FERNLEY MUNICIPAL COURT
Lori Matheus
Municipal Court Judge

TO: Mayor LeRoy Goodman
Members of the City Council
Christopher Good, City Manager

FROM: Lori Matheus, Municipal Court Judge

DATE: April 4, 2013

SUBJECT: Fiscal Year 2013/2014 Proposed Budget Letter of Transmittal

Attached for your review is the budget for the Fernley Municipal Court for the Fiscal Year 2013/2014. The Court has experienced a fifty six percent (56%) reduction in case load. This reduction has impacted the Court's revenues. According to the Annual Report of the Nevada Judiciary Courts Fiscal Year 2012, there has been a statewide decrease in court filings. The Court is confident that the Court's caseload will begin to return to historical levels; however; the Court must remain cautious when calculating future revenues. The total estimated revenue for the FY 2013/2014 is $299,107.18. The estimated net revenue to the City of Fernley for the FY 2013/2014 is $195,391.89.

The Court is requesting an additional $11,000.00 in operating expenditures. This is a 31% increase from FY 2012/2013. The reason for the increase is due in part to the past utilization of the Administrative Assessment Fees to support the Court's budget. Nevada Revised Statutes governs how the Court may utilize the fees collected. The Court is requesting an increase of $8,000.00 for Professional Fees. Professional fees are utilized to pay Court Interpreters Fees, Conflict Council Fees, Witness Fees and Senior Judge Fees. In addition the Court is requesting a $3,000.00 increase for supplies.

The salaries and benefits budget shows an increase of $25,202.00 or 15%. The Court hired an employee who has longevity with the City. The classification of this employee increased the salaries and benefits budget of the Court.

The following is a summary of the funds requested to operate the Fernley Municipal Court:

Salary/Wages	$116,397.00
Benefits and Taxes	$ 75,780.00
Operating Expenditures	$ 46,000.00
Capital Outlay	$ 0.00
Total	$238,177.00

The Court is requesting an expenditure not to exceed the amount $75,000.00 for completing the Court's renovation. The expenditure will be funded from the Court Facility Assessment Special Revenue fund which currently has approximately $79,858.32.

Court Facility Assessment Special Revenue $75,000.00

Pursuant to NRS 176.059 the Court's Administrative Assessment fees will be committed for expenditure in order to provide the balance necessary to operate the Court. The Court's Administrative Assessment Fees will be used pursuant to NRS 176.059 and the Court will not seek funding from the City's general fund to pay for any of the following expenditures:

Professional Service/Audits:	$ 2,500.00
Services and Supplies-Misc	$ 2,500.00
Technical Services-	
Court View yearly contract	$ 7,500.00
Copy Machine Lease	$ 500.00
Dues and Memberships-	
(NACCA/NJLA)	$ 500.00
Books and Periodicals	$ 500.00
Minor Equipment	$ 2,000.00
Training	$ 1,500.00
Travel	$ 1,500.00
Total	$19,000.00

Attached is the detailed budget proposal. If you have any questions, please feel free to contact me.

BUDGET NARRATIVE

The Judicial Branch of the Nevada State Government was created by Article VI of the Nevada Constitution. Nevada Revised Statutes (NRS 1.010) specifies that the Judicial Branch is to consist of four types of courts: the Supreme Court, the District Courts, the Justices' Courts, and such Municipal Courts as may from time to time be established by the legislature in incorporated cities or towns.

The Nevada Judiciary is the Third Branch of government. It is as equal and independent as the Executive and Legislative Branches. Empowered by the Nevada Constitution, judges play a vital role in our democratic system of checks and balances to guarantee our citizens have access to fair and impartial justice under the law.

The office of Municipal Court Judge was created pursuant to Nevada Revised Statute Chapter 266 and Fernley Municipal Code Chapter 9. The Court is a limited jurisdiction court that hears misdemeanor cases. The maximum sentences that can be imposed are a $1,000 fine and/or six months in jail.

The Municipal Court is governed by Nevada Revised Statute and Nevada Supreme Court Rules, as applicable to municipal courts. The Court operates in a cooperative and symbiotic relationship with the City of Fernley. The Court adjudicates traffic and criminal misdemeanor violations occurring within the geographic boundaries of Fernley, and in return, the City provides funding, housing and requisite services necessary for the operations of the Court.

The Fernley Municipal Court consists of one Municipal Court Judge and two full-time Administrative Specialists. The Municipal Court Judge is appointed by the Mayor and the City Council.

Fernley Municipal Court works closely with the following:

- City of Fernley
- Nevada Supreme Court
- Administrative Office of the Courts
- Third Judicial District Court
- Canal Township Justice Court
- Mason Valley Justice Court
- Dayton Township Justice Court
- Lyon County Sheriff's Department
- Nevada Highway Patrol, Department of Motor Vehicles
- Criminal History Repository
- National Crime Information Center (NCIC)
- Nevada Criminal Justice Information System (NCJIS)
- Treatment centers and alternative sentence providers
- Public Defender, Conflict Council and Private Attorneys
- Victims and Victims Advocates

MISSION STATEMENT

The City of Fernley Municipal Court's mission is to provide fair and impartial adjudication of alleged violations of Fernley Municipal Codes such that the legal rights of individuals are safeguarded and public interest is protected. The Court will provide due process to defendants in an efficient, professional, and courteous manner that promotes and upholds the integrity and independence of the judiciary, thereby maximizing the community's confidence in the court.

LEGAL REQUIREMENTS

The Fernley Municipal Court must comply with Nevada Revised Statutes. The Nevada Revised Statutes govern the jurisdiction of the court, require imposition of minimum and maximum sentences of certain violation of Nevada Law, imposition of various administrative assessments, and requires reporting of judicial statistics. Listed below is a highlight of some of the Court's requirements as set by Nevada Revised Statutes:

Jurisdiction:

NRS 266.550 describes the jurisdiction and operation of the municipal court. The municipal court is a limited jurisdiction court that hears misdemeanor cases. Misdemeanor violations carry a maximum sentence of $1,000.00 and/or six month in jail. Some misdemeanor violations have mandatory minimum fines and jail sentences.

Fiscal Requirements:

NRS 4.060 1(o) and NRS 4.060 1(o)(5)(b) Fees:
Collect $40.00 for filing and acting upon each bail or property bond. On or before the fifth day of each month, the judge shall pay to the State Controller one half of the fees collected pursuant to paragraph (o) of subsection 1 during the preceding month. The State Controller shall deposit the money in the Account for Aid for Victims of Domestic Violence in the State General Fund.

NRS 176.059 requires the court to include in sentencing an administrative assessment and render a judgment against the defendant for the assessment. The money collected for administrative assessments in municipal court must be paid by the clerk of the court to the city treasurer on or before the fifth day of each month for the preceding month. The city treasurer shall distribute, on or before the 15th day of that month, the money received in the following amounts for each assessment received:

Seven dollars of every administrative assessment collected shall be distributed to a special revenue fund for the use of the municipal courts. The money apportioned to the special revenue account must be used to: improve the operations of the court; acquire appropriate advanced technology or the use of such technology, or both. Improve the operations of the court and may include expenditures for training and education of personnel; acquisition of capital goods, management and operational studies; or audits.

Any money remaining in the special revenue fund after 2 fiscal years must be deposited in the municipal general fund if it has not been committed for expenditure. The city treasurer shall provide, upon request by a municipal court, monthly reports of the revenue credited to and expenditures made from the special revenue fund.

Two dollars to the county treasurer for credit to a special account in the county general fund for the use of the county's juvenile court or for services to juvenile offenders.

Five dollars to the State Controller for credit to the State General Fund.

The remainder of each assessment to the State Controller for credit to a special account in the State General Fund.

NRS 176.0611 Allows the court to include in sentencing the sum of $10.00 as an administrative assessment for the provision of court facilities and render a judgment against the defendant for the assessment. The assessment cannot be imposed for longer than 50 years.

The money collected for administrative assessments for the provision of court facilities in municipal courts must be paid by the clerk of the court to city treasurer on or before the fifth day of each month for the preceding month. The city treasurer shall deposit the money in a special revenue fund.

The money apportioned to the special revenue fund may be used only to: acquire land on which to construct additional court facilities; construct or acquire additional court facilities; renovate or remodel existing court facilities; acquire furniture, fixtures, and equipment necessitated by the construction or acquisition of additional facilities or the renovation of existing facilities; pay debt services on any bonds issued for the acquisition of land or facilities or the construction or renovation of facilities. Any money remaining in the special revenue fund after 5 years must be deposited in the municipal general fund for the continued maintenance of court facilities if it has not been committed for expenditure pursuant to a plan for the construction or acquisition of court facilities or improvement to court facilities. The city treasurer shall provide, upon request by a municipal court, monthly report of the revenue credited to and expenditures made from the special revenue fund.

NRS 176.0613 requires the court to include in sentencing an administrative assessment for the provision of specialty court programs and render a judgment against the defendant for the assessment. The money collected for an administrative assessment for the provision of specialty court programs must paid by the clerk of the court to the city treasurer on or before the fifth day of each month for the preceding month. The city treasurer shall deposit the money received with the State Controller for a credit to a special account in the State General Fund administered by the Office of the Court Administrator.

NRS 206.340 requires the court to include an administrative assessment of $250.00 when a defendant is found guilty of violating NRS 265.125, 206.330 and 206.335. The money collected must be paid by the clerk of the court to the State Controller on or before the fifth day of each month for credit to the Graffiti Reward Fund.

NRS 266.585 requires the municipal judge to render monthly or as often as the city council may require, an exact and detailed statement in writing, under oath, of the business done and of all fines collected, as well as fines imposed but uncollected, since the municipal judge's last report, and shall at the same time render and pay into the city treasury all fines collected and money received on behalf of the city since the last report.

NRS 484C.510 requires the court to order the defendant convicted of driving under the influence of alcohol and/or drugs to pay the sum of $60.00 as a fee for the chemical analysis. The money collected for the chemical analysis fee must be paid by the clerk of the court to the City Treasurer on or before the fifth day of each month for the preceding month. The treasurer shall deposit all money received for credit to the fund for forensic services created pursuant to NRS 453.575. The money must be accounted for separately within the fund. Each month the treasurer shall, from the money credited to the fund to pay any amount owed for forensic services and deposit any remaining money in the city general fund as appropriate. In counties that do not receive forensic services under a contract with the State, the money credited to the fund must be expended to pay for the chemical analysis performed within the county; expended to purchase and maintain equipment to conduct such analyses; expended for training and continuing education of the employees who conduct such analyses and paid to law enforcement agencies which conduct such analyses to be used by those agencies in the manner provided.

Statistical Reporting Requirements:

NRS 1.360 requires the State Court Administrator to collect the statistics for Uniform System of Judicial Records. The Supreme Court of Nevada issued an order in July 1999, requiring all courts to submit statistics to the Administrative Office of the Courts.

PRIMARY RESPONSIBILITIES

The main responsibility of the Fernley Municipal Court is to provide a process and forum for ensuring due process of law and provide for the expeditious resolution of cases brought before the court involving alleged misdemeanor violations of Nevada Revised Statutes and Fernley Municipal Codes.

The Court is primarily responsible for the following:

- Recording alleged violation of City codes and ordinances.
- Issuing summons to defendants and witnesses.
- Hearing evidence presented in court and ruling on cases.
- Recording final disposition of cases.
- Receipting fines, forfeitures and assessments and distributing funds to their proper designations.
- Reporting dispositions of cases to the appropriate governing agencies.
- Reporting statistical information as required.
- Monitoring defendants' compliance with court orders and payment of fines, forfeitures and administrative assessments.
- Ensuring the safety and well-being of the citizens of Fernley, visitors to the City of Fernley and employees of the court.
- Issuing warrants, entering warrants and validating warrants.
- Compliance with Nevada Courts Minimum Accounting Standards.
- Compliance with the Unformed System of Judicial Records.
- Compliance with Minimum Records Retention Schedule for Municipal Courts.
- Compliance with mandatory minimum sentences as required by Nevada Revised Statutes.

CHANGES IN LEVEL OF SERVICE

The Fernley Municipal Court case load for the fiscal year 2011/2012 decreased by 56%. Non traffic misdemeanors decreased by 44% and traffic misdemeanor cases decreased by 58%.

The Municipal Court began operations on October 1, 2001. The following is the caseload statistics as reported to the Nevada Judiciary.

Year Filed	Non Traffic Misdemeanors	Traffic Misdemeanors	Total Cases
2001/2002	111	2130	2241
2002/2003	237	1934	2171
2003/2004	235	2095	2330
2004/2005	268	2405	2673
2005/2006	205	2471	2676
2006/2007	203	1823	2026
2007/2008	205	1773	1978
2008/2009	181	1233	1414
2009/2010	229	2166	2395
2010/2011	314	2333	2647
2011/2012	175	978	1153

Factors that affect case load:

- As Reported by the 2012 Annual Report of the Nevada Judiciary:
  - A statewide decrease of 14% for criminal cases filed in fiscal year 2012.
  - A statewide decrease of 2% for traffic cases filed in fiscal year 2012.
  - Number of law enforcement personnel and local government's ability to maintain or fill vacant law enforcement positions.
  - Statewide decrease in Municipal Court criminal filings for fiscal year 2012
- Nevada Highway Patrol is not required to cite violations of Fernley Municipal Ordinances into the Fernley Municipal Court.
- Lyon County Sheriff's Office is not required to cite violation of Fernley Municipal Ordinances into the Fernley Municipal Court.
- Local law enforcement's lack of confidence in the Court's capabilities to adjudicate their cases due to:
  - Judge Bauer's resignation.
  - Judge Van Winkle's appointment and resignation.
  - Long term use of a Senior Judge.

According to the 2012 Annual Report of the Judiciary, Canal Township Justice Court had the highest percentage increase in traffic filings in the state of Nevada reporting more than a 92% increase in traffic filings from last fiscal year. The Canal Township credited the increase in part to the filing practices of local law enforcement.

Canal Township Justice Court received 1514 traffic violations in 2011 and 2912 traffic violations in 2012. Canal Township Justice Court received 367 non traffic violations in 2011 and 462 non traffic violations in 2012.

CHANGE IN NUMBER OF POSITIONS

The Court is not requesting any decrease or increase in positions for the fiscal year 2013/2014.

The 2011/2012 Annual Report of the Judiciary reported a 56% decrease in case filings; however, over the past ten fiscal years the Fernley Municipal Court has filed an average of 2255 cases per year.

The reduction in case filings for Calendar Year 2012 would indicate the need to reevaluate the amount of employees currently employed within the Court and the consideration of reduction in court staff.

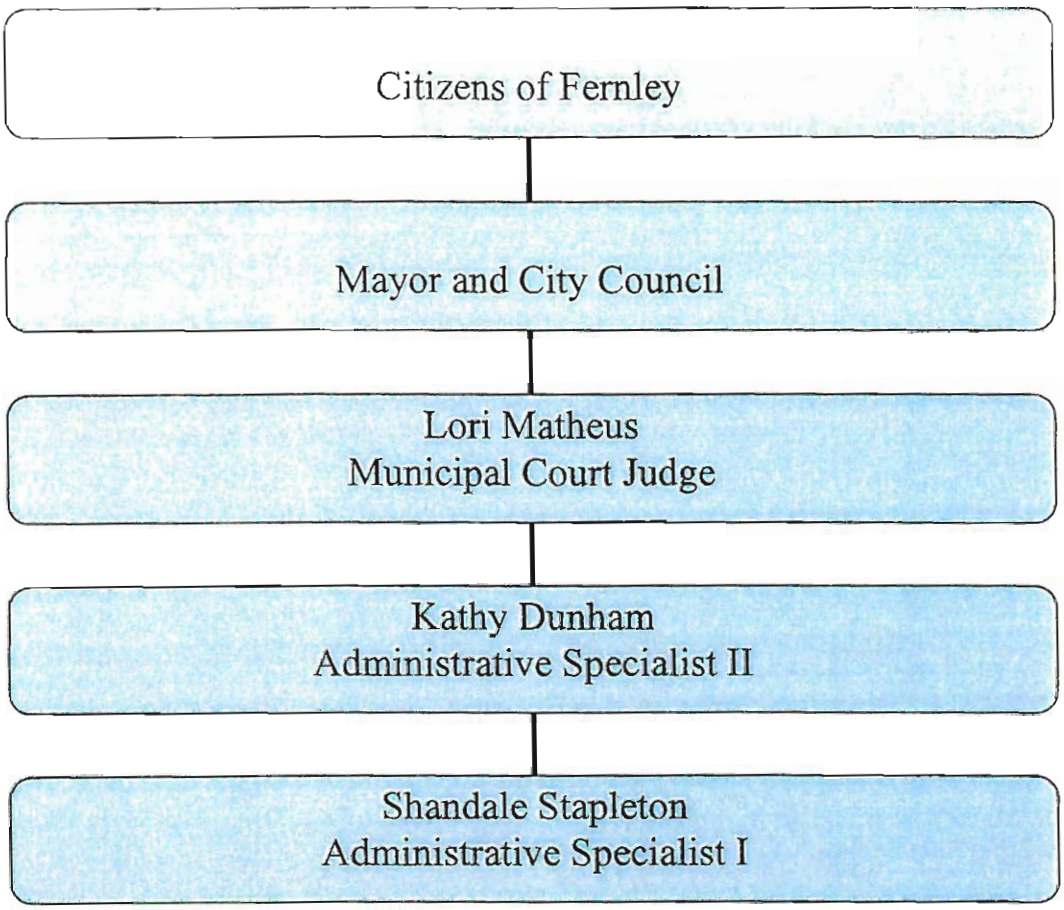
The Court is confident that the case load will return to past levels as local law enforcement regains confidence in this Court's ability to adjudicate their cases in a consistent, fair and timely manner and has already seen an increase in citations cited to the Court by the Lyon County Sheriff's Department and the Nevada Highway Patrol.

Any decrease in staff at this time would delay efforts currently being put in place to collect outstanding fines and fees, monitor defendants on payment plans and to order defendants back into court for failing to comply with court orders. Defendants who fail to comply with court orders may have additional fees imposed or suspended fines imposed resulting in an increase in revenue collected by the Court.

It will be imperative that the court monitor the filing of court cases over the remainder of this fiscal year. If the case load does not return to the historical levels then the court must reevaluate the staffing levels and consider a reduction in staff.

In addition the City will need to review its contract for services of the Public Defender which is set to expire in September of 2013. The contract amount must be reflective of the services provided.

FERNLEY MUNICIPAL COURT
Organizational Chart



GOALS AND OBECTIVES

- Adjudicate cases in a timely manner.
- Utilize public resources efficiently and effectively to demonstrate accountability and gain the public's trust and confidence.
- Ensure that the Court is in compliance with the following:
    - Nevada Courts Minimum Accounting Standards.
    - Uniformed System of Judicial Records
    - Minimum Records Retention Schedule for Municipal Courts
- Develop and implement written policies and procedures for the effective and efficient operation of the court.
- Implement job descriptions applicable to the work performed by a Court Clerk.
- Develop and create performance guidelines and measures for Court Clerks.
- Develop and train employees to perform within the full range of duties assigned to a Court Clerk II.
- Work with the Administrative Office of the Courts to configure the Court's case management system (Court View) to:
    - Streamline court operations.
    - Improve internal efficiencies by eliminating redundant and manual processes through electronic case management.
    - Ensure the ability to produce comprehensive management reports regarding court performance and case statistics.
    - Streamline processes to enhance the Court's case management system to improve quality of service.
- Ensure process is in place to track payments and compliance with court orders.
- Improve collection through on-line payment of fine and fees.
- Increase collection efforts by developing and implementing written procedures for tracking timely payments of fines and fees and issuance of warrants for failure to pay fines in a timely manner.
- Maximize compliance with Court orders and the law through timely and effective follow-up on noncompliance of Court orders..
- Implement a module that will allow local law enforcement to electronically submit citations to the court.

PERSONNEL REQUEST

The Court is not requesting an increase or decrease in current staffing levels for the fiscal year 2013/2014.

Court Facility Assessment Special Revenue Expenditure

Pursuant to NRS 176.0611, the Judge shall include its sentence the sum of $10.00 as an administrative assessment for the provision of court facilities. The money collected for an administrative assessment for the provision of court facilities must be paid by the Clerk of the Court shall to the City Treasurer shall deposit the money received in a special revenue fund. The city may use the money in the special revenue fund only to:

- Acquire land on which to construct additional facilities for the municipal court.
- Construct or acquire additional facilities for the municipal court.
- Renovate or remodel existing facilities for the municipal court.
- Acquire furniture, fixtures and equipment necessitated by the construction or acquisition of additional facilities or the renovation o f an existing facility for the municipal court.
- Acquire advanced technology for use in the additional or renovated facilities
- Continued maintenance of court facilities.

In December 2012, the Municipal Court was moved to the south end of the Fernley City Complex. The renovation performed included a security wall and window but did not allow for the installation of a service counter or secured cash drawer. The renovation does not allow for multiple clerk/multiple defendant transactions. The renovations performed does not adequately fit the needs or function of the Court.

The Court has been working with Mojra Hauenstein, Director of Community and Economic Development to develop plans for completing the Court's renovation. Once the plans have been finalized the renovation will be sent out for bid. It is estimated that the cost of phase two of the renovation will be $50,000.00 to $75,000.00.

The renovation will be funded from the Court Facility Assessment Special Revenue account in accordance with NRS176.0611.

REVENUE PROJECTION FY 2013/2014

Account	GL #	FY 2010/2011 Actual	FY 2011/2012 Actual	FY 2012/2013 Estimated	FY 2013/2014 Estimated
Chemical Analysis	100-350-205	$4,308.00	$4,208.00	$1,438.66	$1,582.52
AA Fee - State	100-227-100	$12,096.00	$13,419.00	$6,149.33	$6,764.26
AA Fee - Juvenile	100-227-000	$5,218.00	$5,664.50	$2,632.82	$2,896.10
AA Fee - Municipal	200-350-100	$18,197.00	$19,646.00	$9,186.65	$10,105.31
AA Fee - State	100-227-100	$91,201.00	$104,824.19	$52,483.20	$57,731.52
Bail Forfeitures	100-350-100	$77,401.21	$107,284.25	$53,138.71	$58,452.58
Bail/Bond Processing Fee		$1,260.00	$900.00	$746.66	$821.32
Bond Filing Fee Victims	100-350-100	$1,260.00	$900.00	$746.66	$821.32
Court Facility Fee	210-350-100	$24,731.00	$27,857.00	$13,558.66	$14,914.52
Domestic Violence	100-350-205	$0.00	$0.00	$0.00	$0.00
Fine - City of Fernley	100-350-100	$102,317.51	$137,823.78	$114,955.15	$126,450.66
Graffiti Reward	100-227-100	$0.00	$0.00	$0.00	$0.00
Miscellaneous Fee	100-350-200	$0.00	$0.00	$0.00	$0.00
Notary Feees		$0.00	$0.00	$0.00	$0.00
Payment Plan Fee	100-350-205	$7,563.00	$8,951.21	$5,237.18	$5,760.89
Public Defender	100-425-314	$826.00	$2,113.00	$2,022.66	$2,224.92
Records Search		$0.00	$0.00	$0.00	$0.00
Returned Check Fee	100-360-900	$90.00	$90.00	$120.00	$99.00
Specialty Court Fee	100-227-100	$17,316.00	$19,539.00	$9,529.33	$10,482.26
Warrant Fee	100-350-200	$50.00	$50.00	$0.00	$0.00
TOTALS		**$363,834.72**	**$453,269.93**	**$271,915.67**	**$299,107.18**
Less-Money Payable to State		$121,873.00	$138,682.19	$68,908.52	$75799.36
Less-Money Payable to County		$5218.00	$5664.50	$2632.82	$2896.10
Less-Money Paid to Special Revenue Accounts for Court Use Only		$42,928.00	$47,503.00	$22,745.31	$25,019.83
TOTAL NET REVENUE		$193,815.72	$261,420.24	$177,629.02	$195,391.89

ADMINISTRATIVE ASSESSMENT/COURT FACILITY FEE
REVENUE AND EXPENSES - PROJECTION FY 2013/2014

Account	GL #	FY 2012/2013 Estimated	FY 2013/2014 Estimated
AA Fee - Municipal	200-350-100		
Beginning Fund Balance		$33,355	$22,842
Estimated Revenue		$9187	$10,105
Interest Accrual		$300	$300
Total Estimated Revenues		**$42,842**	**$33,247**
Less Estimated Expenditures		$20,000	$20,000
Less Transfers to General Fund Pursuant to NRS 176.059	(Funds have been committed)	0	0
Ending Fund Balance		**$22,842**	**$13,247**

Account	GL #	FY 2012/2013 Estimated	FY 2013/2014 Estimated
Court Facility Fee	210-350-100		
Beginning Fund Balance		$89,874	$76,501
Estimated Revenue		$10,482	$14,915
Interest Accrual		$300	$300
Total Estimated Revenues		**$100,656**	**$91,716**
Less Estimated Expenditures		$10,142	$75,000
Less Transfers to General Fund Pursuant to NRS 176.0611		$14,013	$11,371
Ending Fund Balance		**$76,501**	**$5,345**

Fund and Department Number	100-425
Department or Function Name	**Fernley Municipal Court**
Prepared by:	Lori Matheus
(A) Base Salary and Wages:	
Position: Exempt	Annual Salary or Wages
Regular Employees over 20 hours per week:	
Municipal Court Judge	38,210
Administrative Specialist II	44,054
Administrative Specialist I	34,133
Subtotal (A1)	116,397
Employees Less than 20 hours per week:	
Subtotal (A2)	
Total Base Salary and Wages (A)	116,397
(B) Additional Compensation:	
Estimated Annual Overtime	0
Estimated Annual Standby Pay	0
Estimated Vacation Payout	
Total Additional Compensation (B)	0
Total Salaries and Wages (C)	116,397

Account #	Account Name	Amount	Reference to Detail
5000.1	Salaries and Wages	116,397	
5000.2	Overtime	0	0
5000.3	Standby Pay	0	0
5000.4	Estimated Vacation	0	Conv. from sick/vac
	Subtotal Salaries/Wages	116,397	A+B+ Vac Est
5100.1	FICA (1% X A2)	0	Part Time only
5100.15	Medicare (1.45% X A)	1,688	Total
5100.2	Unemployment	2,139	Total
5100.25	Retirement (25.75% X A)	29,972	Base Pay Only
5100.3	Group Insurance ($12,500 X # ees)	37,500	Per Employee
5100.4	Workers Comp	4,481	Total
	Subtotal Benefits	75,780	
	Total Salaries & Benefits	192,177	

LINE ITEM OPERATING BUDGET
NON-PERSONNEL

Fund and Department Number	425
Department or Function Name	Fernley Municipal Court
Prepared by:	Lori Matheus, Municipal Court Judge

Account #	Account Name	Amount	Reference to Detail
100-425-312	Prof Serv-Public Defender	$30,000.00	Public Defender Contract
100-425-314	Prof Serv - Other	Delete	Delete - Prof Services are now detailed
New Acct	Prof Serv - Conflict Counsel	$2,000.00	
New Acct	Prof Serv - Interpreter	$3,000.00	
New Acct	Prof Serv-Senior Judge	$5,000.00	
New Acct	Prof Serv - Witness Fees	$1,000.00	
100-425-342	Tech Services - Other	0	Paid from Administrative Assessment Special Revenue Account
100-425-399	Prof & Tech Fees - Misc	0	
100-425-520	Insurance	0	
100-425-530	Communications/Internet/Cell	0	
100-425-540	Advertising	0	
100-425-550	Printing & Postage	$1,000.00	
100-425-580	Training	0	Paid from Administrative Assessment Special Revenue Account
100-425-581	Dues and Memberships	0	Paid from Administrative Assessment Special Revenue Account
100-425-582	Travel	0	Paid from Administrative Assessment Special Revenue Account
100-425-585	Education Assistance Program	0	
100-425-600	General Supplies	$4,000.00	
100-425-605	Minor Equipment	0	Paid from Administrative Assessment Special Revenue Account
100-425-640	Books & Periodicals	0	Paid from Administrative Assessment Special Revenue Account
100-425-699	SUVs & Supplies Misc	0	
100-425-730	Improve other than Buildings	0	Paid from Administrative Assessment Special Revenue Account
100-425-741	Machinery	0	
100-425-743	Furniture and Fixtures	0	Paid from Administrative Assessment Special Revenue Account
	TOTAL REQUESTED	**$46,000.00**	