

RESOLUTION NO. 97 - 01

A RESOLUTION, BY THE MASON COUNTY TRANSPORTATION
AUTHORITY, ESTABLISHING SALARIES:

Whereas, the Mason County Transportation Authority Board of Directors has made a determination regarding salaries; and

Whereas, the Board of directors has determined that an increase in salary would be appropriate for certain administrative personnel;

NOW THEREFORE, BE IT RESOLVED BY THE MASON COUNTY
TRANSPORTATION AUTHORITY BOARD OF DIRECTORS that salaries for the
1997 calendar year be included in the 1997 Budget, and set forth as follows:

General Manager	\$47,445.00 (3,953.75 per mo.)
Admin. Services Mgr.	22,067.00 (10.61 per hr.)
Service Dev. Coord.	26,520.00 (12.75 per hr.)
Crew Supervisor	10,284.00 (10.30 per hr.)

DATED this 14th day of January, 1997.

Mary Jo Cady
Mary Jo Cady, Chairman

Janet R. Thornbrue
Janet R. Thornbrue, Vice-Chair

John A. Bolender
John A. Bolender, Board

Scott L. Hilburn
Scott L. Hilburn, Board

Cynthia D. Olsen
Cynthia D. Olsen, Board

John S. Tarrant
John S. Tarrant, Board

APPROVED AS TO FORM: _____
Benjamin Settle, Legal Counsel

ATTEST: Rebecca John

DATE: 1/14/97



RESOLUTION NO. 97 - 02

A RESOLUTION ESTABLISHING THE 1997 SCHEDULE OF REGULAR PUBLIC MEETINGS FOR THE MASON COUNTY TRANSPORTATION AUTHORITY.

Whereas, the Mason County Transportation Authority holds regular monthly meetings which are open to the public; and

Whereas, the need exists to establish a published schedule of said meetings, now therefore

BE IT HEREBY RESOLVED BY THE MASON COUNTY TRANSPORTATION AUTHORITY BOARD OF DIRECTORS that the regular monthly meetings for the year 1997, be established as follows:

THE MONTHLY PUBLIC MEETINGS SHALL BE HELD ON THE 2ND TUESDAY OF EACH MONTH, EXCEPT IMMEDIATELY FOLLOWING HOLIDAYS, AS OUTLINED IN THE ATTACHED SCHEDULE, AND WILL BE EXPECTED TO BEGIN AT 5:00PM, AT ~~THE REED LIBRARY, LOCATED AT SEVENTH & ALDER STREETS SHELTON SCHOOL DISTRICT ADMIN. BUILDING , LOCATED AT 207-NORTH 9TH, IN SHELTON, WASHINGTON, EXCEPTING QUARTERLY MEETINGS, WHICH ARE HELD AT 6:00PM AT VARIOUS AREAS AROUND THE COUNTY.~~ THE LOCATION FOR REGULAR MEETINGS SHALL BE VALID THROUGH AUGUST, 1997. ALL MEETING INFORMATION, INCLUDING NECESSARY CHANGES, SHALL BE MADE AVAILABLE FOR PUBLICATION AND MAY BE OBTAINED, UPON REQUEST.

DATED this 11th day of February, 1997.

Mary Jo Cady, Chairman

Janet R. Thornbrue, Vice Chairman

John A. Bolender, Board

Scott L. Hilburn, Board

Cynthia D. Olsen, Board

John S. Tarrant, Board

APPROVED AS TO CONTENT: _____

APPROVED AS TO FORM: _____

ATTEST: _____ DATE: _____

RESOLUTION NO. 97 - 02

A RESOLUTION ESTABLISHING THE 1997 SCHEDULE OF REGULAR PUBLIC MEETINGS FOR THE MASON COUNTY TRANSPORTATION AUTHORITY.

Whereas, the Mason County Transportation Authority holds regular monthly meetings which are open to the public; and

Whereas, the need exists to establish a published schedule of said meetings, now therefore

BE IT HEREBY RESOLVED BY THE MASON COUNTY TRANSPORTATION AUTHORITY BOARD OF DIRECTORS that the regular monthly meetings for the year 1997, be established as follows:

THE MONTHLY PUBLIC MEETINGS SHALL BE HELD ON THE 2ND TUESDAY OF EACH MONTH, EXCEPT IMMEDIATELY FOLLOWING HOLIDAYS, AS OUTLINED IN THE ATTACHED SCHEDULE, AND WILL BE EXPECTED TO BEGIN AT 5:00PM, AT THE REED LIBRARY, LOCATED AT SEVENTH & ALDER STREETS, IN SHELTON, WASHINGTON, EXCEPTING QUARTERLY MEETINGS, WHICH ARE HELD AT 6:00PM AT VARIOUS AREAS AROUND THE COUNTY. ALL MEETING INFORMATION, INCLUDING NECESSARY CHANGES, SHALL BE MADE AVAILABLE FOR PUBLICATION AND MAY BE OBTAINED, UPON REQUEST.

DATED this 11th day of February, 1997.

Mary Jo Cady
Mary Jo Cady, Chairman

Janet R. Thornbrue
Janet R. Thornbrue, Vice Chairman

John A. Bolender, Board

Scott L. Hilburn
Scott L. Hilburn, Board

Cynthia D. Olsen, Board

John S. Tarrant, Board

APPROVED AS TO CONTENT: [Signature]

APPROVED AS TO FORM: [Signature]

ATTEST: [Signature]

DATE: 11 FEB 97

**MASON COUNTY TRANSPORTATION AUTHORITY
1997 MEETING SCHEDULE**

2ND TUESDAY, EXCEPT AS NOTED

JANUARY 14, 1997	REED LIBRARY, 7TH & ALDER, SHELTON, WA.	5:00PM
FEBRUARY 11, 1997	REED LIBRARY, 7TH & ALDER, SHELTON, WA.	5:00PM
MARCH 11, 1997	F.D. #13, CLOQUALLUM ROAD	6:00PM
APRIL 8, 1997	REED LIBRARY, 7TH & ALDER, SHELTON, WA.	5:00PM
MAY 13, 1997	REED LIBRARY, 7TH & ALDER, SHELTON, WA.	5:00PM
JUNE 10, 1997	PORT OF ALLYN, ALLYN, WA.	6:00PM
JULY 8, 1997	REED LIBRARY, 7TH & ALDER, SHELTON, WA.	5:00PM
AUGUST 12, 1997	REED LIBRARY, 7TH & ALDER, SHELTON, WA.	5:00PM
SEPTEMBER 9, 1997	HOOD CANAL SCHOOL DISTRICT, POTLATCH	6:00PM
OCTOBER 14, 1997	REED LIBRARY, 7TH & ALDER, SHELTON, WA.	5:00PM
*NOVEMBER 12, 1997	REED LIBRARY, 7TH & ALDER, SHELTON, WA.	5:00PM
DECEMBER 9, 1997	OPERATIONS FACILITY, DEVELOPMENT ROAD	6:00PM

*Second Wednesday

Approved: 1/14/97

RESOLUTION NO. 97-03

A RESOLUTION, BY THE MASON COUNTY TRANSPORTATION AUTHORITY, ESTABLISHING PROCUREMENT POLICIES AND PROCEDURES:

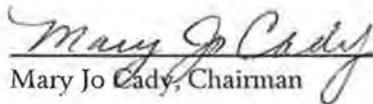
Whereas, the Mason County Transportation Authority desires to establish policies and procedures regarding system procurement; and

Whereas, such policy would allow more effective and efficient procurement; and

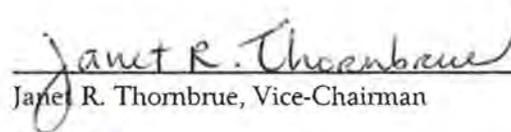
Whereas, procurement policies and procedures have not been previously adopted, now therefore

BE IT HEREBY RESOLVED BY THE MASON COUNTY TRANSPORTATION AUTHORITY BOARD OF DIRECTORS that the attached *Procurement Policies and Procedures* be adopted.

DATED this 11th day of February, 1997.

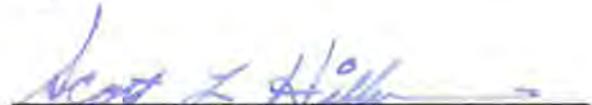


Mary Jo Cady, Chairman



Janet R. Thornbrue, Vice-Chairman

John A. Bolender, Board



Scott L. Hilburn, Board



Cynthia D. Olsen, Board



John S. Tarrant, Board

APPROVED AS TO CONTENT: _____

APPROVED AS TO FORM: _____

ATTEST: _____



DATE: 11 FEB 97

MASON COUNTY TRANSPORTATION AUTHORITY PROCUREMENT POLICIES AND PROCEDURES

Section 1. Purpose

To adopt a procurement policy consistent with federal and state requirements that will ensure Mason County Transportation Authority (MTA) receives the best goods and services at the most reasonable price practicable in an open competitive manner.

The use of the pronouns, such as "he" and "his" and "him" are for simplicity sake and do not indicate a gender.

Section 2.

1. MTA has employed a General Manager to supervise and administer the day to day operations of MTA. It is consistent with the policy of MTA to authorize the General Manager to undertake administrative responsibility for the efficient and economical procurement of supplies and materials and the performance of necessary work and services.
2. The standards and requirements of this procurement policy are consistent with the regulations of the Federal Transit Administration (FTA) and the laws of the State of Washington.
3. Reference in this policy to the General Manager shall include his designee(s) of the employee(s) assigned responsibility for purchasing activities.

Section 3. Authorization

The General Manager shall be authorized to make purchases for individual items or enter into contracts for up to and including the sum of \$3,500.00. The General Manager with the approval of the Chairperson of the Board is authorized to make purchases for individual items and contracts between \$3,500.00, up to and including \$7,500.00. All purchases for individual items and contracts in excess of \$7,500.00 shall be approved by the Board of Directors of MTA.

Section 4. Methods of Procurement

Procurement shall be achieved by one of the following methods:

1. Small purchase.
2. Competitive sealed bid.
3. Competitive sealed proposal including competitive negotiation (Requests for Proposals and Requests for Qualifications).
4. Noncompetitive negotiations (sole source).
5. Emergency procurement.
6. Intergovernmental procurement.

Section 5. Small Purchase

Small purchase procedures shall be used for purchases of materials, equipment, supplies, work and/or services ordered for MTA when it is expected that the total price will not exceed \$7,500.00. Including sales tax and freight, except as otherwise provided herein.

Procurement requirements shall not be artificially divided so as to constitute a small purchase under this section. Price quotations shall be obtained from more than one (1) competitive source, where possible, when the expected total price of individual goods or services is expected to exceed \$3,500.00, including sales tax and freight, except as provided herein.

Section 6. Competitive Sealed Bid

Requirements

Competitive sealed bid procedures shall be used for contracts where the total price exceeds \$10,000.00 or for procurement for which the General Manager determines that the competitive sealed bid process would be advantageous to MTA.

Procedures

1. The General Manager or his designee shall approve the necessary bid specifications and any bid or performance bond required.
2. Pre-bid conferences may be held in competitive sealed bid situations for the purpose of answering questions and clarification of requirements and specifications, relevant to the *Requests for Bids*.

3. With the competitive sealed bid method, purchases and contract awards shall be made to the lowest, most responsive and responsible bidder.
4. MTA may reject any and all bids.

Section 7. Competitive Sealed Proposal - Request for Proposal

Requirements

The competitive sealed proposal procedures shall be utilized when the other methods of procurement are not authorized or utilized by MTA. Such procedures shall include request for qualifications.

Procedures

1. The General Manager or his designee shall approve the necessary specifications for the *Request for Proposals* or *Request for Qualifications* and any bid or performance bond which is deemed required or necessary.
2. With all procurement using the competitive sealed proposal method, the General Manager shall cause a public notice requesting proposals or qualifications to be published in appropriate publications.
3. The following elements may be considered when evaluating proposals or qualifications:
 - a) The ability, capacity and skill of the proposer to perform the contract or provide the service required;
 - b) The character, integrity, reputation, judgement, experience and efficiency of the proposer;
 - c) The ability of the proposer to perform the contract within the specified time;
 - d) The quality of performance by the proposer on previous contracts with MTA, including but not limited to the relative costs, burdens, time and effort necessarily expended by MTA in securing acceptable performance.
 - e) The previous and existing performance of the proposer with laws and regulations relating to the contractor's services; and
 - f) Such other information as may be secured, which may have a bearing on the decision to award the contract.

Section 8. Non-Competitive Negotiation - Sole Source Procurement

Sole source procurement in a non-competitive, negotiated situation shall be used only when procurement is not feasible under small purchase, sealed bids or competitive proposal procedures; and when at least one of the following circumstance applies:

1. The item is available from only one source;
2. The public exigency or emergency will not permit a delay resulting from competitive solicitation;
3. FTA has authorized noncompetitive negotiations;
4. After solicitation of a number of sources, competition is determined inadequate; or
5. The item is an associated capital maintenance item that must be procured directly from the original manufacturer or supplier of the item to be replaced.

Section 9. Emergency Procurement

Notwithstanding any other provision of this policy, the General Manager may make or authorize others to make emergency purchases of supplies, services, or construction items in an open market without advertisement at the best obtainable price for procurement of up to \$7,500.00.

Upon the determination by the General Manager of an emergency for procurement of any public work, as defined in RCW30.04.010, the General Manager shall cause to be published a description and estimate of the cost of such work within seven (7) working days after the commencement of work.

An "emergency" purchase is defined as a purchase made in response to unforeseen circumstances beyond the control of MTA which presents a real, immediate and extreme threat to the proper performance of essential functions and/or which may reasonably be expected to result in excessive loss or damage to property, bodily injury or loss of life.

Section 10. Intergovernmental Procurement

MTA may enter into contracts of intergovernmental purchases or services with other municipal corporations or agencies of the state or federal government. Purchases and contracts exceeding \$3,500.00 shall be approved by the Board of Directors of MTA. Intergovernmental purchases or contracts of \$3,500.00 or less may be approved by the General Manager.

RESOLUTION NO. 97-04

**A RESOLUTION, BY THE MASON COUNTY TRANSPORTATION AUTHORITY,
ADOPTING A SALARY STEP PLAN:**

Whereas, the Mason County Transportation Authority, in consideration of their employees, has identified the need for a salary step plan; and

Whereas, the salaries set forth in this plan have been determined, by the Board, to be fair and equitable; and

Whereas, those additional procedures set forth in the salary step plan are consistent with the Mason County Transportation Authority Personnel Policies, now therefore

BE IT HEREBY RESOLVED BY THE MASON COUNTY TRANSPORTATION AUTHORITY BOARD OF DIRECTORS that the attached *Salary Step Plan* be adopted, effective July 1, 1997.

DATED this 12th day of August, 1997.

Janet R. Thornbrue
Janet R. Thornbrue, Chairman

ABSENT
John A. Bolender, Vice-Chairman

Scott L. Hilburn
Scott L. Hilburn, Board

Mary Jo Cady
Mary Jo Cady, Board

John S. Tarrant
John S. Tarrant, Board

Cynthia D. Olsen
Cynthia D. Olsen, Board

APPROVED AS TO CONTENT: Dave O'Connell
Dave O'Connell, General Manager

APPROVED AS TO FORM: Benjamin Settle
Benjamin Settle, Legal Counsel



ATTEST: Rebecca Mae Tobin

DATE: 9 SEP 1997

Mason County Transportation Authority
 Salary Step Plan
effective 7/1/97

Criteria used in development of plan:

- A. Base salaries were developed through comparison with similar job duties and responsibilities at like transit systems in Washington State. Systems included:
 Island Transit
 Jefferson Transit
 Skagit Transit
 Pacific Transit
 Twin Transit
- B. Step levels are computed at 2.5%
- C. Step level advancement is not longevity based and will be achieved through performance.
- D. Employees will enter the plan at the entry level.
- E. Performance reviews will provide measurable criteria for advancement.

Salary Step Plan

<i>Position</i>	<i>Entry</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>	<i>F</i>	<i>G</i>
<i>Service Development Coordinator</i>	<i>2,425 mo.</i>	<i>2,486</i>	<i>2,548</i>	<i>2,612</i>	<i>2,677</i>	<i>2,744</i>	<i>2,813</i>	<i>2,883</i>
<i>Administrative Services Manager</i>	<i>2,210 mo.</i>	<i>2,265</i>	<i>2,322</i>	<i>2,380</i>	<i>2,440</i>	<i>2,501</i>	<i>2,564</i>	<i>2,628</i>

Wage Grid Procedures/Policies

- * Advancement in salary steps is related to meeting measurable goals, as established in performance evaluations.
- * *Employee Performance Reviews* are conducted by the General Manager in six-month intervals. Criteria are established during the review, outlining any recommendations for improving performance.
- * Normal advancement will require the employee remain in the applicable step level for a minimum 12 months. It is possible to advance two steps (maximum) upon exceptional performance and recommendation of the General Manager, provided the Board approves such action.
- * This salary step plan is independent of any other wage increases recommended by the PTBA of Mason County.

RESOLUTION NO. 97-06

A RESOLUTION, BY THE MASON COUNTY TRANSPORTATION AUTHORITY, AMENDING RESOLUTION 1992-01:

Whereas, the Board of Directors recognizes the need to establish a *Salary Plan* for the position of General Manager; and

Whereas, the General Manager's salary was originally established by Resolution 1992-01 and;

Whereas, all other aspects of Resolution 1992-01, and the resolution appointing Dave O'Connell shall currently remain unchanged,

NOW THEREFORE, BE IT RESOLVED BY THE MASON COUNTY TRANSPORTATION AUTHORITY BOARD OF DIRECTORS that Resolution 1992-01 be amended to include the Salary Schedule for the position of General Manager of Mason County Transportation Authority, attached and as follows:

Position	Entry	A	B	C	D	E
General Manager	3,988 mo.	4,088 mo.	4,190 mo.	4,400 mo.	4,620 mo.	4,851 mo.

BE IT FURTHER RESOLVED BY THE MASON COUNTY TRANSPORTATION AUTHORITY BOARD OF DIRECTORS that the Dave O'Connell, the current General Manager enter the salary schedule at Step "C" - effective July 1, 1997.

DATED this 4th day of Nov, 1997.

Janet R. Thornbrue

John A. Bolene



General Manager Salary Schedule
Mason County Transportation Authority

Position	Entry	A	B	C	D	E
General Manager	3,988	4,088	4,190	4,400	4,620	4,851

The above salary proposal was arrived at by comparing the salaries of Transit General Managers in similar sized counties and transit organizations. The Personnel Committee recommends that Dave O'Connell be placed at Step C of this schedule. The committee believes that "C" reflects the experience and background that Dave has in this position. Putting that salary at the entry level would preclude us from hiring a less experienced manager if we were ever in the position to do so.

The steps on the above schedule reflect increases between "Entry" through "B" of 2.5% and between "B" through "E" of 5%. Normal advancement will require a minimum of one year at each step and will require a consensus of a majority of the Mason County Transportation Authority Board.

The Personnel Committee reviewed Resolution 1992-01 and finds that this proposal should be considered an amendment to that Resolution since it will amend the salary. We also found that the duties of the General Manager as outlined in Resolution 1992-01 are still consistent with the position today.

The Personnel Committee recommends that the Mason County Transportation Authority direct the Administrative Services Manager to prepare a resolution amending Resolution 1992-01, adopting the above General Manager's Salary Schedule. We also recommend that we adopt the new Resolution now, retroactive to July 1, 1997, to be signed when the papers are ready.

RESOLUTION NO. 97-06

A RESOLUTION, BY THE MASON COUNTY TRANSPORTATION AUTHORITY, AMENDING RESOLUTION 1992-01:

Whereas, the Board of Directors recognizes the need to establish a *Salary Plan* for the position of General Manager; and

Whereas, the General Manager's salary was originally established by Resolution 1992-01 and;

Whereas, all other aspects of Resolution 1992-01, and the resolution appointing Dave O'Connell shall currently remain unchanged,

NOW THEREFORE, BE IT RESOLVED BY THE MASON COUNTY TRANSPORTATION AUTHORITY BOARD OF DIRECTORS that Resolution 1992-01 be amended to include the Salary Schedule for the position of General Manager of Mason County Transportation Authority, attached and as follows:

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General Manager	3,988 mo.	4,088 mo.	4,190 mo.	4,400 mo.	4,620 mo.	4,851 mo.

BE IT FURTHER RESOLVED BY THE MASON COUNTY TRANSPORTATION AUTHORITY BOARD OF DIRECTORS that the Dave O'Connell, the current General Manager enter the salary schedule at Step "C" - effective July 1, 1997.

DATED this 4th day of Nov, 1997.

Janet R. Thornbrue
Janet R. Thornbrue, Chairman

John A. Bolender
John A. Bolender, Vice-Chairman

Scott L. Hilburn, Board

Mary Jo Cady, Board

John S. Tarrant
John S. Tarrant, Board

Cynthia D. Olsen
Cynthia D. Olsen, Board

APPROVED AS TO CONTENT: Dave O'Connell
Dave O'Connell, General Manager

APPROVED AS TO FORM: _____
Benjamin Settle, Legal Counsel

ATTEST: Rebecca Job

DATE: 4 NOV 97



RESOLUTION NO. 97-07

**A RESOLUTION ADOPTING A BUDGET FOR THE MASON COUNTY
TRANSPORTATION AUTHORITY, FOR THE CALENDAR YEAR BEGINNING
JANUARY 1, 1998.**

Whereas, the Mason County Transportation Authority has prepared a Budget for the 1998 Calendar Year and;

Whereas, the anticipated Revenue of \$3,960,486.00 adequately addresses the anticipated Expenses of \$3,960,486.00, now therefore

BE IT HEREBY RESOLVED BY THE MASON COUNTY TRANSPORTATION AUTHORITY BOARD OF DIRECTORS that the 1998 Budget, with the anticipated revenue, in the amount stated and anticipated expenses in the amount stated and detailed in the *Mason County Transportation Authority 1998 Budget*, be adopted as written; and recorded as such with the office of the Mason County Auditor.

DATED this 9th day of December, 1997.

Janet R. Thornbrue
Janet R. Thornbrue, Chairman

John A. Bolender, Vice-Chairman

Scott L. Hilburn
Scott L. Hilburn, Board

Mary Jo Cady
Mary Jo Cady, Board

John S. Tarrant
John S. Tarrant, Board

Cynthia D. Olsen, Board

APPROVED AS TO CONTENT: Dave O'Connell
Dave O'Connell, General Manager

APPROVED AS TO FORM: Benjamin Settle
Benjamin Settle, Legal Counsel



ATTEST: Rebecca Tolson

DATE: 12/9/97

1998 BUDGET INFORMATION - EXPENSE

1997 Line #	Title	1997 (9/30/97)	1998 Line #	1997 Allocation	1998 Allocation
	Ending Fund Balance			104,018.00	150,031.00
10 0000	Salaries/Wages	76,377.17	Same	111,099.00	140,894.00
20 0000	Benefits	20,267.47	Same	29,851.00	36,670.00
31 0010	Office Supplies	1,886.08	Same	1,850.00	2,000.00
31 0020	Operational Supplies	1,091.38	Same	1,000.00	1,000.00
31 0030	Cleaning Supplies	30.72	Same	100.00	75.00
	Shelter Supplies		31 0040	---	500.00
32 0010	Fuel-Staff Vehicle	300.62	Same	1,000.00	500.00
32 0020	Fuel-Ops. Vehicles	55,915.57	Same	70,000.00	75,000.00
35 0010	Sm. Tools/Equipment	3,848.68	Same	3,400.00	4,000.00
41 0010	Legal Services	6,600.30	Same	7,200.00	8,000.00
41 0020	Contract Services	643,752.79	Same	885,000.00	1,085,760.00
42 0010	Phone	2,846.89	Same	5,735.00	4,000.00
42 0020	Postage	1,254.96	Same	5,400.00	3,000.00

1997 Line #	Title	1997 (9/30/97)	1998 Line #	1997 Allocation	1998 Allocation
43 0010	Travel - Staff/Board	7,009.45	Same	13,500.00	8,500.00
43 0020	Travel - Volunteers	21,189.75	Same	21,542.00	28,300.00
	Travel - MCTAB	6,900.00	43 0030	n/a	8,250.00
44 0010	Advertising	8,092.87	Same	14,300.00	11,500.00
45 0010	Rent - Office	4,800.00	Same	7,200.00	7,800.00
45 0020	Rent - Storage	405.00	Same	540.00	540.00
45 0030	Rent - Other	183.00	Same	650.00	250.00
	Rent - Equipment	719.82	45 0040	n/a	1,000.00
46 0010	Insurance	4,861.00	Same	6,000.00	5,000.00
47 0010	Utilities	489.70	Same	1,000.00	750.00
48 0010	Maint. - Ops. Vehicles	6145.39	Same	6,000.00	6,000.00
48 0030	Maint. - Staff Vehicle	177.47	48 0020	0	250.00
48 0020	Maint. - Other	238.81	48 0030	400.00	500.00
49 0010	Misc. Service/Labor	2,321.68	Same	1,000.00	3,500.00
	Registration Fees	**	49 0020	0	4,000.00
49 0030	Dues/Memberships	5,003.74	Same	5,000.00	6,000.00
49 0040	Printing/Photocopy	11,679.23	Same	8,000.00	15,750.00

1997 Line #	Title	1997 (9/30/97)	1998 Line #	1997 Allocation	1998 Allocation
49 0050	Insurance Deduct. Exp.	0	Same	543,000.00	543,000.00
51 0010	Intergovern. Copies/Print	5.72	Same	275.00	25.00
51 0020	Intergovern. Serv/Supplies	228.48	Same	4,325.00	350.00
	Intergovern. Audit Fees	2,621.99	51 0030	n/a	3,000.00
62 0010	Capital Reserve Expense	45,000.00	Same	1,230,000.00	1,235,000.00
64 0010	Operational Vehicles	369,521.46	Same	471,380.00	549,791.00
64 0020	Equipment - Other	3,116.43	Same	12,400.00	10,000.00
Totals		*1,314,883.62		3,572,165.00	3,960,486.00

*Indicates actual total expense. 1997 expenses shown per line may not equal this total, due to new categories, etc.

**Portions of these expenses are included in travel/training.

1998 BUDGET INFORMATION - REVENUE

SOURCE	97 RECEIPTS (9/30/97)	97 ITEM #	98 ANTICIPATED	98 ITEM #	1996 RECEIPTS
<i>Beginning Net Cash & Investments</i>			1,700,000.00		
LMTAAA	21,289.52	N/A	(up) 32,580.00	333.90.46.0000	27,580.00
Sales Tax	461,921.18	313.20.00.0000	(same) 687,000.00	313.20.00.0000	602,444.69
Sales Tax Interest	1,636.24	361.40.00.0000	(up) 2,000.00	361.40.00.0000	2,181.39
MVET	583,112.68	317.10.00.0000	(same) 687,000.00	317.11.00.0000	676,109.59
Equalization	225,916.77	336.00.85.0000	(up) 275,000.00	336.00.85.0000	292,595.89
Fuel Tax Refunds	7,919.83	334.00.80.0000	(up) 10,000.00	334.00.80.0000	2,990.85
Fed. Grants-direct	DELETE	DELETE	n/a	DELETE	n/a
Fed. Grants-indirect(Capital)	----	333.20.50.0000	439,833.00	333.20.50.0000	242,663.87
Fed. Grants-indirect(Other)	3,903.69	333.20.51.0000	0	333.20.51.0000	unclear
State Grants	6,769.61	334.03.61.0000	36,273.00	334.03.60.0000	6,794.83
Scholarships, etc.	DELETE	DELETE	n/a	DELETE	n/a
Misc. Revenue-donations	449.91	367.00.00.0000	(down) 300.00	367.00.00.0000	n/a
Non-Revenue-other	Unclear	389.00.00.0000	8,000.00	389.00.00.0000	n/a
Non-Revenue-reimburse	408.08	389.10.00.0000	500.00	389.10.00.0000	n/a
Misc. Revenue	19,399.22	367.00.00.0000	2,000.00	367.00.00.0000	65,017.78
Investment Interest	69,777.01	361.10.00.0000	(up) 80,000.00	361.10.00.0000	83,270.92
Totals	1,402,503.74		3,960,486.00		2,001,649.81