

INTERNAL SERVICES FUNDS

The Internal Services Funds account for internal functions utilized by all Town departments and divisions, and include Information Technology, Facilities Management, and Purchasing and General Services. Each division within the Town is charged according to its actual usage of the services provided by the divisions within the Internal Services Funds, and these funds are fully supported by these internal charges. The Health Insurance Fund, which is supported by employee contributions and internal charges, is also included in this group and consists of the Town's health insurance and related benefit programs for employees.

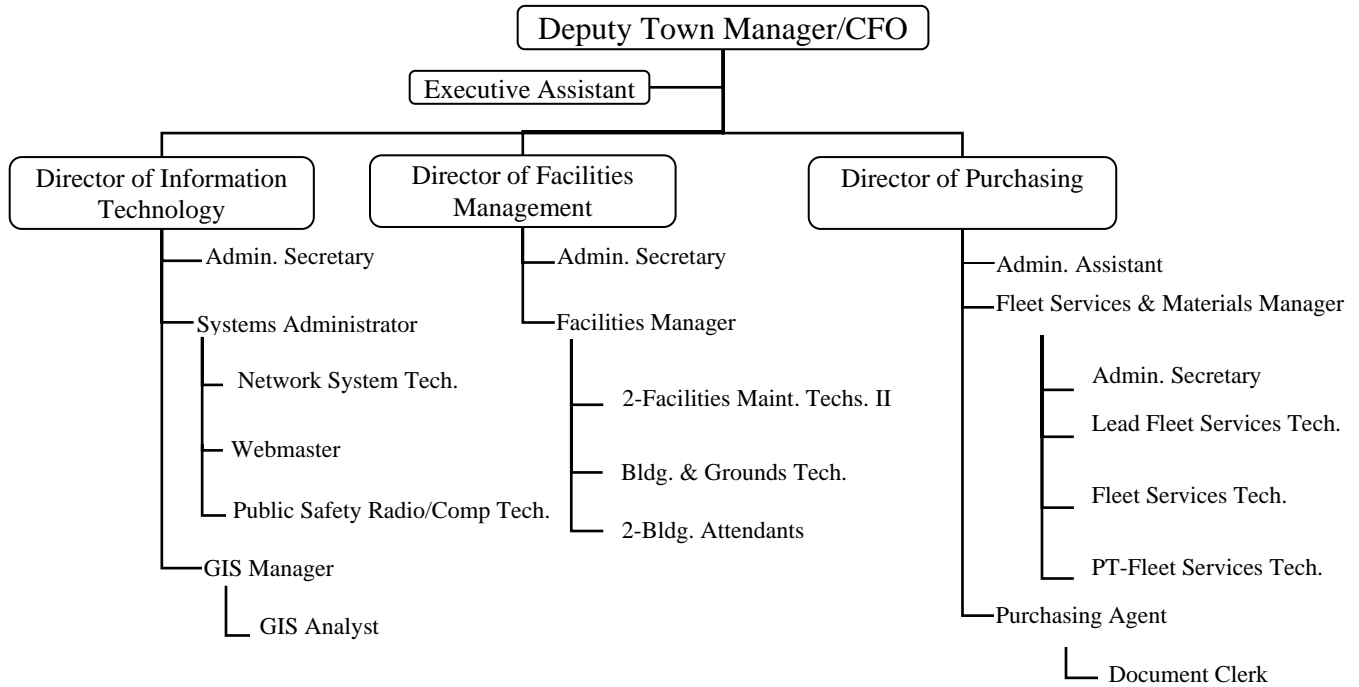
REVENUES

	FY 03-04 ACTUAL	FY 04-05 BUDGET	FY 04-05 PROJECTED	FY 05-06 ADOPTED	% Change 03-04 Budget to 04-05 Proposed
Information Technology Services:					
Management Information Systems	\$ 993,479	\$ 983,201	\$ 983,299	\$ 1,051,024	6.89%
Total Information Technology Services	\$ 993,479	\$ 983,201	\$ 983,299	\$ 1,051,024	6.89%
Facilities Management Services:					
Facilities Management	\$ 1,410,395	\$ 1,451,263	\$ 1,452,586	\$ 1,459,652	0.49%
Total Facilities Management Services	\$ 1,410,395	\$ 1,451,263	\$ 1,452,586	\$ 1,459,652	0.49%
Purchasing & General Services:					
Purchasing Services & General Services	\$ 576,973	\$ 624,959	\$ 624,467	\$ 663,680	6.28%
Total Purchasing & General Services	\$ 576,973	\$ 624,959	\$ 624,467	\$ 663,680	6.28%
Health Insurance/Flex Fund:					
Health Insurance	\$ 4,620,533	\$ 4,404,332	\$ 4,773,291	\$ 4,490,196	-5.93%
Total Health Insurance/Flex Fund	\$ 4,620,533	\$ 4,404,332	\$ 4,773,291	\$ 4,490,196	-5.93%
TOTAL REVENUE	\$ 7,601,380	\$ 7,463,755	\$ 7,833,643	\$ 7,664,552	-2.16%

EXPENDITURES

	FY 03-04 ACTUAL	FY 04-05 BUDGET	FY 04-05 PROJECTED	FY 05-06 ADOPTED	% CHANGE PROJECTED TO ADOPTED
Information Technology Services:					
Management Information Systems	\$ 835,221	\$ 810,436	\$ 801,318	\$ 881,843	10.05%
Geographical Information Systems	158,258	172,772	172,772	169,181	-2.08%
Total Information Technology Services	\$ 993,479	\$ 983,208	\$ 974,090	\$ 1,051,024	7.90%
Facilities Management Services:					
Facilities Management	\$ 1,410,395	\$ 1,451,334	\$ 1,440,205	\$ 1,459,652	1.35%
Total Facilities Management Services	\$ 1,410,395	\$ 1,451,334	\$ 1,440,205	\$ 1,459,652	1.35%
Purchasing Services:					
Purchasing & General Services	\$ 324,108	\$ 303,011	\$ 306,417	\$ 357,917	16.81%
Fleet Services	252,865	321,972	298,608	305,763	2.40%
Total Purchasing Services	\$ 576,973	\$ 624,983	\$ 605,025	\$ 663,680	9.69%
Health Insurance/Flex Fund:					
Health Insurance	\$ 3,770,104	\$ 4,377,639	\$ 4,240,858	\$ 4,377,639	3.23%
Total Health Insurance/Flex Fund	\$ 3,770,104	\$ 4,377,639	\$ 4,240,858	\$ 4,377,639	3.23%
TOTAL EXPENDITURES	\$ 6,750,951	\$ 7,437,164	\$ 7,260,178	\$ 7,551,995	4.02%
NET CHANGE	\$ 850,429	\$ 26,591	\$ 573,465	\$ 112,557	

INTERNAL SERVICES



FUND:	Information Technology Fund
DEPARTMENT:	Internal Services
DIVISION/SUBDIVISION:	Information Technology/Management Information Systems
FUNCTION:	General Government

DESCRIPTION

The mission of the Information Technology Division is to provide computers, systems, software and telecommunication services in support of the Town's mission while adhering to high standards of ethics, performance, and financial responsibility.

EXPENDITURE SUMMARY

OBJECT CATEGORIES	FY 2003-2004 ACTUAL EXPENSES	FY 2004-2005 MODIFIED BUDGET	FY 2004-2005 PROJECTED EXPENSES	FY 2005-2006 ADOPTED BUDGET	FY 2006-2007 PROJECTED BUDGET	FY 2007-2008 PROJECTED BUDGET
Personnel Services	\$ 352,093	\$ 346,512	\$ 337,518	\$ 369,956	\$ 384,754	\$ 400,145
Supplies & Materials	17,685	134,314	134,232	136,107	139,679	145,266
Maintenance of Buildings, Structures Land & Improvements	-	-	-	-	-	-
Maintenance of Equipment & Machinery	186	202	202	202	210	218
Contractual Services	465,257	329,408	329,366	329,408	342,584	356,288
Capital Outlay	-	-	-	46,170	-	-
Internal Services	-	-	-	-	-	-
TOTAL	\$ 835,221	\$ 810,436	\$ 801,318	\$ 881,843	\$ 867,227	\$ 901,917

DECISION PACKAGE REQUESTS

TITLE	AMOUNT
Nortel Telephone System Expansion to Service Center	\$ 46,170
Public Safety Computer/Radio Technician	46,950
TOTAL	\$ 93,120

FUND:	Information Technology Fund
DEPARTMENT:	Internal Services
DIVISION/SUBDIVISION:	Information Technology/Management Information Systems
FUNCTION:	General Government

PERSONNEL SUMMARY

	FY 2003-2004	FY 2004-2005	FY 2004-2005	FY 2005-2006	FY 2006-2007	FY 2007-2008
	ACTUAL	MODIFIED	PROJECTED	ADOPTED	PROJECTED	PROJECTED
Exempt	3.00	3.00	3.00	3.00	3.00	3.00
Non-Exempt	2.00	2.00	2.00	3.00	3.00	4.00
Public Safety	-	-	-	-	-	-
Part-Time/Seasonal	-	-	-	-	-	-
TOTAL	5.00	5.00	5.00	6.00	6.00	7.00

FUND:	Information Technology Fund
DEPARTMENT:	Internal Services
DIVISION/SUBDIVISION:	Information Technology/Geographical Information Systems
FUNCTION:	General Government

DESCRIPTION

The mission of the Information Technology Division is to provide computers, systems, software and telecommunication services in support of the Town's mission while adhering to high standards of ethics, performance, and financial responsibility.

EXPENDITURE SUMMARY

OBJECT CATEGORIES	FY 2003-2004 ACTUAL EXPENSES	FY 2004-2005 MODIFIED BUDGET	FY 2004-2005 PROJECTED EXPENSES	FY 2005-2006 ADOPTED BUDGET	FY 2006-2007 PROJECTED BUDGET	FY 2007-2008 PROJECTED BUDGET
Personnel Services	\$ 130,429	\$ 125,089	\$ 130,089	\$ 137,498	\$ 142,998	\$ 148,718
Supplies & Materials	1,333	13,609	13,609	10,300	10,712	11,140
Maintenance of Buildings, Structures Land & Improvements	-	-	-	-	-	-
Maintenance of Equipment & Machinery	-	-	-	-	-	-
Contractual Services	19,269	27,891	22,891	21,383	22,238	23,128
Capital Outlay	7,227	6,183	6,183	-	-	-
Internal Services	-	-	-	-	-	-
TOTAL	\$ 158,258	\$ 172,772	\$ 172,772	\$ 169,181	\$ 175,948	\$ 182,986

DECISION PACKAGE REQUESTS

(No Decision Package Requests are included for this division.)

FUND:	Information Technology Fund
DEPARTMENT:	Internal Services
DIVISION/SUBDIVISION:	Information Technology/Geographical Information Systems
FUNCTION:	General Government

PERSONNEL SUMMARY

	FY 2003-2004	FY 2004-2005	FY 2004-2005	FY 2005-2006	FY 2006-2007	FY 2007-2008
	ACTUAL	MODIFIED	PROJECTED	ADOPTED	PROJECTED	PROJECTED
Exempt	1.00	1.00	1.00	1.00	1.00	1.00
Non-Exempt	1.00	1.00	1.00	1.00	2.00	2.00
Public Safety	-	-	-	-	-	-
Part-Time/Seasonal	-	-	-	-	-	-
TOTAL	2.00	2.00	2.00	2.00	3.00	3.00

FUND:	Facilities Management Fund
DEPARTMENT:	Internal Services
DIVISION/SUBDIVISION:	Facilities Management
FUNCTION:	General Government

DESCRIPTION

The goal of the Facilities Management Division shall be to operate a comprehensive and versatile time-phased program that will maintain or improve the value and optimize the life cycles of equipment, facilities, and grounds in a safe, reliable, and attractive condition. The Town's approach is to reduce costs while assuring that quality, reliability, performance, and other critical factors will meet or exceed our customers' expectations.

EXPENDITURE SUMMARY

OBJECT CATEGORIES	FY 2003-2004 ACTUAL EXPENSES	FY 2004-2005 MODIFIED BUDGET	FY 2004-2005 PROJECTED EXPENSES	FY 2005-2006 ADOPTED BUDGET	FY 2006-2007 PROJECTED BUDGET	FY 2007-2008 PROJECTED BUDGET
Personnel Services	\$ 495,162	\$ 519,771	\$ 520,031	\$ 550,500	\$ 572,520	\$ 595,421
Supplies & Materials	62,014	60,970	60,884	61,919	64,396	66,972
Maintenance of Buildings, Structures Land & Improvements	121,336	174,570	174,570	129,523	134,704	140,092
Maintenance of Equipment & Machinery	12,068	26,237	26,152	31,637	32,902	34,219
Contractual Services	496,073	669,786	658,568	686,073	713,516	742,057
Capital Outlay	-	-	-	-	-	-
Internal Services	223,742	-	-	-	-	-
TOTAL	\$ 1,410,395	\$ 1,451,334	\$ 1,440,205	\$ 1,459,652	\$ 1,518,038	\$ 1,578,761

DECISION PACKAGE REQUESTS

TITLE	AMOUNT
Pay Plan B Market Adjustments	19,967
TOTAL	\$ 19,967

FUND:	Facilities Management Fund
DEPARTMENT:	Internal Services
DIVISION/SUBDIVISION:	Facilities Management
FUNCTION:	General Government

PERSONNEL SUMMARY

	FY 2003-2004	FY 2004-2005	FY 2004-2005	FY 2005-2006	FY 2006-2007	FY 2007-2008
	ACTUAL	MODIFIED	PROJECTED	ADOPTED	PROJECTED	PROJECTED
Exempt	2.00	2.00	2.00	2.00	2.00	2.00
Non-Exempt	7.00	7.00	7.00	7.00	10.00	10.00
Public Safety	-	-	-	-	-	-
Part-Time/Seasonal	-	-	-	-	-	-
TOTAL	9.00	9.00	9.00	9.00	12.00	12.00

FUND:	Purchasing Fund
DEPARTMENT:	Internal Services
DIVISION/SUBDIVISION:	Purchasing & General Services
FUNCTION:	General Government

DESCRIPTION

The Purchasing and General Services Division provides timely service and acquisition of supplies, equipment and services for all administrative and operating functions of the Town by using the optimal balance of cost, quantity, quality, and utility and doing so within all applicable legal constraints.

EXPENDITURE SUMMARY

OBJECT CATEGORIES	FY 2003-2004 ACTUAL EXPENSES	FY 2004-2005 MODIFIED BUDGET	FY 2004-2005 PROJECTED EXPENSES	FY 2005-2006 ADOPTED BUDGET	FY 2006-2007 PROJECTED BUDGET	FY 2007-2008 PROJECTED BUDGET
Personnel Services	\$ 209,347	\$ 207,565	\$ 210,995	\$ 262,495	\$ 272,995	\$ 283,915
Supplies & Materials	1,467	3,209	2,790	2,797	2,909	3,025
Maintenance of Buildings, Structures Land & Improvements	-	-	-	-	-	-
Maintenance of Equipment & Machinery	185	-	-	650	676	703
Contractual Services	82,223	92,237	92,632	91,975	95,654	99,480
Capital Outlay	-	-	-	-	-	-
Internal Services	30,886	-	-	-	-	-
TOTAL	\$ 324,108	\$ 303,011	\$ 306,417	\$ 357,917	\$ 372,234	\$ 387,123

DECISION PACKAGE REQUESTS

(No Decision Package Requests are included for this division.)

FUND:	Purchasing Fund
DEPARTMENT:	Internal Services
DIVISION/SUBDIVISION:	Purchasing & General Services
FUNCTION:	General Government

PERSONNEL SUMMARY

	FY 2003-2004	FY 2004-2005	FY 2004-2005	FY 2005-2006	FY 2006-2007	FY 2007-2008
	ACTUAL	MODIFIED	PROJECTED	ADOPTED	PROJECTED	PROJECTED
Exempt	2.00	2.00	2.00	2.00	2.00	2.00
Non-Exempt	1.00	1.00	2.00	2.00	2.00	2.00
Public Safety	-	-	-	-	-	-
Part-Time/Seasonal	-	-	-	-	-	-
TOTAL	3.00	3.00	4.00	4.00	4.00	4.00

FUND:	Purchasing Fund
DEPARTMENT:	Internal Services
DIVISION/SUBDIVISION:	Fleet Services
FUNCTION:	General Government

DESCRIPTION

The Fleet Services Division manages the service and maintenance of the Town's fleet, including vehicle and/or equipment acquisition and disposal.

EXPENDITURE SUMMARY

OBJECT CATEGORIES	FY 2003-2004 ACTUAL EXPENSES	FY 2004-2005 MODIFIED BUDGET	FY 2004-2005 PROJECTED EXPENSES	FY 2005-2006 ADOPTED BUDGET	FY 2006-2007 PROJECTED BUDGET	FY 2007-2008 PROJECTED BUDGET
Personnel Services	\$ 242,123	\$ 272,145	\$ 248,781	\$ 275,366	\$ 286,381	\$ 297,836
Supplies & Materials	9,207	12,050	12,620	12,620	13,125	13,650
Maintenance of Buildings, Structures Land & Improvements	-	-	-	-	-	-
Maintenance of Equipment & Machinery	(722)	9,435	9,435	9,435	9,812	10,205
Contractual Services	2,257	8,902	8,342	8,342	8,676	9,023
Capital Outlay	-	19,440	19,430	-	-	-
Internal Services	-	-	-	-	-	-
TOTAL	\$ 252,865	\$ 321,972	\$ 298,608	\$ 305,763	\$ 317,994	\$ 330,714

DECISION PACKAGE REQUESTS

(No Decision Package Requests are included for this division.)

FUND:	Purchasing Fund
DEPARTMENT:	Internal Services
DIVISION/SUBDIVISION:	Fleet Services
FUNCTION:	General Government

PERSONNEL SUMMARY

	FY 2003-2004	FY 2004-2005	FY 2004-2005	FY 2005-2006	FY 2006-2007	FY 2007-2008
	ACTUAL	MODIFIED	PROJECTED	ADOPTED	PROJECTED	PROJECTED
Exempt	1.00	1.00	1.00	1.00	1.00	1.00
Non-Exempt	3.00	3.00	3.00	3.00	8.00	8.00
Public Safety	-	-	-	-	-	-
Part-Time/Seasonal	0.50	0.50	0.50	0.50	-	-
TOTAL	4.50	4.50	4.50	4.50	9.00	9.00

FUND:	Health/Flex Fund
DEPARTMENT:	Internal Services
DIVISION/SUBDIVISION:	Health Insurance
FUNCTION:	General Government

DESCRIPTION

The Health Fund is to account for the Town's health insurance program and flexible benefit accounts for medical and childcare costs.

EXPENDITURE SUMMARY

OBJECT CATEGORIES	FY 2003-2004 ACTUAL EXPENSES	FY 2004-2005 MODIFIED BUDGET	FY 2004-2005 PROJECTED EXPENSES	FY 2005-2006 ADOPTED BUDGET	FY 2006-2007 PROJECTED BUDGET	FY 2007-2008 PROJECTED BUDGET
Personnel Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Materials	-	-	-	-	-	-
Maintenance of Buildings, Structures Land & Improvements	-	-	-	-	-	-
Maintenance of Equipment & Machinery	-	-	-	-	-	-
Contractual Services	20,890	100,865	-	57,370	59,665	62,051
Capital Outlay	-	-	-	-	-	-
Internal Services	3,749,214	4,276,774	4,240,858	4,320,269	4,493,080	4,672,803
TOTAL	\$ 3,770,104	\$ 4,377,639	\$ 4,240,858	\$ 4,377,639	\$ 4,552,745	\$ 4,734,854

DECISION PACKAGE REQUESTS

(No Decision Package Requests are included for this division.)

PERSONNEL SUMMARY

(No Personnel are included for this division.)