

SUPPORT SERVICES

ACTIVITIES

- *Parks & Community Development Management Services
- *Engineering Services
- *Property Management Services
- *Information Technology Services
- *Garage Operations
- *Equipment Replacement
- *Workers' Compensation Insurance
- *General Insurance
- *Benefits Administration

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 a fixed fee structure (engineering), by the square foot (property management), by the mile (garage), by the employee (insurance), or a percentage of expenditures (information technology).

	ACTUAL FY'11 \$	ACTUAL FY'12 \$	BUDGET FY'13 \$	MANAGER RECOMMEND FY'14 \$	COMMITTEE APPROVED FY'14 \$	COUNCIL ADOPTED FY'14 \$	PROJECTED FY'15 \$
Program Generated Resources	<u>12,173,397</u>	<u>12,679,770</u>	<u>12,532,760</u>	<u>13,172,222</u>	<u>13,172,222</u>	<u>13,172,222</u>	<u>11,660,999</u>
Total Resources	<u>12,173,397</u>	<u>12,679,770</u>	<u>12,532,760</u>	<u>13,172,222</u>	<u>13,172,222</u>	<u>13,172,222</u>	<u>11,660,999</u>
Requirements							
Community Develop. Mgmt.	802,040	1,103,559	1,032,832	1,217,319	1,217,319	1,217,319	1,230,716
Engineering Services	1,239,380	964,954	1,034,025	867,617	867,617	867,617	880,235
Property Management Services	718,880	780,971	732,417	770,607	770,607	770,607	728,493
Information Technology	628,718	652,618	640,144	761,997	761,997	761,997	809,911
Garage Services	1,089,078	1,044,471	987,409	1,627,165	1,627,165	1,627,165	1,582,437
Equipment Replacement Svc's	4,053,583	4,219,953	3,927,912	3,894,685	3,894,685	3,894,685	2,774,901
Insurance	<u>3,641,718</u>	<u>3,913,244</u>	<u>4,178,021</u>	<u>4,032,832</u>	<u>4,032,832</u>	<u>4,032,832</u>	<u>3,654,306</u>
Total Requirements	<u>12,173,397</u>	<u>12,679,770</u>	<u>12,532,760</u>	<u>13,172,222</u>	<u>13,172,222</u>	<u>13,172,222</u>	<u>11,660,999</u>

Program: Support Services – Parks & Community Development Management

Mission Statement:

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

Services Delivered:

This activity provides the overall management, coordination and fiscal accountability of the Parks, Recreation, Building, Engineering, Geographic Information Systems (GIS) and Planning functions, from long range planning and infrastructure development through current plan review and 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 public information counter and on the telephone, with development processes and permit procedures. It provides information to the public via the Parks & Community Development portion of the City website. Additionally, it provides support services for activities of the Public Works Department.

Performance Measurements:

Parks & Community Development Management Performance Measures

Indicator	2010-11		2011-12		2012-13	2013-14	2014-15
	Actual	Goal	Actual	Goal	Goal	Goal	Goal
Outputs							
System Development Fees calculated and collected (does not include financed SDC's)	N/A	N/A	N/A	N/A	\$902,160*	N/A	N/A
Inspections Scheduled	4,240	N/A	3,473	N/A	3,003*	N/A	N/A
Hits on public GIS web application	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Effectiveness							
Practical GIS Trainings	N/A	N/A	N/A	N/A	N/A	8	8
GIS Survey of Effectiveness of Training	N/A	N/A	N/A	N/A	N/A	90	90
Cash Receipt errors	N/A	N/A	N/A	N/A	N/A	Less than 1%	Less than 1%
Efficiency							
Tax lot files linked to Laserfiche & GIS	N/A	N/A	N/A	N/A	N/A	13,000	TBD

* As of 3/27/13

FY'14 Anticipated Accomplishments & Corresponding Council Goal - Strategic Plan Item:

Provide Cooperative, Shared Leadership Involving Council, Staff and Community

Objective 4: Ensure efficiency and effectiveness in City operations

- Upload digitized files for access through appropriate software interface for integration into internal GIS.
- Develop GIS application for publication to the World Wide Web and link appropriate data for dissemination to public.

Encourage Economic Prosperity

Objective 4: Reinvest in downtown

- Create fire sprinkler/seismic grant policy for implementation to existing façade renovation program for qualifying buildings and present to Council.

Program: Support Services – Parks & Community Development Management

FY'14 Anticipated Accomplishments Cont'd:

Objective 5: Streamline Development Process

- As software decisions are made regarding citywide financial system, staff will pursue complimentary e-permitting software for implementation.
- Continue to process code amendments as necessary to facilitate a more refined development process.

Facilitate Sustainable, Manageable Growth

Objective 1: Complete expansion of the Urban Growth Boundary.

Maintain, Operate and Expand Our Infrastructure to Meet Community Needs

Objective 5: Ensure Transportation Infrastructure needs are met

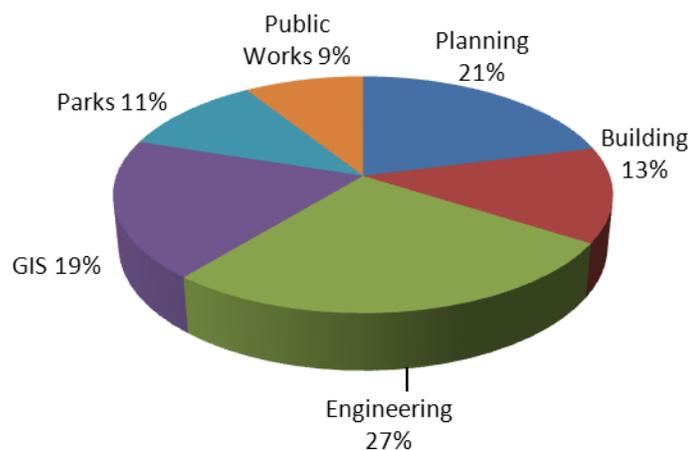
- Contact ODOT and pursue re-striping project on 6th St. to implement cycle-track.
- Identify one street for road diet review.

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 Parks & Community Development Director and Business Operations Supervisor, policy development, project management, park development, customer service, permit issuance, technical assistance, inspection program scheduling and resulting file and data base maintenance, training and development of the GIS program, research and statistical reporting, purchasing, website maintenance and information services, lien searches and releases, accounting and internal audits, archiving and record-keeping, clerical support, and preparation and facilitation for public meetings and workshops. The H.T.E. software replacement project will start with PCD and will take substantial staff time during the conversion and implementation process.

Budget Highlights:

FY'14 changes to the budget consist of transfer of allocation for part time support staff and associated overhead to support Parks functions.

Allocation of Staff Time for FY'14



FY'13 Activity Review:

In Calendar Year 2012 this activity processed 1,711 building and utility permits, scheduled 3,525 inspections, collected \$147,659 in School Construction Excise tax, calculated and collected over \$900,000 in System Development Charges, supported UGB proceedings functions, purchased and installed a new GIS server, upgraded the GIS software to version 10.1 and produced a public GIS web application.

Program: Support Services – Parks & Community Development Management

Financial Summary

Resources	ACTUAL	ACTUAL	BUDGET	MANAGER RECOMMEND	COMMITTEE APPROVED	COUNCIL ADOPTED	PROJECTED
	FY' 11	FY' 12	FY' 13	FY' 14	FY' 14	FY' 14	FY' 15
	\$	\$	\$	\$	\$	\$	\$
Beginning Balance	<u>50,244</u>	<u>92,191</u>	<u>24,647</u>	<u>141,815</u>	<u>141,815</u>	<u>141,815</u>	<u>125,334</u>
Current Resources							
Activity Generated							
Redwood Sewer District	33,512	34,177	37,878	11,875	11,875	11,875	11,875
Direct Charges:							
General Fund	375,693	421,800	422,408	513,632	513,632	513,632	529,892
Transportation	24,498	24,912	27,983	27,803	27,803	27,803	28,350
Wastewater	36,508	37,236	40,946	65,965	65,965	65,965	67,823
Water	36,508	37,236	40,946	40,578	40,578	40,578	41,563
Property Management	12,000	12,000	15,000	15,000	15,000	15,000	15,000
Engineering	205,220	326,676	327,649	300,851	300,851	300,851	311,079
Administrative Services	20,004	20,004	25,000	25,000	25,000	25,000	25,000
Transfers in	0	0	10,000	0	0	0	0
GIS Fees	0	95,284	60,375	74,800	74,800	74,800	74,800
Other Revenue	<u>7,853</u>	<u>2,043</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Current Revenues	<u>751,796</u>	<u>1,011,368</u>	<u>1,008,185</u>	<u>1,075,504</u>	<u>1,075,504</u>	<u>1,075,504</u>	<u>1,105,382</u>
Total Resources	<u>802,040</u>	<u>1,103,559</u>	<u>1,032,832</u>	<u>1,217,319</u>	<u>1,217,319</u>	<u>1,217,319</u>	<u>1,230,716</u>
Requirements							
Personnel Services	527,563	737,934	801,365	856,531	856,531	856,531	902,458
Materials & Supplies	10,238	21,477	27,600	35,100	35,100	35,100	22,100
Contractual/Prof Services	32,593	120,190	73,411	75,543	75,543	75,543	75,621
Direct Charges	85,422	71,487	75,012	74,811	74,811	74,811	74,811
Capital Outlay	54,033	31,453	10,000	0	0	0	0
Transfers Out	<u>0</u>	<u>0</u>	<u>0</u>	<u>50,000</u>	<u>50,000</u>	<u>50,000</u>	<u>17,000</u>
Subtotal Expenditures	<u>709,849</u>	<u>982,541</u>	<u>987,388</u>	<u>1,091,985</u>	<u>1,091,985</u>	<u>1,091,985</u>	<u>1,091,990</u>
Contingencies	0	0	12,104	125,334	125,334	125,334	138,726
Ending Balance	<u>92,191</u>	<u>121,018</u>	<u>33,340</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Requirements	<u>802,040</u>	<u>1,103,559</u>	<u>1,032,832</u>	<u>1,217,319</u>	<u>1,217,319</u>	<u>1,217,319</u>	<u>1,230,716</u>

Program: Support Services – Parks & Community Development Management

Personnel

	BUDGET		MANAGER COMMITTEE		COUNCIL		PROJECTED
	BUDGET	BUDGET	BUDGET	RECOMMEND	APPROVED	ADOPTED	
	FY'11	FY'12	FY'13	FY'14	FY'14	FY'14	
	#	#	#	#	#	#	#
Parks & Community Dev. Director	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Business Operations Supervisor	1.00	1.00	1.00	1.00	1.00	1.00	1.00
City Surveyor	0.00	1.00	1.00	1.00	1.00	1.00	1.00
Engineering Technician	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Office Assistant II	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Office Assistant I	2.00*	2.00*	2.00*	2.65*	2.65*	2.65*	2.65*
Department Support Technician	1.00	2.00	2.00	2.00	2.00	2.00	2.00
Database Technician	<u>1.00</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>
<i>Subtotal</i>	<i>8.00</i>	<i>10.00</i>	<i>10.00</i>	<i>10.65</i>	<i>10.65</i>	<i>10.65</i>	<i>10.65</i>
Parks & Community Dev. Director							
To: Park Maintenance	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>(0.30)</u>	<u>(0.30)</u>	<u>(0.30)</u>	<u>(0.30)</u>
<i>Subtotal Distributed</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>(0.30)</i>	<i>(0.30)</i>	<i>(0.30)</i>	<i>(0.30)</i>
Total Positions	<u>8.00</u>	<u>10.00</u>	<u>10.00</u>	<u>10.35</u>	<u>10.35</u>	<u>10.35</u>	<u>10.35</u>
Total Un-Funded Positions*	(1.00)	(1.00)	(1.00)	(1.00)	(1.00)	(1.00)	(1.00)
Total Funded Positions	<u>7.00</u>	<u>9.00</u>	<u>9.00</u>	<u>9.35</u>	<u>9.35</u>	<u>9.35</u>	<u>9.35</u>
Temporary/Seasonal Hours	<u>0*</u>	<u>0*</u>	<u>0*</u>	<u>0*</u>	<u>0*</u>	<u>0*</u>	<u>0*</u>

* Recap of Unfunded Positions by Fiscal Year:							
Office Assistant I	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Seasonal Hours	680	600	600	600	600	600	600

Capital Outlay/By Item

Computers/Printers	<u>10,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Capital Outlay	<u>10,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Program: Support Services – Engineering Services

Mission Statement:

“Quality Engineering Today for a Reliable Tomorrow.”

Services Delivered:

Activity in the Engineering Services Division ensures the development of our community occurs in an orderly manner and reaches the highest standards for quality. The Engineering Division uses adopted facility plans and development standards to ensure compliance and quality in all infrastructure. 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 of the Community Development Department with information from over 6,800 plans and “as-built” drawings. Engineering provides essential information for the mapping portion of our Geographic Information System (GIS). The Engineering Division creates and keeps current engineering standards to be used in the design and construction of public facilities. These standards include, but are not limited to, water, sewer, street and other items related to work within the City’s right-of-way.

The Engineering Division manages and oversees the construction of capital projects. The role of the division is to facilitate projects with preliminary estimates for capital projects which are used in the budgeting process, producing engineered drawings in-house or administering design contracts, creating design and construction specifications and bidding documents, providing inspection services, processing pay requests, and closing out projects.

Performance Measurements:

Engineering Performance Measures

Indicator	2010-11		2011-12		2012-13	2013-14	2014-15
	Actual	Goal	Actual	Goal	Goal	Goal	Goal
Outputs							
Number of City projects managed annually	5	N/A	10	N/A	TBD	TBD	TBD
Number of developer installed projects managed annually	12	N/A	11	N/A	TBD	TBD	TBD
Effectiveness							
% of encroachment permits issued within 7 calendar days	91%	90%	93%	90%	95%	95%	95%
% of complete private development plans reviewed within specified timeframe	64%	80%	78%	80%	95%**	95%**	95%**
Efficiency							
% of projects designed, bid and constructed on time and on budget	*	*	*	*	*	90%	90%

*New Performance Measure - information not available

**Pending timely interdepartmental review.

FY’14 Anticipated Accomplishments & Corresponding Council Goal - Strategic Plan Item:

Facilitate Sustainable, Manageable Growth

- Improve bicycle/pedestrian paths.
- Prepare and implement plans for striping bike lanes, cycle tracks and bike boulevards.

Program: Support Services – Engineering Services

FY'14 Anticipated Accomplishments Cont'd:

Maintain, Operate, and Expand our Infrastructure

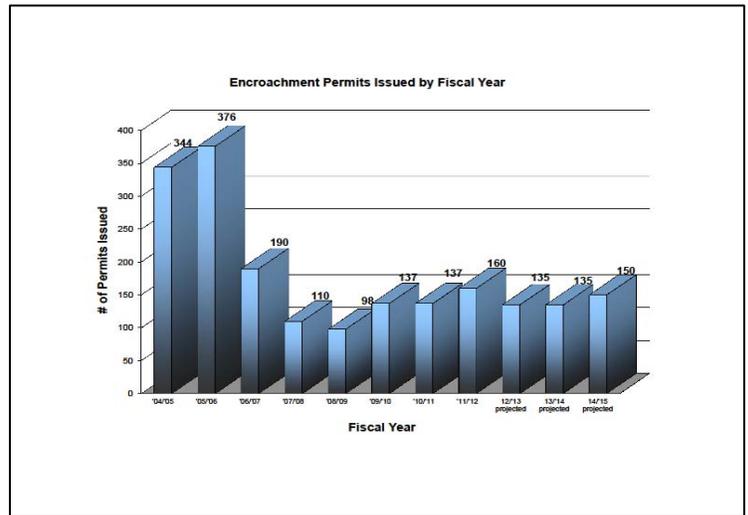
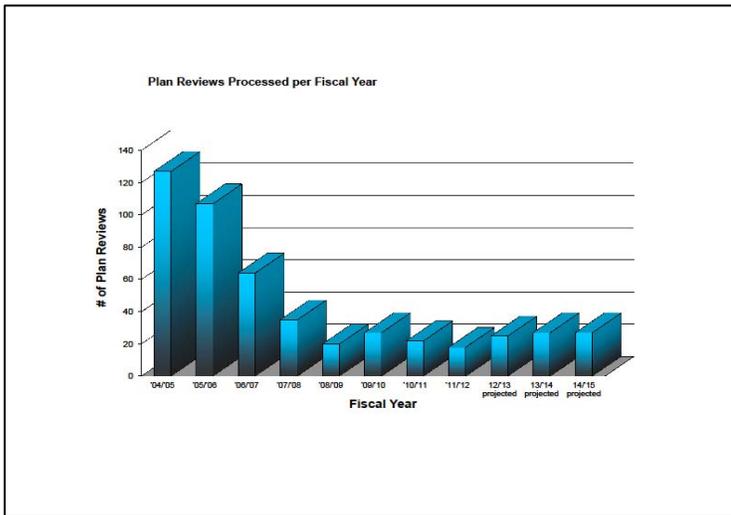
- Engineering will be involved in a number of capital improvements including the design, construction and inspection of the FY' 13/14 Overlays, CMAQ Sidewalk, Small Water Main Replacement, Wastewater Structural Repairs, Reservoir 3 Installation, Hubbard Lane Widening, and water line and sewer line projects as determined by Public Works.

Promote Healthy Neighborhoods

- Work with Planning and Public Works to create safe routes project and present to School Board and City Council.
- Complete design and install remaining portion of Fruitdale Creek trail and acquire property to extend other regional trails in the City.

Budget Highlights:

During FY' 12, as a result of the Engineering performance audit, the Engineering revenue structure was changed to a fixed fee structure. Staff will be recommending an evaluation of this new billing structure in late FY' 13 or early FY' 14 to ensure it is adequately covering costs within the Engineering division. Based on current estimates, the FY' 14 budget shows an operational deficit of approximately \$3,200 and a limited fund contingency balance below financial policy targets.



FY'13 Activity Review:

The Engineering Division facilitated a number of Capital Projects in our community this year which are in design, construction or punch list phase at the time of this printing. They include “M St. Sewer Replacement, 4th and “A” St Sewer Replacement, Florer Dr. Improvements, “E” St. Sidewalk Infill, Cloverlawn Dr. Multi-Purpose Path, Hubbard Lane Widening, “D” and Dimmick Streets Water Line Replacement, Pedestrian paths at North Middle and Highland Elementary Schools, Baker Park Trail and Overlays/Maintenance FY' 13/14 projects.

At least 10 private developments were (or still are) in the plan checking, construction, or final platting process during this same time period. A few examples are: Three Rivers Community Hospital Outpatient Building, Bi-Mart Expansion, Kairos Northwest Treatment Facility, the Lil Pantry, Redwood Motel Expansion and Southgate Cinema Expansion.

Program: Support Services – Engineering Services

Financial Summary

Resources	ACTUAL	ACTUAL	BUDGET	MANAGER RECOMMEND	COMMITTEE APPROVED	COUNCIL ADOPTED	PROJECTED
	FY'11	FY'12	FY'13	FY'14	FY'14	FY'14	FY'15
	\$	\$	\$	\$	\$	\$	\$
Beginning Balance	<u>378,189</u>	<u>374,034</u>	<u>235,826</u>	<u>56,917</u>	<u>56,917</u>	<u>56,917</u>	<u>53,735</u>
Current Resources							
Activity Generated							
Redwood Sewer Svc. Dist.	0	498	10,500	0	0	0	0
Engineering Fees	93,469	34,776	48,600	17,600	17,600	17,600	17,900
Sale of publications	258	161	50	0	0	0	0
Interest	3,313	2,262	1,625	1,000	1,000	1,000	1,000
Other Revenue	24,322	52	2,500	0	0	0	0
Direct Charges:							
General Fund	30,000	30,000	35,000	85,000	85,000	85,000	86,300
Transportation	154,095	134,959	146,300	158,200	158,200	158,200	161,400
Wastewater Operations	64,370	56,512	59,500	75,800	75,800	75,800	77,300
Storm Water Operations	0	0	0	19,600	19,600	19,600	20,000
Solid Waste Operations	619	2,423	0	0	0	0	0
Water Operations	61,121	57,535	87,000	66,600	66,600	66,600	67,900
Administrative Services	9,484	9,772	10,000	10,000	10,000	10,000	10,200
Transportation Projects	240,100	178,504	337,114	229,700	229,700	229,700	234,300
Lands & Buildings Projects	34,529	25,461	16,540	30,000	30,000	30,000	30,600
Wastewater Projects	43,187	39,102	25,200	84,000	84,000	84,000	85,700
Water Projects	25,339	18,903	18,270	33,200	33,200	33,200	33,900
GIS Fees	<u>76,985</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Current Revenues	<u>861,191</u>	<u>590,920</u>	<u>798,199</u>	<u>810,700</u>	<u>810,700</u>	<u>810,700</u>	<u>826,500</u>
Total Resources	<u>1,239,380</u>	<u>964,954</u>	<u>1,034,025</u>	<u>867,617</u>	<u>867,617</u>	<u>867,617</u>	<u>880,235</u>

Requirements	ACTUAL	ACTUAL	BUDGET	MANAGER RECOMMEND	COMMITTEE APPROVED	COUNCIL ADOPTED	PROJECTED
	FY'11	FY'12	FY'13	FY'14	FY'14	FY'14	FY'15
	\$	\$	\$	\$	\$	\$	\$
Personnel Services	614,088	446,574	477,060	374,285	374,285	374,285	388,479
Materials & Supplies	9,155	9,605	10,400	5,650	5,650	5,650	6,650
Contractual/Prof Services	36,039	30,377	36,010	132,996	132,996	132,996	132,262
Direct Charges	205,220	326,676	329,663	300,951	300,951	300,951	311,179
Capital Outlay	<u>844</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Subtotal Expenditures	<u>865,346</u>	<u>813,232</u>	<u>853,133</u>	<u>813,882</u>	<u>813,882</u>	<u>813,882</u>	<u>838,570</u>
Contingencies	0	0	180,892	53,735	53,735	53,735	41,665
Ending Balance	<u>374,034</u>	<u>151,722</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Requirements	<u>1,239,380</u>	<u>964,954</u>	<u>1,034,025</u>	<u>867,617</u>	<u>867,617</u>	<u>867,617</u>	<u>880,235</u>

Program: Support Services – Engineering Services

Personnel

	BUDGET		MANAGER COMMITTEE		COUNCIL		PROJECTED
	FY'11	FY'12	BUDGET	RECOMMEND	APPROVED	ADOPTED	
	#	#	FY'13	FY'14	FY'14	FY'14	
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	0.00	0.00	0.00	0.00	0.00	0.00
Engineering Projects Supervisor	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Department Support Technician	1.00	0.00	0.00	0.00	0.00	0.00	0.00
Engineering Technician	<u>4.50*</u>						
<i>Subtotal</i>	<i>9.50</i>	<i>7.50</i>	<i>7.50</i>	<i>7.50</i>	<i>7.50</i>	<i>7.50</i>	<i>7.50</i>
Total Positions	<u>9.50</u>	<u>7.50</u>	<u>7.50</u>	<u>7.50</u>	<u>7.50</u>	<u>7.50</u>	<u>7.50</u>
Total Un-Funded Positions*	(3.00)	(3.00)	(3.00)	(3.00)	(3.00)	(3.00)	(3.00)
Total Funded Positions	<u>6.50</u>	<u>4.50</u>	<u>4.50</u>	<u>4.50</u>	<u>4.50</u>	<u>4.50</u>	<u>4.50</u>
Temporary/Seasonal Hours	<u>0</u>	<u>0</u>	<u>260</u>	<u>520</u>	<u>520</u>	<u>520</u>	<u>520</u>

***Recap of Unfunded Positions by Fiscal Year:**

Utility Engineer	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Engineering Technician	2.00	2.00	2.00	2.00	2.00	2.00	2.00

****Note the following are funded under Contractual Services instead of Personnel Services:**

City Engineer**	0.00	0.00	0.00	1.00	1.00	1.00	1.00
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Program: Support Services – Property Management Services

Mission Statement:

“To manage and improve City buildings and properties, infrastructure, and vacant lands in a manner which strives for excellence, efficiency, aesthetics, safety, and sustainability.”

Services Delivered:

This activity provides management and maintenance of buildings and properties. Services include building improvements and renovations, office improvements, meeting set-ups, rentals, storage, work space, janitorial services, grounds maintenance and utilities. This fund also provides management of vacant lands for parks and the general fund, and management of Downtown hardscape assets.

Performance Measurements:

Property Management Performance Measures

Indicator	2010-11		2011-12		2012-13	2013-14	2014-15
	Actual	Goal	Actual	Goal	Goal	Goal	Goal
Outputs							
Number of days River Vista rented	N/A	18	28	18	18	24	28
Effectiveness							
% of time City Hall HVAC system on-line	100%	100%	99.73%	100%	100%	100%	100%
% of properties receiving fire hazards abatement at scheduled quarterly intervals	N/A	100%	N/A	100%	100%	100%	100%
Efficiency							
City Hall Custodial Expenditures Per Square Foot	\$1.47	\$1.51	\$1.48	\$1.73	\$1.93	\$1.65	\$1.65
Annual Kwh of Power at City Hall (target 5% reduction to prior year starting 2011-2012 expressed in kWh)	624,151	625,000	615,767	625,000	593,750	564,100	535,900

FY'14 Anticipated Accomplishments & Corresponding Council Goal - Strategic Plan Item:

Facilitate Sustainable, Manageable Growth

- Manage Vacant Lands by rough mowing.
- Mitigate safety hazards on vacant lands by securing, demolishing, or revitalizing vacant buildings.
- Reduce fire hazards fuel reduction in shrub and treed areas.

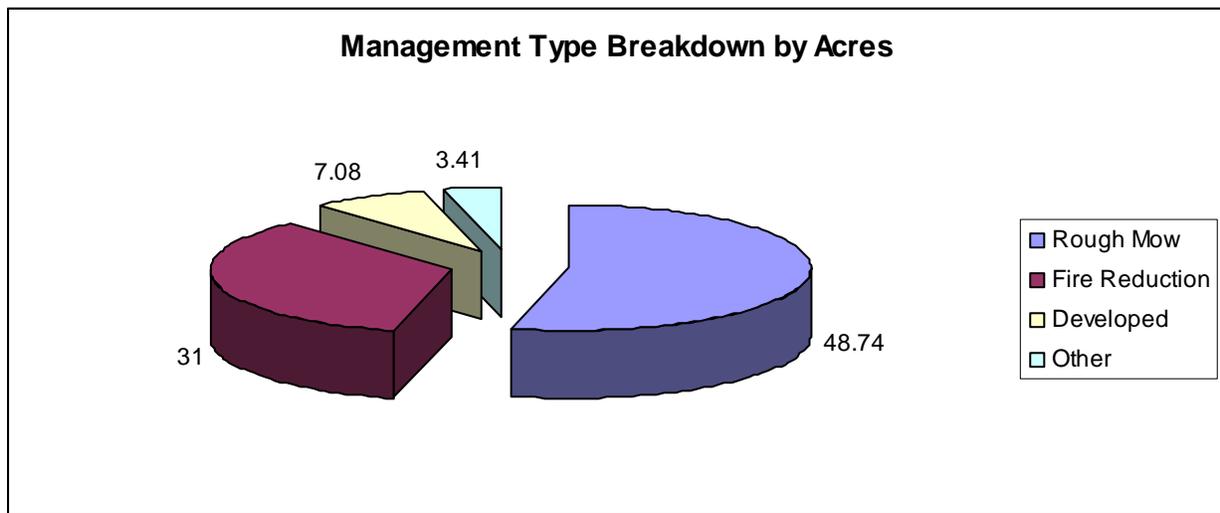
Keep Citizens Safe

- Improve access control into city buildings and work areas.
- Install electronic door openers on public access doors in Parks & Community Development and Administration Division entry doors.

Program: Support Services – Property Management Services

Budget Highlights:

The remainder of floor vents at the Municipal Building will be cleaned; several more access control points will have additional safety and security features installed; HVAC measures as recommended by the analysis done last fiscal year will be implemented as the current budget allows; and at least one vacant building shall be removed or renovated.



Actual Expenditures FY'12

FY'13 Activity Review:

- The perimeter of the Council Chambers and the Municipal offices were painted.
- The cooling system at the Municipal Building was analyzed for increasing efficiency and sustainability practices.
- A computerized access system was installed at both the Municipal Building and the City Service Center.
- Cracked gutters were repaired at the Municipal Building.
- We have cleaned and sanitized **70%** of the floor vents in the Municipal Building.
- A shelter was constructed at the City Service Center for storage.

Program: Support Services – Property Management Services

Financial Summary

Resources	ACTUAL	ACTUAL	BUDGET	MANAGER RECOMMEND	COMMITTEE APPROVED	COUNCIL ADOPTED	PROJECTED
	FY' 11	FY' 12	FY' 13	FY' 14	FY' 14	FY' 14	FY' 15
	\$	\$	\$	\$	\$	\$	\$
Beginning Balance	<u>139,619</u>	<u>145,985</u>	<u>118,517</u>	<u>125,083</u>	<u>125,083</u>	<u>125,083</u>	<u>82,969</u>
Current Resources							
Activity Generated							
Direct Charges to:							
General Fund	123,658	148,921	146,156	145,040	145,040	145,040	145,040
Transportation	69,899	71,354	71,354	79,153	79,153	79,153	79,153
Wastewater Operations	46,753	47,261	47,261	51,722	51,722	51,722	51,722
Solid Waste Operations	858	864	864	882	882	882	882
Water Operations	42,610	42,599	42,599	47,060	47,060	47,060	47,060
Fleet Operations	36,175	37,822	37,822	35,784	35,784	35,784	35,784
Community Develop. Mgmt.	85,422	71,487	75,012	74,811	74,811	74,811	74,811
Administrative Services	150,727	169,520	166,045	176,380	176,380	176,380	176,380
Interest	1,729	1,112	1,000	1,000	1,000	1,000	1,000
Rent of Assets	15,558	38,489	25,787	33,692	33,692	33,692	33,692
Other Revenue	<u>5,872</u>	<u>5,557</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Current Revenues	<u>579,261</u>	<u>634,986</u>	<u>613,900</u>	<u>645,524</u>	<u>645,524</u>	<u>645,524</u>	<u>645,524</u>
Total Resources	<u>718,880</u>	<u>780,971</u>	<u>732,417</u>	<u>770,607</u>	<u>770,607</u>	<u>770,607</u>	<u>728,493</u>

Requirements	ACTUAL	ACTUAL	BUDGET	MANAGER RECOMMEND	COMMITTEE APPROVED	COUNCIL ADOPTED	PROJECTED
	FY' 11	FY' 12	FY' 13	FY' 14	FY' 14	FY' 14	FY' 15
	\$	\$	\$	\$	\$	\$	\$
Personnel Services	152,828	191,652	193,112	195,554	195,554	195,554	205,071
Materials & Supplies	21,674	24,082	25,400	31,050	31,050	31,050	27,400
Contractual/Prof Services	258,742	281,356	297,489	308,926	308,926	308,926	310,317
Direct Charges	12,000	12,000	15,000	15,000	15,000	15,000	15,000
Capital Outlay	75,458	59,937	58,700	61,000	61,000	61,000	50,000
Indirect Charges	52,193	56,903	57,633	61,108	61,108	61,108	60,734
Transfers Out	<u>0</u>	<u>0</u>	<u>0</u>	<u>15,000</u>	<u>15,000</u>	<u>15,000</u>	<u>0</u>
Subtotal Expenditures	<u>572,895</u>	<u>625,930</u>	<u>647,334</u>	<u>687,638</u>	<u>687,638</u>	<u>687,638</u>	<u>668,522</u>
Contingencies	0	0	85,083	82,969	82,969	82,969	59,971
Ending Balance	<u>145,985</u>	<u>155,041</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Requirements	<u>718,880</u>	<u>780,971</u>	<u>732,417</u>	<u>770,607</u>	<u>770,607</u>	<u>770,607</u>	<u>728,493</u>

Program: Support Services – Property Management Services

Personnel

	BUDGET	BUDGET	MANAGER COMMITTEE COUNCIL				PROJECTED
	FY' 11	FY' 12	BUDGET	RECOMMEND	APPROVED	ADOPTED	
	#	#	FY' 13	FY' 14	FY' 14	FY' 14	FY' 15
	#	#	#	#	#	#	#
Parks & Community Svc. Director	1.00	1.00	1.00	0.00	0.00	0.00	0.00
Property Management Coordinator	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Municipal Service Worker	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Office Assistant II	<u>1.00</u>	<u>1.00*</u>	<u>1.00*</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<i>Subtotal</i>	<i>4.00</i>	<i>4.00</i>	<i>4.00</i>	<i>2.00</i>	<i>2.00</i>	<i>2.00</i>	<i>2.00</i>
Assistant City Manager							
From: Management	0.00	0.00	0.00	0.10	0.10	0.10	0.10
Parks & Community Svc. Director							
To: Downtown	(0.05)	(0.05)	(0.05)	(0.00)	(0.00)	(0.00)	(0.00)
To: Park Maintenance	(0.35)	(0.40)	(0.40)	(0.00)	(0.00)	(0.00)	(0.00)
To: Garage Operations	(0.10)	(0.10)	(0.10)	(0.00)	(0.00)	(0.00)	(0.00)
To: Tourism	(0.05)	(0.05)	(0.05)	(0.00)	(0.00)	(0.00)	(0.00)
To: Information Technology	(0.20)	(0.15)	(0.15)	(0.00)	(0.00)	(0.00)	(0.00)
To: Equipment Replacement	(0.05)	(0.05)	(0.05)	(0.00)	(0.00)	(0.00)	(0.00)
Admin. Support Specialist							
From: Garage Operations	0.15	0.20*	0.20*	(0.00)	(0.00)	(0.00)	(0.00)
Property Management Coordinator							
To: Park Maintenance	(0.05)	(0.05)	(0.05)	(0.00)	(0.00)	(0.00)	(0.00)
To: Aquatics	(0.05)	(0.05)	(0.05)	(0.05)	(0.05)	(0.05)	(0.05)
To: Downtown	(0.15)	(0.10)	(0.10)	(0.10)	(0.10)	(0.10)	(0.10)
To: Land and Building Cap Proj.	(0.15)	0.00	0.00	0.00	0.00	0.00	0.00
To: Street Maintenance	(0.10)	(0.10)	(0.10)	(0.10)	(0.10)	(0.10)	(0.10)
Municipal Service Worker							
To: Park Maintenance	0.00	(0.05)	(0.05)	(0.00)	(0.00)	(0.00)	(0.00)
To: Aquatics	0.00	(0.05)	(0.05)	(0.00)	(0.00)	(0.00)	(0.00)
To: Downtown	0.00	(0.15)	(0.15)	(0.15)	(0.15)	(0.15)	(0.15)
Office Assistant II							
From: Management	0.00	0.00	0.00	0.35*	0.35*	0.35*	0.35*
To: Park Maintenance	(0.50)	(0.50)	(0.50)	0.00	0.00	0.00	0.00
To: Tourism	(0.05)	(0.05)	(0.05)	0.00	0.00	0.00	0.00
To: Information Technology	<u>(0.15)</u>	<u>(0.20)</u>	<u>(0.20)</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<i>Subtotal Distributed</i>	<i>(1.85)</i>	<i>(1.90)</i>	<i>(1.90)</i>	<i>0.05</i>	<i>0.05</i>	<i>0.05</i>	<i>0.05</i>
Total Positions	<u>2.15</u>	<u>2.100</u>	<u>2.100</u>	<u>2.050</u>	<u>2.050</u>	<u>2.050</u>	<u>2.050</u>
Total Un-Funded Positions	0.00	(0.045)	(0.045)	(0.035)	(0.035)	(0.035)	(0.035)
Total Funded Positions	<u>2.15</u>	<u>2.055</u>	<u>2.055</u>	<u>2.015</u>	<u>2.015</u>	<u>2.015</u>	<u>2.015</u>

*Recap of Unfunded Positions by Fiscal Year:

Admin Support Specialist	0.00	0.020	0.020	0.000	0.000	0.000	0.000
Office Assistant I/II	0.00	0.025	0.025	0.035	0.035	0.035	0.035

Capital Outlay/By Item

Remodeling/Renovation	58,700	51,000	51,000	51,000	50,000
Sidewalks at Muni Building	0	<u>10,000</u>	<u>10,000</u>	<u>10,000</u>	<u>0</u>
Total Capital Outlay	<u>58,700</u>	<u>61,000</u>	<u>61,000</u>	<u>61,000</u>	<u>50,000</u>

Program: Support Services – Information Technology Services

Mission Statement:

The Information Technology (IT) Division provides technical support for the City’s computer and telecommunication users and facilitates appropriate access to the City’s electronic data; always endeavoring to provide technology that promotes the highest level of City worker productivity and supports a standard of “Information-at-your-fingertips”.

Services Delivered:

The IT division maintains internal City technology resources including physical data network infrastructure, network data backups, data storage and network security, connectivity, and server equipment. IT staff also provides desktop support, administers the City phone systems, provides basic computer/telephone training, and oversees the City’s website.

Performance Measurements:

Information Technology Performance Measures

Indicator	2010-11		2011-12		2012-13	2013-14	2014-15
	Actual	Goal	Actual	Goal	Goal	Goal	Goal
Outputs							
Number help desk tickets completed	893	900	1589	1500	1500	1500	1500
Number of training sessions held	8	12	4	12	12	16	16
Effectiveness							
Network availability (% uptime)	99%	98%	99%	99%	99%	99%	99%
Phone Availability	N/A	N/A	99%	99%	99%	99%	99%
Help desk tickets closed on the same day	310	N/A	704	750	750	750	750
Help desk tickets closed within one day	440	N/A	929	1000	1000	1000	1000

FY’14 Anticipated Accomplishments & Corresponding Council Goal - Strategic Plan Item:

Provide Cooperative, Shared Leadership Involving Council, Staff and Community

Objective 4: Ensure efficiency and effectiveness in City operations

- Complete another Five Year Planning document to cover FY’ 14 through FY’ 19.
- Complete planned wireless access to the City’s internal network for conference rooms.
- Facilitate public access to approved City data (GIS and document retention systems).
- Select and automate critical network problem-alerting processes and improve the City’s computer network.
- Improve information distribution between departments electronically.
- Improve IT procedure documentation and knowledgebase systems.
- Explore options to upgrade City Website.

Program: Support Services – Information Technology Services

Budget Highlights:

- Improve business continuity for City Hall server room with innovative power options.
- Facilitate and participate in the evaluation process and selection of an HTE system replacement options.
- Continue the process of hardware and software life-cycle management.

FY'13 Activity Review:

- Averages of 137 user service requests were completed each month.
- Annual IT goals and objectives were established.
- Changes were made to the outside connectivity by migrating to a new Internet Service Provider (ISP), which also improved the internal connections to the remote offices and Fire Stations.
- Migration was completed to a new hosted Voice-Over-IP (VoIP) telephone system.
- Department Projects, such as CAD/Records, in-car Video, and GIS application upgrade, were supported.
- A wireless network for the City Hall meeting rooms was created to provide internet access.

Program: Support Services – Information Technology Services

Financial Summary

Resources	ACTUAL	ACTUAL	BUDGET	MANAGER RECOMMEND	COMMITTEE APPROVED	COUNCIL ADOPTED	PROJECTED
	FY'11	FY'12	FY'13	FY'14	FY'14	FY'14	FY'15
	\$	\$	\$	\$	\$	\$	\$
Beginning Balance	<u>83,998</u>	<u>112,036</u>	<u>44,289</u>	<u>140,824</u>	<u>140,824</u>	<u>140,824</u>	<u>171,709</u>
Current Resources							
Activity Generated							
Interest	1,199	1,012	700	1,300	1,300	1,300	1,300
Other Revenue	4,764	206	0	0	0	0	0
Redwood Sewer District	11,304	9,754	12,100	0	0	0	0
Solid Waste Agency	1,828	1,420	2,000	4,250	4,250	4,250	4,000
Information Tech Charges	<u>525,625</u>	<u>528,190</u>	<u>581,055</u>	<u>615,623</u>	<u>615,623</u>	<u>615,623</u>	<u>632,902</u>
<i>Total Current Revenues</i>	<u><i>544,720</i></u>	<u><i>540,582</i></u>	<u><i>595,855</i></u>	<u><i>621,173</i></u>	<u><i>621,173</i></u>	<u><i>621,173</i></u>	<u><i>638,202</i></u>
Total Resources	<u>628,718</u>	<u>652,618</u>	<u>640,144</u>	<u>761,997</u>	<u>761,997</u>	<u>761,997</u>	<u>809,911</u>

Requirements	ACTUAL	ACTUAL	BUDGET	MANAGER RECOMMEND	COMMITTEE APPROVED	COUNCIL ADOPTED	PROJECTED
	FY'11	FY'12	FY'13	FY'14	FY'14	FY'14	FY'15
	\$	\$	\$	\$	\$	\$	\$
Personnel Services	375,890	399,419	506,346	507,246	507,246	507,246	542,134
Materials & Supplies	4,027	5,028	5,000	7,000	7,000	7,000	7,000
Contractual/Prof Services	116,310	129,897	52,455	50,605	50,605	50,605	47,783
Direct Charges	<u>20,455</u>	<u>25,783</u>	<u>25,782</u>	<u>25,437</u>	<u>25,437</u>	<u>25,437</u>	<u>25,437</u>
<i>Subtotal Expenditures</i>	<u><i>516,682</i></u>	<u><i>560,127</i></u>	<u><i>589,583</i></u>	<u><i>590,288</i></u>	<u><i>590,288</i></u>	<u><i>590,288</i></u>	<u><i>622,354</i></u>
Contingencies	0	0	50,561	171,709	171,709	171,709	187,557
Ending Balance	<u>112,036</u>	<u>92,491</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Requirements	<u>628,718</u>	<u>652,618</u>	<u>640,144</u>	<u>761,997</u>	<u>761,997</u>	<u>761,997</u>	<u>809,911</u>

Program: Support Services – Information Technology Services

Personnel

	BUDGET		MANAGER COMMITTEE			COUNCIL	PROJECTED
	BUDGET	BUDGET	BUDGET	RECOMMEND	APPROVED	ADOPTED	
	FY' 11	FY' 12	FY' 13	FY' 14	FY' 14	FY' 14	
	#	#	#	#	#	#	#
Information Technology Manager	0.000	1.000	1.000	1.000	1.000	1.000	1.000
Information System Supervisor	1.000	0.000	0.000	0.000	0.000	0.000	0.000
Computer Services Technician	3.000	3.000	4.000	4.000	4.000	4.000	4.000
Webmaster	<u>0.500</u>						
<i>Subtotal</i>	<i>4.500</i>	<i>4.500</i>	<i>5.500</i>	<i>5.500</i>	<i>5.500</i>	<i>5.500</i>	<i>5.500</i>
Assistant City Manager							
From: Management	0.000	0.000	0.000	0.150	0.150	0.150	0.150
Parks and Comm. Service Director							
From: Property Management	0.200	0.150	0.150	0.000	0.000	0.000	0.000
Office Assistant II							
From: Property Management	0.150	0.200*	0.200*	0.000	0.000	0.000	0.000
From: Management	0.000	0.000	0.000	0.400*	0.400*	0.400*	0.400*
Admin Support Specialist							
From: Garage	<u>0.100</u>	<u>0.050*</u>	<u>0.050*</u>	<u>0.000</u>	<u>0.000</u>	<u>0.000</u>	<u>0.000</u>
<i>Subtotal Distributed</i>	<i>0.450</i>	<i>0.400</i>	<i>0.400</i>	<i>0.550</i>	<i>0.550</i>	<i>0.550</i>	<i>0.550</i>
Total Positions	<u>4.950</u>	<u>4.900</u>	<u>5.900</u>	<u>6.050</u>	<u>6.050</u>	<u>6.050</u>	<u>6.050</u>
Total Un-Funded Positions	0.000	(0.025)	(0.025)	(0.040)	(0.040)	(0.040)	(0.040)
Total Funded Positions	<u>4.950</u>	<u>4.875</u>	<u>5.875</u>	<u>6.010</u>	<u>6.010</u>	<u>6.010</u>	<u>6.010</u>

*Recap of Unfunded Positions by Fiscal Year:

Admin Support Specialist	0.00	0.005	0.005	0.000	0.000	0.000	0.000
Office Assistant II	0.00	0.020	0.020	0.040	0.040	0.040	0.040

Program: Support Services – Garage Operations

Mission Statement:

“Provide safe, efficient, reliable equipment at the lowest possible cost.”

Services Delivered:

This activity maintains vehicles and equipment for all departments. The budget includes costs for fuel, insurance, replacement parts, tires, preventive maintenance and repairs. Two City mechanics work out of the City service center, performing repair and maintenance on over 160 City-owned vehicles and miscellaneous equipment.

Performance Measurements:

Fleet Performance Measures

Indicator	2010-11		2011-12		2012-13	2013-14	2014-15
	Actual	Goal	Actual	Goal	Goal	Goal	Goal
Outputs							
Number of vehicles in fleet	122	N/A	124	N/A	118	119	120
Pieces of equipment in fleet	54	N/A	47	N/A	50	50	50
Effectiveness							
% of Fleet Current on Annual Preventive Maintenance Services	100%	N/A	100%	N/A	100%	100%	100%
% of Customer Satisfaction Reported on Survey	N/A	N/A	97%	N/A	100%	100%	100%
Efficiency							
Fleet Maintenance Expenditures Per Vehicle/Equipment	\$4,160	N/A	\$4,718	N/A	\$5,012	\$5,067	\$5,111

FY'14 Anticipated Accomplishments & Corresponding Council Goal - Strategic Plan Item:

Provide Cooperative, Shared Leadership Involving Council, Staff and Community

Objective 4: Ensure efficiency and effectiveness in City operations

- Action 4: Address the highest priority recommendations from the 2012 Fleet Performance Audit.

Program: Support Services – Garage Operations

Budget Highlights:

Departments are charged for actual expenses incurred in the prior calendar year. Unpredictable fuel and related petroleum costs and increased vehicle usage due to serving expanding areas may continue to impact vehicle operational costs.

FY'13 Activity Review:

During FY' 13 all maintenance operation rates were reviewed. Recertification testing for mechanic EVT certificates was completed. Specialized "Pierce Training" was completed by one mechanic. Customer satisfaction surveys indicate continued high levels of confidence in vehicle maintenance service. Fuel costs rose by 5%, fuel consumption rose by 4%. The average price per gallon of fuel went from \$3.82 in 2011 to \$3.93 in 2012.

Program: Support Services – Garage Operations

Financial Summary

Resources	ACTUAL	ACTUAL	BUDGET	MANAGER RECOMMEND	COMMITTEE APPROVED	COUNCIL ADOPTED	PROJECTED
	FY' 11	FY' 12	FY' 13	FY' 14	FY' 14	FY' 14	FY' 15
	\$	\$	\$	\$	\$	\$	\$
Beginning Balance	<u>334,984</u>	<u>356,767</u>	<u>177,650</u>	<u>207,091</u>	<u>207,091</u>	<u>207,091</u>	<u>746,924</u>
Current Resources							
Activity Generated							
Internal Billings	748,886	664,826	792,759	803,074	803,074	803,074	818,513
Interest	3,192	2,245	2,000	2,000	2,000	2,000	2,000
Other Revenue	<u>2,016</u>	<u>20,633</u>	<u>15,000</u>	<u>615,000</u>	<u>615,000</u>	<u>615,000</u>	<u>15,000</u>
<i>Total Current Revenues</i>	<u><i>754,094</i></u>	<u><i>687,704</i></u>	<u><i>809,759</i></u>	<u><i>1,420,074</i></u>	<u><i>1,420,074</i></u>	<u><i>1,420,074</i></u>	<u><i>835,513</i></u>
Total Resources	<u>1,089,078</u>	<u>1,044,471</u>	<u>987,409</u>	<u>1,627,165</u>	<u>1,627,165</u>	<u>1,627,165</u>	<u>1,582,437</u>

Requirements	ACTUAL	ACTUAL	BUDGET	MANAGER RECOMMEND	COMMITTEE APPROVED	COUNCIL ADOPTED	PROJECTED
	FY' 11	FY' 12	FY' 13	FY' 14	FY' 14	FY' 14	FY' 15
	\$	\$	\$	\$	\$	\$	\$
Personnel Services	240,879	257,491	269,535	291,532	291,532	291,532	301,030
Materials & Supplies	341,076	372,452	403,740	392,940	392,940	392,940	396,640
Contractual/Prof Services	67,313	75,048	76,794	92,247	92,247	92,247	93,546
Direct Charges	13,500	13,500	13,500	13,500	13,500	13,500	13,500
Capital Outlay	2,829	15,066	10,000	10,000	10,000	10,000	10,000
Indirect Charges	<u>66,714</u>	<u>73,356</u>	<u>76,644</u>	<u>80,022</u>	<u>80,022</u>	<u>80,022</u>	<u>81,471</u>
<i>Subtotal Expenditures</i>	<u><i>732,311</i></u>	<u><i>806,913</i></u>	<u><i>850,213</i></u>	<u><i>880,241</i></u>	<u><i>880,241</i></u>	<u><i>880,241</i></u>	<u><i>896,187</i></u>
Contingencies	0	0	137,196	746,924	746,924	746,924	686,250
Ending Balance	<u>356,767</u>	<u>237,558</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Requirements	<u>1,089,078</u>	<u>1,044,471</u>	<u>987,409</u>	<u>1,627,165</u>	<u>1,627,165</u>	<u>1,627,165</u>	<u>1,582,437</u>

Program: Support Services – Garage Operations

Personnel

	BUDGET		MANAGER COMMITTEE		COUNCIL		PROJECTED
	BUDGET	BUDGET	BUDGET	RECOMMEND	APPROVED	ADOPTED	
	FY' 11	FY' 12	FY' 13	FY' 14	FY' 14	FY' 14	
	#	#	#	#	#	#	#
Admin. Support Specialist	1.000	1.000*	1.000*	1.000*	1.000*	1.000*	1.000*
Lead Fleet Mechanic	1.000	1.000	1.000	1.000	1.000	1.000	1.000
Mechanic	1.000	1.000	1.000	1.000	1.000	1.000	1.000
Department Support Technician	<u>1.000</u>	<u>1.000*</u>	<u>1.000*</u>	<u>1.000</u>	<u>1.000</u>	<u>1.000</u>	<u>1.000</u>
<i>Subtotal</i>	<i>4.000</i>						
Finance Director							
From: Finance	0.000	0.000	0.000	0.100	0.100	0.100	0.100
Parks and Comm. Service Director							
From: Property Management	0.100	0.100	0.100	0.000	0.000	0.000	0.000
Admin. Support Specialist							
To: Finance	0.000	0.000	0.000	(0.300)	(0.300)	(0.300)	(0.300)
To: Park Maintenance	(0.150)	(0.150)	(0.150)	0.000	0.000	0.000	0.000
To: Property Management	(0.150)	(0.150)	(0.200)	0.000	0.000	0.000	0.000
To: Information Technology	(0.100)	(0.100)	(0.050)	0.000	0.000	0.000	0.000
To: Equipment Replacement	(0.200)	(0.200)	(0.300)	(0.350)	(0.350)	(0.350)	(0.350)
Dept. Support Technician							
To: Finance	0.000	0.000	0.000	(0.100)	(0.100)	(0.100)	(0.100)
To: Equipment Replacement	(0.150)	(0.150)	(0.150)	(0.150)	(0.150)	(0.150)	(0.150)
Lead Fleet Mechanic							
To: Equipment Replacement	(0.200)	(0.100)	(0.100)	(0.100)	(0.100)	(0.100)	(0.100)
Mechanic							
To: Equipment Replacement	<u>(0.200)</u>	<u>(0.100)</u>	<u>(0.100)</u>	<u>(0.100)</u>	<u>(0.100)</u>	<u>(0.100)</u>	<u>(0.100)</u>
<i>Subtotal Distributed</i>	<i>(1.050)</i>	<i>(0.850)</i>	<i>(0.950)</i>	<i>(1.000)</i>	<i>(1.000)</i>	<i>(1.000)</i>	<i>(1.000)</i>
Total Positions	<u>2.950</u>	<u>3.150</u>	<u>3.050</u>	<u>3.000</u>	<u>3.000</u>	<u>3.000</u>	<u>3.000</u>
Total Un-Funded Positions	0.000	(0.125)	(0.115)	(0.035)	(0.035)	(0.035)	(0.035)
Total Funded Positions	<u>2.950</u>	<u>3.025</u>	<u>2.935</u>	<u>2.965</u>	<u>2.965</u>	<u>2.965</u>	<u>2.965</u>

***Recap of Unfunded Positions by Fiscal Year:**

Admin Support Specialist	0.000	0.040	0.030	0.035	0.035	0.035	0.035
Department Support Technician	0.000	0.085	0.085	0.000	0.000	0.000	0.000

Capital Outlay/By Item

Tools/Equipment			<u>10,000</u>	<u>10,000</u>	<u>10,000</u>	<u>10,000</u>	<u>10,000</u>
Total Capital Outlay			<u>10,000</u>	<u>10,000</u>	<u>10,000</u>	<u>10,000</u>	<u>10,000</u>

Program: Support Services – Equipment Replacement

Mission Statement:

“To collect and account for depreciation funds; stabilize yearly department costs and replace vehicles and equipment as they wear out.”

Services Delivered:

This activity operates as a reserve fund which obtains replacement vehicles and equipment as they wear out. A monthly depreciation fee is collected on each department vehicle. Over the projected life of a vehicle, funds are collected and then used to replace the vehicle. Payment and account balances are kept on each vehicle. Actual replacement decisions are made after reviewing age, maintenance costs and reliability of each vehicle.

Performance Measurements:

Equipment Replacement Performance Measures

Indicator	2010-11		2011-12		2012-13	2013-14	2014-15
	Actual	Goal	Actual	Goal	Actual	Goal	Goal
Outputs							
Number of vehicles/equipment with replacement accounts in schedule	93	N/A	110	N/A	110	111	112
Effectiveness							
Percentage of operational vehicles not in replacement schedule	12%	N/A	15%	N/A	13%	12%	12%
Efficiency							
Percentage of purchases made with State Bid Contracts	55%	N/A	100%	N/A	87%	76%	76%

FY'14 Anticipated Accomplishments & Corresponding Council Goal - Strategic Plan Item:

Provide Cooperative, Shared Leadership Involving Council, Staff and Community

Objective 4: Ensure efficiency and effectiveness in City operations

- Action 4: Address the highest priority recommendations from the 2012 Fleet Performance Audit.

Program: Support Services – Equipment Replacement

Budget Highlights:

The FY' 14 Budget includes replacement funds for three patrol cars, two K-9 units, two detective vehicles, two motorcycles and one new patrol vehicle for Public Safety. We are looking to purchase a brush truck for PS-Fire and a ¾ Ton 4WD pickup with a removable snow plow attachment for the Street Department. Additionally, we will evaluate replacing a Hydro-Vacuum truck, a tanker truck, front-end loader, two compressors, two park maintenance ATV's, wood chipper, vibratory roller, a ten yard dump truck and a crack sealer machine. When possible, new equipment will be purchased through the Oregon State Purchasing System. Late model used vehicles may be purchased when deemed good values.

Monthly amortization payments for most vehicles are calculated on a straight line cost reimbursement basis.

FY'13 Activity Review:

During FY' 13 a total of eleven vehicles and nine pieces of equipment were evaluated for replacement. Four patrol cars and one detective vehicle were replaced for Public Safety. Two pickups were replaced for Public Works. Seven fleet vehicles were decommissioned and sold at auction.

Program: Support Services – Equipment Replacement

Financial Summary

Resources	ACTUAL	ACTUAL	BUDGET	MANAGER RECOMMEND	COMMITTEE APPROVED	COUNCIL ADOPTED	PROJECTED
	FY'11	FY'12	FY'13	FY'14	FY'14	FY'14	FY'15
	\$	\$	\$	\$	\$	\$	\$
Beginning Balance	<u>3,379,082</u>	<u>3,153,262</u>	<u>2,909,365</u>	<u>3,165,006</u>	<u>3,165,006</u>	<u>3,165,006</u>	<u>2,024,361</u>
Current Resources							
Activity Generated							
Revenue Other Agencies	100,094	104,523	250,000	0	0	0	0
Internal Billings	540,955	663,701	695,547	684,679	684,679	684,679	710,540
Interest	25,675	19,568	18,000	30,000	30,000	30,000	30,000
Transfer General Fund	0	190,000	0	0	0	0	0
Transfer Wastewater Fund	0	45,000	45,000	0	0	0	0
Transfer Property Services	0	0	0	5,000	5,000	5,000	0
Transfer TR Projects	0	10,000	0	0	0	0	0
Other Revenue	<u>7,777</u>	<u>33,899</u>	<u>10,000</u>	<u>10,000</u>	<u>10,000</u>	<u>10,000</u>	<u>10,000</u>
Total Current Revenues	<u>674,501</u>	<u>1,066,691</u>	<u>1,018,547</u>	<u>729,679</u>	<u>729,679</u>	<u>729,679</u>	<u>750,540</u>
Total Resources	<u>4,053,583</u>	<u>4,219,953</u>	<u>3,927,912</u>	<u>3,894,685</u>	<u>3,894,685</u>	<u>3,894,685</u>	<u>2,774,901</u>

Requirements	ACTUAL	ACTUAL	BUDGET	MANAGER RECOMMEND	COMMITTEE APPROVED	COUNCIL ADOPTED	PROJECTED
	FY'11	FY'12	FY'13	FY'14	FY'14	FY'14	FY'15
	\$	\$	\$	\$	\$	\$	\$
Personnel Services	67,543	49,098	59,826	74,061	74,061	74,061	75,564
Materials & Supplies	227	0	1,500	1,500	1,500	1,500	1,500
Contractual/Prof Services	47,814	29,430	51,089	601,505	601,505	601,505	1,585
Direct Charges	22,675	24,322	24,322	22,284	22,284	22,284	22,284
Capital Outlay	719,419	809,013	686,000	1,167,000	1,167,000	1,167,000	1,004,000
Indirect Charges	<u>42,643</u>	<u>4,114</u>	<u>5,442</u>	<u>3,974</u>	<u>3,974</u>	<u>3,974</u>	<u>4,038</u>
Subtotal Expenditures	<u>900,321</u>	<u>915,977</u>	<u>828,179</u>	<u>1,870,324</u>	<u>1,870,324</u>	<u>1,870,324</u>	<u>1,108,971</u>
Contingencies	0	0	300,000	300,000	300,000	300,000	300,000
Ending Balance	<u>3,153,262</u>	<u>3,303,976</u>	<u>2,799,733</u>	<u>1,724,361</u>	<u>1,724,361</u>	<u>1,724,361</u>	<u>1,365,930</u>
Total Requirements	<u>4,053,583</u>	<u>4,219,953</u>	<u>3,927,912</u>	<u>3,894,685</u>	<u>3,894,685</u>	<u>3,894,685</u>	<u>2,774,901</u>

Program: Support Services – Equipment Replacement

Personnel

	BUDGET	BUDGET	BUDGET	MANAGER RECOMMEND	COMMITTEE APPROVED	COUNCIL ADOPTED	PROJECTED
	FY'11	FY'12	FY'13	FY'14	FY'14	FY'14	FY'15
	#	#	#	#	#	#	#
Finance Director							
From: Finance	0.000	0.000	0.000	0.050	0.050	0.050	0.050
Parks/Community Svcs. Director							
From: Property Mgmt	0.050	0.050	0.050	0.000	0.000	0.000	0.000
Dept. Support Technician							
From: Garage	0.150	0.150*	0.150*	0.150	0.150	0.150	0.150
Admin. Support Specialist							
From: Garage	0.200	0.200*	0.300*	0.350*	0.350*	0.350*	0.350*
Lead Fleet Mechanic							
From: Garage	0.200	0.100	0.100	0.100	0.100	0.100	0.100
Mechanic							
From: Garage	0.200	0.100	0.100	0.100	0.100	0.100	0.100
Total Positions	<u>0.800</u>	<u>0.600</u>	<u>0.700</u>	<u>0.750</u>	<u>0.750</u>	<u>0.750</u>	<u>0.750</u>
Total Un-Funded Positions	0.000	(0.035)	(0.045)	(0.035)	(0.035)	(0.035)	(0.035)
Total Funded Positions	<u>0.800</u>	<u>0.565</u>	<u>0.655</u>	<u>0.715</u>	<u>0.715</u>	<u>0.715</u>	<u>0.715</u>

*Recap of Unfunded Positions by Fiscal Year:							
Admin Support Specialist	0.00	0.020	0.030	0.035	0.035	0.035	0.035
Department Support Technician	0.00	0.015	0.015	0.000	0.000	0.000	0.000

Capital Outlay/By Item

Wood chipper, Melter Applicator	44,000	45,000	45,000	45,000	0
HVAC Truck	0	235,000	235,000	235,000	0
Automobiles	15,000	14,000	14,000	14,000	0
Cat Loader/Dump Truck	167,000	169,000	169,000	169,000	55,000
Police Vehicles	108,000	351,000	351,000	351,000	284,000
Pick-Up Trucks	92,000	30,000	30,000	30,000	23,000
Fire Apparatus	0	40,000	40,000	40,000	140,000
Heavy Equipment	0	225,000	225,000	225,000	502,000
Air Compressors	30,000	30,000	30,000	30,000	0
Vibratory Roller – Streets	28,000	28,000	28,000	28,000	0
Other/ CMAQ Grant	202,000	0	0	0	0
Total Capital Outlay	<u>686,000</u>	<u>1,167,000</u>	<u>1,167,000</u>	<u>1,167,000</u>	<u>1,004,000</u>

Program: Support Services – Workers’ Compensation Insurance

Mission Statement:

“The City of Grants Pass is committed to providing a safe and healthful work environment. The success of this program is dependent on the commitment made by all City employees, at all levels. Leading by example will build a work environment allowing employees the opportunity to communicate their concerns and/or ideas as it relates to their safety, and the safety of others.”

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 \$500,000 and aggregate claims of \$1,000,000), accounts payable and administration are also paid by this activity.

Performance Measurements:

Workers Compensation Performance Measures

Indicator	2010-11		2011-12		2012-13	2013-14	2014-15
	Actual	Goal	Actual	Goal	Goal	Goal	Goal
Outputs							
Number of Safety Training Classes Held for non-Public Safety employees	4	N/A	6	N/A	N/A	4	4
Effectiveness							
Workers Compensation Experience Modification	0.82	0.70	0.79	0.70	0.70	0.70	0.70
% of time mandatory safety training is completed and documented	N/A	N/A	69%	80%	80%	80%	90%
Efficiency							
Risk Management Training Hours per non-Public Safety FTE	0.15	N/A	0.30	N/A	1	1	1
Number of Worker Days Lost to Injury per Full Time Employee (FTE)	0.31	N/A	0.34	N/A	0	0	0

FY’14 Anticipated Accomplishments & Corresponding Council Goal - Strategic Plan Item:

Provide Cooperative, Shared Leadership Involving Council, Staff and Community

Objective 4: Ensure efficiency and effectiveness in City operations

- Assist Departments in the prevention of accidents and injuries, while maintaining compliance with federal, state and local governing agencies.

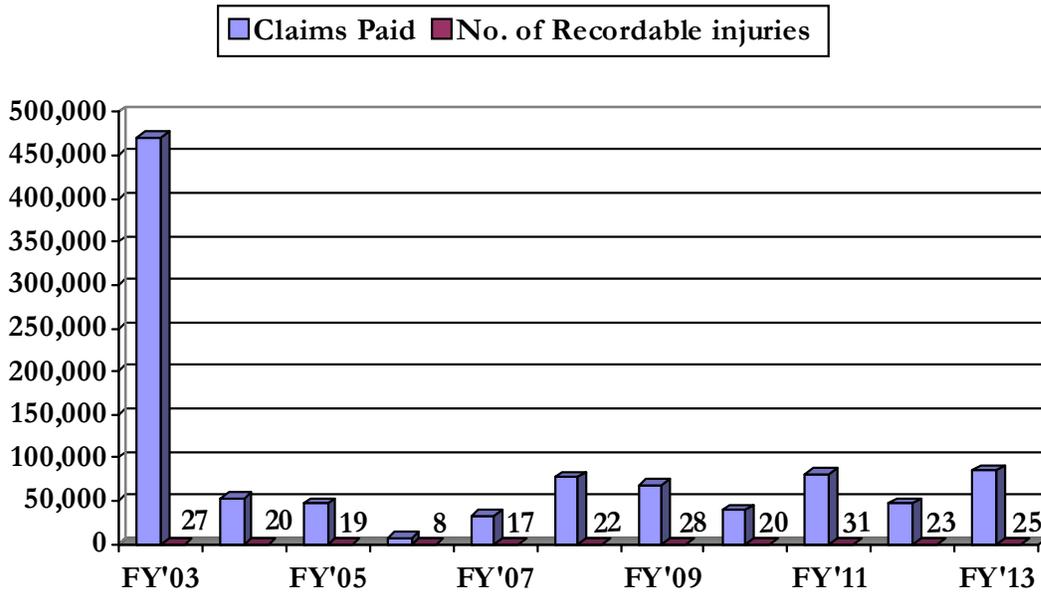
Program: Support Services – Workers’ Compensation Insurance

Budget Highlights:

Risk Management, with the assistance of the City’s Safety Committee, has been able to contain losses during this budget cycle and recent budget years. The self-insured Workers Compensation Fund has not had a year of significant claims expenses since 2003. In October 2010, an actuarial study was completed by Select Actuarial Services. Their report affirms the Workers’ Compensation Fund is actuarially sound and has an adequately funded loss reserve account. This will enable this fund to consider a distribution credit at the end of each fiscal year; resulting in lower effective rates for departments, as long as loss history remains low.

FY’13 Activity Review:

For calendar year 2012, there were 57 incidents, of which 31 resulted in a claim being filed. These claims resulted in a total of 33 days of time loss and 10 days of light or modified duty.



Program: Support Services – Workers’ Compensation Insurance

Financial Summary

Resources	ACTUAL	ACTUAL	BUDGET	MANAGER RECOMMEND	COMMITTEE APPROVED	COUNCIL ADOPTED	PROJECTED
	FY'11	FY'12	FY'13	FY'14	FY'14	FY'14	FY'15
	\$	\$	\$	\$	\$	\$	\$
Beginning Balance	<u>987,599</u>	<u>973,130</u>	<u>925,127</u>	<u>940,161</u>	<u>940,161</u>	<u>940,161</u>	<u>828,121</u>
Current Resources							
Activity Generated							
Internal Billings	132,442	192,368	295,000	311,000	311,000	311,000	312,900
Interest	8,397	6,570	7,800	6,200	6,200	6,200	6,200
Other Revenue	<u>34,670</u>	<u>100</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<i>Total Current Revenues</i>	<u>175,509</u>	<u>199,038</u>	<u>302,800</u>	<u>317,200</u>	<u>317,200</u>	<u>317,200</u>	<u>319,100</u>
Total Resources	<u>1,163,108</u>	<u>1,172,168</u>	<u>1,227,927</u>	<u>1,257,361</u>	<u>1,257,361</u>	<u>1,257,361</u>	<u>1,147,221</u>

Requirements	ACTUAL	ACTUAL	BUDGET	MANAGER RECOMMEND	COMMITTEE APPROVED	COUNCIL ADOPTED	PROJECTED
	FY'11	FY'12	FY'13	FY'14	FY'14	FY'14	FY'15
	\$	\$	\$	\$	\$	\$	\$
Personnel Services	15,925	27,532	28,174	36,068	36,068	36,068	38,128
Materials & Supplies	4,453	5,277	6,050	6,200	6,200	6,200	6,200
Contractual/Prof Services	165,848	231,421	362,321	386,460	386,460	386,460	386,380
Direct Charges	<u>3,752</u>	<u>2,088</u>	<u>1,814</u>	<u>512</u>	<u>512</u>	<u>512</u>	<u>512</u>
<i>Subtotal Expenditures</i>	<u>189,978</u>	<u>266,318</u>	<u>398,359</u>	<u>429,240</u>	<u>429,240</u>	<u>429,240</u>	<u>431,220</u>
Contingencies	0	0	500,000	500,000	500,000	500,000	500,000
Ending Balance	<u>973,130</u>	<u>905,850</u>	<u>329,568</u>	<u>328,121</u>	<u>328,121</u>	<u>328,121</u>	<u>216,001</u>
Total Requirements	<u>1,163,108</u>	<u>1,172,168</u>	<u>1,227,927</u>	<u>1,257,361</u>	<u>1,257,361</u>	<u>1,257,361</u>	<u>1,147,221</u>

Program: Support Services – Workers’ Compensation Insurance

Personnel

	BUDGET	BUDGET	BUDGET	MANAGER RECOMMEND	COMMITTEE APPROVED	COUNCIL ADOPTED	PROJECTED
	FY’ 11	FY’ 12	FY’ 13	FY’ 14	FY’ 14	FY’ 14	FY’ 15
	#	#	#	#	#	#	#
City Attorney							
From: Legal Services	0.050	0.050**	0.050**	0.050**	0.050**	0.050**	0.050**
Assistant City Attorney							
From: Legal Services	0.025	0.025**	0.025**	0.025**	0.025**	0.025**	0.025**
Assistant City Manager							
From: Management	0.000	0.020	0.000	0.000	0.000	0.000	0.000
City Recorder							
From: Management	0.000	0.000	0.000	0.150	0.150	0.150	0.150
Administration Coordinator							
From: Management	0.000	0.000	0.150	0.000	0.000	0.000	0.000
HR Director							
From: Human Resources	0.000	0.000	0.020	0.020	0.020	0.020	0.020
Personnel Analyst							
From: Human Resources	0.000	0.125	0.125	0.150	0.150	0.150	0.150
Office Assistant II							
From: Legal Services	0.255	0.000	0.000	0.000	0.000	0.000	0.000
From: Management	0.000	0.000	0.000	0.050*	0.050*	0.050*	0.050*
Department Support Technician							
From: Legal Services	<u>0.000</u>	<u>0.106</u>	<u>0.000</u>	<u>0.000</u>	<u>0.000</u>	<u>0.000</u>	<u>0.000</u>
Total Positions	<u>0.330</u>	<u>0.326</u>	<u>0.370</u>	<u>0.445</u>	<u>0.445</u>	<u>0.445</u>	<u>0.445</u>
Total Un-Funded Positions	0.000	0.000	0.000	(0.005)	(0.005)	(0.005)	(0.005)
Total Funded Positions	<u>0.330</u>	<u>0.326</u>	<u>0.370</u>	<u>0.440</u>	<u>0.440</u>	<u>0.440</u>	<u>0.440</u>

* Recap of Unfunded Positions by Fiscal Year:							
Office Assistant II	0.000	0.000	0.000	0.005	0.005	0.005	0.005

** Note the following are funded under Contractual Services instead of Personnel Services:							
City Attorney	0.000	0.050	0.050	0.050	0.050	0.050	0.050
Assistant City Attorney	0.000	0.025	0.025	0.025	0.025	0.025	0.025

Program: Support Services – General Insurance

Mission Statement:

“The role of Risk Management is to effectively manage the City’s various liability exposures through the purchasing of cost effective insurance, coupled with the development and implementation of effective and proven loss control programs.”

Services Delivered:

This 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. Costs to manage this activity have been paid from the fund balance.

FY’14 Anticipated Accomplishments & Corresponding Council Goal - Strategic Plan Item:

Provide Cooperative, Shared Leadership Involving Council, Staff and Community

Objective 4: Ensure efficiency and effectiveness in City operations

- Partner with individual departments in identifying exposures, including tort liability, damage and destruction of assets, errors and omissions, natural disasters and employee safety.

Performance Measurements:

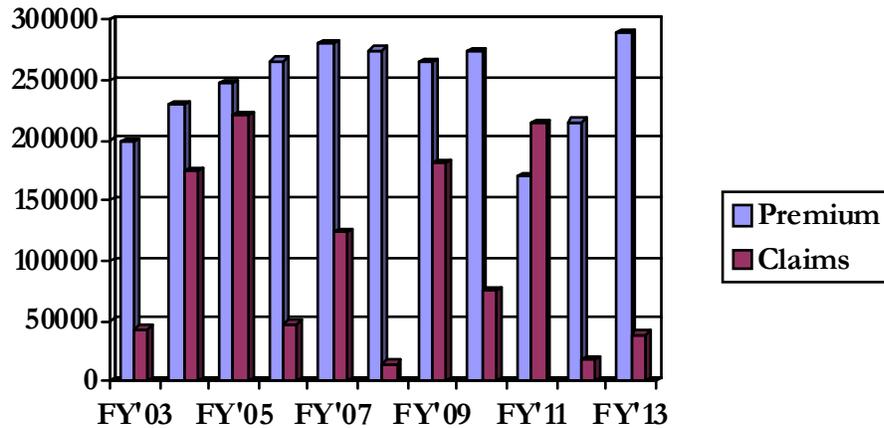
General Insurance Performance Measures

Indicator	2010-11		2011-12		2012-13	2013-14	2014-15
	Actual	Goal	Actual	Goal	Goal	Goal	Goal
Outputs							
Number of claims managed	17	N/A	22	N/A	0	0	0
At Fault Employee Vehicle & Equipment Incidents	2	0	1	0	0	0	0
Effectiveness							
Number of bi-annual training held by City County Insurance Services	2	2	0	0	1	1	1
Efficiency							
Expenditures per City wide FTE	\$1,029	N/A	\$1,086	N/A	\$1,000	\$1,000	\$1,000
% of new hires receiving safety orientation	100%	100%	100%	100%	100%	100%	100%
% of seasonal hires receiving safety orientation	88%	100%	63%	100%	100%	100%	100%

Budget Highlights:

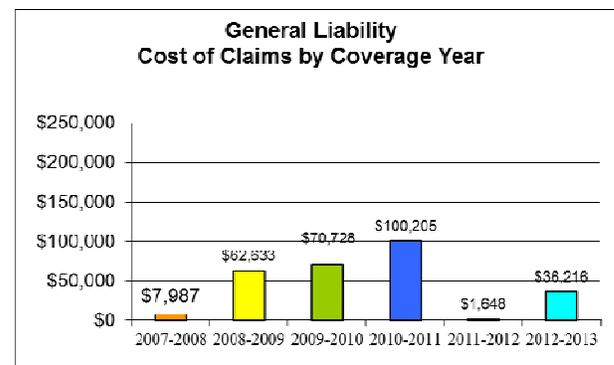
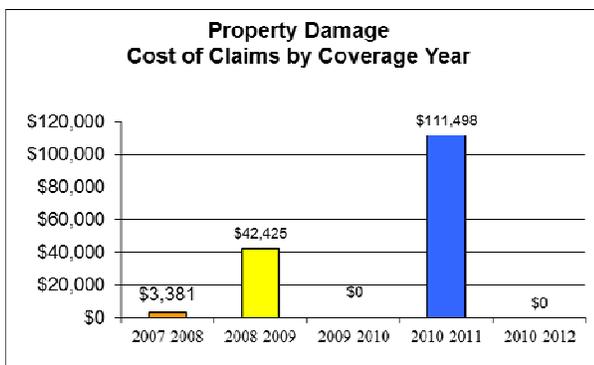
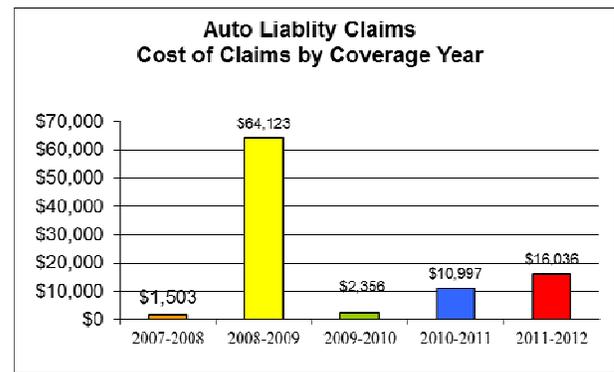
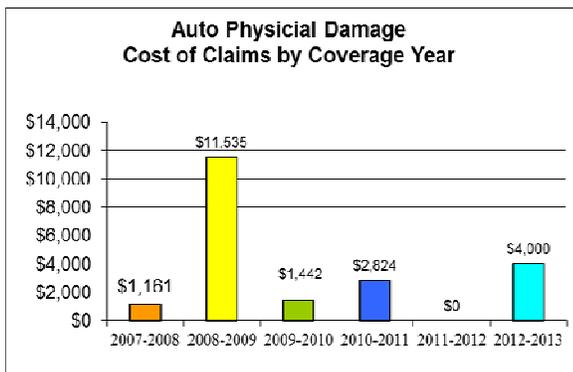
The City continues to use City County Insurance Services (CIS) to ensure long-term insurance viability. CIS will not be able to provide final premium costs prior to budget preparation. However, preliminary figures from CIS are estimated to result in an overall rate increase of 8.9% for all lines of coverage. This increase is due to the pools loss experience in significant employment claims.

Program: Support Services – General Insurance



FY'13 Activity Review:

During FY'13, this activity identified aggressive risk management as key in keeping the cost of coverage as low as possible. We continue to contract with a Wilson-Heirgood Risk Management Consultant to assist our entity in identifying and reducing our liability exposures. Through their advice, our entity is improving our loss experience and risk management programs through the following actions: 1) Providing risk management training for the management staff; 2) Assisting in purchasing flood insurance; 3) Providing research related to ongoing risk management and regulatory issues; 4) Establishing best practice policies.



Program: Support Services – General Insurance

Financial Summary

Resources	ACTUAL	ACTUAL	BUDGET	MANAGER RECOMMEND	COMMITTEE APPROVED	COUNCIL ADOPTED	PROJECTED
	FY'11	FY'12	FY'13	FY'14	FY'14	FY'14	FY'15
	\$	\$	\$	\$	\$	\$	\$
Beginning Balance	<u>510,668</u>	<u>664,882</u>	<u>709,139</u>	<u>682,241</u>	<u>682,241</u>	<u>682,241</u>	<u>413,045</u>
Current Resources							
Activity Generated							
Internal Billings	434,363	394,291	277,097	293,530	293,530	293,530	324,390
Interest	4,571	5,069	2,500	0	0	0	0
Redwood Sewer District	1,970	1,784	1,558	0	0	0	0
Loan Repayments	765	785	0	0	0	0	0
Other Revenue	<u>32</u>	<u>15,298</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Current Revenues	<u>441,701</u>	<u>417,227</u>	<u>281,155</u>	<u>293,530</u>	<u>293,530</u>	<u>293,530</u>	<u>324,390</u>
Total Resources	<u>952,369</u>	<u>1,082,109</u>	<u>990,294</u>	<u>975,771</u>	<u>975,771</u>	<u>975,771</u>	<u>737,435</u>

Requirements	ACTUAL	ACTUAL	BUDGET	MANAGER RECOMMEND	COMMITTEE APPROVED	COUNCIL ADOPTED	PROJECTED
	FY'11	FY'12	FY'13	FY'14	FY'14	FY'14	FY'15
	\$	\$	\$	\$	\$	\$	\$
Personnel Services	20,970	8,553	19,627	18,946	18,946	18,946	20,610
Materials & Supplies	949	0	1,050	200	200	200	200
Contractual/Prof Services	261,816	286,538	525,858	542,910	542,910	542,910	556,200
Direct Charges	<u>3,752</u>	<u>2,088</u>	<u>1,814</u>	<u>670</u>	<u>670</u>	<u>670</u>	<u>670</u>
Subtotal Expenditures	<u>287,487</u>	<u>297,179</u>	<u>548,349</u>	<u>562,726</u>	<u>562,726</u>	<u>562,726</u>	<u>577,680</u>
Contingencies	0	0	441,945	413,045	413,045	413,045	159,755
Ending Balance	<u>664,882</u>	<u>784,930</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Requirements	<u>952,369</u>	<u>1,082,109</u>	<u>990,294</u>	<u>975,771</u>	<u>975,771</u>	<u>975,771</u>	<u>737,435</u>

Program: Support Services – General Insurance

Personnel

	BUDGET	BUDGET	BUDGET	MANAGER RECOMMEND	COMMITTEE APPROVED	COUNCIL ADOPTED	PROJECTED
	FY'11	FY'12	FY'13	FY'14	FY'14	FY'14	FY'15
	#	#	#	#	#	#	#
City Attorney							
From: Legal Services	0.100	0.100*	0.100*	0.100*	0.100*	0.100*	0.100*
Assistant City Attorney							
From: Legal Services	0.050	0.050*	0.050*	0.050*	0.050*	0.050*	0.050*
City Recorder							
From: Management	0.000	0.000	0.000	0.000	0.200	0.200	0.200
Administration Coordinator							
From: Management	0.000	0.000	0.150	0.150	0.000	0.000	0.000
Office Assistant II							
From: Legal Services	0.340	0.000	0.000	0.000	0.000	0.000	0.000
Department Support Tech							
From: Legal Services	0.000	0.289	0.000	0.000	0.000	0.000	0.000
Office Assistant II							
From: Mgmt. Services	<u>0.050</u>	<u>0.050</u>	<u>0.050</u>	<u>0.050</u>	<u>0.000</u>	<u>0.000</u>	<u>0.000</u>
Total Positions	<u>0.540</u>	<u>0.489</u>	<u>0.350</u>	<u>0.350</u>	<u>0.350</u>	<u>0.350</u>	<u>0.350</u>

*** Note the following are funded under Contractual Services instead of Personnel Services:**

City Attorney	0.000	0.100	0.100	0.100	0.100	0.100	0.100
Assistant City Attorney	0.000	0.050	0.050	0.050	0.050	0.050	0.050

Program: Support Services – Benefits Administration

Mission Statement:

“This fund is overseen by the Human Resources Department where our mission statement is “to work strategically with all City Departments to provide equitable administration of policies and procedures.” The City strives to minimize the escalating costs of employee health benefits while offering a benefit package that attracts the best performing employee and encourages a healthy workforce.”

Services Delivered:

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

FY’14 Anticipated Accomplishments & Corresponding Council Goal - Strategic Plan Item:

Provide Cooperative, Shared Leadership Involving Council, Staff and Community

Objective 4: Ensure efficiency and effectiveness in City operations

- A Health Insurance Committee comprised of two employees from each of the bargaining groups and non-bargaining groups, formed in 2002, will reconvene in the fall of 2014 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 2014, as the existing contract expires December 31, 2013.
- Programs to encourage the wellness of our employees will continue to be introduced by the Wellness Committee which is made of representatives from most City departments.

Performance Measurements:

Benefits Administration Performance Measures

Indicator	2010-11		2011-12		2012-13	2013-14	2014-15
	Actual	Goal	Actual	Goal	Goal	Goal	Goal
Outputs							
Number of insurance meetings held	2	3	3	3	3	3	3
Effectiveness							
Insurance renewal rate %	5.9%	<12%	0	<10%	<10%	<10%	<10%
Efficiency							
Wellness program expenditures per FTE	\$27	\$25	\$12	\$25	\$25	\$25	\$25

Program: Support Services – Benefits Administration

Budget Highlights:

The monthly billing to departments for a Self-Health fund was reduced in FY'12 to \$15 per employee. This change has proven to be sufficient funding and will continue for FY'14. The Health Insurance fund budgets for the Fitness Reimbursement, Employee Assistance, and Wellness Programs. This fund has built up a balance to be used for a Wellness Program, for which a Wellness Committee has been formed.

FY'13 Activity Review:

The Health Insurance Committee reconvened and worked with our Agent of Record reviewing proposals and options from several providers. The health insurance renewal rates that were first presented from PacificSource to the Committee were extremely high. The Committee looked at other plan options that would bring down the renewal rates. These options included higher deductible plans. The Committee recommended to management the renewal of the health care contract for calendar year 2013 with PacificSource, with two higher deductible plan options. Understanding the need for the City to keep health care costs down and to remain within budget, all of the bargaining groups and the non-bargaining group agreed to change to the new options, with one option continuing to include a Health Reimbursement Account (HRA). The committee also recommended the renewal of the dental plans through PacificSource Advantage Dental and Willamette Dental Service. Willamette Dental's premium did not increase for 2012, while PacificSource Dental had a 6% increase.

With the rising cost of health insurance, looking for ways to lower the City's costs was a high priority for management. Two ways to begin to accomplish this goal were higher deductible plans and increased cost sharing for the employees. Higher deductible plans were accepted. The City Manager met with all the bargaining groups and asked them to be part of a cost sharing plan by accepting into their contract or personnel rules an increase in their premium contribution. All groups, except one, included language to increase their cost sharing.

The Health Reimbursement Account (HRA), introduced as an option in 2007, continues to be offered. Approximately 90% of the employees covered by PacificSource have chosen this option. Including the employees in the Teamsters union, a high percentage of the City's employees are now participating in an HRA/VEBA account and are taking control of their health expenses, which a high deductible/HRA option encourages.

Another very successful Benefit Fair was held in the fall of 2012. It included wellness testing and flu shots. Benefit representatives were onsite to answer employee questions. The newly formed Wellness Committee contributed to the Benefits Fair. The group meets monthly and is working on many ideas to help educate and actively involve employees in healthy activities and lifestyles.

Program: Support Services – Benefits Administration

Financial Summary

Resources	ACTUAL	ACTUAL	BUDGET	MANAGER RECOMMEND	COMMITTEE APPROVED	COUNCIL ADOPTED	PROJECTED
	FY'11	FY'12	FY'13	FY'14	FY'14	FY'14	FY'15
	\$	\$	\$	\$	\$	\$	\$
Beginning Balance	<u>1,115,390</u>	<u>1,498,404</u>	<u>1,622,000</u>	<u>1,703,300</u>	<u>1,703,300</u>	<u>1,703,300</u>	<u>1,635,150</u>
Current Resources							
Activity Generated							
Internal Billings	398,083	148,425	316,800	85,900	85,900	85,900	124,000
Interest	11,009	10,783	21,000	10,500	10,500	10,500	10,500
Revenue Other Agencies	1,357	1,355	0	0	0	0	0
Other Revenue	<u>402</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<i>Total Current Revenues</i>	<u><i>410,851</i></u>	<u><i>160,563</i></u>	<u><i>337,800</i></u>	<u><i>96,400</i></u>	<u><i>96,400</i></u>	<u><i>96,400</i></u>	<u><i>134,500</i></u>
Total Resources	<u>1,526,241</u>	<u>1,658,967</u>	<u>1,959,800</u>	<u>1,799,700</u>	<u>1,799,700</u>	<u>1,799,700</u>	<u>1,769,650</u>

Requirements	ACTUAL	ACTUAL	BUDGET	MANAGER RECOMMEND	COMMITTEE APPROVED	COUNCIL ADOPTED	PROJECTED
	FY'11	FY'12	FY'13	FY'14	FY'14	FY'14	FY'15
	\$	\$	\$	\$	\$	\$	\$
Personnel Services	19,472	17,310	31,600	151,600	151,600	151,600	62,800
Materials & Supplies	1,023	720	1,900	1,900	1,900	1,900	1,900
Contractual/Prof Services	7,342	2,399	11,050	11,050	11,050	11,050	11,050
<i>Subtotal Expenditures</i>	<u><i>27,837</i></u>	<u><i>20,429</i></u>	<u><i>44,550</i></u>	<u><i>164,550</i></u>	<u><i>164,550</i></u>	<u><i>164,550</i></u>	<u><i>75,750</i></u>
Contingencies	0	0	25,000	25,000	25,000	25,000	25,000
Ending Balance	<u>1,498,404</u>	<u>1,638,538</u>	<u>1,890,250</u>	<u>1,610,150</u>	<u>1,610,150</u>	<u>1,610,150</u>	<u>1,668,900</u>
Total Requirements	<u>1,526,241</u>	<u>1,658,967</u>	<u>1,959,800</u>	<u>1,799,700</u>	<u>1,799,700</u>	<u>1,799,700</u>	<u>1,769,650</u>