

Parks, Recreation, and Community Services

Mission Statement

Enhance quality of life by providing safe and well-maintained places, preserving open space and historical resources, caring for people, strengthening the bonds of community and creating opportunities for renewal, growth and enrichment.

FY 2003/04 Accomplishments

- Completed and began operating and maintaining Pacific Community Center.
- Completed construction of Deukmejian Wilderness Park improvements and began maintaining new park.
- Completed construction of Elk Mini Park and began maintaining new park.
- Completed construction of Verdugo Skate Park Facility and began maintaining new facility.
- Achieved working agreement between the City and Glendale Unified School District for continued development of school / parks and completed report analyzing potential joint use park projects at White, Marshall, Muir, Dunsmore and Keppel Elementary Schools, and Roosevelt, Wilson, and Toll Middle Schools; prepared concept plans and prepared preliminary cost estimates for each site.
- Acquired Cerritos School Park property, and completed Master Plan, Environmental Process, and Demolition Phase.
- Completed Fremont School Park Master Plan and Environmental Process Phase.
- Completed Franklin School Park Master Plan.
- Completed Harvard Mini Park Master Plan, Environmental Process, and Demolition Phase.
- Completed Windsor Mini Park Master Plan, Environmental Process, and Demolition Phase.
- Completed Cedar Mini Park Master Plan, Environmental Process Phase, and analysis of historical issues.
- Acquired property for Adams Square Mini Park, completed Master Plan and Environmental Process Phase.
- Planned and coordinated the planting of 177 Arbor Day trees throughout the parks of Glendale.
- Opened new computer lab at Maple Park with 4 networked, internet-accessible computers.
- Accomplished L.A. County Regional Park & Open Space District Youth Employment paid wages requirement of \$695,921, achieving Prop A employment goal fourteen years ahead of schedule.
- Received \$260,000 from L.A. County Proposition A funds for maintenance of Glendale Sports Complex.
- Secured commitment of \$1.3 million from Santa Monica Mountains Conservancy for completion of Le Mesnager seismic stabilization, Le Mesnager residence restoration, and adaptive re-use as Deukmejian Wilderness Park Visitor Center.
- Awarded grant request of \$200,000 from Santa Monica Mountains Conservancy for seismic stabilization survey, planning and design for Le Mesnager Barn adaptive re-use as Deukmejian Wilderness Park Visitor Center.
- Planned, coordinated, supported, and implemented over 200 off-site activities and special events.
- Scheduled and managed 243 meetings, shows, and community special events at the Civic Auditorium, totaling over 87,000 in attendance.
- Contacted 322 new youth through the Youth Outreach Program; made 327 referrals and assisted 30 youth in obtaining employment; 41 clients (13%) completed intensive case management, successfully accomplishing at least 75% of the goals outlined in their case plan.
- Provided programs and services to 653 youth at 37 different sites through the Park N' Play Mobile Recreation Program.
- Accommodated varying levels of income and child-care needs for 1,132 participants in the Seasonal Day Camp Program.

FY 2004/05 Goals

- Complete design and construction of Harvard, Windsor, and Adams Square Mini Parks.
- Complete design and construction of Cerritos, Fremont, and Franklin School Parks.
- Complete design and construction of Central Park Community Center (Adult Recreation Center).
- Complete design and construction of Riverwalk Improvement Project.
- Complete Glendale Aquatics Center site study and conceptual plans.
- Complete Scholl Canyon Ballfield improvements design and installation.
- Complete Adams Square Streetscape improvements design and construction.
- Complete Deukmejian Wilderness Park Le Mesnager Interpretive Center seismic stability assessment, program requirements, and construction drawings, and initiate construction.
- Complete restroom replacement and renovations at Carr, Pelanconi, Glorietta, New York, Nibley, Verdugo and Brand Parks.
- Create and implement Park Maintenance Standards and Procedures
- Create a Preventative Maintenance Program related to the Park Maintenance Standards.
- Develop a program to raise revenue to accommodate future expansion of population.
- Complete Playground Equipment Safety Inspection Program and begin repairs.
- Complete study for School Park Joint Use Program continuation.
- Establish non-profit Friends of Parks Foundation for access to private and corporate programming and facilities funding not available to governmental agencies.
- Prepare Youth Employment Plans for remaining Proposition A L.A. County Regional Park and Open Space District funded projects at Deukmejian, Central Park Community Center, and Riverwalk.
- Strengthen the bonds of community and support for the arts by implementing a free Summer Entertainment Series at Maple, Pacific, Palmer, Brand, and Verdugo Parks and City Hall.
- Support the positive development of youth and strengthen safety and security by partnering with Police Department and GUSD and other community partners to provide after-school activities for teens.
- Implement Arts Funding Strategy by developing an arts component to the long range financial plan.
- Support economic development by bringing 35,000 attendees to Brand Blvd. for Cruise Night.
- Foster the positive development of youth and strengthen families by referring 800 at risk youth and their families to youth and family service agencies and by helping 70 youth secure employment.
- Strengthen community image and safety by working with Pacific Park Advisory Committee, Citizens Patrol, and other community partners to coordinate and improve services to the Pacific Park neighborhood.
- Increase cultural harmony by supporting Unity Fest.

2004/05 Budget Adopted Appropriations

	<u>Salaries and Benefits</u>	<u>Maintenance and Operation</u>	<u>Capital Outlay</u>	<u>Total</u>
General Fund				
Parks Administration	874,939	102,323	20,000	997,262
Parks	3,861,335	1,608,835	128,500	5,598,670
Facility and Event Services	137,739	220,031	-	357,770
Recreation	885,445	183,687	-	1,069,132
Senior Programs	323,088	110,758	-	433,846

Youth Services	673,027	117,629	35,000	825,656
Pacific Community Center	636,370	173,018	-	809,388
Budgeted Underexpenditures				(233,000)
Total General Fund	7,391,943	2,516,281	183,500	9,858,724
<u>Nutritional Meals Fund</u>	329,159	227,752	-	556,911
<u>Capital Improvement Fund</u>	-	-	8,580,000	8,580,000
<u>Recreation Fund</u>				
Parks	83,807	9,951	-	93,758
Facility and Event Services	767,885	416,842	-	1,184,727
Recreation	91,055	207,338	-	298,393
Youth Services	73,032	56,964	-	129,996
Pacific Community Center	-	37,398	-	37,398
Sports Complex	324,590	311,536	-	636,126
Total Recreation Fund	1,340,369	1,040,029	-	2,380,398
<u>Equipment Replacement Fund</u>	-	-	169,000	169,000
Total Adopted Appropriation	9,061,471	3,784,062	8,932,500	21,545,033
	Budget	Budget	Estimated	Budget
	2002-2003	2003-2004	2003-2004	2004-2005
Total Personnel	107.25	109.25	108.00	112.00

Account Summary	<u>Expenditures Actual 2002-03</u>	<u>Current Year Appropriation 2003-04</u>	<u>Year to Date Expenditures 10/31/03</u>	<u>Estimated Expenditures 2003-04</u>	<u>Budget 2004-05</u>	<u>Budget 2005-06</u>
Financial						
Salaries & Benefits	759,569	751,034	229,607	723,717	874,939	929,758
Maintenance & Operation	174,682	112,742	16,972	112,202	102,323	102,731
Capital	-	-	-	-	20,000	-
Charges - Other Depts	-	-	-	-	-	-
Total	<u>\$ 934,251</u>	<u>\$ 863,776</u>	<u>\$ 246,579</u>	<u>\$ 835,919</u>	<u>997,262</u>	<u>1,032,489</u>

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Personnel Classification Detail

	<u>Budget</u> <u>2002-2003</u>	<u>Budget</u> <u>2003-2004</u>	<u>Estimated</u> <u>2003-2004</u>	<u>Budget</u> <u>2004-2005</u>	<u>Budget</u> <u>2005-2006</u>
Administrative Analyst	1.00	1.00	1.00	1.00	1.00
Administrative Assistant	0.00	0.00	1.00	1.00	1.00
Asst. Dir. of Parks & Community Svcs.	1.00	1.00	1.00	1.00	1.00
Dir. of Parks & Community Services	1.00	1.00	1.00	1.00	1.00
Office Services Specialist II	1.00	1.00	1.00	1.00	1.00
Office Services Supervisor (Steno)	1.00	1.00	1.00	1.00	1.00
Project Coordinator	1.00	1.00	1.00	1.00	1.00
Sr. Administrative Analyst	0.00	0.00	1.00	1.00	1.00
Senior Executive Analyst	0.00	0.00	0.00	0.00	0.00
Senior Office Services Specialist	1.00	1.00	0.00	0.00	0.00
Senior Planner	1.00	1.00	1.00	1.00	1.00
TOTAL	<u>8.00</u>	<u>8.00</u>	<u>9.00</u>	<u>9.00</u>	<u>9.00</u>

	Expenditures Actual 2002-03	Current Year Appropriation 2003-04	Year to Date Expenditures 10/31/03	Estimated Expenditures 2003-04	Budget 2004-05	Budget 2005-06
Salaries & Benefits						
41100 Salaries	562,472	629,359	145,481	482,027	720,379	748,323
41200 Overtime	48	-	-	-	-	-
41300 Hourly Wages	109,617	42,500	60,821	161,356	46,983	50,140
41600 Compensated Absences	8,998	9,440	1,216	9,440	10,806	11,158
41700 Other Benefits	5,471	3,200	1,250	3,200	3,200	3,200
41800 Life Insurance	1,576	1,704	338	1,704	1,245	1,245
41900 Disability Insurance	4,478	4,183	684	4,183	3,250	3,269
42000 Vision Insurance	1,615	1,500	497	1,500	1,716	1,716
42100 Medical Insurance	40,765	41,286	11,535	41,286	63,842	64,015
42200 Dental Insurance	4,517	4,069	1,513	4,069	4,970	4,970
42300 Unemployment Insurance	709	629	200	629	633	633
42400 Compensation Insurance	7,023	5,473	1,983	5,473	7,030	7,070
42500 Medicare	11,061	7,191	3,390	7,191	10,274	10,307
42600 Social Security	1,218	500	699	1,660	611	652
42700 PERS Retirement	-	-	-	-	-	23,060
Total	<u>\$ 759,569</u>	<u>\$ 751,034</u>	<u>\$ 229,607</u>	<u>\$ 723,717</u>	<u>874,939</u>	<u>929,758</u>
Maintenance & Operation Detail						
42800 Auto Allowance	8,531	9,200	304	9,200	9,200	9,200
43050 Repair Buildings & Grounds	-	-	10	10	-	-
43110 Contractual Services	117,234	18,800	-	18,800	18,800	18,800
43150 City Services	5	-	-	-	-	-
44100 Repairs to Equipment	225	-	-	-	-	-
44120 Repairs to Office Equipment	2,101	3,200	254	3,200	3,200	3,200
44300 Telephone	8,027	10,000	3,721	10,000	10,000	10,000
44450 Postage	2,726	9,000	782	4,000	4,000	4,000
44550 Travel	843	7,350	-	7,350	11,510	11,510
44650 Training	3,097	4,500	39	4,500	4,500	4,500
44700 Computer Software	1,188	2,600	-	2,600	2,600	2,600
44750 Insurance & Surety Bonds	12,059	31,492	3,405	31,492	10,558	10,558

	Expenditures Actual 2002-03	Current Year Appropriation 2003-04	Year to Date Expenditures 10/31/03	Estimated Expenditures 2003-04	Budget 2004-05	Budget 2005-06
44800 Membership and Dues	897	1,000	415	1,000	1,000	1,000
45050 Periodicals & Newspapers	154	200	12	200	200	200
45100 Books	109	150	-	150	150	150
45150 Furniture & Equipment	744	-	974	1,385	3,000	3,000
45200 Maps and Blue Prints	-	150	-	150	150	150
45250 Office Supplies	12,439	11,000	4,925	13,000	19,355	19,763
45300 Small Tools	40	100	-	100	100	100
45350 General Supplies	39	-	74	144	-	-
46900 Business Meetings	1,638	500	1,231	1,421	500	500
47000 Miscellaneous	2,584	3,500	826	3,500	3,500	3,500
Total	<u>\$ 174,682</u>	<u>\$ 112,742</u>	<u>\$ 16,972</u>	<u>\$ 112,202</u>	<u>102,323</u>	<u>102,731</u>

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Account Summary	<u>Expenditures Actual 2002-03</u>	<u>Current Year Appropriation 2003-04</u>	<u>Year to Date Expenditures 10/31/03</u>	<u>Estimated Expenditures 2003-04</u>	<u>Budget 2004-05</u>	<u>Budget 2005-06</u>
Financial						
Salaries & Benefits	3,597,938	3,558,255	1,236,996	3,558,255	3,861,335	4,207,595
Maintenance & Operation	1,501,426	1,423,027	502,855	1,423,027	1,608,835	1,551,623
Capital	103,066	40,280	-	40,280	128,500	52,000
Charges - Other Depts	-	-	-	-	-	-
Budgeted Underexpenditure	-	(150,000)	-	(150,000)	(233,000)	(189,000)
Total	<u>\$ 5,202,430</u>	<u>\$ 4,871,562</u>	<u>\$ 1,739,851</u>	<u>\$ 4,871,562</u>	<u>5,365,670</u>	<u>5,622,218</u>

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Personnel Classification Detail

	<u>Budget</u> <u>2002-2003</u>	<u>Budget</u> <u>2003-2004</u>	<u>Estimated</u> <u>2003-2004</u>	<u>Budget</u> <u>2004-2005</u>	<u>Budget</u> <u>2005-2006</u>
Administrative Analyst	0.00	0.00	0.00	0.00	0.00
Building Repairer	6.00	6.00	6.00	7.00	7.00
Equipment Operator I	2.00	2.00	2.00	2.00	2.00
Gardener	25.40	24.40	23.40	24.40	24.40
Maintenance Worker	6.00	6.00	6.00	6.00	6.00
Park Maintenance Supervisor	3.00	3.00	3.00	3.00	3.00
Park Ranger	1.00	1.00	1.00	2.00	2.00
Park Ranger Supervisor	1.00	1.00	1.00	1.00	1.00
Park Services Administrator	1.00	1.00	1.00	1.00	1.00
Park Services Manager	5.00	5.00	5.00	5.00	5.00
Park Services Supervisor	0.00	0.00	0.00	0.00	0.00
Pesticide Applicator	1.00	1.00	1.00	1.00	1.00
Senior Building Repairer	2.00	2.00	2.00	2.00	2.00
Senior Gardener	4.00	4.00	3.00	3.00	3.00
Senior Office Services Specialist	1.00	1.00	1.00	1.00	1.00
Senior Park Ranger	1.00	1.00	1.00	1.00	1.00
TOTAL	<u>59.40</u>	<u>58.40</u>	<u>56.40</u>	<u>59.40</u>	<u>59.40</u>

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	Expenditures Actual 2002-03	Current Year Appropriation 2003-04	Year to Date Expenditures 10/31/03	Estimated Expenditures 2003-04	Budget 2004-05	Budget 2005-06
Salaries & Benefits						
41100 Salaries	2,684,129	2,750,073	855,580	2,715,705	3,008,458	3,228,822
41200 Overtime	46,140	-	30,964	30,964	-	-
41300 Hourly Wages	302,452	298,955	169,767	298,955	307,924	317,162
41600 Compensated Absences	44,985	42,271	7,438	42,271	43,078	44,795
41700 Other Benefits	6,501	(16)	1,791	1,977	2,450	2,450
41800 Life Insurance	1,707	143	590	733	1,486	1,531
41900 Disability Insurance	12,979	14,744	1,251	14,744	4,825	4,970
42000 Vision Insurance	4,531	4,464	1,424	4,464	4,272	4,272
42100 Medical Insurance	221,813	224,172	76,921	224,172	260,566	268,383
42200 Dental Insurance	23,803	24,460	8,174	24,460	26,943	27,751
42300 Unemployment Insurance	3,164	2,802	1,032	2,802	2,756	2,839
42400 Compensation Insurance	218,668	169,887	71,486	169,887	173,629	178,838
42500 Medicare	26,197	26,300	9,756	26,300	23,048	23,739
42600 Social Security	869	-	821	821	1,900	1,950
42700 PERS Retirement	-	-	-	-	-	100,093
Total	\$ 3,597,938	\$ 3,558,255	\$ 1,236,996	\$ 3,558,255	3,861,335	4,207,595

Maintenance & Operation Detail

42800 Auto Allowance	5,076	6,300	1,946	6,300	6,300	6,300
42900 Uniform Allowance	8,351	8,500	3,972	8,500	8,500	8,500
43050 Repair Buildings & Grounds	179,790	168,947	34,115	168,947	168,947	168,947
43060 Utilities	578,143	625,000	273,731	625,000	625,000	625,000
43080 Rent	5,912	3,700	398	3,700	3,700	3,700
43110 Contractual Services	198,577	211,600	45,944	211,595	211,600	211,600
43150 City Services	15	-	5	5	-	-
44100 Repairs to Equipment	9,152	5,900	4,763	5,900	5,900	5,900
44120 Repairs to Office Equipment	608	1,900	59	1,900	1,900	1,900
44200 Advertising	1,205	-	-	-	-	-
44300 Telephone	11,872	10,000	4,132	10,000	10,000	10,000
44350 Vehicle Maintenance	65,915	52,000	25,310	52,000	52,000	52,000

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	Expenditures Actual 2002-03	Current Year Appropriation 2003-04	Year to Date Expenditures 10/31/03	Estimated Expenditures 2003-04	Budget 2004-05	Budget 2005-06
44400 Janitorial Services	34,092	34,000	10,800	34,000	34,000	34,000
44450 Postage	15	-	11	11	-	-
44550 Travel	1,102	1,180	-	1,180	5,030	2,880
44600 Laundry & Towel Service	68	-	-	-	-	-
44650 Training	10,691	9,150	309	9,150	5,300	7,450
44700 Computer Software	318	1,000	-	665	1,000	1,000
44750 Insurance & Surety Bonds	137,355	87,632	25,152	87,632	115,785	115,785
44760 Regulatory	674	-	269	269	-	-
44800 Membership and Dues	585	550	225	550	550	550
45050 Periodicals & Newspapers	24	-	335	335	-	-
45100 Books	27	-	-	-	-	-
45150 Furniture & Equipment	19,366	11,000	1,623	11,000	11,000	11,000
45250 Office Supplies	6,151	3,700	2,158	3,700	6,027	6,177
45300 Small Tools	8,800	8,000	2,072	8,000	8,000	8,000
45350 General Supplies	90,031	42,920	27,664	42,920	169,320	111,958
46000 Depreciation	122,720	126,988	36,691	126,988	155,916	155,916
46900 Business Meetings	1,850	3,060	850	2,458	1,530	1,530
47000 Miscellaneous	2,940	-	322	322	1,530	1,530
47010 Discount Earned & Lost	(1)	-	-	-	-	-
Total	<u>\$ 1,501,426</u>	<u>\$ 1,423,027</u>	<u>\$ 502,855</u>	<u>\$ 1,423,027</u>	<u>1,608,835</u>	<u>1,551,623</u>

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Account Summary	<u>Expenditures Actual 2002-03</u>	<u>Current Year Appropriation 2003-04</u>	<u>Year to Date Expenditures 10/31/03</u>	<u>Estimated Expenditures 2003-04</u>	<u>Budget 2004-05</u>	<u>Budget 2005-06</u>
Financial						
Salaries & Benefits	122,506	124,024	40,377	129,264	137,739	144,855
Maintenance & Operation	171,465	241,511	130,280	201,624	220,031	222,434
Capital	61,761	-	-	-	-	-
Charges - Other Depts	-	-	-	-	-	-
Total	<u>\$ 355,732</u>	<u>\$ 365,535</u>	<u>\$ 170,658</u>	<u>\$ 330,888</u>	<u>357,770</u>	<u>367,289</u>

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Personnel Classification Detail

	Budget 2002-2003	Budget 2003-2004	Estimated 2003-2004	Budget 2004-2005	Budget 2005-2006
Community Services Supervisor	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>
TOTAL	<u><u>1.00</u></u>	<u><u>1.00</u></u>	<u><u>1.00</u></u>	<u><u>1.00</u></u>	<u><u>1.00</u></u>

	Expenditures Actual 2002-03	Current Year Appropriation 2003-04	Year to Date Expenditures 10/31/03	Estimated Expenditures 2003-04	Budget 2004-05	Budget 2005-06
Salaries & Benefits						
41100 Salaries	67,694	65,975	21,992	65,975	67,955	69,993
41200 Overtime	9,931	-	1,827	2,082	2,000	2,000
41300 Hourly Wages	32,614	47,038	12,643	47,128	52,160	54,615
41600 Compensated Absences	1,074	700	187	1,074	1,019	1,050
41700 Other Benefits	1,787	400	-	216	350	350
41800 Life Insurance	54	759	74	759	185	191
41900 Disability Insurance	(91)	-	150	150	573	590
42000 Vision Insurance	276	203	92	276	276	276
42100 Medical Insurance	6,505	5,331	2,293	7,500	7,211	7,427
42200 Dental Insurance	400	-	158	400	491	506
42300 Unemployment Insurance	86	-	37	172	66	70
42400 Compensation Insurance	856	1,764	368	1,644	4,156	4,281
42500 Medicare	1,163	1,343	435	1,581	957	986
42600 Social Security	157	511	119	307	340	350
42700 PERS Retirement	-	-	-	-	-	2,170
Total	<u>\$ 122,506</u>	<u>\$ 124,024</u>	<u>\$ 40,377</u>	<u>\$ 129,264</u>	<u>137,739</u>	<u>144,855</u>
Maintenance & Operation Detail						
42800 Auto Allowance	-	200	-	200	200	200
43050 Repair Buildings & Grounds	272	-	-	-	-	-
43080 Rent	3,354	1,500	-	1,500	1,500	1,500
43110 Contractual Services	138,277	195,840	106,718	155,840	147,000	147,000
43150 City Services	-	50	-	-	-	-
44100 Repairs to Equipment	-	500	-	500	500	500
44200 Advertising	9,785	11,300	-	11,300	11,300	11,300
44300 Telephone	491	2,100	259	1,750	1,650	1,650
44450 Postage	9,111	11,000	5,754	11,000	13,000	13,800
44650 Training	1,545	525	20	300	1,925	1,925
44700 Computer Software	190	-	-	-	-	-
44750 Insurance & Surety Bonds	1,470	2,203	3,661	4,000	11,578	11,578
44800 Membership and Dues	125	-	-	-	-	-
45150 Furniture & Equipment	539	-	470	100	-	-
45250 Office Supplies	813	1,200	313	1,100	26,083	27,686

	Expenditures Actual 2002-03	Current Year Appropriation 2003-04	Year to Date Expenditures 10/31/03	Estimated Expenditures 2003-04	Budget 2004-05	Budget 2005-06
45300 Small Tools	11	-	-	-	-	-
45350 General Supplies	2,099	1,300	1,570	1,770	3,200	3,200
45450 Printing and Graphics	-	-	228	228	-	-
46000 Depreciation	-	8,793	2,931	8,793	-	-
46900 Business Meetings	751	-	990	1,005	95	95
47000 Miscellaneous	3,725	5,000	7,365	2,238	2,000	2,000
47010 Discount Earned & Lost	(1,093)	-	-	-	-	-
Total	<u>\$ 171,465</u>	<u>\$ 241,511</u>	<u>\$ 130,280</u>	<u>\$ 201,624</u>	<u>220,031</u>	<u>222,434</u>

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Account Summary	<u>Expenditures Actual 2002-03</u>	<u>Current Year Appropriation 2003-04</u>	<u>Year to Date Expenditures 10/31/03</u>	<u>Estimated Expenditures 2003-04</u>	<u>Budget 2004-05</u>	<u>Budget 2005-06</u>
Financial						
Salaries & Benefits	871,117	907,697	323,235	887,986	885,445	931,286
Maintenance & Operation	145,323	141,305	46,071	142,801	183,687	185,014
Capital	21,182	-	-	-	-	-
Charges - Other Depts	-	-	-	-	-	-
Total	<u>\$ 1,037,622</u>	<u>\$ 1,049,002</u>	<u>\$ 369,307</u>	<u>\$ 1,030,787</u>	<u>1,069,132</u>	<u>1,116,300</u>

Personnel Classification Detail

	Budget 2002-2003	Budget 2003-2004	Estimated 2003-2004	Budget 2004-2005	Budget 2005-2006
Administrative Analyst	0.00	0.00	0.00	0.00	0.00
Administrative Assistant	0.00	0.00	0.00	1.00	1.00
Community Services Administrator	1.00	1.00	1.00	1.00	1.00
Community Services Coordinator	1.00	1.00	1.00	1.00	1.00
Community Services Manager	1.50	1.50	0.50	0.50	0.50
Community Services Supervisor	2.00	2.00	2.00	2.00	2.00
Rec. & Community Srvcs. Coordinator	1.50	1.50	1.50	1.50	1.50
Senior Administrative Analyst	1.00	1.00	0.00	0.00	0.00
TOTAL	<u>8.00</u>	<u>8.00</u>	<u>6.00</u>	<u>7.00</u>	<u>7.00</u>

	Expenditures Actual 2002-03	Current Year Appropriation 2003-04	Year to Date Expenditures 10/31/03	Estimated Expenditures 2003-04	Budget 2004-05	Budget 2005-06
Salaries & Benefits						
41100 Salaries	510,986	475,161	154,536	473,103	413,600	429,678
41200 Overtime	3,773	-	208	1,208	1,000	1,000
41300 Hourly Wages	292,798	352,293	147,585	335,293	389,302	400,980
41600 Compensated Absences	7,193	3,914	1,156	4,319	6,615	6,947
41700 Other Benefits	2,831	5,000	74	771	1,450	1,473
41800 Life Insurance	1,030	1,427	306	1,536	562	579
41900 Disability Insurance	2,849	2,465	621	2,303	1,741	1,794
42000 Vision Insurance	1,230	274	441	949	1,284	1,284
42100 Medical Insurance	27,529	36,638	8,244	33,653	27,581	28,408
42200 Dental Insurance	2,772	204	943	2,049	3,049	3,140
42300 Unemployment Insurance	734	374	403	662	511	526
42400 Compensation Insurance	7,270	19,182	3,992	19,182	30,829	31,754
42500 Medicare	8,557	10,765	3,660	11,606	5,041	5,192
42600 Social Security	1,566	-	1,065	1,352	2,880	5,212
42700 PERS Retirement	-	-	-	-	-	13,319
Total	<u>\$ 871,117</u>	<u>\$ 907,697</u>	<u>\$ 323,235</u>	<u>\$ 887,986</u>	<u>885,445</u>	<u>931,286</u>
Maintenance & Operation Detail						
42800 Auto Allowance	7,558	9,086	816	2,066	6,086	6,086
42900 Uniform Allowance	-	-	-	-	400	400
43050 Repair Buildings & Grounds	256	2,500	-	-	1,000	1,000
43060 Utilities	544	1,920	737	2,120	1,920	1,920
43080 Rent	12,448	10,000	716	12,200	10,000	10,000
43110 Contractual Services	41,035	16,900	18,443	30,900	37,600	37,600
43150 City Services	1,160	700	2,975	719	-	-
44100 Repairs to Equipment	125	1,000	53	500	200	200
44120 Repairs to Office Equipment	59	-	-	-	500	500
44200 Advertising	112	9,250	871	9,400	8,700	8,700
44300 Telephone	5,647	6,450	2,191	7,450	9,000	9,000
44350 Vehicle Maintenance	1,214	360	-	360	360	360
44400 Janitorial Services	146	-	-	-	-	-

	Expenditures Actual 2002-03	Current Year Appropriation 2003-04	Year to Date Expenditures 10/31/03	Estimated Expenditures 2003-04	Budget 2004-05	Budget 2005-06
44450 Postage	2,707	3,575	387	3,275	3,875	3,875
44550 Travel	5,682	13,200	1,522	7,925	11,065	11,065
44650 Training	11,440	6,400	1,352	8,520	6,750	6,750
44700 Computer Software	87	1,500	57	500	500	500
44750 Insurance & Surety Bonds	14,164	10,920	7,198	15,000	23,004	23,004
44800 Membership and Dues	1,415	2,600	855	2,100	2,235	2,235
45050 Periodicals & Newspapers	430	550	-	200	600	600
45100 Books	379	500	-	100	300	300
45150 Furniture & Equipment	2,707	1,215	788	2,213	2,415	2,415
45170 Computer Hardware	-	1,000	-	2,500	3,000	3,000
45250 Office Supplies	8,582	8,200	1,334	6,100	27,283	28,610
45300 Small Tools	25	-	-	-	-	-
45350 General Supplies	20,844	22,719	4,211	20,419	19,689	19,689
45400 Reports & Publications	-	300	-	300	-	-
45450 Printing and Graphics	-	2,700	-	2,700	2,700	2,700
46900 Business Meetings	2,636	3,500	968	2,974	2,300	2,300
47000 Miscellaneous	3,924	4,260	597	2,260	2,205	2,205
Total	<u>\$ 145,323</u>	<u>\$ 141,305</u>	<u>\$ 46,071</u>	<u>\$ 142,801</u>	<u>183,687</u>	<u>185,014</u>

	<u>Expenditures Actual 2002-03</u>	<u>Current Year Appropriation 2003-04</u>	<u>Year to Date Expenditures 10/31/03</u>	<u>Estimated Expenditures 2003-04</u>	<u>Budget 2004-05</u>	<u>Budget 2005-06</u>
Account Summary						
<u>Financial</u>						
Salaries & Benefits	273,901	310,208	84,745	310,208	323,088	348,511
Maintenance & Operation	102,652	88,353	28,496	94,710	110,758	111,438
Capital	1,356	-	-	-	-	-
Charges - Other Depts	-	-	-	-	-	-
Total	<u>\$ 377,909</u>	<u>\$ 398,561</u>	<u>\$ 113,241</u>	<u>\$ 404,918</u>	<u>433,846</u>	<u>459,949</u>

Personnel Classification Detail

	Budget <u>2002-2003</u>	Budget <u>2003-2004</u>	Estimated <u>2003-2004</u>	Budget <u>2004-2005</u>	Budget <u>2005-2006</u>
Community Services Manager	0.50	0.50	0.50	0.50	0.50
Community Services Supervisor	0.00	0.00	0.40	0.40	0.40
Community Srvcs. Coordinator	1.00	1.00	1.00	1.00	1.00
Custodial Worker	1.00	1.00	1.00	1.00	1.00
Office Services Specialist I	0.00	0.00	0.00	0.00	0.00
Rec. & Community Srvcs. Coordinator	1.00	1.00	1.00	1.00	1.00
TOTAL	<u>3.50</u>	<u>3.50</u>	<u>3.90</u>	<u>3.90</u>	<u>3.90</u>

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	Expenditures Actual 2002-03	Current Year Appropriation 2003-04	Year to Date Expenditures 10/31/03	Estimated Expenditures 2003-04	Budget 2004-05	Budget 2005-06
Salaries & Benefits						
41100 Salaries	188,343	204,864	57,709	204,864	211,284	225,110
41200 Overtime	15	-	-	-	-	-
41300 Hourly Wages	63,123	68,784	20,838	68,764	71,395	74,682
41600 Compensated Absences	2,811	2,998	491	2,998	3,169	3,377
41700 Other Benefits	2,852	-	-	-	315	315
41800 Life Insurance	219	206	74	206	184	190
41900 Disability Insurance	866	1,509	152	1,509	588	606
42000 Vision Insurance	320	214	103	214	612	630
42100 Medical Insurance	8,967	14,900	3,173	14,900	15,832	16,307
42200 Dental Insurance	1,692	3,051	620	3,051	3,521	3,627
42300 Unemployment Insurance	231	205	80	205	205	211
42400 Compensation Insurance	2,286	11,345	790	11,345	12,923	13,311
42500 Medicare	2,137	2,132	697	2,132	2,132	2,196
42600 Social Security	39	-	20	20	928	971
42700 PERS Retirement	-	-	-	-	-	6,978
Total	\$ 273,901	\$ 310,208	\$ 84,745	\$ 310,208	323,088	348,511
Maintenance & Operation Detail						
42800 Auto Allowance	585	550	218	550	550	550
42900 Uniform Allowance	-	-	-	-	300	300
43050 Repair Buildings & Grounds	13,731	1,500	113	1,500	1,500	1,500
43060 Utilities	39,697	40,500	14,402	45,000	48,000	48,000
43080 Rent	38	-	-	-	-	-
43110 Contractual Services	20,480	25,500	5,681	24,000	25,500	25,500
44100 Repairs to Equipment	1,201	50	797	50	50	50
44120 Repairs to Office Equipment	29	900	29	900	300	300
44200 Advertising	-	-	-	-	300	300
44300 Telephone	2,691	3,570	1,349	3,570	3,570	3,570
44400 Janitorial Services	4,822	558	1,923	4,000	4,000	4,000
44450 Postage	151	200	157	200	300	300

	Expenditures Actual 2002-03	Current Year Appropriation 2003-04	Year to Date Expenditures 10/31/03	Estimated Expenditures 2003-04	Budget 2004-05	Budget 2005-06
44550 Travel	1,684	2,605	573	2,605	1,600	1,600
44650 Training	732	1,200	395	1,200	1,000	1,000
44700 Computer Software	-	-	-	-	1,200	1,200
44750 Insurance & Surety Bonds	5,605	4,890	1,700	5,000	5,267	5,267
44800 Membership and Dues	140	530	-	530	200	200
45050 Periodicals & Newspapers	-	-	-	-	200	200
45100 Books	-	-	-	-	100	100
45150 Furniture & Equipment	-	-	-	-	400	400
45250 Office Supplies	1,632	500	505	505	10,921	11,601
45300 Small Tools	-	200	-	-	200	200
45350 General Supplies	6,179	5,000	595	5,000	5,000	5,000
46900 Business Meetings	30	100	58	100	300	300
47000 Miscellaneous	3,223	-	-	-	-	-
Total	<u>\$ 102,652</u>	<u>\$ 88,353</u>	<u>\$ 28,496</u>	<u>\$ 94,710</u>	<u>110,758</u>	<u>111,438</u>

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Account Summary	<u>Expenditures Actual 2002-03</u>	<u>Current Year Appropriation 2003-04</u>	<u>Year to Date Expenditures 10/31/03</u>	<u>Estimated Expenditures 2003-04</u>	<u>Budget 2004-05</u>	<u>Budget 2005-06</u>
Financial						
Salaries & Benefits	331,496	626,268	168,816	515,085	673,027	700,126
Maintenance & Operation	115,707	78,254	16,270	73,439	117,629	118,822
Capital	4,100	-	-	-	35,000	-
Charges - Other Depts	-	-	-	-	-	-
Total	<u>\$ 451,303</u>	<u>\$ 704,522</u>	<u>\$ 185,086</u>	<u>\$ 588,524</u>	<u>825,656</u>	<u>818,948</u>

Personnel Classification Detail

	Budget 2002-2003	Budget 2003-2004	Estimated 2003-2004	Budget 2004-2005	Budget 2005-2006
Community Services Coordinator	3.05	3.05	3.00	3.00	3.00
Community Services Manager	0.00	0.00	0.50	0.50	0.50
Community Services Specialist	1.00	1.00	1.00	1.00	1.00
Community Services Supervisor	2.00	2.00	2.00	2.00	2.00
Program Specialist	0.00	0.00	0.00	0.00	0.00
Youth Outreach Worker	0.00	0.00	0.00	0.00	0.00
TOTAL	<u>6.05</u>	<u>6.05</u>	<u>6.50</u>	<u>6.50</u>	<u>6.50</u>

	Expenditures Actual 2002-03	Current Year Appropriation 2003-04	Year to Date Expenditures 10/31/03	Estimated Expenditures 2003-04	Budget 2004-05	Budget 2005-06
Salaries & Benefits						
41100 Salaries	119,987	355,593	91,916	275,748	353,240	378,688
41200 Overtime	7,704	-	-	-	-	-
41300 Hourly Wages	167,247	266,565	63,602	197,415	256,968	266,798
41600 Compensated Absences	4,121	-	768	2,304	5,298	5,680
41700 Other Benefits	240	417	-	-	1,050	1,050
41800 Life Insurance	263	97	104	313	277	285
41900 Disability Insurance	1,503	299	216	647	872	898
42000 Vision Insurance	656	21	198	594	732	732
42100 Medical Insurance	15,561	2,630	6,519	19,555	25,894	2,668
42200 Dental Insurance	1,661	-	535	1,606	1,774	1,827
42300 Unemployment Insurance	482	35	172	517	343	353
42400 Compensation Insurance	4,772	611	1,706	6,861	21,606	22,254
42500 Medicare	5,918	-	2,459	7,739	4,973	5,122
42600 Social Security	1,380	-	621	1,785	-	2,032
42700 PERS Retirement	-	-	-	-	-	11,739
Total	\$ 331,496	\$ 626,268	\$ 168,816	\$ 515,085	673,027	700,126

Maintenance & Operation Detail

42800 Auto Allowance	1,090	1,020	196	565	1,020	1,020
42900 Uniform Allowance	-	1,896	395	1,046	2,715	2,715
43050 Repair Buildings & Grounds	812	1,800	-	-	1,800	1,800
43080 Rent	1,047	-	894	2,364	-	-
43110 Contractual Services	5,486	4,350	-	-	-	-
43150 City Services	400	-	26	-	-	-
44120 Repairs to Office Equipment	12	-	-	-	-	-
44200 Advertising	1,285	1,600	-	1,600	1,600	1,600
44300 Telephone	4,106	7,500	1,405	5,165	8,100	8,100
44400 Janitorial Services	2,169	-	-	-	-	-
44450 Postage	1,179	1,755	256	1,829	1,755	1,755
44550 Travel	880	1,100	751	1,100	-	-

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	Expenditures Actual 2002-03	Current Year Appropriation 2003-04	Year to Date Expenditures 10/31/03	Estimated Expenditures 2003-04	Budget 2004-05	Budget 2005-06
44650 Training	1,539	2,650	150	2,450	1,600	1,600
44700 Computer Software	384	-	64	64	-	-
44750 Insurance & Surety Bonds	4,167	4,602	2,929	4,602	9,235	9,235
44800 Membership and Dues	1,020	1,300	-	1,300	1,600	1,600
45050 Periodicals & Newspapers	477	-	23	23	-	-
45100 Books	577	300	-	200	300	300
45150 Furniture & Equipment	4,241	-	1,044	968	-	-
45250 Office Supplies	11,942	7,400	1,445	8,426	27,897	29,090
45300 Small Tools	172	-	355	355	-	-
45350 General Supplies	27,452	31,646	3,966	30,541	54,272	54,272
46000 Depreciation	-	3,855	1,285	3,855	-	-
46900 Business Meetings	5,939	-	185	106	480	480
47000 Miscellaneous	39,331	5,480	900	6,880	5,255	5,255
Total	<u>\$ 115,707</u>	<u>\$ 78,254</u>	<u>\$ 16,270</u>	<u>\$ 73,439</u>	<u>117,629</u>	<u>118,822</u>

Account Summary	<u>Expenditures Actual 2002-03</u>	<u>Current Year Appropriation 2003-04</u>	<u>Year to Date Expenditures 10/31/03</u>	<u>Estimated Expenditures 2003-04</u>	<u>Budget 2004-05</u>	<u>Budget 2005-06</u>
Financial						
Salaries & Benefits	135,118	546,596	127,389	544,557	636,370	688,876
Maintenance & Operation	95,146	167,380	29,334	157,936	173,018	173,068
Capital	-	-	-	-	-	-
Charges - Other Depts	-	-	-	-	-	-
Total	<u>\$ 230,263</u>	<u>\$ 713,976</u>	<u>\$ 156,723</u>	<u>\$ 702,493</u>	<u>809,388</u>	<u>861,944</u>

Personnel Classification Detail

	Budget <u>2002-2003</u>	Budget <u>2003-2004</u>	Estimated <u>2003-2004</u>	Budget <u>2004-2005</u>	Budget <u>2005-2006</u>
Community Services Coordinator	2.00	2.00	2.00	2.00	2.00
Community Services Manager	0.00	0.00	0.50	0.50	0.50
Community Services Specialist	1.00	1.00	0.00	0.00	0.00
Community Services Supervisor	1.00	1.00	1.00	1.00	1.00
Custodial Worker	1.00	1.00	1.00	1.00	1.00
Gardner	0.00	0.00	1.00	1.00	1.00
Senior Gardner	0.00	0.00	1.00	1.00	1.00
Office Services Specialist II	0.00	0.00	1.00	1.00	1.00
Office Services Specialist I	1.00	1.00	0.00	0.00	0.00
TOTAL	<u>6.00</u>	<u>6.00</u>	<u>7.50</u>	<u>7.50</u>	<u>7.50</u>

	Expenditures Actual 2002-03	Current Year Appropriation 2003-04	Year to Date Expenditures 10/31/03	Estimated Expenditures 2003-04	Budget 2004-05	Budget 2005-06
Salaries & Benefits						
41100 Salaries	89,153	321,259	92,699	308,815	350,199	379,111
41200 Overtime	-	-	37	37	-	-
41300 Hourly Wages	37,422	208,351	25,535	208,351	215,624	223,475
41600 Compensated Absences	1,645	1,006	704	2,113	4,298	4,587
41700 Other Benefits	-	417	-	4	525	525
41800 Life Insurance	44	97	101	303	268	276
41900 Disability Insurance	(75)	634	209	624	845	870
42000 Vision Insurance	160	96	183	549	672	672
42100 Medical Insurance	4,135	10,407	4,158	12,476	30,511	31,426
42200 Dental Insurance	535	-	528	1,582	1,603	1,651
42300 Unemployment Insurance	-	119	106	318	403	415
42400 Compensation Insurance	-	2,994	1,050	3,151	25,394	26,156
42500 Medicare	1,718	1,216	1,680	5,038	5,845	6,020
42600 Social Security	382	-	399	1,195	183	1,940
42700 PERS Retirement	-	-	-	-	-	11,752
Total	<u>\$ 135,118</u>	<u>\$ 546,596</u>	<u>\$ 127,389</u>	<u>\$ 544,557</u>	<u>636,370</u>	<u>688,876</u>
Maintenance & Operation Detail						
42800 Auto Allowance	140	-	-	-	-	-
42900 Uniform Allowance	-	2,365	-	2,065	2,365	2,365
43050 Repair Buildings & Grounds	1,817	18,000	816	18,816	18,000	18,000
43060 Utilities	-	58,907	11,016	58,613	58,907	58,907
43080 Rent	984	-	563	563	-	-
43110 Contractual Services	450	13,720	-	12,235	13,720	13,720
44100 Repairs to Equipment	-	3,000	-	-	2,100	2,100
44200 Advertising	333	4,500	-	2,500	3,100	3,100
44300 Telephone	1,021	3,300	601	1,524	3,300	3,300
44350 Vehicle Maintenance	835	-	-	-	-	-
44400 Janitorial Services	-	1,500	53	1,553	1,500	1,500
44450 Postage	443	2,600	32	500	1,200	1,200

	Expenditures Actual 2002-03	Current Year Appropriation 2003-04	Year to Date Expenditures 10/31/03	Estimated Expenditures 2003-04	Budget 2004-05	Budget 2005-06
44550 Travel	1,663	2,200	745	745	2,200	2,200
44650 Training	17,153	850	193	850	1,250	1,250
44700 Computer Software	23,713	-	-	392	-	-
44750 Insurance & Surety Bonds	-	-	1,803	1,803	5,764	5,764
44800 Membership and Dues	295	900	140	900	900	900
45100 Books	164	-	-	-	-	-
45150 Furniture & Equipment	13,105	1,950	3,135	5,085	1,950	1,950
45250 Office Supplies	14,335	2,818	2,629	4,109	4,874	4,924
45300 Small Tools	-	188	35	223	188	188
45350 General Supplies	16,629	47,482	5,902	42,820	48,700	48,700
46900 Business Meetings	187	300	1,272	1,272	300	300
47000 Miscellaneous	1,878	2,800	398	1,368	2,700	2,700
Total	<u>\$ 95,146</u>	<u>\$ 167,380</u>	<u>\$ 29,334</u>	<u>\$ 157,936</u>	<u>173,018</u>	<u>173,068</u>