDITURES ESTIMATE	2004-2005 ADOPTED BUDGET
PERSONAL SERVICES					
101	SALARIES AND WAGES	48,854	73,054	52,860	78,802
102	DIFFERENTIAL/LEADMAN PAY	0	30	0	30
103	SICK LEAVE-PAY IN LIEU	1,457	238	0	250
108	OVERTIME	0	179	0	179
110	UNEMPLOYMENT CONTRIBUTION	43	75	45	50
111	F.I.C.A.	3,697	5,408	3,845	6,115
112	WORKERS COMPENSATION	105	100	100	105
113	GROUP LIFE & HOSP	3,870	7,459	4,991	7,939
114	CITY RETIREMENT PLAN	3,393	5,197	3,784	5,995
118	LONGEVITY	1,040	1,184	1,189	1,375
		\$62,459	\$92,924	\$66,814	\$100,840
MATERIALS AND SUPPLIES					
201	SUPPLIES, TOOLS, EQUIP	14	1,000	1,000	1,000
204	PETROLEUM PRODUCTS	35	50	50	62
211	REPAIR AND MAINTENANCE	7,513	420	420	420
212	CONTRACTUAL MAINTENANCE	0	1,097	1,097	1,597
214	MAINT MATERL-MOTIVE EQUIP	0	100	100	100
216	UNIFORM AND CLOTHING	79	100	100	0
		\$7,641	\$2,767	\$2,767	\$3,179
OTHER SERVICES & CHARGES					
221	RENTAL, PUBL, PRINTING	63	200	200	200
241	TELEPHONE & POSTAGE	707	1,600	1,600	1,600
264	DUES & MEMBERSHIPS	205	140	140	140
265	TRAINING AND TRAVEL	0	500	500	2,000
279	OTHER EXPENSES	0	150	150	150
		\$975	\$2,590	\$2,590	\$4,090
	DIVISION TOTALS	\$71,075	\$98,281	\$72,171	\$108,109

Organizational Chart

Library Operations

FY 2004-2005



Library
Operations

ADMINISTRATIVE SERVICES

DIVISION: LIBRARY

ACTIVITY NO. 51

FUNCTION

THIS DEPARTMENT IS RESPONSIBLE FOR PROVIDING PUBLIC LIBRARY SERVICES TO THE RESIDENTS OF THE CITY OF LAWTON AND COMANCHE COUNTY. THIS INCLUDES THE COLLECTION, PRESERVATION AND CIRCULATION OF BOOKS AND OTHER MATERIALS TO MEET THE NEEDS OF THE GENERAL PUBLIC FOR INFORMATION, EDUCATION, ENRICHMENT AND RECREATION. IT PROVIDES ASSISTANCE IN INTERPRETATION AND USE OF THE MATERIALS TO SUPPORT THE EDUCATIONAL, CIVIC AND CULTURAL ACTIVITIES OF THE COMMUNITY AND TO INFORM THE PUBLIC OF THE SERVICES AND RESOURCES WHICH ARE AVAILABLE. THE LIBRARY HAS MEETING ROOMS AVAILABLE FOR PUBLIC NONPROFIT USE.

COMMENTS

THE LIBRARY ANTICIPATES RECEIVING A GRANT FROM THE OKLAHOMA DEPARTMENT OF LIBRARIES IN THE AMOUNT OF \$43,500. THIS GRANT PRIMARILY FUNDS \$27,000 WORTH OF READING MATERIALS IN ACCOUNT 314.

PERSONNEL

CLASSIFICATION	SALARY BI-WKLY	02/03	03/04	04/05
LIBRARY DIRECTOR	MG11	1	1	1
LIBRARIAN II	MG07	4	3	3
LIBRARIAN I	MG05	2	2	2
CIRCULATION CORD	GE10	1	1	1
ACQUISITION TECH	GE09	1	1	1
SR SECRETARY	GE06	1	1	1
SR LIBRARY ASSOC.	GE06	1	1	1
LIBRARY ASSOCIATE	GE05	1	1	1
TOTAL		<u>12</u>	<u>11</u>	<u>11</u>
<i>REGULAR PART-TIME</i>				
LIBRARIAN I (40 HR)	RP12	1	1	1
LIBRARIAN I (20 HR)	RP12	1	1	1
CLERICAL ASST(40 HR)	RP03	10	7	8
CLERICAL ASST(52 HR)	RP03	1	1	1
LIBRARY AIDE(40 HR)	RP01	4	3	4
<i>TOTAL PART-TIME</i>		<u>17</u>	<u>13</u>	<u>15</u>

CAPITAL OUTLAY

ACCT NO.	ITEM	A/R	QTY	BUDGET AMOUNT
314	BOOKS/PERIODICALS	A	2,500	\$121,350
312	COMPUTERS/PRINTERS		6	<u>16,200</u>
TOTAL				<u>\$137,550</u>

FUNDING SOURCE

CLASSIFICATION	ADOPTED TOTAL 04/05	GENERAL	CAPITAL OUTLAY	LIBRARY GRANT	GRANT DEPOSIT IN GENERAL FUND
PERSONAL SERVICES	\$731,416	\$731,416			
MATERIALS & SUPPLIES	38,760	34,760		\$4,000	
OTHER SERVICES & CHARGES	136,417	123,917		12,500	
CAPITAL OUTLAY	<u>137,550</u>	<u>110,550</u>	\$0	<u>27,000</u>	
TOTAL DOLLARS	<u>\$1,044,143</u>	<u>\$1,000,643</u>	\$0	<u>\$43,500</u>	<u>\$30,000</u>

SUMMARY OF EXPENDITURES

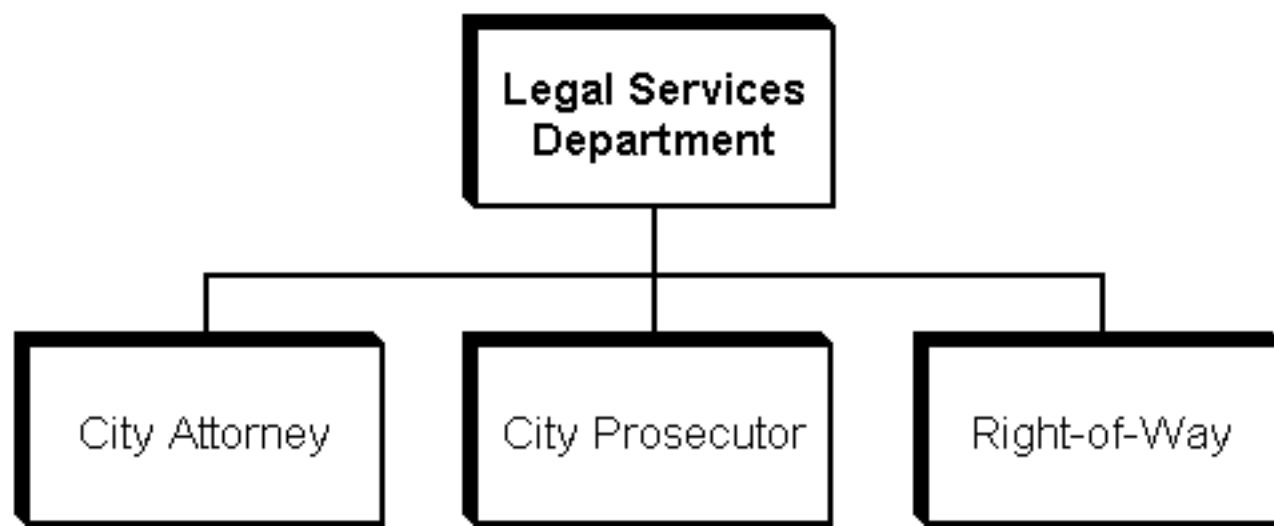
DEPARTMENT: ADMIN. SERVICES ACTIVITY NO.: 51
 DIVISION OR ACTIVITY: LIBRARY-OPERATION

ACCT. NO.	ACCOUNT TITLE	2002-2003 ACTUAL EXPENDITURES	2003-2004 ADOPTED BUDGET	2003-2004 EXPENDITURES ESTIMATE	2004-2005 ADOPTED BUDGET
PERSONAL SERVICES					
101	SALARIES AND WAGES	412,640	367,339	387,346	424,615
102	DIFFERENTIAL/LEADMAN PAY	232	0	0	0
103	SICK LEAVE-PAY IN LIEU	13,335	1,050	1,050	3,000
106	PART-TIME	138,560	127,934	129,739	153,476
108	OVERTIME	0	0	0	0
110	UNEMPLOYMENT CONTRIBUTION	519	352	352	519
111	F.I.C.A.	41,477	37,712	38,932	43,383
112	WORKERS COMPENSATION	9,526	8,600	8,600	9,526
113	GROUP LIFE & HOSP	42,484	37,439	44,507	41,836
114	CITY RETIREMENT PLAN	28,283	27,880	28,461	33,364
118	LONGEVITY	18,869	19,160	19,243	21,697
		\$705,925	\$627,466	\$658,230	\$731,416
MATERIALS AND SUPPLIES					
201	SUPPLIES, TOOLS, EQUIP	6,804	12,000	8,000	12,000
204	PETROLEUM PRODUCTS	366	600	600	718
211	REPAIR AND MAINTENANCE	4,283	10,500	7,500	7,500
212	CONTRACTUAL MAINTENANCE	17,132	18,025	18,025	18,342
214	MAINT MATERL-MOTIVE EQUIP	17	200	200	200
		\$28,602	\$41,325	\$34,325	\$38,760
OTHER SERVICES & CHARGES					
221	RENTAL, PUBL, PRINTING	489	700	700	400
231	PROF & TECHNICAL SERVICE	15,790	18,531	16,023	20,167
241	TELEPHONE & POSTAGE	11,935	11,900	11,900	11,900
248	ELECTRICITY & NAT GAS	76,091	90,000	90,000	90,000
264	DUES & MEMBERSHIPS	350	10,350	350	10,350
265	TRAINING AND TRAVEL	1,622	2,195	600	3,100
279	OTHER EXPENSES	316	500	500	500
		\$106,593	\$134,176	\$120,073	\$136,417
CAPITAL OUTLAY					
312	MACHINERY & EQUIPMENT	0	0	0	16,200
314	LIBRARY BOOKS	14,979	114,350	114,350	121,350
		\$14,979	\$114,350	\$114,350	\$137,550
	DIVISION TOTALS	\$856,099	\$917,317	\$926,978	\$1,044,143

Organizational Chart

Legal Services Department

FY 2004-2005



LEGAL SERVICES

DIVISION: CITY ATTORNEY

ACTIVITY NO: 08

FUNCTION

THE CITY ATTORNEY REPRESENTS AND ADVISES THE CITY COUNCIL, CITY MANAGER AND ALL OFFICERS IN LEGAL MATTERS PERTAINING TO THEIR OFFICES; REPRESENTS AND APPEARS FOR THE CITY AND ANY CITY OFFICER OR EMPLOYEE IN ANY AND ALL ACTIONS AND PROCEEDINGS IN WHICH THE CITY OR ANY SUCH OFFICER OR EMPLOYEE, BY REASON OF HIS OFFICIAL CAPACITY, IS CONCERNED OR IS A PARTY. THE CITY ATTORNEY ALSO ATTENDS ALL MEETINGS OF THE CITY COUNCIL, AND PROVIDES LEGAL ADVICE AND OPINION WHENEVER REQUESTED TO DO SO BY THE CITY COUNCIL, CITY MANAGER AND STAFF. THE CITY ATTORNEY APPROVES THE FORM OF ALL CONTRACTS MADE BY THE CITY AND PREPARES ORDINANCES AND RESOLUTIONS FOR THE CITY. THE CITY ATTORNEY ALSO SUPERVISES THE CITY PROSECUTOR AND RIGHT-OF-WAY AGENT. THE CITY ATTORNEY'S OFFICE PROCESSES CLAIMS AGAINST THE CITY AND RENDERS LEGAL OPINION ON ALL CLAIMS.

COMMENTS

ACCOUNT 231, PROFESSIONAL SERVICES, PROVIDES FOR PRIVATE ATTORNEYS, COURT COSTS AND EXPERT WITNESSES, ETC. SENIOR CLERICAL ASSISTANT WAS CHANGED FROM PART-TIME TO FULL-TIME IN FY04-05.

PERSONNEL

CLASSIFICATION	SALARY			
	BI-WKLY	02/03	03/04	04/05
CITY ATTORNEY	0000	1	1	1
DEPUTY CITY ATTY	MG11	1	1	1
*ASST CITY ATTORNEY	MG10	4	4	4
**REAL PROPERTY ADMINISTRATOR	MG05	1	1	1
DEPT ADMIN/LEGAL ASSISTANT	MG05	1	1	1
ASST REAL PROP ADMIN	GE09	1	1	1
LEGAL SECRETARY	GE08	3	3	3
***SENIOR CLERICAL ASSOC	GE05	1	1	1
SR. CLERICAL ASST	GE04	<u>0</u>	<u>0</u>	<u>1</u>
TOTAL		<u>13</u>	<u>13</u>	<u>14</u>
<i>REGULAR PART-TIME</i>	20 HRS			
SR. CLERICAL ASSISTANT	RP04	<u>1</u>	<u>1</u>	<u>0</u>
*1/2 OF 1 ATTORNEY FUNDED BY CIP				
**1/2 FUNDED BY CIP				
*** FUNDED BY CIP 75%				

CAPITAL OUTLAY

ACCT NO.	ITEM	A/R	QTY	BUDGET
				AMOUNT
311	VEHICLE (1/3 PURCHASE)		1	\$8,000
312	LASER PRINTER	R	1	650
312	COMPUTERS	R	2	4,600
312	DESIGN JET PRINTER		1	<u>1,895</u>
TOTAL				<u>\$15,145</u>

FUNDING SOURCE

CLASSIFICATION	ADOPTED	GENERAL	CAPITAL	CIP
	TOTAL 04/05		OUTLAY	
PERSONAL SERVICES	\$788,141	\$708,021		<u>\$80,120</u>
MATERIALS & SUPPLIES	8,954	8,954		
OTHER SERVICES & CHARGES	114,158	114,158		
CAPITAL OUTLAY	<u>15,145</u>	<u>7,145</u>	<u>\$8,000</u>	
TOTAL DOLLARS	<u>\$926,398</u>	<u>\$838,278</u>	<u>\$8,000</u>	<u>\$80,120</u>

SUMMARY OF EXPENDITURES

DEPARTMENT: LEGAL SERVICES
 DIVISION OR ACTIVITY: CITY ATTORNEY

ACTIVITY NO.: 8

ACCT. NO.	ACCOUNT TITLE	2002-2003 ACTUAL EXPENDITURES	2003-2004 ADOPTED BUDGET	2003-2004 EXPENDITURES ESTIMATE	2004-2005 ADOPTED BUDGET
PERSONAL SERVICES					
101	SALARIES AND WAGES	562,512	563,380	577,158	633,596
102	DIFFERENTIAL/LEADMAN PAY	1,209	1,394	1,554	1,394
103	SICK LEAVE-PAY IN LIEU	11,431	1,531	765	1,750
106	PART-TIME	6,731	10,115	11,061	0
108	OVERTIME	119	228	150	228
110	UNEMPLOYMENT CONTRIBUTION	562	200	200	565
111	F.I.C.A.	41,497	42,595	42,758	46,778
112	WORKERS COMPENSATION	1,368	500	500	1,370
113	GROUP LIFE & HOSP	46,662	47,292	41,013	44,924
114	CITY RETIREMENT PLAN	38,998	40,671	41,010	48,099
118	LONGEVITY	8,236	8,642	7,912	9,437
		\$719,325	\$716,548	\$724,081	\$788,141
MATERIALS AND SUPPLIES					
201	SUPPLIES, TOOLS, EQUIP	3,811	4,454	4,454	4,454
204	PETROLEUM PRODUCTS	0	0	0	400
211	REPAIR AND MAINTENANCE	170	1,200	1,200	4,100
214	MAINT MATERL-MOTIVE EQUIP	0	0	0	0
		\$3,981	\$5,654	\$5,654	\$8,954
OTHER SERVICES & CHARGES					
221	RENTAL, PUBL, PRINTING	9,523	4,500	19,500	14,500
231	PROF & TECHNICAL SERVICE	52,833	60,000	95,951	65,000
241	TELEPHONE & POSTAGE	4,576	5,000	5,750	5,000
264	DUES & MEMBERSHIPS	17,700	16,500	16,500	20,290
265	TRAINING AND TRAVEL	4,594	7,968	7,968	9,368
		\$89,226	\$93,968	\$145,669	\$114,158
CAPITAL OUTLAY					
311	MOTIVE EQUIPMENT	0	0	0	8,000
312	MACHINERY & EQUIPMENT	0	650	635	7,145
		\$0	\$650	\$635	\$15,145
	DIVISION TOTALS	\$812,532	\$816,820	\$876,039	\$926,398

Organizational Chart

Municipal Court

FY 2004-2005

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graph TD; MJ[Municipal Judge]; MC[Municipal Court];
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Municipal
Judge

Municipal
Court

MUNICIPAL COURT

DIVISION: MUNICIPAL COURT

ACTIVITY NO: 11

FUNCTION

THIS DIVISION IS AUTHORIZED BY THE STATE CONSTITUTION AND STATUTES AND IS MANDATED TO DISPOSE OF VIOLATIONS OF MUNICIPAL ORDINANCES. APPOINTED BY THE CITY COUNCIL, THE MUNICIPAL JUDGE PROVIDES JUDICIAL DETERMINATION OF ALLEGED VIOLATIONS OF MUNICIPAL ORDINANCES IN A JUST, SPEEDY AND COST EFFECTIVE MANNER. THESE PROCEDURES INCLUDE THE INITIAL APPEARANCE (ARRAIGNMENT) WHERE THE DEFENDANT IS ADVISED OF THE CHARGE AND NOTIFIED OF HIS OR HER RIGHTS AND POSSIBLE SENTENCE BEFORE A PLEA IS ACCEPTED. THE COURT HOLDS ADDITIONAL HEARINGS TO SET BOND, APPOINT ATTORNEYS FOR THE INDIGENT, ISSUE ADMINISTRATIVE ORDERS AND RULES ON VARIOUS MOTIONS PRESENTED BEFORE THE COURT. ADDITIONALLY, THE COURT CONVENES FOR NON-JURY TRIALS THREE DAYS A WEEK AND JURY TRIALS AS REQUIRED. FURTHER DUTIES AS REQUIRED BY STATE LAW INCLUDE RECORD-KEEPING, ACCOUNTING WITH QUARTERLY REPORTING TO STATE AGENCIES, DISBURSEMENT OF MONIES TENDERED FOR FINES, BONDS, COURT COSTS AND RELATED FEES. DISPOSITIONS OF TRAFFIC OFFENSES ARE REPORTED TO THE OKLAHOMA DEPARTMENT OF PUBLIC SAFETY AS WELL AS REQUESTS FOR SUSPENSION OF DRIVING PRIVILEGES FOR FAILURE TO COMPLY WITH TERMS OF CITATIONS.

COMMENTS

ACCOUNT 231, PROFESSIONAL SERVICES, INCLUDES COST OF JURIES DURING JURY TERMS. THIS ACCOUNT ALSO FUNDS COURT APPOINTED PUBLIC DEFENDERS.

PERSONNEL

CLASSIFICATION	SALARY BI-WKLY	02/03	03/04	04/05
MUNICIPAL JUDGE	0000	1	1	1
MUNI CRT DIRECTOR	MG10	0	1	1
COURT CLERK/ADMIN.	MG08	1	0	0
SR DEPUTY COURT CLK	MG02	1	1	1
COURT BAILIFF	GE07	1	1	1
DEPUTY COURT CLERK	GE05	<u>6</u>	<u>6</u>	<u>6</u>
TOTAL		<u>10</u>	<u>10</u>	<u>10</u>
<i>REGULAR PART-TIME</i>				
ALT. MUNICIPAL JUDGE	0000	<u>1</u>	<u>1</u>	<u>1</u>
<i>TOTAL PART-TIME</i>		<u>1</u>	<u>1</u>	<u>1</u>

CAPITAL OUTLAY

ACCT NO.	ITEM	A/R	QTY	BUDGET AMOUNT
312	COMPUTER		2	<u>\$4,600</u>
TOTAL				<u>\$4,600</u>

FUNDING SOURCE

CLASSIFICATION	ADOPTED TOTAL 04/05	GENERAL	CAPITAL OUTLAY
PERSONAL SERVICES	\$450,526	\$450,526	
MATERIALS & SUPPLIES	9,072	9,072	
OTHER SERVICES & CHARGES	17,181	17,181	
CAPITAL OUTLAY	4,600	4,600	\$0
TOTAL DOLLARS	<u>\$481,379</u>	<u>\$481,379</u>	<u>\$0</u>

SUMMARY OF EXPENDITURES

DEPARTMENT: LEGAL SERVICES
 DIVISION OR ACTIVITY: MUNICIPAL COURT

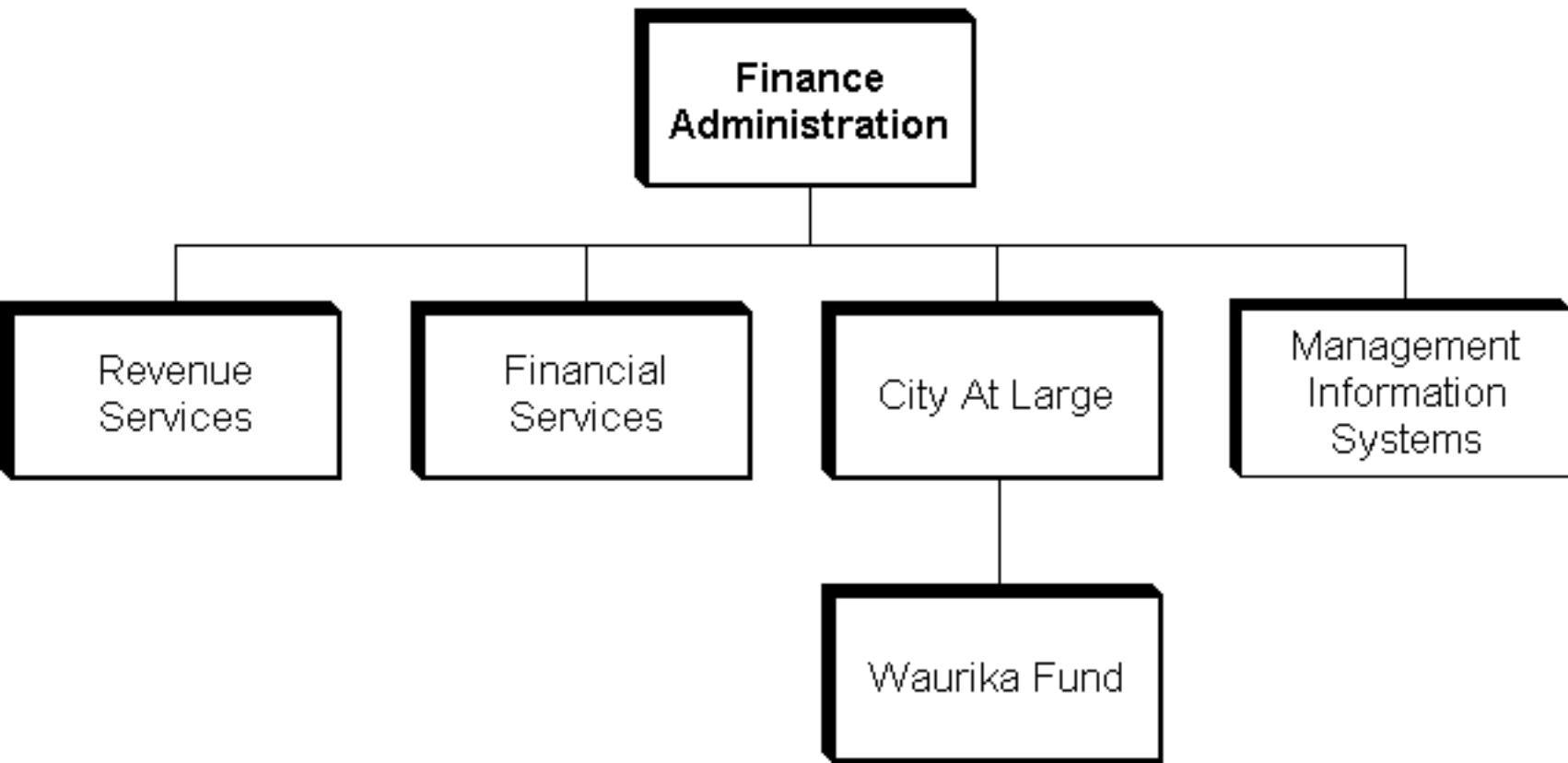
ACTIVITY NO.: 11

ACCT. NO.	ACCOUNT TITLE	2002-2003 ACTUAL EXPENDITURES	2003-2004 ADOPTED BUDGET	2003-2004 EXPENDITURES ESTIMATE	2004-2005 ADOPTED BUDGET
PERSONAL SERVICES					
101	SALARIES AND WAGES	304,533	307,986	322,513	350,200
102	DIFFERENTIAL/LEADMAN PAY	493	562	372	562
103	SICK LEAVE-PAY IN LIEU	562	268	134	1,625
104	CONTRACT LABOR	1,827	2,775	1,388	2,775
106	PART-TIME	5,141	7,582	7,581	7,809
108	OVERTIME	0	447	213	447
110	UNEMPLOYMENT CONTRIBUTION	433	250	250	435
111	F.I.C.A.	22,799	23,305	24,255	26,284
112	WORKERS COMPENSATION	1,357	650	650	1,357
113	GROUP LIFE & HOSP	33,293	32,512	21,015	21,023
114	CITY RETIREMENT PLAN	16,769	22,716	23,250	26,973
118	LONGEVITY	8,139	9,591	9,633	11,036
		\$395,346	\$408,644	\$411,254	\$450,526
MATERIALS AND SUPPLIES					
201	SUPPLIES, TOOLS, EQUIP	4,892	7,572	7,572	7,572
211	REPAIR AND MAINTENANCE	80	1,250	1,250	1,250
216	UNIFORM AND CLOTHING	15	350	350	250
		\$4,987	\$9,172	\$9,172	\$9,072
OTHER SERVICES & CHARGES					
221	RENTAL, PUBL, PRINTING	1,210	2,300	2,300	2,300
231	PROF & TECHNICAL SERVICE	225	4,000	4,000	4,000
241	TELEPHONE & POSTAGE	4,774	6,500	7,000	6,500
251	INSURANCE	0	250	250	250
264	DUES & MEMBERSHIPS	1,803	1,750	1,750	1,750
265	TRAINING AND TRAVEL	1,069	1,381	1,381	1,381
279	OTHER EXPENSES	637	1,000	500	1,000
		\$9,718	\$17,181	\$17,181	\$17,181
CAPITAL OUTLAY					
312	MACHINERY & EQUIPMENT	0	4,200	3,703	4,600
		\$0	\$4,200	\$3,703	\$4,600
	DIVISION TOTALS	\$410,051	\$439,197	\$441,310	\$481,379

Organizational Chart

Finance Department

FY 2004-2005



SUMMARY OF EXPENDITURES

DEPARTMENT: FINANCE
 DIVISION OR ACTIVITY: FINANCE ADMINISTRATION

ACTIVITY NO.: 13

ACCT. NO.	ACCOUNT TITLE	2002-2003 ACTUAL EXPENDITURES	2003-2004 ADOPTED BUDGET	2003-2004 EXPENDITURES ESTIMATE	2004-2005 ADOPTED BUDGET
PERSONAL SERVICES					
101	SALARIES AND WAGES	88,528	90,354	92,710	102,856
102	DIFFERENTIAL/LEADMAN PAY	0	0	199	0
103	SICK LEAVE-PAY IN LIEU	9,792	0	0	250
110	UNEMPLOYMENT CONTRIBUTION	87	50	50	87
111	F.I.C.A.	7,198	6,661	6,850	7,588
112	WORKERS COMPENSATION	210	100	100	210
113	GROUP LIFE & HOSP	6,862	7,460	7,819	7,819
114	CITY RETIREMENT PLAN	5,579	6,554	6,725	7,978
118	LONGEVITY	2,385	3,288	3,359	3,761
		\$120,641	\$114,467	\$117,812	\$130,549
MATERIALS AND SUPPLIES					
201	SUPPLIES, TOOLS, EQUIP	387	600	600	600
204	PETROLEUM PRODUCTS	0	0	0	400
211	REPAIR AND MAINTENANCE	475	0	0	0
		\$862	\$600	\$600	\$1,000
OTHER SERVICES & CHARGES					
221	RENTAL, PUBL, PRINTING	2,087	2,000	2,800	2,800
231	PROF & TECHNICAL SERVICE	24,000	34,000	34,000	61,000
241	TELEPHONE & POSTAGE	902	950	1,550	1,550
251	INSURANCE	0	0	0	0
264	DUES & MEMBERSHIPS	835	585	585	585
265	TRAINING AND TRAVEL	245	438	238	3,238
		\$28,069	\$37,973	\$39,173	\$69,173
CAPITAL OUTLAY					
311	MOTIVE EQUIPMENT	0	0	0	8,000
312	MACHINERY & EQUIPMENT	0	0	0	2,500
		\$0	\$0	\$0	\$10,500
	DIVISION TOTALS	\$149,572	\$153,040	\$157,585	\$211,222

FINANCE

DIVISION: REVENUE SERVICES

ACTIVITY NO: 14

FUNCTION

THE REVENUE SERVICES DIVISION IS RESPONSIBLE TO THE FINANCE DIRECTOR FOR BILLING AND COLLECTING SERVICE CHARGES, FEES AND ASSESSMENTS ALONG WITH ISSUING LICENSES AND PERMITS FOR THE CITY. THE DIVISION IS ALSO RESPONSIBLE FOR READING WATER METERS DAILY ON A CYCLE SCHEDULE, INSTALLATION OF SMALL WATER METERS FOR NEW ACCOUNTS, REMOVING WATER METERS ON DELINQUENT ACCOUNTS, PERFORMING AFTER HOUR TURN-ONS AND TROUBLE SHOOTING BILLING COMPLAINTS. THE DIVISION IS ORGANIZED IN TWO BRANCHES: REVENUE COLLECTIONS AND FIELD SERVICES. THE MAIN TASKS OF THE DIVISION ARE CENTERED ON BILLING AND COLLECTING CHARGES FOR WATER, REFUSE AND SEWER SERVICES, ISSUING CITY LICENSES AND PERMITS AND RECEIPT OF REVENUE PAYABLE TO THE CITY.

COMMENTS

ACCOUNT 211, REPAIR AND MAINTENANCE, INCLUDES REPAIR OF WATER METERS, VEHICLES, EQUIPMENT AND INCLUDES PURCHASE OF SMALL METERS. ACCOUNT 241, TELEPHONE AND POSTAGE, PROVIDES POSTAGE ASSOCIATED WITH BILLING UTILITY ACCOUNTS.

PERSONNEL

CLASSIFICATION	SALARY BI-WKLY	ADDITIONAL		
		02/03	03/04	04/05
REVENUE SVC SUPV.	MG08	1	1	1
OFFICE SUPERVISOR	GE08	0	0	1
METER SVC. FIELD SUPV.	GE08	1	1	1
HEAD CASHIER	GE07	1	1	1
SR. FISCAL ASSOCIATE	GE06	1	0	0
METER SERVICE WKR	GE05	3	3	3
FULL SERVICE REP	GE04	9	9	9
METER READER	GE04	<u>5</u>	<u>5</u>	<u>5</u>
TOTAL		<u>21</u>	<u>20</u>	<u>21</u>

CAPITAL OUTLAY

ACCT NO.	ITEM	A/R	QTY	BUDGET AMOUNT
312	COMPUTER		1	\$2,300
321	REMODEL OFFICES			1,400
321	REPAIR DRIVE-UP WINDOW			4,500
321	REPAIR WAREHOUSE-METER ROOM DOOR			<u>1,000</u>
TOTAL				<u>\$9,200</u>

FUNDING SOURCE

CLASSIFICATION	ADOPTED TOTAL 04/05	GENERAL	ENTERPRISE	CAPITAL OUTLAY
PERSONAL SERVICES	\$714,934		\$714,934	
MATERIALS & SUPPLIES	109,146		109,146	
OTHER SERVICES & CHARGES	93,058		93,058	
CAPITAL OUTLAY	<u>9,200</u>		<u>9,200</u>	<u>\$0</u>
TOTAL DOLLARS	<u>\$926,338</u>		<u>\$926,338</u>	<u>\$0</u>

SUMMARY OF EXPENDITURES

DEPARTMENT: FINANCE
 DIVISION OR ACTIVITY: REVENUE SERVICES

ACTIVITY NO.: 14

ACCT. NO.	ACCOUNT TITLE	2002-2003 ACTUAL EXPENDITURES	2003-2004 ADOPTED BUDGET	2003-2004 EXPENDITURES ESTIMATE	2004-2005 ADOPTED BUDGET
PERSONAL SERVICES					
101	SALARIES AND WAGES	488,661	461,763	465,705	526,582
102	DIFFERENTIAL/LEADMAN PAY	3,483	3,076	3,527	3,076
103	SICK LEAVE-PAY IN LIEU	18,647	1,226	613	2,500
108	OVERTIME	11,417	12,070	11,640	12,070
110	UNEMPLOYMENT CONTRIBUTION	909	600	600	910
111	F.I.C.A.	38,502	35,834	35,321	39,943
112	WORKERS COMPENSATION	17,882	13,000	4,144	13,000
113	GROUP LIFE & HOSP	59,806	55,310	53,695	60,889
114	CITY RETIREMENT PLAN	33,608	34,606	33,565	40,643
118	LONGEVITY	17,146	18,752	13,794	15,321
		\$690,061	\$636,237	\$622,604	\$714,934
MATERIALS AND SUPPLIES					
201	SUPPLIES, TOOLS, EQUIP	16,287	15,353	21,353	21,232
204	PETROLEUM PRODUCTS	8,314	8,580	8,580	11,407
205	CHEMICALS	0	280	280	280
211	REPAIR AND MAINTENANCE	43,370	48,241	42,241	66,038
212	CONTRACTUAL MAINTENANCE	3,192	3,189	3,189	3,189
214	MAINT MATERL-MOTIVE EQUIP	4,206	6,000	6,000	7,000
216	UNIFORM AND CLOTHING	3,400	4,933	4,933	0
		\$78,769	\$86,576	\$86,576	\$109,146
OTHER SERVICES & CHARGES					
221	RENTAL, PUBL, PRINTING	4,677	7,193	7,193	4,813
231	PROF & TECHNICAL SERVICE	185	1,200	1,200	1,200
241	TELEPHONE & POSTAGE	76,812	80,155	80,155	80,155
251	INSURANCE	0	60	60	60
264	DUES & MEMBERSHIPS	390	840	840	840
265	TRAINING AND TRAVEL	0	2,290	2,290	4,790
279	OTHER EXPENSES	466	1,200	1,200	1,200
		\$82,530	\$92,938	\$92,938	\$93,058
CAPITAL OUTLAY					
312	MACHINERY & EQUIPMENT	1,452	1,400	1,400	2,300
321	CONSTRC, IMPRVMT, ADDTN	0	0	0	6,900
		\$1,452	\$1,400	\$1,400	\$9,200
	DIVISION TOTALS	\$852,812	\$817,151	\$803,518	\$926,338

FINANCE

DIVISION: FINANCIAL SERVICES

ACTIVITY NO: 15

FUNCTION

THE FINANCIAL SERVICES DIVISION IS RESPONSIBLE TO THE FINANCE DIRECTOR FOR KEEPING RECORDS OF ALL FINANCIAL TRANSACTIONS, PREPARATION OF THE PAYROLL AND MAKING DETERMINATIONS ON THE PROPRIETY OF DISBURSEMENTS IN ACCORDANCE WITH THE LAW AND APPROVED APPROPRIATIONS. ALL ASPECTS OF PURCHASING, PRINTING AND DISPOSAL OF PROPERTY ARE CARRIED OUT. THE IN-HOUSE PRINTING PROVIDES ALL FORMS, REPORTS, BROCHURES AND BUDGETS. THE DIVISION PREPARES MONTHLY FINANCIAL REPORTS FOR CITY COUNCIL, WORKS ON THE CITY BUDGET AND WORKS WITH THE EXTERNAL AUDITORS. ALL CASH IS BALANCED BY ACCOUNT AND EXCESS FUNDS ARE INVESTED. CLERICAL SUPPORT IS PROVIDED TO THE LAWTON AIRPORT AUTHORITY.

COMMENTS

ACCOUNT 221, RENTALS, PUBLICATIONS AND PRINTING INCLUDES COPIER RENTAL AND THE COST OF PAPER SUPPLIES USED IN THE PRINT SHOP AND CITY HALL COPIERS.

PERSONNEL

CLASSIFICATION	SALARY			
	BI-WKLY	02/03	03/04	04/05
FINANCIAL SERV. SUPV.	MG09	1	1	1
ACCOUNTANT	MG06	1	1	1
FISCAL SPECIALIST	MG04	0	1	1
BUYER	MG03	3	2	2
FISCAL TECHNICIAN	GE08	3	3	3
PRINTSHOP COORD.	GE07	1	1	1
SECRETARY	GE05	1	1	1
SR. CLERICAL ASST.	GE04	1	1	1
PRINTSHOP HELPER/COURIER	GE03	1	1	1
TOTAL		<u>12</u>	<u>12</u>	<u>12</u>

CAPITAL OUTLAY

ACCT NO.	ITEM	A/R	QTY	BUDGET AMOUNT
312	COMPUTERS	R	3	\$6,900
312	LASER PRINTER		1	<u>1,000</u>
TOTAL				<u>\$7,900</u>

FUNDING SOURCE

CLASSIFICATION	ADOPTED TOTAL 04/05	GENERAL	HUD	CAPITAL OUTLAY
PERSONAL SERVICES	\$556,675	\$538,422	<u>\$18,253</u>	
MATERIALS & SUPPLIES	6,481	6,481		
OTHER SERVICES & CHARGES	34,412	34,412		
CAPITAL OUTLAY	<u>7,900</u>	<u>7,900</u>		<u>\$0</u>
TOTAL DOLLARS	<u>\$605,468</u>	<u>\$587,215</u>	<u>\$18,253</u>	<u>\$0</u>

SUMMARY OF EXPENDITURES

DEPARTMENT: FINANCE
 DIVISION OR ACTIVITY: FINANCIAL SERVICES

ACTIVITY NO.: 15

ACCT. NO.	ACCOUNT TITLE	2002-2003 ACTUAL EXPENDITURES	2003-2004 ADOPTED BUDGET	2003-2004 EXPENDITURES ESTIMATE	2004-2005 ADOPTED BUDGET
PERSONAL SERVICES					
101	SALARIES AND WAGES	385,268	387,953	399,590	425,608
102	DIFFERENTIAL/LEADMAN PAY	611	1,025	1,025	1,025
103	SICK LEAVE-PAY IN LIEU	10,670	2,062	1,031	1,500
108	OVERTIME	985	1,430	1,430	1,430
110	UNEMPLOYMENT CONTRIBUTION	519	280	280	519
111	F.I.C.A.	27,388	30,023	30,029	31,834
112	WORKERS COMPENSATION	1,343	500	500	1,343
113	GROUP LIFE & HOSP	41,929	39,972	39,262	39,262
114	CITY RETIREMENT PLAN	28,771	28,982	29,284	33,230
118	LONGEVITY	16,453	18,462	18,750	20,924
		\$513,937	\$510,689	\$521,181	\$556,675
MATERIALS AND SUPPLIES					
201	SUPPLIES, TOOLS, EQUIP	3,417	3,650	3,800	3,900
204	PETROLEUM PRODUCTS	177	400	350	431
205	CHEMICALS	445	950	850	1,000
211	REPAIR AND MAINTENANCE	333	1,200	1,000	850
214	MAINT MATERL-MOTIVE EQUIP	82	300	300	300
216	UNIFORM AND CLOTHING	102	150	150	0
		\$4,556	\$6,650	\$6,450	\$6,481
OTHER SERVICES & CHARGES					
221	RENTAL, PUBL, PRINTING	10,748	14,996	14,996	15,000
231	PROF & TECHNICAL SERVICE	25	0	0	12,000
241	TELEPHONE & POSTAGE	4,246	5,000	5,000	5,000
251	INSURANCE	30	0	0	0
264	DUES & MEMBERSHIPS	290	600	550	550
265	TRAINING AND TRAVEL	213	2,000	1,100	1,862
		\$15,552	\$22,596	\$21,646	\$34,412
CAPITAL OUTLAY					
312	MACHINERY & EQUIPMENT	1,927	2,200	1,836	7,900
		\$1,927	\$2,200	\$1,836	\$7,900
	DIVISION TOTALS	\$535,972	\$542,135	\$551,113	\$605,468

FINANCE ADMINISTRATION

DIVISION: MANAGEMENT INFORMATION SYSTEMS ACTIVITY NO: 16

FUNCTION

THE MANAGEMENT INFORMATION SYSTEMS DEPARTMENT IS RESPONSIBLE TO THE FINANCE DIRECTOR FOR PROVIDING AN EFFICIENT AND EFFECTIVE MANAGEMENT INFORMATION SYSTEM IN SUPPORT OF ALL DEPARTMENTS TO AID IN THE PROTECTION AND ASSISTANCE OF THE RESIDENTS OF LAWTON AND TO SUPPORT THE DECISION MAKING PROCESS OF CITY GOVERNMENT. THIS RESPONSIBILITY IS ACHIEVED BY USING A COMPUTER SYSTEM AND THE NECESSARY TECHNICALLY TRAINED PERSONNEL TO PROVIDE UP-TO-DATE INFORMATION READILY ACCESSIBLE TO CITY OFFICIALS.

COMMENTS

ACCOUNT 211, REPAIR AND MAINTENANCE, PROVIDES FUNDING FOR THE CONTRACTUAL REPAIR AND MAINTENANCE OF ALL CITY COMPUTER EQUIPMENT AND PROGRAMS. ACCOUNT 241, TELEPHONE AND POSTAGE INCLUDE THE CITY'S COST FOR ONENET INTERNET CONNECTION.

PERSONNEL

CLASSIFICATION	SALARY BI-WKLY	PERSONNEL		
		02/03	03/04	04/05
MIS SUPERVISOR	MG10	0	0	1
ASSISTANT MIS SUPV.	MG08	1	1	1
NETWORK ADMIN.	MG08	1	1	1
PRGRMR/ANALYST II	MG07	5	5	5
MICRO COMPUTER SPEC.	MG05	1	1	1
COMPUTER OPERATOR	GE08	<u>1</u>	<u>1</u>	<u>1</u>
TOTAL		<u>9</u>	<u>9</u>	<u>10</u>
<i>REGULAR PART-TIME:</i>				
OPER PRGRMR(30 HR)	RP08	<u>2</u>	<u>2</u>	<u>2</u>

CAPITAL OUTLAY

ACCT NO.	ITEM	A/R	QTY	BUDGET AMOUNT
310	LEASE/PURCHASE HP 3000		1	\$51,000
312	SERVER	R	1	17,600
312	UPGRADE NETWK SERVER	R	1	7,800
312	COMPUTER	R	1	<u>2,300</u>
TOTAL				<u>\$78,700</u>

FUNDING SOURCE

CLASSIFICATION	ADOPTED TOTAL 04/05	GENERAL	ENTERPRISE	CAPITAL OUTLAY
PERSONAL SERVICES	\$674,717	\$435,036	\$239,681	
MATERIALS & SUPPLIES	98,294	63,141	35,153	
OTHER SERVICES & CHARGES	36,000	20,021	15,979	
CAPITAL OUTLAY	<u>78,700</u>	<u>49,938</u>	<u>28,762</u>	<u>\$0</u>
TOTAL DOLLARS	<u>\$887,711</u>	<u>\$568,136</u>	<u>\$319,575</u>	<u>\$0</u>

SUMMARY OF EXPENDITURES

DEPARTMENT: FINANCE
 DIVISION OR ACTIVITY: MGT INFORMATION SYS

ACTIVITY NO.: 16

ACCT. NO.	ACCOUNT TITLE	2002-2003 ACTUAL EXPENDITURES	2003-2004 ADOPTED BUDGET	2003-2004 EXPENDITURES ESTIMATE	2004-2005 ADOPTED BUDGET
PERSONAL SERVICES					
101	SALARIES AND WAGES	394,201	386,937	399,652	474,054
102	DIFFERENTIAL/LEADMAN PAY	7,182	5,974	6,956	5,974
103	SICK LEAVE-PAY IN LIEU	12,986	2,102	1,051	1,375
106	PART-TIME	43,194	40,646	42,864	43,822
108	OVERTIME	10,361	13,402	12,704	13,402
110	UNEMPLOYMENT CONTRIBUTION	389	280	280	389
111	F.I.C.A.	34,189	31,157	34,515	40,058
112	WORKERS COMPENSATION	1,902	5,860	12,476	5,860
113	GROUP LIFE & HOSP	33,411	32,651	29,204	33,921
114	CITY RETIREMENT PLAN	28,520	28,763	29,174	36,971
118	LONGEVITY	15,347	17,039	17,113	18,891
		\$581,682	\$564,811	\$585,989	\$674,717
MATERIALS AND SUPPLIES					
201	SUPPLIES, TOOLS, EQUIP	13,541	18,707	18,707	18,707
204	PETROLEUM PRODUCTS	413	378	378	466
211	REPAIR AND MAINTENANCE	81,705	82,000	82,000	78,121
214	MAINT MATERL-MOTIVE EQUIP	20	1,000	1,000	1,000
		\$95,679	\$102,085	\$102,085	\$98,294
OTHER SERVICES & CHARGES					
221	RENTAL, PUBL, PRINTING	436	500	500	500
241	TELEPHONE & POSTAGE	24,920	25,000	25,000	27,000
264	DUES & MEMBERSHIPS	445	500	500	500
265	TRAINING AND TRAVEL	671	2,121	2,121	8,000
		\$26,472	\$28,121	\$28,121	\$36,000
CAPITAL OUTLAY					
310	LEASE PURCHASE AGREEMENT	44,645	51,000	51,000	51,000
312	MACHINERY & EQUIPMENT	27,835	28,000	28,000	27,700
		\$72,480	\$79,000	\$79,000	\$78,700
	DIVISION TOTALS	\$776,313	\$774,017	\$795,195	\$887,711

FINANCE

DIVISION: CITY AT LARGE

ACTIVITY NO: 41

FUNCTION

THE FUNCTION OF THIS BUDGET IS TO FUND CERTAIN CITY-WIDE EXPENSES NOT DIRECTLY BUDGETED WITHIN A PARTICULAR DEPARTMENT. ACCOUNT 250, FUNDS ALL ELECTRICITY COST ASSOCIATED WITH THE ANNUAL STREET LIGHTING CONTRACT. ACCOUNT 248, ELECTRICITY, PROVIDES UTILITY SERVICE FOR CITY HALL AND THE ANNEX. ACCOUNT 251, INSURANCE, INCLUDES COVERAGE FOR CITY BUILDINGS, ACCOUNT 279, OTHER EXPENSE, INCLUDES PAYMENT OF REAPPRAISAL COSTS TO THE COUNTY OF \$30,000 AND COUNCIL CONTINGENCY OF \$50,000.

COMMENTS

ACCOUNT 248, ELECTRICITY AND NATURAL GAS PROVIDES UTILITIES FOR CITY HALL AND THE CITY HALL ANNEX. ALSO, THIS ACCOUNT FUNDS ALL ILLUMINATING STREET LIGHTS IN THE CITY. THE HOTEL/MOTEL TAX PAYMENTS MADE FROM ACCOUNT 231 ARE NOW BEING HANDLED IN A SEPARATE FUND. UNIFORM AND CLOTHING WAS MOVED FROM THE DIVISIONS TO CITY AT LARGE TO CONSOLIDATE AND CONTROL USAGE AND PAYMENTS. ACCOUNT 241 INCLUDES \$25,000 FOR CITY HALL TELEPHONE SYSTEM UPGRADE.

PERSONNEL

CLASSIFICATION	SALARY BI-WKLY	02/03	03/04	04/05

CAPITAL OUTLAY

ACCT NO.	ITEM	A/R	QTY	BUDGET AMOUNT

FUNDING SOURCE

CLASSIFICATION	ADOPTED TOTAL 04/05	GENERAL
PERSONAL SERVICES		
MATERIALS & SUPPLIES	\$91,817	\$91,817
OTHER SERVICES & CHARGES	610,441	610,441
CAPITAL OUTLAY		
TOTAL DOLLARS	<u>\$702,258</u>	<u>\$702,258</u>

SUMMARY OF EXPENDITURES

DEPARTMENT: FINANCE
 DIVISION OR ACTIVITY: CITY-AT-LARGE

ACTIVITY NO.: 41

ACCT. NO.	ACCOUNT TITLE	2002-2003 ACTUAL EXPENDITURES	2003-2004 ADOPTED BUDGET	2003-2004 EXPENDITURES ESTIMATE	2004-2005 ADOPTED BUDGET
	MATERIALS AND SUPPLIES				
216	UNIFORM AND CLOTHING	0	0	0	91,817
		\$0	\$0	\$0	\$91,817
	OTHER SERVICES & CHARGES				
231	PROF & TECHNICAL SERVICE	0	93,000	90,000	59,000
241	TELEPHONE & POSTAGE	0	0	0	25,000
248	ELECTRICITY & NAT GAS	217,970	280,000	210,500	280,000
251	INSURANCE	134,707	140,608	153,941	165,441
279	OTHER EXPENSES	13,485	74,000	74,000	81,000
297	OTHER RESERVE	0	0	0	0
		\$366,162	\$587,608	\$528,441	\$610,441
	DIVISION TOTALS	\$366,162	\$587,608	\$528,441	\$702,258

FINANCE

DIVISION: WAURIKA FUND

ACTIVITY NO: 55

FUNCTION

COMMENTS

THE FUNCTION OF THIS BUDGET IS FOR THE PAYMENT OF DEBT SERVICE AND MAINTENANCE AND OPERATIONS CHARGED BY THE WAURIKA CONSERVANCY.

PERSONNEL

CAPITAL OUTLAY

CLASSIFICATION	SALARY BI-WKLY	02/03	03/04	04/05

ACCT NO.	ITEM	A/R	QTY	BUDGET AMOUNT

FUNDING SOURCE

CLASSIFICATION	ADOPTED TOTAL 04/05	OTHER
PERSONAL SERVICES		
MATERIALS & SUPPLIES		
OTHER SERVICES & CHARGES	<u>\$1,680,000</u>	<u>\$1,680,000</u>
CAPITAL OUTLAY		
TOTAL DOLLARS	<u>\$1,680,000</u>	<u>\$1,680,000</u>

SUMMARY OF EXPENDITURES

DEPARTMENT: FINANCE
 DIVISION OR ACTIVITY: WAURIKA PAYMENTS

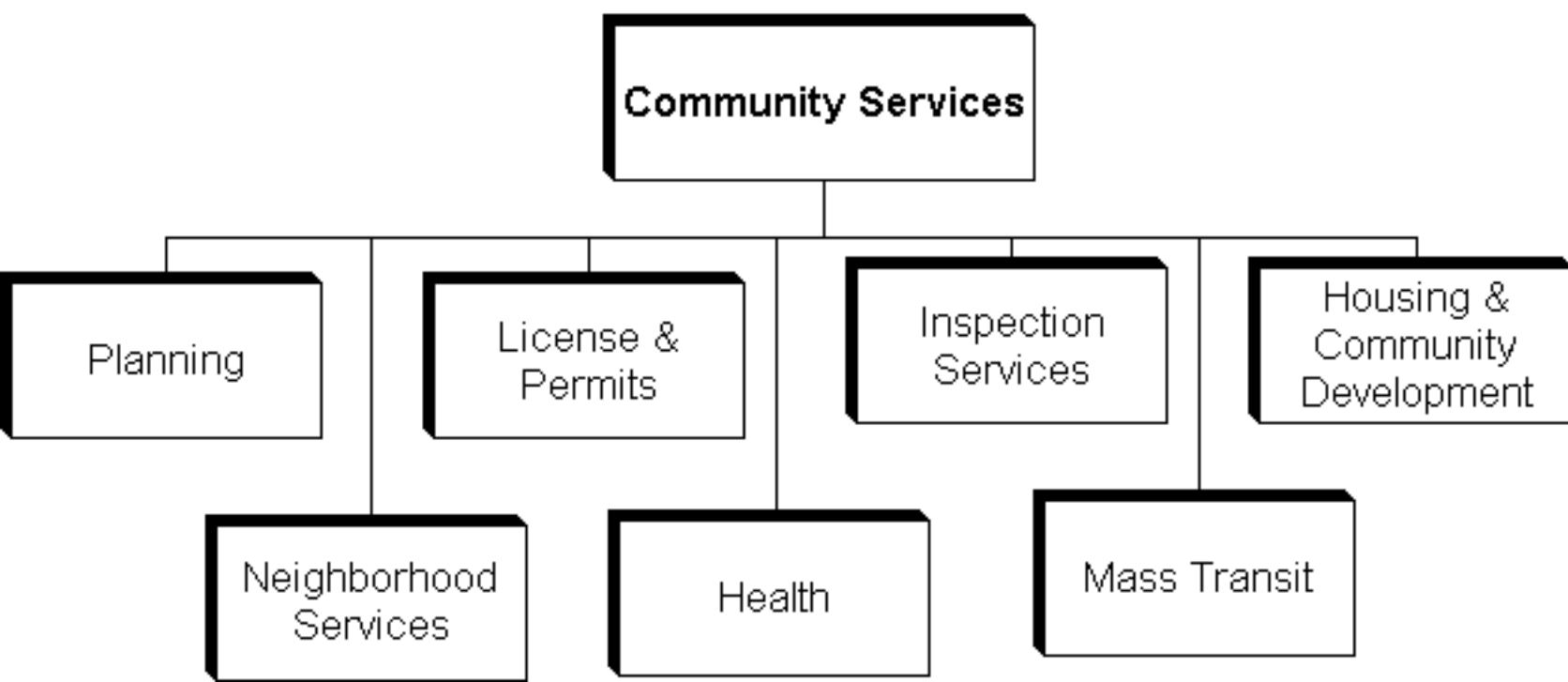
ACTIVITY NO.: 55

ACCT. NO.	ACCOUNT TITLE	2002-2003 ACTUAL EXPENDITURES	2003-2004 ADOPTED BUDGET	2003-2004 EXPENDITURES ESTIMATE	2004-2005 ADOPTED BUDGET
	OTHER SERVICES & CHARGES				
231	PROF & TECHNICAL SERVICE	0	1,644,000	1,644,000	1,644,000
248	ELECTRICITY & NAT GAS	0	36,000	36,000	36,000
		\$0	\$1,680,000	\$1,680,000	\$1,680,000
	DIVISION TOTALS	\$0	\$1,680,000	\$1,680,000	\$1,680,000

Organizational Chart

Community Services Department

FY 2004-2005



COMMUNITY SERVICES

DIVISION: PLANNING

ACTIVITY NO: 21

FUNCTION

COMMENTS

THE PLANNING DEPARTMENT, UNDER THE PROVISIONS OF TITLES 11 AND 19, OKLAHOMA STATUTES, ACCOMPLISHES COMPREHENSIVE PLANNING, TRANSPORTATION PLANNING, ADMINISTRATION OF LAND USE CONTROLS AND SUPPORT FUNCTIONS NEEDED TO PROVIDE GOVERNING BODIES A RATIONAL BASIS FOR DECISION MAKING IN RELATED AREAS OF CONCERN. THE DEPARTMENT FUNCTIONS AS PLANNING STAFF FOR THE CITY, LAWTON METROPOLITAN AREA PLANNING COMMISSION, CITY PLANNING COMMISSION, AND THE DEPARTMENT PERFORMS SPECIAL STUDIES FOR THE CITY MANAGER AND COUNCIL AS NEEDED.

PERSONNEL

CAPITAL OUTLAY

CLASSIFICATION	SALARY			
	BI-WKLY	02/03	03/04	04/05
PLANNING DIRECTOR	MG12	0	1	1
ASST DIR, PLANNING	MG12	1	0	0
SR PLANNER	MG10	1	1	1
COMPREHENSIVE PLANNER	MG08	1	1	1
TRANSPORTATION PLANNER	MG06	2	2	2
SPECIAL PROJECTS PLANNER	GE09	1	1	1
PLANNING TECHNICIAN	GE09	1	1	1
ADMINISTRATIVE SECRETARY	GE07	<u>1</u>	<u>1</u>	<u>1</u>
TOTAL		<u>8</u>	<u>8</u>	<u>8</u>
<i>REGULAR PART-TIME</i>				
SECRETARY (20 HRS)	RP03	<u>0</u>	<u>1</u>	<u>1</u>

ACCT NO.	ITEM	A/R	QTY	BUDGET AMOUNT
312	BLU RAY MACHINE		1	\$5,000
321	CARPET, WIRING, PAINT			<u>5,000</u>
TOTAL				<u>\$10,000</u>

FUNDING SOURCE

CLASSIFICATION	ADOPTED TOTAL 04/05	GENERAL	CAPITAL OUTLAY	GRANTS TO BE DEPOSITED TO GEN. FD.
PERSONAL SERVICES	\$515,309	\$515,309		
MATERIALS & SUPPLIES	6,012	6,012		
OTHER SERVICES & CHARGES	25,477	25,477		
CAPITAL OUTLAY	<u>10,000</u>	<u>10,000</u>	<u>\$0</u>	
TOTAL DOLLARS	<u>\$556,798</u>	<u>\$556,798</u>	<u>\$0</u>	<u>\$72,135</u>

SUMMARY OF EXPENDITURES

DEPARTMENT: COMMUNITY SERVICES
 DIVISION OR ACTIVITY: PLANNING

ACTIVITY NO.: 21

ACCT. NO.	ACCOUNT TITLE	2002-2003 ACTUAL EXPENDITURES	2003-2004 ADOPTED BUDGET	2003-2004 EXPENDITURES ESTIMATE	2004-2005 ADOPTED BUDGET
PERSONAL SERVICES					
101	SALARIES AND WAGES	379,572	385,178	362,960	401,572
102	DIFFERENTIAL/LEADMAN PAY	2,156	597	299	597
103	SICK LEAVE-PAY IN LIEU	6,002	1,109	554	1,125
104	CONTRACT LABOR	469	0	2,821	0
106	PART-TIME	0	9,420	7,095	11,995
108	OVERTIME	199	357	178	357
110	UNEMPLOYMENT CONTRIBUTION	346	235	235	346
111	F.I.C.A.	27,119	29,262	27,315	30,515
112	WORKERS COMPENSATION	842	700	700	842
113	GROUP LIFE & HOSP	26,606	27,515	21,251	23,685
114	CITY RETIREMENT PLAN	27,112	27,941	26,263	31,037
118	LONGEVITY	11,563	12,176	12,229	13,238
		\$481,986	\$494,490	\$461,900	\$515,309
MATERIALS AND SUPPLIES					
201	SUPPLIES, TOOLS, EQUIP	3,065	5,790	5,120	5,700
204	PETROLEUM PRODUCTS	0	50	50	62
205	CHEMICALS	0	50	50	50
211	REPAIR AND MAINTENANCE	65	900	900	200
216	UNIFORM AND CLOTHING	258	300	300	0
		\$3,388	\$7,090	\$6,420	\$6,012
OTHER SERVICES & CHARGES					
221	RENTAL, PUBL, PRINTING	6,549	9,000	9,000	9,000
231	PROF & TECHNICAL SERVICE	500	100	100	2,100
241	TELEPHONE & POSTAGE	5,998	7,000	7,000	7,000
264	DUES & MEMBERSHIPS	1,843	2,755	3,425	2,755
265	TRAINING AND TRAVEL	810	4,322	4,322	4,322
279	OTHER EXPENSES	0	300	100	300
		\$15,700	\$23,477	\$23,947	\$25,477
CAPITAL OUTLAY					
312	MACHINERY & EQUIPMENT	0	0	0	5,000
321	CONSTRC, IMPRVMT, ADDTN	0	0	0	5,000
		\$0	\$0	\$0	\$10,000
	DIVISION TOTALS	\$501,074	\$525,057	\$492,267	\$556,798

COMMUNITY SERVICES

DIVISION: MASS TRANSIT

ACTIVITY NO: 19

FUNCTION

THIS BUDGET WILL PROVIDE THE CITY MATCHING FUNDS TO THE CITY TRANSIT TRUST. THE TRUST IS RESPONSIBLE FOR IMPLEMENTATION AND MANAGEMENT OF A FIXED ROUTE TRANSIT SYSTEM. THE TRUST IS THE DESIGNATED RECIPIENT OF FINANCIAL ASSISTANCE FROM THE FEDERAL TRANSIT ADMINISTRATION. THE SYSTEM WILL CONSIST OF FIVE FIXED ROUTES AND ONE EXPRESS ROUTE WITH COMPLEMENTARY PARA TRANSIT. SERVICE IS SIX DAYS A WEEK, THIRTEEN HOURS PER DAY. MACDONALD TRANSIT PROVIDES OPERATIONAL MANAGEMENT FOR THE TRUST.

COMMENTS

THE COSTS SHARING BETWEEN FTA AND THE TRUST IS FOR CAPITAL COSTS 83%-FTA AND 17%-TRUST (AND OKLAHOMA DEPARTMENT OF TRANSPORTATION) AND FOR OPERATING COSTS 50%-FTA AND 50%-TRUST (AND OKLAHOMA DEPARTMENT OF TRANSPORTATION).

PERSONNEL

CLASSIFICATION	SALARY BI-WKLY	02/03	03/04	04/05

CAPITAL OUTLAY

ACCT NO.	ITEM	A/R	QTY	BUDGET AMOUNT

FUNDING SOURCE

CLASSIFICATION	ADOPTED TOTAL 04/05	GENERAL
PERSONAL SERVICES		
MATERIALS & SUPPLIES		
OTHER SERVICES & CHARGES	<u>\$474,982</u>	<u>\$474,982</u>
CAPITAL OUTLAY		
TOTAL DOLLARS	<u>\$474,982</u>	<u>\$474,982</u>

SUMMARY OF EXPENDITURES

DEPARTMENT: COMMUNITY SERVICES ACTIVITY NO.: 19
 DIVISION OR ACTIVITY: MASS TRANSIT

ACCT. NO.	ACCOUNT TITLE	2002-2003 ACTUAL EXPENDITURES	2003-2004 ADOPTED BUDGET	2003-2004 EXPENDITURES ESTIMATE	2004-2005 ADOPTED BUDGET
	OTHER SERVICES & CHARGES				
231	PROF & TECHNICAL SERVICE	477,000	446,728	446,728	474,982
		\$477,000	\$446,728	\$446,728	\$474,982
	DIVISION TOTALS	\$477,000	\$446,728	\$446,728	\$474,982

COMMUNITY SERVICES

DIVISION: INSPECTION SERVICES

ACTIVITY NO: 23

FUNCTION

COMMENTS

THIS DIVISION IS RESPONSIBLE FOR ADMINISTERING ALL STATE AND LOCAL LAWS AND REGULATIONS REGARDING CONSTRUCTION, ALTERATION OF BUILDINGS, STRUCTURES AND MOBILE HOME PARKS; SUPERVISING AND COORDINATING ENGINEERING ISSUES ASSOCIATED WITH LAND AND BUILDING DEVELOPMENT AND CONDUCTING INSPECTIONS RELEVANT THERETO; CONDUCTING BUILDING AND LAND DEVELOPMENT CONSTRUCTION INSPECTIONS FOR COMPLIANCE WITH CITY CODES INCLUDING THOSE ADOPTED BY REFERENCE

PERSONNEL

CAPITAL OUTLAY

CLASSIFICATION	SALARY BI-WKLY	PERSONNEL		
		02/03	03/04	04/05
CHIEF INSPECTOR	GE10	1	1	1
CONSTRUCTION INSP.	GE08	1	1	1
BLDG INSPECTOR	GE07	2	2	2
ELECTRICAL INSPECTOR	GE07	1	1	1
PLUMBING INSPECTOR	GE07	1	2	2
MECHANICAL INSPECT.	GE07	1	1	2
SR. CLERICAL ASSOC.	GE05	<u>1</u>	<u>0</u>	<u>0</u>
TOTAL		<u>8</u>	<u>8</u>	<u>9</u>

ACCT NO.	ITEM	A/R	QTY	BUDGET
				AMOUNT
311	VEHICLES		2	<u>\$40,300</u>
TOTAL				<u>\$40,300</u>

FUNDING SOURCE

CLASSIFICATION	ADOPTED		CAPITAL OUTLAY
	TOTAL 04/05	GENERAL	
PERSONAL SERVICES	\$397,152	\$397,152	
MATERIALS & SUPPLIES	11,182	11,182	
OTHER SERVICES & CHARGES	15,430	15,430	
CAPITAL OUTLAY	<u>40,300</u>	<u>0</u>	<u>\$40,300</u>
TOTAL DOLLARS	<u>\$464,064</u>	<u>\$423,764</u>	<u>\$40,300</u>

SUMMARY OF EXPENDITURES

DEPARTMENT: COMMUNITY SERVICES ACTIVITY NO.: 23
 DIVISION OR ACTIVITY: INSPECTION SERVICES

ACCT. NO.	ACCOUNT TITLE	2002-2003 ACTUAL EXPENDITURES	2003-2004 ADOPTED BUDGET	2003-2004 EXPENDITURES ESTIMATE	2004-2005 ADOPTED BUDGET
PERSONAL SERVICES					
101	SALARIES AND WAGES	224,831	228,878	236,486	282,826
102	DIFFERENTIAL/LEADMAN PAY	1,797	2,987	510	2,987
103	SICK LEAVE-PAY IN LIEU	6,978	1,051	526	1,000
104	CONTRACT LABOR	3,494	6,900	3,450	6,900
108	OVERTIME	504	1,252	700	1,252
110	UNEMPLOYMENT CONTRIBUTION	173	300	300	175
111	F.I.C.A.	16,504	17,522	17,643	21,209
112	WORKERS COMPENSATION	6,125	2,800	15,014	17,000
113	GROUP LIFE & HOSP	26,606	37,298	25,250	31,420
114	CITY RETIREMENT PLAN	17,148	17,081	17,229	21,923
118	LONGEVITY	9,696	9,597	9,639	10,460
		\$313,856	\$325,666	\$326,747	\$397,152
MATERIALS AND SUPPLIES					
201	SUPPLIES, TOOLS, EQUIP	2,621	2,672	2,672	2,672
204	PETROLEUM PRODUCTS	3,990	5,000	5,000	6,160
211	REPAIR AND MAINTENANCE	467	1,000	1,000	1,000
212	CONTRACTUAL MAINTENANCE	0	150	150	150
214	MAINT MATERL-MOTIVE EQUIP	322	1,200	1,200	1,200
216	UNIFORM AND CLOTHING	268	1,400	1,400	0
		\$7,668	\$11,422	\$11,422	\$11,182
OTHER SERVICES & CHARGES					
221	RENTAL, PUBL, PRINTING	551	1,000	1,000	1,000
231	PROF & TECHNICAL SERVICE	20	100	100	100
241	TELEPHONE & POSTAGE	2,707	3,000	3,000	3,000
264	DUES & MEMBERSHIPS	435	1,000	1,000	1,000
265	TRAINING AND TRAVEL	2,340	6,830	6,830	9,830
279	OTHER EXPENSES	0	500	500	500
		\$6,053	\$12,430	\$12,430	\$15,430
CAPITAL OUTLAY					
311	MOTIVE EQUIPMENT	0	19,800	19,800	40,300
312	MACHINERY & EQUIPMENT	2,131	2,100	0	0
		\$2,131	\$21,900	\$19,800	\$40,300
	DIVISION TOTALS	\$329,708	\$371,418	\$370,399	\$464,064

COMMUNITY SERVICES

DIVISION: LICENSE AND PERMIT CENTER

ACTIVITY NO: 30

FUNCTION

THIS DIVISION IS RESPONSIBLE FOR PROVIDING STRUCTURAL, ELECTRICAL, MECHANICAL, PLUMBING AND ENGINEERING PLAN REVIEW SERVICES ISSUING LICENSES AND PERMITS, MAINTAINING RECORDS THEREOF, COLLECTING ALL REVENUES.

COMMENTS

PERSONNEL

CLASSIFICATION	SALARY BI-WKLY	02/03	03/04	04/05
CIVIL ENGINEER	MG10	1	1	1
CODE PLANS SUPV.	MG07	1	1	1
PLANS EXAMINER	GE08	1	1	1
SENIOR SECRETARY	GE06	0	1	1
SR. CLERICAL ASSOC.	GE05	1	1	1
SERVICE REP	GE04	<u>0</u>	<u>1</u>	<u>1</u>
TOTAL		<u>4</u>	<u>6</u>	<u>6</u>

CAPITAL OUTLAY

ACCT NO.	ITEM	A/R	QTY	BUDGET AMOUNT
312	COMPUTERS	R	2	<u>\$4,600</u>
TOTAL				<u>\$4,600</u>

FUNDING SOURCE

CLASSIFICATION	ADOPTED TOTAL 04/05	GENERAL	CAPITAL OUTLAY
PERSONAL SERVICES	\$289,724	\$289,724	
MATERIALS & SUPPLIES	7,072	7,072	
OTHER SERVICES & CHARGES	13,365	13,365	
CAPITAL OUTLAY	<u>4,600</u>	<u>4,600</u>	<u>\$0</u>
TOTAL DOLLARS	<u>\$314,761</u>	<u>\$314,761</u>	<u>\$0</u>

SUMMARY OF EXPENDITURES

DEPARTMENT: COMMUNITY SERVICES ACTIVITY NO.: 30
 DIVISION OR ACTIVITY: LICENSE & PERMIT CENTER

ACCT. NO.	ACCOUNT TITLE	2002-2003 ACTUAL EXPENDITURES	2003-2004 ADOPTED BUDGET	2003-2004 EXPENDITURES ESTIMATE	2004-2005 ADOPTED BUDGET
PERSONAL SERVICES					
101	SALARIES AND WAGES	208,507	175,427	201,926	219,172
102	DIFFERENTIAL/LEADMAN PAY	92	697	350	697
103	SICK LEAVE-PAY IN LIEU	8,428	1,154	577	750
104	CONTRACT LABOR	0	0	0	5,000
108	OVERTIME	50	101	50	101
110	UNEMPLOYMENT CONTRIBUTION	387	50	50	387
111	F.I.C.A.	15,472	15,300	14,963	16,183
112	WORKERS COMPENSATION	947	165	165	947
113	GROUP LIFE & HOSP	17,207	19,985	19,377	21,245
114	CITY RETIREMENT PLAN	14,581	13,242	14,649	16,931
118	LONGEVITY	6,574	7,313	7,346	8,311
		\$272,245	\$233,434	\$259,453	\$289,724
MATERIALS AND SUPPLIES					
201	SUPPLIES, TOOLS, EQUIP	4,031	5,250	5,250	5,250
204	PETROLEUM PRODUCTS	470	567	567	822
211	REPAIR AND MAINTENANCE	269	300	300	300
212	CONTRACTUAL MAINTENANCE	0	0	0	100
214	MAINT MATERL-MOTIVE EQUIP	394	800	800	600
216	UNIFORM AND CLOTHING	0	200	200	0
		\$5,164	\$7,117	\$7,117	\$7,072
OTHER SERVICES & CHARGES					
221	RENTAL, PUBL, PRINTING	906	2,900	2,900	2,900
231	PROF & TECHNICAL SERVICE	0	50	50	50
241	TELEPHONE & POSTAGE	2,136	3,500	3,500	3,500
264	DUES & MEMBERSHIPS	1,612	1,600	1,600	1,600
265	TRAINING AND TRAVEL	1,022	615	615	3,115
279	OTHER EXPENSES	0	2,200	2,200	2,200
		\$5,676	\$10,865	\$10,865	\$13,365
CAPITAL OUTLAY					
312	MACHINERY & EQUIPMENT	4,542	2,600	2,578	4,600
		\$4,542	\$2,600	\$2,578	\$4,600
	DIVISION TOTALS	\$287,627	\$254,016	\$280,013	\$314,761

COMMUNITY SERVICES

DIVISION: COMMUNITY DEV. ADMIN.

ACTIVITY NO: 22

FUNCTION

COMMUNITY DEVELOPMENT ADMINISTRATION DIVISION MANAGES AND SUPERVISES ADMINISTRATION OF THE CDBG AND HOME GRANT PROGRAMS. THE DIVISION PREPARES THE CONSOLIDATED PLAN, CONSOLIDATED ONE-YEAR ACTION PLANS, CONSOLIDATED ANNUAL PERFORMANCE REPORTS, AND DEVELOPS ENVIRONMENTAL ASSESSMENTS AND RECORDS. THE DIVISION MONITORS NUMEROUS SUBRECIPIENTS OF GRANT FUNDS TO ENSURE COMPLIANCE WITH FEDERAL PROGRAM REGULATIONS AND ADMINISTRATIVE REQUIREMENTS. IT COORDINATES WITH AND MAINTAINS CLOSE LIAISON WITH CITY, COUNTY, STATE AND FEDERAL AGENCIES.

COMMENTS

ADMINISTRATIVE EXPENDITURES ARE SUBJECT TO A 20% CAP IN THE CDBG PROGRAM.

PERSONNEL

CLASSIFICATION	SALARY BI-WKLY	02/03	03/04	04/05
ASST DIR-HOUSING/CD	MG10	1	1	1
GRANTS/FISCAL OFCR.	MG09	1	1	1
SENIOR SECRETARY	GE06	<u>1</u>	<u>1</u>	<u>1</u>
TOTAL		<u>3</u>	<u>3</u>	<u>3</u>

CAPITAL OUTLAY

ACCT NO.	ITEM	A/R	QTY	BUDGET AMOUNT
*312	COMPUTERS	R	2	<u>\$4,600</u>
TOTAL				<u>\$4,600</u>
	*SPECIAL FUNDS			

FUNDING SOURCE

CLASSIFICATION	ADOPTED TOTAL 04/05	CDBG
PERSONAL SERVICES	\$160,667	\$160,667
MATERIALS & SUPPLIES	3,042	3,042
OTHER SERVICES & CHARGES	30,315	30,315
CAPITAL OUTLAY	<u>4,600</u>	<u>4,600</u>
TOTAL DOLLARS	<u>\$198,624</u>	<u>\$198,624</u>

SUMMARY OF EXPENDITURES

DEPARTMENT: COMMUNITY SERVICES ACTIVITY NO.: 22
 DIVISION OR ACTIVITY: COM DEVELOP ADMIN

ACCT. NO.	ACCOUNT TITLE	2002-2003 ACTUAL EXPENDITURES	2003-2004 ADOPTED BUDGET	2003-2004 EXPENDITURES ESTIMATE	2004-2005 ADOPTED BUDGET
PERSONAL SERVICES					
101	SALARIES AND WAGES	113,545	124,922	126,781	134,388
102	DIFFERENTIAL/LEADMAN PAY	0	100	100	100
103	SICK LEAVE-PAY IN LIEU	2,523	402	201	375
108	OVERTIME	35	453	40	453
110	UNEMPLOYMENT CONTRIBUTION	130	75	75	130
111	F.I.C.A.	8,326	9,229	9,158	9,792
112	WORKERS COMPENSATION	316	150	150	316
113	GROUP LIFE & HOSP	7,480	7,599	2,735	2,718
114	CITY RETIREMENT PLAN	7,513	8,855	8,985	10,241
118	LONGEVITY	1,140	1,574	1,581	2,154
		\$141,008	\$153,359	\$149,806	\$160,667
MATERIALS AND SUPPLIES					
201	SUPPLIES, TOOLS, EQUIP	3,190	2,044	2,148	2,258
204	PETROLEUM PRODUCTS	160	360	139	389
211	REPAIR AND MAINTENANCE	312	250	125	120
212	CONTRACTUAL MAINTENANCE	0	100	50	200
214	MAINT MATERL-MOTIVE EQUIP	34	150	75	75
		\$3,696	\$2,904	\$2,537	\$3,042
OTHER SERVICES & CHARGES					
221	RENTAL, PUBL, PRINTING	7,274	7,588	6,909	7,600
231	PROF & TECHNICAL SERVICE	6,899	7,110	7,177	8,394
241	TELEPHONE & POSTAGE	2,346	2,726	2,292	2,521
248	ELECTRICITY & NAT GAS	1,563	1,300	1,506	1,600
251	INSURANCE	30	0	30	70
264	DUES & MEMBERSHIPS	945	1,060	956	1,060
265	TRAINING AND TRAVEL	8,682	6,329	6,329	9,070
		\$27,739	\$26,113	\$25,199	\$30,315
CAPITAL OUTLAY					
312	MACHINERY & EQUIPMENT	0	4,100	4,723	4,600
		\$0	\$4,100	\$4,723	\$4,600
	DIVISION TOTALS	\$172,443	\$186,476	\$182,265	\$198,624

COMMUNITY SERVICES

DIVISION: HOUSING ASSISTANCE DIVISION

ACTIVITY NO. 26

FUNCTION

THE HOUSING ASSISTANCE DIVISION OPERATES C.D.B.G. AND HOME FUNDED HOUSING REHABILITATION PROJECTS (OWNER-OCCUPANT AND RENTAL UNITS), AND EMERGENCY HOME REPAIR PROJECTS, AND PERFORMS ACQUISITION AND RELOCATION FUNCTIONS PERTAINING TO PROPERTY ACQUISITION. HOME PROGRAM ALSO HAS TENANT-BASED RENTAL AND FIRST-TIME HOME BUYERS PROJECTS.

COMMENTS

ACCOUNT 231, PROFESSIONAL AND TECHNICAL SERVICES, INCLUDES TITLE SEARCHES, CREDIT CHECKS AND OTHER PROFESSIONAL COSTS ASSOCIATED WITH THE C.D.B.G. REHABILITATION PROJECTS. PROVIDES FOR SPECIAL SERVICES INCLUDING CUSTODIAL SERVICES AND HOUSING REHABILITATION PROJECTS AND ACTIVITIES.

PERSONNEL

CLASSIFICATION	SALARY	02/03	03/04	04/05
	BI-WKLY			
HSNG DEV SPEC.	GE09	1	1	1
HSNG REHAB/COMP SPEC	GE08	1	1	1
HOUSING REHAB SPEC.	GE08	<u>2</u>	<u>1</u>	<u>1</u>
TOTAL		<u>4</u>	<u>3</u>	<u>3</u>

CAPITAL OUTLAY

ACCT NO.	ITEM	A/R	QTY	BUDGET AMOUNT

FUNDING SOURCE

CLASSIFICATION	ADOPTED TOTAL 04/05	CDBG
PERSONAL SERVICES	\$133,009	\$133,009
MATERIALS & SUPPLIES	9,508	9,508
OTHER SERVICES & CHARGES	226,026	226,026
CAPITAL OUTLAY	<u>0</u>	<u>0</u>
TOTAL DOLLARS	<u>\$368,543</u>	<u>\$368,543</u>

SUMMARY OF EXPENDITURES

DEPARTMENT: COMMUNITY SERVICES ACTIVITY NO.: 26
 DIVISION OR ACTIVITY: HOUSING ASSISTANCE DIV

ACCT. NO.	ACCOUNT TITLE	2002-2003 ACTUAL EXPENDITURES	2003-2004 ADOPTED BUDGET	2003-2004 EXPENDITURES ESTIMATE	2004-2005 ADOPTED BUDGET
PERSONAL SERVICES					
101	SALARIES AND WAGES	88,163	96,093	97,258	102,082
102	DIFFERENTIAL/LEADMAN PAY	69	1,493	426	1,493
103	SICK LEAVE-PAY IN LIEU	158	0	0	375
108	OVERTIME	0	40	398	40
110	UNEMPLOYMENT CONTRIBUTION	173	75	75	173
111	F.I.C.A.	6,457	7,100	7,130	7,591
112	WORKERS COMPENSATION	421	130	130	421
113	GROUP LIFE & HOSP	7,332	7,600	10,489	10,489
114	CITY RETIREMENT PLAN	5,757	6,871	6,953	7,844
118	LONGEVITY	1,430	2,066	2,075	2,501
		\$109,960	\$121,468	\$124,934	\$133,009
MATERIALS AND SUPPLIES					
201	SUPPLIES, TOOLS, EQUIP	1,833	2,500	2,488	3,000
204	PETROLEUM PRODUCTS	143	400	149	308
211	REPAIR AND MAINTENANCE	3,717	1,500	10	5,000
214	MAINT MATERL-MOTIVE EQUIP	1,038	400	205	1,200
216	UNIFORM AND CLOTHING	375	0	0	0
		\$7,106	\$4,800	\$2,852	\$9,508
OTHER SERVICES & CHARGES					
221	RENTAL, PUBL, PRINTING	7,560	8,000	9,158	9,616
231	PROF & TECHNICAL SERVICE	175,784	246,012	142,040	202,040
241	TELEPHONE & POSTAGE	2,842	3,000	2,983	3,132
248	ELECTRICITY & NAT GAS	1,500	1,300	1,744	1,600
251	INSURANCE	0	0	0	70
264	DUES & MEMBERSHIPS	180	100	100	220
265	TRAINING AND TRAVEL	7,861	6,476	4,896	8,148
279	OTHER EXPENSES	227	1,200	529	1,200
		\$195,954	\$266,088	\$161,450	\$226,026
CAPITAL OUTLAY					
312	MACHINERY & EQUIPMENT	2,043	0	0	0
		\$2,043	\$0	\$0	\$0
	DIVISION TOTALS	\$315,063	\$392,356	\$289,236	\$368,543

COMMUNITY SERVICES

DIVISION: C. D. PROGRAM/NON-OPERATION

ACTIVITY NO. 28

FUNCTION

THIS ACTIVITY FUNDS PROGRAMS WHICH ARE NOT PERFORMED BY THE CITY DEPARTMENTS, NOT UNDER DIRECT CONTROL OF THE CITY AND NOT INCLUDED IN THE CAPITAL IMPROVEMENT PROGRAM.

COMMENTS

THE CDBG PROGRAM IMPOSES A 15% CAP ON PUBLIC SERVICES. ACCOUNT 231, PROFESSIONAL AND TECHNICAL SERVICES, PROVIDES THE MAXIMUM ALLOWABLE CDBG FUNDS FOR THE FOLLOWING PERSONAL SERVICE PROJECTS: MEDTRANS PROJECT, HOSPICE SERVICES PROJECT, COUNSELING ASSISTANCE PROJECT, AND TEENAGE PREGNANCY PREVENTION PROGRAM, AND MEET THE NEEDS.

PERSONNEL

CLASSIFICATION	SALARY BI-WKLY	02/03	03/04	04/05

CAPITAL OUTLAY

ACCT NO.	ITEM	A/R	QTY	BUDGET AMOUNT

FUNDING SOURCE

CLASSIFICATION	ADOPTED TOTAL 04/05	HUD
PERSONAL SERVICES		
MATERIALS & SUPPLIES		
OTHER SERVICES & CHARGES	<u>\$433,541</u>	<u>\$433,541</u>
CAPITAL OUTLAY		
TOTAL DOLLARS	<u>\$433,541</u>	<u>\$433,541</u>

SUMMARY OF EXPENDITURES

DEPARTMENT: COMMUNITY SERVICES ACTIVITY NO.: 28
 DIVISION OR ACTIVITY: C D PROGRAM/NON-OPERATION

ACCT. NO.	ACCOUNT TITLE	2002-2003 ACTUAL EXPENDITURES	2003-2004 ADOPTED BUDGET	2003-2004 EXPENDITURES ESTIMATE	2004-2005 ADOPTED BUDGET
	OTHER SERVICES & CHARGES				
231	PROF & TECHNICAL SERVICE	285,298	442,600	402,467	415,868
278	CDBG CONTINGENCY	0	77,121	0	17,673
		\$285,298	\$519,721	\$402,467	\$433,541
	DIVISION TOTALS	\$285,298	\$519,721	\$402,467	\$433,541

COMMUNITY SERVICES

DIVISION: HOME

ACTIVITY NO. 29

FUNCTION

THIS ACTIVITY PERFORMS ACQUISITION AND RELOCATION FUNCTIONS PERTAINING TO PROPERTY. HOME PROGRAM ALSO HAS TENANT-BASED RENTAL ASSISTANCE, HOUSING REHABILITATION AND FIRST-TIME HOME BUYERS PROJECT.

COMMENTS

ACCOUNT 231, PROFESSIONAL AND TECHNICAL SERVICES PROVIDES FUNDS FOR HOUSING DEVELOPMENT PROJECTS AND ACTIVITIES INCLUDING HOME HOUSING REHABILITATION, FIRST TIME HOME BUYERS, TENANT-BASED RENTAL ASSISTANCE PROJECTS AND COMMUNITY HOUSING DEVELOPMENT ORGANIZATION PROJECTS. THE HOME PROGRAM HAS A 10% CAP ON PROGRAM ADMINISTRATION.

PERSONNEL

CLASSIFICATION	SALARY BI-WKLY	02/03	03/04	04/05
FED. HOUSING PROGRAM COOR.	MG07	<u>1</u>	<u>1</u>	<u>1</u>
TOTAL		<u>1</u>	<u>1</u>	<u>1</u>

CAPITAL OUTLAY

ACCT NO.	ITEM	A/R	QTY	BUDGET AMOUNT

FUNDING SOURCE

CLASSIFICATION	ADOPTED TOTAL 04/05	HUD
PERSONAL SERVICES	\$50,518	\$50,518
MATERIALS & SUPPLIES	0	0
OTHER SERVICES & CHARGES	578,555	578,555
CAPITAL OUTLAY	<u>0</u>	<u>0</u>
TOTAL DOLLARS	<u>\$629,073</u>	<u>\$629,073</u>

SUMMARY OF EXPENDITURES

DEPARTMENT: COMMUNITY SERVICES ACTIVITY NO.: 29
 DIVISION OR ACTIVITY: HOME PROGRAM

ACCT. NO.	ACCOUNT TITLE	2002-2003 ACTUAL EXPENDITURES	2003-2004 ADOPTED BUDGET	2003-2004 EXPENDITURES ESTIMATE	2004-2005 ADOPTED BUDGET
PERSONAL SERVICES					
101	SALARIES AND WAGES	40,465	40,681	41,373	43,762
102	DIFFERENTIAL/LEADMAN PAY	312	0	47	50
103	SICK LEAVE-PAY IN LIEU	0	0	0	125
110	UNEMPLOYMENT CONTRIBUTION	43	25	25	43
111	F.I.C.A.	2,942	2,894	2,947	3,127
112	WORKERS COMPENSATION	105	50	50	105
113	GROUP LIFE & HOSP	2,666	2,533	14	24
114	CITY RETIREMENT PLAN	2,818	2,848	2,897	3,282
		\$49,351	\$49,031	\$47,353	\$50,518
OTHER SERVICES & CHARGES					
221	RENTAL, PUBL, PRINTING	800	1,500	1,500	1,500
231	PROF & TECHNICAL SERVICE	489,514	519,129	323,090	576,018
265	TRAINING AND TRAVEL	1,500	986	986	1,037
		\$491,814	\$521,615	\$325,576	\$578,555
	DIVISION TOTALS	\$541,165	\$570,646	\$372,929	\$629,073

COMMUNITY SERVICES

DIVISION: NEIGHBORHOOD SERVICES

ACTIVITY NO. 81

FUNCTION

THIS DIVISION IS RESPONSIBLE FOR RECEIPT OF COMPLAINTS RELATING TO HIGH GRASS AND WEEDS, JUNK AND DEBRIS, OPEN SEWERS, AND OTHER NUISANCES, LOGGING OF COMPLAINTS, ORDERING ABATEMENT BY PROPERTY OWNER, ABATING NUISANCES WHEN NEEDED, DETERMINING FEES AND INITIATING LIENS AGAINST THOSE ABATED BY THE CITY.

COMMENTS

ACCOUNT 231, PROFESSIONAL AND TECHNICAL SERVICES PROVIDES FUNDING FOR THE COST OF SECURING STRUCTURES AND DEMOLITION OF CONDEMNATIONS. \$47,500 WAS ADDED TO CLEAN ALLEYS AND RIGHTS-OF-WAY.

PERSONNEL

CLASSIFICATION	SALARY BI-WKLY	PERSONNEL		
		02/03	03/04	04/05
NBHD SRVS SUPERVISOR	MG08	1	1	1
CODE ENF. OFFICER	GE05	4	4	*6
SR. CLERICAL ASSOC.	GE05	<u>2</u>	<u>1</u>	<u>1</u>
TOTAL		<u>7</u>	<u>6</u>	<u>8</u>
<i>TEMPORARY</i>	<i>6 MOS</i>			
SR CLER ASST(40 HR)	TP01	<u>1</u>	<u>1</u>	<u>0</u>
*2 positions – 75% Funded – by CDBG				

CAPITAL OUTLAY

ACCT NO.	ITEM	A/R	QTY	BUDGET AMOUNT
311	VEHICLES	R	2	<u>\$36,000</u>
TOTAL				<u>\$36,000</u>

FUNDING SOURCE

CLASSIFICATION	ADOPTED TOTAL 04/05	GENERAL	CAPITAL OUTLAY
PERSONAL SERVICES	\$333,653	\$333,653	
MATERIALS & SUPPLIES	23,696	23,696	
OTHER SERVICES & CHARGES	109,732	109,732	
CAPITAL OUTLAY	<u>36,000</u>	<u>0</u>	<u>\$36,000</u>
TOTAL DOLLARS	<u>\$503,081</u>	<u>\$467,081</u>	<u>\$36,000</u>

SUMMARY OF EXPENDITURES

DEPARTMENT: COMMUNITY SERVICES ACTIVITY NO.: 81
 DIVISION OR ACTIVITY: NEIGHBORHOOD SERVICES

ACCT. NO.	ACCOUNT TITLE	2002-2003 ACTUAL EXPENDITURES	2003-2004 ADOPTED BUDGET	2003-2004 EXPENDITURES ESTIMATE	2004-2005 ADOPTED BUDGET
PERSONAL SERVICES					
101	SALARIES AND WAGES	176,055	175,775	182,812	235,109
102	DIFFERENTIAL/LEADMAN PAY	11	872	165	500
103	SICK LEAVE-PAY IN LIEU	2,788	455	227	750
104	CONTRACT LABOR	9,043	7,500	8,770	25,104
106	PART-TIME	0	8,763	4,382	0
108	OVERTIME	18	267	134	267
110	UNEMPLOYMENT CONTRIBUTION	303	220	220	303
111	F.I.C.A.	12,630	13,757	13,681	15,872
112	WORKERS COMPENSATION	736	500	500	500
113	GROUP LIFE & HOSP	20,427	24,913	29,458	31,431
114	CITY RETIREMENT PLAN	12,498	12,947	13,101	18,013
118	LONGEVITY	3,813	4,326	4,345	5,804
		\$238,322	\$250,295	\$257,795	\$333,653
MATERIALS AND SUPPLIES					
201	SUPPLIES, TOOLS, EQUIP	10,904	17,000	17,000	17,000
204	PETROLEUM PRODUCTS	1,717	3,000	3,000	3,696
211	REPAIR AND MAINTENANCE	98	900	900	900
212	CONTRACTUAL MAINTENANCE	0	100	100	100
214	MAINT MATERL-MOTIVE EQUIP	371	1,200	1,200	1,200
216	UNIFORM AND CLOTHING	456	800	800	800
		\$13,546	\$23,000	\$23,000	\$23,696
OTHER SERVICES & CHARGES					
221	RENTAL, PUBL, PRINTING	2,827	4,000	4,000	4,000
231	PROF & TECHNICAL SERVICE	22,815	50,000	50,000	97,500
241	TELEPHONE & POSTAGE	7,871	6,000	6,000	6,000
264	DUES & MEMBERSHIPS	217	500	500	500
265	TRAINING AND TRAVEL	1,142	1,732	1,732	1,732
		\$34,872	\$62,232	\$62,232	\$109,732
CAPITAL OUTLAY					
311	MOTIVE EQUIPMENT	0	0	0	36,000
312	MACHINERY & EQUIPMENT	0	2,650	2,084	0
		\$0	\$2,650	\$2,084	\$36,000
	DIVISION TOTALS	\$286,740	\$338,177	\$345,111	\$503,081

COMMUNITY SERVICES

DIVISION: HEALTH

ACTIVITY NO. 84

FUNCTION

COMMENTS

THIS ACTIVITY PROVIDES FUNDING FOR A CONTRACT BETWEEN THE COUNTY BOARD OF HEALTH AND THE CITY OF LAWTON. UNDER THIS CONTRACT, THE COUNTY BOARD OF HEALTH AGREES TO ENFORCE AND ADMINISTER ALL MUNICIPAL ORDINANCES, RULES AND REGULATIONS PERTAINING TO PUBLIC HEALTH.

PERSONNEL

CAPITAL OUTLAY

CLASSIFICATION	SALARY BI-WKLY	02/03	03/04	04/05

ACCT NO.	ITEM	A/R	QTY	BUDGET AMOUNT

FUNDING SOURCE

CLASSIFICATION	ADOPTED TOTAL 04/05	GENERAL
PERSONAL SERVICES		
MATERIALS & SUPPLIES		
OTHER SERVICES & CHARGES	<u>\$98,000</u>	<u>\$98,000</u>
CAPITAL OUTLAY		
TOTAL DOLLARS	<u>\$98,000</u>	<u>\$98,000</u>

SUMMARY OF EXPENDITURES

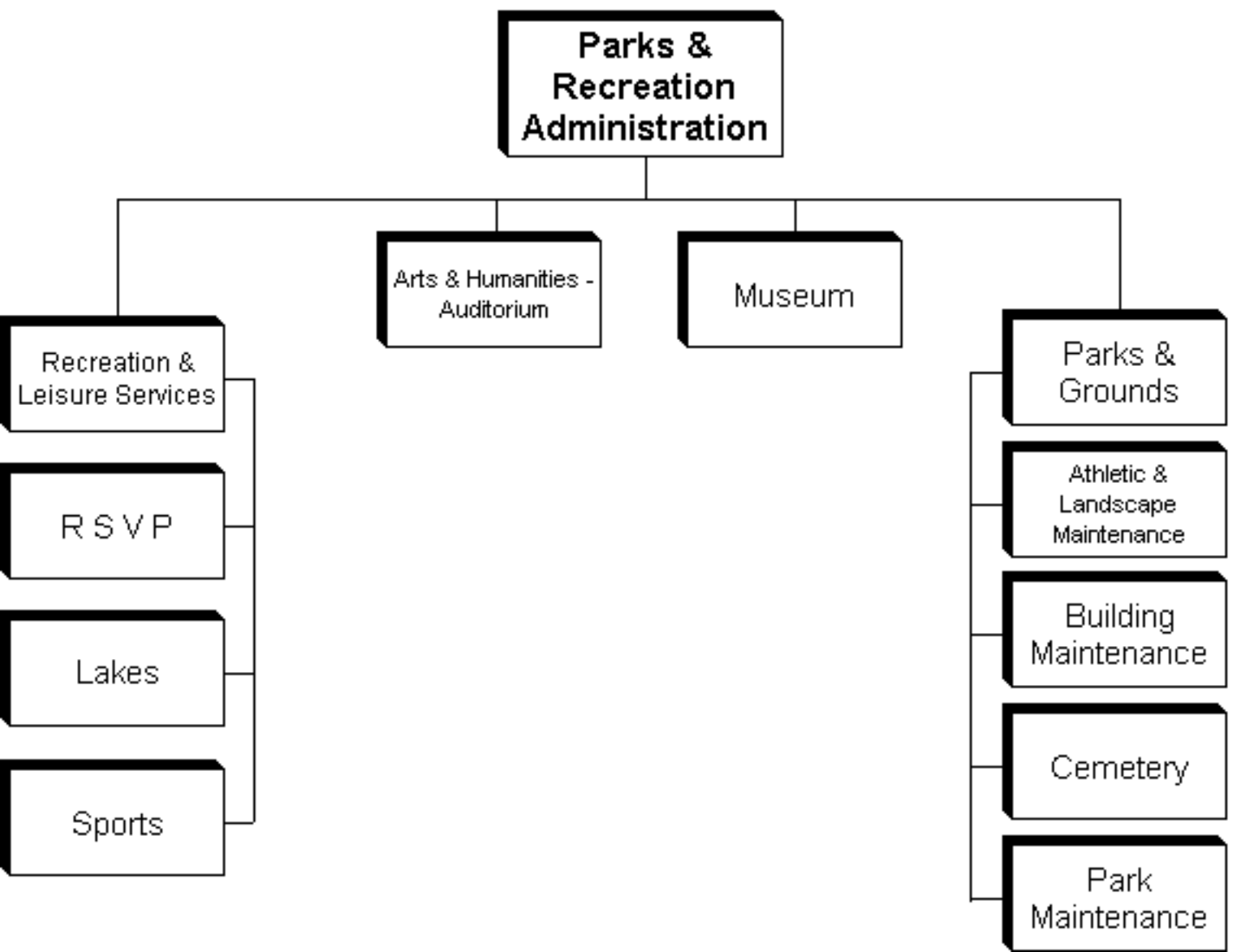
DEPARTMENT: COMMUNITY SERVICES ACTIVITY NO.: 84
 DIVISION OR ACTIVITY: HEALTH

ACCT. NO.	ACCOUNT TITLE	2002-2003 ACTUAL EXPENDITURES	2003-2004 ADOPTED BUDGET	2003-2004 EXPENDITURES ESTIMATE	2004-2005 ADOPTED BUDGET
	OTHER SERVICES & CHARGES				
231	PROF & TECHNICAL SERVICE	108,000	98,000	98,000	98,000
		\$108,000	\$98,000	\$98,000	\$98,000
	DIVISION TOTALS	\$108,000	\$98,000	\$98,000	\$98,000

Organizational Chart

Parks & Recreation Department

FY 2004-2005



PARKS & RECREATION

DIVISION: PARKS & RECREATION ADMIN

ACTIVITY NO. 42

FUNCTION

THIS DEPARTMENT IS RESPONSIBLE FOR SUPERVISING, PLANNING, BUDGETING AND STAFFING OF PARKS AND RECREATION ACTIVITIES INCLUDING LEISURE SERVICES, SPORTS, RECREATION, RSVP, ARTS AND HUMANITIES, THE TWO LAKES, BUILDING AND GROUNDS, INCLUDING THE CEMETERY AND PARKS.

COMMENTS

ACCOUNT 221, RENTAL, PUBLICATIONS AND PRINTING INCLUDES FUNDING FOR PROMOTION OF CITY PROGRAMS THROUGH DISTRIBUTION OF BROCHURES, BANNERS, VIDEO PRODUCTION AND NEWSPAPER ADVERTISEMENTS. ACCOUNT 231, PROFESSIONAL SERVICES INCLUDE COSTS ASSOCIATED WITH DSL SYSTEM TO SUPPORT REC. TRAC SYSTEM. THE POSITION YOUTH SERVICE COORDINATOR WAS TRANSFERRED FROM CITY MANAGER FY 2002/2003.

PERSONNEL

CLASSIFICATION	SALARY	02/03	03/04	04/05
	BI-WKLY			
PARKS/REC DIRECTOR	MG12	1	1	1
YOUTH SERVICE CORD	MG05	1	1	1
SENIOR SECRETARY	GE06	<u>1</u>	<u>1</u>	<u>1</u>
TOTAL		<u>3</u>	<u>3</u>	<u>3</u>

CAPITAL OUTLAY

ACCT NO.	ITEM	A/R	QTY	BUDGET AMOUNT

FUNDING SOURCE

CLASSIFICATION	ADOPTED TOTAL 04/05	GENERAL
PERSONAL SERVICES	\$170,726	\$170,726
MATERIALS & SUPPLIES	3,398	3,398
OTHER SERVICES & CHARGES	25,954	25,954
CAPITAL OUTLAY	<u>0</u>	<u>0</u>
TOTAL DOLLARS	<u>\$200,078</u>	<u>\$200,078</u>

SUMMARY OF EXPENDITURES

DEPARTMENT: PARKS & RECREATION ACTIVITY NO.: 42
 DIVISION OR ACTIVITY: PARKS & RECREATION ADMIN

ACCT. NO.	ACCOUNT TITLE	2002-2003 ACTUAL EXPENDITURES	2003-2004 ADOPTED BUDGET	2003-2004 EXPENDITURES ESTIMATE	2004-2005 ADOPTED BUDGET
PERSONAL SERVICES					
101	SALARIES AND WAGES	126,142	127,820	129,690	137,461
102	DIFFERENTIAL/LEADMAN PAY	0	597	299	597
103	SICK LEAVE-PAY IN LIEU	0	0	0	375
108	OVERTIME	1,350	2,037	2,878	2,037
110	UNEMPLOYMENT CONTRIBUTION	130	125	125	130
111	F.I.C.A.	8,910	9,285	9,641	9,280
112	WORKERS COMPENSATION	316	500	500	316
113	GROUP LIFE & HOSP	10,580	9,993	7,962	7,962
114	CITY RETIREMENT PLAN	8,881	9,090	9,246	10,442
118	LONGEVITY	1,397	2,054	2,400	2,126
		\$157,706	\$161,501	\$162,741	\$170,726
MATERIALS AND SUPPLIES					
201	SUPPLIES, TOOLS, EQUIP	1,581	1,782	1,782	1,782
204	PETROLEUM PRODUCTS	1,237	662	662	816
211	REPAIR AND MAINTENANCE	232	300	400	300
214	MAINT MATERL-MOTIVE EQUIP	149	500	500	500
216	UNIFORM AND CLOTHING	176	200	200	0
		\$3,375	\$3,444	\$3,544	\$3,398
OTHER SERVICES & CHARGES					
221	RENTAL, PUBL, PRINTING	4,825	10,000	10,000	10,000
231	PROF & TECHNICAL SERVICE	0	0	0	0
241	TELEPHONE & POSTAGE	6,633	8,400	8,400	8,400
264	DUES & MEMBERSHIPS	712	735	735	735
265	TRAINING AND TRAVEL	1,653	1,689	1,689	1,689
279	OTHER EXPENSES	5,096	5,130	5,130	5,130
		\$18,919	\$25,954	\$25,954	\$25,954
	DIVISION TOTALS	\$180,000	\$190,899	\$192,239	\$200,078

SUMMARY OF EXPENDITURES

DEPARTMENT: PARKS & RECREATION ACTIVITY NO.: 27
 DIVISION OR ACTIVITY: R.S.V.P.

ACCT. NO.	ACCOUNT TITLE	2002-2003 ACTUAL EXPENDITURES	2003-2004 ADOPTED BUDGET	2003-2004 EXPENDITURES ESTIMATE	2004-2005 ADOPTED BUDGET
PERSONAL SERVICES					
101	SALARIES AND WAGES	57,583	57,917	58,895	62,412
102	DIFFERENTIAL/LEADMAN PAY	270	354	338	354
103	SICK LEAVE-PAY IN LIEU	1,720	281	140	281
108	OVERTIME	0	201	65	201
110	UNEMPLOYMENT CONTRIBUTION	87	200	87	87
111	F.I.C.A.	4,581	4,561	4,500	4,794
112	WORKERS COMPENSATION	210	100	100	210
113	GROUP LIFE & HOSP	5,315	5,066	2,695	2,695
114	CITY RETIREMENT PLAN	4,253	4,317	4,386	4,983
118	LONGEVITY	3,478	3,752	3,768	4,031
		\$77,497	\$76,749	\$74,974	\$80,048
MATERIALS AND SUPPLIES					
201	SUPPLIES, TOOLS, EQUIP	353	356	356	356
216	UNIFORM AND CLOTHING	100	100	100	0
		\$453	\$456	\$456	\$356
OTHER SERVICES & CHARGES					
221	RENTAL, PUBL, PRINTING	943	0	0	0
241	TELEPHONE & POSTAGE	1,538	1,915	1,915	1,915
251	INSURANCE	950	1,000	915	1,000
264	DUES & MEMBERSHIPS	100	100	100	100
265	TRAINING AND TRAVEL	193	1,094	1,094	1,094
279	OTHER EXPENSES	5,544	5,720	5,720	5,720
		\$9,268	\$9,829	\$9,744	\$9,829
	DIVISION TOTALS	\$87,218	\$87,034	\$85,174	\$90,233

PARKS & RECREATION

DIVISION: ARTS AND HUMANITIES

ACTIVITY NO. 33

FUNCTION

THIS ACTIVITY ADMINISTERS CULTURAL PROGRAMS FOR THE CITY OF LAWTON. ACTIVITIES OF THE DIVISION INCLUDE, BUT ARE NOT LIMITED TO, A VARIETY OF PROGRAMS DESIGNED TO PROVIDE CULTURAL ENRICHMENT OPPORTUNITIES TO ALL SEGMENTS OF THE COMMUNITY; SUPPORT OF NON-PROFIT AND CIVIC ORGANIZATIONS THROUGH COSPONSORSHIP AWARDS, WORKSHOPS, AND EVENT PUBLICITY ASSISTANCE; SUPPORT OF SMALL BUSINESSES (ARTISTS) THROUGH WORKSHOPS AND PUBLICITY; EXPANSION OF CULTURAL TOURISM IN THE LAWTON METROPOLITAN AREA; OPPORTUNITIES FOR CITIZENS TO VOLUNTEER; AND OVERSEEING THE OPERATIONS OF MCMAHON AUDITORIUM.

COMMENTS

ESTIMATED ANNUAL ASSISTANCE FROM THE OKLAHOMA ARTS COUNCIL IS INCLUDED IN THE COST OF CERTAIN PROJECTS. THESE COSTS ARE OFFSET BY INCLUDING THIS FUNDING IN THE GENERAL FUND REVENUE ACCOUNT "OTHER GRANTS". THE LAWTON ARTS & HUMANITIES COUNCIL PROVIDES ADDITIONAL FUNDS FOR CERTAIN PROJECTS; THIS ASSISTANCE IS NOT INCLUDED IN THIS BUDGET.

PERSONNEL

CLASSIFICATION	SALARY BI-WKLY	02/03	03/04	04/05
A & H ADMIN	MG07	1	1	1
ARTS COORDINATOR	GE10	1	1	1
SR CLERICAL ASSIST.	GE04	<u>1</u>	<u>1</u>	<u>1</u>
TOTAL		<u>3</u>	<u>3</u>	<u>3</u>

CAPITAL OUTLAY

ACCT NO.	ITEM	A/R	QTY	BUDGET AMOUNT

FUNDING SOURCE

CLASSIFICATION	ADOPTED TOTAL 04/05	GENERAL	CAPITAL OUTLAY	GRANTS TO BE DEPOSITED TO GEN'L FUND
PERSONAL SERVICES	\$140,215	\$140,215		<u>\$15,000</u>
MATERIALS & SUPPLIES	14,446	14,446		
OTHER SERVICES & CHARGES	62,234	62,234		
CAPITAL OUTLAY	<u>0</u>	<u>0</u>		
TOTAL DOLLARS	<u>\$216,895</u>	<u>\$216,895</u>		<u>\$15,000</u>

SUMMARY OF EXPENDITURES

DEPARTMENT: PARKS & RECREATION ACTIVITY NO.: 33
 DIVISION OR ACTIVITY: ARTS & HUMANITIES

ACCT. NO.	ACCOUNT TITLE	2002-2003 ACTUAL EXPENDITURES	2003-2004 ADOPTED BUDGET	2003-2004 EXPENDITURES ESTIMATE	2004-2005 ADOPTED BUDGET
PERSONAL SERVICES					
101	SALARIES AND WAGES	98,584	98,787	95,637	103,529
102	DIFFERENTIAL/LEADMAN PAY	292	537	584	537
103	SICK LEAVE-PAY IN LIEU	0	0	657	375
104	CONTRACT LABOR	2,200	4,400	2,200	4,400
108	OVERTIME	2,801	3,127	4,418	3,127
110	UNEMPLOYMENT CONTRIBUTION	130	60	60	130
111	F.I.C.A.	7,060	7,415	7,262	7,702
112	WORKERS COMPENSATION	1,398	1,200	1,200	1,398
113	GROUP LIFE & HOSP	10,479	10,263	8,868	10,609
114	CITY RETIREMENT PLAN	6,957	7,023	6,719	7,784
118	LONGEVITY	1,297	1,529	348	624
		\$131,198	\$134,341	\$127,953	\$140,215
MATERIALS AND SUPPLIES					
201	SUPPLIES, TOOLS, EQUIP	8,364	10,837	10,000	10,137
204	PETROLEUM PRODUCTS	501	900	800	1,109
211	REPAIR AND MAINTENANCE	1,905	1,400	1,700	1,700
214	MAINT MATERL-MOTIVE EQUIP	228	1,500	1,500	1,500
		\$10,998	\$14,637	\$14,000	\$14,446
OTHER SERVICES & CHARGES					
221	RENTAL, PUBL, PRINTING	17,634	23,015	23,000	18,965
231	PROF & TECHNICAL SERVICE	38,265	30,085	30,000	34,535
241	TELEPHONE & POSTAGE	6,574	6,410	6,410	6,410
264	DUES & MEMBERSHIPS	1,181	1,639	1,544	1,639
265	TRAINING AND TRAVEL	604	685	685	685
		\$64,258	\$61,834	\$61,639	\$62,234
CAPITAL OUTLAY					
312	MACHINERY & EQUIPMENT	1,310	2,600	2,389	0
		\$1,310	\$2,600	\$2,389	\$0
	DIVISION TOTALS	\$207,764	\$213,412	\$205,981	\$216,895

PARKS & RECREATION

DIVISION: SPORTS AND AQUATICS

ACTIVITY NO. 43

FUNCTION

THE SPORTS AND AQUATICS ACTIVITY IS RESPONSIBLE FOR THE SUPERVISION OF ORGANIZED SPORTS ACTIVITIES. THE ACTIVITIES INVOLVED IN ORGANIZED SPORTS ARE THOSE OF THE PARTICIPANTS (COACHES, PLAYERS, OFFICIALS, PARENTS AND FANS) IN BOY'S BASKETBALL, GIRL'S BASKETBALL, FOOTBALL, SOFTBALL, VOLLEYBALL AND TRACK. THIS ACTIVITY ALSO PROVIDES SUPERVISION OF THE CITY SWIMMING POOL, WADING POOL AND THE 38TH STREET TENNIS COMPLEX.

COMMENTS

ACCOUNT 104, CONTRACT LABOR, INCLUDES COST OF CONTRACT SERVICES SUCH AS GYMNASIUM CUSTODIANS, SPORTS OFFICIALS, RECREATION AIDES, POOL MANAGERS, SUPERVISORS, MAINTENANCE MEN, LIFEGUARDS, SEASONAL LABORERS AND FIELD SUPERVISORS.

PERSONNEL

CLASSIFICATION	SALARY BI-WKLY	04/05		
		02/03	03/04	04/05
REC SUPERVISOR	MG05	1	1	1
SPORTS COORDINATOR	GE05	<u>2</u>	<u>2</u>	<u>2</u>
TOTAL		<u>3</u>	<u>3</u>	<u>3</u>
<i>TEMPORARY</i>				
POOL SUPERVISOR	TP05	1	1	0
POOL MAINT WKR	TP03	1	1	0
ASSISTANT POOL SUPV.	TP03	1	1	0
SPORTS FAC. SUPV	TP02	8	6	0
LIFEGUARD	TP01	8	8	0
SCOREKEEPER/TIMEKEEPER	TP01	23	0	0
WADING POOL SUPV	TP01	4	4	0
TOTAL		<u>46</u>	<u>21</u>	<u>0</u>

CAPITAL OUTLAY

ACCT NO.	ITEM	A/R	QTY	BUDGET AMOUNT

FUNDING SOURCE

CLASSIFICATION	ADOPTED TOTAL 04/05	GENERAL	CAPITAL OUTLAY
PERSONAL SERVICES	\$315,949	\$315,949	
MATERIALS & SUPPLIES	26,198	26,198	
OTHER SERVICES & CHARGES	46,533	46,533	
CAPITAL OUTLAY	<u>0</u>	<u>0</u>	<u>\$0</u>
TOTAL DOLLARS	<u>\$388,680</u>	<u>\$388,680</u>	<u>\$0</u>

SUMMARY OF EXPENDITURES

DEPARTMENT: PARKS & RECREATION ACTIVITY NO.: 43
 DIVISION OR ACTIVITY: SPORTS AND AQUATICS

ACCT. NO.	ACCOUNT TITLE	2002-2003 ACTUAL EXPENDITURES	2003-2004 ADOPTED BUDGET	2003-2004 EXPENDITURES ESTIMATE	2004-2005 ADOPTED BUDGET
PERSONAL SERVICES					
101	SALARIES AND WAGES	98,417	96,989	87,543	92,794
102	DIFFERENTIAL/LEADMAN PAY	121	356	300	356
103	SICK LEAVE-PAY IN LIEU	1,394	227	6,730	375
104	CONTRACT LABOR	116,690	100,000	100,000	173,147
106	PART-TIME	76,178	45,166	70,120	0
108	OVERTIME	8,224	8,830	9,056	8,830
110	UNEMPLOYMENT CONTRIBUTION	130	150	150	130
111	F.I.C.A.	13,747	14,326	12,605	13,377
112	WORKERS COMPENSATION	5,959	7,700	12,188	7,700
113	GROUP LIFE & HOSP	10,479	9,993	7,346	8,012
114	CITY RETIREMENT PLAN	7,186	7,421	6,412	7,232
118	LONGEVITY	6,461	6,905	4,052	3,996
		\$344,986	\$298,063	\$316,502	\$315,949
MATERIALS AND SUPPLIES					
201	SUPPLIES, TOOLS, EQUIP	11,050	13,112	13,112	13,112
204	PETROLEUM PRODUCTS	600	756	756	931
205	CHEMICALS	5,634	6,000	6,000	6,000
211	REPAIR AND MAINTENANCE	3,172	5,000	5,000	5,000
212	CONTRACTUAL MAINTENANCE	0	600	600	600
214	MAINT MATERL-MOTIVE EQUIP	377	555	555	555
216	UNIFORM AND CLOTHING	732	920	920	0
		\$21,565	\$26,943	\$26,943	\$26,198
OTHER SERVICES & CHARGES					
221	RENTAL, PUBL, PRINTING	3,571	2,700	2,700	2,700
241	TELEPHONE & POSTAGE	6,391	7,193	7,193	7,193
248	ELECTRICITY & NAT GAS	19,427	19,500	19,500	27,000
251	INSURANCE	318	1,100	1,100	1,100
264	DUES & MEMBERSHIPS	3,809	5,970	5,970	5,970
265	TRAINING AND TRAVEL	783	865	865	865
279	OTHER EXPENSES	874	1,705	1,705	1,705
		\$35,173	\$39,033	\$39,033	\$46,533
	DIVISION TOTALS	\$401,724	\$364,039	\$382,478	\$388,680

PARKS & RECREATION

DIVISION: RECREATION & LEISURE SERVICES

ACTIVITY NO. 44

FUNCTION

THE RECREATION AND LEISURE SERVICES ACTIVITY IS RESPONSIBLE FOR THE EFFICIENT OPERATION OF RECREATIONAL PROGRAMS AND SENIOR SERVICES AT THE OWENS MULTI-PURPOSE CENTER, PATTERSON COMMUNITY CENTER, HC KING COMMUNITY CENTER, PLEASANT VALLEY, AND BENJAMIN O. DAVIS CENTERS. THIS ACTIVITY IS ALSO RESPONSIBLE FOR MEETING THE LEISURE NEEDS OF THE COMMUNITY THROUGH SPECIAL PROGRAMS AND EVENTS OTHER THAN THOSE OFFERED BY OTHER CENTERS AND SPORTS GROUPS.

COMMENTS

ACCOUNT 231 PROVIDES CONTRACT SERVICES FOR PEST CONTROL AND CLEANING SERVICES FOR THE CENTERS. IT ALSO PROVIDES FUNDS FOR THE CENTER FOR CREATIVE LIVING AND \$50,000 FOR LAWTON MOBILE MEALS.

PERSONNEL

CLASSIFICATION	SALARY BI-WKLY	ADDITIONAL		
		02/03	03/04	04/05
LEISURE SVCS ADMIN	MG09	1	1	1
ACTIVITY COORD	GE10	3	3	3
SR ADULT CTR COORD	GE10	2	2	2
SR CLERICAL ASSISTANT	GE05	1	1	1
RECREATION AIDE	GE02	<u>3</u>	<u>2</u>	<u>2</u>
TOTAL		<u>10</u>	<u>9</u>	<u>9</u>
<i>REGULAR PART-TIME</i>				
SR CTR COORD (40 HR)	RP10	1	1	1
REC AIDE (30 HR)	RP02	<u>2</u>	<u>2</u>	<u>2</u>
<i>TOTAL PART-TIME</i>		<u>3</u>	<u>3</u>	<u>3</u>
<i>TEMPORARY</i>				
RECREATION AIDE	TP02	<u>4</u>	<u>4</u>	<u>0</u>

CAPITAL OUTLAY

ACCT NO.	ITEM	A/R	QTY	BUDGET AMOUNT

FUNDING SOURCE

CLASSIFICATION	ADOPTED	
	TOTAL 04/05	GENERAL
PERSONAL SERVICES	\$465,531	\$465,531
MATERIALS & SUPPLIES	37,235	37,235
OTHER SERVICES & CHARGES	206,301	206,301
CAPITAL OUTLAY	<u>0</u>	<u>0</u>
TOTAL DOLLARS	<u>\$709,067</u>	<u>\$709,067</u>

SUMMARY OF EXPENDITURES

DEPARTMENT: PARKS & RECREATION ACTIVITY NO.: 44
 DIVISION OR ACTIVITY: RECREATION AND LEISURE SVC

ACCT. NO.	ACCOUNT TITLE	2002-2003 ACTUAL EXPENDITURES	2003-2004 ADOPTED BUDGET	2003-2004 EXPENDITURES ESTIMATE	2004-2005 ADOPTED BUDGET
PERSONAL SERVICES					
101	SALARIES AND WAGES	307,248	278,831	282,165	300,163
102	DIFFERENTIAL/LEADMAN PAY	6,835	0	6,692	3,000
103	SICK LEAVE-PAY IN LIEU	7,692	1,716	858	1,500
104	CONTRACT LABOR	0	0	0	10,016
106	PART-TIME	40,163	47,222	43,160	46,291
108	OVERTIME	10,858	6,185	8,780	6,185
110	UNEMPLOYMENT CONTRIBUTION	433	0	433	433
111	F.I.C.A.	27,736	23,755	25,521	27,431
112	WORKERS COMPENSATION	18,950	8,200	4,000	4,000
113	GROUP LIFE & HOSP	36,524	27,585	29,490	28,822
114	CITY RETIREMENT PLAN	21,685	20,388	20,633	23,494
118	LONGEVITY	12,037	12,582	12,582	14,196
		\$490,161	\$426,464	\$434,314	\$465,531
MATERIALS AND SUPPLIES					
201	SUPPLIES, TOOLS, EQUIP	22,732	24,258	24,258	24,258
204	PETROLEUM PRODUCTS	1,487	2,741	2,741	3,377
211	REPAIR AND MAINTENANCE	5,133	8,500	8,500	8,500
214	MAINT MATERL-MOTIVE EQUIP	634	1,100	1,100	1,100
216	UNIFORM AND CLOTHING	1,581	2,100	2,100	0
		\$31,567	\$38,699	\$38,699	\$37,235
OTHER SERVICES & CHARGES					
221	RENTAL, PUBL, PRINTING	1,806	2,600	2,600	2,600
231	PROF & TECHNICAL SERVICE	120,126	110,213	110,213	110,213
241	TELEPHONE & POSTAGE	2,961	5,540	5,540	5,540
248	ELECTRICITY & NAT GAS	59,366	85,888	85,888	85,888
264	DUES & MEMBERSHIPS	363	760	760	760
265	TRAINING AND TRAVEL	1,464	1,200	1,200	1,200
279	OTHER EXPENSES	0	100	100	100
		\$186,086	\$206,301	\$206,301	\$206,301
	DIVISION TOTALS	\$707,814	\$671,464	\$679,314	\$709,067

PARKS & RECREATION

DIVISION: MUSEUM

ACTIVITY NO. 45

FUNCTION

THIS ACTIVITY IS RESPONSIBLE FOR THE OPERATION OF THE MUSEUM OF THE GREAT PLAINS. THE MUSEUM IS THE ONLY INSTITUTION OF ITS TYPE WITH A REGIONAL CONCEPT OF INTERPRETING THE RELATIONSHIP OF MAN TO A PLAINS ENVIRONMENT. SOME OF THE ACTIVITIES INCLUDE EXHIBIT DISPLAYS, EDUCATIONAL TOURS, FILMS AND DEMONSTRATIONS, COLLECTIONS AND PRESERVATION OF HISTORICAL RESEARCH MATERIALS, DOCUMENTS, PHOTOGRAPHS, ARTIFACTS, ARCHAEOLOGICAL RESEARCH IN THE PRE-HISTORY OF EARLY MAN AND A PUBLICATION THROUGH ITS TECHNICAL REPORTS AND THE SEMI-ANNUAL GREAT PLAINS JOURNAL.

COMMENTS

ACCOUNT 279, OTHER EXPENSES FUNDS AN AGREEMENT BETWEEN THE CITY OF LAWTON AND THE MUSEUM TRUST AUTHORITY FOR THE OPERATIONS OF THE MUSEUM OF THE GREAT PLAINS. \$450,000 OF SUPPORT IS PAID FROM THE GENERAL FUND AND \$55,000 IS PAID FROM HOTEL MOTEL TAX.

PERSONNEL

CLASSIFICATION	SALARY			
	BI-WKLY	02/03	03/04	04/05

CAPITAL OUTLAY

ACCT NO.	ITEM	A/R	QTY	BUDGET AMOUNT

FUNDING SOURCE

CLASSIFICATION	ADOPTED TOTAL 04/05	GENERAL	OTHER
PERSONAL SERVICES			
MATERIALS & SUPPLIES			
OTHER SERVICES & CHARGES	<u>\$505,000</u>	<u>\$450,000</u>	<u>\$55,000</u>
CAPITAL OUTLAY			
TOTAL DOLLARS	<u>\$505,000</u>	<u>\$450,000</u>	<u>\$55,000</u>

SUMMARY OF EXPENDITURES

DEPARTMENT: PARKS & RECREATION ACTIVITY NO.: 45
 DIVISION OR ACTIVITY: MUSEUM

ACCT. NO.	ACCOUNT TITLE	2002-2003 ACTUAL EXPENDITURES	2003-2004 ADOPTED BUDGET	2003-2004 EXPENDITURES ESTIMATE	2004-2005 ADOPTED BUDGET
	OTHER SERVICES & CHARGES				
279	OTHER EXPENSES	505,000	505,000	505,000	505,000
		\$505,000	\$505,000	\$505,000	\$505,000
	DIVISION TOTALS	\$505,000	\$505,000	\$505,000	\$505,000

PARKS & RECREATION

DIVISION: MCMAHON AUDITORIUM

ACTIVITY NO. 46

FUNCTION

COMMENTS

THE MCMAHON AUDITORIUM PROVIDES THE CITY OF LAWTON WITH A BUILDING FOR EVENTS AND CULTURAL ENRICHMENT. TASKS ASSOCIATED WITH THE BUILDING INCLUDE RENTAL OF THE BUILDING TO LOCAL AND OUT-OF-TOWN PROMOTERS AND LOCAL ORGANIZATIONS; PROVIDING SERVICES TO LESSEES SUCH AS TICKET PRINTING, EVENT PROMOTION ASSISTANCE, ASSISTANCE WITH TICKET SALES, AND MORE; SCHEDULING STAGEHANDS, STAFF AND OTHERS (SUCH AS THE PIANO TUNER) FOR EVENTS AND EVENT PREPARATION; ARRANGING CONTRACTS WITH AND OBTAINING PAYMENT FROM LESSEES; CLEANING BUILDING AFTER EVENTS; AND MAINTENANCE OF THE BUILDING, THE IMMEDIATE GROUNDS, THE MARQUEE AND THE PARKING LOT.

PERSONNEL

CAPITAL OUTLAY

CLASSIFICATION	SALARY BI-WKLY	02/03	03/04	04/05
AUDITORIUM COORD.	GE10	1	1	1
MAINTENANCE WKR I	GE02	<u>1</u>	<u>1</u>	<u>1</u>
TOTAL		<u>2</u>	<u>2</u>	<u>2</u>
 <i>REGULAR PART-TIME</i>				
HOUSE MANAGER (30HR)	RP02	1	1	1
MNTANCE WKR I. (4HR)	RP02	<u>1</u>	<u>1</u>	<u>1</u>
<i>TOTAL PART-TIME</i>		<u>2</u>	<u>2</u>	<u>2</u>

ACCT NO.	ITEM	A/R	QTY	BUDGET AMOUNT
312	STAGE ELECTRIC BOX	A	1	\$4,500
312	STAGE FLOOR	A	1	<u>6,650</u>
TOTAL				<u>\$11,150</u>

FUNDING SOURCE

CLASSIFICATION	ADOPTED TOTAL 04/05	GENERAL	CAPITAL OUTLAY
PERSONAL SERVICES	\$88,857	\$88,857	
MATERIALS & SUPPLIES	25,039	25,039	
OTHER SERVICES & CHARGES	40,689	40,689	
CAPITAL OUTLAY	<u>11,150</u>	<u>11,150</u>	<u>\$0</u>
TOTAL DOLLARS	<u>\$165,735</u>	<u>\$165,735</u>	<u>\$0</u>

SUMMARY OF EXPENDITURES

DEPARTMENT: PARKS & RECREATION ACTIVITY NO.: 46
 DIVISION OR ACTIVITY: MCMAHON AUDITORIUM

ACCT. NO.	ACCOUNT TITLE	2002-2003 ACTUAL EXPENDITURES	2003-2004 ADOPTED BUDGET	2003-2004 EXPENDITURES ESTIMATE	2004-2005 ADOPTED BUDGET
PERSONAL SERVICES					
101	SALARIES AND WAGES	53,716	55,375	52,665	55,354
102	DIFFERENTIAL/LEADMAN PAY	50	91	298	300
103	SICK LEAVE-PAY IN LIEU	0	0	1,735	500
106	PART-TIME	4,364	6,930	4,841	7,414
108	OVERTIME	5,863	5,706	9,094	5,706
110	UNEMPLOYMENT CONTRIBUTION	87	50	50	87
111	F.I.C.A.	4,180	5,163	5,112	5,134
112	WORKERS COMPENSATION	210	100	100	210
113	GROUP LIFE & HOSP	10,320	9,853	6,825	7,734
114	CITY RETIREMENT PLAN	3,970	4,127	3,827	4,293
118	LONGEVITY	3,309	3,585	2,007	2,125
		\$86,069	\$90,980	\$86,554	\$88,857
MATERIALS AND SUPPLIES					
201	SUPPLIES, TOOLS, EQUIP	3,980	4,009	4,009	4,009
204	PETROLEUM PRODUCTS	0	24	24	30
211	REPAIR AND MAINTENANCE	21,740	22,000	22,000	21,000
216	UNIFORM AND CLOTHING	475	600	600	0
		\$26,195	\$26,633	\$26,633	\$25,039
OTHER SERVICES & CHARGES					
221	RENTAL, PUBL, PRINTING	156	200	200	200
231	PROF & TECHNICAL SERVICE	575	700	1,300	2,300
241	TELEPHONE & POSTAGE	462	650	650	650
248	ELECTRICITY & NAT GAS	35,319	36,500	35,900	35,900
264	DUES & MEMBERSHIPS	740	1,140	1,140	1,140
265	TRAINING AND TRAVEL	460	499	499	499
		\$37,712	\$39,689	\$39,689	\$40,689
CAPITAL OUTLAY					
312	MACHINERY & EQUIPMENT	2,593	13,980	13,980	11,150
		\$2,593	\$13,980	\$13,980	\$11,150
	DIVISION TOTALS	\$152,569	\$171,282	\$166,856	\$165,735

PARKS AND RECREATION

DIVISION: LAKES

ACTIVITY NO. 47

FUNCTION

THIS DIVISION IS RESPONSIBLE FOR PROVIDING RECREATION, CONSERVATION AND MAINTENANCE SERVICES IN THE AREAS OF FISHING, HUNTING AND BOATING AT LAKE LAWTONKA AND LAKE ELLSWORTH. THE ACTIVITIES INCLUDE THE COORDINATION OF CONCESSION, AGRICULTURE AND GRAZING LEASE AGREEMENTS; PUBLIC FACILITY AND STRUCTURE MAINTENANCE; THE SALE OF PERMITS AND INFORMATIONAL SERVICES.

COMMENTS

ACCOUNT 211, REPAIR AND MAINTENANCE, PROVIDES REPAIR MATERIALS AND SUPPLIES FOR BUILDING AND ROADS. ACCOUNT 221, RENTAL, PROVIDES FOR RENTALS OF PORTABLE TOILETS. ACCOUNT 279, OTHER PURCHASED SERVICES, PROVIDES RURAL WATER SERVICE TO HEADQUARTERS, RESTROOMS, PAVILIONS AND SOME CAMPING AREAS.

PERSONNEL

CLASSIFICATION	SALARY BI-WKLY	02/03	03/04	04/05
LAKES SUPERINTENDENT	MG06	1	0	0
LAKES SUPERVISOR	GE08	0	1	1
EQUIPMENT OPERATOR	GE05	2	2	2
MAINTENANCE WORKER III	GE05	1	1	1
SR. CLERICAL ASST.	GE04	<u>1</u>	<u>1</u>	<u>1</u>
TOTAL		<u>5</u>	<u>5</u>	<u>5</u>
<i>REGULAR PART-TIME</i>				
FEE COLLECTOR (30 HR)	RP01	<u>1</u>	<u>1</u>	<u>1</u>
<i>TEMPORARY</i>				
LABORER	TP01	4	4	0
LAKE FEE COLLECTOR	TP01	3	3	0
LAKES CUSTODIAN	TP01	<u>1</u>	<u>1</u>	<u>0</u>
TOTAL TEMPORARY		<u>8</u>	<u>8</u>	<u>0</u>

CAPITAL OUTLAY

ACCT NO.	ITEM	A/R	QTY	BUDGET AMOUNT
312	20 FT FLATBED TRAILER		1	\$1,500
312	MOWER BRUSH HOG		1	4,000
321	LAKE PROJECTS			50,000
TOTAL				<u>\$55,500</u>

FUNDING SOURCE

CLASSIFICATION	ADOPTED TOTAL 04/05	GENERAL	FEES	CAPITAL OUTLAY
PERSONAL SERVICES	\$292,448	\$292,448		
MATERIALS & SUPPLIES	78,958	78,958		
OTHER SERVICES & CHARGES	107,325	73,325	\$34,000	
CAPITAL OUTLAY	<u>55,500</u>	<u>50,000</u>	<u>0</u>	<u>\$5,500</u>
TOTAL DOLLARS	<u>\$534,231</u>	<u>\$494,731</u>	<u>\$34,000</u>	<u>\$5,500</u>

SUMMARY OF EXPENDITURES

DEPARTMENT: PARKS & RECREATION ACTIVITY NO.: 47
 DIVISION OR ACTIVITY: LAKES

ACCT. NO.	ACCOUNT TITLE	2002-2003 ACTUAL EXPENDITURES	2003-2004 ADOPTED BUDGET	2003-2004 EXPENDITURES ESTIMATE	2004-2005 ADOPTED BUDGET
PERSONAL SERVICES					
101	SALARIES AND WAGES	127,931	118,422	131,813	142,326
102	DIFFERENTIAL/LEADMAN PAY	4,338	3,692	5,304	3,692
103	SICK LEAVE-PAY IN LIEU	2,025	937	486	750
104	CONTRACT LABOR	5,818	6,500	7,240	64,070
106	PART-TIME	45,934	60,811	66,763	12,934
108	OVERTIME	6,886	8,935	10,802	8,935
110	UNEMPLOYMENT CONTRIBUTION	216	125	125	216
111	F.I.C.A.	13,615	14,416	16,339	17,302
112	WORKERS COMPENSATION	1,403	5,900	6,000	6,000
113	GROUP LIFE & HOSP	20,578	19,986	14,553	15,647
114	CITY RETIREMENT PLAN	9,334	9,159	9,802	11,365
118	LONGEVITY	7,363	8,966	8,215	9,211
		\$245,441	\$257,849	\$277,442	\$292,448
MATERIALS AND SUPPLIES					
201	SUPPLIES, TOOLS, EQUIP	13,221	13,362	13,362	13,362
204	PETROLEUM PRODUCTS	18,340	18,908	18,908	23,295
205	CHEMICALS	1,021	2,500	2,500	2,500
211	REPAIR AND MAINTENANCE	28,249	35,000	33,751	33,751
214	MAINT MATERL-MOTIVE EQUIP	5,943	7,000	6,050	6,050
216	UNIFORM AND CLOTHING	1,125	1,700	1,700	0
		\$67,899	\$78,470	\$76,271	\$78,958
OTHER SERVICES & CHARGES					
221	RENTAL, PUBL, PRINTING	9,142	16,000	13,500	13,500
231	PROF & TECHNICAL SERVICE	165	300	175	175
241	TELEPHONE & POSTAGE	4,082	3,500	4,800	4,800
248	ELECTRICITY & NAT GAS	60,679	67,200	71,000	71,000
264	DUES & MEMBERSHIPS	60	263	100	100
265	TRAINING AND TRAVEL	0	263	150	150
279	OTHER EXPENSES	16,648	17,600	17,600	17,600
		\$90,776	\$105,126	\$107,325	\$107,325
CAPITAL OUTLAY					
312	MACHINERY & EQUIPMENT	0	0	0	5,500
321	CONSTRC, IMPRVMT, ADDTN	0	50,000	50,000	50,000
		\$0	\$50,000	\$50,000	\$55,500
DIVISION TOTALS		\$404,116	\$491,445	\$511,038	\$534,231

PARKS & RECREATION

DIVISION: PARK MAINTENANCE

ACTIVITY NO. 52

FUNCTION

THE PARK MAINTENANCE DIVISION IS RESPONSIBLE FOR MAINTENANCE OF MUNICIPAL LAND, PARKS AND OPEN SPACE.

COMMENTS

ACCOUNT 231, PROFESSIONAL AND TECHNICAL SERVICES, INCLUDES CONTRACT MOWING OF MEDIANS, LOTS, RIGHT-OF-WAYS AND PARKS. INCREASE IN ACCOUNT 211, REPAIR AND MAINTENANCE IS DUE TO THE ADDITIONAL MAINTENANCE OF KID ZONE PARK

PERSONNEL

CLASSIFICATION	SALARY BI-WKLY	02/03	03/04	04/05
PARKS/GROUNDS SUPT	MG09	1	1	1
FIELD SUPERVISOR	GE08	1	1	1
MAINTENANCE TECH IV	GE07	1	1	1
PARK SPECIALIST II	GE05	6	6	6
PARK EQPMT INSPECTR	GE04	<u>1</u>	<u>1</u>	<u>1</u>
TOTAL		<u>10</u>	<u>10</u>	<u>10</u>
<i>TEMPORARY</i>				
LABORER--6 MONTHS	TP01	<u>4</u>	<u>4</u>	<u>0</u>

CAPITAL OUTLAY

ACCT NO.	ITEM	A/R	QTY	BUDGET AMOUNT
312	TANDEM WHEEL TRAILER		1	\$1,500
312	CHAIN SAW		1	600
312	CONCRETE CUTTING SAW		1	1,000
312	BRUSH HOG MOWER		3	20,000
312	GAS POWER POLE SAWS		2	1,200
312	70 HP TRACTOR		1	26,000
312	GAS POWER AIR COMPRESSOR		1	<u>900</u>
TOTAL				<u>\$51,200</u>

FUNDING SOURCE

CLASSIFICATION	ADOPTED TOTAL 04/05	GENERAL	CAPITAL OUTLAY
PERSONAL SERVICES	\$467,658	\$467,658	
MATERIALS & SUPPLIES	81,817	81,817	
OTHER SERVICES & CHARGES	224,880	224,880	
CAPITAL OUTLAY	<u>51,200</u>	<u>17,200</u>	<u>\$34,000</u>
TOTAL DOLLARS	<u>\$825,555</u>	<u>\$791,555</u>	<u>\$34,000</u>

SUMMARY OF EXPENDITURES

DEPARTMENT: PARKS & RECREATION
 DIVISION OR ACTIVITY: PARK MAINTENANCE

ACTIVITY NO.: 52

ACCT. NO.	ACCOUNT TITLE	2002-2003 ACTUAL EXPENDITURES	2003-2004 ADOPTED BUDGET	2003-2004 EXPENDITURES ESTIMATE	2004-2005 ADOPTED BUDGET
PERSONAL SERVICES					
101	SALARIES AND WAGES	292,084	288,075	289,541	308,983
102	DIFFERENTIAL/LEADMAN PAY	649	199	1,128	500
103	SICK LEAVE-PAY IN LIEU	10,490	1,700	7,000	1,250
104	CONTRACT LABOR	0	0	0	30,466
106	PART-TIME	19,654	30,335	31,000	0
108	OVERTIME	19,224	37,527	18,439	25,000
110	UNEMPLOYMENT CONTRIBUTION	433	400	400	433
111	F.I.C.A.	25,490	27,653	27,101	31,098
112	WORKERS COMPENSATION	7,499	7,500	2,982	7,500
113	GROUP LIFE & HOSP	37,073	34,905	21,189	20,988
114	CITY RETIREMENT PLAN	21,454	21,855	21,347	24,363
118	LONGEVITY	15,928	17,196	15,411	17,077
		\$449,978	\$467,345	\$435,538	\$467,658
MATERIALS AND SUPPLIES					
201	SUPPLIES, TOOLS, EQUIP	8,247	8,908	8,908	8,908
204	PETROLEUM PRODUCTS	15,470	16,322	15,680	20,109
205	CHEMICALS	1,394	1,800	1,800	1,800
211	REPAIR AND MAINTENANCE	40,496	46,000	45,200	46,000
214	MAINT MATERL-MOTIVE EQUIP	4,034	5,000	5,000	5,000
216	UNIFORM AND CLOTHING	2,384	2,000	2,096	0
		\$72,025	\$80,030	\$78,684	\$81,817
OTHER SERVICES & CHARGES					
221	RENTAL, PUBL, PRINTING	3,683	4,500	4,372	4,500
231	PROF & TECHNICAL SERVICE	158,862	191,000	191,000	191,000
241	TELEPHONE & POSTAGE	2,246	1,500	5,000	1,500
248	ELECTRICITY & NAT GAS	24,546	25,000	21,890	25,000
264	DUES & MEMBERSHIPS	0	400	43	400
265	TRAINING AND TRAVEL	272	1,480	1,293	1,480
279	OTHER EXPENSES	0	1,000	1,000	1,000
		\$189,609	\$224,880	\$224,598	\$224,880
CAPITAL OUTLAY					
311	MOTIVE EQUIPMENT	28,817	0	0	0
312	MACHINERY & EQUIPMENT	0	6,000	6,000	51,200
		\$28,817	\$6,000	\$6,000	\$51,200
DIVISION TOTALS		\$740,429	\$778,255	\$744,820	\$825,555

PARKS & RECREATION

DIVISION: CEMETERY

ACTIVITY NO. 53

FUNCTION

COMMENTS

THE CEMETERY DIVISION IS RESPONSIBLE FOR THE MAINTENANCE OF CEMETERY GROUNDS, PERPETUAL CARE OF SPECIAL LOTS, INTERMENTS AND DISINTERMENTS, SELLING OF LOTS OR SPACES AND MAINTAINING RECORDS.

PERSONNEL

CAPITAL OUTLAY

CLASSIFICATION	SALARY BI-WKLY	04/05		
		02/03	03/04	04/05
CEMETERY SEXTON	GE10	1	1	1
CARETAKER II	GE03	1	1	1
CARETAKER I	GE02	<u>3</u>	<u>3</u>	<u>3</u>
TOTAL		<u>5</u>	<u>5</u>	<u>5</u>
<i>TEMPORARY</i> LABORER - 6 MONTHS	TP01	<u>1</u>	<u>1</u>	<u>0</u>

ACCT NO.	ITEM	A/R	QTY	BUDGET AMOUNT
*311	1 / 2 TON PICKUP		1	\$16,500
*312	AIR COMPRESSOR		1	2,000
*321	TREES			2,000
*321	OVERHEAD SHOP DOOR		1	<u>2,500</u>
TOTAL				<u>\$23,000</u>
 *CEMETERY CARE FUND				

FUNDING SOURCE

CLASSIFICATION	ADOPTED TOTAL 04/05	GENERAL	CEMETERY FUND
PERSONAL SERVICES	\$185,730	\$185,730	
MATERIALS & SUPPLIES	21,059	21,059	
OTHER SERVICES & CHARGES	10,615	10,615	
CAPITAL OUTLAY	<u>23,000</u>	<u>0</u>	<u>\$23,000</u>
TOTAL DOLLARS	<u>\$240,404</u>	<u>\$217,404</u>	<u>\$23,000</u>

SUMMARY OF EXPENDITURES

DEPARTMENT: PARKS & RECREATION ACTIVITY NO.: 53
 DIVISION OR ACTIVITY: CEMETERY

ACCT. NO.	ACCOUNT TITLE	2002-2003 ACTUAL EXPENDITURES	2003-2004 ADOPTED BUDGET	2003-2004 EXPENDITURES ESTIMATE	2004-2005 ADOPTED BUDGET
PERSONAL SERVICES					
101	SALARIES AND WAGES	122,425	125,423	124,197	130,602
102	DIFFERENTIAL/LEADMAN PAY	389	559	683	559
103	SICK LEAVE-PAY IN LIEU	2,048	426	213	625
104	CONTRACT LABOR	0	0	0	7,616
106	PART-TIME	5,490	9,233	10,780	0
108	OVERTIME	4,996	4,151	4,518	4,151
110	UNEMPLOYMENT CONTRIBUTION	216	120	120	216
111	F.I.C.A.	9,095	10,629	10,660	10,788
112	WORKERS COMPENSATION	526	500	500	526
113	GROUP LIFE & HOSP	18,299	17,453	13,711	13,050
114	CITY RETIREMENT PLAN	8,941	9,210	9,117	10,297
118	LONGEVITY	5,210	6,141	6,044	7,300
		\$177,635	\$183,845	\$180,543	\$185,730
MATERIALS AND SUPPLIES					
201	SUPPLIES, TOOLS, EQUIP	2,882	3,118	3,118	3,118
204	PETROLEUM PRODUCTS	4,693	4,254	4,254	5,241
205	CHEMICALS	258	500	200	500
211	REPAIR AND MAINTENANCE	8,836	11,000	10,860	11,000
214	MAINT MATERL-MOTIVE EQUIP	1,212	1,200	3,291	1,200
216	UNIFORM AND CLOTHING	548	1,100	988	0
		\$18,429	\$21,172	\$22,711	\$21,059
OTHER SERVICES & CHARGES					
221	RENTAL, PUBL, PRINTING	146	200	150	200
231	PROF & TECHNICAL SERVICE	2,145	3,900	3,680	3,900
241	TELEPHONE & POSTAGE	871	1,240	1,572	1,240
248	ELECTRICITY & NAT GAS	2,985	4,000	3,105	4,000
264	DUES & MEMBERSHIPS	13	75	20	75
265	TRAINING AND TRAVEL	265	200	0	200
279	OTHER EXPENSES	410	1,000	385	1,000
		\$6,835	\$10,615	\$8,912	\$10,615
CAPITAL OUTLAY					
311	MOTIVE EQUIPMENT	0	0	0	16,500
312	MACHINERY & EQUIPMENT	18,040	9,000	7,952	2,000
321	CONSTRC, IMPRVMT, ADDTN	0	2,200	1,820	4,500
		\$18,040	\$11,200	\$9,772	\$23,000
DIVISION TOTALS		\$220,939	\$226,832	\$221,938	\$240,404

PARKS & RECREATION

DIVISION: ATHLETIC & LANDSCAPE MAINTENANCE ACTIVITY NO. 54

FUNCTION

COMMENTS

THE ATHLETIC MAINTENANCE DIVISION IS RESPONSIBLE FOR THE MAINTENANCE AND PREPARATION OF ALL YOUTH AND ADULT ATHLETIC FIELDS.

PERSONNEL

CAPITAL OUTLAY

CLASSIFICATION	SALARY BI-WKLY	02/03	03/04	04/05
LANDSCAPE SUPV	GE10	1	1	1
ATHLETIC FIELD SUPV	GE08	1	1	1
LANDSCAPE TECH	GE06	1	1	1
LANDSCAPE TECH II	GE06	3	3	3
LABORER	GE01	<u>2</u>	<u>2</u>	<u>2</u>
TOTAL		<u>8</u>	<u>8</u>	<u>8</u>
<i>TEMPORARY PART-TIME</i>				
RECREATION HELPER	TP01	5	5	0
LABORER VAC	TP01	<u>2</u>	<u>2</u>	<u>0</u>
TOTAL PART TIME		<u>7</u>	<u>7</u>	<u>0</u>

ACCT NO.	ITEM	A/R	QTY	BUDGET AMOUNT
312	60" MOWERS		4	<u>\$30,647</u>
TOTAL				<u>\$30,647</u>

FUNDING SOURCE

CLASSIFICATION	ADOPTED TOTAL 04/05	GENERAL	CAPITAL OUTLAY
PERSONAL SERVICES	\$356,158	\$356,158	
MATERIALS & SUPPLIES	47,279	47,279	
OTHER SERVICES & CHARGES	3,875	3,875	
CAPITAL OUTLAY	<u>30,647</u>	<u>15,835</u>	<u>\$14,812</u>
TOTAL DOLLARS	<u>\$437,959</u>	<u>\$423,147</u>	<u>\$14,812</u>

SUMMARY OF EXPENDITURES

DEPARTMENT: PARKS & RECREATION
 DIVISION OR ACTIVITY: LANDSCAPE MAINTENANCE

ACTIVITY NO.: 54

ACCT. NO.	ACCOUNT TITLE	2002-2003 ACTUAL EXPENDITURES	2003-2004 ADOPTED BUDGET	2003-2004 EXPENDITURES ESTIMATE	2004-2005 ADOPTED BUDGET
PERSONAL SERVICES					
101	SALARIES AND WAGES	195,691	191,001	197,894	212,083
102	DIFFERENTIAL/LEADMAN PAY	66	199	991	500
103	SICK LEAVE-PAY IN LIEU	4,620	884	442	1,000
104	CONTRACT LABOR	0	0	0	53,329
106	PART-TIME	37,547	53,085	55,577	0
108	OVERTIME	11,487	26,805	15,168	16,000
110	UNEMPLOYMENT CONTRIBUTION	346	150	150	346
111	F.I.C.A.	18,622	18,813	20,125	21,261
112	WORKERS COMPENSATION	2,241	8,000	13,968	10,000
113	GROUP LIFE & HOSP	23,709	22,659	16,920	15,817
114	CITY RETIREMENT PLAN	14,113	14,272	14,369	16,530
118	LONGEVITY	6,891	7,342	7,371	9,292
		\$315,333	\$343,210	\$342,975	\$356,158
MATERIALS AND SUPPLIES					
201	SUPPLIES, TOOLS, EQUIP	5,917	6,681	6,681	7,281
204	PETROLEUM PRODUCTS	5,869	5,861	6,500	8,453
205	CHEMICALS	3,398	7,200	6,108	5,600
211	REPAIR AND MAINTENANCE	18,795	22,000	22,000	22,000
214	MAINT MATERL-MOTIVE EQUIP	1,431	3,945	3,382	3,945
216	UNIFORM AND CLOTHING	1,626	1,750	1,658	0
		\$37,036	\$47,437	\$46,329	\$47,279
OTHER SERVICES & CHARGES					
221	RENTAL, PUBL, PRINTING	2,093	2,500	2,500	2,500
241	TELEPHONE & POSTAGE	1,597	1,200	1,300	1,200
265	TRAINING AND TRAVEL	0	175	150	175
		\$3,690	\$3,875	\$3,950	\$3,875
CAPITAL OUTLAY					
312	MACHINERY & EQUIPMENT	0	700	575	30,647
		\$0	\$700	\$575	\$30,647
	DIVISION TOTALS	\$356,059	\$395,222	\$393,829	\$437,959

PARKS & RECREATION

DIVISION: BUILDING MAINTENANCE

ACTIVITY NO. 80

FUNCTION

THE BUILDING MAINTENANCE DIVISION IS RESPONSIBLE FOR THE MAINTENANCE AND REPAIR OF MUNICIPAL FACILITIES. THIS DIVISION IS ALSO RESPONSIBLE FOR SECURING DILAPIDATED STRUCTURES THROUGHOUT THE CITY.

COMMENTS

ACCOUNT 211, REPAIR AND MAINTENANCE, CONTAINS \$300,000 TO REPAIR ROOFS OF CITY OWNED BUILDINGS. ACCOUNT 212, CONTRACTUAL MAINTENANCE, FUNDS THE CITY'S HEATING AND AIR CONDITIONING SERVICE CONTRACT. ACCOUNT 231, PROFESSIONAL AND TECHNICAL SERVICES, PROVIDES FUNDING FOR JANITORIAL SERVICE FOR CITY HALL, CITY HALL ANNEX, TOWN HALL AND BUILDING AND GROUNDS OFFICE.

PERSONNEL

CLASSIFICATION	SALARY			
	BI-WKLY	02/03	03/04	04/05
BLDG. MAINT SUPV	GE08	1	1	1
BLDG. CONSTR SPEC	GE06	<u>3</u>	<u>3</u>	<u>3</u>
TOTAL		<u>4</u>	<u>4</u>	<u>4</u>
<i>REGULAR PART-TIME</i>				
BLDG MT WKR III(50HR) (ELECT)	RP05	<u>1</u>	<u>1</u>	<u>1</u>

CAPITAL OUTLAY

ACCT NO.	ITEM	A/R	QTY	BUDGET AMOUNT
321	MAINT SHOP EXPANSION			<u>\$25,000</u>
TOTAL				<u>\$25,000</u>

FUNDING SOURCE

CLASSIFICATION	ADOPTED TOTAL 04/05	GENERAL	CAPITAL OUTLAY
PERSONAL SERVICES	\$179,283	\$179,283	
MATERIALS & SUPPLIES	477,279	477,279	
OTHER SERVICES & CHARGES	45,875	45,875	
CAPITAL OUTLAY	<u>25,000</u>	<u>25,000</u>	<u>\$0</u>
TOTAL DOLLARS	<u>\$727,437</u>	<u>\$727,437</u>	<u>\$0</u>

SUMMARY OF EXPENDITURES

DEPARTMENT: PARKS & RECREATION
 DIVISION OR ACTIVITY: BUILDING MAINTENANCE

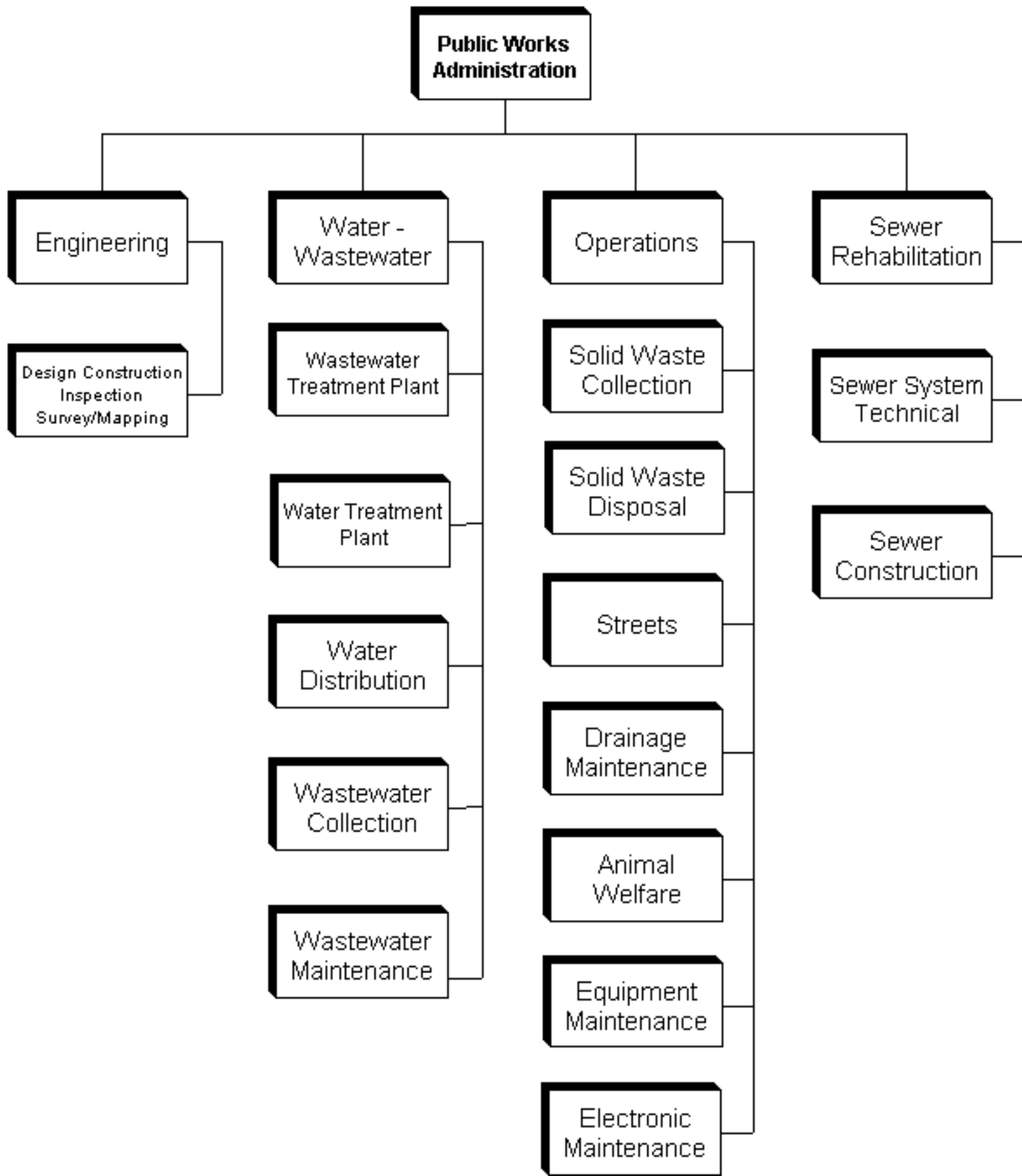
ACTIVITY NO.: 80

ACCT. NO.	ACCOUNT TITLE	2002-2003 ACTUAL EXPENDITURES	2003-2004 ADOPTED BUDGET	2003-2004 EXPENDITURES ESTIMATE	2004-2005 ADOPTED BUDGET
PERSONAL SERVICES					
101	SALARIES AND WAGES	109,826	123,178	113,697	120,061
102	DIFFERENTIAL/LEADMAN PAY	2,429	996	200	996
103	SICK LEAVE-PAY IN LIEU	637	0	0	625
106	PART-TIME	10,698	12,659	8,020	13,591
108	OVERTIME	4,113	2,412	4,680	2,412
110	UNEMPLOYMENT CONTRIBUTION	173	125	125	173
111	F.I.C.A.	9,674	10,575	9,444	10,246
112	WORKERS COMPENSATION	421	1,000	250	421
113	GROUP LIFE & HOSP	12,068	14,923	13,267	15,901
114	CITY RETIREMENT PLAN	8,022	9,197	8,322	9,370
118	LONGEVITY	7,128	8,206	5,181	5,487
		\$165,189	\$183,271	\$163,186	\$179,283
MATERIALS AND SUPPLIES					
201	SUPPLIES, TOOLS, EQUIP	6,507	5,306	5,306	5,306
204	PETROLEUM PRODUCTS	1,651	2,500	2,500	3,080
205	CHEMICALS	59	150	150	150
211	REPAIR AND MAINTENANCE	19,294	18,503	18,503	330,503
212	CONTRACTUAL MAINTENANCE	116,683	137,040	137,040	137,040
214	MAINT MATERL-MOTIVE EQUIP	1,747	1,200	1,200	1,200
216	UNIFORM AND CLOTHING	794	1,000	1,000	0
		\$146,735	\$165,699	\$165,699	\$477,279
OTHER SERVICES & CHARGES					
221	RENTAL, PUBL, PRINTING	220	500	500	500
231	PROF & TECHNICAL SERVICE	39,850	40,000	40,000	40,000
241	TELEPHONE & POSTAGE	2,582	2,725	2,725	2,725
248	ELECTRICITY & NAT GAS	2,398	2,650	2,650	2,650
		\$45,050	\$45,875	\$45,875	\$45,875
CAPITAL OUTLAY					
312	MACHINERY & EQUIPMENT	0	0	0	0
321	CONSTRC, IMPRVMT, ADDTN	0	25,000	25,000	25,000
		\$0	\$25,000	\$25,000	\$25,000
	DIVISION TOTALS	\$356,974	\$419,845	\$399,760	\$727,437

Organizational Chart

Public Works Department

FY 2004-2005



PUBLIC WORKS

DIVISION: PUBLIC WORKS ADMINISTRATION

ACTIVITY NO. 25

FUNCTION

COMMENTS

THIS DIVISION IS RESPONSIBLE FOR THE OVER-ALL SUPERVISION AND ADMINISTRATION OF THE PUBLIC WORKS DEPARTMENT.

PERSONNEL

CLASSIFICATION	SALARY BI-WKLY			
		02/03	03/04	04/05
P W DIRECTOR	MG15	1	1	1
DEPUTY DIRECTOR	MG12	1	1	1
ASST. DIRECTOR - WATER/WASTEWATER	MG11	1	1	1
ASST DIR OF OPERATION	MG11	1	0	0
SR. ADMIN. SECRETARY	GE08	2	2	1
SR CLERICAL ASSISTANT	GE04	<u>0</u>	<u>0</u>	<u>1</u>
TOTAL		<u>6</u>	<u>5</u>	<u>5</u>

CAPITAL OUTLAY

ACCT NO.	ITEM	A/R	QTY	BUDGET AMOUNT
312	LAPTOP COMPUTER		1	<u>\$3,000</u>
TOTAL				<u>\$3,000</u>

FUNDING SOURCE

CLASSIFICATION	ADOPTED		CAPITAL OUTLAY
	TOTAL 04/05	GENERAL	
PERSONAL SERVICES	\$352,213	\$352,213	
MATERIALS & SUPPLIES	8,047	8,047	
OTHER SERVICES & CHARGES	30,200	30,200	
CAPITAL OUTLAY	<u>3,000</u>	<u>3,000</u>	<u>\$0</u>
TOTAL DOLLARS	<u>\$393,460</u>	<u>\$393,460</u>	<u>\$0</u>

SUMMARY OF EXPENDITURES

DEPARTMENT: PUBLIC WORKS
 DIVISION OR ACTIVITY: PUBLIC WORKS ADMIN

ACTIVITY NO.: 25

ACCT. NO.	ACCOUNT TITLE	2002-2003 ACTUAL EXPENDITURES	2003-2004 ADOPTED BUDGET	2003-2004 EXPENDITURES ESTIMATE	2004-2005 ADOPTED BUDGET
PERSONAL SERVICES					
101	SALARIES AND WAGES	322,225	283,064	272,600	279,779
102	DIFFERENTIAL/LEADMAN PAY	0	0	100	0
103	SICK LEAVE-PAY IN LIEU	17,535	1,915	11,000	1,915
110	UNEMPLOYMENT CONTRIBUTION	260	150	150	260
111	F.I.C.A.	24,909	22,035	20,377	20,671
112	WORKERS COMPENSATION	631	300	300	631
113	GROUP LIFE & HOSP	20,626	17,453	19,020	18,067
114	CITY RETIREMENT PLAN	23,085	20,802	18,952	21,632
118	LONGEVITY	13,647	14,097	9,181	9,258
		\$422,918	\$359,816	\$351,680	\$352,213
MATERIALS AND SUPPLIES					
201	SUPPLIES, TOOLS, EQUIP	4,238	5,000	4,500	5,000
204	PETROLEUM PRODUCTS	1,382	1,418	1,400	1,747
211	REPAIR AND MAINTENANCE	446	600	600	600
214	MAINT MATERL-MOTIVE EQUIP	179	700	500	700
		\$6,245	\$7,718	\$7,000	\$8,047
OTHER SERVICES & CHARGES					
221	RENTAL, PUBL, PRINTING	2,050	3,500	3,100	3,500
231	PROF & TECHNICAL SERVICE	5,951	7,100	7,000	7,100
241	TELEPHONE & POSTAGE	3,920	4,500	4,500	4,500
248	ELECTRICITY & NAT GAS	5,007	7,000	6,500	7,000
264	DUES & MEMBERSHIPS	1,645	2,100	2,200	2,100
265	TRAINING AND TRAVEL	850	4,000	4,500	6,000
		\$19,423	\$28,200	\$27,800	\$30,200
CAPITAL OUTLAY					
312	MACHINERY & EQUIPMENT	2,703	0	0	3,000
		\$2,703	\$0	\$0	\$3,000
	DIVISION TOTALS	\$451,289	\$395,734	\$386,480	\$393,460

PUBLIC WORKS

DIVISION: ENGINEERING

ACTIVITY NO. 24

FUNCTION

THIS DIVISION IS RESPONSIBLE FOR THE CONSTRUCTION ADMINISTRATION OF CITY CAPITAL OUTLAY, CAPITAL IMPROVEMENT PROGRAM AND OTHER PROJECTS. THESE DUTIES INCLUDE THE SURVEY, DESIGN, CONSTRUCTION ADMINISTRATION AND INSPECTION OF PROJECTS. THE DIVISION REVIEWS AND COORDINATES THE PREPARATION OF PLANS AND SPECIFICATIONS BY CONSULTANTS FOR VARIOUS PROJECTS. PROJECTS INCLUDE ALL TYPES OF MUNICIPAL INFRASTRUCTURE SUCH AS STREETS, DRAINAGE, WATER, SEWER AND OTHER SPECIAL PROJECTS. OTHER FUNCTIONS INCLUDE GIS SYSTEM ADMINISTRATION AND UPDATES, ARCHIVING OF CITY CONSTRUCTION PLANS, SURVEYING FUNCTIONS FOR THE CITY AND SPECIAL STUDIES AND REPORTS

COMMENTS

ONE CIVIL ENGINEER AND TWO INSPECTORS WILL BE FUNDED FROM 2000 CIP.

PERSONNEL

CLASSIFICATION	SALARY			
	BI-WKLY	02/03	03/04	04/05
ASST DIR ENGINEERING	MG12	1	1	1
*CIVIL ENGINEER	MG10	4	4	4
LAND SURVEYOR	MG09	1	1	1
SURVEY PARTY CHIEF	GE10	1	1	1
SR CAD TECH	GE09	1	1	1
**CONSTRUCTION INSP.	GE08	4	4	4
CAD TECH	GE07	1	1	1
SENIOR SECRETARY	GE06	<u>1</u>	<u>1</u>	<u>1</u>
TOTAL		<u>14</u>	<u>14</u>	<u>14</u>
** TWO POSITIONS FUNDED BY 2000 CIP				
*ONE POSITION FUNDED BY 2000 CIP				

CAPITAL OUTLAY

ACCT NO.	ITEM	A/R	QTY	BUDGET AMOUNT
312	R-T-K SYSTEM		1	\$35,000
312	MOBILE RADIO		1	600
312	COMPUTER WORKSTATION		1	2,600
312	LAPTOP COMPUTER		1	2,400
312	FLAT FILE		1	1,000
312	DIGITAL CAMERA		1	533
312	R-T-K SUB-METER SYSTEM		1	<u>3,000</u>
TOTAL				<u>\$45,133</u>

FUNDING SOURCE

CLASSIFICATION	ADOPTED TOTAL 04/05	GENERAL	CIP	CAPITAL OUTLAY
PERSONAL SERVICES	\$813,122	\$692,997	<u>\$120,125</u>	
MATERIALS & SUPPLIES	27,128	27,128		
OTHER SERVICES & CHARGES	24,385	24,385		
CAPITAL OUTLAY	<u>45,133</u>	<u>45,133</u>		<u>\$0</u>
TOTAL DOLLARS	<u>\$909,768</u>	<u>\$789,643</u>	<u>\$120,125</u>	<u>\$0</u>

SUMMARY OF EXPENDITURES

DEPARTMENT: PUBLIC WORKS
 DIVISION OR ACTIVITY: ENGINEERING

ACTIVITY NO.: 24

ACCT. NO.	ACCOUNT TITLE	2002-2003 ACTUAL EXPENDITURES	2003-2004 ADOPTED BUDGET	2003-2004 EXPENDITURES ESTIMATE	2004-2005 ADOPTED BUDGET
PERSONAL SERVICES					
101	SALARIES AND WAGES	593,808	591,856	584,178	647,428
102	DIFFERENTIAL/LEADMAN PAY	211	308	237	308
103	SICK LEAVE-PAY IN LIEU	9,902	2,119	1,059	1,750
108	OVERTIME	3,150	3,395	1,500	3,395
110	UNEMPLOYMENT CONTRIBUTION	606	400	400	606
111	F.I.C.A.	45,089	44,194	42,640	47,424
112	WORKERS COMPENSATION	1,587	300	300	300
113	GROUP LIFE & HOSP	49,552	47,431	47,539	47,539
114	CITY RETIREMENT PLAN	42,058	42,859	41,743	49,541
118	LONGEVITY	9,988	12,097	12,150	14,831
		\$755,951	\$744,959	\$731,746	\$813,122
MATERIALS AND SUPPLIES					
201	SUPPLIES, TOOLS, EQUIP	8,693	8,500	8,500	8,500
204	PETROLEUM PRODUCTS	3,687	4,000	4,000	4,928
211	REPAIR AND MAINTENANCE	2,022	2,200	2,200	2,200
212	CONTRACTUAL MAINTENANCE	7,739	8,000	8,000	8,000
214	MAINT MATERL-MOTIVE EQUIP	1,415	3,500	3,500	3,500
216	UNIFORM AND CLOTHING	1,171	1,200	1,200	0
		\$24,727	\$27,400	\$27,400	\$27,128
OTHER SERVICES & CHARGES					
221	RENTAL, PUBL, PRINTING	1,166	2,500	2,500	2,500
231	PROF & TECHNICAL SERVICE	0	0	0	3,000
241	TELEPHONE & POSTAGE	3,190	4,200	4,200	4,200
264	DUES & MEMBERSHIPS	1,818	1,785	1,785	1,785
265	TRAINING AND TRAVEL	8,935	10,400	10,400	12,900
		\$15,109	\$18,885	\$18,885	\$24,385
CAPITAL OUTLAY					
311	MOTIVE EQUIPMENT	13,767	16,500	16,500	0
312	MACHINERY & EQUIPMENT	10,254	9,280	6,905	45,133
		\$24,021	\$25,780	\$23,405	\$45,133
DIVISION TOTALS		\$819,808	\$817,024	\$801,436	\$909,768

PUBLIC WORKS

DIVISION: SEWER SYSTEM TECHNICAL

ACTIVITY NO. 37

FUNCTION

THIS DIVISION IS RESPONSIBLE FOR THE MANAGEMENT OF THE WASTEWATER COLLECTION SYSTEM REHABILITATION/REPLACEMENT AND EXPANSION PROJECTS TO INCLUDE SURVEY, CONSTRUCTION INSPECTION, AND DESIGN OF THE PROJECT PLANS, ETC. THIS DIVISION WAS ESTABLISHED IN MAY 1998.

COMMENTS

THIS DIVISION IS FUNDED FROM THE 1995 CAPITAL IMPROVEMENTS PROGRAM AND OKLAHOMA WATER RESOURCES BOARD LOAN. THIS LOAN WILL BE REPAID BY A \$2.35 PER MONTH SEWER CHARGE.

PERSONNEL

CLASSIFICATION	SALARY BI-WKLY	02/03	03/04	04/05
CIVIL ENGINEER	MG10	1	1	1
ASSOC. CIVIL ENGINEER	MG06	1	1	1
CONSTRUCTION INSP.	GE08	2	2	2
SURVEY TECHNICIAN	GE08	1	1	1
CAD TECHNICIAN	GE07	1	1	1
GREASE TRAP INSP.	GE05	<u>0</u>	<u>0</u>	<u>1</u>
TOTAL		<u>6</u>	<u>6</u>	<u>7</u>

CAPITAL OUTLAY

ACCT NO.	ITEM	A/R	QTY	BUDGET AMOUNT
*312	SOFTWARE			<u>\$3,200</u>
TOTAL				<u>\$3,200</u>
	*SEWER SYSTEM CONSTRUCTION FUND			

FUNDING SOURCE

CLASSIFICATION	ADOPTED TOTAL 04/05	WATER RESOURCES BOARD LOAN	CAPITAL OUTLAY
PERSONAL SERVICES	\$351,910	\$351,910	
MATERIALS & SUPPLIES	21,207	21,207	
OTHER SERVICES & CHARGES	17,848	17,848	
CAPITAL OUTLAY	<u>3,200</u>	<u>3,200</u>	
TOTAL DOLLARS	<u>\$394,165</u>	<u>\$394,165</u>	

PUBLIC WORKS

DIVISION: SEWER SYSTEM CONSTRUCTION

ACTIVITY NO. 38

FUNCTION

THIS DIVISION IS RESPONSIBLE FOR THE CONSTRUCTION OF THE WASTEWATER COLLECTION SYSTEM REHABILITATION/REPLACEMENT AND EXPANSION PROJECTS. THIS DIVISION WAS ESTABLISHED IN JANUARY 1999.

COMMENTS

THIS DIVISION IS FUNDED FROM THE 1995 CAPITAL IMPROVEMENTS PROGRAM AND A LOAN THROUGH THE OKLAHOMA WATER RESOURCES BOARD. THIS LOAN WILL BE REPAYED BY A \$2.35 PER MONTH SEWER CHARGE.

PERSONNEL

CLASSIFICATION	SALARY BI-WKLY	04/05		
		02/03	03/04	04/05
ASST DIR SEWER REHAB.	MG11	1	1	1
CONSTR LINE SUPERVSR	MG05	1	1	1
FLD CONSTR SUPERVSR	GE09	1	1	1
AUTO MECHANIC	GE07	1	1	1
PRIN EQUIP OPERATOR	GE07	4	4	4
PW SCHEDULER	GE06	1	1	1
SR EQUIP OPERATOR	GE06	10	10	10
CONSTR WKR/LABORER	GE04	<u>6</u>	<u>6</u>	<u>6</u>
TOTAL		<u>25</u>	<u>25</u>	<u>25</u>

CAPITAL OUTLAY

ACCT NO.	ITEM	A/R	QTY	BUDGET AMOUNT
*311	1 TON TRUCK		1	\$35,000
*312	GENERATOR		1	2,200
*312	HAMMER DRILL		1	900
*312	40' DOVETAIL HITCH TRAILER		1	12,000
*312	TRUCK BOOM LIFT		1	1,800
*312	VER-T-LIFT		1	<u>4,500</u>
TOTAL				<u>\$56,400</u>
	* SEWER SYSTEM CONSTRUCTION FUND			

FUNDING SOURCE

CLASSIFICATION	ADOPTED TOTAL 04/05	WATER RESOURCES BOARD LOAN
PERSONAL SERVICES	\$1,155,904	\$1,155,904
MATERIALS & SUPPLIES	1,009,392	1,009,392
OTHER SERVICES & CHARGES	160,608	160,608
CAPITAL OUTLAY	<u>56,400</u>	<u>56,400</u>
TOTAL DOLLARS	<u>\$2,382,304</u>	<u>\$2,382,304</u>

PUBLIC WORKS

DIVISION: STREETS

ACTIVITY NO. 72

FUNCTION

THIS DIVISION IS RESPONSIBLE FOR MAINTENANCE AND REPAIR OF DEDICATED AND IMPROVED STREETS AND ALLEYS, PATCHING AND RECONSTRUCTING DETERIORATED SECTIONS OF STREETS, MAINTENANCE AND IMPROVEMENT OF SHOULDERS, CLEANING OF STREETS AND CITY PARKING LOTS, INSTALLATION AND MAINTENANCE OF STREET SIGNS, TRAFFIC SIGNALS AND LANE MARKINGS IN THE CITY. THE DIVISION ALSO ASSISTS OTHER DEPARTMENTS AND DIVISIONS NEEDING SPECIAL PURPOSE EQUIPMENT SUCH AS THE 20-TON CRANE, GRADALL, DOZER OR LOADER.

COMMENTS

ACCOUNT 211, REPAIR AND MAINTENANCE, INCLUDES MATERIALS FOR REPAIRING, OVERLAYING, MARKING AND SIGNING STREETS. STREET SWEEPING WILL CONTINUE ON MAJOR ARTERIALS, BUT WILL NO LONGER SWEEP RESIDENTIAL STREETS.

PERSONNEL

CLASSIFICATION	SALARY BI-WKLY	02/03	03/04	04/05
STREET SUPT	MG08	1	1	1
STREET FIELD SUPV	GE08	3	3	3
PRINCIPAL EQUIP OPER.	GE07	3	3	3
PW SCHEDULER	GE06	1	1	1
SR EQUIP OPERATOR	GE06	12	10	10
CEMENT FINISHER	GE06	7	7	7
EQUIP OPERATOR	GE05	13	13	13
TOOL & SIGN SPECIALIST	GE05	1	1	1
LABORER	GE04	4	4	4
TOTAL		<u>45</u>	<u>43</u>	<u>43</u>

CAPITAL OUTLAY

ACCT NO.	ITEM	A/R	QTY	BUDGET AMOUNT
311	DISTRIBUTOR TRUCK		1	\$87,000
312	PAVEMENT PAINTING MACHINE		1	8,270
312	PLATE COMPACTOR		1	3,000
312	RUBBER TIRE ROLLER		1	<u>30,200</u>
TOTAL				<u>\$128,470</u>

FUNDING SOURCE

CLASSIFICATION	ADOPTED TOTAL 04/05	GENERAL	CAPITAL OUTLAY
PERSONAL SERVICES	\$1,708,492	\$1,708,492	
MATERIALS & SUPPLIES	948,668	948,668	
OTHER SERVICES & CHARGES	36,165	36,165	
CAPITAL OUTLAY	<u>128,470</u>	<u>11,270</u>	<u>\$117,200</u>
TOTAL DOLLARS	<u>\$2,821,795</u>	<u>\$2,704,595</u>	<u>\$117,200</u>

SUMMARY OF EXPENDITURES

DEPARTMENT: PUBLIC WORKS
 DIVISION OR ACTIVITY: STREETS

ACTIVITY NO.: 72

ACCT. NO.	ACCOUNT TITLE	2002-2003 ACTUAL EXPENDITURES	2003-2004 ADOPTED BUDGET	2003-2004 EXPENDITURES ESTIMATE	2004-2005 ADOPTED BUDGET
PERSONAL SERVICES					
101	SALARIES AND WAGES	1,152,438	1,121,739	1,131,745	1,211,549
102	DIFFERENTIAL/LEADMAN PAY	6,748	8,961	7,414	8,961
103	SICK LEAVE-PAY IN LIEU	29,599	4,064	4,064	5,375
104	CONTRACT LABOR	24,515	25,800	25,000	25,800
108	OVERTIME	52,478	55,396	59,208	55,396
110	UNEMPLOYMENT CONTRIBUTION	1,947	1,100	1,100	1,947
111	F.I.C.A.	93,403	90,204	89,597	95,620
112	WORKERS COMPENSATION	61,166	50,000	45,000	45,000
113	GROUP LIFE & HOSP	128,519	120,893	116,440	108,595
114	CITY RETIREMENT PLAN	83,231	84,482	82,835	95,009
118	LONGEVITY	51,866	54,846	51,608	55,240
		\$1,685,910	\$1,617,485	\$1,614,011	\$1,708,492
MATERIALS AND SUPPLIES					
201	SUPPLIES, TOOLS, EQUIP	19,783	21,000	21,000	21,000
204	PETROLEUM PRODUCTS	77,540	74,000	74,000	91,168
205	CHEMICALS	253	1,500	1,500	1,500
211	REPAIR AND MAINTENANCE	540,761	575,000	575,000	775,000
214	MAINT MATERL-MOTIVE EQUIP	59,185	60,000	60,000	60,000
216	UNIFORM AND CLOTHING	8,290	8,800	8,800	0
		\$705,812	\$740,300	\$740,300	\$948,668
OTHER SERVICES & CHARGES					
221	RENTAL, PUBL, PRINTING	2,373	8,000	8,000	8,000
231	PROF & TECHNICAL SERVICE	105	5,000	4,000	5,000
241	TELEPHONE & POSTAGE	2,402	2,900	2,900	2,900
248	ELECTRICITY & NAT GAS	17,397	18,450	18,450	18,450
264	DUES & MEMBERSHIPS	0	115	115	115
265	TRAINING AND TRAVEL	795	700	700	700
279	OTHER EXPENSES	828	1,000	1,000	1,000
		\$23,900	\$36,165	\$35,165	\$36,165
CAPITAL OUTLAY					
311	MOTIVE EQUIPMENT	0	120,000	120,000	87,000
312	MACHINERY & EQUIPMENT	15,644	131,400	131,400	41,470
		\$15,644	\$251,400	\$251,400	\$128,470
	DIVISION TOTALS	\$2,431,266	\$2,645,350	\$2,640,876	\$2,821,795

PUBLIC WORKS

DIVISION: WASTEWATER COLLECTION

ACTIVITY NO. 74

FUNCTION

COMMENTS

THIS DIVISION IS RESPONSIBLE FOR MAINTAINING THE WASTEWATER COLLECTION SYSTEM (APPROXIMATELY 400 MILES) TO INCLUDE FIVE (5) WASTEWATER LIFT STATIONS. THIS DIVISION CONSTRUCTS, REPAIRS, REPLACES, AND PERFORMS PREVENTATIVE MAINTENANCE TO THE WASTEWATER COLLECTION SYSTEM. SERVICES ARE AVAILABLE ON A TWENTY-FOUR (24) HOUR BASIS.

PERSONNEL

CAPITAL OUTLAY

CLASSIFICATION	SALARY BI-WKLY	PERSONNEL		
		02/03	03/04	04/05
WW COLL. SUPT.	MG08	1	1	1
FIELD SUPERVISOR	GE08	2	2	2
PRIN EQUIP OPERATOR	GE07	2	2	2
SEWER LIFT STATION MECHANIC	GE07	1	1	1
SR EQUIP OPERATOR	GE06	9	9	9
SR CLERICAL ASST	GE04	1	0	0
UTILITY WKR/LABORER	GE04	4	4	4
TOTAL		<u>20</u>	<u>19</u>	<u>19</u>

ACCT NO.	ITEM	A/R	QTY	BUDGET
				AMOUNT
311	1-TON TRUCK		1	\$35,000
312	HAND-HELD RADIOS		2	<u>1,400</u>
TOTAL				<u>\$36,400</u>

FUNDING SOURCE

CLASSIFICATION	ADOPTED		CAPITAL OUTLAY
	TOTAL 04/05	ENTERPRISE	
PERSONAL SERVICES	\$738,072	\$738,072	
MATERIALS & SUPPLIES	100,010	100,010	
OTHER SERVICES & CHARGES	33,870	33,870	
CAPITAL OUTLAY	<u>36,400</u>	<u>1,400</u>	\$35,000
TOTAL DOLLARS	<u>\$908,352</u>	<u>\$873,352</u>	<u>\$35,000</u>

PUBLIC WORKS

DIVISION: WATER TREATMENT PLANT

ACTIVITY NO. 75

FUNCTION

THIS DIVISION IS RESPONSIBLE FOR PROVIDING A SAFE POTABLE WATER SUPPLY FOR THE RESIDENTS OF THE LAWTON-FORT SILL AREA IN ACCORDANCE WITH THE FEDERAL SAFE DRINKING WATER ACT, OKLAHOMA DEPARTMENT OF ENVIRONMENTAL QUALITY (ODEQ) AND THE ENVIRONMENTAL PROTECTION AGENCY (EPA) REGULATIONS. THE PRIMARY ACTIVITIES INCLUDE THE OPERATION AND MAINTENANCE OF TWO RAW WATER SUPPLY RESERVOIRS; TO INCLUDE THE WATER SHED MONITORING SYSTEM AND RESERVOIR WATER STORAGE GATE OPERATIONS, RAW WATER PUMPING STATION, RAW WATER TRANSMISSION MAINS, TWO WATER TREATMENT PLANTS AND ASSOCIATED EQUIPMENT, ASSISTS IN THE OPERATION AND MAINTENANCE OF THE LAWTON WATER SUPERVISORY CONTROL AND DATA ACQUISITION SYSTEM (SCADA), AND ONE 45 MILLION GALLON PER DAY POTABLE WATER PUMP STATION. THIS DIVISION OPERATES AND MAINTAINS THE WATER PLANT LABORATORY IN ACCORDANCE WITH THE REQUIREMENTS AND REGULATIONS OF THE ODEQ AND EPA. THE LABORATORY MONITORS AND RECORDS THE WATER QUALITY DATA FOR FILING OF REQUIRED MONTHLY OPERATING REPORTS TO THE ODEQ AND EPA.

COMMENTS

ACCOUNT 205, CHEMICALS, HAS BEEN BUDGETED TO PROVIDE FOR AN AVERAGE DAILY WATER FLOW OF 21.5 MILLION GALLONS. ACCOUNT 231 PAYS FOR LAGOON CLEANING CONTRACTS, ODEQ ANALYSIS AND SERVICES AND INSPECTIONS.

PERSONNEL

CLASSIFICATION	SALARY			
	BI-WKLY	02/03	03/04	04/05
WATER PLANT SUPT.	MG08	1	1	1
CHEMIST	MG05	1	1	1
WATER PLANT LINE SUPV	MG05	1	1	1
WTR PLANT OPERATOR	GE07	7	7	7
PLANT MECHANIC	GE07	3	3	3
TOTAL		<u>13</u>	<u>13</u>	<u>13</u>

CAPITAL OUTLAY

ACCT NO.	ITEM	A/R	QTY	BUDGET
				AMOUNT
311	1 / 2 TON PICKUP		1	<u>\$16,500</u>
TOTAL				<u>\$16,500</u>

FUNDING SOURCE

CLASSIFICATION	ADOPTED TOTAL 04/05	ENTERPRISE	CAPITAL OUTLAY
PERSONAL SERVICES	\$586,395	\$586,395	
MATERIALS & SUPPLIES	1,026,948	1,026,948	
OTHER SERVICES & CHARGES	623,847	623,847	
CAPITAL OUTLAY	<u>16,500</u>	<u>0</u>	<u>\$16,500</u>
TOTAL DOLLARS	<u>\$2,253,690</u>	<u>\$2,237,190</u>	<u>\$16,500</u>

PUBLIC WORKS

DIVISION: WASTEWATER TREATMENT PLANT

ACTIVITY NO. 76

FUNCTION

COMMENTS

THIS DIVISION IS RESPONSIBLE FOR TREATING DOMESTIC AND INDUSTRIAL WASTEWATER AND THE OPERATION OF AN INDUSTRIAL PRETREATMENT PROGRAM IN ACCORDANCE WITH STANDARDS ESTABLISHED BY THE DEPARTMENT OF ENVIRONMENTAL QUALITY AND THE ENVIRONMENTAL PROTECTION AGENCY. THE PRIMARY ACTIVITIES OF THE DIVISION ARE OPERATION OF THE WASTEWATER TREATMENT PLANT, MAINTENANCE OF PLANT EQUIPMENT, DISPOSAL OF SCREENINGS AND GRIT, PROVISION OF DATA FOR FILING OF MONTHLY REPORTS TO THE ODEQ AND THE EPA AND PROVIDING CHEMICAL TEST PROCEDURES FOR QUALITY CONTROL. THE INDUSTRIAL PRETREATMENT PROGRAM IS REQUIRED BY THE CLEAN WATER ACT AND THE GENERAL PRETREATMENT REGULATIONS PROMULGATED BY THE EPA. THE PROGRAM ADDRESSES FEDERAL, STATE, AND CITY OF LAWTON STANDARDS AND REQUIREMENTS FOR DISCHARGE OF INDUSTRIAL WATERS INTO THE MUNICIPAL WASTEWATER SYSTEM.

PERSONNEL

CAPITAL OUTLAY

CLASSIFICATION	SALARY			
	BI-WKLY	02/03	03/04	04/05
WWTP SUPERINTENDENT	MG08	1	1	1
CHIEF CHEMIST	MG07	1	1	1
INDUSTR. PRETRT OFCR	MG06	1	1	1
CHEMIST	MG05	1	1	0
WATER PLANTLINE SUPV	MG05	1	1	1
INSTRUMENTATION TECH	GE10	0	0	1
MAINTENANCE SUPV	GE08	1	1	1
INDUSTR PRETRT INSPEC	GE08	1	1	1
LAB TECHNICIANS	GE07	0	0	2
WWTP OPERATOR	GE07	7	7	6
PLANT MECHANIC	GE07	3	3	3
GREASE TRAP INSP.	GE05	<u>1</u>	<u>1</u>	<u>0</u>
TOTAL		<u>18</u>	<u>18</u>	<u>18</u>

ACCT NO.	ITEM	A/R	QTY	BUDGET
				AMOUNT
311	1 / 2 TON PICKUP		1	\$16,500
312	ISCO EFFLUENT SAMPLER		1	8,550
312	SPECTROPHOMER LAB ANALYZATION		1	1,975
312	1720 TURBIDIMETER		1	1,895
312	WATER DISTILATION EQUIP		1	5,500
312	INDUSTRIAL PRETREATMENT SOFTWARE		1	7,995
312	COMPUTERS		2	4,600
312	TORQUE FLOW GRIT PUMPS			36,650
312	BLEND TANK PUMPS			4,047
312	CONTROL BOX AIR PURGE SYSTEM			15,000
312	MICROSCOPE		1	<u>1,950</u>
TOTAL				<u>\$104,662</u>

FUNDING SOURCE

CLASSIFICATION	ADOPTED	ENTERPRISE	CAPITAL
	TOTAL 04/05		OUTLAY
PERSONAL SERVICES	\$862,168	\$862,168	
MATERIALS & SUPPLIES	406,752	406,752	
OTHER SERVICES & CHARGES	423,531	423,531	
CAPITAL OUTLAY	<u>104,662</u>	<u>88,162</u>	<u>\$16,500</u>
TOTAL DOLLARS	<u>\$1,797,113</u>	<u>\$1,780,613</u>	<u>\$16,500</u>

PUBLIC WORKS

DIVISION: ELECTRONIC MAINTENANCE

ACTIVITY NO. 77

FUNCTION

THE ELECTRONIC MAINTENANCE DIVISION IS RESPONSIBLE FOR THE INSTALLATION AND MAINTENANCE OF ELECTRONIC EQUIPMENT. THE PRIMARY ACTIVITIES OF THIS DIVISION INCLUDE MAINTENANCE OF ALL CITY-OWNED TWO-WAY RADIO COMMUNICATIONS SYSTEMS, INCLUDING REMOTE LINKS, DISPATCH CONSOLES AND ANTENNAS, MAINTENANCE OF THE CITY-WIDE TRAFFIC SIGNAL SYSTEM, INCLUDING SYNCHRONIZERS AND NEW CONTROLLER DESIGN AND FABRICATION, MAINTENANCE OF THE EXPRESSWAY LIGHTING SYSTEM, MAINTENANCE OF THE EMERGENCY MANAGEMENT SIREN SYSTEM, MAINTENANCE OF MANY SMALL ITEMS OF CITY PROPERTY, REPAIR OF ELECTRONIC CONTROLS UTILIZED BY CITY DEPARTMENTS AND INSTALLATION OF TELEPHONE AND COMPUTER WIRING IN CITY BUILDINGS.

COMMENTS

ACCOUNT 211, REPAIR AND MAINTENANCE, PROVIDES MATERIAL FOR ALL ELECTRONIC EQUIPMENT INCLUDING RADIOS AND TRAFFIC CONTROL DEVICES, AND INCLUDES FUNDS FOR BRINGING TRAFFIC SIGNALS INTO COMPLIANCE WITH NATIONAL STANDARDS.

PERSONNEL

CLASSIFICATION	SALARY BI-WKLY	FISCAL YEAR		
		02/03	03/04	04/05
ELECTRONIC MNT SUPT	MG07	1	1	1
ELECTRONIC TECH	GE09	<u>3</u>	<u>3</u>	<u>3</u>
TOTAL		<u>4</u>	<u>4</u>	<u>4</u>

CAPITAL OUTLAY

ACCT NO.	ITEM	A/R	QTY	BUDGET AMOUNT
311	BUCKET TRUCK		1	<u>\$65,000</u>
TOTAL				<u>\$65,000</u>

FUNDING SOURCE

CLASSIFICATION	ADOPTED TOTAL 04/05	GENERAL	CAPITAL OUTLAY
PERSONAL SERVICES	\$239,358	\$239,358	
MATERIALS & SUPPLIES	80,502	80,502	
OTHER SERVICES & CHARGES	63,762	63,762	
CAPITAL OUTLAY	<u>65,000</u>	<u>0</u>	<u>\$65,000</u>
TOTAL DOLLARS	<u>\$448,622</u>	<u>\$383,622</u>	<u>\$65,000</u>

PUBLIC WORKS

DIVISION: WATER DISTRIBUTION

ACTIVITY NO. 78

FUNCTION

COMMENTS

THIS DIVISION IS RESPONSIBLE FOR MAINTAINING THE WATER DISTRIBUTION SYSTEM (APPROXIMATELY 500 MILES). THIS DIVISION REPAIRS AND REPLACES MAINLINE VALVES, FIRE PLUGS AND WATER MAINS. THIS DIVISION OPERATES AND MAINTAINS THREE (3) MAJOR WATER PUMPING STATIONS, FIVE (5) WATER STORAGE TANKS AND ASSISTS IN THE OPERATION AND MAINTENANCE OF THE LAWTON WATER SUPERVISORY CONTROL AND DATA ACQUISITION SYSTEM (SCADA). SERVICES OF THIS DIVISION ARE AVAILABLE ON A TWENTY-FOUR (24) HOUR BASIS.

PERSONNEL

CAPITAL OUTLAY

CLASSIFICATION	SALARY			
	BI-WKLY	02/03	03/04	04/05
WATER DISTR. SUPT	MG08	1	1	1
FIELD SUPERVISOR	GE08	2	2	2
PUMP STAT. MECHANIC	GE07	1	1	1
PRIN EQUIP OPERATOR	GE07	8	8	8
P W SCHEDULER	GE06	1	1	1
METER TECHNICIAN	GE06	1	1	1
SR EQUIP OPERATOR	GE06	9	9	9
UTILITY WKR/LABORER	GE04	4	4	4
DISPATCHER (P WRKS)	GE03	<u>1</u>	<u>1</u>	<u>1</u>
TOTAL		<u>28</u>	<u>28</u>	<u>28</u>

ACCT NO.	ITEM	A/R	QTY	BUDGET AMOUNT
311	1 TON TRUCK		1	\$28,200
311	2 TON TRUCK		1	44,200
311	1 TON TRUCK W/DUMP BED		1	30,200
312	COMPUTER		1	2,300
312	BACKHOE		1	58,000
312	PORTA SAW		1	<u>3,600</u>
TOTAL				<u>\$166,500</u>

FUNDING SOURCE

CLASSIFICATION	ADOPTED TOTAL 04/05	ENTERPRISE	CAPITAL OUTLAY
PERSONAL SERVICES	\$1,183,898	\$1,183,898	
MATERIALS & SUPPLIES	530,425	530,425	
OTHER SERVICES & CHARGES	150,003	150,003	
CAPITAL OUTLAY	<u>166,500</u>	<u>5,900</u>	<u>\$160,600</u>
TOTAL DOLLARS	<u>\$2,030,826</u>	<u>\$1,870,226</u>	<u>\$160,600</u>

PUBLIC WORKS

DIVISION: EQUIPMENT MAINTENANCE

ACTIVITY NO. 79

FUNCTION

THIS DIVISION IS RESPONSIBLE FOR PROVIDING TOTAL MAINTENANCE OF ALL MOTIVE AND CERTAIN NON-MOTIVE EQUIPMENT OWNED BY THE CITY OF LAWTON. THE PRIMARY ACTIVITIES OF THE DIVISION INCLUDE IN-HOUSE MAINTENANCE OF MOTIVE AND LIGHT DUTY VEHICLES AND DIESEL ENGINE REPAIR, CONTROL OF CONTRACT MAINTENANCE OF AUTOMOTIVE, LIGHT AND HEAVY DUTY VEHICLES SUCH AS BODY WORK, AUTOMATIC TRANSMISSION REPAIR AND FRAMEWORK, MAINTENANCE OF WASH BAYS, CONTROL OF LUBRICATION SERVICES, MAINTENANCE OF TIRES FOR CITY EQUIPMENT, OPERATION OF THE WELDING SHOP AND MOBILE WELDING UNIT, SAFETY INSPECTION OF MOTIVE EQUIPMENT, OPERATION OF SERVICE STATION FOR CITY VEHICLES AND COMPILATION OF MAINTENANCE RECORDS OF CITY MOTIVE AND NON-MOTIVE EQUIPMENT.

COMMENTS

PERSONNEL

CLASSIFICATION	SALARY			
	BI-WKLY	02/03	03/04	04/05
EQUIPMT MAINT SUPT	MG07	1	1	1
EQUIP MAINT FLR SUPV.	GE08	2	2	2
AUTO MECHANIC	GE07	8	8	8
WELDER FABRICATOR	GE07	1	1	1
AUTO SERVICE WKR II	GE06	1	1	1
AUTO SERVICE WKR I	GE02	1	1	1
AUTO PARTS SPECIALIST	GE02	<u>1</u>	<u>1</u>	<u>1</u>
TOTAL		<u>15</u>	<u>15</u>	<u>15</u>

CAPITAL OUTLAY

ACCT NO.	ITEM	A/R	QTY	BUDGET AMOUNT
312	POWER OPERATED LUBE EQUIP		1	\$1,250
312	ELECTRIC WELDER		1	4,200
312	HEAVY DUTY TRANSMISSION FLUSH		1	4,000
312	AUTOMATIC TRANSMISSION FLUSH		1	3,400
312	COMPREHENSIVE DIAGNOSTIC CD		1	2,200
312	22 TON HYDRAULIC JACK		1	1,100
312	POWER OPERATED TIRE CHANGER		1	6,200
312	STEAM WASHER		1	<u>3,700</u>
TOTAL				<u>\$26,050</u>

FUNDING SOURCE

CLASSIFICATION	ADOPTED		CAPITAL OUTLAY
	TOTAL 04/05	GENERAL	
PERSONAL SERVICES	\$653,988	\$653,988	
MATERIALS & SUPPLIES	33,790	33,790	
OTHER SERVICES & CHARGES	33,875	33,875	
CAPITAL OUTLAY	<u>26,050</u>	<u>26,050</u>	<u>\$0</u>
TOTAL DOLLARS	<u>\$747,703</u>	<u>\$747,703</u>	<u>\$0</u>

PUBLIC WORKS

DIVISION: SOLID WASTE-REFUSE COLLECTION

ACTIVITY NO. 82

FUNCTION

COMMENTS

THIS DIVISION IS RESPONSIBLE FOR MAINTENANCE AND OPERATION OF A REFUSE COLLECTION SYSTEM FOR THE CITY OF LAWTON.

PERSONNEL

CLASSIFICATION	SALARY			
	BI-WKLY	02/03	03/04	04/05
SANITATION SUPT	MG07	1	1	1
FIELD SUPERVISOR	GE08	4	3	3
SR EQPT OPERATOR	GE06	2	2	2
SANITATION OPERATOR	GE06	18	18	18
CONTNR MAINT WKR II	GE06	1	1	1
SR. CLERICAL ASST.	GE04	1	1	1
SANITATION WORKER	GE03	26	25	25
CONTNR MAINT WKR I	GE02	<u>1</u>	<u>1</u>	<u>1</u>
TOTAL		<u>54</u>	<u>52</u>	<u>52</u>

CAPITAL OUTLAY

ACCT NO.	ITEM	A/R	QTY	BUDGET AMOUNT
311	PACKER TRUCKS		3	\$255,000
312	COMPUTER		1	2,300
312	6/8CY CONTAINERS			15,000
TOTAL				<u>\$272,300</u>

FUNDING SOURCE

CLASSIFICATION	ADOPTED TOTAL 04/05	ENTERPRISE	RESERVE	CAPITAL OUTLAY
PERSONAL SERVICES	\$2,085,172	\$2,085,172		
MATERIALS & SUPPLIES	266,303	266,303		
OTHER SERVICES & CHARGES	7,600	7,600		
CAPITAL OUTLAY	<u>272,300</u>	<u>17,300</u>	<u>\$0</u>	<u>\$255,000</u>
TOTAL DOLLARS	<u>\$2,631,375</u>	<u>\$2,376,375</u>	<u>\$0</u>	<u>\$255,000</u>

PUBLIC WORKS

DIVISION: SOLID WASTE-REFUSE DISPOSAL

ACTIVITY NO. 83

FUNCTION

COMMENTS

THIS DIVISION IS RESPONSIBLE FOR THE PROPER OPERATION OF THE SANITARY LANDFILL IN ACCORDANCE WITH HEALTH AND ECOLOGICAL STANDARDS. ACTIVITIES IN THE DIVISION INCLUDE DISPOSAL OF THE SOLID WASTE IN ACCORDANCE WITH THE ODEQ REGULATIONS.

PERSONNEL

CAPITAL OUTLAY

CLASSIFICATION	SALARY	02/03	03/04	04/05
	BI-WKLY			
LANDFILL SUPT	MG08	1	1	1
FIELD SUPERVISOR	GE08	1	1	1
PRINCIPAL EQUIP OPER	GE07	7	7	7
LANDFILL SCALE ATTNT	GE04	1	1	1
CLERICAL ASSOCIATE	GE04	<u>1</u>	<u>1</u>	<u>1</u>
TOTAL		<u>11</u>	<u>11</u>	<u>11</u>
<i>REGULAR PART-TIME</i>				
LANDFILL ATDT (20 HR)	RP04	<u>1</u>	<u>1</u>	<u>1</u>

ACCT NO.	ITEM	A/R	QTY	BUDGET AMOUNT
310	COMPACTOR 2ND/YR LEASE			\$118,060
310	DOZER (1/3 LEASE)		1	80,000
312	LAPTOP COMPUTER		1	2,400
312	PUMP		1	<u>13,000</u>
TOTAL				<u>\$213,460</u>

FUNDING SOURCE

CLASSIFICATION	ADOPTED	ENTERPRISE	CAPITAL OUTLAY
	TOTAL 04/05		
PERSONAL SERVICES	\$530,284	\$530,284	
MATERIALS & SUPPLIES	397,520	397,520	
OTHER SERVICES & CHARGES	33,470	33,470	
CAPITAL OUTLAY	<u>213,460</u>	<u>133,460</u>	<u>\$80,000</u>
TOTAL DOLLARS	<u>\$1,174,734</u>	<u>\$1,094,734</u>	<u>\$80,000</u>

PUBLIC WORKS

DIVISION: DRAINAGE MAINTENANCE

ACTIVITY NO. 85

FUNCTION

THIS DIVISION IS RESPONSIBLE FOR DRAINAGE MAINTENANCE, BY SPRAYING, CLEANING, MOWING AND DREDGING FACILITIES. DURING INCLEMENT WEATHER, PERSONNEL ASSIST THE STREETS DIVISION WITH CLEANING AND REPAIRS.

COMMENTS

FUNDING FOR THE PROGRAM IS BY AN ASSESSMENT ON CITY UTILITY BILLS. DURING THE MONTHS FROM APRIL THRU AUGUST DRAINAGE MAINTENANCE EMPLOYS NINE SEASONAL CONTRACT LABORERS. SR. CLERICAL ASSISTANT TRANSFERRED FROM STREETS DIVISION.

PERSONNEL

CLASSIFICATION	SALARY			
	BI-WKLY	02/03	03/04	04/05
FIELD SUPERVISOR	GE08	1	1	1
CEMENT FINISHER	GE06	1	1	1
SR EQUIP OPERATOR	GE06	3	3	3
EQUIPMENT OPERATOR	GE05	2	2	2
SR CLERICAL ASST	GE04	<u>1</u>	<u>1</u>	<u>1</u>
TOTAL		<u>8</u>	<u>8</u>	<u>8</u>

CAPITAL OUTLAY

ACCT NO.	ITEM	A/R	QTY	BUDGET
				AMOUNT
*312	SKID LOADER		1	\$29,500
*312	50' BOOM ARM		1	50,000
*312	INDUSTRIAL WEED EATERS		3	2,025
*312	HEAVY DUTY CHAIN SAW		1	790
*312	AIR COMPRESSOR		1	1,200
*312	ELECTRIC WINCH		1	<u>1,854</u>
TOTAL				<u>\$85,369</u>
*DRAINAGE FUND				

FUNDING SOURCE

CLASSIFICATION	ADOPTED TOTAL 04/05	DRAINAGE FUND
PERSONAL SERVICES	\$369,966	\$369,966
MATERIALS & SUPPLIES	97,320	97,320
OTHER SERVICES & CHARGES	11,350	11,350
CAPITAL OUTLAY	<u>85,369</u>	<u>85,369</u>
TOTAL DOLLARS	<u>\$564,005</u>	<u>\$564,005</u>

SUMMARY OF EXPENDITURES

DEPARTMENT: PUBLIC WORKS
 DIVISION OR ACTIVITY: DRAINAGE MAINTENANCE

ACTIVITY NO.: 85

ACCT. NO.	ACCOUNT TITLE	2002-2003 ACTUAL EXPENDITURES	2003-2004 ADOPTED BUDGET	2003-2004 EXPENDITURES ESTIMATE	2004-2005 ADOPTED BUDGET
PERSONAL SERVICES					
101	SALARIES AND WAGES	198,388	204,447	209,589	224,178
102	DIFFERENTIAL/LEADMAN PAY	851	1,244	770	1,244
103	SICK LEAVE-PAY IN LIEU	1,437	216	193	1,000
104	CONTRACT LABOR	53,639	81,256	57,243	65,000
108	OVERTIME	5,297	6,152	1,612	6,152
110	UNEMPLOYMENT CONTRIBUTION	346	200	200	346
111	F.I.C.A.	15,189	15,629	15,610	17,266
112	WORKERS COMPENSATION	57,994	35,000	12,000	12,000
113	GROUP LIFE & HOSP	20,592	20,265	17,955	16,070
114	CITY RETIREMENT PLAN	14,101	14,721	15,164	17,504
118	LONGEVITY	4,819	5,861	7,042	9,206
		\$372,653	\$384,991	\$337,378	\$369,966
MATERIALS AND SUPPLIES					
201	SUPPLIES, TOOLS, EQUIP	4,613	5,000	5,243	5,000
204	PETROLEUM PRODUCTS	11,736	10,000	10,000	12,320
205	CHEMICALS	9,488	16,000	16,000	16,000
211	REPAIR AND MAINTENANCE	48,250	51,000	48,137	51,000
214	MAINT MATERL-MOTIVE EQUIP	8,014	13,000	13,000	13,000
216	UNIFORM AND CLOTHING	1,356	1,400	1,400	0
		\$83,457	\$96,400	\$93,780	\$97,320
OTHER SERVICES & CHARGES					
221	RENTAL, PUBL, PRINTING	209	9,200	7,000	9,200
231	PROF & TECHNICAL SERVICE	0	300	300	300
241	TELEPHONE & POSTAGE	14	200	507	200
248	ELECTRICITY & NAT GAS	444	650	650	650
265	TRAINING AND TRAVEL	215	500	500	500
279	OTHER EXPENSES	0	500	500	500
		\$882	\$11,350	\$9,457	\$11,350
CAPITAL OUTLAY					
311	MOTIVE EQUIPMENT	22,320	60,000	61,932	29,500
312	MACHINERY & EQUIPMENT	130,913	16,500	14,755	55,869
		\$153,233	\$76,500	\$76,687	\$85,369
	DIVISION TOTALS	\$610,225	\$569,241	\$517,302	\$564,005

PUBLIC WORKS

DIVISION: WASTEWATER MAINTENANCE

ACTIVITY NO. 86

FUNCTION

COMMENTS

THIS DIVISION IS PARTIALLY SUPPORTED BY A CHARGE ON UTILITY BILLS BASED ON WATER CONSUMPTION IN EXCESS OF 8,000 GALLONS AND LESS THAN 12,000 GALLONS PER MONTH. THE WASTEWATER MAINTENANCE PROGRAM INCLUDES A SYSTEM WIDE CLEANING OF THE WASTEWATER COLLECTION SYSTEM ON A BASIN-BY-BASIN BASIS IN AN ATTEMPT TO ELIMINATE UNAUTHORIZED DISCHARGES RESULTING FROM TEMPORARY BLOCKAGES SUCH AS GREASE AND ROOTS. THE CLEANING AND MAINTENANCE PROGRAM WILL UTILIZE STANDARD CLEANING EQUIPMENT SUCH AS VACTOR FLUSH TRUCK UNITS, WATER JETS, ROOT CUTTERS, EASEMENT RODDERS, ETC.

PERSONNEL

CLASSIFICATION	SALARY BI-WKLY	02/03	03/04	04/05
FIELD SUPERVISOR	GE08	1	1	1
PRIN EQUIP OPERATOR	GE07	4	4	4
PW SCHEDULER	GE06	1	1	1
SR EQUIP OPERATOR	GE06	4	4	4
UTILITY WKR/LABORER	GE04	<u>1</u>	<u>1</u>	<u>1</u>
TOTAL		<u>11</u>	<u>11</u>	<u>11</u>

CAPITAL OUTLAY

ACCT NO.	ITEM	A/R	QTY	BUDGET AMOUNT
312	TRACTOR		1	\$13,000
312	VER-T LIFT		1	<u>4,500</u>
TOTAL				<u>\$17,500</u>

FUNDING SOURCE

CLASSIFICATION	ADOPTED TOTAL 04/05	GENERAL	WASTEWATER MAINTENANCE	CAPITAL OUTLAY
PERSONAL SERVICES	\$413,920	\$413,920	\$0	
MATERIALS & SUPPLIES	91,855	10,255	81,600	
OTHER SERVICES & CHARGES	3,500		3,500	
CAPITAL OUTLAY	<u>17,500</u>		<u>4,500</u>	<u>\$13,000</u>
TOTAL DOLLARS	<u>\$526,775</u>	<u>\$424,175</u>	<u>\$89,600</u>	<u>\$13,000</u>

PUBLIC WORKS

DIVISION: ANIMAL WELFARE

ACTIVITY NO. 89

FUNCTION

THIS DIVISION IS RESPONSIBLE FOR THE MAINTENANCE OF THE ANIMAL SHELTER, INCLUDING ADOPTION OR REDEMPTION OF LOST OR STRAYED ANIMALS WHICH HAVE BEEN IMPOUNDED AND OF ANIMALS WHICH ARE NEITHER REDEEMED NOR ADOPTED. THE DIVISION IS ALSO RESPONSIBLE FOR THE CONTROL OF STRAY ANIMALS AND ENFORCEMENT OF LAWS PERTAINING TO LICENSING AND CONTROL AND FOR THE REMOVAL OF DEAD ANIMALS FROM STREETS.

COMMENTS

ACCOUNT 201, SUPPLIES, PROVIDES FUNDING FOR ANIMAL FOOD AND EUTHANASIA DRUGS. ACCOUNT 231, PROFESSIONAL SERVICES, PROVIDES VETERINARY SERVICES TO CARE FOR ANIMALS & RABIES EXAMINATIONS.

PERSONNEL

CLASSIFICATION	SALARY BI-WKLY	FISCAL YEAR		
		02/03	03/04	04/05
ANIMAL WELFARE SUPT	MG06	1	1	1
ANIMAL WELFARE OFCR	GE06	6	6	6
CLERICAL ASSOCIATE	GE04	2	2	2
KENNEL ASST.	GE03	<u>1</u>	<u>1</u>	<u>1</u>
TOTAL		<u>10</u>	<u>10</u>	<u>10</u>
<i>PART-TIME</i>				
STAFF VETERINARIAN		<u>0</u>	<u>0</u>	<u>*1</u>

CAPITAL OUTLAY

ACCT NO.	ITEM	A/R	QTY	BUDGET AMOUNT
**311	1 / 2 TON PICKUP		1	\$18,000
**312	OUTDOOR ENCLOSURE		1	3,700
*312	EQUIPMENT FOR VET			15,000
*321	ROOM FOR VET			70,000
**321	HANDICAP RAMP			<u>5,000</u>
TOTAL				<u>\$111,700</u>
*ANIMAL NEUTER FUND				
**ANIMAL LICENSE FUND				

FUNDING SOURCE

CLASSIFICATION	ADOPTED TOTAL 04/05	GENERAL	LICENSE FUND	NEUTER FUND
PERSONAL SERVICES	\$403,791	\$387,752		\$16,039
MATERIALS & SUPPLIES	49,842	44,842		5,000
OTHER SERVICES & CHARGES	29,683	29,683		
CAPITAL OUTLAY	<u>111,700</u>	<u>0</u>	<u>\$26,700</u>	<u>85,000</u>
TOTAL DOLLARS	<u>\$595,016</u>	<u>\$462,277</u>	<u>\$26,700</u>	<u>\$106,039</u>

SUMMARY OF EXPENDITURES

DEPARTMENT: PUBLIC WORKS
 DIVISION OR ACTIVITY: ANIMAL WELFARE

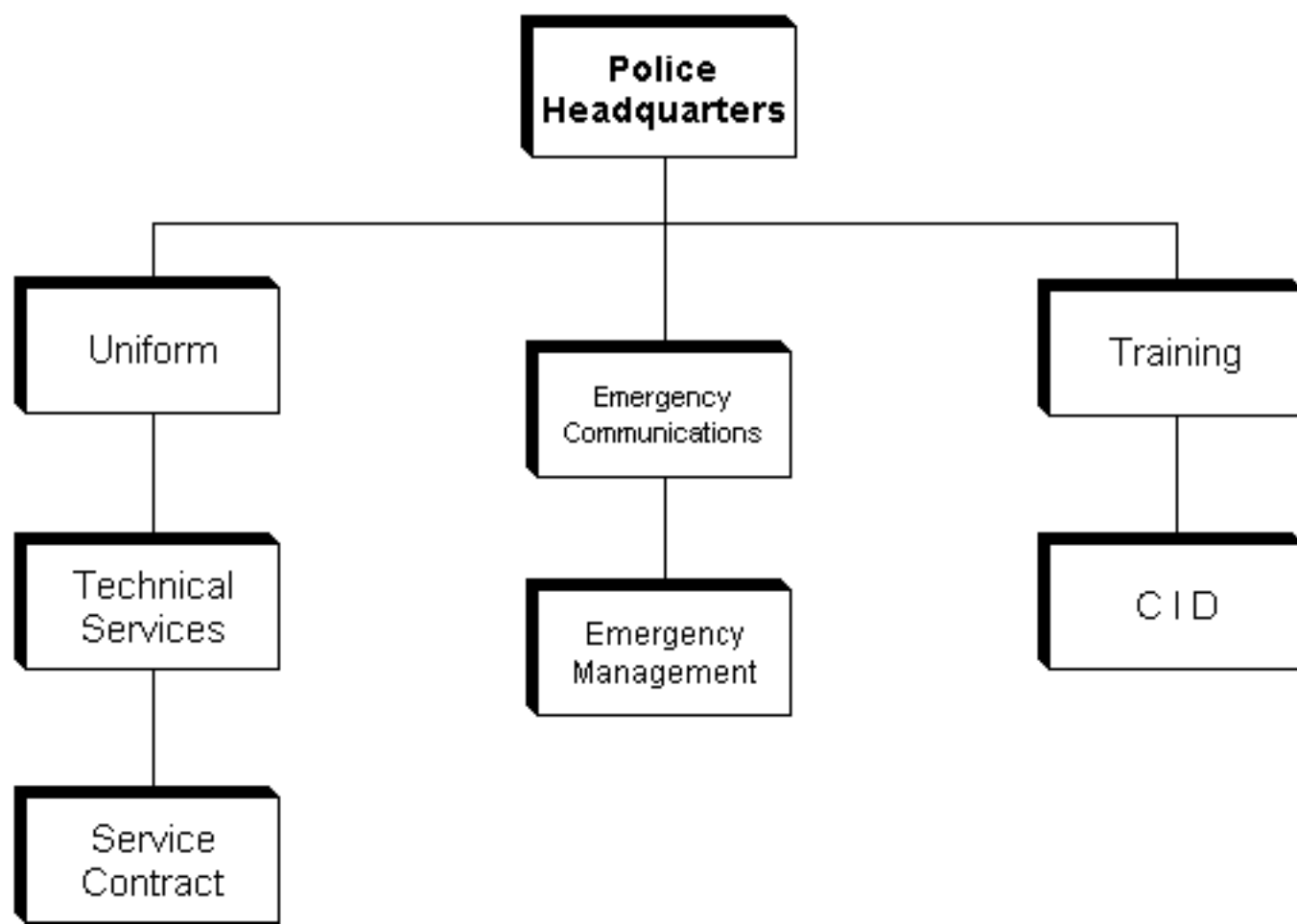
ACTIVITY NO.: 89

ACCT. NO.	ACCOUNT TITLE	2002-2003 ACTUAL EXPENDITURES	2003-2004 ADOPTED BUDGET	2003-2004 EXPENDITURES ESTIMATE	2004-2005 ADOPTED BUDGET
PERSONAL SERVICES					
101	SALARIES AND WAGES	245,282	246,881	254,110	272,760
102	DIFFERENTIAL/LEADMAN PAY	4,995	4,481	5,004	4,481
103	SICK LEAVE-PAY IN LIEU	4,308	853	200	1,250
104	CONTRACT LABOR	11,380	13,000	6,500	9,000
106	PART-TIME	0	0	0	14,899
108	OVERTIME	20,444	16,093	21,930	16,093
110	UNEMPLOYMENT CONTRIBUTION	389	300	300	389
111	F.I.C.A.	19,166	20,011	20,550	22,681
112	WORKERS COMPENSATION	55,383	11,000	2,187	11,000
113	GROUP LIFE & HOSP	30,621	30,118	20,811	23,790
114	CITY RETIREMENT PLAN	17,128	18,136	18,176	20,859
118	LONGEVITY	4,337	5,962	5,551	6,589
		\$413,433	\$366,835	\$355,319	\$403,791
MATERIALS AND SUPPLIES					
201	SUPPLIES, TOOLS, EQUIP	26,664	26,375	26,375	31,375
204	PETROLEUM PRODUCTS	7,211	6,852	6,852	8,442
211	REPAIR AND MAINTENANCE	3,894	7,525	7,525	7,525
214	MAINT MATERL-MOTIVE EQUIP	2,351	2,500	2,500	2,500
216	UNIFORM AND CLOTHING	2,426	2,539	2,539	0
		\$42,546	\$45,791	\$45,791	\$49,842
OTHER SERVICES & CHARGES					
221	RENTAL, PUBL, PRINTING	1,677	2,333	2,333	2,333
231	PROF & TECHNICAL SERVICE	6,584	9,000	9,000	9,000
241	TELEPHONE & POSTAGE	1,635	1,896	1,896	1,896
248	ELECTRICITY & NAT GAS	13,014	12,500	12,500	12,500
264	DUES & MEMBERSHIPS	185	198	198	198
265	TRAINING AND TRAVEL	511	2,256	2,256	2,256
279	OTHER EXPENSES	1,005	1,500	1,500	1,500
		\$24,611	\$29,683	\$29,683	\$29,683
CAPITAL OUTLAY					
311	MOTIVE EQUIPMENT	0	0	0	18,000
312	MACHINERY & EQUIPMENT	1,946	14,534	18,134	23,700
321	CONSTRC, IMPRVMT, ADDTN	0	6,600	3,000	70,000
		\$1,946	\$21,134	\$21,134	\$111,700
	DIVISION TOTALS	\$482,536	\$463,443	\$451,927	\$595,016

Organizational Chart

Police Department

FY 2004-2005



POLICE SERVICES

DIVISION: POLICE HEADQUARTERS

ACTIVITY NO. 65

FUNCTION

THIS DIVISION CONSISTS OF THE POLICE CHIEF, ASSISTANT CHIEF OF POLICE, CRIME STOPPERS, PROFESSIONAL STANDARDS OFFICERS, AND SPECIAL OPERATIONS.

COMMENTS

ONE POSITION WAS TRANSFERRED FROM ACTIVITY 66, POLICE UNIFORM IN FY2003-2004. CITY'S REQUIRED MATCH ON FEDERAL GRANTS WAS TRANSFERRED TO ACTIVITY 41, CITY AT LARGE, ACCOUNT #231. ONE OFFICER WAS ADDED IN FY03-04.

PERSONNEL

CLASSIFICATION	SALARY	02/03	03/04	04/05
	BI-WKLY			
POLICE CHIEF	MG12	1	1	1
POLICE DEPUTY CHIEF	0030	2	2	2
LIEUTENANT	0018	2	2	2
POLICE OFFICER	0008-0011	7	8	8
SENIOR SECRETARY	GE06	<u>1</u>	<u>1</u>	<u>1</u>
TOTAL		<u>13</u>	<u>14</u>	<u>14</u>

CAPITAL OUTLAY

ACCT NO.	ITEM	A/R	QTY	BUDGET AMOUNT
312	TASER WEAPONS		75	\$65,000
312	STORAGE CONTAINERS			<u>2,200</u>
TOTAL				<u>\$67,200</u>

FUNDING SOURCE

CLASSIFICATION	ADOPTED TOTAL 04/05	GENERAL	CAPITAL OUTLAY
PERSONAL SERVICES	\$1,038,027	\$1,038,027	
MATERIALS & SUPPLIES	23,987	23,987	
OTHER SERVICES & CHARGES	19,200	19,200	
CAPITAL OUTLAY	<u>67,200</u>	<u>67,200</u>	\$0
TOTAL DOLLARS	<u>\$1,148,414</u>	<u>\$1,148,414</u>	<u>\$0</u>

POLICE

DIVISION: EMERGENCY COMMUNICATIONS

ACTIVITY NO: 06

FUNCTION

THIS ACTIVITY PROVIDES DISPATCHING FOR CITY PUBLIC SAFETY DEPARTMENTS, ANSWERS E-911 CALLS, ANSWERS CITY INFORMATION TELEPHONE LINES, DISPATCHES ALL CITY DEPARTMENTS AFTER NORMAL BUSINESS HOURS, PROVIDES TELECOMMUNICATIONS SUPPORT, INCLUDING MAINTENANCE OF ROTATION LOGS, ON-CALL LISTS, PERSONNEL CONTACT LISTS TO ALL CITY DEPARTMENTS. PROVIDES NCIC SUPPORT TO POLICE, PROVIDES DISPATCH RECORD SUPPORT TO POLICE AND FIRE. THIS OPERATION IS PARTIALLY FUNDED BY A SURCHARGE ON TELEPHONE BILLS

COMMENTS

ACCOUNT 212, CONTRACTUAL MAINTENANCE INCLUDES MAINTENANCE OF DISPATCH, 911, OLETS-POLICE AND FIRE SOFTWARE.

IN FY04-05, RESPONSIBILITY FOR THIS DIVISION WAS MOVED FROM INFORMATION SYSTEMS TO THE POLICE DEPARTMENT.

PERSONNEL

CLASSIFICATION	SALARY BI-WKLY	02/03	03/04	04/05
DIR OF INFO SYSTEMS	MG12	1	1	0
COMM SUPERVISOR	MG10	0	0	1
COMM SHIFT SUPERVSR	MG04	3	3	3
TELECOMMUNICATOR	GE07	<u>18</u>	<u>18</u>	<u>20</u>
TOTAL		<u>22</u>	<u>22</u>	<u>24</u>
<i>REGULAR PART-TIME</i>				
TELE COMUNCTR (30 HR)	RP07	<u>2</u>	<u>2</u>	<u>2</u>
TOTAL		<u>2</u>	<u>2</u>	<u>2</u>

CAPITAL OUTLAY

ACCT NO.	ITEM	A/R	QTY	BUDGET AMOUNT
*312	SERVER COMPUTER		1	\$16,000
*312	UPGRADE NT DOMAIN			12,000
*312	E MAIL COLLABORATION - SERVER		1	19,000
*312	E MAIL COLLABORATION - SERVER		1	16,000
*312	E MAIL BACKUP AGENT			900
*312	COMPUTERS		3	6,900
*312	COMPUTER DESK/CHAIR		1	3,267
*312	RADIOS, ANTENNAS & TOWERS			11,766
*312	CONSOLES		2	<u>40,000</u>
TOTAL				<u>\$125,833</u>
	*911 FUND			

FUNDING SOURCE

CLASSIFICATION	ADOPTED TOTAL 04/05	GENERAL	E-911 FUND
PERSONAL SERVICES	\$1,078,079	<u>\$1,020,599</u>	\$57,480
MATERIALS & SUPPLIES	54,290		54,290
OTHER SERVICES & CHARGES	128,712		128,712
CAPITAL OUTLAY	<u>125,833</u>		<u>125,833</u>
TOTAL DOLLARS	<u>\$1,386,914</u>	<u>\$1,020,599</u>	<u>\$366,315</u>

SUMMARY OF EXPENDITURES

DEPARTMENT: POLICE
 DIVISION OR ACTIVITY: EMERGENCY COMMUNICATIONS

ACTIVITY NO.: 6

ACCT. NO.	ACCOUNT TITLE	2002-2003 ACTUAL EXPENDITURES	2003-2004 ADOPTED BUDGET	2003-2004 EXPENDITURES ESTIMATE	2004-2005 ADOPTED BUDGET
PERSONAL SERVICES					
101	SALARIES AND WAGES	637,384	639,614	648,656	718,884
102	DIFFERENTIAL/LEADMAN PAY	20,286	20,196	15,353	20,196
103	SICK LEAVE-PAY IN LIEU	4,661	984	492	3,125
104	CONTRACT LABOR	0	5,000	0	0
106	PART-TIME	8,928	17,551	26,660	37,694
108	OVERTIME	40,459	44,603	49,989	44,603
110	UNEMPLOYMENT CONTRIBUTION	952	500	500	952
111	F.I.C.A.	53,611	54,548	55,691	62,048
112	WORKERS COMPENSATION	18,748	10,000	20,647	20,000
113	GROUP LIFE & HOSP	64,836	67,836	62,500	78,905
114	CITY RETIREMENT PLAN	46,321	47,238	46,969	55,642
118	LONGEVITY	21,064	23,688	22,333	23,008
119	HOLIDAY PAY	10,388	12,847	11,941	13,022
		\$927,638	\$944,605	\$961,731	\$1,078,079
MATERIALS AND SUPPLIES					
201	SUPPLIES, TOOLS, EQUIP	6,801	7,290	7,290	7,290
211	REPAIR AND MAINTENANCE	3,725	7,000	7,000	7,000
212	CONTRACTUAL MAINTENANCE	29,131	40,000	40,000	40,000
		\$39,657	\$54,290	\$54,290	\$54,290
OTHER SERVICES & CHARGES					
221	RENTAL, PUBL, PRINTING	8,514	7,200	7,200	7,200
231	PROF & TECHNICAL SERVICE	1,900	2,400	2,400	2,400
241	TELEPHONE & POSTAGE	91,962	102,800	102,800	102,800
264	DUES & MEMBERSHIPS	1,431	1,600	1,600	1,600
265	TRAINING AND TRAVEL	7,109	14,412	14,412	14,412
279	OTHER EXPENSES	0	300	300	300
		\$110,916	\$128,712	\$128,712	\$128,712
CAPITAL OUTLAY					
310	LEASE PURCHASE AGREEMENT	80,969	53,976	53,976	0
311	MOTIVE EQUIPMENT	0	20,000	20,000	0
312	MACHINERY & EQUIPMENT	1,466	12,757	12,757	125,833
		\$82,435	\$86,733	\$86,733	\$125,833
	DIVISION TOTALS	\$1,160,646	\$1,214,340	\$1,231,466	\$1,386,914

POLICE SERVICES

DIVISION: POLICE UNIFORM

ACTIVITY NO. 66

FUNCTION

THE UNIFORM DIVISION IS COMPRISED OF THREE SECTIONS; PATROL, TRAFFIC, AND LAKES. THE GOAL OF THE UNIFORM DIVISION IS TO PROVIDE PROPERTY, PERSONAL, TRAFFIC, AND WATER SAFETY FOR THE PUBLIC.

COMMENTS

ACCOUNT 279, OTHER EXPENSES, WILL PROVIDE FUNDS TO TRANSFER AUCTION PROCEEDS TO THE CRIMESTOPPER PROGRAM. ONE NEW OFFICER WAS ADDED IN FY03-04. THREE NEW OFFICERS WERE ADDED IN FY04-05.

PERSONNEL

CLASSIFICATION	SALARY BI-WKLY	02/03	03/04	04/05
CAPTAIN	0023-0026	6	6	6
LIEUTENANT	0018-0021	13	13	13
POLICE OFFICER	0006-0011	<u>99</u>	<u>100</u>	<u>103</u>
TOTAL		<u>118</u>	<u>119</u>	<u>122</u>
<i>TEMPORARY PART-TIME</i>				
POLICE OFFICER	TP10	<u>0</u>	<u>0</u>	<u>10</u>

CAPITAL OUTLAY

ACCT NO.	ITEM	A/R	QTY	BUDGET AMOUNT
311	PATROL VEHICLES	R	6	<u>\$207,000</u>
TOTAL				<u>\$207,000</u>

FUNDING SOURCE

CLASSIFICATION	ADOPTED TOTAL 04/05	GENERAL	CAPITAL OUTLAY
PERSONAL SERVICES	\$7,114,363	\$7,114,363	
MATERIALS & SUPPLIES	313,889	313,889	
OTHER SERVICES & CHARGES	26,228	26,228	
CAPITAL OUTLAY	<u>207,000</u>	<u>0</u>	<u>\$207,000</u>
TOTAL DOLLARS	<u>\$7,661,480</u>	<u>\$7,454,480</u>	<u>\$207,000</u>

SUMMARY OF EXPENDITURES

DEPARTMENT: POLICE
 DIVISION OR ACTIVITY: POLICE UNIFORM

ACTIVITY NO.: 66

ACCT. NO.	ACCOUNT TITLE	2002-2003 ACTUAL EXPENDITURES	2003-2004 ADOPTED BUDGET	2003-2004 EXPENDITURES ESTIMATE	2004-2005 ADOPTED BUDGET
PERSONAL SERVICES					
101	SALARIES AND WAGES	4,442,766	4,514,217	4,548,142	4,929,814
102	DIFFERENTIAL/LEADMAN PAY	125,881	125,717	131,655	134,698
103	SICK LEAVE-PAY IN LIEU	74,449	54,981	54,981	78,928
106	PART-TIME	31,099	0	140,000	140,000
108	OVERTIME	234,783	186,987	221,514	226,193
110	UNEMPLOYMENT CONTRIBUTION	5,105	3,000	3,000	5,105
111	F.I.C.A.	49,665	45,430	45,261	51,441
112	WORKERS COMPENSATION	149,400	188,000	180,000	175,000
113	GROUP LIFE & HOSP	478,719	466,428	465,015	484,090
116	POLICE PENSION PLAN	619,409	635,683	612,247	663,465
118	LONGEVITY	162,708	170,743	161,453	175,713
119	HOLIDAY PAY	164,025	158,443	47,669	49,916
		\$6,538,009	\$6,549,629	\$6,610,937	\$7,114,363
MATERIALS AND SUPPLIES					
201	SUPPLIES, TOOLS, EQUIP	21,849	22,715	22,715	22,715
204	PETROLEUM PRODUCTS	115,859	120,539	120,539	150,504
211	REPAIR AND MAINTENANCE	3,549	5,570	5,570	5,570
214	MAINT MATERL-MOTIVE EQUIP	73,578	82,000	82,000	82,000
216	UNIFORM AND CLOTHING	48,196	53,100	53,100	53,100
		\$263,031	\$283,924	\$283,924	\$313,889
OTHER SERVICES & CHARGES					
221	RENTAL, PUBL, PRINTING	941	1,090	1,090	1,090
231	PROF & TECHNICAL SERVICE	1,143	1,800	1,800	1,800
241	TELEPHONE & POSTAGE	6,185	6,300	6,300	6,300
248	ELECTRICITY & NAT GAS	1,978	2,400	2,400	2,400
251	INSURANCE	6,011	6,300	6,300	6,300
264	DUES & MEMBERSHIPS	150	150	150	150
265	TRAINING AND TRAVEL	4,193	5,688	5,688	7,188
279	OTHER EXPENSES	710	1,000	1,000	1,000
		\$21,311	\$24,728	\$24,728	\$26,228
CAPITAL OUTLAY					
311	MOTIVE EQUIPMENT	0	207,000	207,000	207,000
		\$0	\$207,000	\$207,000	\$207,000
	DIVISION TOTALS	\$6,822,351	\$7,065,281	\$7,126,589	\$7,661,480

POLICE SERVICES

DIVISION: POLICE CID

ACTIVITY NO. 67

FUNCTION

COMMENTS

THE CRIMINAL INVESTIGATION DIVISION CONSISTS OF NINETEEN COMMISSIONED OFFICERS. PRIORITIES WILL BE TO INCREASE TRAINING AND TECHNOLOGY AND EMPHASIZE JUVENILE GANG INTELLIGENCE AND ENFORCEMENT.

PERSONNEL

CAPITAL OUTLAY

CLASSIFICATION	SALARY BI-WKLY	02/03	03/04	04/05
CAPTAIN	0023	1	1	1
LIEUTENANT	0018	2	2	2
POLICE OFFICER	0008-0011	16	16	16
PRINCIPAL SECRETARY	GE05	<u>1</u>	<u>1</u>	<u>1</u>
TOTAL		<u>20</u>	<u>20</u>	<u>20</u>
<i>PART-TIME</i>	20 HR/WK			
PAWN CLERK	RP04	<u>0</u>	<u>0</u>	<u>1</u>

ACCT NO.	ITEM	A/R	QTY	BUDGET AMOUNT
311	EQUIPPED MID-SIZE SEDAN	R	1	\$18,000
312	COMPUTERS		5	<u>11,500</u>
TOTAL				<u>\$29,500</u>

FUNDING SOURCE

CLASSIFICATION	ADOPTED TOTAL 04/05	GENERAL	CAPITAL OUTLAY
PERSONAL SERVICES	\$1,367,106	\$1,367,106	
MATERIALS & SUPPLIES	28,796	28,796	
OTHER SERVICES & CHARGES	20,850	20,850	
CAPITAL OUTLAY	<u>29,500</u>	<u>11,500</u>	<u>\$18,000</u>
TOTAL DOLLARS	<u>\$1,446,252</u>	<u>\$1,428,252</u>	<u>\$18,000</u>

SUMMARY OF EXPENDITURES

DEPARTMENT: POLICE
 DIVISION OR ACTIVITY: POLICE CID

ACTIVITY NO.: 67

ACCT. NO.	ACCOUNT TITLE	2002-2003 ACTUAL EXPENDITURES	2003-2004 ADOPTED BUDGET	2003-2004 EXPENDITURES ESTIMATE	2004-2005 ADOPTED BUDGET
PERSONAL SERVICES					
101	SALARIES AND WAGES	831,910	874,707	868,676	949,041
102	DIFFERENTIAL/LEADMAN PAY	13,790	19,134	15,410	19,134
103	SICK LEAVE-PAY IN LIEU	26,442	22,042	29,542	25,859
106	PART-TIME	0	0	0	9,562
108	OVERTIME	62,203	58,000	40,585	58,000
110	UNEMPLOYMENT CONTRIBUTION	865	750	750	865
111	F.I.C.A.	10,363	6,695	6,311	10,915
112	WORKERS COMPENSATION	2,323	5,800	700	5,800
113	GROUP LIFE & HOSP	87,567	84,172	79,015	78,734
114	CITY RETIREMENT PLAN	2,161	2,295	2,177	2,453
116	POLICE PENSION PLAN	119,637	122,244	117,243	127,967
118	LONGEVITY	45,503	40,327	48,147	49,933
119	HOLIDAY PAY	26,580	25,504	23,647	28,843
		\$1,229,344	\$1,261,670	\$1,232,203	\$1,367,106
MATERIALS AND SUPPLIES					
201	SUPPLIES, TOOLS, EQUIP	9,026	8,450	8,450	8,450
204	PETROLEUM PRODUCTS	7,614	8,000	8,000	9,856
205	CHEMICALS	496	1,500	1,500	1,500
211	REPAIR AND MAINTENANCE	3,892	1,740	1,740	1,740
212	CONTRACTUAL MAINTENANCE	0	250	250	250
214	MAINT MATERL-MOTIVE EQUIP	95	5,000	5,000	5,000
216	UNIFORM AND CLOTHING	12,342	13,000	13,000	2,000
		\$33,465	\$37,940	\$37,940	\$28,796
OTHER SERVICES & CHARGES					
221	RENTAL, PUBL, PRINTING	4,713	7,876	7,876	7,876
231	PROF & TECHNICAL SERVICE	0	1,000	1,000	1,000
241	TELEPHONE & POSTAGE	2,116	2,060	2,060	2,060
251	INSURANCE	0	150	150	150
264	DUES & MEMBERSHIPS	430	580	580	580
265	TRAINING AND TRAVEL	1,950	7,684	7,684	8,884
279	OTHER EXPENSES	0	300	300	300
		\$9,209	\$19,650	\$19,650	\$20,850
CAPITAL OUTLAY					
311	MOTIVE EQUIPMENT	0	18,000	18,000	18,000
312	MACHINERY & EQUIPMENT	0	0	0	11,500
		\$0	\$18,000	\$18,000	\$29,500
DIVISION TOTALS		\$1,272,018	\$1,337,260	\$1,307,793	\$1,446,252

POLICE SERVICES

DIVISION: POLICE TECHNICAL SERVICES

ACTIVITY NO. 68

FUNCTION

TECHNICAL SERVICES DIVISION IS RESPONSIBLE FOR JAIL OPERATION, RECORD MAINTENANCE, SECURITY AND FRONT DESK RESPONSIBILITIES.

COMMENTS

ACCOUNT 201, SUPPLIES, INCLUDES FUNDING FOR PRISONER'S MEALS.

PERSONNEL

CLASSIFICATION	SALARY BI-WKLY	PERSONNEL		
		02/03	03/04	04/05
POLICE CIVILIAN SUPV	MG07	1	1	1
RECORDS MANAGER	GE08	0	0	1
PRIN CLERICAL ASSOC.	GE06	2	2	2
JAILER	GE05	9	9	12
BLDG MAINT WKR III	GE05	1	1	1
POLICE CLERK	GE05	<u>10</u>	<u>10</u>	<u>10</u>
TOTAL		<u>23</u>	<u>23</u>	<u>27</u>

CAPITAL OUTLAY

ACCT NO.	ITEM	A/R	QTY	BUDGET
				AMOUNT
312	CONVECTION OVEN		1	\$8,500
312	LASERJET PRINTER		1	<u>1,000</u>
TOTAL				<u>\$9,500</u>

FUNDING SOURCE

CLASSIFICATION	ADOPTED	GENERAL	CAPITAL
	TOTAL 04/05		OUTLAY
PERSONAL SERVICES	\$990,880	\$990,880	
MATERIALS & SUPPLIES	165,556	165,556	
OTHER SERVICES & CHARGES	118,684	118,684	
CAPITAL OUTLAY	<u>9,500</u>	<u>9,500</u>	<u>\$0</u>
TOTAL DOLLARS	<u>\$1,284,620</u>	<u>\$1,284,620</u>	<u>\$0</u>

SUMMARY OF EXPENDITURES

DEPARTMENT: POLICE
 DIVISION OR ACTIVITY: POLICE TECH SERVICES

ACTIVITY NO.: 68

ACCT. NO.	ACCOUNT TITLE	2002-2003 ACTUAL EXPENDITURES	2003-2004 ADOPTED BUDGET	2003-2004 EXPENDITURES ESTIMATE	2004-2005 ADOPTED BUDGET
PERSONAL SERVICES					
101	SALARIES AND WAGES	578,629	568,951	562,815	702,800
102	DIFFERENTIAL/LEADMAN PAY	11,811	10,206	9,773	10,200
103	SICK LEAVE-PAY IN LIEU	16,725	1,443	721	2,875
108	OVERTIME	31,558	26,224	53,552	45,000
110	UNEMPLOYMENT CONTRIBUTION	995	650	650	995
111	F.I.C.A.	48,030	46,495	47,123	56,970
112	WORKERS COMPENSATION	2,806	4,200	2,806	2,806
113	GROUP LIFE & HOSP	73,032	70,230	56,013	79,088
114	CITY RETIREMENT PLAN	41,541	42,937	40,933	54,319
118	LONGEVITY	22,874	27,804	21,935	26,346
119	HOLIDAY PAY	7,107	9,027	8,127	9,481
		\$835,108	\$808,167	\$804,448	\$990,880
MATERIALS AND SUPPLIES					
201	SUPPLIES, TOOLS, EQUIP	133,314	102,442	102,665	127,442
204	PETROLEUM PRODUCTS	238	473	250	583
211	REPAIR AND MAINTENANCE	4,302	4,500	4,500	4,500
212	CONTRACTUAL MAINTENANCE	17,065	26,346	26,346	26,346
214	MAINT MATERL-MOTIVE EQUIP	0	1,000	1,000	1,000
216	UNIFORM AND CLOTHING	1,308	4,000	4,000	5,685
		\$156,227	\$138,761	\$138,761	\$165,556
OTHER SERVICES & CHARGES					
221	RENTAL, PUBL, PRINTING	23,615	27,000	27,000	27,000
231	PROF & TECHNICAL SERVICE	15,168	11,000	11,000	11,000
241	TELEPHONE & POSTAGE	25,622	27,000	27,000	27,000
248	ELECTRICITY & NAT GAS	40,990	42,000	42,000	52,000
265	TRAINING AND TRAVEL	401	1,684	1,684	1,684
		\$105,796	\$108,684	\$108,684	\$118,684
CAPITAL OUTLAY					
312	MACHINERY & EQUIPMENT	1,481	8,500	8,500	9,500
		\$1,481	\$8,500	\$8,500	\$9,500
	DIVISION TOTALS	\$1,098,612	\$1,064,112	\$1,060,393	\$1,284,620

POLICE SERVICES

DIVISION: TRAINING

ACTIVITY NO. 69

FUNCTION

COMMENTS

THIS DIVISION IS RESPONSIBLE FOR ALL ASPECTS OF TRAINING AND EDUCATION OF DEPARTMENTAL PERSONNEL AS IT RELATES TO SPECIALIZED AND GENERAL DUTIES AND RESPONSIBILITIES. THIS DIVISION IS ALSO RESPONSIBLE FOR TRAINING PRESENTED TO THE COMMUNITY AS IT RELATES TO LAW ENFORCEMENT FUNCTIONS.

PERSONNEL

CLASSIFICATION	SALARY BI-WKLY	02/03	03/04	04/05
LIEUTENANT	0018	1	1	1
POLICE OFFICER	0008	<u>2</u>	<u>2</u>	<u>2</u>
TOTAL		<u>3</u>	<u>3</u>	<u>3</u>

CAPITAL OUTLAY

ACCT NO.	ITEM	A/R	QTY	BUDGET AMOUNT
312	GLOCK PISTOLS	A	10	<u>\$5,000</u>
TOTAL				<u>\$5,000</u>

FUNDING SOURCE

CLASSIFICATION	ADOPTED TOTAL 04/05	GENERAL	CAPITAL OUTLAY
PERSONAL SERVICES	\$192,646	\$192,646	
MATERIALS & SUPPLIES	68,757	68,757	
OTHER SERVICES & CHARGES	15,365	15,365	
CAPITAL OUTLAY	<u>5,000</u>	<u>5,000</u>	<u>\$0</u>
TOTAL DOLLARS	<u>\$281,768</u>	<u>\$281,768</u>	<u>\$0</u>

SUMMARY OF EXPENDITURES

DEPARTMENT: POLICE
 DIVISION OR ACTIVITY: POLICE TRAINING

ACTIVITY NO.: 69

ACCT. NO.	ACCOUNT TITLE	2002-2003 ACTUAL EXPENDITURES	2003-2004 ADOPTED BUDGET	2003-2004 EXPENDITURES ESTIMATE	2004-2005 ADOPTED BUDGET
PERSONAL SERVICES					
101	SALARIES AND WAGES	140,154	132,085	136,138	135,684
102	DIFFERENTIAL/LEADMAN PAY	331	754	377	754
103	SICK LEAVE-PAY IN LIEU	6,164	3,837	6,346	6,111
108	OVERTIME	6,064	7,500	5,372	7,500
110	UNEMPLOYMENT CONTRIBUTION	130	250	250	130
111	F.I.C.A.	1,595	1,382	2,066	2,113
112	WORKERS COMPENSATION	316	400	400	400
113	GROUP LIFE & HOSP	14,389	14,781	11,030	7,962
116	POLICE PENSION PLAN	18,640	18,779	18,802	18,699
118	LONGEVITY	8,959	8,299	8,489	7,648
119	HOLIDAY PAY	5,462	5,388	4,569	5,645
		\$202,204	\$193,455	\$193,839	\$192,646
MATERIALS AND SUPPLIES					
201	SUPPLIES, TOOLS, EQUIP	29,713	46,693	46,693	46,693
204	PETROLEUM PRODUCTS	1,234	2,000	2,000	2,464
205	CHEMICALS	0	100	100	100
211	REPAIR AND MAINTENANCE	1,470	3,000	3,000	3,000
212	CONTRACTUAL MAINTENANCE	0	1,500	1,500	1,500
214	MAINT MATERL-MOTIVE EQUIP	312	5,000	5,000	5,000
216	UNIFORM AND CLOTHING	8,696	10,000	10,000	10,000
		\$41,425	\$68,293	\$68,293	\$68,757
OTHER SERVICES & CHARGES					
221	RENTAL, PUBL, PRINTING	3,907	3,500	3,500	3,500
231	PROF & TECHNICAL SERVICE	8,723	4,500	4,500	4,500
241	TELEPHONE & POSTAGE	22	500	500	500
248	ELECTRICITY & NAT GAS	369	605	605	605
264	DUES & MEMBERSHIPS	284	325	325	325
265	TRAINING AND TRAVEL	2,900	4,235	4,235	5,535
279	OTHER EXPENSES	278	400	400	400
		\$16,483	\$14,065	\$14,065	\$15,365
CAPITAL OUTLAY					
312	MACHINERY & EQUIPMENT	0	2,500	2,500	5,000
		\$0	\$2,500	\$2,500	\$5,000
	DIVISION TOTALS	\$260,112	\$278,313	\$278,697	\$281,768

POLICE SERVICES

DIVISION: SERVICE CONTRACTS

ACTIVITY NO. 70

FUNCTION

PROVIDES FUNDING FOR CONTRACT SERVICES PROVIDED BY OTHER AGENCIES.

COMMENTS

ACCOUNT 231 INCLUDES \$12,100, J. ROY DUNNING SHELTER; \$52,015, JUVENILE DETENTION CENTER; \$17,000, ROAD BACK; \$75,000, COMMUNITY INTERVENTION CENTER.

PERSONNEL

CLASSIFICATION	SALARY BI-WKLY	02/03	03/04	04/05

CAPITAL OUTLAY

ACCT NO.	ITEM	A/R	QTY	BUDGET AMOUNT

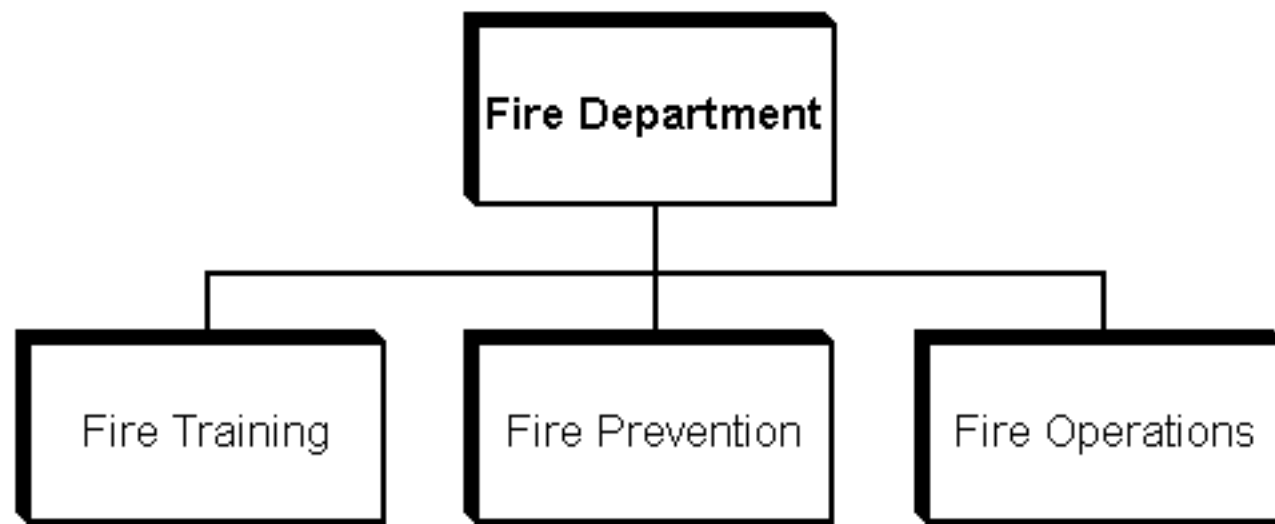
FUNDING SOURCE

CLASSIFICATION	ADOPTED TOTAL 04/05	GENERAL
PERSONAL SERVICES		
MATERIALS & SUPPLIES		
OTHER SERVICES & CHARGES	<u>\$156,115</u>	<u>\$156,115</u>
CAPITAL OUTLAY		
TOTAL DOLLARS	<u>\$156,115</u>	<u>\$156,115</u>

Organizational Chart

Fire Department

FY 2004-2005



FIRE SERVICES

DIVISION: FIRE PREVENTION

ACTIVITY NO. 93

FUNCTION

THE MISSION OF THE LAWTON FIRE DEPARTMENT'S FIRE PREVENTION DIVISION IS TO ENSURE THE SAFETY OF THE CITIZENS OF LAWTON BY PREVENTING FIRES. THIS IS ACCOMPLISHED IN MANY WAYS: FIRE INVESTIGATIONS, INSPECTIONS AND CODE ENFORCEMENT, BUILDING PLANS REVIEWS, PUBLIC EDUCATION, MAINTAINING REQUIRED STATE AND NATIONAL FIRE RECORDS, COORDINATING WITH OTHER CITY OF LAWTON DEPARTMENT'S TO OVERSEE WATER DISTRIBUTION SYSTEMS AS THEY RELATE TO FIRE PROTECTION NEEDS, WORKING WITH THE FIRE CHIEF IN THE DEVELOPMENT OF POLICY AND PROCEDURES TO IMPROVE PUBLIC SAFETY AND VARIOUS OTHER DUTIES. ADDITIONALLY, THIS DIVISION IS INVOLVED IN ASSISTING WITH DEPARTMENT RECRUITMENT EFFORTS AND WITH ASSISTING IN THE DEVELOPMENT OF PLANS AND GOALS, BOTH LONG AND SHORT RANGE, FOR THE LAWTON FIRE DEPARTMENT.

COMMENTS

DUE TO A RECENT DECISION TO CERTIFY THE FIRE MARSHALS AS PEACE OFFICERS, ACCT. 201 WAS INCREASED TO PURCHASE THE LAW ENFORCEMENT/INVESTIGATIVE SUPPLIES NEEDED TO CONDUCT, DOCUMENT, AND PROSECUTE CRIMINAL CASES.

PERSONNEL

CLASSIFICATION	SALARY BI-WKLY	02/03	03/04	04/05
FIRE MARSHAL	0034	1	1	1
ASST FIRE MARSHAL	0027	3	3	3
SR. CLERICAL ASST.	GE04	<u>1</u>	<u>1</u>	<u>1</u>
TOTAL		<u>5</u>	<u>5</u>	<u>5</u>

CAPITAL OUTLAY

ACCT NO.	ITEM	A/R	QTY	BUDGET AMOUNT
310	LEASE TOW VEHICLE (1 ST)		1	\$7,477
312	ICOMM MOBILE RADIO		1	525
312	AUTO-CAD LT 2004 SOFTWARE		1	750
312	LOGIC 250 MULTIGAS DETECTOR		1	2,397
312	GENERATOR, 8 HP		1	649
312	DIGITAL CAMERAS		4	<u>2,928</u>
TOTAL				<u>\$14,726</u>

FUNDING SOURCE

CLASSIFICATION	ADOPTED TOTAL 04/05	GENERAL	CAPITAL OUTLAY
PERSONAL SERVICES	\$301,643	\$301,643	
MATERIALS & SUPPLIES	12,032	12,032	
OTHER SERVICES & CHARGES	13,450	13,450	
CAPITAL OUTLAY	<u>14,726</u>	<u>7,249</u>	<u>\$7,477</u>
TOTAL DOLLARS	<u>\$341,851</u>	<u>\$334,374</u>	<u>\$7,477</u>

SUMMARY OF EXPENDITURES

DEPARTMENT: FIRE SERVICES
 DIVISION OR ACTIVITY: FIRE PREVENTION

ACTIVITY NO.: 93

ACCT. NO.	ACCOUNT TITLE	2002-2003 ACTUAL EXPENDITURES	2003-2004 ADOPTED BUDGET	2003-2004 EXPENDITURES ESTIMATE	2004-2005 ADOPTED BUDGET
PERSONAL SERVICES					
101	SALARIES AND WAGES	164,992	183,687	169,839	205,700
102	DIFFERENTIAL/LEADMAN PAY	6,557	6,034	6,214	6,034
103	SICK LEAVE-PAY IN LIEU	6,639	4,703	6,845	6,585
108	OVERTIME	4,264	8,528	4,960	5,000
110	UNEMPLOYMENT CONTRIBUTION	216	80	80	216
111	F.I.C.A.	1,780	1,629	2,134	2,305
112	WORKERS COMPENSATION	526	500	326	526
113	GROUP LIFE & HOSP	18,675	19,847	15,781	15,781
114	CITY RETIREMENT PLAN	1,525	1,339	1,525	1,797
117	FIREFIGHTER'S PENSION	22,359	23,449	23,386	27,748
118	LONGEVITY	9,853	10,755	9,616	10,256
121	UNIFORM MAINTENANCE	1,619	2,694	2,176	2,694
135	EMT/ERI/ERII	5,367	8,764	8,803	9,067
197	EDUCATIONAL INCENTIVE	4,483	7,391	7,593	7,934
		\$248,855	\$279,400	\$259,278	\$301,643
MATERIALS AND SUPPLIES					
201	SUPPLIES, TOOLS, EQUIP	4,951	6,000	6,000	6,000
204	PETROLEUM PRODUCTS	935	1,000	1,000	1,232
211	REPAIR AND MAINTENANCE	4,798	2,000	2,000	2,000
214	MAINT MATERL-MOTIVE EQUIP	450	1,000	1,000	1,000
216	UNIFORM AND CLOTHING	974	1,500	1,500	1,800
		\$12,108	\$11,500	\$11,500	\$12,032
OTHER SERVICES & CHARGES					
221	RENTAL, PUBL, PRINTING	435	1,000	600	600
231	PROF & TECHNICAL SERVICE	2,175	2,500	2,800	2,500
241	TELEPHONE & POSTAGE	3,352	4,000	4,000	4,000
248	ELECTRICITY & NAT GAS	2,715	3,500	3,500	3,500
264	DUES & MEMBERSHIPS	901	1,000	1,100	1,100
265	TRAINING AND TRAVEL	928	1,750	1,750	1,750
		\$10,506	\$13,750	\$13,750	\$13,450
CAPITAL OUTLAY					
310	LEASE PURCHASE AGREEMENT	0	0	0	7,477
312	MACHINERY & EQUIPMENT	8,124	2,500	2,500	7,249
321	CONSTRC, IMPRVMT, ADDTN	0	6,950	6,900	0
		\$8,124	\$9,450	\$9,400	\$14,726
DIVISION TOTALS		\$279,593	\$314,100	\$293,928	\$341,851

FIRE SERVICES

DIVISION: FIRE TRAINING

ACTIVITY NO. 94

FUNCTION

COMMENTS

THE FIRE DEPARTMENT TRAINING DIVISION IS RESPONSIBLE FOR OVERSEEING TRAINING IN ALL PHASES OF FIRE FIGHTING, EMERGENCY MEDICAL SERVICES, PERSONNEL MANAGEMENT, AND RECORDS AND REPORTS; IT ALSO IS RESPONSIBLE FOR KEEPING AND MAINTAINING THE TRAINING RECORDS OF DEPARTMENTAL PERSONNEL EQUIPMENT MAINTENANCE RECORDS FOR SELF CONTAINED BREATHING APPARATUS (SCBA'S) AND COMPRESSORS, AND OTHER EQUIPMENT ASSIGNED TO THIS DIVISION; AS WELL AS OTHER RELATED ADMINISTRATIVE DUTIES. ADDITIONALLY, THE TRAINING DIVISION IS RESPONSIBLE FOR KEEPING AND MAINTAINING UP TO DATE TRAINING MATERIALS FOR COURSES USED BY THE DEPARTMENT ON AN ONGOING BASIS. THE TRAINING DIVISION PROVIDES THE BASIC TRAINING ACADEMY TO NEW FIREFIGHTERS, PROVIDES PERIODIC TRAINING TO FIRE DEPARTMENT PERSONNEL AND IMPLEMENTS AND/OR OVERSEES FIRE DEPARTMENT HIRING AND PROMOTIONAL TESTING.

PERSONNEL

CAPITAL OUTLAY

CLASSIFICATION	SALARY			
	BI-WKLY	02/03	03/04	04/05
TRAINING OFFICER	0034	1	1	1
ASST TRAINING OFFICER	0027	<u>0</u>	<u>0</u>	<u>1</u>
TOTAL		<u>1</u>	<u>1</u>	<u>2</u>

ACCT NO.	ITEM	A/R	QTY	BUDGET AMOUNT
312	ADULT CPR MANNEQUINS	R	2	<u>\$4,050</u>
TOTAL				<u>\$4,050</u>

FUNDING SOURCE

CLASSIFICATION	ADOPTED TOTAL 04/05	GENERAL	CAPITAL OUTLAY
PERSONAL SERVICES	\$123,283	\$123,283	
MATERIALS & SUPPLIES	12,701	12,701	
OTHER SERVICES & CHARGES	34,511	34,511	
CAPITAL OUTLAY	<u>4,050</u>	<u>4,050</u>	<u>\$0</u>
TOTAL DOLLARS	<u>\$174,545</u>	<u>\$174,545</u>	<u>\$0</u>

FIRE SERVICES

DIVISION: FIRE OPERATIONS

ACTIVITY NO. 95

FUNCTION

COMMENTS

THE FIRE DEPARTMENT IS RESPONSIBLE FOR FURNISHING PROTECTION FROM THE DANGERS TO LIFE AND PROPERTY CAUSED BY FIRES, NATURAL DISASTERS, AND MAN-MADE HAZARDOUS SITUATIONS OR CONDITIONS. ADDITIONALLY, THE FIRE DEPARTMENT RESPONDS TO EMERGENCY MEDICAL CALLS, AND A BROAD VARIETY OF RESCUE SITUATIONS INCLUDING VEHICLE ACCIDENT EXTRICATION. ACTIVITIES INCLUDE EXTINGUISHING FIRES, PROVIDING EMERGENCY MEDICAL CARE, MITIGATING HAZARDOUS CONDITIONS (BOTH NATURAL AND MAN MADE), CONDUCTING SEARCH AND RESCUE PROCEDURES, CONDUCTING FIRE PREVENTION - LIFE SAFETY INSPECTIONS, AND PROVIDING INFORMATION TO THE PUBLIC ON MATTERS RELATING TO FIRE PREVENTION AND OTHER AREAS OF LIFE SAFETY. OTHER NON-EMERGENCY ACTIVITIES INCLUDE, THE MAINTENANCE OF EMERGENCY VEHICLES, TOOLS, EQUIPMENT, AS WELL AS 7 FIRE STATIONS THE INSPECTION AND TESTING OF ALL CITY FIRE HYDRANTS; CONDUCTING PRACTICE DRILLS, TRAINING FOR PERSONNEL; COMPLETING EMERGENCY RESPONSE REPORTS; THE INSPECTION, REPAIRS, RECHARGE OF ALL CITY OWNED FIRE EXTINGUISHERS; AND ALL ADMINISTRATIVE DUTIES ASSOCIATED WITH THE FIRE DEPARTMENT.

PERSONNEL

CLASSIFICATION	SALARY			
	BI-WKLY	02/03	03/04	04/05
FIRE CHIEF	MG12	1	1	1
ASSISTANT FIRE CHIEF	MG10	1	1	1
DEPUTY FIRE CHIEF	0025	3	3	3
FIRE CAPTAIN	0018	9	9	9
FIRE LIEUTENANT	0014	24	22	22
APPARATUS DRIVER	0011	36	36	36
FIREFIGHTER	0003-0005	45	45	45
SENIOR SECRETARY	GE06	<u>1</u>	<u>1</u>	<u>1</u>
TOTAL		<u>120</u>	<u>118</u>	<u>118</u>

CAPITAL OUTLAY

ACCT NO.	ITEM	A/R	QTY	BUDGET AMOUNT
310	1/3 LEASE-PUMPER TRUCK		1	\$100,000
311	SEDAN FOR FIRE CHIEF		1	23,000
312	BEDS & LOCKERS STA 5		21	31,500
312	SCBA		7	22,500
312	GAS PPV FAN STA 7			1,500
312	HOSE STORAGE RACK STA 1&5		2	2,320
312	FIRE HOSE			4,575
312	POWER WASHER		2	1,700
312	COUCH/CHAIRS ALL STA		10	14,000
312	REFRIGERATORS STA 6 & 8		2	2,300
312	LAPTOP COMPUTER		1	2,400
312	DINING TABLE STA 4		1	1,000
312	AIR COMPRESSOR		2	3,600
312	CONFERENCE TABLE STA 1		1	3,200
321	OVRHD DR OPENER STA 3&6			3,000
321	OVERHEAD DOOR STA 1			<u>3,200</u>
TOTAL				<u>\$219,795</u>

FUNDING SOURCE

CLASSIFICATION	ADOPTED		CAPITAL OUTLAY
	TOTAL 04/05	GENERAL	
PERSONAL SERVICES	\$7,402,954	\$7,402,954	
MATERIALS & SUPPLIES	184,646	184,646	
OTHER SERVICES & CHARGES	100,192	100,192	
CAPITAL OUTLAY	<u>219,795</u>	<u>96,795</u>	\$123,000
TOTAL DOLLARS	<u>\$7,907,587</u>	<u>\$7,784,587</u>	<u>\$123,000</u>

