

SUPPORT SERVICES

ACTIVITIES

***Community Development Management Services**

***Engineering Services**

***Property Management 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 and engineering 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), or by the employee (insurance).

	ACTUAL FY'03 \$	ACTUAL FY'04 \$	BUDGET FY'05 \$	MANAGER RECOMMEND FY'06 \$	COMMITTEE APPROVED FY'06 \$	COUNCIL ADOPTED FY'06 \$
Program Generated Resources	7,632,623	8,409,745	9,674,249	9,725,594	9,725,594	9,725,594
General Support	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Resources	<u>7,632,623</u>	<u>8,409,745</u>	<u>9,674,249</u>	<u>9,725,594</u>	<u>9,725,594</u>	<u>9,725,594</u>
Requirements						
Community Development	417,115	466,559	549,741	579,763	579,763	579,763
Engineering Services	781,422	761,723	857,059	983,731	983,731	983,731
Property Management Services	414,626	409,738	463,538	448,992	448,992	448,992
Garage Operations	380,568	394,662	540,092	533,067	533,067	533,067
Equipment Replacement	2,102,345	2,041,175	2,511,385	2,427,185	2,427,185	2,427,185
Insurance	<u>3,536,547</u>	<u>4,335,888</u>	<u>4,752,434</u>	<u>4,752,856</u>	<u>4,752,856</u>	<u>4,752,856</u>
Total Requirements	<u>7,632,623</u>	<u>8,409,745</u>	<u>9,674,249</u>	<u>9,725,594</u>	<u>9,725,594</u>	<u>9,725,594</u>

Program: Support Services – Community Development Management Services

Mission Statement:

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

Services Delivered:

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

FY’06 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 Administrative Coordinator, customer service, issuing permits, providing technical assistance, clerical support, inspection program scheduling, organization and facilitation of public meetings and workshops, preparation of notices for land use hearings, file and data base maintenance, GIS support, research and statistical reporting, and purchasing.

Items identified in the City Council Work Plan and assigned to Community Development for FY’06 include considering the expansion of the Urban Growth Boundary, revising sections of various codes, involvement with improvements along Rogue River Hwy., adopting a Central Corridor Plan, expanding commercial uses adjacent to Riverside Park, adopting and implementing an affordable housing program, protecting hillsides from inappropriate development, presentation of the annual Developer Awards and annexation of properties into the City.

FY’06 Performance Measurements:

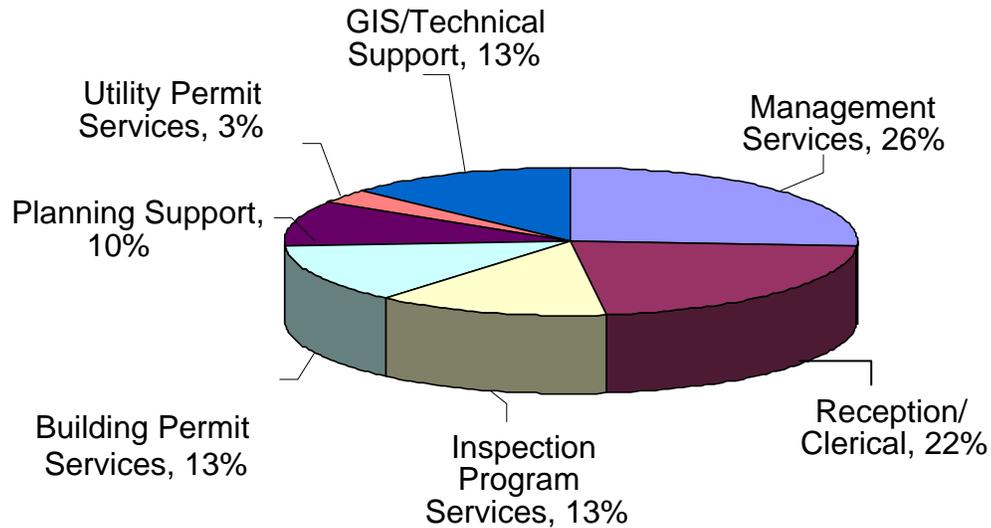
- Reception services will be provided during all working days between 8:00 AM and 5:00 PM.
Goal #VI
- Presentations will be prepared for the annual State of the City address before the Board of Realtors and for the annual Developer Awards before the City Council. **Goal #VI**
- Within 2 working days 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 #VI

Budget Highlights:

FY’06 reflects a 3.2% increase over FY’05 Revised due to salary/benefit adjustments for existing staff.

Program: Support Services – Community Development Management Services

Time Allocations for Staff - FY'06



FY'05 Activity Review:

In Calendar Year 2004, this activity processed 5,265 building and utility permits, scheduled 15,410 inspections, coordinated 59 pre-application conferences and provided telephone and front counter reception service for 9 hours every working day.

FY'05 Performance Indicators:

- Reception services will be provided during all working days between 8:00 AM and 5:00 PM. **Target met.**
- Presentation materials will be prepared for the annual state of the City address before the Board of Realtors and for the annual Developer Awards before the City Council. **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. **Target met.**

Program: Support Services – Community Development Management Services

Financial Summary

Resources	ACTUAL	ACTUAL	BUDGET	MANAGER RECOMMEND	COMMITTEE APPROVED	COUNCIL ADOPTED
	FY'03	FY'04	FY'05	FY'06	FY'06	FY'06
	\$	\$	\$	\$	\$	\$
Beginning Balance	<u>119</u>	<u>97</u>	<u>174</u>	<u>0</u>	<u>0</u>	<u>0</u>
Current Resources						
Activity Generated						
Redwood Sewer District	3,795	4,239	7,411	7,864	7,864	7,864
Direct Charges from:						
General Fund	260,130	296,692	360,894	381,125	381,125	381,125
Transportation	7,591	8,479	12,352	13,107	13,107	13,107
Wastewater	18,976	21,200	24,704	26,214	26,214	26,214
Water	15,182	16,958	19,764	20,972	20,972	20,972
Property Management	5,692	6,359	0	0	0	0
Engineering	85,852	90,480	124,442	130,481	130,481	130,481
Administrative Services	18,029	21,199	0	0	0	0
Insurance Funds	947	0	0	0	0	0
Other Revenue	<u>802</u>	<u>856</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Current Resources	<u>416,996</u>	<u>466,462</u>	<u>549,567</u>	<u>579,763</u>	<u>579,763</u>	<u>579,763</u>
Total Resources	<u>417,115</u>	<u>466,559</u>	<u>549,741</u>	<u>579,763</u>	<u>579,763</u>	<u>579,763</u>

Requirements	ACTUAL	ACTUAL	BUDGET	MANAGER RECOMMEND	COMMITTEE APPROVED	COUNCIL ADOPTED
	FY'03	FY'04	FY'05	FY'06	FY'06	FY'06
	\$	\$	\$	\$	\$	\$
Personal Services	326,013	365,862	432,603	460,298	460,298	460,298
Materials & Supplies	4,193	5,421	6,727	6,554	6,554	6,554
Contractual/Prof Services	9,750	11,774	20,987	20,987	20,987	20,987
Direct Charges	68,028	68,028	77,424	77,424	77,424	77,424
Capital Outlay	9,034	15,300	12,000	14,500	14,500	14,500
Ending Balance	<u>97</u>	<u>174</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Expenses	<u>417,115</u>	<u>466,559</u>	<u>549,741</u>	<u>579,763</u>	<u>579,763</u>	<u>579,763</u>

Program: Support Services – Community Development Management Services

Personnel

	ACTUAL	ACTUAL	BUDGET	MANAGER RECOMMEND	COMMITTEE APPROVED	COUNCIL ADOPTED
	FY'03	FY'04	FY'05	FY'06	FY'06	FY'06
	#	#	#	#	#	#
Community Development Director	1.00	1.00	1.00	1.00	1.00	1.00
Administrative Coordinator	1.00	1.00	1.00	1.00	1.00	1.00
Office Assistant II	0.00	0.00	1.00	1.00	1.00	1.00
Office Assistant I	2.00	2.00	1.00	1.00	1.00	1.00
Permit Technician	1.00	1.00	1.00	1.00	1.00	1.00
Department Support Technician	0.00	0.00	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>6.00</u>	<u>6.00</u>	<u>7.00</u>	<u>7.00</u>	<u>7.00</u>	<u>7.00</u>
Part Time/Seasonal Hours	<u>1,940</u>	<u>1,940</u>	<u>2,280</u>	<u>2,280</u>	<u>2,280</u>	<u>2,280</u>

Capital Outlay/By Item:

Computers	7,500	7,500	7,500	7,500
PC Software/License	500	1,000	1,000	1,000
Office Furniture	3,000	3,000	3,000	3,000
Office Equipment	<u>1,000</u>	<u>3,000</u>	<u>3,000</u>	<u>3,000</u>
Total Capital Outlay		<u>12,000</u>	<u>14,500</u>	<u>14,500</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’06 Anticipated Accomplishments:

The Engineering Division continues to play a key role in preparation and maintenance of base maps for our GIS program. Our new aerial photos have become extremely useful for City staff as well as surveyors and engineers working in our area.

Engineering is also involved in a number of capital improvements including the design, construction and inspection of new bike/pedestrian facilities, full improvements to Willow Ln. from Redwood Ave. to Leonard Rd. and W. Harbeck between Hwy. 238 and Allen Creek Rd. and several water and sewer projects.

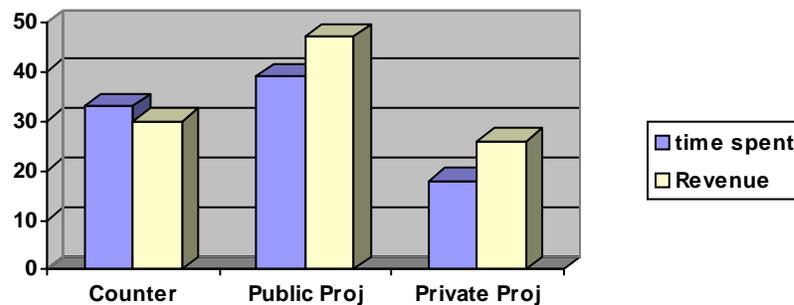
FY’06 Performance Measurements:

- 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 #I**
- 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’05 budget has been revised to reflect reductions in revenues and expenditures. The Engineering Division began the year with a \$44,942 deficit. The ending balance will be a plus \$3,269 and the FY’06 ending balance should be about \$18,000. We are building funds to purchase new aerial photos in the near future. We are consolidating and creating a new full time position in FY’06, eliminating two part time job share positions.

Program: Support Services – Engineering Services



% Time spent vs. % Revenue generated

FY'05 Activity Review:

The Engineering Division assisted in a great deal of new development in our community this year. Examples include: Grandview Avenue, Ringuette, Morrison Centennial Park, bike pedestrian trails, Savage Street, W. Harbeck, Willow Lane., W Park Street and safety islands.

Over fifty private developments were/are in the plan checking, construction, or final platting process during this same time period. A few examples are: MeadowWood III, IV & V, Redwood 1st and 2nd Additions, Thomas View Estates, Ridge View Estates, Countryside Village, Canyon View Estates, Autumn Crest and Water Stone Estates.

FY '05 Performance Indicators:

- Capital projects will be completed within authorized budget estimates 90% of the time. **Target met.**
- Capital projects will be completed within authorized schedule 90% of the time. **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. **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 RECOMMEND	COMMITTEE APPROVED	COUNCIL ADOPTED
	FY'03	FY'04	FY'05	FY'06	FY'06	FY'06
	\$	\$	\$	\$	\$	\$
Beginning Balance	<u>47,927</u>	<u>53,648</u>	<u>(44,942)</u>	<u>0</u>	<u>0</u>	<u>0</u>
Current Resources						
Activity Generated						
Grants Pass Parkway Agency	30,028	11,499	8,198	10,000	10,000	10,000
Redwood Sewer District	156	0	0	0	0	0
Engineering Fees	129,846	167,258	230,539	253,548	253,548	253,548
Sale of publications	2,971	6,035	13,168	10,000	10,000	10,000
Interest	633	23	0	0	0	0
Other Revenue	450	146	0	0	0	0
Direct Charges To:						
General Fund	5,000	5,000	5,000	5,000	5,000	5,000
Transportation	60,938	71,156	116,440	121,100	121,100	121,100
Wastewater Operations	29,065	34,014	41,600	43,300	43,300	43,300
Solid Waste Operations	754	866	2,774	3,000	3,000	3,000
Water Operations	35,349	54,672	60,930	63,367	63,367	63,367
Administrative Services	5,000	5,000	5,000	5,000	5,000	5,000
Transportation Projects	170,612	182,437	177,175	184,262	184,262	184,262
Lands & Buildings Projects	21,023	26,947	12,013	12,494	12,494	12,494
Wastewater Projects	31,643	13,102	25,494	26,514	26,514	26,514
Water Projects	115,980	66,253	63,717	92,059	92,059	92,059
GIS Fees	<u>94,047</u>	<u>63,667</u>	<u>139,953</u>	<u>154,087</u>	<u>154,087</u>	<u>154,087</u>
Total Current Resources	<u>733,495</u>	<u>708,075</u>	<u>902,001</u>	<u>983,731</u>	<u>983,731</u>	<u>983,731</u>
Total Resources	<u>781,422</u>	<u>761,723</u>	<u>857,059</u>	<u>983,731</u>	<u>983,731</u>	<u>983,731</u>

Requirements	ACTUAL	ACTUAL	BUDGET	MANAGER RECOMMEND	COMMITTEE APPROVED	COUNCIL ADOPTED
	FY'03	FY'04	FY'05	FY'06	FY'06	FY'06
	\$	\$	\$	\$	\$	\$
Personal Services	582,768	611,891	640,628	731,630	731,630	731,630
Materials & Supplies	11,310	12,768	21,200	21,325	21,325	21,325
Contractual/Prof Services	37,518	79,120	48,193	65,169	65,169	65,169
Direct Charges	85,852	90,481	128,538	132,155	132,155	132,155
Capital Outlay	326	12,405	18,500	16,500	16,500	16,500
Contingencies	0	0	0	16,952	16,952	16,952
Transfers Out	10,000	0	0	0	0	0
Ending Balance	<u>53,648</u>	<u>(44,942)</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Expenses	<u>781,422</u>	<u>761,723</u>	<u>857,059</u>	<u>983,731</u>	<u>983,731</u>	<u>983,731</u>

Program: Support Services – Engineering Services

Personnel

	ACTUAL	ACTUAL	BUDGET	MANAGER RECOMMEND	COMMITTEE APPROVED	COUNCIL ADOPTED
	FY'03	FY'04	FY'05	FY'06	FY'06	FY'06
	#	#	#	#	#	#
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
Project Support Technician	0.00	0.00	0.00	1.00	1.00	1.00
Engineering Tech II	2.00	2.00	3.00	3.00	3.00	3.00
Engineering Tech I	<u>2.00</u>	<u>2.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>
Subtotal	8.00	8.00	8.00	9.00	9.00	9.00
Total Full Time Positions	<u>8.00</u>	<u>8.00</u>	<u>8.00</u>	<u>9.00</u>	<u>9.00</u>	<u>9.00</u>
Part Time/Seasonal Hours	<u>2,680</u>	<u>2,400</u>	<u>2,560</u>	<u>2,080</u>	<u>2,080</u>	<u>2,080</u>

Capital Outlay/By Item:

Office Equipment		<u>18,500</u>	<u>16,500</u>	<u>16,500</u>	<u>16,500</u>
Total Capital Outlay		<u>18,500</u>	<u>16,500</u>	<u>16,500</u>	<u>16,500</u>

Program: Support Services – Property Management

Services Delivered:

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

FY'06 Anticipated Accomplishments:

- The janitorial contract at the Downtown Welcome Center will be put out to bid.
- The flooring in the City Service Center crew quarters will be replaced.
- The carpet at the Municipal Building will continue to be replaced.

FY'06 Performance Measurements:

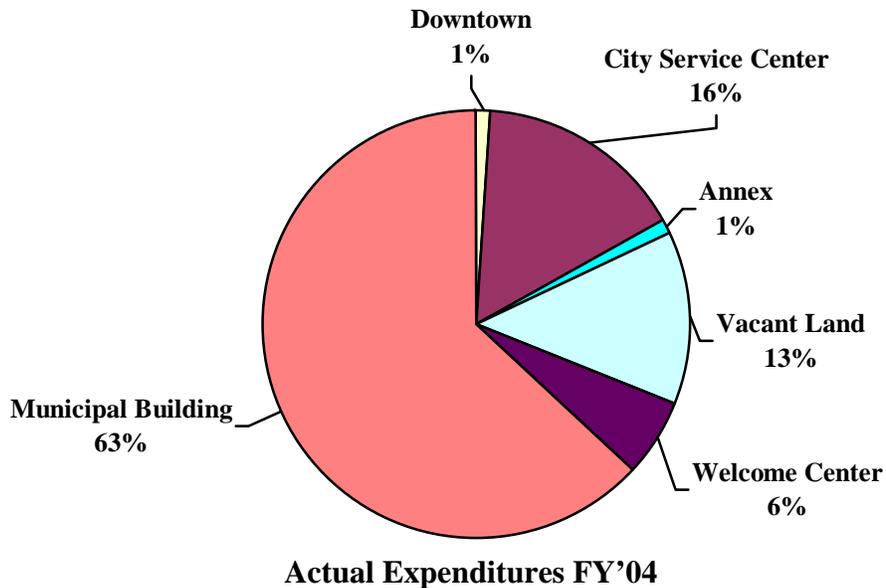
- Service requests will be responded to within two days of receipt.
Effectiveness target: 95%
Goal #VI
- Walkways at the Municipal Building will be power-washed two times per year to remove moss.
Effectiveness target: 90%
Goal #VI

Budget Highlights:

Painting of the Municipal Building exterior will be staggered over the next several years to address exterior weathered surfaces and extend life of better surfaces. The carpet in the Municipal Building will continue to be replaced using a similar maintenance strategy. The dock building at the City Service Center will be renovated and flooring replaced in the crew quarters.

Program: Support Services – Property Management

Budget Allocations



FY'05 Activity Review:

Downtown Welcome Center – Janitorial service was increased.

Municipal Building – Several public entry and meeting areas were refreshed with new paint and/or carpet. Deteriorating domestic water supply lines were replaced where feasible to prevent catastrophic water leaks. Roofing repairs were performed on the breezeway area.

Council Chambers – A new P.A. system was designed and installed.

FY'05 Performance Indicators:

- The pond at the Municipal Building will be cleaned monthly.
Effectiveness target: 95% **Target met.**
- Fire hazards will be reduced at vacant property by mowing four times per year.
Effectiveness target: 100% **Target met.**
- Service requests will be computerized and monitored three times per week.
Effectiveness target: 95% **Target met.**

Program: Support Services – Property Management

Financial Summary

Resources	ACTUAL	ACTUAL	BUDGET	MANAGER RECOMMEND	COMMITTEE APPROVED	COUNCIL ADOPTED
	FY'03	FY'04	FY'05	FY'06	FY'06	FY'06
	\$	\$	\$	\$	\$	\$
Beginning Balance	<u>36,263</u>	<u>7,817</u>	<u>23,371</u>	<u>0</u>	<u>0</u>	<u>0</u>
Current Resources						
Activity Generated						
Direct Charges to:						
General Fund	121,764	79,908	137,308	137,308	137,308	137,308
Transportation	0	41,856	46,403	46,403	46,403	46,403
Wastewater Operations	29,772	29,772	36,688	36,688	36,688	36,688
Solid Waste Operations	1,368	1,368	0	0	0	0
Water Operations	23,160	23,160	28,156	28,156	28,156	28,156
Fleet Operations	2,328	2,328	2,547	2,547	2,547	2,547
Engineering	0	0	25,623	25,623	25,623	25,623
Community Development	68,028	68,028	21,952	21,952	21,952	21,952
Administrative Services	91,920	91,920	108,726	108,726	108,726	108,726
Transfer from General Fund	10,950	35,000	0	0	0	0
Transfer from Water Fund	2,500	1,000	0	0	0	0
Interest	1,013	689	500	500	500	500
Rent of Assets	25,364	25,855	32,264	32,264	32,264	32,264
Other Revenue	<u>196</u>	<u>1,037</u>	<u>0</u>	<u>8,825</u>	<u>8,825</u>	<u>8,825</u>
Total Current Resources	<u>378,363</u>	<u>401,921</u>	<u>440,167</u>	<u>448,992</u>	<u>448,992</u>	<u>448,992</u>
Total Resources	<u>414,626</u>	<u>409,738</u>	<u>463,538</u>	<u>448,992</u>	<u>448,992</u>	<u>448,992</u>

Requirements	ACTUAL	ACTUAL	BUDGET	MANAGER RECOMMEND	COMMITTEE APPROVED	COUNCIL ADOPTED
	FY'03	FY'04	FY'05	FY'06	FY'06	FY'06
	\$	\$	\$	\$	\$	\$
Personal Services	89,184	84,564	78,933	82,096	82,096	82,096
Materials & Supplies	14,063	10,954	15,820	16,250	16,250	16,250
Contractual/Prof Services	158,640	184,047	199,489	202,239	202,239	202,239
Direct Charges	5,692	6,359	0	0	0	0
Capital Outlay	12,985	27,648	64,635	27,500	27,500	27,500
Contingencies	0	0	8,825	38,981	38,981	38,981
Indirect Charges	27,245	26,545	34,336	32,176	32,176	32,176
Debt Service	60,000	18,250	36,500	34,750	34,750	34,750
Transfers Out	39,000	28,000	25,000	15,000	15,000	15,000
Ending Balance	<u>7,817</u>	<u>23,371</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Expenses	<u>414,626</u>	<u>409,738</u>	<u>463,538</u>	<u>448,992</u>	<u>448,992</u>	<u>448,992</u>

Program: Support Services – Property Management

Personnel

				MANAGER	COMMITTEE	COUNCIL
	ACTUAL	ACTUAL	BUDGET	RECOMMEND	APPROVED	ADOPTED
	FY'03	FY'04	FY'05	FY'06	FY'06	FY'06
	#	#	#	#	#	#
Field Operations Director	1.00	1.00	1.00	1.00	1.00	1.00
Municipal Specialist	1.00	1.00	1.00	1.00	1.00	1.00
Support 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>
Subtotal	3.00	3.00	3.00	3.00	3.00	3.00
Field Operations Director						
TO: Park Maintenance	(0.30)	(0.30)	(0.35)	(0.35)	(0.35)	(0.35)
TO: Street Maintenance	(0.30)	(0.30)	(0.35)	(0.35)	(0.35)	(0.35)
TO: Garage Operations	(0.10)	(0.10)	(0.05)	(0.05)	(0.05)	(0.05)
TO: Recreation	(0.05)	(0.05)	(0.05)	(0.05)	(0.05)	(0.05)
TO: Equipment Replacement	(0.10)	(0.10)	(0.10)	(0.10)	(0.10)	(0.10)
Park & Prop Mgmt Supervisor						
FROM: Park Maintenance	0.35	0.35	0.20	0.20	0.20	0.20
Dept. Support Technician						
TO: Garage Operations	(0.30)	(0.30)	(0.30)	(0.30)	(0.30)	(0.30)
TO: Park Maintenance	(0.15)	(0.15)	(0.15)	(0.15)	(0.15)	(0.15)
TO: Street Maintenance	(0.15)	(0.15)	(0.15)	(0.15)	(0.15)	(0.15)
TO: Equipment Replacement	(0.25)	(0.25)	(0.30)	(0.30)	(0.30)	(0.30)
Municipal Specialist						
TO: Park Maintenance	(0.35)	(0.35)	(0.25)	(0.25)	(0.25)	(0.25)
TO: Aquatics	<u>(0.10)</u>	<u>(0.10)</u>	<u>(0.15)</u>	<u>(0.15)</u>	<u>(0.15)</u>	<u>(0.15)</u>
Subtotal	(1.80)	(1.80)	(2.00)	(2.00)	(2.00)	(2.00)
Total Full Time Positions	<u>1.20</u>	<u>1.20</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>
Part Time/Seasonal Hours	<u>230</u>	<u>579</u>	<u>749</u>	<u>749</u>	<u>749</u>	<u>749</u>

Capital Outlay/By Item:

Remodeling/Renovation	63,385	26,000	26,000	26,000
Office Equipment	1,250	0	0	0
Computers	0	<u>1,500</u>	<u>1,500</u>	<u>1,500</u>
Total Capital Outlay		<u>64,635</u>	<u>27,500</u>	<u>27,500</u>

Program: Support Services – Garage Operations

Services Delivered:

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

FY'06 Performance Measurements:

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

Budget Highlights:

General Liability Insurance rates, which almost tripled, and record fuel cost have increased maintenance expenses.

FY'05 Activity Review:

During FY'05 all vehicle rates were reviewed to insure rates covered all anticipated expenses. Staff also began investigating alternative methods of maintaining vehicles and keeping vehicle records.

FY'05 Performance Indicators:

- All vehicle user rates will be reviewed in FY'05 to insure rates cover anticipated expenses.
Effectiveness target: 90% **Target exceeded.**
- Within 24 hours notice, a motor pool car will be available for checkout.
Effectiveness target: 95% **Target met.**

Program: Support Services – Garage Operations

Program: Support Services – Garage Operations

Financial Summary

Resources	ACTUAL	ACTUAL	BUDGET	MANAGER RECOMMEND	COMMITTEE APPROVED	COUNCIL ADOPTED
	FY'03	FY'04	FY'05	FY'06	FY'06	FY'06
	\$	\$	\$	\$	\$	\$
Beginning Balance	<u>100,833</u>	<u>103,467</u>	<u>63,800</u>	<u>93,656</u>	<u>93,656</u>	<u>93,656</u>
Current Resources						
Activity Generated						
Internal Billings	271,913	283,316	422,911	428,511	428,511	428,511
Interest	2,015	1,190	1,000	900	900	900
Other Revenue	<u>5,807</u>	<u>6,689</u>	<u>52,381</u>	<u>10,000</u>	<u>10,000</u>	<u>10,000</u>
Total Current Resources	<u>279,735</u>	<u>291,195</u>	<u>476,292</u>	<u>439,411</u>	<u>439,411</u>	<u>439,411</u>
Total Resources	<u>380,568</u>	<u>394,662</u>	<u>540,092</u>	<u>533,067</u>	<u>533,067</u>	<u>533,067</u>

Requirements	ACTUAL	ACTUAL	BUDGET	MANAGER RECOMMEND	COMMITTEE APPROVED	COUNCIL ADOPTED
	FY'03	FY'04	FY'05	FY'06	FY'06	FY'06
	\$	\$	\$	\$	\$	\$
Personal Services	32,399	33,528	35,037	36,261	36,261	36,261
Materials & Supplies	74,423	88,685	132,708	158,383	158,383	158,383
Contractual/Prof Services	146,554	182,641	241,166	278,166	278,166	278,166
Capital Outlay	3,199	1,500	1,000	2,000	2,000	2,000
Contingencies	0	0	0	14,978	14,978	14,978
Indirect Charges	20,526	24,508	36,525	42,022	42,022	42,022
Ending Balance	<u>103,467</u>	<u>63,800</u>	<u>93,656</u>	<u>1,257</u>	<u>1,257</u>	<u>1,257</u>
Total Expenses	<u>380,568</u>	<u>394,662</u>	<u>540,092</u>	<u>533,067</u>	<u>533,067</u>	<u>533,067</u>

Program: Support Services – Garage Operations

Personnel

	ACTUAL	ACTUAL	BUDGET	MANAGER RECOMMEND	COMMITTEE APPROVED	COUNCIL ADOPTED
	FY'03	FY'04	FY'05	FY'06	FY'06	FY'06
	#	#	#	#	#	#
Field Operations Director FROM: Property Mgmt Dept. Support Technician FROM: Property Mgmt	0.10	0.10	0.05	0.05	0.05	0.05
	<u>0.30</u>	<u>0.30</u>	<u>0.30</u>	<u>0.30</u>	<u>0.30</u>	<u>0.30</u>
Total Full Time Positions	<u>0.40</u>	<u>0.40</u>	<u>0.35</u>	<u>0.35</u>	<u>0.35</u>	<u>0.35</u>
Part Time/Seasonal Hours	<u>343</u>	<u>499</u>	<u>499</u>	<u>499</u>	<u>499</u>	<u>499</u>

Capital Outlay/By Item:

Repair/Replace Equipment		<u>1,000</u>	<u>2,000</u>	<u>2,000</u>	<u>2,000</u>
Total Capital Outlay		<u>1,000</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'06 Performance Measurements:

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

Budget Highlights:

The FY'06 budget includes funds for replacement of five police vehicles, one pool car, five midsize trucks, a front-end loader and a tractor. The majority of new vehicle replacements are purchased through the Oregon State Purchasing System. Late model used vehicles will continue to be purchased when deemed good values. Leased police vehicles have proven to be comparable to purchasing and will be considered when evaluating patrol cars for replacements.

FY'05 Activity Review:

During FY'05 a total of six vehicles and three pieces of equipment were evaluated for replacement. One police patrol car was leased. There will be an ongoing review to determine feasibility of future leases vs. purchase of patrol vehicles. Other vehicles acquired were: one automobile, three pickup trucks, a lawn tractor, and a compressor.

FY'05 Performance Indicators:

- Evaluate five vehicles for replacement, evaluate two pieces of miscellaneous equipment for replacement, and evaluate purchasing an additional forklift.
Effectiveness target: 100% **Target exceeded.**
- Purchase replacement vehicles and equipment as indicated.
Effectiveness target: 100% **Target met.**

Program: Support Services – Equipment Replacement

Program: Support Services – Equipment Replacement

Financial Summary

Resources	ACTUAL	ACTUAL	BUDGET	MANAGER RECOMMEND	COMMITTEE APPROVED	COUNCIL ADOPTED
	FY'03	FY'04	FY'05	FY'06	FY'06	FY'06
	\$	\$	\$	\$	\$	\$
Beginning Balance	<u>1,503,249</u>	<u>1,626,587</u>	<u>1,852,828</u>	<u>1,658,788</u>	<u>1,658,788</u>	<u>1,658,788</u>
Current Resources						
Activity Generated						
Revenue from Other Agencies	0	0	0	270,000	270,000	270,000
Internal Billings	362,579	374,852	396,157	405,897	405,897	405,897
Interest	26,587	24,324	50,000	50,000	50,000	50,000
Transfer from General Fund	0	12,000	0	21,000	21,000	21,000
Transfer from Street Utility	0	0	4,000	0	0	0
Transfer from Wastewater	170,845	0	200,000	0	0	0
Transfer from Water Fund	4,200	0	8,400	21,500	21,500	21,500
Transfer from Engineering	10,000	0	0	0	0	0
Other Revenue	<u>24,885</u>	<u>3,412</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Current Resources	<u>599,096</u>	<u>414,588</u>	<u>658,557</u>	<u>768,397</u>	<u>768,397</u>	<u>768,397</u>
Total Resources	<u>2,102,345</u>	<u>2,041,175</u>	<u>2,511,385</u>	<u>2,427,185</u>	<u>2,427,185</u>	<u>2,427,185</u>

Requirements	ACTUAL	ACTUAL	BUDGET	MANAGER RECOMMEND	COMMITTEE APPROVED	COUNCIL ADOPTED
	FY'03	FY'04	FY'05	FY'06	FY'06	FY'06
	\$	\$	\$	\$	\$	\$
Personal Services	24,662	27,588	30,184	31,415	31,415	31,415
Materials & Supplies	310	211	300	350	350	350
Contractual/Prof Services	4,454	5,145	34,855	34,855	34,855	34,855
Direct Charges	2,328	2,328	2,547	2,547	2,547	2,547
Capital Outlay	432,807	130,812	464,000	662,000	662,000	662,000
Contingencies	0	0	300,000	300,000	300,000	300,000
Indirect Charges	11,197	22,263	20,711	24,773	24,773	24,773
Ending Balance	<u>1,626,587</u>	<u>1,852,828</u>	<u>1,658,788</u>	<u>1,371,245</u>	<u>1,371,245</u>	<u>1,371,245</u>
Total Expenses	<u>2,102,345</u>	<u>2,041,175</u>	<u>2,511,385</u>	<u>2,427,185</u>	<u>2,427,185</u>	<u>2,427,185</u>

Program: Support Services – Equipment Replacement

Personnel

	ACTUAL	ACTUAL	BUDGET	MANAGER RECOMMEND	COMMITTEE APPROVED	COUNCIL ADOPTED
	FY'03	FY'04	FY'05	FY'06	FY'06	FY'06
	#	#	#	#	#	#
Field Operations Director FROM: Property Mgmt	0.10	0.10	0.10	0.10	0.10	0.10
Dept. Support Technician FROM: Property Mgmt	<u>0.25</u>	<u>0.25</u>	<u>0.30</u>	<u>0.30</u>	<u>0.30</u>	<u>0.30</u>
Total Full Time Positions	<u>0.35</u>	<u>0.35</u>	<u>0.40</u>	<u>0.40</u>	<u>0.40</u>	<u>0.40</u>
Part Time/Seasonal Hours	<u>114</u>	<u>114</u>	<u>166</u>	<u>166</u>	<u>166</u>	<u>166</u>

Capital Outlay/By Item:

Automobiles	0	21,000	21,000	21,000
Wacker Tamper	3,000	0	0	0
Used Backhoe/Tractors	0	110,000	110,000	110,000
Police Vehicles	61,500	140,000	140,000	140,000
Pick-Up Trucks	42,500	91,000	91,000	91,000
Forklifts	42,000	0	0	0
Front End Loader	227,000	0	0	0
Air Compressor	10,000	0	0	0
Firetrucks	<u>78,000</u>	<u>300,000</u>	<u>300,000</u>	<u>300,000</u>
Total Capital Outlay		<u>464,000</u>	<u>662,000</u>	<u>662,000</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’06 Performance Measurements:

- Driver training course will be offered to employees. **Goal #VI**
- Twelve Safety Committee meetings will be held this year. **Goal #VI**
- Fork lift training will be conducted. **Goal #VI**
- Work towards achievement of SHARP Certification (Safety and Health Achievement Recognition Program) will begin. **Goal #VI**

Budget Highlights:

Rates remained low for many years based upon an organizational recognition of the importance of employee safety. A couple of extraordinary injuries have caused the rate to rise over the next four years. Because of our excellent history, our reserve is large enough to absorb some of the increase.

FY’05 Performance Indicators:

- The number of employees trained in CPR-AED or Fire Extinguisher use will be increased. **Target met.**
- Twelve Safety Committee meetings will be held this year. **Target met.**
- The Safety Committee will review inoculation recommendations and consider occupational disease-related exposures to employees. **Target met.**

Program: Support Services – Workers’ Compensation Insurance

Program: Support Services – Workers’ Compensation Insurance

Financial Summary

Resources	ACTUAL	ACTUAL	BUDGET	MANAGER RECOMMEND	COMMITTEE APPROVED	COUNCIL ADOPTED
	FY'03	FY'04	FY'05	FY'06	FY'06	FY'06
	\$	\$	\$	\$	\$	\$
Beginning Balance	<u>912,469</u>	<u>800,710</u>	<u>897,507</u>	<u>500,000</u>	<u>500,000</u>	<u>500,000</u>
Current Resources						
Activity Generated						
Internal Billings	156,750	168,494	206,000	220,000	220,000	220,000
Interest	15,066	7,997	10,000	15,000	15,000	15,000
Other Revenue	<u>14,970</u>	<u>285,187</u>	<u>11,500</u>	<u>7,500</u>	<u>7,500</u>	<u>7,500</u>
Total Current Resources	<u>186,786</u>	<u>461,678</u>	<u>227,500</u>	<u>242,500</u>	<u>242,500</u>	<u>242,500</u>
Total Resources	<u>1,099,255</u>	<u>1,262,388</u>	<u>1,125,007</u>	<u>742,500</u>	<u>742,500</u>	<u>742,500</u>

Requirements	ACTUAL	ACTUAL	BUDGET	MANAGER RECOMMEND	COMMITTEE APPROVED	COUNCIL ADOPTED
	FY'03	FY'04	FY'05	FY'06	FY'06	FY'06
	\$	\$	\$	\$	\$	\$
Personal Services	19,600	23,991	28,125	29,382	29,382	29,382
Materials & Supplies	9,699	22,276	9,991	10,292	10,292	10,292
Contractual/Prof Services	266,829	317,358	344,805	523,165	523,165	523,165
Direct Charges	1,667	756	2,617	2,617	2,617	2,617
Capital Outlay	750	500	500	500	500	500
Contingencies	0	0	238,969	76,544	76,544	76,544
Ending Balance	<u>800,710</u>	<u>897,507</u>	<u>500,000</u>	<u>100,000</u>	<u>100,000</u>	<u>100,000</u>
Total Expenses	<u>1,099,255</u>	<u>1,262,388</u>	<u>1,125,007</u>	<u>742,500</u>	<u>742,500</u>	<u>742,500</u>

Program: Support Services – Workers’ Compensation Insurance

Personnel

	ACTUAL FY'03 #	ACTUAL FY'04 #	BUDGET FY'05 #	MANAGER RECOMMEND FY'06 #	COMMITTEE APPROVED FY'06 #	COUNCIL ADOPTED FY'06 #
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>520</u>	<u>520</u>	<u>624</u>	<u>624</u>	<u>624</u>	<u>624</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. This year, 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'06 Performance Measurements:

- 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 largest liability claim this past year was the water main break under the Cavemen Plaza. This claim totaled \$122,655 in damage to store owners. This will cause rates to increase over the next 3 years. The City continues to use City County Insurance Services to ensure long-term insurance viability.

FY'05 Performance Indicator:

- A spreadsheet will be developed to allow staff to analyze loss data through multiple filters to assist in risk identification and control. **Target modified.** *We met with CCIS to have them analyze the Department of Public Safety's record on traffic accidents and false arrests. They are also reviewing the entire organization for our liability weaknesses.*

Program: Support Services – General Insurance

Program: Support Services – General Insurance

Financial Summary

Resources	ACTUAL	ACTUAL	BUDGET	MANAGER RECOMMEND	COMMITTEE APPROVED	COUNCIL ADOPTED
	FY'03	FY'04	FY'05	FY'06	FY'06	FY'06
	\$	\$	\$	\$	\$	\$
Beginning Balance	<u>627,707</u>	<u>488,162</u>	<u>521,926</u>	<u>550,000</u>	<u>550,000</u>	<u>550,000</u>
Current Resources						
Activity Generated						
Internal Billings	166,063	166,363	0	0	0	0
Interest	2,275	1,980	5,000	16,500	16,500	16,500
Redwood Sewer District	20,000	20,000	337,574	337,574	337,574	337,574
Loan Repayments	11,932	305,253	2,650	825	825	825
Other Revenue	<u>0</u>	<u>5,138</u>	<u>70,000</u>	<u>70,000</u>	<u>70,000</u>	<u>70,000</u>
Total Current Resources	<u>200,270</u>	<u>498,734</u>	<u>415,224</u>	<u>424,899</u>	<u>424,899</u>	<u>424,899</u>
Total Resources	<u>827,977</u>	<u>986,896</u>	<u>937,150</u>	<u>974,899</u>	<u>974,899</u>	<u>974,899</u>

Requirements	ACTUAL	ACTUAL	BUDGET	MANAGER RECOMMEND	COMMITTEE APPROVED	COUNCIL ADOPTED
	FY'03	FY'04	FY'05	FY'06	FY'06	FY'06
	\$	\$	\$	\$	\$	\$
Personal Services	16,940	18,929	22,636	20,233	20,233	20,233
Materials & Supplies	439	911	1,500	1,500	1,500	1,500
Contractual/Prof Services	245,966	369,817	288,406	339,406	339,406	339,406
Direct Charges	720	756	2,617	2,617	2,617	2,617
Capital Outlay	750	557	500	500	500	500
Contingencies	0	0	71,491	60,643	60,643	60,643
Transfers Out	75,000	74,000	0	0	0	0
Ending Balance	<u>488,162</u>	<u>521,926</u>	<u>550,000</u>	<u>550,000</u>	<u>550,000</u>	<u>550,000</u>
Total Expenses	<u>827,977</u>	<u>986,896</u>	<u>937,150</u>	<u>974,899</u>	<u>974,899</u>	<u>974,899</u>

Program: Support Services – General Insurance

Personnel

	ACTUAL FY'03 #	ACTUAL FY'04 #	BUDGET FY'05 #	MANAGER RECOMMEND FY'06 #	COMMITTEE APPROVED FY'06 #	COUNCIL ADOPTED FY'06 #
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>208</u>	<u>208</u>	<u>208</u>	<u>208</u>	<u>208</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'06 Anticipated Accomplishments:

A Health Insurance Committee comprised of two employees from each of the bargaining groups, formed in 2002, will reconvene in the fall of 2005 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 2006, as the existing contract expires December 31, 2005.

FY'06 Performance Measurements:

- Employee Health Committee will review and evaluate alternative health insurance policies. **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'05 Activity Review:

The health care contract with PacificSource expired December 31, 2004. The Employee Health Committee, formed in 2002, reconvened and worked with a consultant seeking and reviewing proposals from several service providers. The Committee recommended to management a renewal package with PacificSource, which included the administration of a self insured vision plan, and a dental plan through Advantage Dental. By going to a single medical plan for the 2005 calendar year, the City realized a savings in premiums of \$112,000.

FY'05 Performance Indicators:

- Employee Health Committee will review and evaluate alternative health insurance policies.
Target met.

Program: Support Services – Benefits Administration

Financial Summary

Resources	ACTUAL	ACTUAL	BUDGET	MANAGER RECOMMEND	COMMITTEE APPROVED	COUNCIL ADOPTED
	FY'03	FY'04	FY'05	FY'06	FY'06	FY'06
	\$	\$	\$	\$	\$	\$
Beginning Balance	<u>305,592</u>	<u>248,566</u>	<u>541,587</u>	<u>748,177</u>	<u>748,177</u>	<u>748,177</u>
Current Resources						
Activity Generated						
Internal Billings	1,251,418	1,781,667	2,093,790	2,202,080	2,202,080	2,202,080
Interest	4,757	6,537	12,400	20,000	20,000	20,000
Other Revenue	<u>47,548</u>	<u>49,834</u>	<u>42,500</u>	<u>65,200</u>	<u>65,200</u>	<u>65,200</u>
Total Current Resources	<u>1,303,723</u>	<u>1,838,038</u>	<u>2,148,690</u>	<u>2,287,280</u>	<u>2,287,280</u>	<u>2,287,280</u>
Total Resources	<u>1,609,315</u>	<u>2,086,604</u>	<u>2,690,277</u>	<u>3,035,457</u>	<u>3,035,457</u>	<u>3,035,457</u>

Requirements	ACTUAL	ACTUAL	BUDGET	MANAGER RECOMMEND	COMMITTEE APPROVED	COUNCIL ADOPTED
	FY'03	FY'04	FY'05	FY'06	FY'06	FY'06
	\$	\$	\$	\$	\$	\$
Personal Services	24,088	25,645	25,200	28,800	28,800	28,800
Materials & Supplies	1,440	175	2,400	2,400	2,400	2,400
Contractual/Prof Services	1,335,221	1,519,197	1,814,500	2,167,270	2,167,270	2,167,270
Contingencies	0	0	100,000	100,000	100,000	100,000
Ending Balance	<u>248,566</u>	<u>541,587</u>	<u>748,177</u>	<u>736,987</u>	<u>736,987</u>	<u>736,987</u>
Total Expenses	<u>1,609,315</u>	<u>2,086,604</u>	<u>2,690,277</u>	<u>3,035,457</u>	<u>3,035,457</u>	<u>3,035,457</u>

WHERE THE ROGUE RIVER RUNS



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