

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).

Resources	ACTUAL FY'05 \$	ACTUAL FY'06 \$	BUDGET FY'07 \$	MANAGER RECOMMEND FY'08 \$	COMMITTEE APPROVED FY'08 \$	COUNCIL ADOPTED FY'08 \$
Program Generated Resources	8,724,471	10,043,183	11,174,058	12,167,463	12,167,463	12,167,463
General Support	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Resources	<u>8,724,471</u>	<u>10,043,183</u>	<u>11,174,058</u>	<u>12,167,463</u>	<u>12,167,463</u>	<u>12,167,463</u>
Requirements						
Community Development	528,033	544,282	620,292	688,413	688,413	688,413
Engineering Services	799,661	782,706	987,085	1,269,855	1,269,855	1,269,855
Property Management Services	462,904	520,041	573,028	619,900	619,900	619,900
Garage Services	460,384	518,552	667,464	725,179	725,179	725,179
Equipment Replacement	2,448,593	2,656,480	2,928,241	2,897,190	2,897,190	2,897,190
Information Technology	0	449,972	587,321	643,170	643,170	643,170
Insurance	<u>4,024,896</u>	<u>4,571,150</u>	<u>4,810,627</u>	<u>5,358,756</u>	<u>5,358,756</u>	<u>5,358,756</u>
Total Requirements	<u>8,724,471</u>	<u>10,043,183</u>	<u>11,174,058</u>	<u>12,202,463</u>	<u>12,202,463</u>	<u>12,202,463</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 Building, Engineering, and Planning functions from plan review 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 Public Works Department.

FY’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.

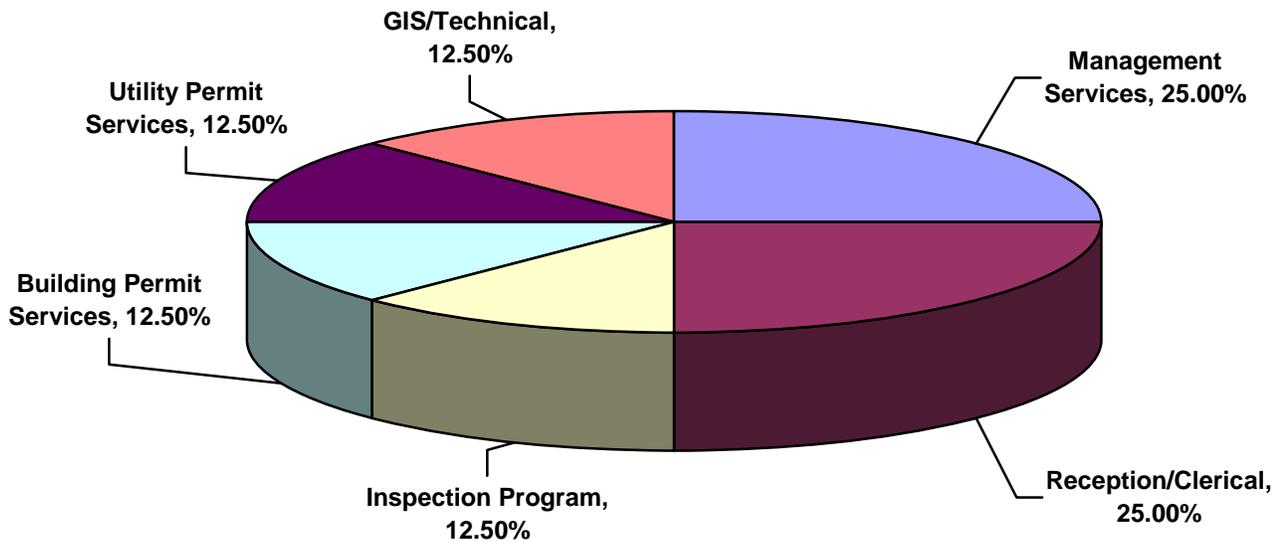
Items identified in the City Council Work Plan and assigned to Community Development for FY’06-’08 include developing policies and ordinances to support growth from the core out, reviewing density of development and residential development in commercial zones, and adopting and implementing a workforce housing program.

FY’08 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'08



FY'07 Activity Review:

In calendar year 2006 this activity processed 4,122 building and utility permits, administered 8 new Advance Financed Districts, scheduled 14,540 inspections, and provided telephone and front counter reception service for 9 hours every working day.

FY'07 Performance Indicators:

- Reception services will be provided during all working days between 8:00 AM and 5:00 PM. **Goal#1 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 #1 Target met.**

Program: Support Services – Community Development Management Services

Financial Summary

Resources	ACTUAL FY'05 \$	ACTUAL FY'06 \$	BUDGET FY'07 \$	MANAGER RECOMMEND FY'08 \$	COMMITTEE APPROVED FY'08 \$	COUNCIL ADOPTED FY'08 \$
Beginning Balance	174	156	321	0	0	0
Current Resources						
Activity Generated						
Redwood Sewer District	7,306	7,428	23,304	25,283	25,283	25,283
Direct Charges from:						
General Fund	341,757	354,306	424,299	471,644	471,644	471,644
Transportation	11,692	12,184	14,565	15,802	15,802	15,802
Wastewater	23,868	24,369	29,130	31,604	31,604	31,604
Water	19,482	19,807	23,304	25,284	25,284	25,284
Engineering	121,670	122,855	102,661	115,996	115,996	115,996
Other Revenue	2,084	3,177	2,708	0	0	0
Unspent Contingency	0	0	0	2,800	2,800	2,800
Total Current Resources	<u>527,859</u>	<u>544,126</u>	<u>619,971</u>	<u>688,413</u>	<u>688,413</u>	<u>688,413</u>
Total Resources	<u>528,033</u>	<u>544,282</u>	<u>620,292</u>	<u>688,413</u>	<u>688,413</u>	<u>688,413</u>

Requirements	ACTUAL FY'05 \$	ACTUAL FY'06 \$	BUDGET FY'07 \$	MANAGER RECOMMEND FY'08 \$	COMMITTEE APPROVED FY'08 \$	COUNCIL ADOPTED FY'08 \$
Personal Services	408,672	431,531	495,027	532,571	532,571	532,571
Materials & Supplies	5,979	4,591	6,554	6,709	6,709	6,709
Contractual/Prof Services	21,711	20,460	23,690	24,459	24,459	24,459
Direct Charges	77,424	77,424	80,521	98,374	98,374	98,374
Capital Outlay	14,091	4,955	14,500	23,500	23,500	23,500
Contingencies	0	0	0	2,800	2,800	2,800
Transfers Out	0	5,000	0	0	0	0
Ending Balance	156	321	0	0	0	0
Total Expenses	<u>528,033</u>	<u>544,282</u>	<u>620,292</u>	<u>688,413</u>	<u>688,413</u>	<u>688,413</u>

Program: Support Services – Community Development Management Services

Personnel

	ACTUAL	ACTUAL	BUDGET	MANAGER	COMMITTEE	COUNCIL
	FY'05	FY'06	FY'07	RECOMMEND	APPROVED	ADOPTED
	#	#	#	FY'08	FY'08	FY'08
Community Development Director	1.00	1.00	1.00	1.00	1.00	1.00
Administrative Coordinator	1.00	1.00	0.00	0.00	0.00	0.00
Community Dev. Coordinator	0.00	0.00	1.00	1.00	1.00	1.00
Office Assistant II	1.00	1.00	1.00	1.00	1.00	1.00
Office Assistant I	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
Department Support Technician	1.00	1.00	1.00	1.00	1.00	1.00
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>
Total Full Time Positions	<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>2,280</u>	<u>2,280</u>	<u>680</u>	<u>680</u>	<u>680</u>	<u>680</u>

Capital Outlay/By Item:

Computers	7,500	10,500	10,500	10,500
PC Software/License	1,000	1,000	1,000	1,000
Office Furniture	3,000	9,000	9,000	9,000
Office Equipment	<u>3,000</u>	<u>3,000</u>	<u>3,000</u>	<u>3,000</u>
Total Capital Outlay		<u>14,500</u>	<u>23,500</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’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 FY’07 we are updating the photos and in FY’08 will begin another 3-year budgeting process to purchase them again in FY’10.

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, Darneille Ln. L.I.D., Redwood Ave L.I.D., and the Parkdale and Leonard Public Safety Stations.

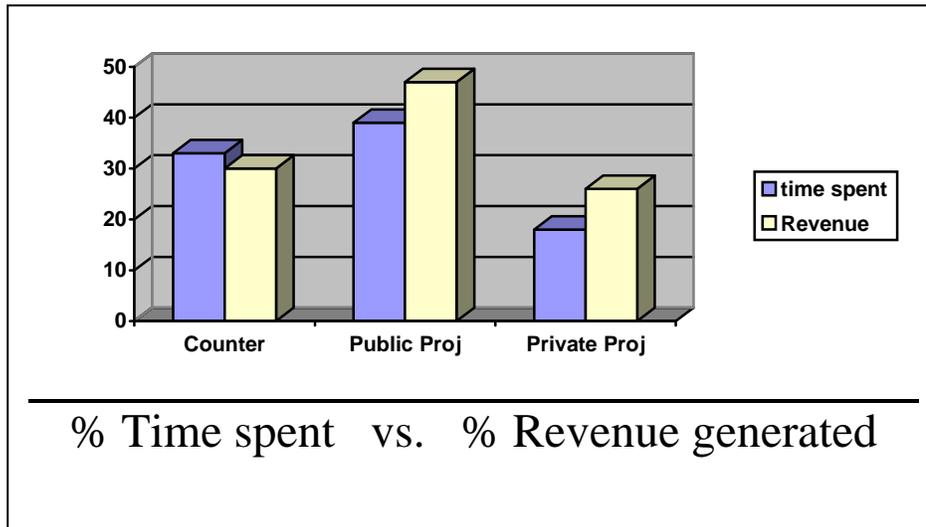
FY’08 Performance Measurements:

- 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’07 budget has been revised to reflect reductions in revenues and expenditures. The Engineering Division began the year with a \$43,231 deficit. The ending balance will be a minus \$100,010. The division will need to obtain a loan and repay it in full with interest in FY’08. The budgetary fund balance at the end of FY’08 is estimated to be a plus \$2,680. In order to cover FY ’08 expenses and pay off the loan including interest accrued from FY’07, the division has added additional revenue sources to cover services provided but previously not billed for and has increased billing rates by an average of 11% for all staff. Billing rates were approximately 10% below comparable private engineering firms locally and statewide. No new staffing is anticipated for FY’08. The anticipated reduction in private development will allow the division to focus its resources on capital projects.

Program: Support Services – Engineering Services



FY'07 Activity Review:

The Engineering Division assisted in a great deal of new development in our community this year. Examples include: Dowell Road Signal, 10th Street Sidewalks, Allen Creek Trail Phase 2, and Redwood Park Frontage 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: Monument Drive Waterline to Paradise Ranch, Castle Heights Subdivision, Deardorff Corners, Realtors Family House, Maple Park Estates, and Kingsington Court Condominiums.

FY'07 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
	FY'05	FY'06	FY'07	RECOMMEND	APPROVED	ADOPTED
	\$	\$	\$	FY'08	FY'08	FY'08
Beginning Balance	<u>(44,942)</u>	<u>(51,520)</u>	<u>(43,231)</u>	<u>0</u>	<u>0</u>	<u>0</u>
Current Resources						
Activity Generated						
Grants Pass Parkway Agency	10,913	5,708	1,140	1,000	1,000	1,000
Engineering Fees	222,419	209,448	234,550	250,350	250,350	250,350
Sale of publications	9,148	4,065	5,444	5,500	5,500	5,500
Interest	79	28	0	0	0	0
Other Revenue	30	50	0	0	0	0
Loan Proceeds	0	0	125,000	0	0	0
Direct Charges To:						
General Fund	5,500	6,380	15,950	56,450	56,450	56,450
Transportation	112,491	142,046	175,000	200,000	200,000	200,000
Wastewater Operations	41,373	36,833	58,500	65,000	65,000	65,000
Storm Water Operations	0	0	16,000	10,500	10,500	10,500
Solid Waste Operations	23,735	11,830	0	0	0	0
Water Operations	63,579	77,407	86,000	135,000	135,000	135,000
Administrative Services	5,500	6,512	0	0	0	0
Transportation Projects	155,170	136,377	115,000	165,000	165,000	165,000
Lands/Buildings Projects	12,125	12,477	40,000	45,000	45,000	45,000
Wastewater Projects	16,486	9,331	20,000	42,000	42,000	42,000
Water Projects	46,252	3,823	25,000	56,000	56,000	56,000
GIS Fees	<u>119,803</u>	<u>171,911</u>	<u>112,732</u>	<u>238,055</u>	<u>238,055</u>	<u>238,055</u>
Total Current Resources	<u>844,603</u>	<u>834,226</u>	<u>1,030,316</u>	<u>1,269,855</u>	<u>1,269,855</u>	<u>1,269,855</u>
Total Resources	<u>799,661</u>	<u>782,706</u>	<u>987,085</u>	<u>1,269,855</u>	<u>1,269,855</u>	<u>1,269,855</u>

Requirements	ACTUAL	ACTUAL	BUDGET	MANAGER	COMMITTEE	COUNCIL
	FY'05	FY'06	FY'07	RECOMMEND	APPROVED	ADOPTED
	\$	\$	\$	FY'08	FY'08	FY'08
Personal Services	648,645	631,358	726,861	870,601	870,601	870,601
Materials & Supplies	19,337	15,019	24,250	31,660	31,660	31,660
Contractual/Prof Services	58,585	42,880	60,608	78,387	78,387	78,387
Direct Charges	121,670	122,856	102,661	115,996	115,996	115,996
Capital Outlay	2,944	1,324	41,000	22,000	22,000	22,000
Contingencies	0	0	14,705	18,932	18,932	18,932
Debt Service	0	0	1,000	132,279	132,279	132,279
Transfers Out	0	12,500	16,000	0	0	0
Ending Balance	<u>(51,520)</u>	<u>(43,231)</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Expenses	<u>799,661</u>	<u>782,706</u>	<u>987,085</u>	<u>1,269,855</u>	<u>1,269,855</u>	<u>1,269,855</u>

Program: Support Services – Engineering Services

Personnel

	ACTUAL	ACTUAL	BUDGET	MANAGER	COMMITTEE	COUNCIL
	FY'05	FY'06	FY'07	RECOMMEND	APPROVED	ADOPTED
	#	#	#	FY'08	FY'08	FY'08
City Engineer	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
City Surveyor	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
Department Support Technician	0.00	1.00	1.00	1.00	1.00	1.00
Engineering Tech II	3.00	3.00	4.00	4.00	4.00	4.00
Engineering Tech I	<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	9.00	10.00	10.00	10.00	10.00
Public Works Director						
From: Water Treatment	<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	0.19	0.00	0.00	0.00	0.00
Total Full Time Positions	<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>2,560</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	41,000	17,000	17,000	17,000
Office Equipment	<u>0</u>	<u>5,000</u>	<u>5,000</u>	<u>5,000</u>
Total Capital Outlay	<u>41,000</u>	<u>22,000</u>	<u>22,000</u>	<u>22,000</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 work space, janitorial services, and utilities. This fund also provides management of vacant lands, primarily for parks and the general fund.

FY'08 Anticipated Accomplishments:

- Additional space will be rented to accommodate current staffing needs not met by the Municipal Building.
- The Auto Shop at the City Service Center will be refurbished as needed for new City operations.
- The boiler at the Municipal Building will be replaced or rebuilt.

FY'08 Performance Measurements:

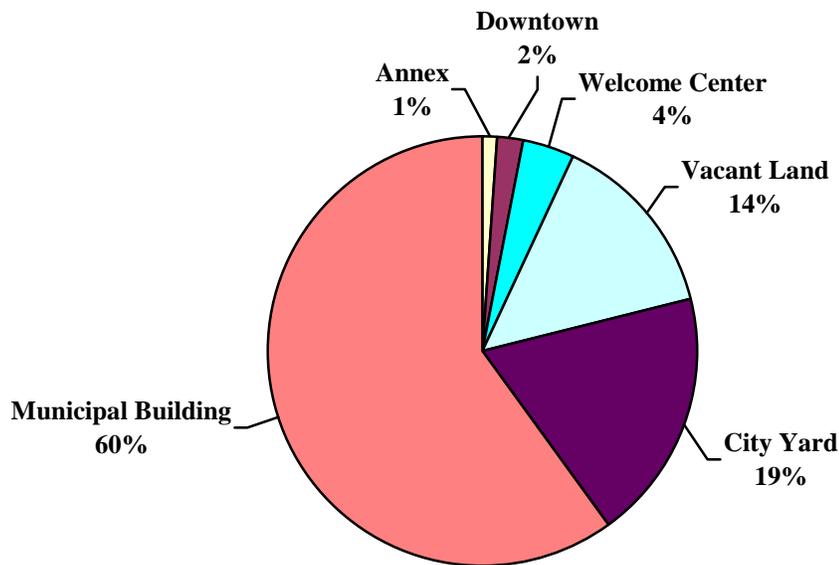
- Three City buildings will be analyzed and a 10-year capital renovation plan developed. **Goal #VI**
- Exterior lighting at the Municipal Building and the City Service Center will be monitored monthly. **Goal #III**
- Janitorial service at the Municipal Building will be inspected weekly. **Goal #VI**

Budget Highlights:

- The carpet in the Municipal Building will continue to be replaced.
- Additional space needs for departments and staff located at the Municipal Building will be acquired.
- Renovations at the Municipal Building will continue with ceiling tile replacement.

Program: Support Services – Property Management

Budget Allocations



Actual Expenditures FY'06

FY'07 Activity Review:

- A Fuel Reduction Plan was implemented for fire prevention on vacant City properties.
- Property Management remodeled space to secure Information Technology services.
- The Council Chambers was renovated.
- A plan for increased office space at the Municipal Building was implemented. Plans were developed, no decision was made.

FY'07 Performance Indicators:

- Service requests will be standardized and responded to within 2 days of receipt. **Goal#VI Target met.**
- Janitorial service will be provided on a daily basis at the Municipal Building. **Goal#VI Target met.**
- Exterior lighting at the Municipal Building will be checked monthly. **Goal#VI Target met.**
- Rents will be reevaluated for all rental properties. **Goal#VI Target met.**
- Vacant property will be mowed and maintained on a scheduled basis. **Goal#VI Target met.**

Program: Support Services – Property Management

Financial Summary

Resources	ACTUAL FY'05 \$	ACTUAL FY'06 \$	BUDGET FY'07 \$	MANAGER RECOMMEND FY'08 \$	COMMITTEE APPROVED FY'08 \$	COUNCIL ADOPTED FY'08 \$
Beginning Balance	<u>23,371</u>	<u>81,832</u>	<u>107,380</u>	<u>0</u>	<u>0</u>	<u>0</u>
Current Resources						
Activity Generated						
Direct Charges to:						
General Fund	109,359	103,463	142,801	118,057	118,057	118,057
Transportation	46,403	46,403	48,260	48,260	48,260	48,260
Wastewater Operations	36,688	36,688	39,105	39,106	39,106	39,106
Solid Waste Operations	912	912	0	0	0	0
Water Operations	28,156	28,156	29,283	29,586	29,586	29,586
Fleet Operations	2,547	2,547	2,649	20,652	20,652	20,652
Engineering	0	0	26,648	0	0	0
Community Development	77,424	77,424	22,830	98,374	98,374	98,374
Administrative Services	106,613	106,613	117,286	143,301	143,301	143,301
Transfer from General Fund	0	0	1,440	1,440	1,440	1,440
Interest	1,729	5,208	4,750	2,500	2,500	2,500
Rent of Assets	29,359	30,795	30,596	42,624	42,624	42,624
Other Revenue	343	0	0	0	0	0
Unspent Contingency	<u>0</u>	<u>0</u>	<u>0</u>	<u>76,000</u>	<u>76,000</u>	<u>76,000</u>
Total Current Resources	<u>439,533</u>	<u>438,209</u>	<u>465,648</u>	<u>619,900</u>	<u>619,900</u>	<u>619,900</u>
Total Resources	<u>462,904</u>	<u>520,041</u>	<u>573,028</u>	<u>619,900</u>	<u>619,900</u>	<u>619,900</u>

Requirements	ACTUAL FY'05 \$	ACTUAL FY'06 \$	BUDGET FY'07 \$	MANAGER RECOMMEND FY'08 \$	COMMITTEE APPROVED FY'08 \$	COUNCIL ADOPTED FY'08 \$
Personal Services	75,469	78,077	89,444	123,980	123,980	123,980
Materials & Supplies	19,222	13,002	22,400	19,925	19,925	19,925
Contractual/Prof Services	172,888	214,768	254,736	343,815	343,815	343,815
Capital Outlay	25,618	20,913	59,000	63,000	63,000	63,000
Contingencies	0	0	99,889	3,598	3,598	3,598
Indirect Charges	26,375	36,151	42,558	60,581	60,581	60,581
Debt Service	36,500	34,750	1	1	1	1
Transfers Out	25,000	15,000	5,000	5,000	5,000	5,000
Ending Balance	<u>81,832</u>	<u>107,380</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Expenses	<u>462,904</u>	<u>520,041</u>	<u>573,028</u>	<u>619,900</u>	<u>619,900</u>	<u>619,900</u>

Program: Support Services – Property Management

Personnel

	ACTUAL	ACTUAL	BUDGET	MANAGER	COMMITTEE	COUNCIL
	FY'05	FY'06	FY'07	RECOMMEND	APPROVED	ADOPTED
	#	#	#	FY'08	FY'08	FY'08
	#	#	#	#	#	#
Field Operations Director	1.00	1.00	0.00	0.00	0.00	0.00
Parks and Community Service Director	0.00	0.00	1.00	1.00	1.00	1.00
Municipal Specialist	1.00	1.00	0.00	0.00	0.00	0.00
Property/Project Coordinator	0.00	0.00	1.00	1.00	1.00	1.00
Support Technician	1.00	0.00	0.00	0.00	0.00	0.00
Office Assistant II	<u>0.00</u>	<u>0.50</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>
Subtotal	3.00	2.50	3.00	3.00	3.00	3.00
Parks and Community Service Director						
To: Downtown	0.00	0.00	0.00	(0.05)	(0.05)	(0.05)
To: Park Maintenance	(0.35)	(0.35)	(0.25)	(0.20)	(0.20)	(0.20)
To: Street Maintenance	(0.35)	(0.35)	(0.35)	(0.00)	(0.00)	(0.00)
To: Storm Water	0.00	0.00	0.00	(0.15)	(0.15)	(0.15)
To: Garage Operations	(0.05)	(0.05)	(0.00)	(0.10)	(0.10)	(0.10)
To: Recreation	(0.05)	(0.05)	(0.00)	(0.00)	(0.00)	(0.00)
To: Tourism	0.00	0.00	0.00	(0.05)	(0.05)	(0.05)
To: Information Technology	(0.00)	(0.00)	(0.10)	(0.20)	(0.20)	(0.20)
To: Equipment Replacement	(0.10)	(0.10)	(0.10)	(0.05)	(0.05)	(0.05)
Park & Prop Mgmt Supervisor						
From: Park Maintenance	0.20	0.20	0.00	0.00	0.00	0.00
Dept. Support Technician						
To: Garage Operations	(0.30)	0.00	0.00	0.00	0.00	0.00
To: Park Maintenance	(0.15)	0.00	0.00	0.00	0.00	0.00
To: Street Maintenance	(0.15)	0.00	0.00	0.00	0.00	0.00
To: Equipment Replacement	(0.30)	0.00	0.00	0.00	0.00	0.00
Dept. Support Specialist						
From: Garage Operations	0.00	0.10	0.10	0.10	0.10	0.10
Municipal Specialist						
To: Park Maintenance	(0.25)	(0.25)	0.00	0.00	0.00	0.00
To: Aquatics	(0.15)	(0.15)	0.00	0.00	0.00	0.00
Property/Project Coordinator						
To: Park Maintenance	0.00	0.00	(0.20)	(0.05)	(0.05)	(0.05)
To: Aquatics	0.00	0.00	(0.15)	(0.05)	(0.05)	(0.05)
To: Downtown	0.00	0.00	0.00	(0.15)	(0.15)	(0.15)
To: Garage operations	0.00	0.00	0.00	(0.10)	(0.10)	(0.10)
To: Street Maintenance	0.00	0.00	(0.10)	(0.00)	(0.00)	(0.00)
Office Assistant II						
To: Garage Operations	0.00	(0.20)	(0.20)	(0.15)	(0.15)	(0.15)
To: Information Technology	0.00	0.00	(0.50)	(0.10)	(0.10)	(0.10)
To: Park Maintenance	0.00	(0.10)	(0.10)	(0.35)	(0.35)	(0.35)
To: Street Maintenance	0.00	(0.10)	(0.10)	(0.00)	(0.00)	(0.00)
To: StormWater	0.00	0.00	0.00	(0.10)	(0.10)	(0.10)
To: Equipment Replacement	<u>0.00</u>	<u>(0.05)</u>	<u>(0.05)</u>	<u>(0.10)</u>	<u>(0.10)</u>	<u>(0.10)</u>
Subtotal	(2.00)	(1.45)	(2.10)	(1.85)	(1.85)	(1.85)
Total Full Time Positions	<u>1.00</u>	<u>1.05</u>	<u>.90</u>	<u>1.15</u>	<u>1.15</u>	<u>1.15</u>
Part Time/Seasonal Hours	<u>749</u>	<u>400</u>	<u>400</u>	<u>400</u>	<u>400</u>	<u>400</u>
Capital Outlay/By Item						
Remodeling/Renovation			57,000	60,000	60,000	60,000
Office Equipment			500	500	500	500
Computers			1,000	1,500	1,500	1,500
Office Furniture			500	<u>1,000</u>	<u>1,000</u>	<u>1,000</u>
Total Capital Outlay			<u>59,000</u>	<u>63,000</u>	<u>63,000</u>	<u>63,000</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, and 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. The IT Division is now funded by a 2% fixed rate applied to all operating activities.

FY'08 Anticipated Accomplishments:

The budget supports continued upgrades to the HTE software, upgrades to servers for the Local Area Network, GIS support, and support to Public Safety and the 911 Agency.

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 City network.

FY'08 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:

The Storage Area Network (SAN) technology will be completed. An Information Technology Manager will be hired. A new anti-virus solution will be installed. New technology to centralize updates and upgrades will be implemented. New rack mounted servers will be installed to consolidate and replace older servers.

FY'07 Activity Review:

- New goals and objectives were set.
- Expanded support of Public Safety/911.
- All individual PCs were evaluated with existing software upgraded to current standards.
- Inventory control was established for all PCs and recommended upgrade schedules developed.
- A complete remake of the City web sites was completed.

FY'07 Performance Indicators:

- Help Desk requests will be 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.**
- A minimum of three training opportunities will be offered on standard software systems to enhance staff productivity. **Goal #VI Target met.**
- Wide Area Network (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'05 \$	ACTUAL FY'06 \$	BUDGET FY'07 \$	MANAGER RECOMMEND FY'08 \$	COMMITTEE APPROVED FY'08 \$	COUNCIL ADOPTED FY'08 \$
Beginning Balance	<u>0</u>	<u>0</u>	<u>94,491</u>	<u>92,000</u>	<u>92,000</u>	<u>92,000</u>
Current Resources						
Activity Generated						
Interest	0	644	6,100	6,100	6,100	6,100
Other Revenue	0	(4)	0	0	0	0
Unspent Contingency	0	0	0	16,307	16,307	16,307
Information Tech Charges	<u>0</u>	<u>449,332</u>	<u>486,730</u>	<u>528,763</u>	<u>528,763</u>	<u>528,763</u>
Total Current Resources	<u>0</u>	<u>449,972</u>	<u>492,828</u>	<u>92,000</u>	<u>551,170</u>	<u>92,000</u>
Total Resources	<u>0</u>	<u>449,972</u>	<u>587,321</u>	<u>643,170</u>	<u>643,170</u>	<u>643,170</u>

Requirements	ACTUAL FY'05 \$	ACTUAL FY'06 \$	BUDGET FY'07 \$	MANAGER RECOMMEND FY'08 \$	COMMITTEE APPROVED FY'08 \$	COUNCIL ADOPTED FY'08 \$
Personal Services	0	195,679	248,764	373,183	373,183	373,183
Materials & Supplies	0	5,483	6,850	4,400	4,400	4,400
Contractual/Prof Services	0	114,083	151,383	206,176	206,176	206,176
Direct Charges	0	7,412	5,611	15,428	15,428	15,428
Capital Outlay	0	32,824	80,924	23,500	23,500	23,500
Contingency	0	0	1,789	20,483	20,483	20,483
Ending Balance	<u>0</u>	<u>94,491</u>	<u>92,000</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Expenses	<u>0</u>	<u>449,972</u>	<u>587,321</u>	<u>643,170</u>	<u>643,170</u>	<u>643,170</u>

Program: Support Services – Information Technology

Personnel

	ACTUAL	ACTUAL	BUDGET	MANAGER	COMMITTEE	COUNCIL
	FY'05	FY'06	FY'07	RECOMMEND	APPROVED	ADOPTED
	#	#	#	FY'08	FY'08	FY'08
	#	#	#	#	#	#
Information System Technician	0.00	1.00	1.00	1.00	1.00	1.00
Information System Supervisor	0.00	0.00	1.00	1.00	1.00	1.00
Computer Services Technician	0.00	2.00	1.00	2.00	2.00	2.00
Web Technician	<u>0.00</u>	<u>0.50</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Subtotal	0.00	3.50	3.00	4.00	4.00	4.00
Parks and Comm. Service Director						
From: Property Management	0.00	0.00	0.10	0.20	0.20	0.20
Office Assistant II						
From: Property Management	0.00	0.00	0.50	0.10	0.10	0.10
Department Support Specialist						
From: Garage	<u>0.00</u>	<u>0.05</u>	<u>0.05</u>	<u>0.10</u>	<u>0.10</u>	<u>0.10</u>
Subtotal	0.00	0.05	0.65	0.40	0.40	0.40
Total Full Time Positions	<u>0.00</u>	<u>3.55</u>	<u>3.65</u>	<u>4.40</u>	<u>4.40</u>	<u>4.40</u>
Part Time/Seasonal Hours	<u>0</u>	<u>1,040</u>	<u>1,040</u>	<u>1,040</u>	<u>1,040</u>	<u>1,040</u>

Capital Outlay/By Item:

Office Furniture	3,000	3,000	3,000	3,000
Local Area Network	2,000	6,000	6,000	6,000
Computers	2,000	6,500	6,500	6,500
Information Technology Infrastructure Hardware	73,924	<u>8,000</u>	<u>8,000</u>	<u>8,000</u>
Total Capital Outlay		<u>80,924</u>	<u>23,500</u>	<u>23,500</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. The City will be hiring its own mechanics and taking over the daily operations of the garage due to the County moving its operations from the City Yard. Rural Metro will continue to maintain our fire equipment.

FY'08 Performance Measurements:

- Garage personnel to be hired, garage to be outfitted, and staff trained on operating system. **Goal #VI**
- All vehicle user rates will be reviewed in FY'08 to insure rates cover actual expenses. **Goal #VI**
- Within 24 hours notice, a motor pool car or equivalent will be available for checkout. **Goal #VI**

Budget Highlights:

Costs to outfit the garage, rising fuel costs and projected cost for garage personnel will continue to impact the vehicle maintenance rates charged to city departments.

FY'07 Activity Review:

During FY'07 all vehicle rates were reviewed to insure rates covered all anticipated expenses. Staff also began preparing for the eventual vacation of the County from the City shops and began the process of hiring our own personnel.

FY'07 Performance Indicators:

- All vehicle user rates will be reviewed in FY'07 to insure rates cover actual expenses. **Goal #VI Target met.**
- Within 24 hours notice, a motor pool car will be available for checkout. **Goal #VI Target met.**

Program: Support Services – Garage Operations

Program: Support Services – Garage Operations

Financial Summary

Resources	ACTUAL	ACTUAL	BUDGET	MANAGER	COMMITTEE	COUNCIL
	FY'05	FY'06	FY'07	RECOMMEND	APPROVED	ADOPTED
	\$	\$	\$	FY'08	FY'08	FY'08
Beginning Balance	<u>63,800</u>	<u>104,694</u>	<u>63,105</u>	<u>69,684</u>	<u>69,684</u>	<u>69,684</u>
Current Resources						
Activity Generated						
Internal Billings	385,906	403,412	513,459	603,048	603,048	603,048
Interest	1,104	1,405	900	900	900	900
Other Revenue	9,574	8,844	10,000	10,000	10,000	10,000
Unspent Contingency	0	0	0	41,547	41,547	41,547
Petroleum Antitrust Dist.	0	197	0	0	0	0
Transfer Equip. Replacement	<u>0</u>	<u>0</u>	<u>80,000</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Current Resources	<u>396,584</u>	<u>413,858</u>	<u>604,359</u>	<u>655,495</u>	<u>655,495</u>	<u>655,495</u>
Total Resources	<u>460,384</u>	<u>518,552</u>	<u>667,464</u>	<u>725,179</u>	<u>725,179</u>	<u>725,179</u>

Requirements	ACTUAL	ACTUAL	BUDGET	MANAGER	COMMITTEE	COUNCIL
	FY'05	FY'06	FY'07	RECOMMEND	APPROVED	ADOPTED
	\$	\$	\$	FY'08	FY'08	FY'08
Personal Services	26,831	31,255	31,973	192,143	192,143	192,143
Materials & Supplies	106,072	140,393	202,353	240,500	240,500	240,500
Contractual/Prof Services	196,439	242,395	299,358	173,975	173,975	173,975
Direct Charges	0	0	0	18,000	18,000	18,000
Capital Outlay	0	0	5,000	27,000	27,000	27,000
Contingencies	0	0	2,727	10,000	10,000	10,000
Indirect Charges	26,348	41,404	56,369	63,561	63,561	63,561
Ending Balance	<u>104,694</u>	<u>63,105</u>	<u>69,684</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Expenses	<u>460,384</u>	<u>518,552</u>	<u>667,464</u>	<u>725,179</u>	<u>725,179</u>	<u>725,179</u>

Program: Support Services – Garage Operations

Personnel

	ACTUAL	ACTUAL	BUDGET	MANAGER	COMMITTEE	COUNCIL
	FY'05	FY'06	FY'07	RECOMMEND	APPROVED	ADOPTED
	#	#	#	FY'08	FY'08	FY'08
	#	#	#	#	#	#
Dept. Support Specialist	0.00	1.00	1.00	1.00	1.00	1.00
Lead Fleet Mechanic	0.00	0.00	1.00	1.00	1.00	1.00
Mechanic	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>
Subtotal	0.00	1.00	2.00	3.00	3.00	3.00
Parks and Comm. Service Director						
From: Property Mgmt	0.05	0.05	0.00	0.10	0.10	0.10
Prop/Project Coordinator						
From: Property Mgmt	0.00	0.00	0.00	0.10	0.10	0.10
Dept. Support Specialist						
To: Park Maintenance	0.00	(0.10)	(0.10)	(0.15)	(0.15)	(0.15)
To: Street Maintenance	0.00	(0.15)	(0.15)	0.00	0.00	0.00
To: Property Mgmt	0.00	(0.10)	(0.10)	(0.10)	(0.10)	(0.10)
To: Information Technology	0.00	(0.05)	(0.05)	(0.10)	(0.10)	(0.10)
To: Equipment Replacement	0.00	(0.30)	(0.30)	(0.20)	(0.20)	(0.20)
Dept. Support Technician						
From: Property Mgmt	0.30	0.00	0.00	0.00	0.00	0.00
Office Assistant II						
From: Property Mgmt	0.00	0.20	0.20	0.15	0.15	0.15
Lead Fleet Mechanic						
To: Equipment Replacement	0.00	0.00	(0.10)	(0.10)	(0.10)	(0.10)
Mechanic						
To: Equipment Replacement	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>(0.10)</u>	<u>(0.10)</u>	<u>(0.10)</u>
Subtotal	0.35	(0.45)	(0.60)	(0.40)	(0.40)	(0.40)
Total Full Time Positions	<u>0.35</u>	<u>0.55</u>	<u>1.40</u>	<u>2.60</u>	<u>2.60</u>	<u>2.60</u>
Part Time/Seasonal Hours	<u>499</u>	<u>37</u>	<u>0</u>	<u>520</u>	<u>520</u>	<u>520</u>

Capital Outlay/By Item:

Equip New City Garage	28,000	0	0	0
Repair/Replace Equipment	<u>2,000</u>	<u>2,000</u>	<u>2,000</u>	<u>2,000</u>
Total Capital Outlay	<u>30,000</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'08 Performance Measurements:

- Complete final evaluation before replacing budgeted vehicles and equipment. **Goal VI**
- Purchase two new vehicles for City use. **Goal VI**
- Negotiate to continue leasing two new patrol vehicles for police. **Goal VI**

Budget Highlights:

The FY'08 budget includes funds for purchasing two new vehicles, a midsize truck for Utilities and a fire/patrol administrative vehicle. With accrued funds we will also look at replacing two midsize trucks, a front-end loader, two compressors, a detective van and a small A.T.V. for the parks. When possible, new vehicles will be purchased through the Oregon State Purchasing System; late model used vehicles will be purchased when deemed good values.

FY'07 Activity Review:

During FY'07 a total of seven vehicles and five pieces of equipment were evaluated for replacement. One previously leased patrol car was replaced with a purchased vehicle. Other vehicles acquired were: two new Public Safety administrative vehicles, three midsize and two compact pickups, a tractor and tractor mower.

FY'07 Performance Indicators:

- Complete final evaluation before replacing budgeted vehicles and equipment. **Goal #VI Target met.**
- Purchase three new vehicles for City use. **Goal #VI Target met.**

Program: Support Services – Equipment Replacement

Program: Support Services – Equipment Replacement

Financial Summary

Resources	ACTUAL	ACTUAL	BUDGET	MANAGER	COMMITTEE	COUNCIL
	FY'05	FY'06	FY'07	RECOMMEND	APPROVED	ADOPTED
	\$	\$	\$	FY'08	FY'08	FY'08
Beginning Balance	<u>1,852,828</u>	<u>2,098,998</u>	<u>2,346,859</u>	<u>1,919,290</u>	<u>1,919,290</u>	<u>1,919,290</u>
Current Resources						
Activity Generated						
Revenue Other Agencies	0	0	0	0	0	0
Internal Billings	386,537	402,373	425,822	536,900	536,900	536,900
Interest	40,568	81,944	70,000	70,000	70,000	70,000
Transfer from General Fund	0	34,500	64,560	50,000	50,000	50,000
Transfer from Street Utility	4,000	0	0	0	0	0
Transfer from Wastewater	145,000	0	3,500	20,000	20,000	20,000
Transfer from Water Fund	8,400	21,500	1,500	11,000	11,000	11,000
Transfer from Engineering	0	12,500	16,000	0	0	0
Other Revenue	11,260	4,665	0	0	0	0
Unspent Contingency	<u>0</u>	<u>0</u>	<u>0</u>	<u>290,000</u>	<u>290,000</u>	<u>290,000</u>
Total Current Resources	<u>595,765</u>	<u>557,482</u>	<u>581,382</u>	<u>977,900</u>	<u>977,900</u>	<u>977,900</u>
Total Resources	<u>2,448,593</u>	<u>2,656,480</u>	<u>2,928,241</u>	<u>2,897,190</u>	<u>2,897,190</u>	<u>2,897,190</u>

Requirements	ACTUAL	ACTUAL	BUDGET	MANAGER	COMMITTEE	COUNCIL
	FY'05	FY'06	FY'07	RECOMMEND	APPROVED	ADOPTED
	\$	\$	\$	FY'08	FY'08	FY'08
Personal Services	30,721	33,322	34,851	35,883	35,883	35,883
Materials & Supplies	131	584	350	350	350	350
Contractual/Prof Services	20,394	50,138	78,208	66,449	66,449	66,449
Direct Charges	2,547	2,547	2,649	2,650	2,650	2,650
Capital Outlay	285,783	206,126	482,007	268,400	268,400	268,400
Contingencies	0	0	290,000	300,000	300,000	300,000
Indirect Charges	10,019	16,904	30,886	21,270	21,270	21,270
Transfers Out	0	0	90,000	0	0	0
Ending Balance	<u>2,098,998</u>	<u>2,346,859</u>	<u>1,919,290</u>	<u>2,202,188</u>	<u>2,202,188</u>	<u>2,202,188</u>
Total Expenses	<u>2,448,593</u>	<u>2,656,480</u>	<u>2,928,241</u>	<u>2,897,190</u>	<u>2,897,190</u>	<u>2,897,190</u>

Program: Support Services – Equipment Replacement

Personnel

	ACTUAL FY'05 #	ACTUAL FY'06 #	BUDGET FY'07 #	MANAGER RECOMMEND FY'08 #	COMMITTEE APPROVED FY'08 #	COUNCIL ADOPTED FY'08 #
Parks/Community Svcs Director						
From: Property Mgmt	0.10	0.10	0.10	0.05	0.05	0.05
Dept. Support Technician						
From: Property Mgmt	0.30	0.00	0.00	0.00	0.00	0.00
Dept. Support Specialist						
From: Garage	0.00	0.30	0.30	0.20	0.20	0.20
Office Assistant II						
From: Property Mgmt	0.00	0.05	0.05	0.10	0.10	0.10
Lead Fleet Mechanic						
From: Garage	0.00	0.00	0.10	0.10	0.10	0.10
Mechanic						
From: Garage	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.10</u>	<u>0.10</u>	<u>0.10</u>
Total Full Time Positions	<u>0.40</u>	<u>0.45</u>	<u>0.55</u>	<u>0.55</u>	<u>0.55</u>	<u>0.55</u>
Part Time/Seasonal Hours	<u>166</u>	<u>83</u>	<u>0</u>	<u>520</u>	<u>520</u>	<u>520</u>

Capital Outlay/By Item:

Automobiles	42,000	7,500	7,500	7,500
Scanner/Computers	28,000	2,000	2,000	2,000
Used Backhoe/Tractors	28,000	0	0	0
Police Vehicles	112,507	71,000	71,000	71,000
Pick-Up Trucks	97,500	71,900	71,900	71,900
Lawn Mower	21,000	0	0	0
Front End Loader	0	85,000	85,000	85,000
Air Compressors	0	21,000	21,000	21,000
Firetrucks	143,000	0	0	0
Other	<u>10,000</u>	<u>10,000</u>	<u>10,000</u>	<u>10,000</u>
Total Capital Outlay	<u>482,007</u>	<u>268,400</u>	<u>268,400</u>	<u>268,400</u>

Program: Support Services – Workers’ Compensation Insurance

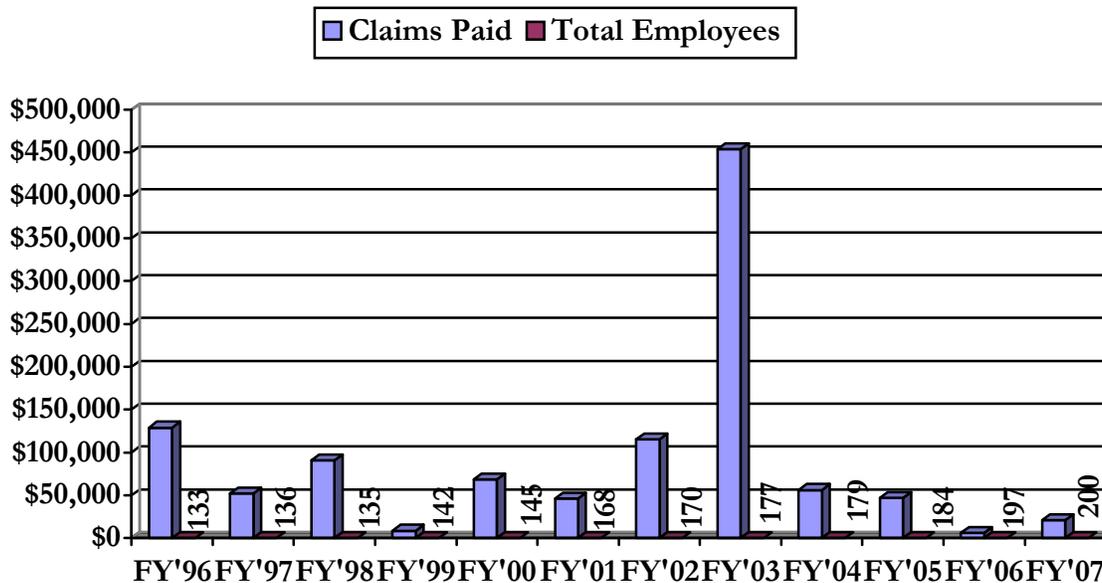
Services Delivered:

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’08 Performance Indicators:

- CPR and Defibrillator training will be offered to employees. **Goal #VI**
- Twelve Safety Committee meetings will be held this year. **Goal #VI**
- Exposure Control training will be conducted. **Goal #VI**
- Work towards applying for the SHARP Certification (Safety and Health Achievement Recognition Program) will continue. **Goal #VI**

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. An extraordinary claim in our Public Safety Department from 2001 generated significant costs. Workers’ Compensation rates will increase by only 3% per annum which is less than the rate of inflation and is consistent with our commitment to the 2 year budget cycle.

FY'07 Performance Indicators:

- CPR and Defibrillator training will be offered to employees. **Goal #VI Target met.**
- Twelve Safety Committee meetings will be held this year. **Goal #VI Target met.**
- Fall Protection training will be conducted. **Goal #VI Target met.**
- Work towards achievement of SHARP Certification (Safety and Health Achievement Recognition Program) will begin. **Goal #VI Target met.** *Received commitment from Department Directors.*

Program: Support Services – Workers’ Compensation Insurance

Financial Summary

Resources	ACTUAL FY'05 \$	ACTUAL FY'06 \$	BUDGET FY'07 \$	MANAGER RECOMMEND FY'08 \$	COMMITTEE APPROVED FY'08 \$	COUNCIL ADOPTED FY'08 \$
Beginning Balance	<u>622,507</u>	<u>698,544</u>	<u>596,413</u>	<u>538,996</u>	<u>538,996</u>	<u>538,996</u>
Current Resources						
Activity Generated						
Internal Billings	203,631	222,253	265,000	300,000	300,000	300,000
Interest	7,489	21,718	28,000	30,000	30,000	30,000
Other Revenue	9,050	24,038	28,500	28,500	28,500	28,500
Unspent Contingency	<u>0</u>	<u>0</u>	<u>50,000</u>	<u>250,000</u>	<u>250,000</u>	<u>250,000</u>
Total Current Resources	<u>220,170</u>	<u>268,009</u>	<u>371,500</u>	<u>608,500</u>	<u>608,500</u>	<u>608,500</u>
Total Resources	<u>842,677</u>	<u>966,553</u>	<u>967,913</u>	<u>1,147,496</u>	<u>1,147,496</u>	<u>1,147,496</u>

Requirements	ACTUAL FY'05 \$	ACTUAL FY'06 \$	BUDGET FY'07 \$	MANAGER RECOMMEND FY'08 \$	COMMITTEE APPROVED FY'08 \$	COUNCIL ADOPTED FY'08 \$
Personal Services	26,484	31,676	38,210	34,988	34,988	34,988
Materials & Supplies	1,966	8,092	31,000	31,000	31,000	31,000
Contractual/Prof Services	113,066	327,255	306,485	332,835	332,835	332,835
Direct Charges	2,617	2,617	2,722	2,683	2,683	2,683
Capital Outlay	0	500	500	500	500	500
Contingencies	0	0	50,000	250,000	250,000	250,000
Ending Balance	<u>698,544</u>	<u>596,413</u>	<u>538,996</u>	<u>495,490</u>	<u>495,490</u>	<u>495,490</u>
Total Expenses	<u>842,677</u>	<u>966,553</u>	<u>967,913</u>	<u>1,147,496</u>	<u>1,147,496</u>	<u>1,147,496</u>

Program: Support Services – Workers’ Compensation Insurance

Personnel

	ACTUAL FY'05 #	ACTUAL FY'06 #	BUDGET FY'07 #	MANAGER RECOMMEND FY'08 #	COMMITTEE APPROVED FY'08 #	COUNCIL ADOPTED FY'08 #
City Attorney						
From: Legal Services	0.10	0.10	0.10	0.10	0.10	0.10
Office Assistant I						
From: Mgmt Services	<u>0.05</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>0.15</u>	<u>0.15</u>	<u>0.15</u>	<u>0.15</u>	<u>0.15</u>	<u>0.15</u>
Part Time/Seasonal Hours	<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>
Total Capital Outlay			<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.

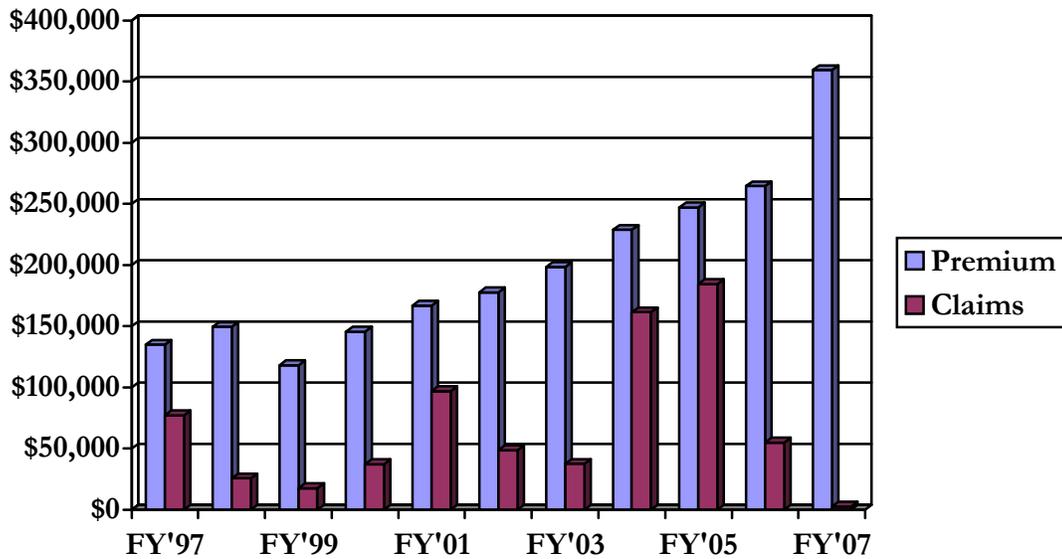
FY'08 Performance Indicators:

- 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. The City continues to use City County Insurance Services (CCIS) to ensure long-term insurance viability. CCIS will not be able to provide final premium costs prior to budget preparation. However, preliminary figures from CCIS are estimated to result in the rates to remain stable for property damage and liability. Expenses related to claims are down two-thirds from the previous year.

Program: Support Services – General Insurance



FY'07 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
	FY'05	FY'06	FY'07	RECOMMEND	APPROVED	ADOPTED
	\$	\$	\$	FY'08	FY'08	FY'08
Beginning Balance	<u>221,926</u>	<u>274,473</u>	<u>317,006</u>	<u>289,667</u>	<u>289,667</u>	<u>289,667</u>
Current Resources						
Activity Generated						
Internal Billings	317,574	317,574	365,211	401,731	401,731	401,731
Interest	4,600	13,160	16,500	16,500	16,500	16,500
Redwood Sewer District	20,000	20,000	23,000	25,300	25,300	25,300
9-1-1 Agency	0	0	7,698	8,468	8,468	8,468
Loan Repayments	2,983	1,089	1,325	58,125	58,125	58,125
Other Revenue	261	425	30,000	0	0	0
Unspent Contingency	<u>0</u>	<u>0</u>	<u>0</u>	<u>70,000</u>	<u>70,000</u>	<u>70,000</u>
Total Current Resources	<u>345,418</u>	<u>352,248</u>	<u>443,734</u>	<u>580,124</u>	<u>580,124</u>	<u>580,124</u>
Total Resources	<u>567,344</u>	<u>626,721</u>	<u>760,740</u>	<u>869,791</u>	<u>869,791</u>	<u>869,791</u>

Requirements	ACTUAL	ACTUAL	BUDGET	MANAGER	COMMITTEE	COUNCIL
	FY'05	FY'06	FY'07	RECOMMEND	APPROVED	ADOPTED
	\$	\$	\$	FY'08	FY'08	FY'08
Personal Services	20,857	19,872	25,572	22,738	22,738	22,738
Materials & Supplies	7,424	4,731	8,500	8,500	8,500	8,500
Contractual/Prof Services	261,715	281,995	433,779	446,043	446,043	446,043
Direct Charges	2,617	2,617	2,722	2,683	2,683	2,683
Capital Outlay	258	500	500	500	500	500
Contingencies	0	0	0	75,000	75,000	75,000
Ending Balance	<u>274,473</u>	<u>317,006</u>	<u>289,667</u>	<u>314,327</u>	<u>314,327</u>	<u>314,327</u>
Total Expenses	<u>567,344</u>	<u>626,721</u>	<u>760,740</u>	<u>869,791</u>	<u>869,791</u>	<u>869,791</u>

Program: Support Services – General Insurance

Personnel

	ACTUAL FY'05 #	ACTUAL FY'06 #	BUDGET FY'07 #	MANAGER RECOMMEND FY'08 #	COMMITTEE APPROVED FY'08 #	COUNCIL ADOPTED FY'08 #
City Attorney						
From: Legal Services	0.10	0.10	0.10	0.10	0.10	0.10
Office Assistant I						
From: Mgmt Services	<u>0.05</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>0.15</u>	<u>0.15</u>	<u>0.15</u>	<u>0.15</u>	<u>0.15</u>	<u>0.15</u>
Part Time/Seasonal Hours	<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>
Total Capital Outlay			<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'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 2007 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 2008, as the existing contract expires December 31, 2007.

FY'08 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'07 Activity Review:

The health care contract with PacificSource was renewed for calendar year 2007 with a dual choice option for medical. The Health Insurance Committee reconvened and worked with our Agents of Record reviewing proposals and options from several providers.

A Health Reimbursement Account (HRA) was introduced as an option for 2007. Approximately 33% of the employees covered by PacificSource chose this option. The committee recommended to management a renewal with PacificSource, including administration of a self insured vision and dental plans through Advantage Dental Plan and Willamette Dental Service.

FY'07 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
	FY'05	FY'06	FY'07	RECOMMEND	APPROVED	ADOPTED
	\$	\$	\$	FY'08	FY'08	FY'08
Beginning Balance	<u>541,587</u>	<u>802,915</u>	<u>809,669</u>	<u>525,000</u>	<u>525,000</u>	<u>525,000</u>
Current Resources						
Activity Generated						
Internal Billings	2,016,745	2,096,331	2,171,000	2,574,990	2,574,990	2,574,990
Interest	14,533	29,506	40,000	30,000	30,000	30,000
Interfund Loan Repayments	0	0	1,000	132,279	132,279	132,279
Other Revenue	<u>42,010</u>	<u>49,124</u>	<u>60,305</u>	<u>79,200</u>	<u>79,200</u>	<u>79,200</u>
Total Current Resources	<u>2,073,288</u>	<u>2,174,961</u>	<u>2,272,305</u>	<u>2,816,469</u>	<u>2,816,469</u>	<u>2,816,469</u>
Total Resources	<u>2,614,875</u>	<u>2,977,876</u>	<u>3,081,974</u>	<u>3,341,469</u>	<u>3,341,469</u>	<u>3,341,469</u>

Requirements	ACTUAL	ACTUAL	BUDGET	MANAGER	COMMITTEE	COUNCIL
	FY'05	FY'06	FY'07	RECOMMEND	APPROVED	ADOPTED
	\$	\$	\$	FY'08	FY'08	FY'08
Personal Services	24,934	26,029	26,235	32,400	32,400	32,400
Materials & Supplies	0	0	2,400	2,400	2,400	2,400
Contractual/Prof Services	1,787,026	2,142,178	2,449,589	2,685,450	2,685,450	2,685,450
Contingencies	0	0	78,750	300,000	300,000	300,000
Ending Balance	<u>802,915</u>	<u>809,669</u>	<u>525,000</u>	<u>321,219</u>	<u>321,219</u>	<u>321,219</u>
Total Expenses	<u>2,614,875</u>	<u>2,977,876</u>	<u>3,081,974</u>	<u>3,341,469</u>	<u>3,341,469</u>	<u>3,341,469</u>

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WHERE THE ROGUE RIVER RUNS



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