

SUPPORT SERVICES

ACTIVITIES

*Community Development Management Services

*Engineering Services

*Property Management Services

*Information Technology Services

*Garage Operations

*Equipment Replacement

*Insurance Fund

DESCRIPTION

This program provides the services that directly support other activities. It provides vehicles for rent or lease, office or shop space, as well as various insurance, engineering and information technology services.

The Support Services are primarily provided as a direct, billable service which is charged by the hour (engineering), by the square foot (property management), by the mile (garage), by the employee (insurance), or a percentage of expenditures (information technology).

	ACTUAL FY'04 \$	ACTUAL FY'05 \$	BUDGET FY'06 \$	MANAGER RECOMMEND FY'07 \$	COMMITTEE APPROVED FY'07 \$	COUNCIL ADOPTED FY'07 \$	PROJECTED FY'08 \$
Program Generated Resources	8,409,745	8,724,471	10,364,203	11,639,351	11,639,351	11,639,351	11,244,327
General Support	0	0	0	0	0	0	0
Total Resources	<u>8,409,745</u>	<u>8,724,471</u>	<u>10,364,203</u>	<u>11,639,351</u>	<u>11,639,351</u>	<u>11,639,351</u>	<u>11,244,327</u>
Requirements							
Community Development Management	466,559	528,033	579,763	637,263	637,263	637,263	697,964
Engineering Services	761,723	799,661	845,807	1,086,705	1,086,705	1,086,705	1,125,306
Property Management Services	409,738	462,904	524,499	559,677	559,677	559,677	522,687
Garage Services	394,662	460,384	544,105	565,845	565,845	565,845	590,733
Equipment Replacement Services	2,041,175	2,448,593	2,622,895	2,940,357	2,940,357	2,940,357	2,737,982
Information Technology	0	0	470,248	600,121	600,121	600,121	665,658
Insurance	4,335,888	4,024,896	4,776,886	5,249,383	5,249,383	5,249,383	4,903,997
Total Requirements	<u>8,409,745</u>	<u>8,724,471</u>	<u>10,364,203</u>	<u>11,639,351</u>	<u>11,639,351</u>	<u>11,639,351</u>	<u>11,244,327</u>

Program: Support Services – Community Development Management Services

Mission Statement:

“The mission of the Community Development Department Management Services Team is to provide a solid and respectful foundation of management, clerical service, information processing and technical support to the community and our colleagues.”

Services Delivered:

This activity provides the overall management and coordination of the various Community Development functions from planning through construction. It assists with private development such as homes and businesses as well as public development such as new streets and water lines. It assists customers at the counter and on the telephone with development questions and permit processing. Additionally, it provides support services for activities of the Utility Department and Streets Division.

FY’07 – ’08 Anticipated Accomplishments:

Over the next year, this activity will continue to provide the support necessary for the operating divisions to function. This includes management services provided by the Community Development Director and Community Development Coordinator, customer service, permit issuance, technical assistance, clerical support, inspection program scheduling, organization and facilitation of public meetings and workshops, file and data base maintenance, GIS support, research, statistical reporting, and purchasing.

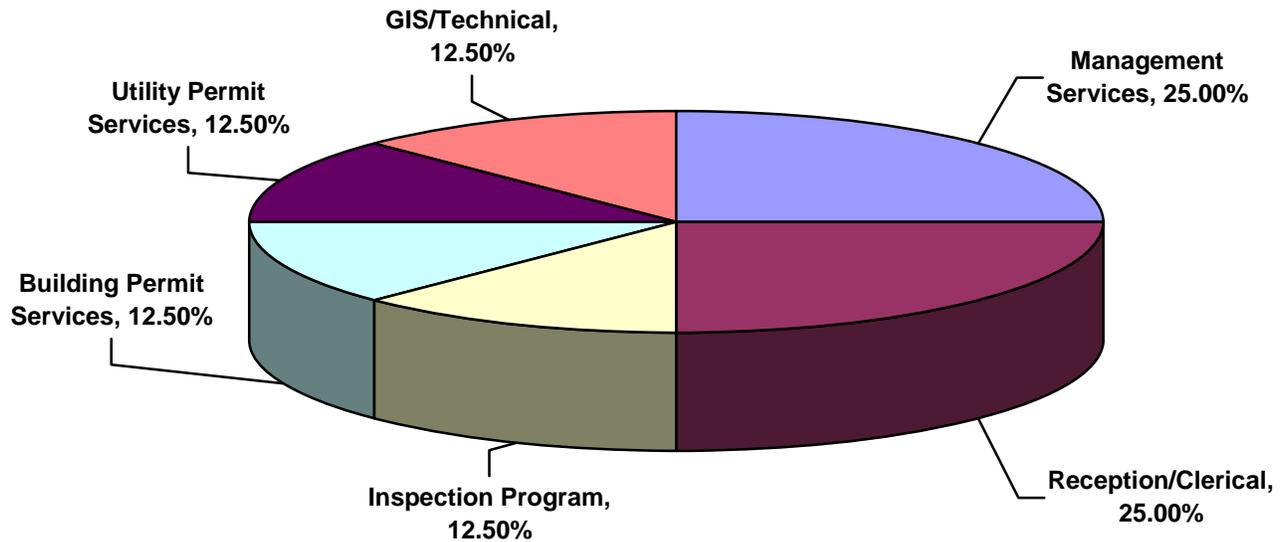
Items identified in the City Council Work Plan and assigned to Community Development for FY’07-’08 include developing policies and ordinances to support growth from the core out, reviewing density of development and residential development in commercial zones, reviewing landscape standards for residential development, and adopting and implementing a workforce housing program.

FY’07 Performance Indicators:

- Reception services will be provided during all working days between 8:00 AM and 5:00 PM.
Goal #I
- Within 2 working days of the division’s acceptance of building plans for a single-family home, duplex or residential remodel, plans will be logged in and distributed for review 90% of the time.
Goal #I

Program: Support Services – Community Development Management Services

Allocation of Staff Time for FY'07-FY'08



FY'06 Activity Review:

In FY'06 this activity implemented and began collection of new sewer and water system development charges, reported to the Board of Realtors on the status of development in Grants Pass, and presented the 2005 Annual Developer Awards. In Calendar Year 2005 this activity prepared and mailed over 8,000 hearing notices, processed 5,366 building and utility permits, administered 11 new Advance Financed Districts, prepared minutes for 37 Type II land use hearings, scheduled 16,993 inspections, and provided telephone and front counter reception service for 9 hours every working day.

FY'06 Performance Indicators:

- Reception services will be provided during all working days between 8:00 AM and 5:00 PM. **Goal #I Target met.**
- Presentation materials will be prepared for the annual State of the City address before the Board of Realtors and for the annual Developer Awards before the City Council. **Goal #VI Target met.**
- Within 2 working days of the division's acceptance of building plans for a single-family home, duplex or residential remodel, the plans will be logged in and distributed for review 90% of the time. **Goal #I Target met.**

Program: Support Services – Community Development Management Services

Financial Summary

Resources	ACTUAL	ACTUAL	BUDGET	MANAGER	COMMITTEE	COUNCIL	PROJECTED
	FY'04	FY'05	FY'06	RECOMMEND	APPROVED	ADOPTED	FY'08
	\$	\$	\$	\$	\$	\$	\$
Beginning Balance	<u>97</u>	<u>174</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Current Resources							
Activity Generated							
Grants Pass Parkway Agency							
Redwood Sewer District	4,239	7,306	7,864	23,304	23,304	23,304	25,283
Direct Charges from:							
General Fund	296,692	341,757	381,125	424,299	424,299	424,299	465,179
Transportation	8,479	11,692	13,107	14,565	14,565	14,565	15,802
Wastewater	21,200	23,868	26,214	29,130	29,130	29,130	31,604
Water	16,958	19,482	20,972	23,304	23,304	23,304	25,284
Property Management	6,359	0	0	0	0	0	0
Engineering	90,480	121,670	130,481	122,661	122,661	122,661	134,812
Administrative Services	21,199	0	0	0	0	0	0
Other Revenue	<u>856</u>	<u>2,084</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Current Resources	<u>466,462</u>	<u>527,859</u>	<u>579,763</u>	<u>637,263</u>	<u>637,263</u>	<u>637,263</u>	<u>697,964</u>
Total Resources	<u>466,559</u>	<u>528,033</u>	<u>579,763</u>	<u>637,263</u>	<u>637,263</u>	<u>637,263</u>	<u>697,964</u>

Requirements	ACTUAL	ACTUAL	BUDGET	MANAGER	COMMITTEE	COUNCIL	PROJECTED
	FY'04	FY'05	FY'06	RECOMMEND	APPROVED	ADOPTED	FY'08
	\$	\$	\$	\$	\$	\$	\$
Personal Services	365,862	408,672	460,298	515,027	515,027	515,027	554,587
Materials & Supplies	5,421	5,979	6,554	6,554	6,554	6,554	6,709
Contractual/Prof Services	11,774	21,711	20,987	23,690	23,690	23,690	24,459
Direct Charges	68,028	77,424	77,424	77,492	77,492	77,492	88,709
Capital Outlay	15,300	14,091	9,500	14,500	14,500	14,500	23,500
Contingencies	0	0	5,000	0	0	0	0
Ending Balance	<u>174</u>	<u>156</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Expenses	<u>466,559</u>	<u>528,033</u>	<u>579,763</u>	<u>637,263</u>	<u>637,263</u>	<u>637,263</u>	<u>697,964</u>

Program: Support Services – Community Development Management Services

Personnel

	ACTUAL	ACTUAL	BUDGET	MANAGER	COMMITTEE	COUNCIL	PROJECTED
	FY'04	FY'05	FY'06	RECOMMEND	APPROVED	ADOPTED	FY'08
	#	#	#	#	#	#	#
Community Development Director	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Administrative Coordinator	1.00	1.00	1.00	0.00	0.00	0.00	0.00
Community Dev. Coordinator	0.00	0.00	0.00	1.00	1.00	1.00	1.00
Office Assistant II	0.00	1.00	1.00	1.00	1.00	1.00	1.00
Office Assistant I	2.00	1.00	1.00	2.00	2.00	2.00	2.00
Permit Technician	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Department Support Technician	0.00	1.00	1.00	1.00	1.00	1.00	1.00
Database Technician	<u>1.00</u>						
Total Full Time Positions	<u>6.00</u>	<u>7.00</u>	<u>7.00</u>	<u>8.00</u>	<u>8.00</u>	<u>8.00</u>	<u>8.00</u>
Part Time/Seasonal Hours	<u>1,940</u>	<u>2,280</u>	<u>2,280</u>	<u>680</u>	<u>680</u>	<u>680</u>	<u>680</u>

Capital Outlay/By Item:

Computers	3,500	7,500	7,500	7,500	10,500
PC Software/License	0	1,000	1,000	1,000	1,000
Office Furniture	3,000	3,000	3,000	3,000	9,000
Office Equipment	<u>3,000</u>	<u>3,000</u>	<u>3,000</u>	<u>3,000</u>	<u>3,000</u>
Total Capital Outlay	<u>9,500</u>	<u>14,500</u>	<u>14,500</u>	<u>14,500</u>	<u>23,500</u>

Program: Support Services – Engineering Services

Services Delivered:

“Quality Engineering Today for a Reliable Tomorrow.” This activity assists with orderly development of our community by ensuring compliance with adopted facility plans and development standards. Working with other activities, the Division participates in site plan review, design, plan checking and inspection of new public facilities.

Services are provided to other City divisions and to customers at the Community Development counter with information from over 6,000 plans and “as-built” drawings. Engineering developed and maintains the mapping portion of our Geographic Information System (GIS).

FY’07 – ’08 Anticipated Accomplishments:

The Engineering Division continues to play a key role in preparation and maintenance of base maps for our GIS program. Our 2004 aerial photos have become extremely useful for City staff as well as surveyors and engineers working in our area. In 2007 we will be at our 3-year cycle to update the photos which will bring us up to date and give city staff and the developing community a fresh view and renewed confidence in our data which we provide.

Engineering is also involved in a number of capital improvements including the design, construction and inspection of new bike/pedestrian facilities, full improvements to Washington Blvd., Rogue River Highway, Phase I of the Pine Street Sewer, Lewis/Park, and East Park Intersection.

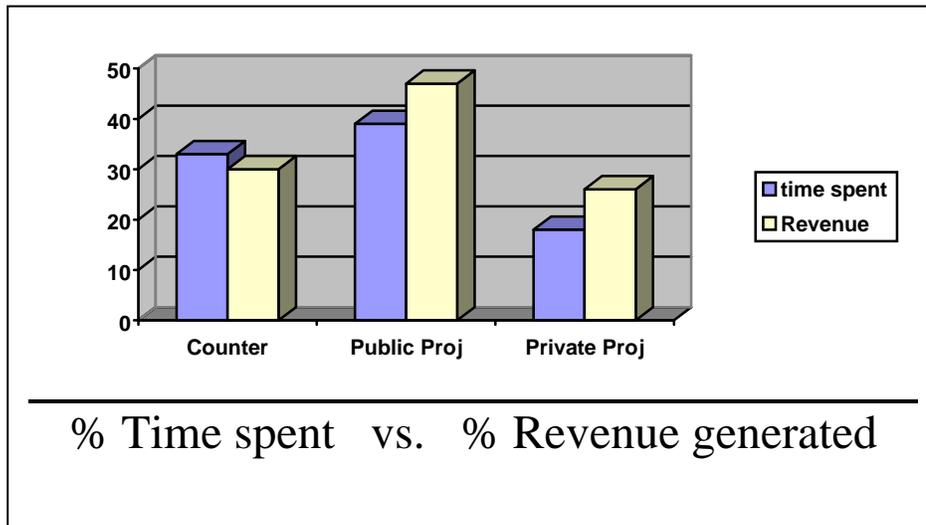
FY’07 Performance Measurements:

- Capital projects will be completed within authorized budget estimates 90% of the time. **Goal #VI**
- Capital projects will be completed within authorized schedule 90% of the time. **Goal #VI**
- Within 10 working days of the division’s actual receipt of construction plans, contact will be made, 90% of the time, informing the applicant of the status of the plan review, whether it is completed, still under review, or additional information is needed to complete the review. (Contact may be made in person, over the phone, in writing or electronically.) **Goal #I**

Budget Highlights:

The FY’06 budget has been revised to reflect reductions in revenues and expenditures. The Engineering Division began the year with a \$51,520 deficit. The ending balance will be a plus \$2,802 and the FY’07 ending balance is estimated to be zero. We are building funds to purchase new aerial photos in 2010. We are adding an Engineering Tech II in FY ’07 and an Engineering Tech I in FY ’09. To balance both the FY’07 and FY’08 budgets, engineering had to increase it’s billing rates by 12% in FY’07 and 4% in FY’08. The new billing rates are still competitive compared to firms both locally and statewide.

Program: Support Services – Engineering Services



FY'06 Activity Review:

The Engineering Division assisted in a great deal of new development in our community this year. Examples include: Lewis Avenue Signal and Street Modifications, Dowell Road Signal, and the Rogue River Highway Improvements.

Over fifty private developments were/are in the plan checking, construction, or final platting process during this same time period. A few examples are: Prairie Glenn Subdivision, Lowe Subdivision, Autumncrest Subdivision, Grants Pass Cottages, Lower River Meadows, and River Road Estates.

FY'06 Performance Indicators:

- Capital projects will be completed within authorized budget estimates 90% of the time.
Goal #VI Target met.
- Capital projects will be completed within authorized schedule 90% of the time.
Goal #VI Target met.
- Within 10 working days of the division's actual receipt of construction plans, contact will be made, 90% of the time, informing the applicant of the status of the plan review, whether it is completed, still under review, or additional information is needed to complete the review. **Goal #I Target met.**
Note that plan reviews can take more time during summer months when construction activities require everyone participate in field inspections.

Program: Support Services – Engineering Services

Financial Summary

Resources	ACTUAL	ACTUAL	BUDGET	MANAGER	COMMITTEE	COUNCIL	PROJECTED
	FY'04	FY'05	FY'06	RECOMMEND	APPROVED	ADOPTED	FY'08
	\$	\$	\$	\$	\$	\$	\$
Beginning Balance	<u>53,648</u>	<u>(44,942)</u>	<u>(51,520)</u>	<u>2,802</u>	<u>2,802</u>	<u>2,802</u>	<u>0</u>
Current Resources							
Activity Generated							
Grants Pass Parkway Agency	11,499	10,913	4,600	1,000	1,000	1,000	0
Engineering Fees	167,258	222,419	232,390	234,300	234,300	234,300	243,200
Sale of publications	6,035	9,148	5,422	4,000	4,000	4,000	4,000
Interest	23	79	(200)	0	0	0	0
Other Revenue	146	30	22	0	0	0	0
Direct Charges To:							
General Fund	5,000	5,500	5,000	5,000	5,000	5,000	5,000
Transportation	71,156	112,491	126,000	175,000	175,000	175,000	198,000
Wastewater Operations	34,014	41,373	38,000	58,100	58,100	58,100	65,000
Solid Waste Operations	866	23,735	12,522	3,000	3,000	3,000	3,000
Water Operations	54,672	63,579	92,000	157,000	157,000	157,000	185,000
Administrative Services	5,000	5,500	5,000	5,000	5,000	5,000	5,000
Transportation Projects	182,437	155,170	137,000	200,000	200,000	200,000	162,713
Lands & Buildings Projects	26,947	12,125	6,500	15,000	15,000	15,000	16,000
Wastewater Projects	13,102	16,486	12,000	26,000	26,000	26,000	29,000
Water Projects	66,253	46,252	3,000	26,000	26,000	26,000	30,000
GIS Fees	<u>63,667</u>	<u>119,803</u>	<u>218,071</u>	<u>174,503</u>	<u>174,503</u>	<u>174,503</u>	<u>179,393</u>
Total Current Resources	<u>708,075</u>	<u>844,603</u>	<u>897,327</u>	<u>1,083,903</u>	<u>1,083,903</u>	<u>1,083,903</u>	<u>1,125,306</u>
Total Resources	<u>761,723</u>	<u>799,661</u>	<u>845,807</u>	<u>1,086,705</u>	<u>1,086,705</u>	<u>1,086,705</u>	<u>1,125,306</u>

Requirements	ACTUAL	ACTUAL	BUDGET	MANAGER	COMMITTEE	COUNCIL	PROJECTED
	FY'04	FY'05	FY'06	RECOMMEND	APPROVED	ADOPTED	FY'08
	\$	\$	\$	\$	\$	\$	\$
Personal Services	611,891	648,645	617,760	808,060	808,060	808,060	855,131
Materials & Supplies	12,768	19,337	18,950	27,750	27,750	27,750	27,960
Contractual/Prof Services	79,120	58,585	54,140	69,208	69,208	69,208	76,253
Direct Charges	90,481	121,670	132,155	122,661	122,661	122,661	134,813
Capital Outlay	12,405	2,944	3,500	43,000	43,000	43,000	5,500
Contingencies	0	0	4,000	26	26	26	7,615
Transfers Out	0	0	12,500	16,000	16,000	16,000	0
Ending Balance	<u>(44,942)</u>	<u>(51,520)</u>	<u>2,802</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>18,034</u>
Total Expenses	<u>761,723</u>	<u>799,661</u>	<u>845,807</u>	<u>1,086,705</u>	<u>1,086,705</u>	<u>1,086,705</u>	<u>1,125,306</u>

Program: Support Services – Engineering Services

Personnel

	ACTUAL	ACTUAL	BUDGET	MANAGER	COMMITTEE	COUNCIL	PROJECTED
	FY'04	FY'05	FY'06	RECOMMEND	APPROVED	ADOPTED	FY'08
	#	#	#	#	#	#	#
City Engineer	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Utility Engineer	1.00	1.00	1.00	1.00	1.00	1.00	1.00
City Surveyor	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Lead Engineering Tech	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Project Support Technician	0.00	0.00	1.00	1.00	1.00	1.00	1.00
Engineering Tech II	2.00	3.00	3.00	4.00	4.00	4.00	4.00
Engineering Tech I	<u>2.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>
Subtotal	8.00	8.00	9.00	10.00	10.00	10.00	10.00
Utility Director							
FROM: Water Treatment	<u>0.00</u>	<u>0.00</u>	<u>0.19</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Subtotal	0.00	0.00	0.19	0.00	0.00	0.00	0.00
Total Full Time Positions	<u>8.00</u>	<u>8.00</u>	<u>9.19</u>	<u>10.00</u>	<u>10.00</u>	<u>10.00</u>	<u>10.00</u>
Part Time/Seasonal Hours	<u>2,400</u>	<u>2,560</u>	<u>1,520</u>	<u>1,040</u>	<u>1,040</u>	<u>1,040</u>	<u>1,040</u>

Capital Outlay/By Item:

Aerial Photos for GIS Data Base	0	40,000	40,000	40,000	0
Office Equipment	<u>3,500</u>	<u>3,000</u>	<u>3,000</u>	<u>3,000</u>	<u>5,500</u>
Total Capital Outlay	<u>3,500</u>	<u>43,000</u>	<u>43,000</u>	<u>43,000</u>	<u>5,500</u>

Program: Support Services – Property Management

Services Delivered:

This activity provides management and maintenance of building and properties. Services include building improvements and renovations, rental of office, storage and workspace, janitorial services and utilities. This fund also provides management of vacant lands, primarily for parks and the general fund.

FY'07 – '08 Anticipated Accomplishments:

- A Fuel Reduction Plan will be implemented on surplus and undeveloped properties.
- Property Management will move Information Technology to a newly remodeled and secure location.
- The Council Chambers will be renovated.
- A plan to increase municipal office space will be implemented.

FY'07 Performance Measurements:

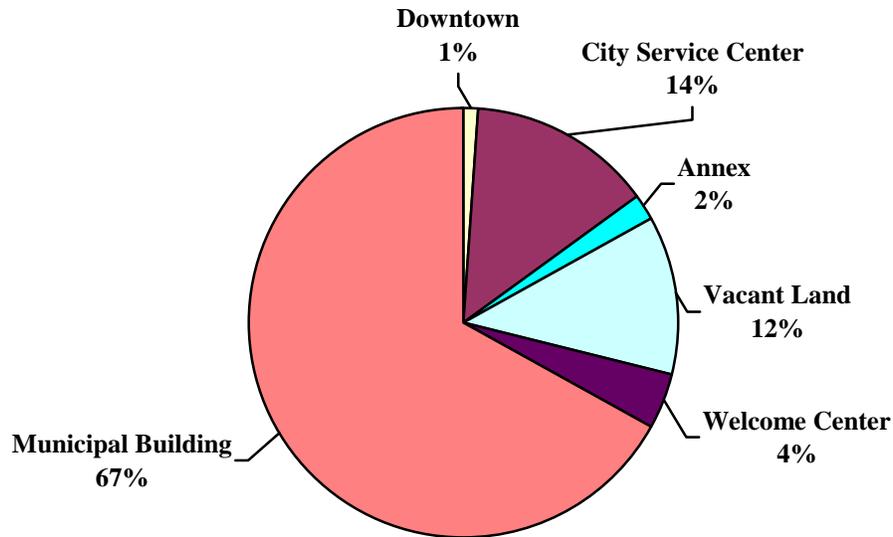
- Service requests will be standardized and responded to within two days of receipt. **Goal #VI**
- Janitorial service will be provided on a daily basis at the Municipal Building. **Goal #VI**
- Exterior lighting at the Municipal Building will be checked monthly. **Goal #VI**
- Rents will be reevaluated for all rental properties. **Goal #VI**
- Vacant property will be mowed and maintained on a scheduled basis. **Goal #I**

Budget Highlights:

The carpet in the Municipal Building will continue to be replaced. Locating and providing additional office space for departments located at the Municipal Building will be a high priority.

Program: Support Services – Property Management

Budget Allocations



Actual Expenditures FY'05

FY'06 Activity Review:

- The janitorial contract at the Downtown Welcome Center was put out to bid.
- The flooring in the City Service Center crew quarters was replaced.
- Carpet at the Municipal Building, Finance Area was replaced.

FY'06 Performance Indicators:

- Service requests will be responded to within two days of receipt.
Effectiveness target: 95% **Goal #VI Target met.**
- Walkways at the Municipal Building will be power-washed two times per year to remove moss.
Effectiveness target: 90% **Goal #VI Target met.**

Program: Support Services – Property Management

Financial Summary

Resources	ACTUAL	ACTUAL	BUDGET	MANAGER RECOMMEND	COMMITTEE APPROVED	COUNCIL ADOPTED	PROJECTED
	FY'04	FY'05	FY'06	FY'07	FY'07	FY'07	FY'08
	\$	\$	\$	\$	\$	\$	\$
Beginning Balance	<u>7,817</u>	<u>23,371</u>	<u>81,832</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Current Resources							
Activity Generated							
Direct Charges to:							
General Fund	79,908	109,359	137,308	142,801	142,801	142,801	142,801
Transportation	41,856	46,403	46,403	48,260	48,260	48,260	48,260
Wastewater Operations	29,772	36,688	36,688	38,156	38,156	38,156	38,156
Solid Waste Operations	1,368	912	0	0	0	0	0
Water Operations	23,160	28,156	28,156	29,283	29,283	29,283	29,283
Fleet Operations	2,328	2,547	2,547	2,649	2,649	2,649	2,649
Engineering	0	0	25,623	26,648	26,648	26,648	26,648
Community Development	68,028	77,424	21,952	22,830	22,830	22,830	22,830
Administrative Services	91,920	106,613	108,726	117,286	117,286	117,286	117,286
Transfer from General Fund	35,000	0	0	1,440	1,440	1,440	1,440
Transfer from Water Fund	1,000	0	0	0	0	0	0
Interest	689	1,729	3,000	4,750	4,750	4,750	2,500
Rent of Assets	25,855	29,359	32,264	30,596	30,596	30,596	30,599
Other Revenue	<u>1,037</u>	<u>343</u>	<u>0</u>	<u>94,978</u>	<u>94,978</u>	<u>94,978</u>	<u>60,235</u>
Total Current Resources	<u>401,921</u>	<u>439,533</u>	<u>442,667</u>	<u>559,677</u>	<u>559,677</u>	<u>559,677</u>	<u>522,687</u>
Total Resources	<u>409,738</u>	<u>462,904</u>	<u>524,499</u>	<u>559,677</u>	<u>559,677</u>	<u>559,677</u>	<u>522,687</u>

Requirements	ACTUAL	ACTUAL	BUDGET	MANAGER RECOMMEND	COMMITTEE APPROVED	COUNCIL ADOPTED	PROJECTED
	FY'04	FY'05	FY'06	FY'07	FY'07	FY'07	FY'08
	\$	\$	\$	\$	\$	\$	\$
Personal Services	84,564	75,469	82,096	83,913	83,913	83,913	89,911
Materials & Supplies	10,954	19,222	16,250	19,100	19,100	19,100	19,925
Contractual/Prof Services	184,047	172,888	202,239	260,821	260,821	260,821	281,549
Direct Charges	6,359	0	0	0	0	0	0
Capital Outlay	27,648	25,618	27,500	43,500	43,500	43,500	37,300
Contingencies	0	0	110,380	76,259	76,259	76,259	8,667
Indirect Charges	26,545	26,375	36,284	42,584	42,584	42,584	46,729
Debt Service	18,250	36,500	34,750	18,500	18,500	18,500	38,606
Transfers Out	28,000	25,000	15,000	15,000	15,000	15,000	0
Ending Balance	<u>23,371</u>	<u>81,832</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Expenses	<u>409,738</u>	<u>462,904</u>	<u>524,499</u>	<u>559,677</u>	<u>559,677</u>	<u>559,677</u>	<u>522,687</u>

Program: Support Services – Property Management

Personnel

	ACTUAL	ACTUAL	BUDGET	MANAGER RECOMMEND	COMMITTEE APPROVED	COUNCIL ADOPTED	PROJECTED
	FY'04	FY'05	FY'06	FY'07	FY'07	FY'07	FY'08
	#	#	#	#	#	#	#
Field Operations Director	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Municipal Specialist	1.00	1.00	1.00	0.00	0.00	0.00	0.00
Property/Project Coordinator	0.00	0.00	0.00	1.00	1.00	1.00	1.00
Support Technician	1.00	1.00	0.00	0.00	0.00	0.00	0.00
Office Assistant II	<u>0.00</u>	<u>0.00</u>	<u>0.50</u>	<u>0.50</u>	<u>0.50</u>	<u>0.50</u>	<u>0.50</u>
Subtotal	3.00	3.00	2.50	2.50	2.50	2.50	2.50
Field Operations Director							
TO: Park Maintenance	(0.30)	(0.35)	(0.35)	(0.25)	(0.25)	(0.25)	(0.25)
TO: Street Maintenance	(0.30)	(0.35)	(0.35)	(0.35)	(0.35)	(0.35)	(0.35)
TO: Garage Operations	(0.10)	(0.05)	(0.05)	(0.00)	(0.00)	(0.00)	(0.00)
TO: Recreation	(0.05)	(0.05)	(0.05)	(0.00)	(0.00)	(0.00)	(0.00)
TO: Information Technology	(0.00)	(0.00)	(0.00)	(0.10)	(0.10)	(0.10)	(0.10)
TO: Equipment Replacement	(0.10)	(0.10)	(0.10)	(0.10)	(0.10)	(0.10)	(0.10)
Park & Prop Mgmt Supervisor							
FROM: Park Maintenance	0.35	0.20	0.20	0.00	0.00	0.00	0.00
Dept. Support Technician							
TO: Garage Operations	(0.30)	(0.30)	0.00	0.00	0.00	0.00	0.00
TO: Park Maintenance	(0.15)	(0.15)	0.00	0.00	0.00	0.00	0.00
TO: Street Maintenance	(0.15)	(0.15)	0.00	0.00	0.00	0.00	0.00
TO: Equipment Replacement	(0.25)	(0.30)	0.00	0.00	0.00	0.00	0.00
Dept. Support Specialist							
FROM: Garage Operations	0.00	0.00	0.10	0.10	0.10	0.10	0.10
Municipal Specialist							
TO: Park Maintenance	(0.35)	(0.25)	(0.25)	0.00	0.00	0.00	0.00
TO: Aquatics	(0.10)	(0.15)	(0.15)	0.00	0.00	0.00	0.00
Property/Project Coordinator							
TO: Park Maintenance	0.00	0.00	0.00	(0.20)	(0.20)	(0.20)	(0.20)
TO: Aquatics	0.00	0.00	0.00	(0.15)	(0.15)	(0.15)	(0.15)
TO: Street Maintenance	0.00	0.00	0.00	(0.10)	(0.10)	(0.10)	(0.10)
Office Assistant II							
TO: Garage Operations	0.00	0.00	(0.20)	(0.20)	(0.20)	(0.20)	(0.20)
TO: Park Maintenance	0.00	0.00	(0.10)	(0.10)	(0.10)	(0.10)	(0.10)
TO: Street Maintenance	0.00	0.00	(0.10)	(0.10)	(0.10)	(0.10)	(0.10)
TO: Equipment Replacement	<u>0.00</u>	<u>0.00</u>	<u>(0.05)</u>	<u>(0.05)</u>	<u>(0.05)</u>	<u>(0.05)</u>	<u>(0.05)</u>
Subtotal	(1.80)	(2.00)	(1.45)	(1.60)	(1.60)	(1.60)	(1.60)
Total Full Time Positions	<u>1.20</u>	<u>1.00</u>	<u>1.05</u>	<u>.90</u>	<u>.90</u>	<u>.90</u>	<u>.90</u>
Part Time/Seasonal Hours	<u>579</u>	<u>749</u>	<u>400</u>	<u>400</u>	<u>400</u>	<u>400</u>	<u>400</u>
Capital Outlay/By Item:							
Remodeling/Renovation			26,000	40,000	40,000	40,000	35,000
Office Equipment			0	500	500	500	500
Computers			1,500	1,500	1,500	1,500	1,500
Office Furniture			0	1,500	1,500	1,500	300
Total Capital Outlay			<u>27,500</u>	<u>43,500</u>	<u>43,500</u>	<u>43,500</u>	<u>37,300</u>

Program: Support Services – Information Technology

Mission Statement:

The mission of the Information Technology Division is to enhance value by making it easy for internal and external customers to use information systems and technology in the most effective and efficient manner possible.

Services Delivered:

The Information Technology (IT) Division administers City network systems, maintaining networks, computers and data systems. The IT staff provides technical support for the web page redevelopment as a major communications and productivity tool of the City.

The IT Division develops standards for protocols and procedures, recommends and acquires computer hardware, keeps track of equipment and licensing. They also assist in software selection and provide limited software support.

To better represent the function of the IT division, a new fund was created in the Support Services program. Due to the growth of the City's use of technology and the demand that has put on the 8% administrative overhead charge, the IT Division is now funded by a 2% information technology charge.

FY'07 – FY'08 Anticipated Accomplishments:

The budget supports continued upgrades to the HTE operating software, upgrades and servers for the Local Area Network, GIS support, and support to Public Safety and the 911 Agency. IT will move the central processing computers and servers to a new secure permanent location. IT will oversee a significant redevelopment of the webpage.

New training will be offered to all personnel to improve productivity and assure the effective use of software systems. Continued expansion of electronic records management is anticipated, along with enhancing the reliability of the network systems. Internet access will be upgraded to fiber optics.

FY'07 Performance Measurements:

- Help Desk requests will be responded to within 8 hours of being received. **Goal #VI**
- LAN will be available to all users 99% of the time. **Goal #VI**
- A minimum of three training opportunities will be offered on standard software systems to enhance staff productivity. **Goal #VI**
- Wide Area Network (WAN) will be available to all users 98% of the time. **Goal #VI**
- AS400 will be available 99% of the time to all users. **Goal #VI**

Program: Support Services – Information Technology

Budget Highlights:

Information Technology servers, computers and data will be moving to a permanent secure location. Servers will be phased in using current rack mount technology. A major redevelopment of the web presence will be completed.

FY'06 Activity Review:

Information Technology was restructured and moved to Field Operations in this budget period.

New goals and objectives were set.

A technology assessment and training program was developed.

All individual PCs were evaluated with existing software upgraded to current standards.

Inventory control was established for all PC's and recommended upgrade schedules developed.

A complete remake of the City web sites was initiated.

FY'06 Performance Indicators:

- Help desk requests were responded to within 8 hours of being received. **Goal #VI Target met.**
- LAN will be available to all users 99% of the time. **Goal #VI Target met.**
- Four City-wide training opportunities will be offered on standard software systems. **Goal #VI Target not met.** *There were more than four training opportunities targeted to specific areas of need, but they were not City wide.*
- WAN will be available to all users 98% of the time. **Goal #VI Target met.**
- AS400 will be available 99% of the time to all users. **Goal #VI Target met.**

Program: Support Services – Information Technology

Financial Summary

Resources	ACTUAL FY'04 \$	ACTUAL FY'05 \$	BUDGET FY'06 \$	MANAGER RECOMMEND FY'07 \$	COMMITTEE APPROVED FY'07 \$	COUNCIL ADOPTED FY'07 \$	PROJECTED FY'08 \$
Beginning Balance	<u>0</u>	<u>0</u>	<u>0</u>	<u>97,750</u>	<u>97,750</u>	<u>97,750</u>	<u>141,293</u>
Current Resources Activity Generated							
Information Tech Charges	<u>0</u>	<u>0</u>	<u>470,248</u>	<u>502,371</u>	<u>502,371</u>	<u>502,371</u>	<u>524,365</u>
Total Current Resources	<u>0</u>	<u>0</u>	<u>470,248</u>	<u>502,371</u>	<u>502,371</u>	<u>502,371</u>	<u>524,365</u>
Total Resources	<u>0</u>	<u>0</u>	<u>470,248</u>	<u>600,121</u>	<u>600,121</u>	<u>600,121</u>	<u>665,658</u>

Requirements	ACTUAL FY'04 \$	ACTUAL FY'05 \$	BUDGET FY'06 \$	MANAGER RECOMMEND FY'07 \$	COMMITTEE APPROVED FY'07 \$	COUNCIL ADOPTED FY'07 \$	PROJECTED FY'08 \$
Personal Services	0	0	221,836	251,984	251,984	251,984	271,259
Materials & Supplies	0	0	6,700	6,850	6,850	6,850	6,850
Contractual/Prof Services	0	0	122,017	171,383	171,383	171,383	160,483
Direct Charges	0	0	4,945	5,611	5,611	5,611	5,611
Capital Outlay	0	0	17,000	23,000	23,000	23,000	27,500
Reserve for Capital	0	0	97,000	140,000	140,000	140,000	190,000
Ending Balance	<u>0</u>	<u>0</u>	<u>750</u>	<u>1,293</u>	<u>1,293</u>	<u>1,293</u>	<u>3,955</u>
Total Expenses	<u>0</u>	<u>0</u>	<u>470,248</u>	<u>600,121</u>	<u>600,121</u>	<u>600,121</u>	<u>665,658</u>

Program: Support Services – Information Technology

Personnel

	ACTUAL	ACTUAL	BUDGET	MANAGER	COMMITTEE	COUNCIL	
	FY'04	FY'05	FY'06	RECOMMEND	APPROVED	ADOPTED	PROJECTED
	#	#	#	#	#	#	#
Information System Technician	0.00	0.00	1.00	0.00	0.00	0.00	0.00
Information System Supervisor	0.00	0.00	0.00	1.00	1.00	1.00	1.00
Computer Services Technician	0.00	0.00	2.00	2.00	2.00	2.00	2.00
Web Technician	<u>0.00</u>	<u>0.00</u>	<u>0.50</u>	<u>0.50</u>	<u>0.50</u>	<u>0.50</u>	<u>0.50</u>
Subtotal	0.00	0.00	3.50	3.50	3.50	3.50	3.50
Operations Director (Distributed FROM Property Management)	0.00	0.00	0.00	0.10	0.10	0.10	0.10
Department Support Specialist (Distributed FROM Vehicles)	<u>0.00</u>	<u>0.00</u>	<u>0.05</u>	<u>0.05</u>	<u>0.05</u>	<u>0.05</u>	<u>0.05</u>
Subtotal	0.00	0.00	0.05	0.05	0.05	0.05	0.05
Total Full Time Positions	<u>0.00</u>	<u>0.00</u>	<u>3.55</u>	<u>3.65</u>	<u>3.65</u>	<u>3.65</u>	<u>3.65</u>
Part Time/Seasonal Hours	<u>0</u>	<u>0</u>	<u>1,040</u>	<u>208</u>	<u>208</u>	<u>208</u>	<u>208</u>

Capital Outlay/By Item:

Office Furniture	1,500	3,000	3,000	3,000	1,500
Local Area Network	6,000	2,000	2,000	2,000	2,000
Computers	9,500	2,000	2,000	2,000	4,000
Information Technology Infrastructure Hardware	<u>0</u>	<u>16,000</u>	<u>16,000</u>	<u>16,000</u>	<u>20,000</u>
Total Capital Outlay	<u>17,000</u>	<u>23,000</u>	<u>23,000</u>	<u>23,000</u>	<u>27,500</u>

Program: Support Services – Garage Operations

Services Delivered:

This activity maintains vehicles and equipment for all departments. Departments are charged on a mileage or hourly basis for vehicle use. The budget includes costs for fuel, insurance, preventative maintenance and repairs. Most vehicles are repaired under contract with Josephine County. Rural Metro currently maintains our fire equipment.

FY'07 – '08 Anticipated Accomplishments:

- All vehicle user rates will be reviewed in FY'07 to insure rates cover actual expenses. **Goal #VI**
Effectiveness target: 95%
- Within 24 hours notice, a motor pool car or equivalent will be available for checkout. **Goal #VI**
Effectiveness target: 95%

Budget Highlights:

General liability insurance rates, fuel costs and increases in mechanics hourly rate have impacted the vehicle maintenance rates charged to city departments. Additional increases in liability rates are anticipated for fire equipment.

FY'06 Activity Review:

During FY'06 all vehicle rates were reviewed to insure rates covered all anticipated expenses. Staff also began investigating alternative methods of maintaining vehicles and keeping vehicle records.

FY'06 Performance Indicators:

- All vehicle user rates will be reviewed in FY'06 to insure rates cover actual expenses.
Effectiveness target: 95% **Goal #VI Target exceeded.**
- Within 24 hours notice, a motor pool car will be available for checkout.
Effectiveness target: 95% **Goal #VI Target met.**

Program: Support Services – Garage Operations

Program: Support Services – Garage Operations

Financial Summary

Resources	ACTUAL	ACTUAL	BUDGET	MANAGER	COMMITTEE	COUNCIL	PROJECTED
	FY'04	FY'05	FY'06	RECOMMEND	APPROVED	ADOPTED	FY'08
	\$	\$	\$	\$	\$	\$	\$
Beginning Balance	<u>103,467</u>	<u>63,800</u>	<u>104,694</u>	<u>1,257</u>	<u>1,257</u>	<u>1,257</u>	<u>0</u>
Current Resources							
Activity Generated							
Internal Billings	283,316	385,906	428,511	513,459	513,459	513,459	549,117
Interest	1,190	1,104	900	900	900	900	900
Other Revenue	<u>6,689</u>	<u>9,574</u>	<u>10,000</u>	<u>50,229</u>	<u>50,229</u>	<u>50,229</u>	<u>40,716</u>
Total Current Resources	<u>291,195</u>	<u>396,584</u>	<u>439,411</u>	<u>564,588</u>	<u>564,588</u>	<u>564,588</u>	<u>590,733</u>
Total Resources	<u>394,662</u>	<u>460,384</u>	<u>544,105</u>	<u>565,845</u>	<u>565,845</u>	<u>565,845</u>	<u>590,733</u>

Requirements	ACTUAL	ACTUAL	BUDGET	MANAGER	COMMITTEE	COUNCIL	PROJECTED
	FY'04	FY'05	FY'06	RECOMMEND	APPROVED	ADOPTED	FY'08
	\$	\$	\$	\$	\$	\$	\$
Personal Services	33,528	26,831	36,261	31,680	31,680	31,680	32,435
Materials & Supplies	88,685	106,072	151,500	166,000	166,000	166,000	180,000
Contractual/Prof Services	182,641	196,439	267,166	299,858	299,858	299,858	322,595
Capital Outlay	1,500	0	2,000	2,000	2,000	2,000	2,000
Contingencies	0	0	40,229	16,353	16,353	16,353	0
Indirect Charges	24,508	26,348	45,692	49,954	49,954	49,954	53,703
Ending Balance	<u>63,800</u>	<u>104,694</u>	<u>1,257</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Expenses	<u>394,662</u>	<u>460,384</u>	<u>544,105</u>	<u>565,845</u>	<u>565,845</u>	<u>565,845</u>	<u>590,733</u>

Program: Support Services – Garage Operations

Personnel

	ACTUAL	ACTUAL	BUDGET	MANAGER	COMMITTEE	COUNCIL	
	FY'04	FY'05	FY'06	RECOMMEND	APPROVED	ADOPTED	PROJECTED
	#	#	#	#	#	#	#
Dept. Support Specialist	<u>0.00</u>	<u>0.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>
Subtotal	0.00	0.00	1.00	1.00	1.00	1.00	1.00
Field Operations Director							
FROM: Property Mgmt	0.10	0.05	0.05	0.00	0.00	0.00	0.00
Dept. Support Specialist							
TO: Park Maintenance	0.00	0.00	(0.10)	(0.10)	(0.10)	(0.10)	(0.10)
TO: Street Maintenance	0.00	0.00	(0.15)	(0.15)	(0.15)	(0.15)	(0.15)
TO: Property Mgmt	0.00	0.00	(0.10)	(0.10)	(0.10)	(0.10)	(0.10)
TO: Information Technology	0.00	0.00	(0.05)	(0.05)	(0.05)	(0.05)	(0.05)
TO: Equipment Replacement	0.00	0.00	(0.30)	(0.30)	(0.30)	(0.30)	(0.30)
Dept. Support Technician							
FROM: Property Mgmt	0.30	0.30	0.00	0.00	0.00	0.00	0.00
Office Assistant II							
FROM: Property Mgmt	<u>0.00</u>	<u>0.00</u>	<u>0.20</u>	<u>0.20</u>	<u>0.20</u>	<u>0.20</u>	<u>0.20</u>
Subtotal	0.40	0.35	(0.45)	(0.50)	(0.50)	(0.50)	(0.50)
Total Full Time Positions	<u>0.40</u>	<u>0.35</u>	<u>0.55</u>	<u>0.50</u>	<u>0.50</u>	<u>0.50</u>	<u>0.50</u>
Part Time/Seasonal Hours	<u>499</u>	<u>499</u>	<u>37</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Capital Outlay/By Item:

Repair/Replace Equipment	<u>2,000</u>	<u>2,000</u>	<u>2,000</u>	<u>2,000</u>	<u>2,000</u>	<u>2,000</u>
Total Capital Outlay	<u>2,000</u>	<u>2,000</u>	<u>2,000</u>	<u>2,000</u>	<u>2,000</u>	<u>2,000</u>

Program: Support Services – Equipment Replacement

Services Delivered:

This activity provides for the replacement of City vehicles and fleet equipment. Each department is charged a monthly depreciation fee which is amortized over the projected life of the vehicle. Payment and account balances are kept on each vehicle with the accumulated funds paying for replacement of the equipment at the end of its useful life. Actual replacement decisions are made after reviewing age, maintenance costs and reliability of each piece of equipment.

FY'07 – '08 Anticipated Accomplishments:

- Complete final evaluation before replacing budgeted vehicles and equipment. **Goal #VI**
Effectiveness target: 100%
- Purchase three new vehicles for City use. **Goal #VI**
Effectiveness target: 100%

Budget Highlights:

The FY'07 budget includes funds for replacement of two police vehicles, four midsize trucks, a fire engine, front-end loader, tractor, lawn mower and two compressors. The majority of new vehicle replacements are purchased through the Oregon State Purchasing System. Late model used vehicles will continue to be purchased when deemed good values. The FY'07 budget also includes funds for purchasing one new police car, a new motor pool car and an additional compact truck for Engineering.

FY'06 Activity Review:

During FY'06 a total of ten vehicles and three pieces of equipment were evaluated for replacement. Three police patrol cars were leased, two were purchased. There will be an ongoing review to determine feasibility of future leases vs. purchase of patrol vehicles. Other vehicles acquired were: one automobile, six pickup trucks, one motorcycle and a Tactical Command Vehicle (TCV).

FY'06 Performance Indicators:

- Evaluate six vehicles for replacement, five pickups, and two pieces of miscellaneous equipment for replacement.
Effectiveness target: 100% **Goal #VI Target exceeded.**
- Purchase replacement vehicles and equipment as indicated.
Effectiveness target: 100% **Goal #VI Target met.**

Program: Support Services – Equipment Replacement

Program: Support Services – Equipment Replacement

Financial Summary

Resources	ACTUAL	ACTUAL	BUDGET	MANAGER	COMMITTEE	COUNCIL	PROJECTED
	FY'04	FY'05	FY'06	RECOMMEND	APPROVED	ADOPTED	FY'08
	\$	\$	\$	\$	\$	\$	\$
Beginning Balance	<u>1,626,587</u>	<u>1,852,828</u>	<u>2,098,998</u>	<u>1,842,035</u>	<u>1,842,035</u>	<u>1,842,035</u>	<u>1,870,948</u>
Current Resources							
Activity Generated							
Revenue from Other Agencies	0	0	0	225,000	225,000	225,000	0
Internal Billings	374,852	386,537	405,897	425,822	425,822	425,822	451,034
Interest	24,324	40,568	49,500	61,940	61,940	61,940	50,000
Transfers from:							
General Fund	12,000	0	34,500	64,560	64,560	64,560	50,000
Street Utility Fund	0	4,000	0	0	0	0	0
Wastewater Fund	0	145,000	0	3,500	3,500	3,500	0
Water Fund	0	8,400	21,500	1,500	1,500	1,500	0
Engineering Services	0	0	12,500	16,000	16,000	16,000	16,000
Other Revenue	<u>3,412</u>	<u>11,260</u>	<u>0</u>	<u>300,000</u>	<u>300,000</u>	<u>300,000</u>	<u>300,000</u>
Total Current Resources	<u>414,588</u>	<u>595,765</u>	<u>523,897</u>	<u>1,098,322</u>	<u>1,098,322</u>	<u>1,098,322</u>	<u>867,034</u>
Total Resources	<u>2,041,175</u>	<u>2,448,593</u>	<u>2,622,895</u>	<u>2,940,357</u>	<u>2,940,357</u>	<u>2,940,357</u>	<u>2,737,982</u>

Requirements	ACTUAL	ACTUAL	BUDGET	MANAGER	COMMITTEE	COUNCIL	PROJECTED
	FY'04	FY'05	FY'06	RECOMMEND	APPROVED	ADOPTED	FY'08
	\$	\$	\$	\$	\$	\$	\$
Personal Services	27,588	30,721	31,415	34,436	34,436	34,436	36,790
Materials & Supplies	211	131	350	350	350	350	350
Contractual/Prof Services	5,145	20,394	58,355	78,208	78,208	78,208	79,849
Direct Charges	2,328	2,547	2,547	2,650	2,650	2,650	2,650
Capital Outlay	130,812	285,783	364,353	617,500	617,500	617,500	146,500
Contingencies	0	0	300,000	300,000	300,000	300,000	300,000
Indirect Charges	22,263	10,019	23,840	36,265	36,265	36,265	17,824
Ending Balance	<u>1,852,828</u>	<u>2,098,998</u>	<u>1,842,035</u>	<u>1,870,948</u>	<u>1,870,948</u>	<u>1,870,948</u>	<u>2,154,019</u>
Total Expenses	<u>2,041,175</u>	<u>2,448,593</u>	<u>2,622,895</u>	<u>2,940,357</u>	<u>2,940,357</u>	<u>2,940,357</u>	<u>2,737,982</u>

Program: Support Services – Equipment Replacement

Personnel

	ACTUAL	ACTUAL	BUDGET	MANAGER	COMMITTEE	COUNCIL	PROJECTED
	FY'04	FY'05	FY'06	RECOMMEND	APPROVED	ADOPTED	FY'08
	#	#	#	#	#	#	#
Field Operations Director							
FROM: Property Mgmt	0.10	0.10	0.10	0.10	0.10	0.10	0.10
Dept. Support Technician							
FROM: Property Mgmt	0.25	0.30	0.00	0.00	0.00	0.00	0.00
Dept. Support Specialist							
FROM: Garage	0.00	0.00	0.30	0.30	0.30	0.30	0.30
Office Assistant II							
FROM: Property Mgmt	<u>0.00</u>	<u>0.00</u>	<u>0.05</u>	<u>0.05</u>	<u>0.05</u>	<u>0.05</u>	<u>0.05</u>
Total Full Time Positions	<u>0.35</u>	<u>0.40</u>	<u>0.45</u>	<u>0.45</u>	<u>0.45</u>	<u>0.45</u>	<u>0.45</u>
Part Time/Seasonal Hours	<u>114</u>	<u>166</u>	<u>83</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Capital Outlay/By Item:

Automobiles	21,000	21,000	21,000	21,000	26,000
Scanner/Computers	2,353	0	0	0	0
Used Backhoe/Tractors	0	25,000	25,000	25,000	0
Police Vehicles	96,500	75,500	75,500	75,500	71,000
Pick-Up Trucks	106,500	94,000	94,000	94,000	49,500
Lawn Mower	0	21,000	21,000	21,000	0
Front End Loader	0	85,000	85,000	85,000	0
Air Compressors	0	21,000	21,000	21,000	0
Firetrucks	<u>138,000</u>	<u>275,000</u>	<u>275,000</u>	<u>275,000</u>	<u>0</u>
Total Capital Outlay	<u>364,353</u>	<u>617,500</u>	<u>617,500</u>	<u>617,500</u>	<u>146,500</u>

Program: Support Services – Workers’ Compensation Insurance

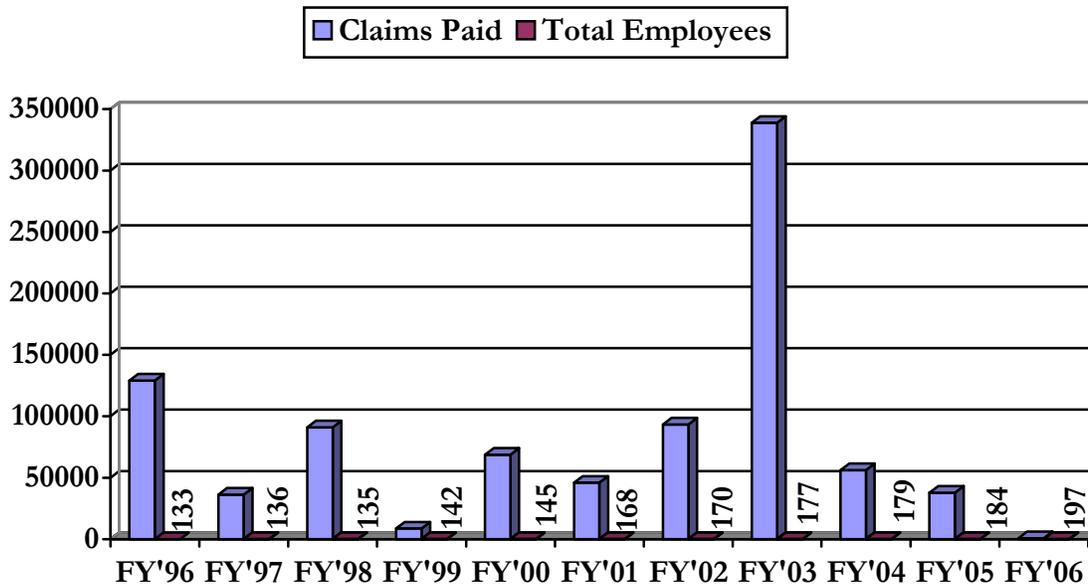
Services Delivered:

This activity administers the City’s self-insurance program for workers’ compensation. The operating divisions are charged based on 100% of state rates. Losses are paid directly to the claimants from this reserve. Insurance for excess coverage (individual claims in excess of \$400,000 and aggregate claims of \$1,000,000 over a 2 year period), accounts payable, and administration are also paid by this activity.

FY’07 – ’08 Anticipated Accomplishments:

- CPR and Defibrillator training will be offered to employees.
- Twelve Safety Committee meetings will be held this year.
- Fall Protection training will be conducted.
- Work towards achievement of SHARP Certification (Safety and Health Achievement Recognition Program) will begin.

Program: Support Services – Workers’ Compensation Insurance



Budget Highlights:

Risk Management with the assistance of the City’s Safety Committee has been able to contain losses during this budget cycle. Unfortunately, an extraordinary claim in our Public Safety Department from 2001 has still not closed and is generating significant costs. For the two year budget, Workers’ Compensation rates will increase by only 3% per annum which is less than the rate of inflation.

FY'06 Performance Indicators:

- Driver training course will be offered to employees. **Target met.**
- Twelve Safety Committee meetings will be held this year. **Target met.**
- Fork lift training will be conducted. **Target met.**

Work towards achievement of SHARP Certification (Safety and Health Achievement Recognition Program) will begin. **Target met.** *Began with review of safety programs.*

Program: Support Services – Workers’ Compensation Insurance

Financial Summary

Resources	ACTUAL	ACTUAL	BUDGET	MANAGER	COMMITTEE	COUNCIL	PROJECTED
	FY'04	FY'05	FY'06	RECOMMEND	APPROVED	ADOPTED	FY'08
	\$	\$	\$	\$	\$	\$	\$
Beginning Balance	<u>800,710</u>	<u>622,507</u>	<u>698,544</u>	<u>373,544</u>	<u>373,544</u>	<u>373,544</u>	<u>65,757</u>
Current Resources							
Activity Generated							
Internal Billings	168,494	203,631	220,000	239,827	239,827	239,827	250,619
Interest	7,997	7,489	15,000	15,000	15,000	15,000	15,000
Other Revenue	<u>285,187</u>	<u>9,050</u>	<u>82,500</u>	<u>257,500</u>	<u>257,500</u>	<u>257,500</u>	<u>7,500</u>
Total Current Resources	<u>461,678</u>	<u>220,170</u>	<u>317,500</u>	<u>512,327</u>	<u>512,327</u>	<u>512,327</u>	<u>273,119</u>
Total Resources	<u>1,262,388</u>	<u>842,677</u>	<u>1,016,044</u>	<u>885,871</u>	<u>885,871</u>	<u>885,871</u>	<u>338,876</u>

Requirements	ACTUAL	ACTUAL	BUDGET	MANAGER	COMMITTEE	COUNCIL	PROJECTED
	FY'04	FY'05	FY'06	RECOMMEND	APPROVED	ADOPTED	FY'08
	\$	\$	\$	\$	\$	\$	\$
Personal Services	23,991	26,484	29,382	29,407	29,407	29,407	31,024
Materials & Supplies	22,276	1,966	10,292	11,000	11,000	11,000	11,000
Contractual/Prof Services	317,358	113,066	523,165	526,485	526,485	526,485	282,835
Direct Charges	756	2,617	2,617	2,722	2,722	2,722	2,722
Capital Outlay	500	0	500	500	500	500	500
Contingencies	0	0	76,544	250,000	250,000	250,000	10,795
Ending Balance	<u>897,507</u>	<u>698,544</u>	<u>373,544</u>	<u>65,757</u>	<u>65,757</u>	<u>65,757</u>	<u>0</u>
Total Expenses	<u>1,262,388</u>	<u>842,677</u>	<u>1,016,044</u>	<u>885,871</u>	<u>885,871</u>	<u>885,871</u>	<u>338,876</u>

Program: Support Services – Workers’ Compensation Insurance

Personnel

	ACTUAL	ACTUAL	BUDGET	MANAGER	COMMITTEE	COUNCIL	PROJECTED
	FY'04	FY'05	FY'06	RECOMMEND	APPROVED	ADOPTED	FY'08
	#	#	#	#	#	#	#
City Attorney							
FROM: Legal Services	0.10	0.10	0.10	0.10	0.10	0.10	0.10
Office Assistant I							
FROM: Mgmt Services	<u>0.05</u>						
Total Full Time Positions	<u>0.15</u>						
Part Time/Seasonal Hours	<u>520</u>	<u>624</u>	<u>780</u>	<u>780</u>	<u>780</u>	<u>780</u>	<u>780</u>

Capital Outlay/By Item:

Computers	<u>500</u>	<u>500</u>	<u>500</u>	<u>500</u>	<u>500</u>
Total Capital Outlay	<u>500</u>	<u>500</u>	<u>500</u>	<u>500</u>	<u>500</u>

Program: Support Services – General Insurance

Services Delivered:

The activity accounts for general insurance excluding workers' compensation. Charges to Departments have been specifically adjusted to represent costs on a pro-rate basis using premium costs from City County Insurance Services as the primary emphasis.

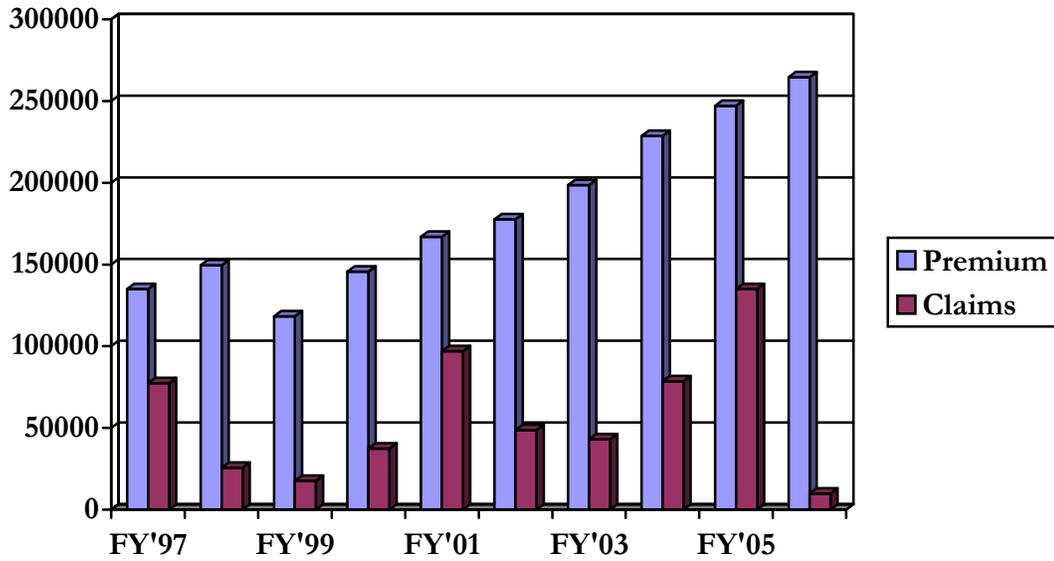
FY'07 – '08 Anticipated Accomplishments:

- Work with City County Insurance Services to reduce liability exposures. **Goal #VI**

Budget Highlights:

Increases in the value of insured property and increases in the number of employees will continue to result in increased general insurance costs. In FY 04 the water main break under the Cavemen Plaza resulted in \$122,655 in damage to store owners. This has contributed to rate increases. The City continues to use City County Insurance Services to ensure long-term insurance viability. CIS will not be able to provide final premium costs prior to budget preparation. However, preliminary figures from CIS and our water main break are estimated to result in premium increases in property damage of 5% and liability of 15%.

Program: Support Services – General Insurance



FY'06 Performance Indicator:

- Work with City County Insurance Services to reduce liability exposures. **Goal #VI Target met.**

Footnote: In FY'02, FY'03, FY'04 the ACLU Lawsuit cost the city an additional \$289,560

Program: Support Services – General Insurance

Financial Summary

Resources	ACTUAL	ACTUAL	BUDGET	MANAGER	COMMITTEE	COUNCIL	PROJECTED
	FY'04	FY'05	FY'06	RECOMMEND	APPROVED	ADOPTED	FY'08
	\$	\$	\$	\$	\$	\$	\$
Beginning Balance	<u>488,162</u>	<u>221,926</u>	<u>274,473</u>	<u>274,473</u>	<u>274,473</u>	<u>274,473</u>	<u>284,217</u>
Current Resources							
Activity Generated							
Internal Billings	166,363	317,574	0	365,211	365,211	365,211	401,731
Interest	1,980	4,600	16,500	16,500	16,500	16,500	16,500
Redwood Sewer District	20,000	20,000	337,574	23,000	23,000	23,000	25,300
9-1-1 Agency	0	0	0	7,698	7,698	7,698	8,468
Loan Repayments	305,253	2,983	825	825	825	825	825
Other Revenue	<u>5,138</u>	<u>261</u>	<u>70,000</u>	<u>70,000</u>	<u>70,000</u>	<u>70,000</u>	<u>70,000</u>
Total Current Resources	<u>498,734</u>	<u>345,418</u>	<u>424,899</u>	<u>483,234</u>	<u>483,234</u>	<u>483,234</u>	<u>522,824</u>
Total Resources	<u>986,896</u>	<u>567,344</u>	<u>699,372</u>	<u>757,707</u>	<u>757,707</u>	<u>757,707</u>	<u>807,041</u>

Requirements	ACTUAL	ACTUAL	BUDGET	MANAGER	COMMITTEE	COUNCIL	PROJECTED
	FY'04	FY'05	FY'06	RECOMMEND	APPROVED	ADOPTED	FY'08
	\$	\$	\$	\$	\$	\$	\$
Personal Services	18,929	20,857	20,233	22,346	22,346	22,346	23,499
Materials & Supplies	911	7,424	1,500	8,500	8,500	8,500	8,500
Contractual/Prof Services	369,817	261,715	339,406	378,779	378,779	378,779	411,043
Direct Charges	756	2,617	2,617	2,722	2,722	2,722	2,722
Capital Outlay	557	258	500	500	500	500	500
Contingencies	0	0	60,643	60,643	60,643	60,643	60,643
Transfers Out	74,000	0	0	0	0	0	0
Ending Balance	<u>521,926</u>	<u>274,473</u>	<u>274,473</u>	<u>284,217</u>	<u>284,217</u>	<u>284,217</u>	<u>300,134</u>
Total Expenses	<u>986,896</u>	<u>567,344</u>	<u>699,372</u>	<u>757,707</u>	<u>757,707</u>	<u>757,707</u>	<u>807,041</u>

Program: Support Services – General Insurance

Personnel

	ACTUAL	ACTUAL	BUDGET	MANAGER	COMMITTEE	COUNCIL	PROJECTED
	FY'04	FY'05	FY'06	RECOMMEND	APPROVED	ADOPTED	FY'08
	#	#	#	#	#	#	#
City Attorney							
FROM: Legal Services	0.10	0.10	0.10	0.10	0.10	0.10	0.10
Office Assistant I							
FROM: Mgmt Services	<u>0.05</u>						
Total Full Time Positions	<u>0.15</u>						
Part Time/Seasonal Hours	<u>208</u>	<u>208</u>	<u>220</u>	<u>260</u>	<u>260</u>	<u>260</u>	<u>260</u>

Capital Outlay/By Item:

Computers	<u>500</u>	<u>500</u>	<u>500</u>	<u>500</u>	<u>500</u>
Total Capital Outlay	<u>500</u>	<u>500</u>	<u>500</u>	<u>500</u>	<u>500</u>

Program: Support Services – Benefits Administration

Services Delivered:

This activity accounts for health insurance and PERS collections and payments.

FY'07 – '08 Anticipated Accomplishments:

A Health Insurance Committee comprised of two employees from each of the bargaining groups, formed in 2002, will reconvene in the summer of 2006 to assist in the evaluation of and availability of a health package with tolerable cost increases. In conjunction with this endeavor, a health care package will be renegotiated for calendar year 2007, as the existing contract expires December 31, 2006.

FY'07 Performance Measurements:

- Employee Health Committee will review and evaluate alternative health insurance policies and plan design concepts. **Goal #VI**

Budget Highlights:

The revenues for this activity are generated through direct billings to the individual department. Included in this activity are all health insurance programs.

FY'06 Activity Review:

The health care contract with PacificSource expired December 31, 2005. The Employee Health Committee, formed in 2002, reconvened and worked with our Agents of Record reviewing proposals from several service providers. Originally hopeful of being able to offer a Health Reimbursement Account (HRA) to employees, as a long-term strategy for cost control, the carrier's premium quotes made that option prohibitive. Aware of our frustrations, PacificSource revised their renewal quote, offering a 9.59% rate increase as compared to industry increases from 12 to 15%. The Committee recommended to management a renewal package with PacificSource, including the administration of a self insured vision plan, and a dental plan renewal through Advantage Dental and Willamette Dental Service.

FY'06 Performance Indicators:

- Employee Health Committee will review and evaluate alternative health insurance policies. **Goal #VI Target met.**

Program: Support Services – Benefits Administration

Financial Summary

Resources	ACTUAL	ACTUAL	BUDGET	MANAGER	COMMITTEE	COUNCIL	PROJECTED
	FY'04	FY'05	FY'06	RECOMMEND	APPROVED	ADOPTED	FY'08
	\$	\$	\$	\$	\$	\$	\$
Beginning Balance	<u>248,566</u>	<u>541,587</u>	<u>802,915</u>	<u>748,887</u>	<u>748,887</u>	<u>748,887</u>	<u>758,740</u>
Current Resources							
Activity Generated							
Internal Billings	1,781,667	2,016,745	2,177,255	2,771,186	2,771,186	2,771,186	2,886,340
Interest	6,537	14,533	27,150	0	0	0	0
Other Revenue	<u>49,834</u>	<u>42,010</u>	<u>54,150</u>	<u>85,732</u>	<u>85,732</u>	<u>85,732</u>	<u>113,000</u>
Total Current Resources	<u>1,838,038</u>	<u>2,073,288</u>	<u>2,258,555</u>	<u>2,856,918</u>	<u>2,856,918</u>	<u>2,856,918</u>	<u>2,999,340</u>
Total Resources	<u>2,086,604</u>	<u>2,614,875</u>	<u>3,061,470</u>	<u>3,605,805</u>	<u>3,605,805</u>	<u>3,605,805</u>	<u>3,758,080</u>

Requirements	ACTUAL	ACTUAL	BUDGET	MANAGER	COMMITTEE	COUNCIL	PROJECTED
	FY'04	FY'05	FY'06	RECOMMEND	APPROVED	ADOPTED	FY'08
	\$	\$	\$	\$	\$	\$	\$
Personal Services	25,645	24,934	24,500	32,400	32,400	32,400	36,000
Materials & Supplies	175	0	2,400	2,400	2,400	2,400	2,400
Contractual/Prof Services	1,519,197	1,787,026	2,185,683	2,612,265	2,612,265	2,612,265	2,822,490
Contingencies	0	0	100,000	200,000	200,000	200,000	300,000
Ending Balance	<u>541,587</u>	<u>802,915</u>	<u>748,887</u>	<u>758,740</u>	<u>758,740</u>	<u>758,740</u>	<u>597,190</u>
Total Expenses	<u>2,086,604</u>	<u>2,614,875</u>	<u>3,061,470</u>	<u>3,605,805</u>	<u>3,605,805</u>	<u>3,605,805</u>	<u>3,758,080</u>

WHERE THE ROGUE RIVER RUNS



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