

# SUPPORT SERVICES

## ACTIVITIES

\*Community Development Management Services

\*Engineering Services

\*Property Management Services

\*Information Technology Services

\*Garage Operations

\*Equipment Replacement

\*Insurance Fund

## DESCRIPTION

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

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

|                                | ACTUAL<br>FY'07<br>\$    | ACTUAL<br>FY'08<br>\$    | BUDGET<br>FY'09<br>\$    | MANAGER<br>RECOMMEND<br>FY'10<br>\$ | COMMITTEE<br>APPROVED<br>FY'10<br>\$ | COUNCIL<br>ADOPTED<br>FY'10<br>\$ |
|--------------------------------|--------------------------|--------------------------|--------------------------|-------------------------------------|--------------------------------------|-----------------------------------|
| Program Generated Resources    | 11,001,118               | 12,341,031               | 14,175,566               | 9,435,438                           | 9,435,438                            | 9,435,438                         |
| General Support                | <u>0</u>                 | <u>0</u>                 | <u>0</u>                 | <u>0</u>                            | <u>0</u>                             | <u>0</u>                          |
| <b>Total Resources</b>         | <b><u>11,001,118</u></b> | <b><u>12,341,031</u></b> | <b><u>14,175,566</u></b> | <b><u>9,435,438</u></b>             | <b><u>9,435,438</u></b>              | <b><u>9,435,438</u></b>           |
| Requirements                   |                          |                          |                          |                                     |                                      |                                   |
| Community Development Mgmt.    | 552,066                  | 638,545                  | 679,916                  | 732,567                             | 732,567                              | 732,567                           |
| Engineering Services           | 1,028,227                | 1,471,933                | 1,383,167                | 1,034,834                           | 1,034,834                            | 1,034,834                         |
| Property Management Services   | 573,333                  | 663,412                  | 617,935                  | 615,546                             | 615,546                              | 615,546                           |
| Garage Services                | 604,209                  | 731,609                  | 846,278                  | 917,504                             | 917,504                              | 917,504                           |
| Equipment Replacement Services | 2,980,988                | 3,056,085                | 4,141,992                | 2,504,025                           | 2,504,025                            | 2,504,025                         |
| Information Technology         | 574,809                  | 619,758                  | 629,754                  | 601,924                             | 601,924                              | 601,924                           |
| Insurance                      | <u>4,687,486</u>         | <u>5,159,689</u>         | <u>5,876,524</u>         | <u>3,029,038</u>                    | <u>3,029,038</u>                     | <u>3,029,038</u>                  |
| <b>Total Requirements</b>      | <b><u>11,001,118</u></b> | <b><u>12,341,031</u></b> | <b><u>14,175,566</u></b> | <b><u>9,435,438</u></b>             | <b><u>9,435,438</u></b>              | <b><u>9,435,438</u></b>           |

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## **Program: Support Services – Community Development Management Services**

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### **Mission Statement:**

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

### **Services Delivered:**

This activity provides the overall management, coordination and fiscal accountability of the Building, Engineering, and Planning functions from plan review through construction. It assists with private development such as homes and businesses as well as public development such as new streets and water lines. It assists customers at the public information counter and on the telephone with development processes and permit issuance. Additionally, it provides support services for activities of the Public Works Department.

### **FY’10 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 Business Operations Supervisor, customer service, permit issuance, technical assistance, inspection program scheduling, file and data base maintenance, GIS program maintenance, research, statistical reporting, purchasing, website information services, lien searches, financial accounting and internal audits, archiving and record-keeping, clerical support, and preparation and facilitation for public meetings and workshops.

### **FY’10 Budget Highlights:**

FY’10 changes consist of non-funding of one OA1 position by reduction in force due to economic downturn in the construction industry, and the transfer of one Project Specialist position from the Engineering budget into the CD Management Services budget due to the primary assignment of that position as a GIS project specialist.

In the capital budget for FY’10 is planned expenditure for aerial photography for the Geographical Information System (GIS). Historically, aerial photography has been shot for our community every three years and provides invaluable current and reference data for information sharing and decision making related to land development. This line item has been moved to the CD Management budget from the Engineering Division this year so that costs of the program are appropriately shared.

### **FY’10 Performance Indicators:**

- Reception and general information services will be provided during all working days between 8:00 AM and 5:00 PM.

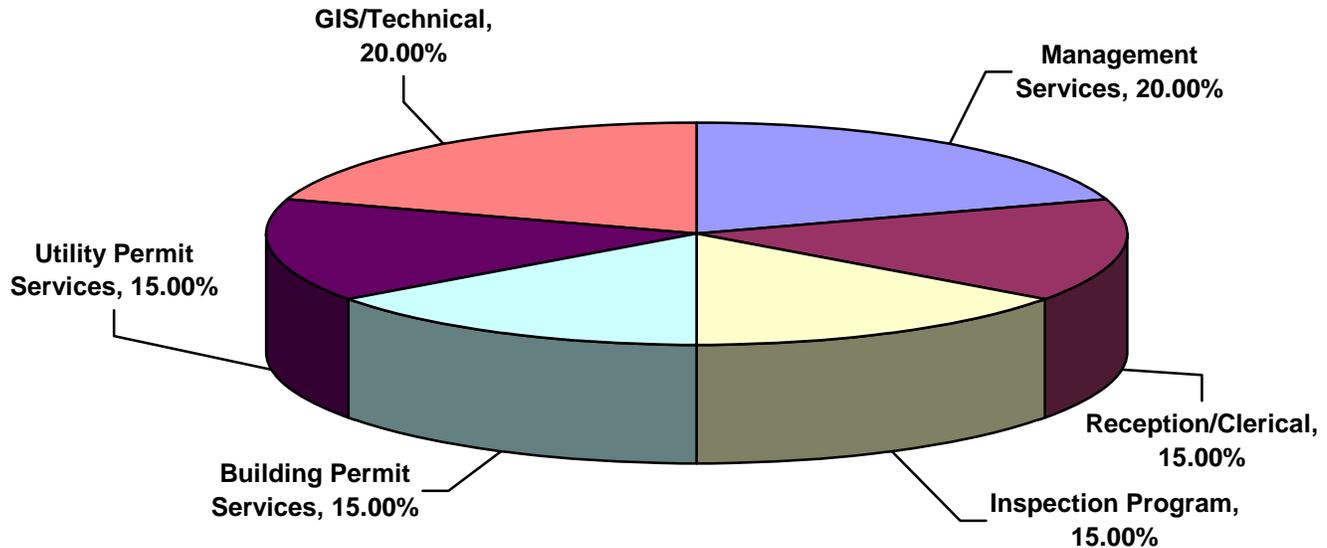
Within 2 working days of the division’s acceptance of building plans for a single-family home, duplex or residential remodel, plans will be logged in and distributed for review 90% of the time.

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## Program: Support Services – Community Development Management Services

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### Allocation of Staff Time for FY'10



#### **FY'09 Activity Review:**

In Calendar Year 2008 this activity processed 2,162 building and utility permits, scheduled 8,225 inspections, and provided telephone and front counter reception service for 9 hours every working day.

#### **FY'09 Performance Indicators:**

- Reception services will be provided during all working days between 8:00 AM and 5:00 PM.  
**Goal#1 Target met.**
- Within 2 working days of the division's acceptance of building plans for a single-family home, duplex or residential remodel, the plans will be logged in and distributed for review 90% of the time.  
**Goal#1 Target met.**

## Program: Support Services – Community Development Management Services

### Financial Summary

| Resources                  | ACTUAL<br>FY'07<br>\$ | ACTUAL<br>FY'08<br>\$ | BUDGET<br>FY'09<br>\$ | MANAGER<br>RECOMMEND<br>FY'10<br>\$ | COMMITTEE<br>APPROVED<br>FY'10<br>\$ | COUNCIL<br>ADOPTED<br>FY'10<br>\$ |
|----------------------------|-----------------------|-----------------------|-----------------------|-------------------------------------|--------------------------------------|-----------------------------------|
| Beginning Balance          | <u>321</u>            | <u>334</u>            | <u>0</u>              | <u>0</u>                            | <u>0</u>                             | <u>0</u>                          |
| Current Resources          |                       |                       |                       |                                     |                                      |                                   |
| Activity Generated         |                       |                       |                       |                                     |                                      |                                   |
| Redwood Sewer District     | 20,638                | 23,366                | 24,829                | 26,961                              | 26,961                               | 26,961                            |
| Direct Charges from:       |                       |                       |                       |                                     |                                      |                                   |
| Building & Safety/Planning | 375,754               | 435,873               | 421,574               | 397,875                             | 397,875                              | 397,875                           |
| Transportation             | 12,899                | 14,604                | 15,518                | 17,477                              | 17,477                               | 17,477                            |
| Wastewater                 | 25,797                | 29,208                | 27,932                | 31,792                              | 31,792                               | 31,792                            |
| Water                      | 20,638                | 23,366                | 27,932                | 31,792                              | 31,792                               | 31,792                            |
| Engineering                | 90,915                | 107,199               | 162,131               | 226,670                             | 226,670                              | 226,670                           |
| Other Revenue              | <u>5,104</u>          | <u>4,595</u>          | <u>0</u>              | <u>0</u>                            | <u>0</u>                             | <u>0</u>                          |
| Total Current Resources    | <u>551,745</u>        | <u>638,211</u>        | <u>679,916</u>        | <u>732,567</u>                      | <u>732,567</u>                       | <u>732,567</u>                    |
| <b>Total Resources</b>     | <b><u>552,066</u></b> | <b><u>638,545</u></b> | <b><u>679,916</u></b> | <b><u>732,567</u></b>               | <b><u>732,567</u></b>                | <b><u>732,567</u></b>             |

| Requirements              | ACTUAL<br>FY'07<br>\$ | ACTUAL<br>FY'08<br>\$ | BUDGET<br>FY'09<br>\$ | MANAGER<br>RECOMMEND<br>FY'10<br>\$ | COMMITTEE<br>APPROVED<br>FY'10<br>\$ | COUNCIL<br>ADOPTED<br>FY'10<br>\$ |
|---------------------------|-----------------------|-----------------------|-----------------------|-------------------------------------|--------------------------------------|-----------------------------------|
| Personal Services         | 436,844               | 512,186               | 516,428               | 577,092                             | 577,092                              | 577,092                           |
| Materials & Supplies      | 4,775                 | 5,201                 | 6,200                 | 4,001                               | 4,001                                | 4,001                             |
| Contractual/Prof Services | 17,930                | 21,702                | 26,972                | 28,058                              | 28,058                               | 28,058                            |
| Direct Charges            | 80,521                | 98,374                | 84,299                | 73,416                              | 73,416                               | 73,416                            |
| Capital Outlay            | 11,662                | 1,082                 | 16,000                | 50,000                              | 0                                    | 0                                 |
| Contingencies             | 0                     | 0                     | 30,017                | 0                                   | 0                                    | 0                                 |
| Ending Balance            | <u>334</u>            | <u>0</u>              | <u>0</u>              | <u>0</u>                            | <u>50,000</u>                        | <u>50,000</u>                     |
| <b>Total Expenses</b>     | <b><u>552,066</u></b> | <b><u>638,545</u></b> | <b><u>679,916</u></b> | <b><u>732,567</u></b>               | <b><u>732,567</u></b>                | <b><u>732,567</u></b>             |

## Program: Support Services – Community Development Management Services

### Personnel

|                                | ACTUAL<br>FY'07<br># | ACTUAL<br>FY'08<br># | BUDGET<br>FY'09<br># | MANAGER<br>RECOMMEND<br>FY'10<br># | COMMITTEE<br>APPROVED<br>FY'10<br># | COUNCIL<br>ADOPTED<br>FY'10<br># |
|--------------------------------|----------------------|----------------------|----------------------|------------------------------------|-------------------------------------|----------------------------------|
| Community Development Director | 1.00                 | 1.00                 | 1.00                 | 1.00                               | 1.00                                | 1.00                             |
| Business Operations Supervisor | 0.00                 | 0.00                 | 1.00                 | 1.00                               | 1.00                                | 1.00                             |
| Community Dev. Coordinator     | 1.00                 | 1.00                 | 0.00                 | 0.00                               | 0.00                                | 0.00                             |
| Project Specialist             | 0.00                 | 0.00                 | 0.00                 | 1.00                               | 1.00                                | 1.00                             |
| Office Assistant II            | 0.00                 | 1.00                 | 1.00                 | 1.00                               | 1.00                                | 1.00                             |
| Office Assistant I             | 2.00                 | 2.00                 | 2.00                 | 2.00*                              | 2.00*                               | 2.00*                            |
| Permit Technician              | 1.00                 | 1.00                 | 0.00                 | 0.00                               | 0.00                                | 0.00                             |
| Department Support Technician  | 1.00                 | 1.00                 | 1.00                 | 1.00                               | 1.00                                | 1.00                             |
| Database Technician            | <u>1.00</u>          | <u>1.00</u>          | <u>1.00</u>          | <u>1.00</u>                        | <u>1.00</u>                         | <u>1.00</u>                      |
| <b>Total Positions</b>         | <b><u>7.00</u></b>   | <b><u>8.00</u></b>   | <b><u>7.00</u></b>   | <b><u>8.00</u></b>                 | <b><u>8.00</u></b>                  | <b><u>8.00</u></b>               |
| Total Un-Funded Positions      | 0.00                 | 0.00                 | 0.00                 | (1.00)                             | (1.00)                              | (1.00)                           |
| <b>Total Funded Positions</b>  | <b><u>7.00</u></b>   | <b><u>8.00</u></b>   | <b><u>7.00</u></b>   | <b><u>7.00</u></b>                 | <b><u>7.00</u></b>                  | <b><u>7.00</u></b>               |
| Part Time/Seasonal Hours       | <u>680</u>           | <u>680</u>           | <u>680</u>           | <u>0*</u>                          | <u>0*</u>                           | <u>0*</u>                        |

\* These positions have not been funded for:  

|                         |                   |
|-------------------------|-------------------|
| FY'09 Adopted           | FY'10 Recommended |
| Office Assistant I (1)  |                   |
| Part Time/Seasonal Hrs. |                   |

### *Capital Outlay/By Item:*

|                                 |          |                      |                      |                 |
|---------------------------------|----------|----------------------|----------------------|-----------------|
| Computers                       | 12,000   | 0                    | 0                    | 0               |
| PC Software/License             | 1,000    | 0                    | 0                    | 0               |
| Office Furniture                | 2,000    | 0                    | 0                    | 0               |
| Office Equipment                | 1,000    | 0                    | 0                    | 0               |
| Aerial Photos for GIS Data Base | <u>0</u> | <u>50,000</u>        | <u>0</u>             | <u>0</u>        |
| <b>Total Capital Outlay</b>     |          | <b><u>16,000</u></b> | <b><u>50,000</u></b> | <b><u>0</u></b> |

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## **Program: Support Services – Engineering Services**

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### **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).

The Engineering Division creates and keeps current engineering standards to be used in 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 right-of-way.

The Engineering Division administers capital projects. The role of the division is to facilitate projects with preliminary estimates used for budgeting, designing in-house or administering design contracts, creating specifications and bidding documents, providing inspection services, processing pay requests, and closing out projects.

### **FY’10 Anticipated Accomplishments:**

Engineering is also involved in a number of capital improvements including the design, construction and inspection of Darnielle Lane, STIP sidewalks, STIP overlays, overlays from federal stimulus funding, West Park Street, and multiple water line and sewer line projects. Engineering is also involved with the preliminary budgeting of Hubbard Lane.

Josephine County is anticipating the expenditure of approximately \$400,000 on County streets. The County has asked Engineering to administer the design and construction contracts so that the improvements meet our standards. These improvements need to be completed by December 31, 2009. Ultimately, these streets will be transferred to the City.

### **FY’10 Performance Measurements:**

- Capital projects will be completed within the authorized budget year for completion, unless the schedule is changed.
- 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.)
- Engineering Division will provide Site Plan Review comments to the Planning Division in time for the scheduled land use report and decision. This includes review of the development’s Traffic Impact Analysis.

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## Program: Support Services – Engineering Services

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### *FY'10 Budget Highlights:*

The projected revenues for FY '10 are lower than previous years due to the recent downturn in both private and internal investments. Two positions will remain vacant and unfunded. As a result of the loss of revenues for the Engineering Division, three highlights will occur:

- The Division will have to rely on a \$30,000 contribution from the General Fund. This is the first time in recent history the Division will not be self-reliant.
- The estimated unspent contingency will reduce from \$147,746 in FY'10 to \$16,853 in FY'11.

### *FY'09 Activity Review:*

The Engineering Division assisted in a number of new development in our community this year, including: Redwood and Parkdale Public Safety Stations, Judson Sewer LID, West Park Street Parking Lot, Fruitdale Creek Trail, Rogue River Highway Improvements, Madrone Street Sidewalks, Rogue River Highway Water Line, and Williams Highway Water Line.

At least 20 private developments were (or still are) in the plan checking, construction, or final platting process during this same time period. A few examples are: Summerfield Estates Subdivision, Scenic Bayou P.U.D., Agness Avenue Mini Storage, Paradise Ranch Waterline, Lee's Mini Storage, Gilbert Park Professional Center, and Home Valley Bank.

### *FY'09 Performance Indicators:*

- Capital projects will be completed within authorized budget estimates 90% of the time. **Goal#VI Target met 63% of the time.**
- Capital projects will be completed within authorized schedule 90% of the time. **Goal#VI Target met.**
- Within 10 working days of the division's actual receipt of construction plans, contact will be made, 90% of the time, informing the applicant of the status of the plan review, whether it is completed, still under review, or additional information is needed to complete the review. **Goal#I Target met.** *Note that plan reviews can take more time during summer months when construction activities require everyone participate in field inspections.*

## Program: Support Services – Engineering Services

### Financial Summary

| Resources                  | ACTUAL                  | ACTUAL                  | BUDGET                  | MANAGER                 | COMMITTEE               | COUNCIL                 |
|----------------------------|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|
|                            | FY'07                   | FY'08                   | FY'09                   | RECOMMEND               | APPROVED                | ADOPTED                 |
|                            | \$                      | \$                      | \$                      | FY'10                   | FY'10                   | FY'10                   |
| Beginning Balance          | <u>(43,231)</u>         | <u>94,496</u>           | <u>205,192</u>          | <u>147,746</u>          | <u>147,746</u>          | <u>147,746</u>          |
| Current Resources          |                         |                         |                         |                         |                         |                         |
| Activity Generated         |                         |                         |                         |                         |                         |                         |
| Grants Pass Parkway Agency | 1,140                   | 3,910                   | 0                       | 1,000                   | 1,000                   | 1,000                   |
| Engineering Fees           | 210,064                 | 113,023                 | 155,600                 | 88,954                  | 88,954                  | 88,954                  |
| Sale of publications       | 5,409                   | 660                     | 3,000                   | 5,000                   | 5,000                   | 5,000                   |
| Interest                   | (1,452)                 | 10,063                  | 10,000                  | 10,000                  | 10,000                  | 10,000                  |
| Other Revenue              | 4,242                   | 21,413                  | 2,000                   | 1,000                   | 1,000                   | 1,000                   |
| Loan Proceeds              | 125,000                 | 0                       | 0                       | 0                       | 0                       | 0                       |
| Direct Charges To:         |                         |                         |                         |                         |                         |                         |
| General Fund               | 6,000                   | 3,000                   | 17,900                  | 11,450                  | 11,450                  | 11,450                  |
| Transportation             | 207,018                 | 223,406                 | 195,000                 | 200,000                 | 200,000                 | 200,000                 |
| Wastewater Operations      | 55,949                  | 86,594                  | 60,000                  | 60,000                  | 60,000                  | 60,000                  |
| Storm Water Operations     | 16,887                  | 28,599                  | 0                       | 0                       | 0                       | 0                       |
| Solid Waste Operations     | 0                       | 465                     | 0                       | 0                       | 0                       | 0                       |
| Water Operations           | 92,272                  | 85,850                  | 90,000                  | 90,000                  | 90,000                  | 90,000                  |
| Administrative Services    | 8,516                   | 14,149                  | 13,500                  | 43,080                  | 43,080                  | 43,080                  |
| Transportation Projects    | 136,653                 | 352,976                 | 226,100                 | 240,000                 | 240,000                 | 240,000                 |
| Lands & Buildings Projects | 24,604                  | 24,347                  | 30,000                  | 15,000                  | 15,000                  | 15,000                  |
| Wastewater Projects        | 29,815                  | 88,755                  | 110,000                 | 21,000                  | 21,000                  | 21,000                  |
| Water Projects             | 34,719                  | 91,331                  | 107,000                 | 26,000                  | 26,000                  | 26,000                  |
| GIS Fees                   | <u>114,622</u>          | <u>228,896</u>          | <u>157,875</u>          | <u>74,604</u>           | <u>74,604</u>           | <u>74,604</u>           |
| Total Current Resources    | <u>1,071,458</u>        | <u>1,377,437</u>        | <u>1,177,975</u>        | <u>887,088</u>          | <u>887,088</u>          | <u>887,088</u>          |
| <b>Total Resources</b>     | <b><u>1,028,227</u></b> | <b><u>1,471,933</u></b> | <b><u>1,383,167</u></b> | <b><u>1,034,834</u></b> | <b><u>1,034,834</u></b> | <b><u>1,034,834</u></b> |

| Requirements              | ACTUAL                  | ACTUAL                  | BUDGET                  | MANAGER                 | COMMITTEE               | COUNCIL                 |
|---------------------------|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|
|                           | FY'07                   | FY'08                   | FY'09                   | RECOMMEND               | APPROVED                | ADOPTED                 |
|                           | \$                      | \$                      | \$                      | FY'10                   | FY'10                   | FY'10                   |
| Personal Services         | 737,956                 | 886,887                 | 983,577                 | 697,715                 | 697,715                 | 697,715                 |
| Materials & Supplies      | 20,947                  | 24,547                  | 32,300                  | 6,900                   | 6,900                   | 6,900                   |
| Contractual/Prof Services | 43,308                  | 59,722                  | 76,105                  | 52,223                  | 52,223                  | 52,223                  |
| Direct Charges            | 90,915                  | 107,199                 | 162,131                 | 226,670                 | 226,670                 | 226,670                 |
| Capital Outlay            | 40,071                  | 26,148                  | 2,500                   | 2,600                   | 2,600                   | 2,600                   |
| Contingencies             | 0                       | 0                       | 126,554                 | 48,726                  | 48,726                  | 48,726                  |
| Debt Service              | 534                     | 128,753                 | 0                       | 0                       | 0                       | 0                       |
| Ending Balance            | <u>94,496</u>           | <u>238,677</u>          | <u>0</u>                | <u>0</u>                | <u>0</u>                | <u>0</u>                |
| <b>Total Expenses</b>     | <b><u>1,028,227</u></b> | <b><u>1,471,933</u></b> | <b><u>1,383,167</u></b> | <b><u>1,034,834</u></b> | <b><u>1,034,834</u></b> | <b><u>1,034,834</u></b> |

## Program: Support Services – Engineering Services

### Personnel

|                               | ACTUAL<br>FY'07<br># | ACTUAL<br>FY'08<br># | BUDGET<br>FY'09<br># | MANAGER<br>RECOMMEND<br>FY'10<br># | COMMITTEE<br>APPROVED<br>FY'10<br># | COUNCIL<br>ADOPTED<br>FY'10<br># |
|-------------------------------|----------------------|----------------------|----------------------|------------------------------------|-------------------------------------|----------------------------------|
| 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                             |
| Project Supervisor            |                      |                      | 1.00                 | 1.00                               | 1.00                                | 1.00                             |
| Lead Engineering Tech         | 1.00                 | 1.00                 | 0.00                 | 0.00                               | 0.00                                | 0.00                             |
| Department Support Technician | 1.00                 | 1.00                 | 1.00                 | 1.00                               | 1.00                                | 1.00                             |
| Project Specialist            | 0.00                 | 0.00                 | 5.00                 | 4.00*                              | 4.00*                               | 4.00*                            |
| Engineering Tech II           | 3.00                 | 4.00                 | 0.00                 | 0.00                               | 0.00                                | 0.00                             |
| Engineering Tech I            | <u>1.00</u>          | <u>1.00</u>          | <u>0.00</u>          | <u>0.00</u>                        | <u>0.00</u>                         | <u>0.00</u>                      |
| Subtotal                      | 9.00                 | 10.00                | 10.00                | 9.00                               | 9.00                                | 9.00                             |
| <b>Total Positions</b>        | <b><u>9.00</u></b>   | <b><u>10.00</u></b>  | <b><u>10.00</u></b>  | <b><u>9.00</u></b>                 | <b><u>9.00</u></b>                  | <b><u>9.00</u></b>               |
| Total Un-Funded Positions     | 0.00                 | 0.00                 | 0.00                 | (2.00)                             | (2.00)                              | (2.00)                           |
| <b>Total Funded Positions</b> | <b><u>9.00</u></b>   | <b><u>10.00</u></b>  | <b><u>10.00</u></b>  | <b><u>7.00</u></b>                 | <b><u>7.00</u></b>                  | <b><u>7.00</u></b>               |
| Part Time/Seasonal Hours      | <u>1,040</u>         | <u>1,040</u>         | <u>1,040</u>         | <u>1,040</u>                       | <u>1,040</u>                        | <u>1,040</u>                     |

\* These positions have not been funded for:  
FY'09 Adopted    FY'10 Recommended  
Utility Engineer  
Project Specialist (1)

### *Capital Outlay/By Item:*

|                                 |                     |                     |                     |                     |
|---------------------------------|---------------------|---------------------|---------------------|---------------------|
| Aerial Photos for GIS Data Base | 0                   | 0                   | 0                   | 0                   |
| Office Equipment                | <u>2,500</u>        | <u>2,600</u>        | <u>2,600</u>        | <u>2,600</u>        |
| <b>Total Capital Outlay</b>     | <b><u>2,500</u></b> | <b><u>2,600</u></b> | <b><u>2,600</u></b> | <b><u>2,600</u></b> |

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## **Program: Support Services – Property Management**

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### **Services Delivered:**

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

### **FY'10 Anticipated Accomplishments:**

Space at the Municipal Building will be re-allocated and staff and furniture moved accordingly. All recurring maintenance contracts shall be reviewed and renegotiated or eliminated as deemed necessary to accommodate budget shortfalls. Property Management will review all alarm system contracts.

### **FY'10 Performance Measurements:**

- Property Management will respond to maintenance and repair needs as necessary to minimize long term costs.
- Two City buildings will be analyzed and a five year maintenance plan shall be developed.

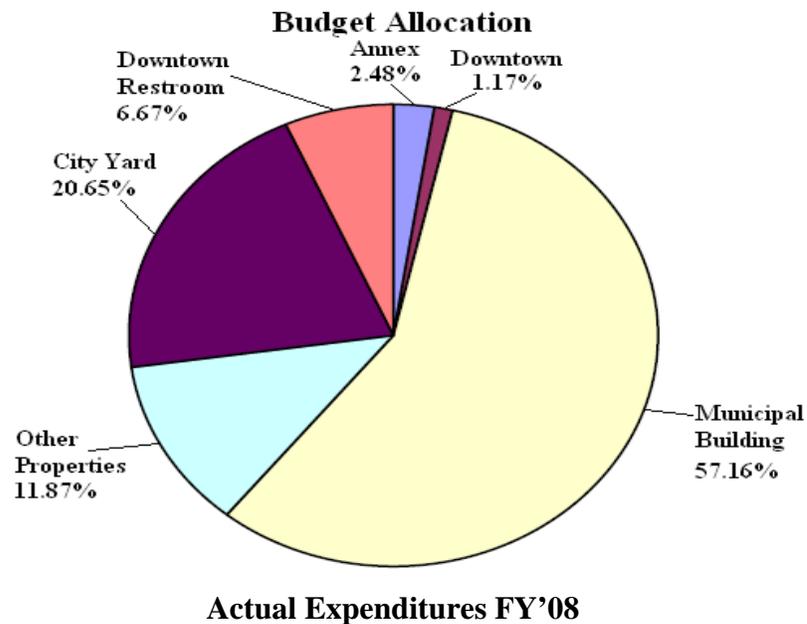
### **Budget Highlights:**

- We will continue to focus on fiscally responsible ways to be environmentally friendly.
- We will use summer temporary help to repaint parts of the Municipal Building.
- Upgrades, renovations and maintenance will continue.

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## Program: Support Services – Property Management

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### **FY'09 Activity Review:**

- Property Management continued to replace carpet at the Municipal Building on a limited basis.
- Property Management did not take on the old Parkway Fire Station after the new fire station opened as planned.
- Recycling levels of paper, cans, and glass were increased and other methods such as empty aerosol can recycling were added.
- The municipal building boiler was replaced.
- The old Woodson Reservoirs are scheduled to be demolished.
- The River Road Reserve property was maintained by contract.

### **FY'09 Performance Indicators:**

- Three janitorial contracts shall be put out to bid. **Goal#VI Target met.**
- Two additional light poles will be installed in the Municipal Parking lot to facilitate safety. **Goal#III Target met.**
- Property Management will respond to all service requests within two business days 95% of the time. **Goal#VI Target met.**

## Program: Support Services – Property Management

### Financial Summary

| Resources               | ACTUAL                | ACTUAL                | BUDGET                | MANAGER               | COMMITTEE             | COUNCIL               |
|-------------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
|                         | FY'07                 | FY'08                 | FY'09                 | RECOMMEND             | APPROVED              | ADOPTED               |
|                         | \$                    | \$                    | \$                    | FY'10                 | FY'10                 | FY'10                 |
| Beginning Balance       | <u>107,380</u>        | <u>141,592</u>        | <u>102,663</u>        | <u>111,790</u>        | <u>111,790</u>        | <u>111,790</u>        |
| Current Resources       |                       |                       |                       |                       |                       |                       |
| Activity Generated      |                       |                       |                       |                       |                       |                       |
| Direct Charges to:      |                       |                       |                       |                       |                       |                       |
| General Fund            | 118,442               | 119,617               | 107,403               | 110,166               | 110,166               | 110,166               |
| Transportation          | 48,260                | 48,260                | 53,838                | 62,909                | 62,909                | 62,909                |
| Wastewater Operations   | 39,104                | 39,106                | 40,679                | 43,146                | 43,146                | 43,146                |
| Water Operations        | 29,283                | 29,586                | 31,243                | 38,133                | 38,133                | 38,133                |
| Fleet Operations        | 2,649                 | 20,651                | 26,800                | 31,404                | 31,404                | 31,404                |
| Community Develop. Mgmt | 80,521                | 98,374                | 84,299                | 69,044                | 69,044                | 69,044                |
| Administrative Services | 113,543               | 143,299               | 155,236               | 138,342               | 138,342               | 138,342               |
| Interest                | 7,097                 | 10,047                | 4,000                 | 1,592                 | 1,592                 | 1,592                 |
| Rent of Assets          | 26,945                | 12,880                | 11,774                | 9,020                 | 9,020                 | 9,020                 |
| Other Revenue           | <u>109</u>            | <u>0</u>              | <u>0</u>              | <u>0</u>              | <u>0</u>              | <u>0</u>              |
| Total Current Resources | <u>465,953</u>        | <u>521,820</u>        | <u>515,272</u>        | <u>503,756</u>        | <u>503,756</u>        | <u>503,756</u>        |
| <b>Total Resources</b>  | <b><u>573,333</u></b> | <b><u>663,412</u></b> | <b><u>617,935</u></b> | <b><u>615,546</u></b> | <b><u>615,546</u></b> | <b><u>615,546</u></b> |

| Requirements              | ACTUAL                | ACTUAL                | BUDGET                | MANAGER               | COMMITTEE             | COUNCIL               |
|---------------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
|                           | FY'07                 | FY'08                 | FY'09                 | RECOMMEND             | APPROVED              | ADOPTED               |
|                           | \$                    | \$                    | \$                    | FY'10                 | FY'10                 | FY'10                 |
| Personal Services         | 105,501               | 106,277               | 143,475               | 119,029               | 119,029               | 119,029               |
| Materials & Supplies      | 27,540                | 29,657                | 20,415                | 26,675                | 26,675                | 26,675                |
| Contractual/Prof Services | 225,796               | 259,183               | 254,911               | 325,101               | 325,101               | 325,101               |
| Capital Outlay            | 29,109                | 22,979                | 85,832                | 56,500                | 6,500                 | 6,500                 |
| Contingencies             | 0                     | 0                     | 41,967                | 25,511                | 25,511                | 25,511                |
| Indirect Charges          | 38,795                | 41,534                | 50,464                | 52,730                | 52,730                | 52,730                |
| Transfers Out             | 5,000                 | 50,000                | 20,871                | 10,000                | 10,000                | 10,000                |
| Ending Balance            | <u>141,592</u>        | <u>153,782</u>        | <u>0</u>              | <u>0</u>              | <u>50,000</u>         | <u>50,000</u>         |
| <b>Total Expenses</b>     | <b><u>573,333</u></b> | <b><u>663,412</u></b> | <b><u>617,935</u></b> | <b><u>615,546</u></b> | <b><u>615,546</u></b> | <b><u>615,546</u></b> |

## Program: Support Services – Property Management

### Personnel

|                                      | ACTUAL<br>FY'07<br># | ACTUAL<br>FY'08<br># | BUDGET<br>FY'09<br># | MANAGER<br>RECOMMEND<br>FY'10<br># | COMMITTEE<br>APPROVED<br>FY'10<br># | COUNCIL<br>ADOPTED<br>FY'10<br># |
|--------------------------------------|----------------------|----------------------|----------------------|------------------------------------|-------------------------------------|----------------------------------|
| Parks and Community Service Director | 1.00                 | 1.00                 | 1.00                 | 1.00                               | 1.00                                | 1.00                             |
| Property Management Coordinator      | 1.00                 | 1.00                 | 1.00                 | 1.00                               | 1.00                                | 1.00                             |
| Office Assistant II                  | <u>1.00</u>          | <u>1.00</u>          | <u>1.00</u>          | <u>1.00</u>                        | <u>1.00</u>                         | <u>1.00</u>                      |
| Subtotal                             | 3.00                 | 3.00                 | 3.00                 | 3.00                               | 3.00                                | 3.00                             |
| Parks and Community Service Director |                      |                      |                      |                                    |                                     |                                  |
| To: Downtown                         | 0.00                 | (0.05)               | (0.05)               | (0.05)                             | (0.05)                              | (0.05)                           |
| To: Park Maintenance                 | (0.25)               | (0.20)               | (0.35)               | (0.35)                             | (0.35)                              | (0.35)                           |
| To: Street Maintenance               | (0.35)               | 0.00                 | 0.00                 | 0.00                               | 0.00                                | 0.00                             |
| To: Storm Water                      | 0.00                 | (0.15)               | 0.00                 | 0.00                               | 0.00                                | 0.00                             |
| To: Garage Operations                | 0.00                 | (0.10)               | (0.10)               | (0.10)                             | (0.10)                              | (0.10)                           |
| To: Tourism                          | 0.00                 | (0.05)               | (0.05)               | (0.05)                             | (0.05)                              | (0.05)                           |
| To: Information Technology           | (0.10)               | (0.20)               | (0.20)               | (0.20)                             | (0.20)                              | (0.20)                           |
| To: Equipment Replacement            | (0.10)               | (0.05)               | (0.05)               | (0.05)                             | (0.05)                              | (0.05)                           |
| Admin. Support Specialist            |                      |                      |                      |                                    |                                     |                                  |
| From: Garage Operations              | 0.10                 | 0.10                 | 0.15                 | 0.15                               | 0.15                                | 0.15                             |
| Property Management Coordinator      |                      |                      |                      |                                    |                                     |                                  |
| To: Park Maintenance                 | (0.20)               | (0.05)               | (0.05)               | (0.05)                             | (0.05)                              | (0.05)                           |
| To: Aquatics                         | (0.15)               | (0.05)               | (0.05)               | (0.05)                             | (0.05)                              | (0.05)                           |
| To: Downtown                         | 0.00                 | (0.15)               | (0.15)               | (0.15)                             | (0.15)                              | (0.15)                           |
| To: Garage operations                | 0.00                 | (0.10)               | 0.00                 | 0.00                               | 0.00                                | 0.00                             |
| To: Street Maintenance               | (0.10)               | 0.00                 | (0.10)               | (0.10)                             | (0.10)                              | (0.10)                           |
| Office Assistant II                  |                      |                      |                      |                                    |                                     |                                  |
| To: Garage Operations                | (0.20)               | 0.00                 | 0.00                 | 0.00                               | 0.00                                | 0.00                             |
| To: Information Technology           | (0.50)               | 0.00                 | 0.00                 | 0.00                               | 0.00                                | 0.00                             |
| To: Park Maintenance                 | (0.10)               | (0.50)               | (0.50)               | (0.50)                             | (0.50)                              | (0.50)                           |
| To: Street Maintenance               | (0.10)               | 0.00                 | 0.00                 | 0.00                               | 0.00                                | 0.00                             |
| To: Equipment Replacement            | (0.05)               | 0.00                 | 0.00                 | 0.00                               | 0.00                                | 0.00                             |
| To: Tourism                          | 0.00                 | (0.05)               | (0.05)               | (0.05)                             | (0.05)                              | (0.05)                           |
| To: Information Technology           | <u>0.00</u>          | <u>(0.15)</u>        | <u>(0.15)</u>        | <u>(0.15)</u>                      | <u>(0.15)</u>                       | <u>(0.15)</u>                    |
| Subtotal                             | (2.10)               | (1.75)               | (1.70)               | (1.70)                             | (1.70)                              | (1.70)                           |
| <b>Total Positions</b>               | <b><u>.90</u></b>    | <b><u>1.25</u></b>   | <b><u>1.30</u></b>   | <b><u>1.30</u></b>                 | <b><u>1.30</u></b>                  | <b><u>1.30</u></b>               |
| Part Time/Seasonal Hours             | <u>400</u>           | <u>400</u>           | <u>400</u>           | <u>0*</u>                          | <u>0*</u>                           | <u>0*</u>                        |

\*400 hours of Part Time/Seasonal hours have not been funded for FY10

### *Capital Outlay/By Item*

|                                      |                      |                      |                     |                     |
|--------------------------------------|----------------------|----------------------|---------------------|---------------------|
| Remodeling/Renovation                | 82,832               | 55,000               | 5,000               | 5,000               |
| Office Furniture/Equipment/Computers | <u>3,000</u>         | <u>1,500</u>         | <u>1,500</u>        | <u>1,500</u>        |
| <b>Total Capital Outlay</b>          | <b><u>85,832</u></b> | <b><u>56,500</u></b> | <b><u>6,500</u></b> | <b><u>6,500</u></b> |

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## **Program: Support Services – Information Technology**

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### **Mission Statement:**

*The mission of the Information Technology Division is to support the City's overall mission and enhance organizational value through effective administration of the City's information technologies.*

### **Services Delivered:**

Information Technology (IT) Division administers City network systems, maintains a physical network infrastructure and offers desktop support to authorized internal users of City information systems. The IT staff also administers and supports the organization's internal telephone and voicemail systems.

The IT Division oversees web page development, enhancement, and content management for the City's Website. This far reaching Internet resource is a powerful and convenient public communication medium as well as a tool to help enhance City staff productivity.

The IT Division develops standards for City's computer hardware, software and telephone technology. In accordance with these standards, the Division assists the organization in procuring computer hardware, software and required licensing. The IT staff also assists in the selection of department specific software.

### **FY'10 Anticipated Accomplishments:**

- All prescribed upgrades to the HTE software will be performed.
- Network intrusion detection will be enhanced with monitoring and reporting.
- Regular information system and computer-use training will be held to improve City staff effectiveness and productivity.
- Continued expansion of the City's electronic record and document management systems is anticipated.
- A formal Information Technology Disaster Recovery Plan will be documented.

### **FY'10 Performance Measurements:**

- When fully staffed and trained, Help Desk requests will be acknowledged within 8 business hours of receipt.
- The City's Local Area Network (LAN) will be available to all users 99% of the time.
- A minimum of two training opportunities will be offered on standard software systems to enhance staff productivity.
- The City's Wide Area Network (WAN) will be available to all users 98% of the time.
- The AS400/HTE system will be available 99% of the time to authorized users.

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## Program: Support Services – Information Technology

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### Budget Highlights:

- We are planning to improve network protection through greater isolation from the Internet and other networks outside the City.
- We will improve the intrusion detection capabilities of the City's network.
- We will begin preparing for a migration from Novell GroupWise to Microsoft Exchange.

### FY'09 Activity Review:

- New IT division goals and objectives were set.
- A move to a Microsoft Active Directory Domain was completed.
- City Email systems were moved to newer hardware.
- Centralized virus and operating system update mechanisms were implemented.
- Content management activities for the City Website were monitored and supervised by the IT staff.
- The City Website enhancements were facilitated by IT. These were:
  - Online Bill paying.
  - Improved access to Online Forms.
- Workstations were systematically categorized according to age and upcoming operating system standards. Typical hardware lifecycle ratings were established and recommendations surrounding equipment replacement and/or upgrades were distributed to the departments.
- Developed and delivered six multi-topic computer user training sessions.
- Delivered fourteen new user orientation training sessions.
- Developed and delivered two training sessions on the topic of News Items and eNotification, to the City's Web contributor team.
- The City's second Storage Area Network (SAN) device was installed and configured for network data storage.
- All of the City's primary network data volumes were moved to a network SAN Device providing improved reliability and disaster recovery options.
- The Microsoft Hyper-V virtual server environment was evaluated and adopted as a cost-saving, server-consolidation measure. Five virtual production servers were installed on a single hardware server.
- An LTO4 tape library was installed and configured for improved data protection.

### FY'09 Performance Indicators:

- Help Desk requests will be acknowledged within 8 hours of being received. **Goal#VI Target met.**
- The City's LAN will be available to authorized users 99% of the time. **Goal#VI Target met.**
- A minimum of three training opportunities will be offered on standard software systems to enhance staff productivity. **Goal#VI Target not met.**
- The City's WAN will be available to all users 98% of the time. **Goal#VI Target met.**
- The City's AS400 will be available 99% of the time to authorized users. **Goal#VI Target met.**

## Program: Support Services – Information Technology

### Financial Summary

| Resources                | ACTUAL                | ACTUAL                | BUDGET                | MANAGER               | COMMITTEE             | COUNCIL               |
|--------------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
|                          | FY'07                 | FY'08                 | FY'09                 | RECOMMEND             | APPROVED              | ADOPTED               |
|                          | \$                    | \$                    | \$                    | \$                    | \$                    | \$                    |
| Beginning Balance        | <u>94,491</u>         | <u>113,257</u>        | <u>47,376</u>         | <u>48,259</u>         | <u>48,259</u>         | <u>48,259</u>         |
| Current Resources        |                       |                       |                       |                       |                       |                       |
| Activity Generated       |                       |                       |                       |                       |                       |                       |
| Interest                 | 6,177                 | 6,764                 | 3,900                 | 1,900                 | 1,900                 | 1,900                 |
| Other Revenue            | 0                     | 0                     | 17,596                | 0                     | 0                     | 0                     |
| Information Tech Charges | <u>474,141</u>        | <u>499,737</u>        | <u>560,882</u>        | <u>551,765</u>        | <u>551,765</u>        | <u>551,765</u>        |
| Total Current Resources  | <u>480,318</u>        | <u>506,501</u>        | <u>582,378</u>        | <u>553,665</u>        | <u>553,665</u>        | <u>553,665</u>        |
| <b>Total Resources</b>   | <b><u>574,809</u></b> | <b><u>619,758</u></b> | <b><u>629,754</u></b> | <b><u>601,924</u></b> | <b><u>601,924</u></b> | <b><u>601,924</u></b> |

| Requirements              | ACTUAL                | ACTUAL                | BUDGET                | MANAGER               | COMMITTEE             | COUNCIL               |
|---------------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
|                           | FY'07                 | FY'08                 | FY'09                 | RECOMMEND             | APPROVED              | ADOPTED               |
|                           | \$                    | \$                    | \$                    | \$                    | \$                    | \$                    |
| Personal Services         | 229,847               | 301,565               | 324,003               | 361,138               | 361,138               | 361,138               |
| Materials & Supplies      | 4,029                 | 4,079                 | 4,500                 | 4,561                 | 4,561                 | 4,561                 |
| Contractual/Prof Services | 144,391               | 181,827               | 202,412               | 164,776               | 164,776               | 164,776               |
| Direct Charges            | 5,611                 | 15,428                | 14,427                | 19,310                | 19,310                | 19,310                |
| Capital Outlay            | 77,674                | 48,799                | 36,153                | 17,000                | 17,000                | 17,000                |
| Contingencies             | 0                     | 0                     | 48,259                | 35,139                | 35,139                | 35,139                |
| Ending Balance            | <u>113,257</u>        | <u>68,060</u>         | <u>0</u>              | <u>0</u>              | <u>0</u>              | <u>0</u>              |
| <b>Total Expenses</b>     | <b><u>574,809</u></b> | <b><u>619,758</u></b> | <b><u>629,754</u></b> | <b><u>601,924</u></b> | <b><u>601,924</u></b> | <b><u>601,924</u></b> |



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## **Program: Support Services – Garage Operations**

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### **Services Delivered:**

This activity maintains vehicles and equipment for all departments. Departments are charged on a mileage or hourly basis for vehicle use. The budget includes costs for fuel, insurance, preventative maintenance and repairs. The City mechanics work out of the City Fleet facility performing repair and maintenance on all City owned vehicles and equipment including the City Fire equipment.

### **FY'10 Performance Measurements:**

- All vehicle user rates will be reviewed in FY' 10 to insure rates cover actual expenses.  
Effectiveness target: 100%
- Satisfaction of customer service to be rated by users.  
Effectiveness target: 100%
- Within 24 hours notice, a motor pool car or equivalent will be available for checkout.  
Effectiveness target: 95%
- Emergency Vehicle Technicians certificates to be held by both mechanics.  
Effectiveness target: 100%

### **Budget Highlights:**

Rising fuel and related petroleum costs, increased vehicle usage due to annexations will continue to impact the vehicle maintenance rates charged to City departments.

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## Program: Support Services – Garage Operations

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### *FY'09 Activity Review:*

During FY'09 all vehicle rates were reviewed to insure rates covered all anticipated expenses. Training for both mechanics to obtain EVT certificates is ongoing; testing to be completed in FY '10.

### *FY'09 Performance Indicators:*

- A new fleet garage will be built to meet the requirements to the larger vehicles  
Effectiveness target: 100% **Goal#VI Target not met.**
- All vehicle user rates will be reviewed in FY'09 to insure rates cover actual expenses.  
Effectiveness target: 100% **Goal#VI Target met.**
- Satisfaction of customer service to be rated by users.  
Effectiveness target: 100% **Goal#VI Target not met.**
- Within 24 hours notice, a motor pool car will be available for checkout.  
Effectiveness target: 95% **Goal#VI Target exceeded.**

## Program: Support Services – Garage Operations

### Financial Summary

| Resources                      | ACTUAL                | ACTUAL                | BUDGET                | MANAGER               | COMMITTEE             | COUNCIL               |
|--------------------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
|                                | FY'07                 | FY'08                 | FY'09                 | RECOMMEND             | APPROVED              | ADOPTED               |
|                                | \$                    | \$                    | \$                    | FY'10                 | FY'10                 | FY'10                 |
| Beginning Balance              | <u>63,105</u>         | <u>98,900</u>         | <u>0</u>              | <u>27,613</u>         | <u>27,613</u>         | <u>27,613</u>         |
| Current Resources              |                       |                       |                       |                       |                       |                       |
| Activity Generated             |                       |                       |                       |                       |                       |                       |
| Internal Billings              | 528,816               | 542,277               | 836,278               | 879,546               | 879,546               | 879,546               |
| Interest                       | 1,658                 | (366)                 | 0                     | 345                   | 345                   | 345                   |
| Other Revenue                  | 10,630                | 55,783                | 10,000                | 10,000                | 10,000                | 10,000                |
| Petroleum Antitrust            | 0                     | 15                    | 0                     | 0                     | 0                     | 0                     |
| Distribution                   |                       |                       |                       |                       |                       |                       |
| Trans. from Equipment Replace. | <u>0</u>              | <u>35,000</u>         | <u>0</u>              | <u>0</u>              | <u>0</u>              | <u>0</u>              |
| Total Current Resources        | <u>541,104</u>        | <u>632,709</u>        | <u>846,278</u>        | <u>889,891</u>        | <u>889,891</u>        | <u>889,891</u>        |
| <b>Total Resources</b>         | <b><u>604,209</u></b> | <b><u>731,609</u></b> | <b><u>846,278</u></b> | <b><u>917,504</u></b> | <b><u>917,504</u></b> | <b><u>917,504</u></b> |

| Requirements              | ACTUAL                | ACTUAL                | BUDGET                | MANAGER               | COMMITTEE             | COUNCIL               |
|---------------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
|                           | FY'07                 | FY'08                 | FY'09                 | RECOMMEND             | APPROVED              | ADOPTED               |
|                           | \$                    | \$                    | \$                    | FY'10                 | FY'10                 | FY'10                 |
| Personal Services         | 27,604                | 208,950               | 232,669               | 263,448               | 263,448               | 263,448               |
| Materials & Supplies      | 163,888               | 307,669               | 351,000               | 416,750               | 378,250               | 378,250               |
| Contractual/Prof Services | 265,799               | 136,394               | 92,744                | 107,390               | 102,390               | 102,390               |
| Direct Charges            | 0                     | 12,381                | 15,000                | 15,000                | 13,000                | 13,000                |
| Capital Outlay            | 2,081                 | 28,713                | 10,000                | 0                     | 0                     | 0                     |
| Contingencies             | 0                     | 0                     | 74,724                | 35,353                | 35,353                | 35,353                |
| Indirect Charges          | 45,937                | 67,866                | 70,141                | 79,563                | 75,063                | 75,063                |
| Ending Balance            | <u>98,900</u>         | <u>(30,364)</u>       | <u>0</u>              | <u>0</u>              | <u>50,000</u>         | <u>50,000</u>         |
| <b>Total Expenses</b>     | <b><u>604,209</u></b> | <b><u>731,609</u></b> | <b><u>846,278</u></b> | <b><u>917,504</u></b> | <b><u>917,504</u></b> | <b><u>917,504</u></b> |

## Program: Support Services – Garage Operations

### Personnel

|                                  | ACTUAL<br>FY'07<br># | ACTUAL<br>FY'08<br># | BUDGET<br>FY'09<br># | MANAGER<br>RECOMMEND<br>FY'10<br># | COMMITTEE<br>APPROVED<br>FY'10<br># | COUNCIL<br>ADOPTED<br>FY'10<br># |
|----------------------------------|----------------------|----------------------|----------------------|------------------------------------|-------------------------------------|----------------------------------|
| Admin. Support Specialist        | 0.00                 | 1.00                 | 1.00                 | 1.00                               | 1.00                                | 1.00                             |
| Lead Fleet Mechanic              | 1.00                 | 1.00                 | 1.00                 | 1.00                               | 1.00                                | 1.00                             |
| Mechanic                         | 0.00                 | 1.00                 | 1.00                 | 1.00                               | 1.00                                | 1.00                             |
| Department Support Technician    | <u>0.00</u>          | <u>1.00</u>          | <u>1.00</u>          | <u>1.00</u>                        | <u>1.00</u>                         | <u>1.00</u>                      |
| Subtotal                         | 1.00                 | 4.00                 | 4.00                 | 4.00                               | 4.00                                | 4.00                             |
| Parks and Comm. Service Director |                      |                      |                      |                                    |                                     |                                  |
| From: Property Mgmt              | 0.00                 | 0.10                 | 0.10                 | 0.10                               | 0.10                                | 0.10                             |
| Prop/Project Coordinator         |                      |                      |                      |                                    |                                     |                                  |
| From: Property Mgmt              | 0.00                 | 0.10                 | 0.00                 | 0.00                               | 0.00                                | 0.00                             |
| Admin. Support Specialist        |                      |                      |                      |                                    |                                     |                                  |
| To: Park Maintenance             | (0.10)               | (0.15)               | (0.15)               | (0.15)                             | (0.15)                              | (0.15)                           |
| To: Street Maintenance           | (0.15)               | 0.00                 | 0.00                 | 0.00                               | 0.00                                | 0.00                             |
| To: Property Mgmt                | (0.10)               | (0.10)               | (0.15)               | (0.15)                             | (0.15)                              | (0.15)                           |
| To: Information Technology       | (0.05)               | (0.10)               | (0.10)               | (0.10)                             | (0.10)                              | (0.10)                           |
| To: Equipment Replacement        | (0.30)               | (0.20)               | (0.20)               | (0.20)                             | (0.20)                              | (0.20)                           |
| Dept. Support Technician         |                      |                      |                      |                                    |                                     |                                  |
| To: Equipment Replacement        | 0.00                 | (0.15)               | (0.15)               | (0.15)                             | (0.15)                              | (0.15)                           |
| Office Assistant II              |                      |                      |                      |                                    |                                     |                                  |
| From: Property Mgmt              | 0.20                 | 0.00                 | 0.00                 | 0.00                               | 0.00                                | 0.00                             |
| Lead Fleet Mechanic              |                      |                      |                      |                                    |                                     |                                  |
| To: Equipment Replacement        | (0.10)               | (0.10)               | (0.15)               | (0.15)                             | (0.15)                              | (0.15)                           |
| Mechanic                         |                      |                      |                      |                                    |                                     |                                  |
| To: Equipment Replacement        | <u>0.00</u>          | <u>(0.10)</u>        | <u>(0.15)</u>        | <u>(0.15)</u>                      | <u>(0.15)</u>                       | <u>(0.15)</u>                    |
| Subtotal                         | (0.60)               | (0.70)               | (0.95)               | (0.95)                             | (0.95)                              | (0.95)                           |
| <b>Total Positions</b>           | <b><u>0.40</u></b>   | <b><u>3.30</u></b>   | <b><u>3.05</u></b>   | <b><u>3.05</u></b>                 | <b><u>3.05</u></b>                  | <b><u>3.05</u></b>               |
| Part Time/Seasonal Hours         | <u>0</u>             | <u>0</u>             | <u>0</u>             | <u>0</u>                           | <u>0</u>                            | <u>0</u>                         |

### *Capital Outlay/By Item:*

|                             |                      |                 |                 |                 |
|-----------------------------|----------------------|-----------------|-----------------|-----------------|
| High Lift Transmission Jack | 10,000               | 0               | 0               | 0               |
| Brake Lathe                 | 0                    | 0               | 0               | 0               |
| Equip New City Garage       | <u>0</u>             | <u>0</u>        | <u>0</u>        | <u>0</u>        |
| <b>Total Capital Outlay</b> | <b><u>10,000</u></b> | <b><u>0</u></b> | <b><u>0</u></b> | <b><u>0</u></b> |

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## **Program: Support Services – Equipment Replacement**

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### **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'10 Anticipated Accomplishments:**

- Complete final evaluation before replacing budgeted vehicles and equipment.  
Effectiveness target: 100%

### **Budget Highlights:**

The FY'10 budget includes funds for replacing two patrol cars, a detective vehicle for Public Safety and a midsize truck for Streets. With accrued funds we will also look at replacing one front-end loader, two compressors, crack sealer, TV cube van, and a small A.T.V. for parks. When possible, new vehicles will be purchased through the Oregon State Purchasing System. Late model used vehicles will be purchased when deemed good values.

Monthly amortization payments for most vehicles were recalculated on a straight line cost reimbursement basis. This will reduce the charges element of vehicle replacement.

Congestion Mitigation and Air Quality grant money was recognized; ten hybrid or electric vehicles were purchased. We are planning on purchasing two electric golf carts for Parks and a hybrid SUV for Utilities, Water Treatment with CMAQ money in Fiscal Year 2010.

### **FY'09 Activity Review:**

During FY'09 a total of seven vehicles and five pieces of equipment were evaluated for replacement. Leases for two patrol cars were negotiated. New pickups were purchased for Fire and Sewer Treatment, and a mid-size work truck was purchased for Water Distribution.

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## Program: Support Services – Equipment Replacement

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### FY'09 Performance Indicators:

- Evaluate six vehicles and four pieces of miscellaneous equipment for replacement.  
Effectiveness target: 100% **Goal#VI Target exceeded.**
- Purchase replacement vehicles and equipment as indicated.  
Effectiveness target: 100% **Goal#VI Target met.**
- Execute leases for three new patrol vehicles to replace current leased patrol vehicles.  
Effectiveness target: 66% **Goal#VI Target met.** *Public Safety reduced leased vehicles by one.*
- Acquire two new vehicles for City use.  
Effectiveness target: 100% **Goal#VI Target exceeded.**

## Program: Support Services – Equipment Replacement

### Financial Summary

| Resources                         | ACTUAL<br>FY'07<br>\$   | ACTUAL<br>FY'08<br>\$   | BUDGET<br>FY'09<br>\$   | MANAGER<br>RECOMMEND<br>FY'10<br>\$ | COMMITTEE<br>APPROVED<br>FY'10<br>\$ | COUNCIL<br>ADOPTED<br>FY'10<br>\$ |
|-----------------------------------|-------------------------|-------------------------|-------------------------|-------------------------------------|--------------------------------------|-----------------------------------|
| Beginning Balance                 | <u>2,346,859</u>        | <u>2,430,264</u>        | <u>2,719,857</u>        | <u>1,715,866</u>                    | <u>1,715,866</u>                     | <u>1,715,866</u>                  |
| Current Resources                 |                         |                         |                         |                                     |                                      |                                   |
| Activity Generated                |                         |                         |                         |                                     |                                      |                                   |
| Revenue from Other Agencies       | 0                       | 0                       | 498,035                 | 235,803                             | 235,803                              | 235,803                           |
| Internal Billings                 | 446,047                 | 430,470                 | 543,400                 | 490,908                             | 490,908                              | 490,908                           |
| Interest                          | 107,495                 | 114,351                 | 82,700                  | 21,448                              | 21,448                               | 21,448                            |
| Transfer from General Fund        | 64,560                  | 50,000                  | 98,000                  | 0                                   | 0                                    | 0                                 |
| Transfer from Street Utility Fund | 0                       | 0                       | 5,000                   | 0                                   | 0                                    | 0                                 |
| Transfer from Wastewater Fund     | 0                       | 20,000                  | 190,000                 | 30,000                              | 30,000                               | 30,000                            |
| Transfer from Water Fund          | 1,500                   | 11,000                  | 0                       | 0                                   | 0                                    | 0                                 |
| Transfer from Property Services   | 0                       | 0                       | 5,000                   | 0                                   | 0                                    | 0                                 |
| Other Revenue                     | <u>14,527</u>           | <u>0</u>                | <u>0</u>                | <u>10,000</u>                       | <u>10,000</u>                        | <u>10,000</u>                     |
| Total Current Resources           | <u>634,129</u>          | <u>625,821</u>          | <u>1,422,135</u>        | <u>788,159</u>                      | <u>788,159</u>                       | <u>788,159</u>                    |
| <b>Total Resources</b>            | <b><u>2,980,988</u></b> | <b><u>3,056,085</u></b> | <b><u>4,141,992</u></b> | <b><u>2,504,025</u></b>             | <b><u>2,504,025</u></b>              | <b><u>2,504,025</u></b>           |

| Requirements              | ACTUAL<br>FY'07<br>\$   | ACTUAL<br>FY'08<br>\$   | BUDGET<br>FY'09<br>\$   | MANAGER<br>RECOMMEND<br>FY'10<br>\$ | COMMITTEE<br>APPROVED<br>FY'10<br>\$ | COUNCIL<br>ADOPTED<br>FY'10<br>\$ |
|---------------------------|-------------------------|-------------------------|-------------------------|-------------------------------------|--------------------------------------|-----------------------------------|
| Personal Services         | 34,741                  | 38,919                  | 54,260                  | 63,864                              | 63,864                               | 63,864                            |
| Materials & Supplies      | 84                      | 484                     | 350                     | 1,000                               | 1,000                                | 1,000                             |
| Contractual/Prof Services | 50,145                  | 56,516                  | 66,862                  | 47,295                              | 47,295                               | 47,295                            |
| Direct Charges            | 2,649                   | 8,270                   | 16,565                  | 16,562                              | 16,562                               | 16,562                            |
| Capital Outlay            | 427,253                 | 146,906                 | 1,161,035               | 600,303                             | 600,303                              | 600,303                           |
| Contingencies             | 0                       | 0                       | 300,000                 | 300,000                             | 50,000                               | 50,000                            |
| Indirect Charges          | 25,852                  | 16,474                  | 34,084                  | 24,718                              | 24,718                               | 24,718                            |
| Transfers Out             | 10,000                  | 35,000                  | 500,000                 | 0                                   | 0                                    | 0                                 |
| Ending Balance            | <u>2,430,264</u>        | <u>2,753,516</u>        | <u>2,008,836</u>        | <u>1,450,283</u>                    | <u>1,700,283</u>                     | <u>1,700,283</u>                  |
| <b>Total Expenses</b>     | <b><u>2,980,988</u></b> | <b><u>3,056,085</u></b> | <b><u>4,141,992</u></b> | <b><u>2,504,025</u></b>             | <b><u>2,504,025</u></b>              | <b><u>2,504,025</u></b>           |

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## Program: Support Services – Equipment Replacement

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### Personnel

|                                | ACTUAL<br>FY'07<br># | ACTUAL<br>FY'08<br># | BUDGET<br>FY'09<br># | MANAGER<br>RECOMMEND<br>FY'10<br># | COMMITTEE<br>APPROVED<br>FY'10<br># | COUNCIL<br>ADOPTED<br>FY'10<br># |
|--------------------------------|----------------------|----------------------|----------------------|------------------------------------|-------------------------------------|----------------------------------|
| Parks/Community Svcs. Director |                      |                      |                      |                                    |                                     |                                  |
| From: Property Mgmt            | 0.10                 | 0.05                 | 0.05                 | 0.05                               | 0.05                                | 0.05                             |
| Dept. Support Technician       |                      |                      |                      |                                    |                                     |                                  |
| From: Garage                   | 0.00                 | 0.15                 | 0.15                 | 0.15                               | 0.15                                | 0.15                             |
| Admin. Support Specialist      |                      |                      |                      |                                    |                                     |                                  |
| From: Garage                   | 0.30                 | 0.20                 | 0.20                 | 0.20                               | 0.20                                | 0.20                             |
| Office Assistant II            |                      |                      |                      |                                    |                                     |                                  |
| From: Property Mgmt            | 0.05                 | 0.00                 | 0.00                 | 0.00                               | 0.00                                | 0.00                             |
| Lead Fleet Mechanic            |                      |                      |                      |                                    |                                     |                                  |
| From: Garage                   | 0.10                 | 0.10                 | 0.15                 | 0.15                               | 0.15                                | 0.15                             |
| Mechanic                       |                      |                      |                      |                                    |                                     |                                  |
| From: Garage                   | <u>0.00</u>          | <u>0.10</u>          | <u>0.15</u>          | <u>0.15</u>                        | <u>0.15</u>                         | <u>0.15</u>                      |
| <b>Total Positions</b>         | <b><u>0.55</u></b>   | <b><u>0.60</u></b>   | <b><u>0.70</u></b>   | <b><u>0.70</u></b>                 | <b><u>0.70</u></b>                  | <b><u>0.70</u></b>               |
| Part Time/Seasonal Hours       | <u>0</u>             | <u>0</u>             | <u>0</u>             | <u>0</u>                           | <u>0</u>                            | <u>0</u>                         |

### *Capital Outlay/By Item:*

|                                  |         |                         |                       |                       |
|----------------------------------|---------|-------------------------|-----------------------|-----------------------|
| TV Truck                         | 0       | 74,000                  | 74,000                | 74,000                |
| Hybrid Setup                     | 0       | 50,000                  | 50,000                | 50,000                |
| Garage Setup                     | 0       | 14,000                  | 14,000                | 14,000                |
| Automobiles                      | 7,500   | 7,500                   | 7,500                 | 7,500                 |
| Scanner/Computers                | 2,000   | 2,000                   | 2,000                 | 2,000                 |
| Cat Loader                       | 0       | 95,000                  | 95,000                | 95,000                |
| Police Vehicles                  | 93,000  | 90,000                  | 90,000                | 90,000                |
| Pick-Up Trucks                   | 95,500  | 28,000                  | 28,000                | 28,000                |
| Bucket Truck                     | 39,000  | 0                       | 0                     | 0                     |
| Front End Loader/Heavy Equipment | 395,000 | 0                       | 0                     | 0                     |
| Air Compressors                  | 21,000  | 24,000                  | 24,000                | 24,000                |
| Crackpot – Streets               | 0       | 30,000                  | 30,000                | 30,000                |
| Other/ CMAQ Grant                |         | <u>508,035</u>          | <u>185,803</u>        | <u>185,803</u>        |
| <b>Total Capital Outlay</b>      |         | <b><u>1,161,035</u></b> | <b><u>600,303</u></b> | <b><u>600,303</u></b> |

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## Program: Support Services – Workers’ Compensation Insurance

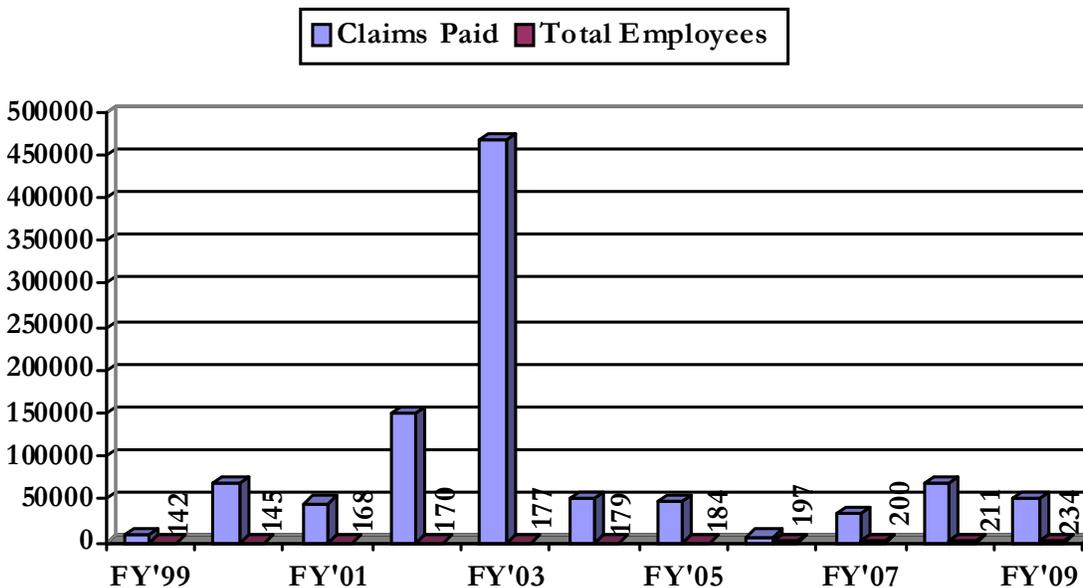
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### Services Delivered:

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’10 Anticipated Accomplishments:

- CPR and Defibrillator training will be offered to employees.
- Twelve Safety Committee meetings will be held this year.
- Exposure Control training will be conducted.



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## **Program: Support Services – Workers’ Compensation Insurance**

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### **Budget Highlights:**

Risk Management with the assistance of the City’s Safety Committee has been able to contain losses during this budget cycle. An extraordinary claim in our Public Safety Department from 2003 generated significant costs. Workers’ Compensation rates will increase by only 3% per annum which is less than the rate of inflation and is consistent with our commitment to the 2 year budget cycle.

### **FY’09 Performance Indicators:**

- CPR and Defibrillator training will be offered to employees. **Goal#VI Target met.**
- Twelve Safety Committee meetings will be held this year. **Goal#VI Target met.**
- Exposure Control training will be conducted. **Goal#VI Target met.**

## Program: Support Services – Workers’ Compensation Insurance

### Financial Summary

| Resources               | ACTUAL<br>FY'07<br>\$ | ACTUAL<br>FY'08<br>\$ | BUDGET<br>FY'09<br>\$   | MANAGER<br>RECOMMEND<br>FY'10<br>\$ | COMMITTEE<br>APPROVED<br>FY'10<br>\$ | COUNCIL<br>ADOPTED<br>FY'10<br>\$ |
|-------------------------|-----------------------|-----------------------|-------------------------|-------------------------------------|--------------------------------------|-----------------------------------|
| Beginning Balance       | <u>596,413</u>        | <u>632,567</u>        | <u>830,043</u>          | <u>786,622</u>                      | <u>786,622</u>                       | <u>786,622</u>                    |
| Current Resources       |                       |                       |                         |                                     |                                      |                                   |
| Activity Generated      |                       |                       |                         |                                     |                                      |                                   |
| Internal Billings       | 256,547               | 296,241               | 300,000                 | 300,000                             | 300,000                              | 300,000                           |
| Interest                | 34,801                | 44,450                | 30,000                  | 10,000                              | 10,000                               | 10,000                            |
| Loan Repayments         | 15,616                | 0                     | 0                       | 0                                   | 0                                    | 0                                 |
| Other Revenue           | <u>0</u>              | <u>4,414</u>          | <u>0</u>                | <u>0</u>                            | <u>0</u>                             | <u>0</u>                          |
| Total Current Resources | <u>306,964</u>        | <u>345,105</u>        | <u>330,000</u>          | <u>310,000</u>                      | <u>310,000</u>                       | <u>310,000</u>                    |
| <b>Total Resources</b>  | <b><u>903,377</u></b> | <b><u>977,672</u></b> | <b><u>1,160,043</u></b> | <b><u>1,096,622</u></b>             | <b><u>1,096,622</u></b>              | <b><u>1,096,622</u></b>           |

| Requirements              | ACTUAL<br>FY'07<br>\$ | ACTUAL<br>FY'08<br>\$ | BUDGET<br>FY'09<br>\$   | MANAGER<br>RECOMMEND<br>FY'10<br>\$ | COMMITTEE<br>APPROVED<br>FY'10<br>\$ | COUNCIL<br>ADOPTED<br>FY'10<br>\$ |
|---------------------------|-----------------------|-----------------------|-------------------------|-------------------------------------|--------------------------------------|-----------------------------------|
| Personal Services         | 38,476                | 38,482                | 28,151                  | 24,388                              | 24,388                               | 24,388                            |
| Materials & Supplies      | 12,224                | 1,713                 | 16,500                  | 6,750                               | 6,750                                | 6,750                             |
| Contractual/Prof Services | 216,983               | 159,118               | 335,450                 | 343,525                             | 343,525                              | 343,525                           |
| Direct Charges            | 2,722                 | 2,683                 | 1,305                   | 744                                 | 744                                  | 744                               |
| Capital Outlay            | 404                   | 0                     | 0                       | 0                                   | 0                                    | 0                                 |
| Contingencies             | 0                     | 0                     | 250,000                 | 250,000                             | 250,000                              | 250,000                           |
| Ending Balance            | <u>632,568</u>        | <u>775,676</u>        | <u>528,637</u>          | <u>471,215</u>                      | <u>471,215</u>                       | <u>471,215</u>                    |
| <b>Total Expenses</b>     | <b><u>903,377</u></b> | <b><u>977,672</u></b> | <b><u>1,160,043</u></b> | <b><u>1,096,622</u></b>             | <b><u>1,096,622</u></b>              | <b><u>1,096,622</u></b>           |

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**Program: Support Services – Workers’ Compensation Insurance**

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***Personnel***

|                          | ACTUAL<br>FY'07<br># | ACTUAL<br>FY'08<br># | BUDGET<br>FY'09<br># | MANAGER<br>RECOMMEND<br>FY'10<br># | COMMITTEE<br>APPROVED<br>FY'10<br># | COUNCIL<br>ADOPTED<br>FY'10<br># |
|--------------------------|----------------------|----------------------|----------------------|------------------------------------|-------------------------------------|----------------------------------|
| City Attorney            |                      |                      |                      |                                    |                                     |                                  |
| From: Legal Services     | 0.10                 | 0.10                 | 0.10                 | 0.10                               | 0.10                                | 0.10                             |
| Office Assistant II      |                      |                      |                      |                                    |                                     |                                  |
| From: Legal Services     | 0.00                 | 0.00                 | 0.00                 | 0.125                              | 0.125                               | 0.125                            |
| Office Assistant I       |                      |                      |                      |                                    |                                     |                                  |
| From: Mgmt Services      | <u>0.05</u>          | <u>0.05</u>          | <u>0.00</u>          | <u>0.00</u>                        | <u>0.00</u>                         | <u>0.00</u>                      |
| <b>Total Positions</b>   | <b><u>0.15</u></b>   | <b><u>0.15</u></b>   | <b><u>0.10</u></b>   | <b><u>0.225</u></b>                | <b><u>0.225</u></b>                 | <b><u>0.225</u></b>              |
| Part Time/Seasonal Hours | <u>780</u>           | <u>988</u>           | <u>780</u>           | <u>52</u>                          | <u>52</u>                           | <u>52</u>                        |

***Capital Outlay/By Item:***

|                             |                 |                 |                 |                 |
|-----------------------------|-----------------|-----------------|-----------------|-----------------|
| Computers                   | <u>0</u>        | <u>0</u>        | <u>0</u>        | <u>0</u>        |
| <b>Total Capital Outlay</b> | <b><u>0</u></b> | <b><u>0</u></b> | <b><u>0</u></b> | <b><u>0</u></b> |

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## Program: Support Services – General Insurance

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### Services Delivered:

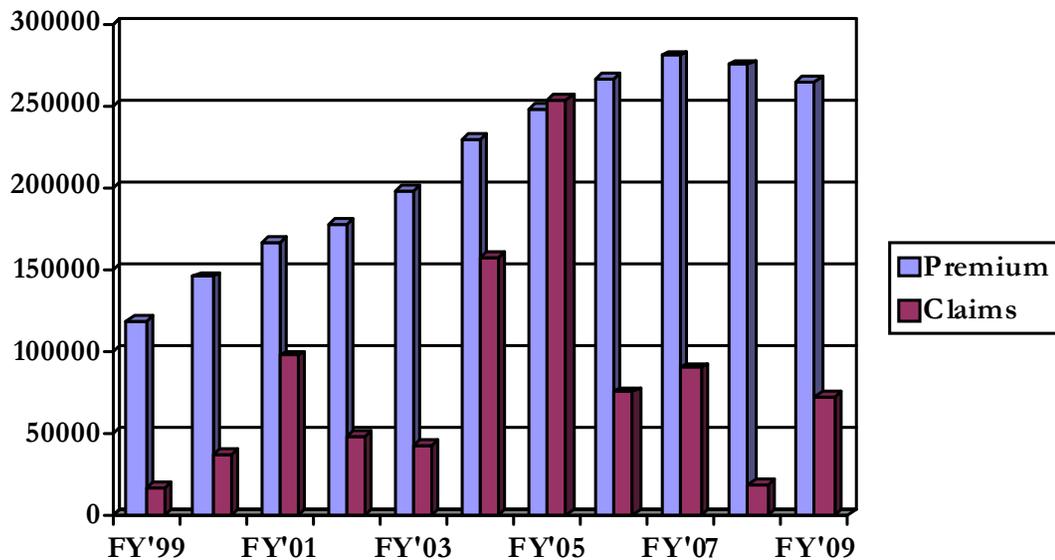
The activity accounts for general insurance excluding workers' compensation. Charges to Departments have been specifically adjusted to represent costs on a pro-rate basis using premium costs from City County Insurance Services as the primary emphasis. Costs to manage this activity have been paid from the fund balance. That fund balance has reduced significantly and charges to Departments will again include at least some portion of these management costs.

### FY'10 Anticipated Accomplishments:

- Work with City County Insurance Services to reduce liability exposures.

### Budget Highlights:

Increases in the value of insured property and increases in the number of employees will continue to result in increased general insurance costs. The City continues to use City County Insurance Services 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 the rates to remain stable for property damage and liability.



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## Program: Support Services – General Insurance

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### *FY'09 Activity Review:*

During FY'09 this activity worked with a CIS Risk Management Consultant to reduce liability exposures through the following actions: 1) Established a process to track insurance certificates for contracts with the City. 2) Established a process for special events which includes verifying that the event is covered by insurance. 3) Land use training to UAPC and City Council. The increase in the FY'09 claims is due to the Morrison Park arson fire. CIS is working to recover our loss which currently totals \$57,000.

### *FY'09 Performance Indicator:*

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

## Program: Support Services – General Insurance

### Financial Summary

| Resources               | ACTUAL                | ACTUAL                | BUDGET                | MANAGER               | COMMITTEE             | COUNCIL               |
|-------------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
|                         | FY'07                 | FY'08                 | FY'09                 | RECOMMEND             | APPROVED              | ADOPTED               |
|                         | \$                    | \$                    | \$                    | FY'10                 | FY'10                 | FY'10                 |
| Beginning Balance       | <u>317,006</u>        | <u>321,466</u>        | <u>329,268</u>        | <u>465,624</u>        | <u>465,624</u>        | <u>465,624</u>        |
| Current Resources       |                       |                       |                       |                       |                       |                       |
| Activity Generated      |                       |                       |                       |                       |                       |                       |
| Internal Billings       | 365,683               | 389,216               | 464,576               | 475,812               | 475,812               | 475,812               |
| Interest                | 15,567                | 11,115                | 11,251                | 11,251                | 11,251                | 11,251                |
| Redwood Sewer District  | 23,000                | 25,300                | 2,282                 | 2,164                 | 2,164                 | 2,164                 |
| Loan Repayments         | <u>235</u>            | <u>2,464</u>          | <u>56,650</u>         | <u>0</u>              | <u>0</u>              | <u>0</u>              |
| Total Current Resources | <u>404,485</u>        | <u>428,095</u>        | <u>534,759</u>        | <u>489,227</u>        | <u>489,227</u>        | <u>489,227</u>        |
| <b>Total Resources</b>  | <b><u>721,491</u></b> | <b><u>749,561</u></b> | <b><u>864,027</u></b> | <b><u>954,851</u></b> | <b><u>954,851</u></b> | <b><u>954,851</u></b> |

| Requirements              | ACTUAL                | ACTUAL                | BUDGET                | MANAGER               | COMMITTEE             | COUNCIL               |
|---------------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
|                           | FY'07                 | FY'08                 | FY'09                 | RECOMMEND             | APPROVED              | ADOPTED               |
|                           | \$                    | \$                    | \$                    | FY'10                 | FY'10                 | FY'10                 |
| Personal Services         | 25,653                | 24,815                | 34,662                | 28,871                | 28,871                | 28,871                |
| Materials & Supplies      | 408                   | 4,739                 | 8,500                 | 1,250                 | 1,250                 | 1,250                 |
| Contractual/Prof Services | 370,838               | 323,137               | 436,244               | 441,473               | 441,473               | 441,473               |
| Direct Charges            | 2,722                 | 2,683                 | 3,916                 | 2,338                 | 2,338                 | 2,338                 |
| Capital Outlay            | 404                   | 0                     | 0                     | 0                     | 0                     | 0                     |
| Contingencies             | 0                     | 0                     | 75,000                | 75,000                | 75,000                | 75,000                |
| Ending Balance            | <u>321,466</u>        | <u>394,187</u>        | <u>305,705</u>        | <u>405,919</u>        | <u>405,919</u>        | <u>405,919</u>        |
| <b>Total Expenses</b>     | <b><u>721,491</u></b> | <b><u>749,561</u></b> | <b><u>864,027</u></b> | <b><u>954,851</u></b> | <b><u>954,851</u></b> | <b><u>954,851</u></b> |

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**Program: Support Services – General Insurance**

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***Personnel***

|                          | ACTUAL<br>FY'07<br># | ACTUAL<br>FY'08<br># | BUDGET<br>FY'09<br># | MANAGER<br>RECOMMEND<br>FY'10<br># | COMMITTEE<br>APPROVED<br>FY'10<br># | COUNCIL<br>ADOPTED<br>FY'10<br># |
|--------------------------|----------------------|----------------------|----------------------|------------------------------------|-------------------------------------|----------------------------------|
| City Attorney            |                      |                      |                      |                                    |                                     |                                  |
| From: Legal Services     | 0.10                 | 0.10                 | 0.10                 | 0.10                               | 0.10                                | 0.10                             |
| Office Assistant II      |                      |                      |                      |                                    |                                     |                                  |
| From: Legal Services     | 0.00                 | 0.00                 | 0.00                 | 0.125                              | 0.125                               | 0.125                            |
| 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>                      |
| <b>Total Positions</b>   | <b><u>0.15</u></b>   | <b><u>0.15</u></b>   | <b><u>0.15</u></b>   | <b><u>0.275</u></b>                | <b><u>0.275</u></b>                 | <b><u>0.275</u></b>              |
| Part Time/Seasonal Hours | <u>260</u>           | <u>208</u>           | <u>624</u>           | <u>52</u>                          | <u>52</u>                           | <u>52</u>                        |

***Capital Outlay/By Item:***

|                             |                 |                 |                 |                 |
|-----------------------------|-----------------|-----------------|-----------------|-----------------|
| Computers                   | <u>0</u>        | <u>0</u>        | <u>0</u>        | <u>0</u>        |
| <b>Total Capital Outlay</b> | <b><u>0</u></b> | <b><u>0</u></b> | <b><u>0</u></b> | <b><u>0</u></b> |

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## **Program: Support Services – Benefits Administration**

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### **Services Delivered:**

This activity accounts for the Wellness Program and PERS collections and payments.

### **FY'10 Anticipated Accomplishments:**

A Health Insurance Committee comprised of two employees from each of the bargaining groups, formed in 2002, will reconvene in summer of 2009 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 2010, as the existing contract expires December 31, 2009.

### **FY'10 Performance Measurements:**

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

### **Budget Highlights:**

An accounting change has been made in fiscal year 2010 in the Benefits Administration Fund. The line items in revenue reflecting the receipts from the direct billing to the individual departments for insurance (medical with prescription, vision, dental and life) and the offsetting line items in expenses have been transferred to liability account numbers. This better reflects accounting practices for this type of fund and improves the reconciliation process.

### **FY'09 Activity Review:**

The Health Insurance Committee reconvened and worked with our Agents of Record reviewing proposals and options from several providers. The committee recommended to management the renewal of the health care contract with PacificSource, now including vision as part of the medical premium, for calendar year 2009. The contract with Pacific Source was renewed with a dual choice option for medical with some changes to the Option 1 plan. In order to keep the increase in insurance rates down, the Option 1 plan was changed to a \$200 deductible/\$20 co-pay plan.

The Health Reimbursement Account (HRA), introduced as an option for 2007, continues to be offered and showed a marked increase in 2009. Approximately 68% of the employees covered by PacificSource chose this option. Including the employees in the Teamsters union, 92% of the Cities' employees are now participating in an HRA/VEBA account. The committee also recommended to management the renewal of the dental plans through Advantage Dental and Willamette Dental Service. These contracts were renewed with no increase in premium.

### **FY'09 Performance Indicators:**

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

## Program: Support Services – Benefits Administration

### Financial Summary

| Resources                 | ACTUAL                  | ACTUAL                  | BUDGET                  | MANAGER               | COMMITTEE             | COUNCIL               |
|---------------------------|-------------------------|-------------------------|-------------------------|-----------------------|-----------------------|-----------------------|
|                           | FY'07                   | FY'08                   | FY'09                   | RECOMMEND             | APPROVED              | ADOPTED               |
|                           | \$                      | \$                      | \$                      | FY'10                 | FY'10                 | FY'10                 |
| Beginning Balance         | <u>809,669</u>          | <u>610,301</u>          | <u>709,154</u>          | <u>792,904</u>        | <u>792,904</u>        | <u>792,904</u>        |
| Current Resources         |                         |                         |                         |                       |                       |                       |
| Activity Generated        |                         |                         |                         |                       |                       |                       |
| Internal Billings         | 2,147,282               | 2,584,827               | 3,041,600               | 174,661               | 174,661               | 174,661               |
| Interest                  | 38,946                  | 35,595                  | 22,500                  | 10,000                | 10,000                | 10,000                |
| Interfund Loan Repayments | 534                     | 128,753                 | 0                       | 0                     | 0                     | 0                     |
| Other Revenue             | <u>66,187</u>           | <u>72,980</u>           | <u>79,200</u>           | <u>0</u>              | <u>0</u>              | <u>0</u>              |
| Total Current Resources   | <u>2,252,949</u>        | <u>2,822,155</u>        | <u>3,143,300</u>        | <u>184,661</u>        | <u>184,661</u>        | <u>184,661</u>        |
| <b>Total Resources</b>    | <b><u>3,062,618</u></b> | <b><u>3,432,456</u></b> | <b><u>3,852,454</u></b> | <b><u>977,565</u></b> | <b><u>977,565</u></b> | <b><u>977,565</u></b> |

| Requirements              | ACTUAL                  | ACTUAL                  | BUDGET                  | MANAGER               | COMMITTEE             | COUNCIL               |
|---------------------------|-------------------------|-------------------------|-------------------------|-----------------------|-----------------------|-----------------------|
|                           | FY'07                   | FY'08                   | FY'09                   | RECOMMEND             | APPROVED              | ADOPTED               |
|                           | \$                      | \$                      | \$                      | FY'10                 | FY'10                 | FY'10                 |
| Personal Services         | 24,623                  | 23,956                  | 34,000                  | 32,400                | 32,400                | 32,400                |
| Materials & Supplies      | 0                       | 0                       | 2,400                   | 2,400                 | 2,400                 | 2,400                 |
| Contractual/Prof Services | 2,427,694               | 2,507,223               | 3,023,150               | 12,000                | 12,000                | 12,000                |
| Contingencies             | 0                       | 0                       | 200,000                 | 25,000                | 25,000                | 25,000                |
| Ending Balance            | <u>610,301</u>          | <u>901,277</u>          | <u>592,904</u>          | <u>905,765</u>        | <u>905,765</u>        | <u>905,765</u>        |
| <b>Total Expenses</b>     | <b><u>3,062,618</u></b> | <b><u>3,432,456</u></b> | <b><u>3,852,454</u></b> | <b><u>977,565</u></b> | <b><u>977,565</u></b> | <b><u>977,565</u></b> |

**WHERE THE ROGUE RIVER RUNS**



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