

SUPPORT SERVICES

ACTIVITIES

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

DESCRIPTION

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

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

	ACTUAL FY'12 \$	ACTUAL FY'13 \$	BUDGET FY'14 \$	MANAGER RECOMMEND FY'15 \$	COMMITTEE APPROVED FY'15 \$	COUNCIL ADOPTED FY'15 \$	PROJECTED FY'16 \$
Program Generated Resources	<u>12,679,770</u>	<u>12,890,364</u>	<u>13,172,222</u>	<u>14,268,146</u>	<u>14,268,146</u>	<u>14,268,146</u>	<u>11,916,765</u>
Total Resources	<u>12,679,770</u>	<u>12,890,364</u>	<u>13,172,222</u>	<u>14,268,146</u>	<u>14,268,146</u>	<u>14,268,146</u>	<u>11,916,765</u>
Requirements							
Community Develop. Mgmt.	1,103,559	1,168,160	1,217,319	1,247,059	1,247,059	1,247,059	1,310,084
Engineering Services	964,954	924,004	867,617	912,826	912,826	912,826	915,537
Property Management Services	780,971	779,443	770,607	838,194	838,194	838,194	803,401
Information Technology	652,618	652,594	761,997	897,143	897,143	897,143	887,797
Garage Services	1,044,471	1,056,853	1,627,165	1,670,892	1,670,892	1,670,892	1,018,465
Equipment Replacement Svc's	4,219,953	4,048,834	3,894,685	3,672,008	3,672,008	3,672,008	2,265,454
Insurance	<u>3,913,244</u>	<u>4,260,476</u>	<u>4,032,832</u>	<u>5,030,024</u>	<u>5,030,024</u>	<u>5,030,024</u>	<u>4,716,027</u>
Total Requirements	<u>12,679,770</u>	<u>12,890,364</u>	<u>13,172,222</u>	<u>14,268,146</u>	<u>14,268,146</u>	<u>14,268,146</u>	<u>11,916,765</u>

Program: Support Services – Parks & Community Development Management

Mission Statement:

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

Services Delivered:

Support services provide the overall management, support, coordination and fiscal accountability of Parks, Recreation, Aquatics, Building, Engineering, Geographic Information Systems (GIS), and Planning. This includes support for current and long range planning, data collection, infrastructure development review and construction. Staff provides customer service for private development of residential and commercial properties including new water and sewer service connections. Internal service for public development such as new streets, sidewalks, sewer and water lines is also provided. Staff assists customers with development processes and permit procedures at the public information counter and over the phone for 9 hours every business day. The public also has access to a GIS application, Capital Project information, Development Statistics, and divisional information via the Parks & Community Development portion of the City website. Additionally, assistance is provided for activities of the Public Works Department including collection of System Development Charges, Advance Finance District/Reimbursement District charges and Finance’s Business Tax approval process. Support services also provide City lien search assistance, review and release of satisfied agreements.

Performance Measurements:

Parks & Community Development Management Performance Measures

Indicator	2011-12		2012-13		2013-14	2014-15	2015-16
	Actual	Est	Actual	Est	Est	Est	Est
Outputs							
Tax lot files linked to GIS	N/A	N/A	N/A	N/A	13,000	1,000	1,000
Cash Receipt errors	N/A	N/A	N/A	N/A	Less than 1%	Less than 1%	Less than 1%
Effectiveness	Actual	Goal	Actual	Goal	Goal	Goal	Goal
Practical GIS Trainings	N/A	N/A	N/A	N/A	8	10	10
GIS Survey of Effectiveness of Training	N/A	N/A	N/A	N/A	90%	90%	90%
Efficiency	Actual	Goal	Actual	Goal	Goal	Goal	Goal
Inspections Scheduled Online	N/A	N/A	N/A	N/A		400	1000

FY’15 Anticipated Accomplishments & Corresponding Council Goal - Strategic Plan Item:

The Parks & Community Development Management and Support Staff has strategic plan items specifically assigned to the division but also provides support to Building, Planning, Engineering and Parks work plan assignments.

Encourage Economic Prosperity

Objective 5: Streamline development process

- Implementation of new E-Permitting software system for building and planning. This will enable online permit applications, inspection requests, scheduling and results. Electronic plan review will allow multiple divisions to review concurrently and improve communication and customer service.
- Continue education and transparency of development process for applicants.

Program: Support Services – Parks & Community Development Management

FY'15 Anticipated Accomplishments & Corresponding Council Goal - Cont'd:

Facilitate Sustainable, Manageable Growth

Objective 1: Complete expansion of the Urban Growth Boundary

Objective 6: Develop proactive solutions to community development challenges

- Reduce barriers to development.
- Increase customer service and satisfaction.
- Evaluate DDA and AFD process and determine best practices for City and property owners. Clean-up old DDA's and AFD's recorded on properties. Possibly convert to fee in lieu of system.

Preserve and Enjoy our Natural Resources

Objective 2: Improve Parkland through private/public partnerships

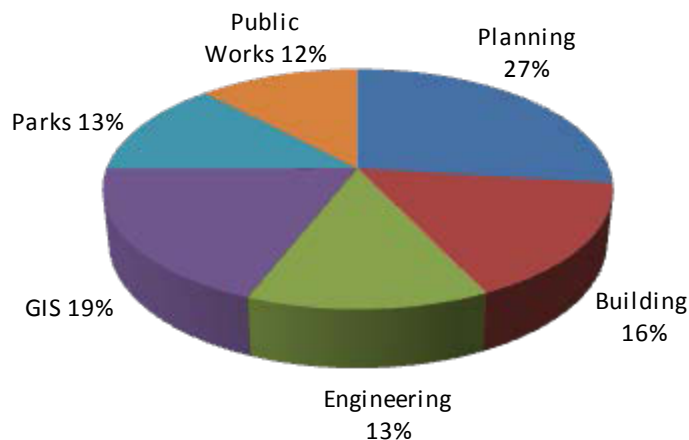
- Develop soccer complex through partnership with Soccer Club.

Over the next year this activity will continue to provide the support necessary for the operating divisions to function and provide excellent customer service. This includes management services provided by the Parks & Community Development Director and Business Operations Supervisor, policy development, project management, park development, customer service, permit issuance, technical assistance, inspection program scheduling and resulting file and data base maintenance, training and development of the GIS program, research and statistical reporting, purchasing, website maintenance and information services, lien searches and releases, accounting and internal audits, archiving and record-keeping, clerical support, and preparation and facilitation of public meetings and workshops. The H.T.E. software replacement conversion and implementation will begin in July 2014. This project will require substantial staff time for the duration of the project.

Budget Highlights:

FY'15 changes to the budget consist of an increased allocation of support staff and associated overhead to support Planning during the UGB and Annexation process.

Allocation of Staff Time for FY'14



FY'14 Activity Review:

In Calendar Year 2014 this activity processed 2,037 building and utility permits, scheduled 4,856 inspections, calculated and collected over \$1,000,000 in System Development Charges, supported UGB functions, digitized over 7,000 tax lot files, implemented a public GIS web based application, selected a E-Permitting software vendor, created and implemented a fire sprinkler/seismic grant program for qualifying buildings.

Program: Support Services – Parks & Community Development Management

Financial Summary

Resources	ACTUAL FY'12 \$	ACTUAL FY'13 \$	BUDGET FY'14 \$	MANAGER RECOMMEND FY'15 \$	COMMITTEE APPROVED FY'15 \$	COUNCIL ADOPTED FY'15 \$	PROJECTED FY'16 \$
Beginning Balance	<u>92,191</u>	<u>121,018</u>	<u>141,815</u>	<u>140,449</u>	<u>140,449</u>	<u>140,449</u>	<u>142,641</u>
Current Resources							
Activity Generated							
Redwood Sewer District	34,177	38,295	11,875	0	0	0	0
Direct Charges:							
General Fund	421,800	422,408	513,632	537,619	537,619	537,619	570,706
Transportation	24,912	27,983	27,803	28,315	28,315	28,315	29,504
Wastewater	37,236	40,946	65,965	79,578	79,578	79,578	83,617
Water	37,236	40,946	40,578	41,500	41,500	41,500	43,643
Property Management	12,000	15,000	15,000	15,000	15,000	15,000	15,000
Engineering	326,676	327,649	300,851	296,088	296,088	296,088	316,463
Administrative Services	20,004	25,000	25,000	25,000	25,000	25,000	25,000
Transfers in	0	10,000	0	0	0	0	0
GIS Fees	95,284	94,786	74,800	81,410	81,410	81,410	81,410
Other Revenue	<u>2,043</u>	<u>4,129</u>	<u>0</u>	<u>2,100</u>	<u>2,100</u>	<u>2,100</u>	<u>2,100</u>
Total Current Revenues	<u>1,011,368</u>	<u>1,047,142</u>	<u>1,075,504</u>	<u>1,106,610</u>	<u>1,106,610</u>	<u>1,106,610</u>	<u>1,167,443</u>
Total Resources	<u>1,103,559</u>	<u>1,168,160</u>	<u>1,217,319</u>	<u>1,247,059</u>	<u>1,247,059</u>	<u>1,247,059</u>	<u>1,310,084</u>
Requirements							
Personnel Services	737,934	754,485	856,531	897,558	897,558	897,558	941,535
Materials & Supplies	21,477	18,998	35,100	26,250	26,250	26,250	26,050
Contractual/Prof Services	120,190	64,064	75,543	86,867	86,867	86,867	117,260
Direct Charges	71,487	75,012	74,811	80,743	80,743	80,743	80,743
Capital Outlay	31,453	6,354	0	13,000	13,000	13,000	0
Transfers Out	<u>0</u>	<u>0</u>	<u>50,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>17,000</u>
Subtotal Expenditures	<u>982,541</u>	<u>918,913</u>	<u>1,091,985</u>	<u>1,104,418</u>	<u>1,104,418</u>	<u>1,104,418</u>	<u>1,182,588</u>
Contingencies	0	0	125,334	142,641	142,641	142,641	127,496
Ending Balance	<u>121,018</u>	<u>249,247</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Requirements	<u>1,103,559</u>	<u>1,168,160</u>	<u>1,217,319</u>	<u>1,247,059</u>	<u>1,247,059</u>	<u>1,247,059</u>	<u>1,310,084</u>

Program: Support Services – Parks & Community Development Management

Personnel

	BUDGET	BUDGET	BUDGET	MANAGER	COMMITTEE	COUNCIL	
	FY'12	FY'13	FY'14	RECOMMEND	APPROVED	ADOPTED	PROJECTED
	#	#	#	#	#	#	#
Parks & Community Dev. Director	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Business Operations Supervisor	1.00	1.00	1.00	1.00	1.00	1.00	1.00
City Surveyor	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Engineering Technician	1.00	1.00	0.00	0.00	0.00	0.00	0.00
GIS Coordinator	0.00	0.00	1.00	1.00	1.00	1.00	1.00
Office Assistant II	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Office Assistant I	2.00*	2.00*	2.65*	2.65*	2.65*	2.65*	2.65*
Department Support Technician	2.00	2.00	2.00	2.00	2.00	2.00	2.00
Database Technician	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>
<i>Subtotal</i>	<i>10.00</i>	<i>10.00</i>	<i>10.65</i>	<i>10.65</i>	<i>10.65</i>	<i>10.65</i>	<i>10.65</i>
Total Positions	<u>10.00</u>	<u>10.00</u>	<u>10.65</u>	<u>10.65</u>	<u>10.65</u>	<u>10.65</u>	<u>10.65</u>
Total Un-Funded Positions*	(1.00)	(1.00)	(1.00)	(1.00)	(1.00)	(1.00)	(1.00)
Total Funded Positions	<u>9.00</u>	<u>9.00</u>	<u>9.65</u>	<u>9.65</u>	<u>9.65</u>	<u>9.65</u>	<u>9.65</u>
Temporary/Seasonal Hours	<u>0*</u>	<u>0*</u>	<u>0*</u>	<u>431</u>	<u>431</u>	<u>431</u>	<u>431</u>

* Recap of Unfunded Positions by Fiscal Year:							
Office Assistant I	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Seasonal Hours	600	600	600	0	0	0	0

Capital Outlay/By Item

Reflectorless Surveyor Equip.	<u>0</u>	<u>13,000</u>	<u>13,000</u>	<u>13,000</u>	<u>0</u>
Total Capital Outlay	<u>0</u>	<u>13,000</u>	<u>13,000</u>	<u>13,000</u>	<u>0</u>

Program: Support Services – Engineering Services

Mission Statement:

“Quality Engineering Today for a Reliable Tomorrow.”

Services Delivered:

Activity in the Engineering Services Division ensures the development of our community occurs in an orderly manner and reaches the highest standards for quality. The Engineering Division uses adopted facility plans and development standards to ensure compliance and quality in all infrastructure. Working with other activities, the Division participates in site plan review, design, plan checking and inspection of new public facilities.

Services are provided to other City divisions and to customers of the Community Development Department with information from over 6,800 plans and “as-built” drawings. Engineering provides essential information for the mapping portion of our Geographic Information System (GIS). The Engineering Division creates and keeps current engineering standards to be used in the design and construction of public facilities. These standards include, but are not limited to, water, sewer, street and other items related to work within the City’s right-of-way.

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

Performance Measurements:

Engineering Performance Measures

Indicator	2011-12		2012-13		2013-14	2014-15	2015-16
	Actual	Est	Actual	Est	Est	Est	Est
Outputs							
Number of City projects managed annually	10	12	22	16	20	20	20
Number of developer installed projects managed annually	11	10	14	12	14	14	14
Effectiveness	Actual	Goal	Actual	Goal	Goal	Goal	Goal
% of encroachment permits issued within 7 calendar days	91%	90%	93%	90%	93%	95%	95%
% of complete private development plans reviewed within specified timeframe	64%	80%	78%	80%	65%**	95%**	95%**
Efficiency	Actual	Goal	Actual	Goal	Goal	Goal	Goal
% of projects designed, bid and constructed on time and on budget	*	*	*	*	71%	90%	90%

*New Performance Measure - information not available

**Pending timely interdepartmental review.

FY’15 Anticipated Accomplishments & Corresponding Council Goal - Strategic Plan Item:

Facilitate Sustainable, Manageable Growth

- Improve bicycle/pedestrian paths.
- Prepare and implement plans for striping bike lanes and installing new sidewalks and pedestrian paths.

Program: Support Services – Engineering Services

FY'15 Anticipated Accomplishments & Corresponding Council Goal - Cont'd:

Maintain, Operate, and Expand our Infrastructure

- Engineering will be involved in a number of capital improvements including the design, construction and inspection of the FY'14/15 Overlays, D Street Sidewalk Phase 2, Small Water Main Replacement on J Street, Wastewater Structural Repairs in two alleys between 5th and 6th Streets and in 5th Street near Central Avenue, Drury Lane Street Improvements, and water line and sewer line projects as determined by Public Works.

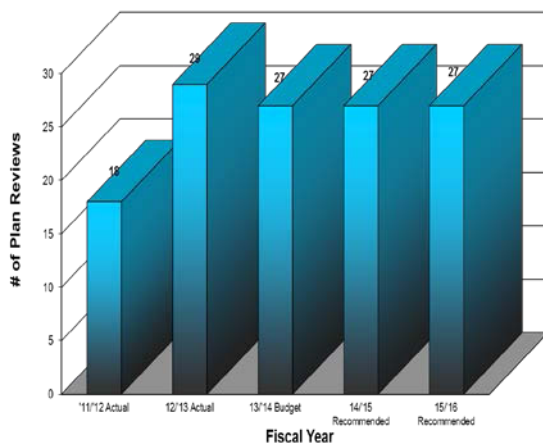
Promote Healthy Neighborhoods

- Work with Planning and Public Works to create a safe routes project at South Middle School.
- Depending on CMAQ funding, install the remaining portion of Fruitdale Creek Trail.
- Install pedestrian paths at Riverside Park, Tussing Park and Morrison Park.
- Install sidewalks on the South side of "D" St. between 11th St. and Foothill Blvd.

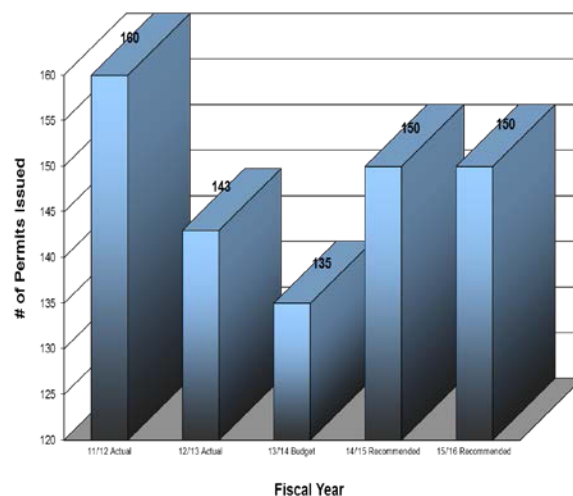
Budget Highlights:

Based on current estimates, the FY'14 budget appears to be on track for expenditures to match or be close to anticipated revenues. A new billing process was adopted for the FY '14 budget cycle. Final reports will be generated at the end of FY'14 and the results analyzed to determine the actual effectiveness of the new billing system. For FY'15, staffing levels remain the same with some minimal changes to account for computer upgrades.

Plan Reviews Processed per Fiscal Year



Encroachment Permits Issued by Fiscal Year



FY'14 Activity Review:

The Engineering Division facilitated a number of Capital Projects in our community this year which are in design, construction or punch list phase at the time of this printing. They include River Oaks Small Main Replacement, "C" St. Sewer and Water Replacement, Sewer Replacement in the alley between 3rd and 5th Streets and H and I Streets, Sewer Replacement in the alley between 3rd and 5th Streets and H and I Streets, scheduled street overlays and a pedestrian path at Riverside Park.

Numerous private developments were (or still are) in the plan checking, construction, or final platting process during this same time period. A few examples are: Three Rivers Community Hospital Outpatient Building, Summerfield Subdivision, Phones Plus, Inc., GPID Office Expansion, Bear Hotel Parking Lot Expansion, H Street Parking Lot, Dutch Bros. Tech Way Extension, Tee Time Building Renovation and Sequoia Village Subdivision – Phase 5.

Program: Support Services – Engineering Services

Financial Summary

Resources	ACTUAL	ACTUAL	BUDGET	MANAGER	COMMITTEE	COUNCIL	PROJECTED
	FY'12	FY'13	FY'14	RECOMMEND	APPROVED	ADOPTED	FY'16
	\$	\$	\$	FY'15	FY'15	FY'15	\$
Beginning Balance	<u>374,034</u>	<u>151,722</u>	<u>56,917</u>	<u>122,326</u>	<u>122,326</u>	<u>122,326</u>	<u>125,037</u>
Current Resources							
Activity Generated							
Redwood Sewer Svc. Dist.	498	8,332	0	0	0	0	0
Rev Other Agencies	0	4,177	0	0	0	0	0
Engineering Fees	34,776	22,746	17,600	31,300	31,300	31,300	31,300
Sale of publications	161	274	0	0	0	0	0
Interest	2,262	1,345	1,000	1,500	1,500	1,500	1,500
Other Revenue	52	10	0	0	0	0	0
Direct Charges:							
General Fund	30,000	55,000	85,000	110,200	110,200	110,200	110,200
Transportation	134,959	190,410	158,200	154,400	154,400	154,400	154,400
Wastewater Operations	56,512	56,500	75,800	63,400	63,400	63,400	63,400
Storm Water Operations	0	0	19,600	0	0	0	0
Solid Waste Operations	2,423	0	0	2,600	2,600	2,600	2,600
Water Operations	57,535	87,000	66,600	53,700	53,700	53,700	53,700
Administrative Services	9,772	10,000	10,000	11,300	11,300	11,300	11,300
Transportation Projects	178,504	198,520	229,700	246,500	246,500	246,500	246,500
Lands & Buildings Proj.	25,461	35,280	30,000	19,000	19,000	19,000	19,000
Wastewater Projects	39,102	71,273	84,000	64,400	64,400	64,400	64,400
Water Projects	<u>18,903</u>	<u>31,415</u>	<u>33,200</u>	<u>32,200</u>	<u>32,200</u>	<u>32,200</u>	<u>32,200</u>
Total Current Revenues	<u>590,920</u>	<u>772,282</u>	<u>810,700</u>	<u>790,500</u>	<u>790,500</u>	<u>790,500</u>	<u>790,500</u>
Total Resources	<u>964,954</u>	<u>924,004</u>	<u>867,617</u>	<u>912,826</u>	<u>912,826</u>	<u>912,826</u>	<u>915,537</u>

Requirements	ACTUAL	ACTUAL	BUDGET	MANAGER	COMMITTEE	COUNCIL	PROJECTED
	FY'12	FY'13	FY'14	RECOMMEND	APPROVED	ADOPTED	FY'16
	\$	\$	\$	FY'15	FY'15	FY'15	\$
Personnel Services	446,574	372,740	374,285	349,880	349,880	349,880	362,038
Materials & Supplies	9,605	8,697	5,650	10,000	10,000	10,000	9,150
Contractual/Prof Services	30,377	91,426	132,996	131,721	131,721	131,721	131,688
Direct Charges	<u>326,676</u>	<u>327,649</u>	<u>300,951</u>	<u>296,188</u>	<u>296,188</u>	<u>296,188</u>	<u>316,563</u>
Subtotal Expenditures	<u>813,232</u>	<u>800,512</u>	<u>813,882</u>	<u>787,789</u>	<u>787,789</u>	<u>787,789</u>	<u>819,439</u>
Contingencies	0	0	53,735	125,037	125,037	125,037	96,098
Ending Balance	<u>151,722</u>	<u>123,492</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Requirements	<u>964,954</u>	<u>924,004</u>	<u>867,617</u>	<u>912,826</u>	<u>912,826</u>	<u>912,826</u>	<u>915,537</u>

Program: Support Services – Engineering Services

Personnel

	BUDGET	BUDGET	BUDGET	MANAGER	COMMITTEE	COUNCIL	
	FY'12	FY'13	FY'14	RECOMMEND	APPROVED	ADOPTED	PROJECTED
	#	#	#	FY'15	FY'15	FY'15	FY'16
City Engineer**	1.00	1.00	1.00**	1.00**	1.00**	1.00**	1.00**
Utility Engineer	1.00*	1.00*	1.00*	1.00*	1.00*	1.00*	1.00*
City Surveyor	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Engineering Projects Supervisor	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Department Support Technician	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Engineering Technician	<u>4.50*</u>	<u>4.50*</u>	<u>4.50*</u>	<u>4.50*</u>	<u>4.50*</u>	<u>4.50*</u>	<u>4.50*</u>
<i>Subtotal</i>	<i>7.50</i>	<i>7.50</i>	<i>7.50</i>	<i>7.50</i>	<i>7.50</i>	<i>7.50</i>	<i>7.50</i>
Total Positions	<u>7.50</u>	<u>7.50</u>	<u>7.50</u>	<u>7.50</u>	<u>7.50</u>	<u>7.50</u>	<u>7.50</u>
Total Un-Funded Positions*	(3.00)	(3.00)	(3.00)	(3.00)	(3.00)	(3.00)	(3.00)
Total Funded Positions	<u>4.50</u>	<u>4.50</u>	<u>4.50</u>	<u>4.50</u>	<u>4.50</u>	<u>4.50</u>	<u>4.50</u>
Temporary/Seasonal Hours	<u>0</u>	<u>260</u>	<u>520</u>	<u>520</u>	<u>520</u>	<u>520</u>	<u>520</u>

*Recap of Unfunded Positions by Fiscal Year:							
Utility Engineer	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Engineering Technician	2.00	2.00	2.00	2.00	2.00	2.00	2.00

**Note the following are funded under Contractual Services instead of Personnel Services:							
City Engineer**	0.00	0.00	1.00	1.00	1.00	1.00	1.00

Program: Support Services – Property Management Services

Mission Statement:

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

Services Delivered:

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

FY’15 Performance Measurements:

Property Management Performance Measures

Indicator	2011-12		2012-13		2013-14	2014-15	2015-16
	Actual	Est	Actual	Est	Est	Est	Est
Outputs							
Number of days River Vista rented	28	18	27	18	18	24	28
Effectiveness	Actual	Goal	Actual	Goal	Goal	Goal	Goal
% of time City Hall HVAC system on-line	99.73%	100%	99.99%	100%	100%	100%	100%
% of properties receiving fire hazards abatement at scheduled quarterly intervals	N/A	100%	100%	100%	100%	100%	100%
Efficiency	Actual	Goal	Actual	Goal	Goal	Goal	Goal
City Hall Custodial Expenditures Per Square Foot	\$1.48	\$1.73	\$1.67	\$1.93	\$1.93	\$1.65	\$1.65
Annual kWh of Power at City Hall (target 5% reduction to prior year starting 2011-2012 and expressed in kWh)	615,767	625,000	585,367	593,750	593,750	564,100	535,900

FY’15 Anticipated Accomplishments & Corresponding Council Goals - Strategic Plan Item:

Facilitate Sustainable, Manageable Growth

- Mitigate safety hazards on vacant lands by securing, demolishing, or revitalizing vacant buildings.
- Reduce fire hazard fuel reduction in shrub and treed areas.
- Prepare a 10 year HVAC renovation plan for the Municipal Campus.

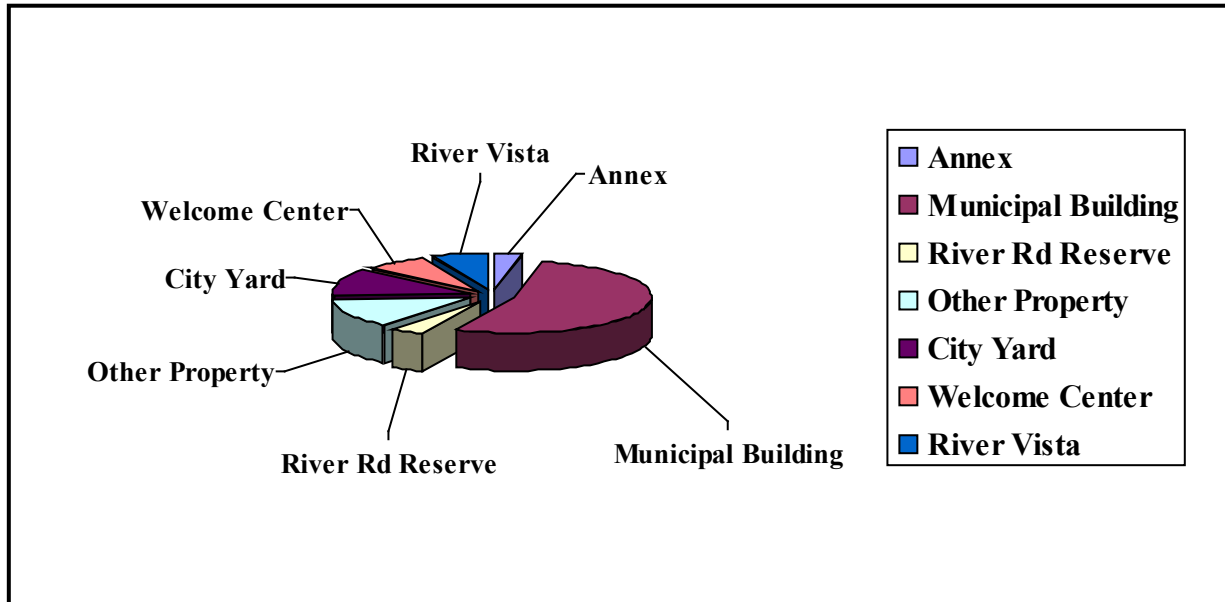
Keep Citizens Safe

- Replace sidewalks around the Municipal Campus.
- Continue to implement additional security and ergonomic access measures at City locations.

Program: Support Services – Property Management Services

Budget Highlights:

The breezeway structure between the Council Chambers and the offices will be repaired and re-roofed; Parts of the HVAC system continue to be evaluated and several recommendations are being considered; Cameras were installed at some City properties.



Account by Expenditures FY' 13

FY'14 Activity Review:

- The remainder of the floor vents were cleaned.
- One vacant building was demolished, two had the asbestos removed, and one was renovated and rented.
- We have cleaned and sanitized **70%** of the floor vents in the Municipal Building.
- Electronic door openers were installed on Parks and Community Development and Administration doors.
- Five additional doors were refurbished and keypads were installed.

Program: Support Services – Property Management Services

Financial Summary

Resources	ACTUAL	ACTUAL	BUDGET	MANAGER RECOMMEND	COMMITTEE APPROVED	COUNCIL ADOPTED	PROJECTED
	FY'12	FY'13	FY'14	FY'15	FY'15	FY'15	FY'16
	\$	\$	\$	\$	\$	\$	\$
Beginning Balance	<u>145,985</u>	<u>155,041</u>	<u>125,083</u>	<u>151,287</u>	<u>151,287</u>	<u>151,287</u>	<u>116,494</u>
Current Resources							
Activity Generated							
Direct Charges:							
General Fund	148,921	146,156	145,040	143,925	143,925	143,925	143,925
Transportation	71,354	71,354	79,153	83,595	83,595	83,595	83,595
Wastewater Operations	47,261	47,261	51,722	54,449	54,449	54,449	54,449
Solid Waste Operations	864	864	882	930	930	930	930
Water Operations	42,599	42,599	47,060	49,568	49,568	49,568	49,568
Fleet Operations	37,822	37,822	35,784	36,960	36,960	36,960	36,960
Community Develop. Mgmt.	71,487	75,012	74,811	80,743	80,743	80,743	80,743
Administrative Services	169,520	166,045	176,380	185,912	185,912	185,912	185,912
Interest	1,112	1,287	1,000	1,000	1,000	1,000	1,000
Rent of Assets	38,489	35,735	33,692	49,825	49,825	49,825	49,825
Other Revenue	<u>5,557</u>	<u>267</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<i>Total Current Revenues</i>	<u>634,986</u>	<u>624,402</u>	<u>645,524</u>	<u>686,907</u>	<u>686,907</u>	<u>686,907</u>	<u>686,907</u>
Total Resources	<u>780,971</u>	<u>779,443</u>	<u>770,607</u>	<u>838,194</u>	<u>838,194</u>	<u>838,194</u>	<u>803,401</u>
Requirements							
Personnel Services	191,652	188,667	195,554	230,268	230,268	230,268	241,301
Materials & Supplies	24,082	27,549	31,050	31,650	31,650	31,650	29,150
Contractual/Prof Services	281,356	269,281	308,926	303,191	303,191	303,191	306,281
Direct Charges	12,000	15,000	15,000	15,000	15,000	15,000	15,000
Capital Outlay	59,937	50,450	61,000	57,800	57,800	57,800	67,000
Indirect Charges	56,903	55,095	61,108	63,791	63,791	63,791	65,925
Transfers Out	<u>0</u>	<u>0</u>	<u>15,000</u>	<u>20,000</u>	<u>20,000</u>	<u>20,000</u>	<u>0</u>
<i>Subtotal Expenditures</i>	<u>625,930</u>	<u>606,042</u>	<u>687,638</u>	<u>721,700</u>	<u>721,700</u>	<u>721,700</u>	<u>724,657</u>
Contingencies	0	0	82,969	116,494	116,494	116,494	78,744
Ending Balance	<u>155,041</u>	<u>173,401</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Requirements	<u>780,971</u>	<u>779,443</u>	<u>770,607</u>	<u>838,194</u>	<u>838,194</u>	<u>838,194</u>	<u>803,401</u>

Program: Support Services – Property Management Services

Personnel

	BUDGET	BUDGET	BUDGET	MANAGER	COMMITTEE	COUNCIL	
	FY'12	FY'13	FY'14	RECOMMEND	APPROVED	ADOPTED	PROJECTED
	#	#	#	FY'15	FY'15	FY'15	FY'16
Parks & Community Svc. Director	1.00	1.00	0.00	0.00	0.00	0.00	0.00
Property Management Coordinator	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Municipal Service Worker	1.00	1.00	1.00	2.00	2.00	2.00	2.00
Office Assistant II	<u>1.00*</u>	<u>1.00*</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<i>Subtotal</i>	<i>4.00</i>	<i>4.00</i>	<i>2.00</i>	<i>3.00</i>	<i>3.00</i>	<i>3.00</i>	<i>3.00</i>
Assistant City Manager							
From: Management	0.00	0.00	0.10	0.10	0.10	0.10	0.10
Parks & Community Svc. Director							
To: Downtown	(0.05)	(0.05)	(0.00)	(0.00)	(0.00)	(0.00)	(0.00)
To: Park Maintenance	(0.40)	(0.40)	(0.00)	(0.00)	(0.00)	(0.00)	(0.00)
To: Garage Operations	(0.10)	(0.10)	(0.00)	(0.00)	(0.00)	(0.00)	(0.00)
To: Tourism	(0.05)	(0.05)	(0.00)	(0.00)	(0.00)	(0.00)	(0.00)
To: Information Technology	(0.15)	(0.15)	(0.00)	(0.00)	(0.00)	(0.00)	(0.00)
To: Equipment Replacement	(0.05)	(0.05)	(0.00)	(0.00)	(0.00)	(0.00)	(0.00)
Admin. Support Specialist							
From: Garage Operations	0.20*	0.20*	(0.00)	(0.00)	(0.00)	(0.00)	(0.00)
Property Management Coordinator							
To: Park Maintenance	(0.05)	(0.05)	(0.00)	(0.00)	(0.00)	(0.00)	(0.00)
To: Aquatics	(0.05)	(0.05)	(0.05)	(0.05)	(0.05)	(0.05)	(0.05)
To: Downtown	(0.10)	(0.10)	(0.10)	(0.10)	(0.10)	(0.10)	(0.10)
To: Land and Building Cap Proj.	0.00	0.00	0.00	0.00	0.00	0.00	0.00
To: Street Maintenance	(0.10)	(0.10)	(0.10)	(0.10)	(0.10)	(0.10)	(0.10)
Municipal Service Worker							
To: Park Maintenance	(0.05)	(0.05)	(0.00)	(0.00)	(0.00)	(0.00)	(0.00)
To: Aquatics	(0.05)	(0.05)	(0.00)	(0.00)	(0.00)	(0.00)	(0.00)
To: Downtown	(0.15)	(0.15)	(0.15)	(0.55)	(0.55)	(0.55)	(0.55)
Office Assistant II							
From: Management	0.00	0.00	0.35*	0.10	0.10	0.10	0.10
To: Park Maintenance	(0.50)	(0.50)	0.00	0.00	0.00	0.00	0.00
To: Tourism	(0.05)	(0.05)	0.00	0.00	0.00	0.00	0.00
To: Information Technology	<u>(0.20)</u>	<u>(0.20)</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<i>Subtotal Distributed</i>	<i>(1.90)</i>	<i>(1.90)</i>	<i>0.05</i>	<i>(0.60)</i>	<i>(0.60)</i>	<i>(0.60)</i>	<i>(0.60)</i>
Total Positions	<u>2.100</u>	<u>2.100</u>	<u>2.050</u>	<u>2.400</u>	<u>2.400</u>	<u>2.400</u>	<u>2.400</u>
Total Un-Funded Positions	(0.045)	(0.045)	(0.035)	0.000	0.000	0.000	0.000
Total Funded Positions	<u>2.055</u>	<u>2.055</u>	<u>2.015</u>	<u>2.400</u>	<u>2.400</u>	<u>2.400</u>	<u>2.400</u>

*Recap of Unfunded Positions by Fiscal Year:

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

Capital Outlay/By Item

Remodeling/Renovation		51,000	57,800	57,800	57,800	67,000
Sidewalks at Muni Building		<u>10,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Capital Outlay		<u>61,000</u>	<u>57,800</u>	<u>57,800</u>	<u>57,800</u>	<u>67,000</u>

Program: Support Services – Information Technology Services

Mission Statement:

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

Services Delivered:

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

Performance Measurements:

Information Technology Performance Measures

Indicator	2011-12		2012-13		2013-14	2014-15	2015-16
	Actual	Est	Actual	Est	Est	Est	Est
Outputs							
Number help desk tickets completed	1589	1500	1632	1500	1500	1500	1500
Number of training sessions held	8	12	10	12	12	12	12
Effectiveness	Actual	Goal	Actual	Goal	Goal	Goal	Goal
Network availability (% uptime)	99%	99%	99%	99%	99%	99%	99%
Phone Availability	99%	99%	99%	99%	99%	99%	99%
Help desk tickets closed on the same day	704	750	660	750	750	750	750
Help desk tickets closed within one day	929	1000	847	1000	1000	1000	1000

FY’15 Anticipated Accomplishments & Corresponding Council Goal - Strategic Plan Item:

Provide Cooperative, Shared Leadership Involving Council, Staff and Community

Objective 2: Implement community communication strategies

- Develop new websites for both the City and Tourism.
- Explore options for a Citywide Social Media policy.

Objective 4: Ensure efficiency and effectiveness in City operations

- Select a new financial software program and plan for new software implementation.
- The City will be a model for government efficiency and effectiveness, delivering the highest quality of services at the best possible value.
- Digitize 13,000 tax lot files into DF and TIFF format and link to Laserfiche and GIS.
- Reduce IT single points of failure by increasing system and network redundancy (IT Emergency Preparedness).
- Fix phone system.
- Explore options to upgrade City Website.

Program: Support Services – Information Technology Services

Budget Highlights:

The City will focus on improving business continuity for City's information systems. Backup power and reduction in potential single point failure risks will be addressed in addition to software backup options that can provide continuing IT functions in the event of an emergency.

Smooth implementation of the City's new enterprise resource planning programs and associated hardware will be a top priority this year.

FY'14 Activity Review:

- User service request are being responded to faster and more efficiently. The department completes approximately 125 requests each month.
- A wireless network for the City Hall meeting rooms was created to provide internet access.
- Improved security has been implemented for all IT systems.
- The IT performance audit was successfully completed including risk and intrusion assessments. There were no surprises, and recommendations are being implemented as resources are made available.

Program: Support Services – Information Technology Services

Financial Summary

Resources	ACTUAL	ACTUAL	BUDGET	MANAGER RECOMMEND	COMMITTEE APPROVED	COUNCIL ADOPTED	PROJECTED
	FY'12	FY'13	FY'14	FY'15	FY'15	FY'15	FY'16
	\$	\$	\$	\$	\$	\$	\$
Beginning Balance	<u>112,036</u>	<u>92,491</u>	<u>140,824</u>	<u>206,039</u>	<u>206,039</u>	<u>206,039</u>	<u>175,374</u>
Current Resources							
Activity Generated							
Interest	1,012	1,403	1,300	1,900	1,900	1,900	1,900
Other Revenue	206	1,718	0	0	0	0	0
Redwood Sewer District	9,754	10,398	0	0	0	0	0
Solid Waste Agency	1,420	1,708	4,250	4,250	4,250	4,250	3,600
Information Tech Charges	<u>528,190</u>	<u>544,876</u>	<u>615,623</u>	<u>684,954</u>	<u>684,954</u>	<u>684,954</u>	<u>706,923</u>
Total Current Revenues	<u>540,582</u>	<u>560,103</u>	<u>621,173</u>	<u>691,104</u>	<u>691,104</u>	<u>691,104</u>	<u>712,423</u>
Total Resources	<u>652,618</u>	<u>652,594</u>	<u>761,997</u>	<u>897,143</u>	<u>897,143</u>	<u>897,143</u>	<u>887,797</u>

Requirements	ACTUAL	ACTUAL	BUDGET	MANAGER RECOMMEND	COMMITTEE APPROVED	COUNCIL ADOPTED	PROJECTED
	FY'12	FY'13	FY'14	FY'15	FY'15	FY'15	FY'16
	\$	\$	\$	\$	\$	\$	\$
Personnel Services	399,419	379,117	507,246	562,348	562,348	562,348	596,887
Materials & Supplies	5,028	8,361	7,000	7,000	7,000	7,000	7,000
Contractual/Prof Services	129,897	30,540	50,605	72,140	72,140	72,140	117,878
Direct Charges	25,783	25,782	25,437	26,821	26,821	26,821	26,821
Indirect Charges	<u>0</u>	<u>0</u>	<u>0</u>	<u>53,460</u>	<u>53,460</u>	<u>53,460</u>	<u>59,860</u>
Subtotal Expenditures	<u>560,127</u>	<u>443,800</u>	<u>590,288</u>	<u>721,769</u>	<u>721,769</u>	<u>721,769</u>	<u>808,446</u>
Contingencies	0	0	171,709	175,374	175,374	175,374	79,351
Ending Balance	<u>92,491</u>	<u>208,794</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Requirements	<u>652,618</u>	<u>652,594</u>	<u>761,997</u>	<u>897,143</u>	<u>897,143</u>	<u>897,143</u>	<u>887,797</u>

Program: Support Services – Information Technology Services

Personnel

	BUDGET	BUDGET	BUDGET	MANAGER RECOMMEND	COMMITTEE APPROVED	COUNCIL ADOPTED	PROJECTED
	FY'12	FY'13	FY'14	FY'15	FY'15	FY'15	FY'16
	#	#	#	#	#	#	#
Information Technology Manager	1.000	1.000	1.000	1.000	1.000	1.000	1.000
Information System Supervisor	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Computer Services Technician	3.000	4.000	4.000	4.000	4.000	4.000	4.000
Webmaster	<u>0.500</u>	<u>0.500</u>	<u>0.500</u>	<u>0.500</u>	<u>0.500</u>	<u>0.500</u>	<u>0.500</u>
<i>Subtotal</i>	<i>4.500</i>	<i>5.500</i>	<i>5.500</i>	<i>5.500</i>	<i>5.500</i>	<i>5.500</i>	<i>5.500</i>
Assistant City Manager							
From: Management	0.000	0.000	0.150	0.150	0.150	0.150	0.150
Parks and Comm. Service Director							
From: Property Management	0.150	0.150	0.000	0.000	0.000	0.000	0.000
Office Assistant II							
From: Property Management	0.200*	0.200*	0.000	0.000	0.000	0.000	0.000
From: Management	0.000	0.000	0.400*	0.050	0.050	0.050	0.050
Admin Support Specialist							
From: Garage	<u>0.050*</u>	<u>0.050*</u>	<u>0.000</u>	<u>0.000</u>	<u>0.000</u>	<u>0.000</u>	<u>0.000</u>
<i>Subtotal Distributed</i>	<i>0.400</i>	<i>0.400</i>	<i>0.550</i>	<i>0.200</i>	<i>0.200</i>	<i>0.200</i>	<i>0.200</i>
Total Positions	<u>4.900</u>	<u>5.900</u>	<u>6.050</u>	<u>5.700</u>	<u>5.700</u>	<u>5.700</u>	<u>5.700</u>
Total Un-Funded Positions	(0.025)	(0.025)	(0.040)	0.000	0.000	0.000	0.000
Total Funded Positions	<u>4.875</u>	<u>5.875</u>	<u>6.010</u>	<u>5.700</u>	<u>5.700</u>	<u>5.700</u>	<u>5.700</u>

*Recap of Unfunded Positions by Fiscal Year:

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

Program: Support Services – Garage Operations

Mission Statement:

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

Services Delivered:

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

Performance Measurements:

Fleet Performance Measures

Indicator	2011-12		2012-13		2013-14	2014-15	2015-16
	Actual	Est	Actual	Est	Est	Est	Est
Outputs							
Number of vehicles in fleet	124	N/A	124	N/A	118	*116	*116
Pieces of equipment in fleet	47	N/A	47	N/A	50	**37	**37
Effectiveness	Actual	Goal	Actual	Goal	Goal	Goal	Goal
% of Fleet Current on Annual Preventive Maintenance Services	100%	N/A	100%	N/A	100%	100%	100%
% of Customer Satisfaction Reported on Survey	97%	N/A	97%	N/A	99 %	100%	100%
Efficiency	Actual	Goal	Actual	Goal	Goal	Goal	Goal
Fuel Gallons Used Per Year	66,875	N/A	66,281	N/A	66,700	***67,000	67,000

Note: * surplus vehicles/equipment that are awaiting disposal not included

Note: **capital asset standards of \$5,000 and greater were applied

Note: ***adding one new patrol car

FY'15 Anticipated Accomplishments & Corresponding Council Goal - Strategic Plan Item:

Provide Cooperative, Shared Leadership Involving Council, Staff and Community

Objective 4: Ensure efficiency and effectiveness in City operations

- **Action 4:** Address the highest priority recommendations from the 2012 Fleet Performance Audit.
- **Action 14:** Discuss facility options and prepare a recommended plan for a Fleet Maintenance Facilities upgrade according to the performance audit recommendations.
- **Action 20:** Work with the MRMPO to apply for and help administer a feasibility study on alternative fuel sources for local fleets (City, County, School District, and Refuse Haulers).

Program: Support Services – Garage Operations

Budget Highlights:

Departments are charged for actual expenses incurred in the prior calendar year. Unpredictable fuel and related petroleum costs and increased vehicle usage due to serving expanding areas may continue to impact vehicle operational costs. Revising shop rates will be necessary in response to the anticipation of replacing the shop building.

FY'14 Activity Review:

During FY'14 all maintenance operation rates were reviewed. Recertification testing for mechanic EVT certificates was completed. Customer satisfaction surveys indicate continued high levels of confidence in vehicle maintenance service. Fuel costs fell by 3%, fuel consumption fell by 1%. The average price per gallon of fuel went from \$3.93 in 2012 to \$3.81 in 2013. Fleet continues to work on addressing recommendations from the October 2012 Fleet Performance audit.

Program: Support Services – Garage Operations

Financial Summary

Resources	ACTUAL FY'12 \$	ACTUAL FY'13 \$	BUDGET FY'14 \$	MANAGER RECOMMEND FY'15 \$	COMMITTEE APPROVED FY'15 \$	COUNCIL ADOPTED FY'15 \$	PROJECTED FY'16 \$
Beginning Balance	<u>356,767</u>	<u>237,558</u>	<u>207,091</u>	<u>270,323</u>	<u>270,323</u>	<u>270,323</u>	<u>176,228</u>
Current Resources							
Activity Generated							
Internal Billings	664,826	792,759	803,074	783,569	783,569	783,569	825,237
Interest	2,245	1,877	2,000	2,000	2,000	2,000	2,000
Other Revenue	<u>20,633</u>	<u>24,659</u>	<u>615,000</u>	<u>615,000</u>	<u>615,000</u>	<u>615,000</u>	<u>15,000</u>
Total Current Revenues	<u>687,704</u>	<u>819,295</u>	<u>1,420,074</u>	<u>1,400,569</u>	<u>1,400,569</u>	<u>1,400,569</u>	<u>842,237</u>
Total Resources	<u>1,044,471</u>	<u>1,056,853</u>	<u>1,627,165</u>	<u>1,670,892</u>	<u>1,670,892</u>	<u>1,670,892</u>	<u>1,018,465</u>

Requirements	ACTUAL FY'12 \$	ACTUAL FY'13 \$	BUDGET FY'14 \$	MANAGER RECOMMEND FY'15 \$	COMMITTEE APPROVED FY'15 \$	COUNCIL ADOPTED FY'15 \$	PROJECTED FY'16 \$
Personnel Services	257,491	266,179	291,532	286,372	286,372	286,372	299,475
Materials & Supplies	372,452	354,520	392,940	393,940	393,940	393,940	398,600
Contractual/Prof Services	75,048	90,550	92,247	109,524	109,524	109,524	142,512
Direct Charges	13,500	13,500	13,500	13,500	13,500	13,500	13,500
Capital Outlay	15,066	8,972	10,000	10,000	10,000	10,000	10,000
Indirect Charges	73,356	73,372	80,022	81,328	81,328	81,328	87,010
Debt Service	0	0	0	0	0	0	30,000
Transfers Out	<u>0</u>	<u>0</u>	<u>0</u>	<u>600,000</u>	<u>600,000</u>	<u>600,000</u>	<u>0</u>
Subtotal Expenditures	<u>806,913</u>	<u>807,093</u>	<u>880,241</u>	<u>1,494,664</u>	<u>1,494,664</u>	<u>1,494,664</u>	<u>981,097</u>
Contingencies	0	0	746,924	176,228	176,228	176,228	37,368
Ending Balance	<u>237,558</u>	<u>249,760</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Requirements	<u>1,044,471</u>	<u>1,056,853</u>	<u>1,627,165</u>	<u>1,670,892</u>	<u>1,670,892</u>	<u>1,670,892</u>	<u>1,018,465</u>

Program: Support Services – Garage Operations

Personnel

	BUDGET	BUDGET	BUDGET	MANAGER RECOMMEND	COMMITTEE APPROVED	COUNCIL ADOPTED	PROJECTED
	FY'12	FY'13	FY'14	FY'15	FY'15	FY'15	FY'16
	#	#	#	#	#	#	#
Admin. Support Specialist	1.000*	1.000*	1.000*	1.000*	1.000*	1.000*	1.000*
Lead Fleet Mechanic	1.000	1.000	1.000	1.000	1.000	1.000	1.000
Mechanic	1.000	1.000	1.000	1.000	1.000	1.000	1.000
Department Support Technician	<u>1.000*</u>	<u>1.000*</u>	<u>1.000</u>	<u>1.000</u>	<u>1.000</u>	<u>1.000</u>	<u>1.000</u>
<i>Subtotal</i>	<i>4.000</i>	<i>4.000</i>	<i>4.000</i>	<i>4.000</i>	<i>4.000</i>	<i>4.000</i>	<i>4.000</i>
Finance Director							
From: Finance	0.000	0.000	0.100	0.100	0.100	0.100	0.100
Parks and Comm. Service Director							
From: Property Management	0.100	0.100	0.000	0.000	0.000	0.000	0.000
Admin. Support Specialist							
To: Finance	0.000	0.000	(0.300)	(0.350)	(0.350)	(0.350)	(0.350)
To: Park Maintenance	(0.150)	(0.150)	0.000	0.000	0.000	0.000	0.000
To: Property Management	(0.150)	(0.200)	0.000	0.000	0.000	0.000	0.000
To: Information Technology	(0.100)	(0.050)	0.000	0.000	0.000	0.000	0.000
To: Equipment Replacement	(0.200)	(0.300)	(0.350)	(0.350)	(0.350)	(0.350)	(0.350)
Dept. Support Technician							
To: Finance	0.000	0.000	(0.100)	(0.100)	(0.100)	(0.100)	(0.100)
To: Equipment Replacement	(0.150)	(0.150)	(0.150)	(0.150)	(0.150)	(0.150)	(0.150)
Lead Fleet Mechanic							
To: Equipment Replacement	(0.100)	(0.100)	(0.100)	(0.100)	(0.100)	(0.100)	(0.100)
Mechanic							
To: Equipment Replacement	<u>(0.100)</u>	<u>(0.100)</u>	<u>(0.100)</u>	<u>(0.100)</u>	<u>(0.100)</u>	<u>(0.100)</u>	<u>(0.100)</u>
<i>Subtotal Distributed</i>	<i>(0.850)</i>	<i>(0.950)</i>	<i>(1.000)</i>	<i>(1.050)</i>	<i>(1.050)</i>	<i>(1.050)</i>	<i>(1.050)</i>
Total Positions	<u>3.150</u>	<u>3.050</u>	<u>3.000</u>	<u>2.950</u>	<u>2.950</u>	<u>2.950</u>	<u>2.950</u>
Total Un-Funded Positions	(0.125)	(0.115)	(0.035)	(0.030)	(0.030)	(0.030)	(0.030)
Total Funded Positions	<u>3.025</u>	<u>2.935</u>	<u>2.965</u>	<u>2.920</u>	<u>2.920</u>	<u>2.920</u>	<u>2.920</u>

*Recap of Unfunded Positions by Fiscal Year:

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

Capital Outlay/By Item

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

Program: Support Services – Equipment Replacement

Mission Statement:

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

Services Delivered:

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

Performance Measurements:

Equipment Replacement Performance Measures

Indicator	2011-12		2012-13		2013-14	2014-15	2015-16
	Actual	Est	Actual	Est	Est	Est	Est
Outputs							
Number of vehicles/equipment with replacement accounts in schedule	110	N/A	110	111	111	111	112
Effectiveness	Actual	Goal	Actual	Goal	Goal	Goal	Goal
Percentage of operational vehicles not in replacement schedule	15%	N/A	13%	12%	12%	12%	12%
Efficiency	Actual	Goal	Actual	Goal	Goal	Goal	Goal
Percentage of purchases made with State Bid Contracts	100%	N/A	87%	76%	76%	78%	78%

FY'15 Anticipated Accomplishments & Corresponding Council Goal - Strategic Plan Item:

Provide Cooperative, Shared Leadership Involving Council, Staff and Community

Objective 4: Ensure efficiency and effectiveness in City operations

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

Program: Support Services – Equipment Replacement

Budget Highlights:

The FY'15 Budget includes replacement funds for two patrol cars, one detective vehicle, a ½ ton pickup truck for Code Enforcement and one new patrol vehicle for Public Safety. Additionally, we will evaluate replacing a Hydro-Vacuum truck, a tanker truck, two compressors, one Park maintenance ATV, a wood chipper, one five yard and one ten yard dump truck and a crack sealer machine. When possible, new equipment will be purchased through the Oregon State Purchasing System. Late model used vehicles may be purchased when deemed good values.

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

FY'14 Activity Review:

During FY'14 a total of nine vehicles and ten pieces of equipment were evaluated for replacement. Three patrol cars, one detective vehicle and one motorcycle were replaced for Public Safety. One pickup was replaced for Fire and two for Public Works. Seven fleet vehicles were decommissioned and sold at auction.

Program: Support Services – Equipment Replacement

Financial Summary

Resources	ACTUAL FY'12 \$	ACTUAL FY'13 \$	BUDGET FY'14 \$	MANAGER RECOMMEND FY'15 \$	COMMITTEE APPROVED FY'15 \$	COUNCIL ADOPTED FY'15 \$	PROJECTED FY'16 \$
Beginning Balance	<u>3,153,262</u>	<u>3,303,976</u>	<u>3,165,006</u>	<u>3,003,662</u>	<u>3,003,662</u>	<u>3,003,662</u>	<u>1,558,500</u>
Current Resources							
Activity Generated							
Revenue Other Agencies	104,523	0	0	0	0	0	0
Internal Billings	663,701	684,960	684,679	628,346	628,346	628,346	646,954
Interest	19,568	19,839	30,000	30,000	30,000	30,000	26,000
Transfer General Fund	190,000	0	0	0	0	0	0
Transfer Wastewater Fund	45,000	11,102	0	0	0	0	0
Transfer Property Services	0	0	5,000	0	0	0	0
Transfer TR Projects	10,000	0	0	0	0	0	0
Other Revenue	<u>33,899</u>	<u>28,957</u>	<u>10,000</u>	<u>10,000</u>	<u>10,000</u>	<u>10,000</u>	<u>34,000</u>
Total Current Revenues	<u>1,066,691</u>	<u>744,858</u>	<u>729,679</u>	<u>668,346</u>	<u>668,346</u>	<u>668,346</u>	<u>706,954</u>
Total Resources	<u>4,219,953</u>	<u>4,048,834</u>	<u>3,894,685</u>	<u>3,672,008</u>	<u>3,672,008</u>	<u>3,672,008</u>	<u>2,265,454</u>

Requirements	ACTUAL FY'12 \$	ACTUAL FY'13 \$	BUDGET FY'14 \$	MANAGER RECOMMEND FY'15 \$	COMMITTEE APPROVED FY'15 \$	COUNCIL ADOPTED FY'15 \$	PROJECTED FY'16 \$
Personnel Services	49,098	63,901	74,061	73,187	73,187	73,187	75,871
Materials & Supplies	0	1,038	1,500	0	0	0	0
Contractual/Prof Services	29,430	26,724	601,505	601,439	601,439	601,439	1,560
Direct Charges	24,322	24,322	22,284	23,460	23,460	23,460	23,460
Capital Outlay	809,013	274,902	1,167,000	861,500	861,500	861,500	327,000
Indirect Charges	4,114	4,640	3,974	3,922	3,922	3,922	4,032
Transfers Out	<u>0</u>	<u>0</u>	<u>0</u>	<u>550,000</u>	<u>550,000</u>	<u>550,000</u>	<u>0</u>
Subtotal Expenditures	<u>915,977</u>	<u>395,527</u>	<u>1,870,324</u>	<u>2,113,508</u>	<u>2,113,508</u>	<u>2,113,508</u>	<u>431,923</u>
Contingencies	0	0	300,000	300,000	300,000	300,000	300,000
Ending Balance	<u>3,303,976</u>	<u>3,653,307</u>	<u>1,724,361</u>	<u>1,258,500</u>	<u>1,258,500</u>	<u>1,258,500</u>	<u>1,533,531</u>
Total Requirements	<u>4,219,953</u>	<u>4,048,834</u>	<u>3,894,685</u>	<u>3,672,008</u>	<u>3,672,008</u>	<u>3,672,008</u>	<u>2,265,454</u>

Program: Support Services – Equipment Replacement

Personnel

	BUDGET FY'12 #	BUDGET FY'13 #	BUDGET FY'14 #	MANAGER RECOMMEND FY'15 #	COMMITTEE APPROVED FY'15 #	COUNCIL ADOPTED FY'15 #	PROJECTED FY'16 #
Finance Director							
From: Finance	0.000	0.000	0.050	0.050	0.050	0.050	0.050
Parks/Community Svcs. Director							
From: Property Mgmt	0.050	0.050	0.000	0.000	0.000	0.000	0.000
Dept. Support Technician							
From: Garage	0.150*	0.150*	0.150	0.150	0.150	0.150	0.150
Admin. Support Specialist							
From: Garage	0.200*	0.300*	0.350*	0.350*	0.350*	0.350*	0.350*
Lead Fleet Mechanic							
From: Garage	0.100	0.100	0.100	0.100	0.100	0.100	0.100
Mechanic							
From: Garage	<u>0.100</u>	<u>0.100</u>	<u>0.100</u>	<u>0.100</u>	<u>0.100</u>	<u>0.100</u>	<u>0.100</u>
Total Positions	<u>0.600</u>	<u>0.700</u>	<u>0.750</u>	<u>0.750</u>	<u>0.750</u>	<u>0.750</u>	<u>0.750</u>
Total Un-Funded Positions	(0.035)	(0.045)	(0.035)	(0.035)	(0.035)	(0.035)	(0.035)
Total Funded Positions	<u>0.565</u>	<u>0.655</u>	<u>0.715</u>	<u>0.715</u>	<u>0.715</u>	<u>0.715</u>	<u>0.715</u>

*Recap of Unfunded Positions by Fiscal Year:

Admin Support Specialist	0.020	0.030	0.035	0.035	0.035	0.035	0.035
Department Support Technician	0.015	0.015	0.000	0.000	0.000	0.000	0.000

Capital Outlay/By Item

Wood chipper, Melter Applicator	45,000	15,000	15,000	15,000	31,000
Heavy Industrial Trucks	235,000	400,000	400,000	400,000	0
Automobiles	14,000	8,500	8,500	8,500	0
5yrd & 10yrd /Dump Trucks	169,000	126,000	126,000	126,000	0
Police Vehicles	351,000	167,000	167,000	167,000	70,000
Pick-Up Trucks	30,000	0	0	0	77,000
Fire Apparatus	40,000	30,000	30,000	30,000	32,000
Heavy Equipment	225,000	85,000	85,000	85,000	117,000
Air Compressors	30,000	30,000	30,000	30,000	0
Vibratory Roller – Streets	<u>28,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Capital Outlay	<u>1,167,000</u>	<u>861,500</u>	<u>861,500</u>	<u>861,500</u>	<u>327,000</u>

Program: Support Services – Workers’ Compensation Insurance

Mission Statement:

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

Services Delivered:

This activity administers the City’s self-insurance program for workers’ compensation. The operating divisions are charged based on 100% of State rates. Losses are paid directly to the claimants from this reserve. Insurance for excess coverage (individual claims in excess of \$500,000 and aggregate claims of \$1,000,000), accounts payable and administration are also paid by this activity.

Performance Measurements:

Workers Compensation Performance Measures

Indicator	2011-12		2012-13		2013-14	2014-15	2015-16
	Actual	Est	Actual	Est	Est	Est	Est
Outputs							
Number of Safety Training Classes Held for non-Public Safety employees	6	N/A	6	4	6	6	6
Effectiveness	Actual	Goal	Actual	Goal	Goal	Goal	Goal
Workers Compensation Experience Modification	0.79	0.70	0.76	0.70	0.70	0.70	0.70
% of time mandatory safety training is completed and documented	69%	80%	78.8%	80%	80%	80%	90%
Efficiency	Actual	Goal	Actual	Goal	Goal	Goal	Goal
Number of Worker Days Lost to Injury per Full Time Employee (FTE)	0.91	N/A	1.72	0	0	0	0

FY’15 Anticipated Accomplishments & Corresponding Council Goal - Strategic Plan Item:

Provide Cooperative, Shared Leadership Involving Council, Staff and Community

Objective 4: Ensure efficiency and effectiveness in City operations

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

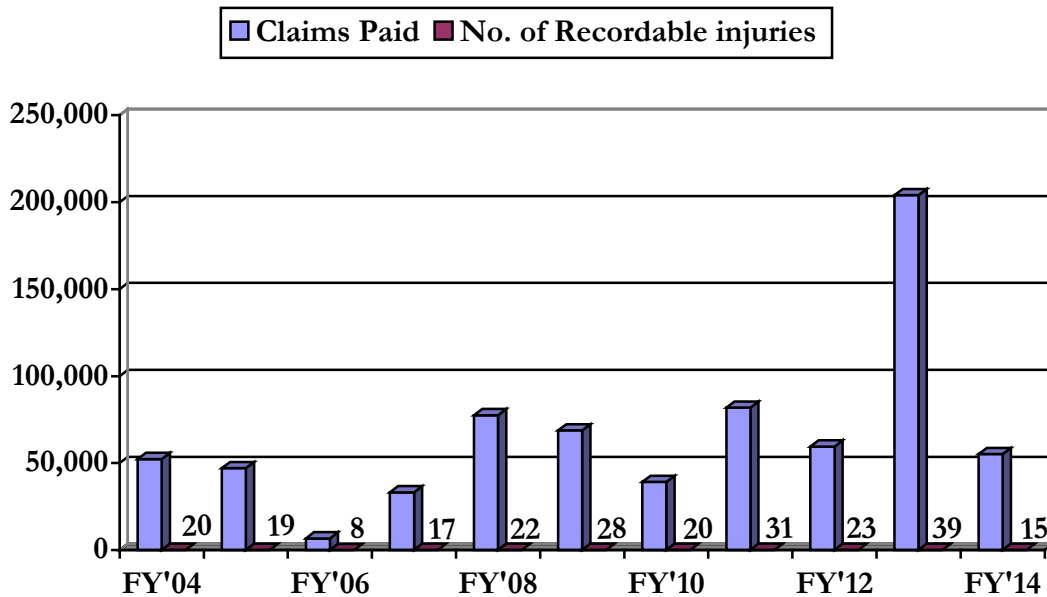
Program: Support Services – Workers’ Compensation Insurance

Budget Highlights:

Risk Management, with the assistance of the City’s Safety Committee, has been able to contain losses during this budget cycle and recent budget years. In October 2010, an actuarial study was completed by Select Actuarial Services. Their report affirms the Workers’ Compensation Fund is actuarially sound and has an adequately funded loss reserve account. This will enable this fund to consider a distribution credit at the end of each fiscal year; resulting in lower effective rates for departments, as long as loss history remains low.

FY’14 Activity Review:

The Safety Committee is continually working towards preventing employee injuries. In FY’13 our organization had a higher injury rate than in previous years. As a result, the Safety Committee concentrated efforts towards investigating incidents and providing training. These efforts to control and prevent losses, attend trainings and identify areas for further education have resulted in lower claims this fiscal year.



Program: Support Services – Workers’ Compensation Insurance

Financial Summary

Resources	ACTUAL FY'12 \$	ACTUAL FY'13 \$	BUDGET FY'14 \$	MANAGER RECOMMEND FY'15 \$	COMMITTEE APPROVED FY'15 \$	COUNCIL ADOPTED FY'15 \$	PROJECTED FY'16 \$
Beginning Balance	<u>973,130</u>	<u>905,850</u>	<u>940,161</u>	<u>872,344</u>	<u>872,344</u>	<u>872,344</u>	<u>736,872</u>
Current Resources							
Activity Generated							
Internal Billings	192,368	265,672	311,000	302,000	302,000	302,000	308,000
Interest	6,570	5,638	6,200	6,200	6,200	6,200	6,200
Other Revenue	<u>100</u>	<u>6,376</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<i>Total Current Revenues</i>	<u><i>199,038</i></u>	<u><i>277,686</i></u>	<u><i>317,200</i></u>	<u><i>308,200</i></u>	<u><i>308,200</i></u>	<u><i>308,200</i></u>	<u><i>314,200</i></u>
Total Resources	<u>1,172,168</u>	<u>1,183,536</u>	<u>1,257,361</u>	<u>1,180,544</u>	<u>1,180,544</u>	<u>1,180,544</u>	<u>1,051,072</u>

Requirements	ACTUAL FY'12 \$	ACTUAL FY'13 \$	BUDGET FY'14 \$	MANAGER RECOMMEND FY'15 \$	COMMITTEE APPROVED FY'15 \$	COUNCIL ADOPTED FY'15 \$	PROJECTED FY'16 \$
Personnel Services	27,532	28,937	36,068	50,266	50,266	50,266	53,525
Materials & Supplies	5,277	6,524	6,200	6,200	6,200	6,200	6,200
Contractual/Prof Services	231,421	257,878	386,460	386,619	386,619	386,619	390,694
Direct Charges	<u>2,088</u>	<u>1,814</u>	<u>512</u>	<u>587</u>	<u>587</u>	<u>587</u>	<u>587</u>
<i>Subtotal Expenditures</i>	<u><i>266,318</i></u>	<u><i>295,153</i></u>	<u><i>429,240</i></u>	<u><i>443,672</i></u>	<u><i>443,672</i></u>	<u><i>443,672</i></u>	<u><i>451,006</i></u>
Contingencies	0	0	500,000	500,000	500,000	500,000	500,000
Ending Balance	<u>905,850</u>	<u>888,383</u>	<u>328,121</u>	<u>236,872</u>	<u>236,872</u>	<u>236,872</u>	<u>100,066</u>
Total Requirements	<u>1,172,168</u>	<u>1,183,536</u>	<u>1,257,361</u>	<u>1,180,544</u>	<u>1,180,544</u>	<u>1,180,544</u>	<u>1,051,072</u>

Program: Support Services – Workers’ Compensation Insurance

Personnel

	BUDGET FY'12 #	BUDGET FY'13 #	BUDGET FY'14 #	MANAGER RECOMMEND FY'15 #	COMMITTEE APPROVED FY'15 #	COUNCIL ADOPTED FY'15 #	PROJECTED FY'16 #
City Attorney							
From: Legal Services	0.050**	0.050**	0.050**	0.050**	0.050**	0.050**	0.050**
Assistant City Attorney							
From: Legal Services	0.025**	0.025**	0.025**	0.025**	0.025**	0.025**	0.025**
Assistant City Manager							
From: Management	0.020	0.000	0.000	0.000	0.000	0.000	0.000
City Recorder							
From: Management	0.000	0.000	0.150	0.150	0.150	0.150	0.150
Administration Coordinator							
From: Management	0.000	0.150	0.000	0.000	0.000	0.000	0.000
HR Director							
From: Human Resources	0.000	0.020	0.020	0.020	0.020	0.020	0.020
Personnel Analyst							
From: Human Resources	0.125	0.125	0.150	0.200	0.200	0.200	0.200
Office Assistant							
From: Management	0.000	0.000	0.050*	0.150	0.150	0.150	0.150
Department Support Technician							
From: Legal Services	<u>0.106</u>	<u>0.000</u>	<u>0.000</u>	<u>0.000</u>	<u>0.000</u>	<u>0.000</u>	<u>0.000</u>
Total Positions	<u>0.326</u>	<u>0.370</u>	<u>0.445</u>	<u>0.595</u>	<u>0.595</u>	<u>0.595</u>	<u>0.595</u>
Total Un-Funded Positions	0.000	0.000	(0.005)	0.000	0.000	0.000	0.000
Total Funded Positions	<u>0.326</u>	<u>0.370</u>	<u>0.440</u>	<u>0.595</u>	<u>0.595</u>	<u>0.595</u>	<u>0.595</u>

* Recap of Unfunded Positions by Fiscal Year:

Office Assistant	0.000	0.000	0.005	0.000	0.000	0.000	0.000
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** Note the following are funded under Contractual Services instead of Personnel Services:

City Attorney	0.050	0.050	0.050	0.050	0.050	0.050	0.050
Assistant City Attorney	0.025	0.025	0.025	0.025	0.025	0.025	0.025

Program: Support Services – General Insurance

Mission Statement:

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

Services Delivered:

This activity accounts for general insurance, excluding workers’ compensation. Charges to departments have been specifically adjusted to represent costs on a pro-rate basis using premium costs from City County Insurance Services as the primary emphasis. Costs to manage this activity have been paid from the fund balance.

FY’15 Anticipated Accomplishments & Corresponding Council Goal - Strategic Plan Item:

Provide Cooperative, Shared Leadership Involving Council, Staff and Community

Objective 4: Ensure efficiency and effectiveness in City operations

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

Performance Measurements:

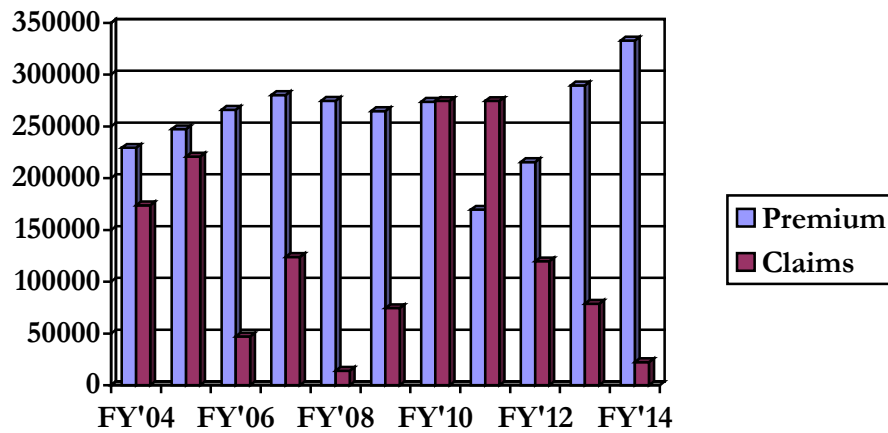
General Insurance Performance Measures

Indicator	2011-12		2012-13		2013-14	2014-15	2015-16
	Actual	Est	Actual	Est	Est	Est	Est
Outputs							
Number of claims managed	23	0	12	0	0	0	0
At Fault Employee Vehicle & Equipment Incidents	1	0	0	0	0	0	0
Effectiveness	Actual	Goal	Actual	Goal	Goal	Goal	Goal
Number of bi-annual training held by City County Insurance Services	0	0	1	1	1	1	1
Efficiency	Actual	Goal	Actual	Goal	Goal	Goal	Goal
Expenditures per City wide FTE	\$354	N/A	\$102	\$200	\$200	\$200	\$200
% of new hires receiving safety orientation	100%	100%	100%	100%	100%	100%	100%
% of seasonal hires receiving safety orientation	63%	100%	95%	100%	100%	100%	100%

Budget Highlights:

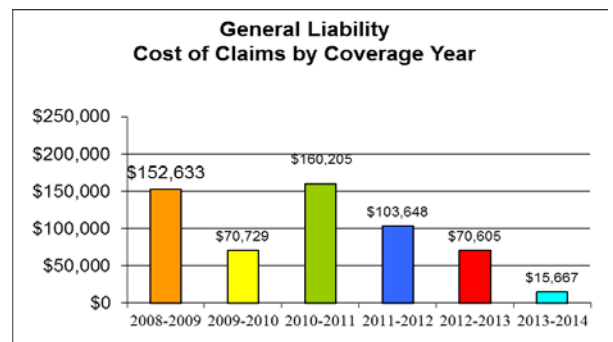
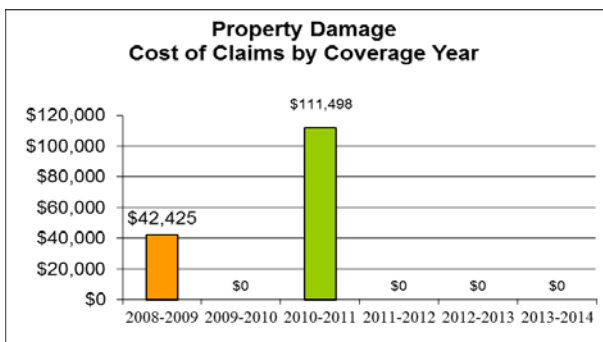
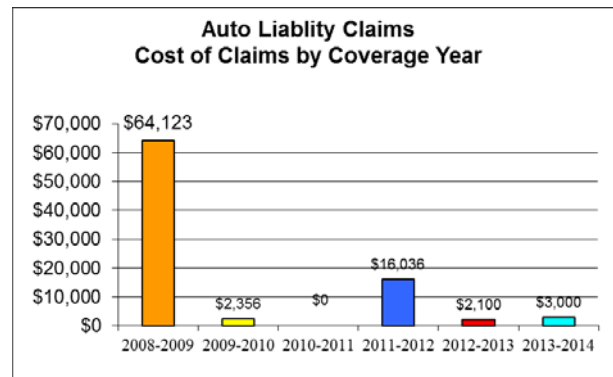
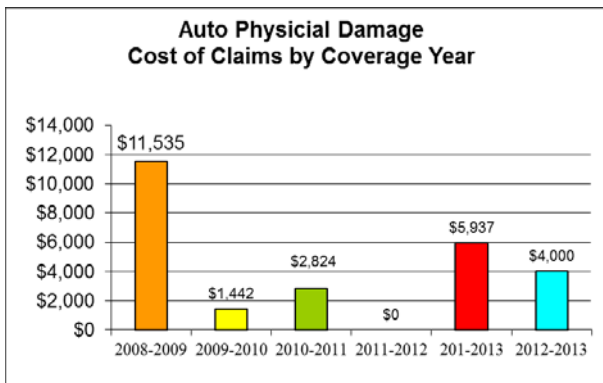
The City continues to use City County Insurance Services (CIS) to ensure long-term insurance viability. CIS will not be able to provide final premium costs prior to budget preparation. However, preliminary figures from CIS are estimated to result in an overall rate increase of 26% for all lines of coverage. This increase is due to the pool’s loss experience in significant employment claims.

Program: Support Services – General Insurance



FY'14 Activity Review:

During FY'14, this activity identified aggressive risk management as key in keeping the cost of coverage as low as possible. We continue to contract with a Wilson-Heirgood Risk Management Consultant to assist our entity in identifying and reducing our liability exposures. Through their advice, our entity is improving our loss experience and risk management programs through the following actions: 1) Providing risk management training for the management staff; 2) Assisting in purchasing flood insurance; 3) Providing research related to ongoing risk management and regulatory issues; 4) Establishing best practice policies.



Program: Support Services – General Insurance

Financial Summary

Resources	ACTUAL FY'12 \$	ACTUAL FY'13 \$	BUDGET FY'14 \$	MANAGER RECOMMEND FY'15 \$	COMMITTEE APPROVED FY'15 \$	COUNCIL ADOPTED FY'15 \$	PROJECTED FY'16 \$
Beginning Balance	<u>664,882</u>	<u>784,930</u>	<u>682,241</u>	<u>579,246</u>	<u>579,246</u>	<u>579,246</u>	<u>408,415</u>
Current Resources							
Activity Generated							
Internal Billings	394,291	277,097	293,530	291,409	291,409	291,409	354,323
Interest	5,069	3,461	0	3,500	3,500	3,500	3,500
Redwood Sewer District	1,784	1,558	0	0	0	0	0
Loan Repayments	785	856	0	146,205	146,205	146,205	0
Other Revenue	<u>15,298</u>	<u>0</u>	<u>0</u>	<u>7,500</u>	<u>7,500</u>	<u>7,500</u>	<u>0</u>
Total Current Revenues	<u>417,227</u>	<u>282,972</u>	<u>293,530</u>	<u>448,614</u>	<u>448,614</u>	<u>448,614</u>	<u>357,823</u>
Total Resources	<u>1,082,109</u>	<u>1,067,902</u>	<u>975,771</u>	<u>1,027,860</u>	<u>1,027,860</u>	<u>1,027,860</u>	<u>766,238</u>

Requirements	ACTUAL FY'12 \$	ACTUAL FY'13 \$	BUDGET FY'14 \$	MANAGER RECOMMEND FY'15 \$	COMMITTEE APPROVED FY'15 \$	COUNCIL ADOPTED FY'15 \$	PROJECTED FY'16 \$
Personnel Services	8,553	21,127	18,946	20,216	20,216	20,216	22,045
Materials & Supplies	0	678	200	10,200	10,200	10,200	200
Contractual/Prof Services	286,538	376,841	542,910	588,280	588,280	588,280	588,560
Direct Charges	<u>2,088</u>	<u>1,814</u>	<u>670</u>	<u>749</u>	<u>749</u>	<u>749</u>	<u>749</u>
Subtotal Expenditures	<u>297,179</u>	<u>400,460</u>	<u>562,726</u>	<u>619,445</u>	<u>619,445</u>	<u>619,445</u>	<u>611,554</u>
Contingencies	0	0	413,045	408,415	408,415	408,415	154,684
Ending Balance	<u>784,930</u>	<u>667,442</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Requirements	<u>1,082,109</u>	<u>1,067,902</u>	<u>975,771</u>	<u>1,027,860</u>	<u>1,027,860</u>	<u>1,027,860</u>	<u>766,238</u>

Program: Support Services – General Insurance

Personnel

	BUDGET FY'12 #	BUDGET FY'13 #	BUDGET FY'14 #	MANAGER RECOMMEND FY'15 #	COMMITTEE APPROVED FY'15 #	COUNCIL ADOPTED FY'15 #	PROJECTED FY'16 #
City Attorney							
From: Legal Services	0.100*	0.100*	0.100*	0.100*	0.100*	0.100*	0.100*
Assistant City Attorney							
From: Legal Services	0.050*	0.050*	0.050*	0.050*	0.050*	0.050*	0.050*
City Recorder							
From: Management	0.000	0.000	0.000	0.200	0.200	0.200	0.200
Administration Coordinator							
From: Management	0.000	0.150	0.150	0.000	0.000	0.000	0.000
Office Assistant II							
From: Legal Services	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Department Support Tech							
From: Legal Services	0.289	0.000	0.000	0.000	0.000	0.000	0.000
Office Assistant II							
From: Mgmt. Services	<u>0.050</u>	<u>0.050</u>	<u>0.050</u>	<u>0.000</u>	<u>0.000</u>	<u>0.000</u>	<u>0.000</u>
Total Positions	<u>0.489</u>	<u>0.350</u>	<u>0.350</u>	<u>0.350</u>	<u>0.350</u>	<u>0.350</u>	<u>0.350</u>

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

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

Program: Support Services – Benefits Administration

Mission Statement:

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

Services Delivered:

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

FY’15 Anticipated Accomplishments & Corresponding Council Goal - Strategic Plan Item:

Provide Cooperative, Shared Leadership Involving Council, Staff and Community

Objective 4: Ensure efficiency and effectiveness in City operations

- A Health Insurance Committee comprised of two employees from each of the bargaining groups and non-bargaining groups, formed in 2002, will reconvene in the fall of 2014 to assist in the evaluation of and availability of a health package with tolerable cost increases. In conjunction with this endeavor, a health care package will be renegotiated for calendar year 2015, as the existing contract expires December 31, 2014.
- Programs to encourage the wellness of our employees will continue to be introduced by the Wellness Committee which is made of representatives from most City departments.

Performance Measurements:

Benefits Administration Performance Measures

Indicator	2011-12		2012-13		2013-14	2014-15	2015-16
	Actual	Est	Actual	Est	Est	Est	Est
Outputs							
Number of insurance meetings held	2	3	4	3	3	3	3
Number of Wellness Committee meetings held	n/a	n/a	4	6	6	6	6
Effectiveness	Actual	Goal	Actual	Goal	Goal	Goal	Goal
Insurance renewal rate %	.36%	<10%	6.86%	<10%	<10%	<10%	<10%
Efficiency	Actual	Goal	Actual	Goal	Goal	Goal	Goal
Wellness program expenditures per FTE	\$16	\$25	\$24	\$25	\$25	\$25	\$25

Program: Support Services – Benefits Administration

Budget Highlights:

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

FY'14 Activity Review:

The Health Insurance Committee reconvened and worked with our Agent of Record reviewing proposals and options from several providers. There was some concern that premium rates would escalate due to the high experience rate of the City and the impacts of the Affordable Care Act. With the change in plan options last year to higher deductible plans and competitive negotiations by our Agent of Record, the City was able to remain with our carrier PacificSource with only an 8.50% increase. The PacificSource Dental premium did not increase for 2014, while Willamette Dental had a 3.09% increase.

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

Another very successful Benefit Fair was held in the fall of 2013. It included wellness testing and flu shots. Benefit representatives were onsite to answer employee questions. The Wellness Committee contributed to the Benefits Fair. The Wellness Committee again organized a Healthy Living Fair, after the success of the fair in 2013. Vendors in the health industry within our Community participate and employees are again able to do wellness testing. The Wellness Committee continues to actively look for ways to encourage a healthy lifestyle for our employees.

Program: Support Services – Benefits Administration

Financial Summary

Resources	ACTUAL FY'12 \$	ACTUAL FY'13 \$	BUDGET FY'14 \$	MANAGER RECOMMEND FY'15 \$	COMMITTEE APPROVED FY'15 \$	COUNCIL ADOPTED FY'15 \$	PROJECTED FY'16 \$
Beginning Balance	<u>1,498,404</u>	<u>1,638,538</u>	<u>1,703,300</u>	<u>2,312,400</u>	<u>2,312,400</u>	<u>2,312,400</u>	<u>2,773,797</u>
Current Resources							
Activity Generated							
Internal Billings	148,425	359,715	85,900	494,920	494,920	494,920	110,620
Interest	10,783	10,770	10,500	14,300	14,300	14,300	14,300
Revenue Other Agencies	1,355	0	0	0	0	0	0
Other Revenue	<u>0</u>	<u>15</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<i>Total Current Revenues</i>	<u><i>160,563</i></u>	<u><i>370,500</i></u>	<u><i>96,400</i></u>	<u><i>509,220</i></u>	<u><i>509,220</i></u>	<u><i>509,220</i></u>	<u><i>124,920</i></u>
Total Resources	<u>1,658,967</u>	<u>2,009,038</u>	<u>1,799,700</u>	<u>2,821,620</u>	<u>2,821,620</u>	<u>2,821,620</u>	<u>2,898,717</u>

Requirements	ACTUAL FY'12 \$	ACTUAL FY'13 \$	BUDGET FY'14 \$	MANAGER RECOMMEND FY'15 \$	COMMITTEE APPROVED FY'15 \$	COUNCIL ADOPTED FY'15 \$	PROJECTED FY'16 \$
Personnel Services	17,310	15,680	151,600	33,513	33,513	33,513	33,513
Materials & Supplies	720	717	1,900	2,900	2,900	2,900	2,900
Contractual/Prof Services	<u>2,399</u>	<u>4,636</u>	<u>11,050</u>	<u>11,410</u>	<u>11,410</u>	<u>11,410</u>	<u>11,410</u>
<i>Subtotal Expenditures</i>	<u><i>20,429</i></u>	<u><i>21,033</i></u>	<u><i>164,550</i></u>	<u><i>47,823</i></u>	<u><i>47,823</i></u>	<u><i>47,823</i></u>	<u><i>47,823</i></u>
Contingencies	0	0	25,000	25,000	25,000	25,000	25,000
Ending Balance	<u>1,638,538</u>	<u>1,988,005</u>	<u>1,610,150</u>	<u>2,748,797</u>	<u>2,748,797</u>	<u>2,748,797</u>	<u>2,825,894</u>
Total Requirements	<u>1,658,967</u>	<u>2,009,038</u>	<u>1,799,700</u>	<u>2,821,620</u>	<u>2,821,620</u>	<u>2,821,620</u>	<u>2,898,717</u>