

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 FY'06 \$	ACTUAL FY'07 \$	BUDGET FY'08 \$	MANAGER RECOMMEND FY'09 \$	COMMITTEE APPROVED FY'09 \$	COUNCIL ADOPTED FY'09 \$	PROJECTED FY'10 \$
Program Generated Resources	10,043,183	11,001,118	12,683,945	13,677,531	13,677,531	13,677,531	13,512,174
General Support	0	0	0	0	0	0	0
Total Resources	<u>10,043,183</u>	<u>11,001,118</u>	<u>12,683,945</u>	<u>13,677,531</u>	<u>13,677,531</u>	<u>13,677,531</u>	<u>13,512,174</u>
Requirements							
Community Development Mgmt	544,282	552,066	688,747	679,916	679,916	679,916	704,031
Engineering Services	782,706	1,028,227	1,364,351	1,383,167	1,383,167	1,383,167	1,330,104
Property Management Services	520,041	573,333	638,673	617,935	617,935	617,935	556,939
Garage Services	518,552	604,209	747,159	846,278	846,278	846,278	924,815
Equipment Replacement	2,656,480	2,980,988	3,162,164	3,643,957	3,643,957	3,643,957	3,052,186
Information Technology	449,972	574,809	643,840	629,754	629,754	629,754	694,435
Insurance	4,571,150	4,687,486	5,439,011	5,876,524	5,876,524	5,876,524	6,249,664
Total Requirements	<u>10,043,183</u>	<u>11,001,118</u>	<u>12,683,945</u>	<u>13,677,531</u>	<u>13,677,531</u>	<u>13,677,531</u>	<u>13,512,174</u>

Program: Support Services – Community Development Management Services

Mission Statement:

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

Services Delivered:

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

FY’09 - ’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 Community Development Coordinator, customer service, permit issuance, technical assistance, clerical support, inspection program scheduling, organization and facilitation of public meetings and workshops, file and data base maintenance, GIS support, research, statistical reporting, and purchasing.

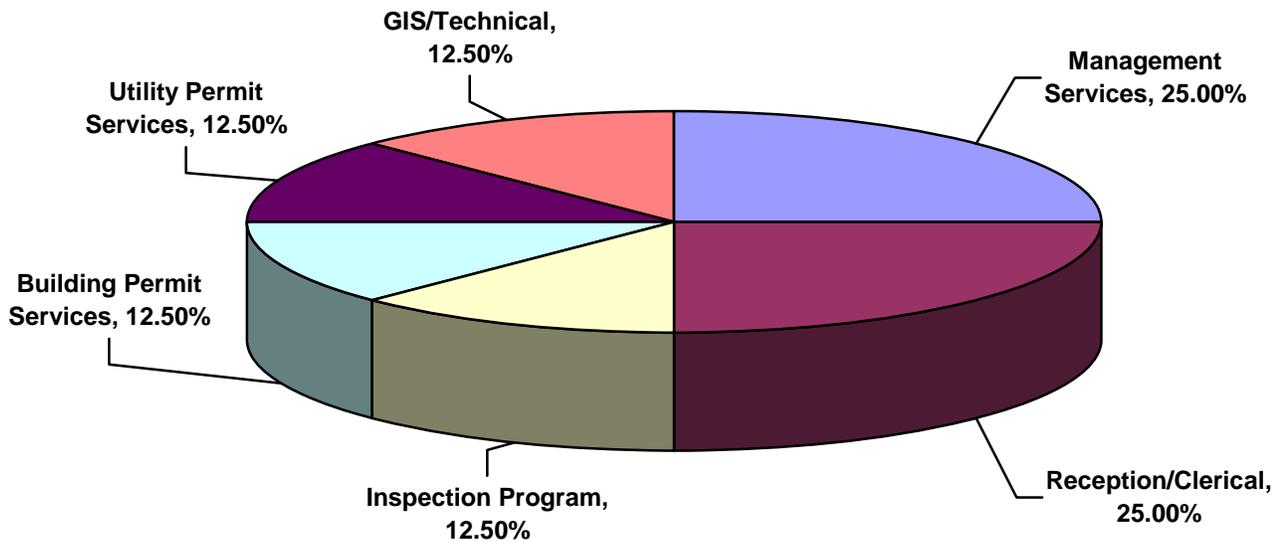
Items identified in the City Council Work Plan and assigned to Community Development for FY’08-’10 include reviewing financial tools for development including AFD’s, LID’s and Deferred Development agreements, reviewing and revising sections of the various codes, adopting policy for service extensions to the area around North Valley, reviewing the annexation policy and implementing the resulting policy, developing sustainability goals and procedures, and reviewing the sign standards regarding electronic signs.

FY’09 Performance Measures:

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

Program: Support Services – Community Development Management Services

Allocation of Staff Time for FY'09-FY'10



FY'08 Activity Review:

In Calendar Year 2007 this activity processed 3,348 building and utility permits, scheduled 11,473 inspections, and provided telephone and front counter reception service for 9 hours every working day.

FY'08 Performance Indicators:

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

Program: Support Services – Community Development Management Services

Financial Summary

Resources	ACTUAL	ACTUAL	BUDGET	MANAGER	COMMITTEE	COUNCIL	PROJECTED
	FY'06	FY'07	FY'08	RECOMMEND	APPROVED	ADOPTED	FY'10
	\$	\$	\$	\$	\$	\$	\$
Beginning Balance	<u>156</u>	<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	7,428	20,638	25,283	24,829	24,829	24,829	25,793
Direct Charges from:							
Building & Safety/Planning (General Fund)	354,306	375,754	471,644	421,574	421,574	421,574	436,645
Transportation	12,184	12,899	15,802	15,518	15,518	15,518	16,121
Wastewater	24,369	25,797	31,604	27,932	27,932	27,932	29,018
Water	19,807	20,638	25,284	27,932	27,932	27,932	29,018
Engineering	122,855	90,915	115,996	162,131	162,131	162,131	167,436
Other Revenue	<u>3,177</u>	<u>5,104</u>	<u>2,800</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Current Resources	<u>544,126</u>	<u>551,745</u>	<u>688,413</u>	<u>679,916</u>	<u>679,916</u>	<u>679,916</u>	<u>704,031</u>
Total Resources	<u>544,282</u>	<u>552,066</u>	<u>688,747</u>	<u>679,916</u>	<u>679,916</u>	<u>679,916</u>	<u>704,031</u>

Requirements	ACTUAL	ACTUAL	BUDGET	MANAGER	COMMITTEE	COUNCIL	PROJECTED
	FY'06	FY'07	FY'08	RECOMMEND	APPROVED	ADOPTED	FY'10
	\$	\$	\$	\$	\$	\$	\$
Personal Services	431,531	436,844	532,571	516,428	516,428	516,428	541,119
Materials & Supplies	4,591	4,775	6,709	6,200	6,200	6,200	6,200
Contractual/Prof Services	20,460	17,930	24,459	26,972	26,972	26,972	27,394
Direct Charges	77,424	80,521	98,374	84,299	84,299	84,299	84,299
Capital Outlay	4,955	11,662	23,500	16,000	16,000	16,000	15,000
Contingencies	0	0	3,134	30,017	30,017	30,017	30,019
Transfers Out	5,000	0	0	0	0	0	0
Ending Balance	<u>321</u>	<u>334</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Expenses	<u>544,282</u>	<u>552,066</u>	<u>688,747</u>	<u>679,916</u>	<u>679,916</u>	<u>679,916</u>	<u>704,031</u>

Program: Support Services – Community Development Management Services

Personnel

	ACTUAL	ACTUAL	BUDGET	MANAGER RECOMMEND	COMMITTEE APPROVED	COUNCIL ADOPTED	PROJECTED
	FY'06	FY'07	FY'08	FY'09	FY'09	FY'09	FY'10
	#	#	#	#	#	#	#
Community Development Director	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Administrative Coordinator	1.00	0.00	0.00	0.00	0.00	0.00	0.00
Community Dev. Coordinator	0.00	1.00	1.00	1.00	1.00	1.00	1.00
Office Assistant II	1.00	0.00	1.00	1.00	1.00	1.00	1.00
Office Assistant I	1.00	2.00	2.00	2.00	2.00	2.00	2.00
Permit Technician	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Department Support Technician	1.00	1.00	1.00	0.00	0.00	0.00	0.00
Database Technician	<u>1.00</u>						
Total Full Time Positions	<u>7.00</u>	<u>7.00</u>	<u>8.00</u>	<u>7.00</u>	<u>7.00</u>	<u>7.00</u>	<u>7.00</u>
Part Time/Seasonal Hours	<u>2,280</u>	<u>680</u>	<u>680</u>	<u>680</u>	<u>680</u>	<u>680</u>	<u>680</u>

Capital Outlay/By Item:

Computers	10,500	12,000	12,000	12,000	12,000
PC Software/License	1,000	1,000	1,000	1,000	1,000
Office Furniture	9,000	2,000	2,000	2,000	1,000
Office Equipment	<u>3,000</u>	<u>1,000</u>	<u>1,000</u>	<u>1,000</u>	<u>1,000</u>
Total Capital Outlay	<u>23,500</u>	<u>16,000</u>	<u>16,000</u>	<u>16,000</u>	<u>15,000</u>

Program: Support Services – Engineering Services

Services Delivered:

“Quality Engineering Today for a Reliable Tomorrow.” This activity assists with orderly development of our community by ensuring compliance with adopted facility plans and development standards. Working with other activities, the Division participates in site plan review, design, plan checking and inspection of new public facilities.

Services are provided to other City divisions and to customers at the Community Development counter with information from over 6,000 plans and “as-built” drawings. Engineering developed and maintains the mapping portion of our Geographic Information System (GIS).

FY’09 - ’10 Anticipated Accomplishments:

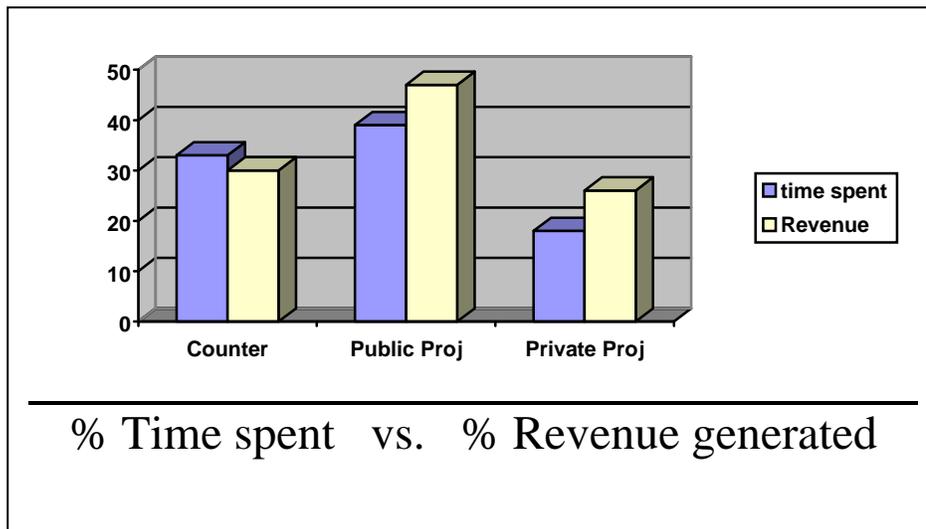
The Engineering Division continues to play a key role in preparation and maintenance of base maps for our GIS program. Our 2007 aerial photos have become extremely useful for City staff as well as surveyors and engineers working in our area. In 2010 we will be at our 3-year cycle to update the photos which will bring us up to date and give city staff and the developing community a fresh view and renewed confidence in our data which we provide. Engineering has budgeted sufficient funds in 2010 for another aerial package.

Engineering is also involved in a number of capital improvements including the design, construction and inspection of new bike/pedestrian facilities, improvements to Rogue River Highway, West Park Widening, and Rogue River and Williams Hwy Waterlines.

FY’09 Performance Measurements:

- Capital projects will be completed within authorized budget estimates 90% of the time. **Goal #VI**
- Capital projects will be completed within authorized schedule 90% of the time. **Goal #VI**
- Within 10 working days of the division’s actual receipt of construction plans, contact will be made, 90% of the time, informing the applicant of the status of the plan review, whether it is completed, still under review, or additional information is needed to complete the review. (Contact may be made in person, over the phone, in writing or electronically.) **Goal #I**

Program: Support Services – Engineering Services



FY'08 Activity Review:

The Engineering Division assisted in a great deal of new development in our community this year. Examples include: Willow/Redwood Traffic Signal, Redwood Avenue LID, Washington Boulevard Pavement Replacement, Pine Street Sewer Rehabilitation, and the Rogue River Highway Improvements.

Thirteen private developments were/are in the plan checking, construction, or final platting process during this same time period. A few examples are: Summerfield Estates, The Village PUD, Tall Cedars, Marianne Subdivision, Laura Renee Estates, and Holcombe Subdivision.

FY'08 Performance Indicators:

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

Program: Support Services – Engineering Services

Financial Summary

Resources	ACTUAL	ACTUAL	BUDGET	MANAGER RECOMMEND	COMMITTEE APPROVED	COUNCIL ADOPTED	PROJECTED
	FY'06	FY'07	FY'08	FY'09	FY'09	FY'09	FY'10
	\$	\$	\$	\$	\$	\$	\$
	<u>(51,520)</u>	<u>(43,231)</u>	<u>94,496</u>	<u>205,192</u>	<u>205,192</u>	<u>205,192</u>	<u>126,554</u>
Current Resources							
Activity Generated							
Grants Pass Parkway Agency	5,708	1,140	1,000	0	0	0	0
Engineering Fees	209,448	210,064	250,350	155,600	155,600	155,600	172,000
Sale of publications	4,065	5,409	5,500	3,000	3,000	3,000	8,000
Interest	28	(1,452)	0	10,000	10,000	10,000	10,000
Other Revenue	50	4,242	0	2,000	2,000	2,000	2,000
Loan Proceeds	0	125,000	0	0	0	0	0
Direct Charges To:							
General Fund	6,380	6,000	56,450	17,900	17,900	17,900	17,900
Transportation	142,046	207,018	200,000	195,000	195,000	195,000	200,000
Wastewater Operations	36,833	55,949	65,000	60,000	60,000	60,000	60,000
Storm Water Operations	0	16,887	10,500	0	0	0	0
Solid Waste Operations	11,830	0	0	0	0	0	0
Water Operations	77,407	92,272	135,000	90,000	90,000	90,000	90,000
Administrative Services	6,512	8,516	0	13,500	13,500	13,500	14,000
Transportation Projects	136,377	136,653	165,000	226,100	226,100	226,100	226,100
Lands & Buildings Projects	12,477	24,604	45,000	30,000	30,000	30,000	30,000
Wastewater Projects	9,331	29,815	42,000	110,000	110,000	110,000	110,000
Water Projects	3,823	34,719	56,000	107,000	107,000	107,000	105,000
GIS Fees	<u>171,911</u>	<u>114,622</u>	<u>238,055</u>	<u>157,875</u>	<u>157,875</u>	<u>157,875</u>	<u>158,550</u>
Total Current Resources	<u>834,226</u>	<u>1,071,458</u>	<u>1,269,855</u>	<u>1,177,975</u>	<u>1,177,975</u>	<u>1,177,975</u>	<u>1,203,550</u>
Total Resources	<u>782,706</u>	<u>1,028,227</u>	<u>1,364,351</u>	<u>1,383,167</u>	<u>1,383,167</u>	<u>1,383,167</u>	<u>1,330,104</u>

Requirements	ACTUAL	ACTUAL	BUDGET	MANAGER RECOMMEND	COMMITTEE APPROVED	COUNCIL ADOPTED	PROJECTED
	FY'06	FY'07	FY'08	FY'09	FY'09	FY'09	FY'10
	\$	\$	\$	\$	\$	\$	\$
Personal Services	631,358	737,956	870,601	983,577	983,577	983,577	958,646
Materials & Supplies	15,019	20,947	31,660	32,300	32,300	32,300	34,750
Contractual/Prof Services	42,880	43,308	78,387	76,105	76,105	76,105	79,408
Direct Charges	122,856	90,915	115,996	162,131	162,131	162,131	167,436
Capital Outlay	1,324	40,071	22,000	2,500	2,500	2,500	53,500
Contingencies	0	0	113,428	126,554	126,554	126,554	36,364
Debt Service	0	534	132,279	0	0	0	0
Transfers Out	12,500	0	0	0	0	0	0
Ending Balance	<u>(43,231)</u>	<u>94,496</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Expenses	<u>782,706</u>	<u>1,028,227</u>	<u>1,364,351</u>	<u>1,383,167</u>	<u>1,383,167</u>	<u>1,383,167</u>	<u>1,330,104</u>

Program: Support Services – Engineering Services

Personnel

	ACTUAL	ACTUAL	BUDGET	MANAGER RECOMMEND	COMMITTEE APPROVED	COUNCIL ADOPTED	PROJECTED
	FY'06	FY'07	FY'08	FY'09	FY'09	FY'09	FY'10
	#	#	#	#	#	#	#
City Engineer	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Utility Engineer	1.00	1.00	1.00	1.00	1.00	1.00	1.00
City Surveyor	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Lead Engineering Tech	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Department Support Technician	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Engineering Tech II	3.00	3.00	4.00	4.00	4.00	4.00	4.00
Engineering Tech I	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>
Subtotal	9.00	9.00	10.00	10.00	10.00	10.00	10.00
Public Works Director							
From: Water Treatment	<u>0.19</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Subtotal	0.19	0.00	0.00	0.00	0.00	0.00	0.00
Total Full Time Positions	<u>9.19</u>	<u>9.00</u>	<u>10.00</u>	<u>10.00</u>	<u>10.00</u>	<u>10.00</u>	<u>10.00</u>
Part Time/Seasonal Hours	<u>1,520</u>	<u>1,040</u>	<u>1,040</u>	<u>1,040</u>	<u>1,040</u>	<u>1,040</u>	<u>1,040</u>

Capital Outlay/By Item:

Aerial Photos for GIS Data Base	17,000	0	0	0	51,000
Office Equipment	<u>5,000</u>	<u>2,500</u>	<u>2,500</u>	<u>2,500</u>	<u>2,500</u>
Total Capital Outlay	<u>22,000</u>	<u>2,500</u>	<u>2,500</u>	<u>2,500</u>	<u>53,500</u>

Program: Support Services – Property Management

Services Delivered:

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

FY'09 - '10 Anticipated Accomplishments:

Property Management will continue carpet replacement at the Municipal Building. We will take on management of the old Park Street Station building after the new fire station opens. Recycling and other steps shall be taken to continue to reduce our carbon footprint.

FY'09 Performance Measurements:

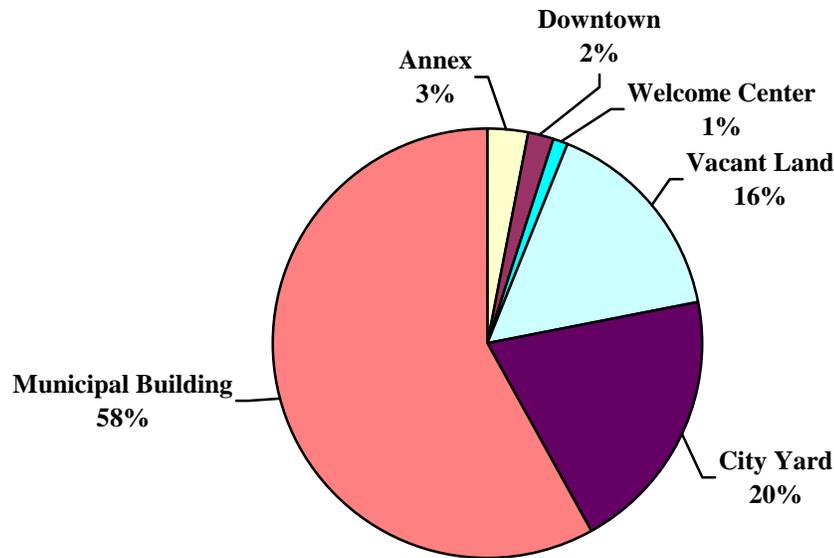
- Three janitorial contracts not renewed within the last year shall be put out to bid. **Goal #VI**
- Two additional light poles will be installed in the Municipal Parking lot to facilitate safety.
Goal #III
- Property Management will respond to all service requests within two business days 95% of the time.
Goal #VI

Budget Highlights:

- Staff will replace ceiling tiles in all public areas at the Municipal Building.
- We will focus on fiscally responsible ways to be environmentally friendly.

Program: Support Services – Property Management

Budget Allocations



Actual Expenditures FY'07

FY'08 Activity Review:

- Additional remodeling was performed throughout the Municipal campus including the Council Chambers.
- The auto shop at the City Service Center was refurbished for new City operations.
- The boiler at the Municipal Building was replaced.
- Surplus properties were maintained, including: rough mowing, preventative maintenance and the hosting of a pear festival at the River Road Reserve.

FY'08 Performance Indicators:

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

Program: Support Services – Property Management

Financial Summary

Resources	ACTUAL	ACTUAL	BUDGET	MANAGER RECOMMEND	COMMITTEE APPROVED	COUNCIL ADOPTED	PROJECTED
	FY'06	FY'07	FY'08	FY'09	FY'09	FY'09	FY'10
	\$	\$	\$	\$	\$	\$	\$
	<u>81,832</u>	<u>107,380</u>	<u>141,592</u>	<u>102,663</u>	<u>102,663</u>	<u>102,663</u>	<u>41,967</u>
Current Resources							
Activity Generated							
Direct Charges to:							
General Fund	103,463	118,442	118,057	107,403	107,403	107,403	107,403
Transportation	46,403	48,260	48,260	53,838	53,838	53,838	53,838
Wastewater Operations	36,688	39,104	39,106	40,679	40,679	40,679	40,679
Solid Waste Operations	912	0	0	0	0	0	0
Water Operations	28,156	29,283	29,586	31,243	31,243	31,243	31,243
Fleet Operations	2,547	2,649	20,652	26,800	26,800	26,800	28,000
Community Development Mgmt	77,424	80,521	84,299	84,299	84,299	84,299	84,299
Administrative Services	106,613	113,543	136,907	155,236	155,236	155,236	155,236
Interest	5,208	7,097	7,000	4,000	4,000	4,000	2,500
Rent of Assets	30,795	26,945	11,774	11,774	11,774	11,774	11,774
Other Revenue	<u>0</u>	<u>109</u>	<u>1,440</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Current Resources	<u>438,209</u>	<u>465,953</u>	<u>497,081</u>	<u>515,272</u>	<u>515,272</u>	<u>515,272</u>	<u>514,972</u>
Total Resources	<u>520,041</u>	<u>573,333</u>	<u>638,673</u>	<u>617,935</u>	<u>617,935</u>	<u>617,935</u>	<u>556,939</u>

Requirements	ACTUAL	ACTUAL	BUDGET	MANAGER RECOMMEND	COMMITTEE APPROVED	COUNCIL ADOPTED	PROJECTED
	FY'06	FY'07	FY'08	FY'09	FY'09	FY'09	FY'10
	\$	\$	\$	\$	\$	\$	\$
Personal Services	78,077	105,501	109,587	143,475	143,475	143,475	146,310
Materials & Supplies	13,002	27,540	19,925	20,415	20,415	20,415	20,415
Contractual/Prof Services	214,768	225,796	249,315	254,911	254,911	254,911	255,675
Capital Outlay	20,913	29,109	63,000	85,832	85,832	85,832	83,909
Contingencies	0	0	26,333	41,967	41,967	41,967	0
Indirect Charges	36,151	38,795	44,183	50,464	50,464	50,464	50,630
Debt Service	34,750	0	0	0	0	0	0
Transfers Out	15,000	5,000	50,000	20,871	20,871	20,871	0
Ending Balance	<u>107,380</u>	<u>141,592</u>	<u>76,330</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Expenses	<u>520,041</u>	<u>573,333</u>	<u>638,673</u>	<u>617,935</u>	<u>617,935</u>	<u>617,935</u>	<u>556,939</u>

Program: Support Services – Property Management

Personnel

	ACTUAL	ACTUAL	BUDGET	MANAGER RECOMMEND	COMMITTEE APPROVED	COUNCIL ADOPTED	PROJECTED
	FY'06	FY'07	FY'08	FY'09	FY'09	FY'09	FY'10
	#	#	#	#	#	#	#
Field Operations Director	1.00	0.00	0.00	0.00	0.00	0.00	0.00
Parks and Community Service Director	0.00	1.00	1.00	1.00	1.00	1.00	1.00
Municipal Specialist	1.00	0.00	0.00	0.00	0.00	0.00	0.00
Property/Project Coordinator	0.00	1.00	1.00	1.00	1.00	1.00	1.00
Office Assistant II	<u>0.50</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>
Subtotal	2.50	3.00	3.00	3.00	3.00	3.00	3.00
Parks and Community Service Director							
To: Downtown	0.00	0.00	(0.05)	(0.05)	(0.05)	(0.05)	(0.05)
To: Park Maintenance	(0.35)	(0.25)	(0.20)	(0.35)	(0.35)	(0.35)	(0.35)
To: Street Maintenance	(0.35)	(0.35)	0.00	0.00	0.00	0.00	0.00
To: Storm Water	0.00	0.00	(0.15)	0.00	0.00	0.00	0.00
To: Garage Operations	(0.35)	0.00	(0.10)	(0.10)	(0.10)	(0.10)	(0.10)
To: Recreation	(0.05)	0.00	0.00	0.00	0.00	0.00	0.00
To: Tourism	0.00	0.00	(0.05)	(0.05)	(0.05)	(0.05)	(0.05)
To: Information Technology	0.00	(0.10)	(0.20)	(0.20)	(0.20)	(0.20)	(0.20)
To: Equipment Replacement	(0.10)	(0.10)	(0.05)	(0.05)	(0.05)	(0.05)	(0.05)
Park & Prop Mgmt Supervisor							
From: Park Maintenance	0.20	0.00	0.00	0.00	0.00	0.00	0.00
Dept. Support Specialist							
From: Garage Operations	0.10	0.10	0.10	0.15	0.15	0.15	0.15
Municipal Specialist							
To: Park Maintenance	(0.25)	0.00	0.00	0.00	0.00	0.00	0.00
To: Aquatics	(0.15)	0.00	0.00	0.00	0.00	0.00	0.00
Property/Project Coordinator							
To: Park Maintenance	0.00	(0.20)	(0.05)	(0.05)	(0.05)	(0.05)	(0.05)
To: Aquatics	0.00	(0.15)	(0.05)	(0.05)	(0.05)	(0.05)	(0.05)
To: Downtown	0.00	0.00	(0.15)	(0.15)	(0.15)	(0.15)	(0.15)
To: Garage operations	0.00	0.00	(0.10)	0.00	0.00	0.00	0.00
To: Street Maintenance	0.00	(0.10)	0.00	(0.10)	(0.10)	(0.10)	(0.10)
Office Assistant II							
To: Garage Operations	(0.20)	(0.20)	0.00	0.00	0.00	0.00	0.00
To: Information Technology	0.00	(0.50)	0.00	0.00	0.00	0.00	0.00
To: Park Maintenance	(0.10)	(0.10)	(0.50)	(0.50)	(0.50)	(0.50)	(0.50)
To: Street Maintenance	(0.10)	(0.10)	0.00	0.00	0.00	0.00	0.00
To: Equipment Replacement	(0.05)	(0.05)	0.00	0.00	0.00	0.00	0.00
To: Tourism	0.00	0.00	(0.05)	(0.05)	(0.05)	(0.05)	(0.05)
To: Information Technology	<u>0.00</u>	<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	(1.75)	(2.10)	(1.75)	(1.70)	(1.70)	(1.70)	(1.70)
Total Full Time Positions	<u>.75</u>	<u>.90</u>	<u>1.25</u>	<u>1.30</u>	<u>1.30</u>	<u>1.30</u>	<u>1.30</u>
Part Time/Seasonal Hours	<u>400</u>	<u>400</u>	<u>400</u>	<u>400</u>	<u>400</u>	<u>400</u>	<u>400</u>
Capital Outlay/By Item							
Remodeling/Renovation			60,000	82,832	82,832	82,832	80,909
Office Furniture/Equipment/Computers			<u>3,000</u>	<u>3,000</u>	<u>3,000</u>	<u>3,000</u>	<u>3,000</u>
Total Capital Outlay			<u>63,000</u>	<u>85,832</u>	<u>85,832</u>	<u>85,832</u>	<u>83,909</u>

Program: Support Services – Information Technology

Mission Statement:

The mission of the Information Technology Division is to support the City's overall mission and enhance organizational value as an effective-use facilitator of City information technologies for authorized internal and external clientele.

Services Delivered:

The 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 scope of these support services includes several remote locations throughout the City. The IT staff also administers and supports the organization's internal telephone and voicemail system. This area of responsibility is new to the IT Division in FY'08.

The Division oversees Web page development, enhancement, and content management for the City's Website. This far-reaching Internet resource is a major communication and productivity tool inside as well as outside the organization. The IT staff serves as an expert technical adviser to the Website committee, offers technical support to those who are authorized to manipulate content, and responds to Webmaster inquiries.

The IT Division develops standards for the City's computer hardware configurations, procedures, information systems, as well as its telephone technology. In accordance with these standards, the Division assists the organization in procuring computer hardware, software, and the required technology licensing. The IT staff also assists in the selection of department specific software applications and can provide limited specialized technical support for these applications.

Note: The IT Division is funded by a 2% information technology charge which is applied against all departmental budgets.

FY'09 - '10 Anticipated Accomplishments:

- All prescribed upgrades to the HTE software will be performed.
- Additional structure, in IT documentation and procedure tracking, will be continued to foster greater consistency in network performance as well as helping to increase staff productivity.
- General IT standards, methods, and procedures will be documented in an established electronic repository as well as in a paper-based system, for disaster recovery.
- The new GIS system will be completed and access will be rolled out to the entire organization.
- Training sessions will be offered to all personnel to improve productivity and assure the effective use of City software systems.
- Network and system performance monitoring will be implemented to a reasonable degree.
- The fundamental City network will be documented and mapped.

Program: Support Services – Information Technology

FY'09 Performance Measurements:

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

Budget Highlights:

- An improved degree of data and system performance and protection will be accomplished by replacing aging network devices and applying a revised backup strategy.
- Another instance of the Laser fiche Web system is planned to facilitate access to designated City documents for the community via the Internet.
- A reduction of Novell product usage in our network is planned, which will help to reduce our overall network licensing costs.

FY'08 Activity Review:

- New goals and objectives were set.
- IT planned and began a move to a Microsoft Active Directory Domain.
- IT supervised the content management Website activities for the City.
- An IT Manager was hired.
- 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.
- The City's first Storage Area Network (SAN) device was installed and configured for network data storage.
- Many of the City's data volumes, including the complete document imaging repository, were moved to the new SAN device.
- The Linux/VMware virtual server environment was evaluated and adopted as a cost-saving, server-consolidation measure. Four virtual servers were installed on a single hardware server and configured for designated system services.
- Microsoft licensing was brought up to date and basic license tracking procedures were implemented.
- A Web-based network and technology documentation environment was established to foster greater productivity in the IT Division.

FY'08 Performance Indicators:

- Help Desk requests will be responded to within 8 hours of being received.
Goal #VI Target not met. Due to personnel shortages.
- 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. Due to personnel shortages.**
- 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. **Goal #VI Target met.**

Program: Support Services – Information Technology

Financial Summary

Resources	ACTUAL FY'06 \$	ACTUAL FY'07 \$	BUDGET FY'08 \$	MANAGER RECOMMEND FY'09 \$	COMMITTEE APPROVED FY'09 \$	COUNCIL ADOPTED FY'09 \$	PROJECTED FY'10 \$
Beginning Balance	<u>0</u>	<u>94,491</u>	<u>113,257</u>	<u>47,376</u>	<u>47,376</u>	<u>47,376</u>	<u>45,159</u>
Current Resources							
Activity Generated							
Interest	644	6,177	6,100	3,900	3,900	3,900	3,900
Other Revenue	(4)	0	0	17,596	17,596	17,596	67,375
Information Tech Charges	<u>449,332</u>	<u>474,141</u>	<u>524,483</u>	<u>560,882</u>	<u>560,882</u>	<u>560,882</u>	<u>578,001</u>
Total Current Resources	<u>449,972</u>	<u>480,318</u>	<u>530,583</u>	<u>582,378</u>	<u>582,378</u>	<u>582,378</u>	<u>649,276</u>
Total Resources	<u>449,972</u>	<u>574,809</u>	<u>643,840</u>	<u>629,754</u>	<u>629,754</u>	<u>629,754</u>	<u>694,435</u>

Requirements	ACTUAL FY'06 \$	ACTUAL FY'07 \$	BUDGET FY'08 \$	MANAGER RECOMMEND FY'09 \$	COMMITTEE APPROVED FY'09 \$	COUNCIL ADOPTED FY'09 \$	PROJECTED FY'10 \$
Personal Services	195,679	229,847	313,610	324,003	324,003	324,003	355,471
Materials & Supplies	5,483	4,029	4,400	4,500	4,500	4,500	4,500
Contractual/Prof Services	114,083	144,391	209,026	202,412	202,412	202,412	191,904
Direct Charges	7,412	5,611	15,428	14,427	14,427	14,427	14,427
Capital Outlay	32,824	77,674	54,000	36,153	36,153	36,153	23,000
Contingency	0	0	47,376	48,259	48,259	48,259	105,133
Ending Balance	<u>94,491</u>	<u>113,257</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Expenses	<u>449,972</u>	<u>574,809</u>	<u>643,840</u>	<u>629,754</u>	<u>629,754</u>	<u>629,754</u>	<u>694,435</u>

Program: Support Services – Information Technology

Personnel

	ACTUAL	ACTUAL	BUDGET	MANAGER RECOMMEND	COMMITTEE APPROVED	COUNCIL ADOPTED	PROJECTED
	FY'06	FY'07	FY'08	FY'09	FY'09	FY'09	FY'10
	#	#	#	#	#	#	#
Information System Technician	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Information System Supervisor	0.00	0.00	1.00	1.00	1.00	1.00	1.00
Computer Services Technician	2.00	1.00	2.00	2.00	2.00	2.00	2.00
Web Technician	<u>0.50</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Subtotal	3.50	2.00	4.00	4.00	4.00	4.00	4.00
Parks and Comm. Service Director							
From: Property Management	0.00	0.10	0.20	0.20	0.20	0.20	0.20
Office Assistant II							
From: Property Management	0.00	0.50	0.15	0.15	0.15	0.15	0.15
Department Support Specialist							
From: Garage	<u>0.05</u>	<u>0.05</u>	<u>0.10</u>	<u>0.10</u>	<u>0.10</u>	<u>0.10</u>	<u>0.10</u>
Subtotal	0.05	0.65	0.45	0.45	0.45	0.45	0.45
Total Full Time Positions	<u>3.55</u>	<u>2.65</u>	<u>4.45</u>	<u>4.45</u>	<u>4.45</u>	<u>4.45</u>	<u>4.45</u>
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>	<u>**1,040</u>

** Equal to Web Technician 0.50 FTE

Capital Outlay/By Item:

Office Furniture	3,000	5,500	5,500	5,500	0
Local Area Network	6,000	3,000	3,000	3,000	6,000
Computers	9,000	5,100	5,100	5,100	7,000
Information Technology Infrastructure Hardware	<u>36,000</u>	<u>22,553</u>	<u>22,553</u>	<u>22,553</u>	<u>10,000</u>
Total Capital Outlay	<u>54,000</u>	<u>36,153</u>	<u>36,153</u>	<u>36,153</u>	<u>23,000</u>

Program: Support Services – Garage Operations

Services Delivered:

This activity maintains vehicles and equipment for all departments. Departments are charged on a mileage or hourly basis for vehicle use. The budget includes costs for fuel, insurance, preventative maintenance and repairs. The City has hired their own mechanics and opened the City Fleet facility for the repair and maintenance of all City owned vehicles and equipment with the exception of some remote locations such as Jo Gro. Rural Metro has requested that the City resume complete responsibility for repairs and maintenance of City Fire vehicles which they previously maintained.

FY'09 Performance Measurements:

- A new fleet garage will be built to meet the requirements of the larger vehicles. **Goal #VI**
Effectiveness target: 100%
- All vehicle user rates will be reviewed in FY'09 to insure rates cover actual expenses. **Goal #VI**
Effectiveness target: 100%
- Satisfaction of customer service to be rated by users. **Goal #VI**
Effectiveness target: 100%
- Within 24 hours notice, a motor pool car or equivalent will be available for checkout. **Goal #VI**
Effectiveness target: 95%

Budget Highlights:

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

FY'08 Activity Review:

During FY'08 all vehicle rates were reviewed to insure rates covered all anticipated expenses. The garage was painted and minor upgrades performed to start the City fleet operations. Two mechanics and a part time office assistant were hired. All maintenance responsibilities including regular department vehicles, fleet vehicles and fire and police vehicles were assumed from Josephine County and Rural Metro.

FY'08 Performance Indicators:

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

Program: Support Services – Garage Operations

Program: Support Services – Garage Operations

Financial Summary

Resources	ACTUAL	ACTUAL	BUDGET	MANAGER RECOMMEND	COMMITTEE APPROVED	COUNCIL ADOPTED	PROJECTED
	FY'06	FY'07	FY'08	FY'09	FY'09	FY'09	FY'10
	\$	\$	\$	\$	\$	\$	\$
Beginning Balance	<u>104,694</u>	<u>63,105</u>	<u>98,900</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>61,224</u>
Current Resources							
Activity Generated							
Internal Billings	403,412	528,816	603,048	836,278	836,278	836,278	851,291
Interest	1,405	1,658	211	0	0	0	2,300
Other Revenue	8,844	10,630	10,000	10,000	10,000	10,000	10,000
Petroleum Antitrust Distribution	197	0	0	0	0	0	0
Transfer from Equipment Repl.	<u>0</u>	<u>0</u>	<u>35,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Current Resources	<u>413,858</u>	<u>541,104</u>	<u>648,259</u>	<u>846,278</u>	<u>846,278</u>	<u>846,278</u>	<u>863,591</u>
Total Resources	<u>518,552</u>	<u>604,209</u>	<u>747,159</u>	<u>846,278</u>	<u>846,278</u>	<u>846,278</u>	<u>924,815</u>

Requirements	ACTUAL	ACTUAL	BUDGET	MANAGER RECOMMEND	COMMITTEE APPROVED	COUNCIL ADOPTED	PROJECTED
	FY'06	FY'07	FY'08	FY'09	FY'09	FY'09	FY'10
	\$	\$	\$	\$	\$	\$	\$
Personal Services	31,255	27,604	215,167	232,669	232,669	232,669	247,908
Materials & Supplies	140,393	163,888	294,609	351,000	351,000	351,000	391,400
Contractual/Prof Services	242,395	265,799	130,079	92,744	92,744	92,744	141,206
Direct Charges	0	0	12,380	15,000	15,000	15,000	15,000
Capital Outlay	0	2,081	27,000	10,000	10,000	10,000	10,000
Contingencies	0	0	0	74,724	74,724	74,724	38,750
Indirect Charges	41,404	45,937	67,924	70,141	70,141	70,141	80,551
Ending Balance	<u>63,105</u>	<u>98,900</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Expenses	<u>518,552</u>	<u>604,209</u>	<u>747,159</u>	<u>846,278</u>	<u>846,278</u>	<u>846,278</u>	<u>924,815</u>

Program: Support Services – Garage Operations

Personnel

	ACTUAL	ACTUAL	BUDGET	MANAGER RECOMMEND	COMMITTEE APPROVED	COUNCIL ADOPTED	PROJECTED
	FY'06	FY'07	FY'08	FY'09	FY'09	FY'09	FY'10
	#	#	#	#	#	#	#
Dept. Support Specialist	1.00	0.00	1.00	1.00	1.00	1.00	1.00
Lead Fleet Mechanic	0.00	1.00	1.00	1.00	1.00	1.00	1.00
Mechanic	0.00	0.00	1.00	1.00	1.00	1.00	1.00
Department Support Technician	<u>0.00</u>	<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	1.00	4.00	4.00	4.00	4.00	4.00
Parks and Comm. Service Director							
From: Property Mgmt	0.05	0.00	0.10	0.10	0.10	0.10	0.10
Prop/Project Coordinator							
From: Property Mgmt	0.00	0.00	0.10	0.00	0.00	0.00	0.00
Dept. Support Specialist							
To: Park Maintenance	(0.10)	(0.10)	(0.15)	(0.15)	(0.15)	(0.15)	(0.15)
To: Street Maintenance	(0.15)	(0.15)	0.00	0.00	0.00	0.00	0.00
To: Property Mgmt	(0.10)	(0.10)	(0.10)	(0.15)	(0.15)	(0.15)	(0.15)
To: Information Technology	(0.05)	(0.05)	(0.10)	(0.10)	(0.10)	(0.10)	(0.10)
To: Equipment Replacement	(0.30)	(0.30)	(0.20)	(0.20)	(0.20)	(0.20)	(0.20)
Dept. Support Technician							
To: Equipment Replacement	0.00	0.00	(0.15)	(0.15)	(0.15)	(0.15)	(0.15)
Office Assistant II							
From: Property Mgmt	0.20	0.20	0.00	0.00	0.00	0.00	0.00
Lead Fleet Mechanic							
To: Equipment Replacement	0.00	(0.10)	(0.10)	(0.15)	(0.15)	(0.15)	(0.15)
Mechanic							
To: Equipment Replacement	<u>0.00</u>	<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	(0.45)	(0.60)	(0.70)	(0.95)	(0.95)	(0.95)	(0.95)
Total Full Time Positions	<u>0.55</u>	<u>.40</u>	<u>3.30</u>	<u>3.05</u>	<u>3.05</u>	<u>3.05</u>	<u>3.05</u>
Part Time/Seasonal Hours	<u>37</u>	<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		0	10,000	10,000	10,000	0
Brake Lathe		0	0	0	0	10,000
Equip New City Garage			<u>27,000</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Capital Outlay			<u>27,000</u>	<u>10,000</u>	<u>10,000</u>	<u>10,000</u>

Program: Support Services – Equipment Replacement

Services Delivered:

This activity provides for the replacement of City vehicles and fleet equipment. Each department is charged a monthly depreciation fee which is amortized over the projected life of the vehicle. Payment and account balances are kept on each vehicle with the accumulated funds paying for replacement of the equipment at the end of its useful life. Actual replacement decisions are made after reviewing age, maintenance costs and reliability of each piece of equipment.

FY'09 Performance Measurements:

- Complete final evaluation before replacing budgeted vehicles and equipment. **Goal #VI**
Effectiveness target: 100%
- Acquire two new vehicles for City use. **Goal #VI**
Effectiveness target: 100%
- Execute leases for three new patrol vehicles to replace current patrol vehicles. **Goal #VI**
Effectiveness target: 100%

Budget Highlights:

The FY'09 budget includes funds for purchasing a new patrol car, a new motorcycle, a used detective vehicle for Public Safety and a midsize truck for Utilities. With accrued funds we will also look at replacing two front-end loaders, two compressors, a bucket truck, 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.

A budget transfer of \$500,000 was authorized to fund construction of additional space needed to serve anticipated fleet service needs for the next 15 years.

FY'08 Activity Review:

During FY'08 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.

FY'08 Performance Indicators:

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

Program: Support Services – Equipment Replacement

Program: Support Services – Equipment Replacement

Financial Summary

Resources	ACTUAL	ACTUAL	BUDGET	MANAGER	COMMITTEE	COUNCIL	PROJECTED
	FY'06	FY'07	FY'08	RECOMMEND	APPROVED	ADOPTED	FY'10
	\$	\$	\$	\$	\$	\$	\$
Beginning Balance	<u>2,098,998</u>	<u>2,346,859</u>	<u>2,430,264</u>	<u>2,719,857</u>	<u>2,719,857</u>	<u>2,719,857</u>	<u>2,298,836</u>
Current Resources							
Activity Generated							
Internal Billings	402,373	446,047	536,900	543,400	543,400	543,400	564,100
Interest	81,944	107,495	114,000	82,700	82,700	82,700	74,250
Transfers From:							
General Fund	34,500	64,560	50,000	98,000	98,000	98,000	50,000
Street Utility Fund	0	0	0	5,000	5,000	5,000	0
Wastewater Fund	0	0	20,000	190,000	190,000	190,000	65,000
Water Fund	21,500	1,500	11,000	0	0	0	0
Property Services	0	0	0	5,000	5,000	5,000	0
Engineering	12,500	0	0	0	0	0	0
Other Revenue	<u>4,665</u>	<u>14,527</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Current Resources	<u>557,482</u>	<u>634,129</u>	<u>731,900</u>	<u>924,100</u>	<u>924,100</u>	<u>924,100</u>	<u>753,350</u>
Total Resources	<u>2,656,480</u>	<u>2,980,988</u>	<u>3,162,164</u>	<u>3,643,957</u>	<u>3,643,957</u>	<u>3,643,957</u>	<u>3,052,186</u>

Requirements	ACTUAL	ACTUAL	BUDGET	MANAGER	COMMITTEE	COUNCIL	PROJECTED
	FY'06	FY'07	FY'08	RECOMMEND	APPROVED	ADOPTED	FY'10
	\$	\$	\$	\$	\$	\$	\$
Personal Services	33,322	34,741	37,730	54,260	54,260	54,260	56,460
Materials & Supplies	584	84	350	350	350	350	350
Contractual/Prof Services	50,138	50,145	68,999	66,862	66,862	66,862	66,895
Direct Charges	2,547	2,649	8,270	16,565	16,565	16,565	16,565
Capital Outlay	206,126	427,253	258,279	663,000	663,000	663,000	311,500
Contingencies	0	0	300,000	300,000	300,000	300,000	300,000
Indirect Charges	16,904	25,852	23,679	34,084	34,084	34,084	31,207
Transfers Out	0	10,000	35,000	500,000	500,000	500,000	0
Ending Balance	<u>2,346,859</u>	<u>2,430,264</u>	<u>2,429,857</u>	<u>2,008,836</u>	<u>2,008,836</u>	<u>2,008,836</u>	<u>2,269,209</u>
Total Expenses	<u>2,656,480</u>	<u>2,980,988</u>	<u>3,162,164</u>	<u>3,643,957</u>	<u>3,643,957</u>	<u>3,643,957</u>	<u>3,052,186</u>

Program: Support Services – Equipment Replacement

Personnel

	ACTUAL	ACTUAL	BUDGET	MANAGER RECOMMEND	COMMITTEE APPROVED	COUNCIL ADOPTED	PROJECTED
	FY'06	FY'07	FY'08	FY'09	FY'09	FY'09	FY'10
	#	#	#	#	#	#	#
Parks/Community Svcs. Director							
From: Property Mgmt	0.10	0.10	0.05	0.05	0.05	0.05	0.05
Dept. Support Technician							
From: Garage	0.00	0.00	0.15	0.15	0.15	0.15	0.15
Dept. Support Specialist							
From: Garage	0.30	0.30	0.20	0.20	0.20	0.20	0.20
Office Assistant II							
From: Property Mgmt	0.05	0.05	0.00	0.00	0.00	0.00	0.00
Lead Fleet Mechanic							
From: Garage	0.00	0.10	0.10	0.15	0.15	0.15	0.15
Mechanic							
From: Garage	<u>0.00</u>	<u>0.00</u>	<u>0.10</u>	<u>0.15</u>	<u>0.15</u>	<u>0.15</u>	<u>0.15</u>
Total Full Time Positions	<u>0.45</u>	<u>0.55</u>	<u>0.60</u>	<u>0.70</u>	<u>0.70</u>	<u>0.70</u>	<u>0.70</u>
Part Time/Seasonal Hours	<u>83</u>	<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	0	0	0	0	70,000
Hybrid Setup			10,000	0	0	0
Garage Setup			10,000	0	0	0
Automobiles			7,500	7,500	7,500	7,500
Scanner/Computers			5,200	2,000	2,000	2,000
Sludge Truck			0	0	0	150,000
Police Vehicles			73,000	93,000	93,000	164,000
Pick-Up Trucks			71,900	95,500	95,500	28,000
Bucket Truck			0	39,000	39,000	0
Front End Loader			75,679	245,000	245,000	0
Air Compressors			0	21,000	21,000	0
Crackpot – Streets			0	0	0	30,000
Other			<u>5,000</u>	<u>10,000</u>	<u>10,000</u>	<u>10,000</u>
Total Capital Outlay			<u>258,279</u>	<u>513,000</u>	<u>513,000</u>	<u>461,500</u>

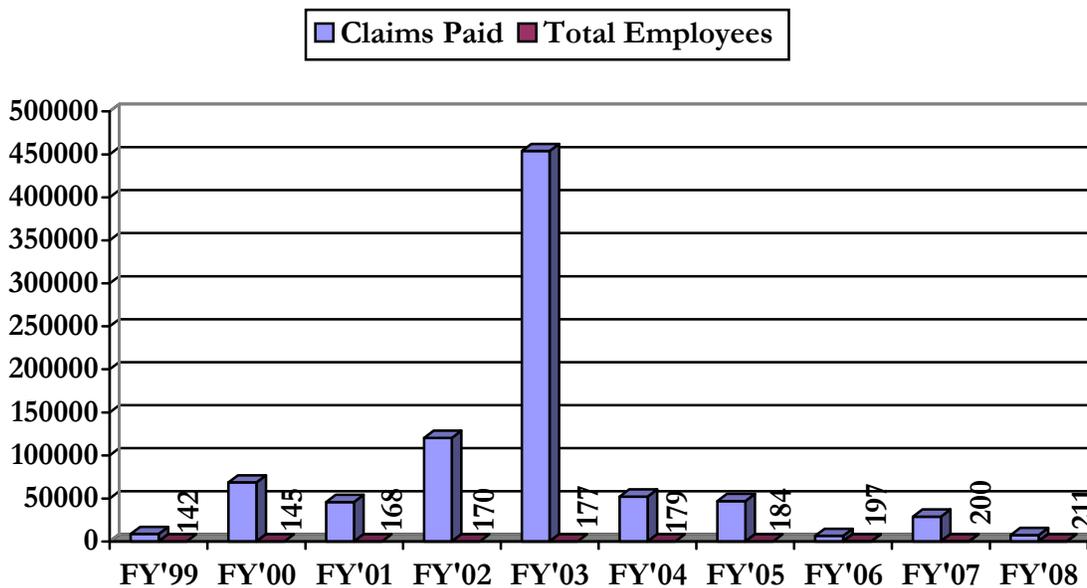
Program: Support Services – Workers’ Compensation Insurance

Services Delivered:

This activity administers the City’s self-insurance program for workers’ compensation. The operating divisions are charged based on 100% of state rates. Losses are paid directly to the claimants from this reserve. Insurance for excess coverage (individual claims in excess of \$400,000 and aggregate claims of \$1,000,000 over a 2 year period), accounts payable, and administration are also paid by this activity.

FY’09 Performance Measurements:

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



Program: Support Services – Workers’ Compensation Insurance

Budget Highlights:

Risk Management with the assistance of the City’s Safety Committee has been able to contain losses during this budget cycle. An extraordinary claim in our Public Safety Department from 2001 generated significant costs. Workers’ Compensation rates will increase by only 3% per annum which is less than the rate of inflation and is consistent with our commitment to the 2 year budget cycle.

FY’08 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.**
- Work towards achievement of SHARP Certification (Safety and Health Achievement Recognition Program) will continue. **Goal #VI Target not met. Project not deemed a priority this fiscal year.**

Program: Support Services – Workers’ Compensation Insurance

Financial Summary

Resources	ACTUAL FY'06 \$	ACTUAL FY'07 \$	BUDGET FY'08 \$	MANAGER RECOMMEND FY'09 \$	COMMITTEE APPROVED FY'09 \$	COUNCIL ADOPTED FY'09 \$	PROJECTED FY'10 \$
Beginning Balance	<u>698,544</u>	<u>596,413</u>	<u>632,567</u>	<u>830,043</u>	<u>830,043</u>	<u>830,043</u>	<u>778,637</u>
Current Resources							
Activity Generated							
Internal Billings	222,253	256,547	300,000	300,000	300,000	300,000	300,000
Interest	21,718	34,801	30,000	30,000	30,000	30,000	30,000
Loan Repayments	24,038	15,616	28,500	0	0	0	0
Other Revenue	<u>0</u>	<u>0</u>	<u>250,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Current Resources	<u>268,009</u>	<u>306,964</u>	<u>608,500</u>	<u>330,000</u>	<u>330,000</u>	<u>330,000</u>	<u>330,000</u>
Total Resources	<u>966,553</u>	<u>903,377</u>	<u>1,241,067</u>	<u>1,160,043</u>	<u>1,160,043</u>	<u>1,160,043</u>	<u>1,108,637</u>

Requirements	ACTUAL FY'06 \$	ACTUAL FY'07 \$	BUDGET FY'08 \$	MANAGER RECOMMEND FY'09 \$	COMMITTEE APPROVED FY'09 \$	COUNCIL ADOPTED FY'09 \$	PROJECTED FY'10 \$
Personal Services	31,676	38,476	44,006	28,151	28,151	28,151	28,792
Materials & Supplies	8,092	12,224	31,000	16,500	16,500	16,500	16,500
Contractual/Prof Services	327,255	216,983	332,835	335,450	335,450	335,450	334,675
Direct Charges	2,617	2,722	2,683	1,305	1,305	1,305	1,305
Capital Outlay	500	404	500	0	0	0	0
Contingencies	0	0	250,000	250,000	250,000	250,000	250,000
Ending Balance	<u>596,413</u>	<u>632,568</u>	<u>580,043</u>	<u>528,637</u>	<u>528,637</u>	<u>528,637</u>	<u>477,365</u>
Total Expenses	<u>966,553</u>	<u>903,377</u>	<u>1,241,067</u>	<u>1,160,043</u>	<u>1,160,043</u>	<u>1,160,043</u>	<u>1,108,637</u>

Program: Support Services – Workers’ Compensation Insurance

Personnel

	ACTUAL	ACTUAL	BUDGET	MANAGER RECOMMEND	COMMITTEE APPROVED	COUNCIL ADOPTED	PROJECTED
	FY'06	FY'07	FY'08	FY'09	FY'09	FY'09	FY'10
	#	#	#	#	#	#	#
City Attorney							
From: Legal Services	0.10	0.10	0.10	0.10	0.10	0.10	0.10
Office Assistant I							
From: Mgmt Services	<u>0.05</u>	<u>0.05</u>	<u>0.05</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Total Full Time Positions	<u>0.15</u>	<u>0.15</u>	<u>0.15</u>	<u>0.10</u>	<u>0.10</u>	<u>0.10</u>	<u>0.10</u>
Part Time/Seasonal Hours	<u>780</u>	<u>780</u>	<u>988</u>	<u>780</u>	<u>780</u>	<u>780</u>	<u>780</u>

Capital Outlay/By Item:

Computers	<u>500</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Capital Outlay	<u>500</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Program: Support Services – General Insurance

Services Delivered:

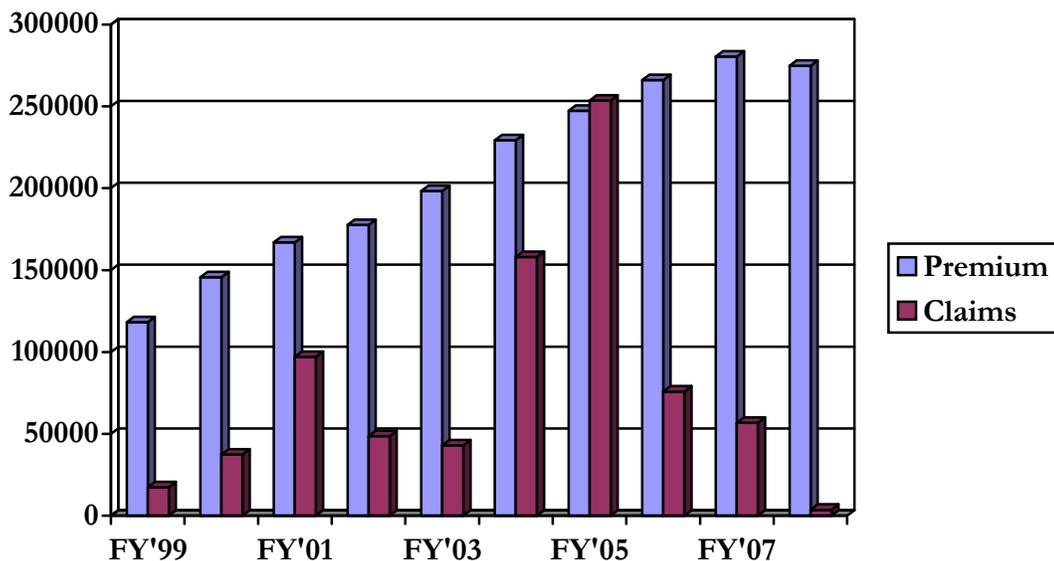
The activity accounts for general insurance excluding workers' compensation. Charges to Departments have been specifically adjusted to represent costs on a pro-rate basis using premium costs from City County Insurance Services as the primary emphasis. Costs to manage this activity have been paid from 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'09 Performance Measurements:

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

Budget Highlights:

Increases in the value of insured property and increases in the number of employees will continue to result in increased general insurance costs. The 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.



Program: Support Services – General Insurance

FY'08 Activity Review:

During FY'08 this activity worked with a CIS Risk Management Consultant to reduce liability exposures through the following actions: 1) Implementing a new driver's policy which includes increased training. 2) Contract insurance limits have been standardized. 3) Land use training to UAPC and City Council.

FY'08 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 RECOMMEND	COMMITTEE APPROVED	COUNCIL ADOPTED	PROJECTED
	FY'06	FY'07	FY'08	FY'09	FY'09	FY'09	FY'10
	\$	\$	\$	\$	\$	\$	\$
Beginning Balance	<u>274,473</u>	<u>317,006</u>	<u>321,466</u>	<u>329,268</u>	<u>329,268</u>	<u>329,268</u>	<u>380,705</u>
Current Resources							
Activity Generated							
Internal Billings	317,574	365,683	401,731	464,576	464,576	464,576	482,446
Interest	13,160	15,567	16,500	11,251	11,251	11,251	11,251
Redwood Sewer District	20,000	23,000	25,300	2,282	2,282	2,282	2,370
9-1-1 Agency	0	0	8,468	0	0	0	0
Loan Repayments	1,089	235	58,425	56,650	56,650	56,650	0
Other Revenue	<u>425</u>	<u>0</u>	<u>70,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Current Resources	<u>352,248</u>	<u>404,485</u>	<u>580,424</u>	<u>534,759</u>	<u>534,759</u>	<u>534,759</u>	<u>496,067</u>
Total Resources	<u>626,721</u>	<u>721,491</u>	<u>901,890</u>	<u>864,027</u>	<u>864,027</u>	<u>864,027</u>	<u>876,772</u>

Requirements	ACTUAL	ACTUAL	BUDGET	MANAGER RECOMMEND	COMMITTEE APPROVED	COUNCIL ADOPTED	PROJECTED
	FY'06	FY'07	FY'08	FY'09	FY'09	FY'09	FY'10
	\$	\$	\$	\$	\$	\$	\$
Personal Services	19,872	25,653	23,691	34,662	34,662	34,662	35,623
Materials & Supplies	4,731	408	8,500	8,500	8,500	8,500	8,500
Contractual/Prof Services	281,995	370,838	446,043	436,244	436,244	436,244	454,173
Direct Charges	2,617	2,722	2,683	3,916	3,916	3,916	3,916
Capital Outlay	500	404	500	0	0	0	0
Contingencies	0	0	75,000	75,000	75,000	75,000	75,000
Debt Service	0	0	91,205	0	0	0	0
Ending Balance	<u>317,006</u>	<u>321,466</u>	<u>254,268</u>	<u>305,705</u>	<u>305,705</u>	<u>305,705</u>	<u>299,560</u>
Total Expenses	<u>626,721</u>	<u>721,491</u>	<u>901,890</u>	<u>864,027</u>	<u>864,027</u>	<u>864,027</u>	<u>876,772</u>

Program: Support Services – General Insurance

Personnel

	ACTUAL FY'06 #	ACTUAL FY'07 #	BUDGET FY'08 #	MANAGER RECOMMEND FY'09 #	COMMITTEE APPROVED FY'09 #	COUNCIL ADOPTED FY'09 #	PROJECTED FY'10 #
City Attorney							
From: Legal Services	0.10	0.10	0.10	0.10	0.10	0.10	0.10
Office Assistant I							
From: Mgmt Services	<u>0.05</u>	<u>0.05</u>	<u>0.05</u>	<u>0.05</u>	<u>0.05</u>	<u>0.05</u>	<u>0.05</u>
Total Full Time Positions	<u>0.15</u>	<u>0.15</u>	<u>0.15</u>	<u>0.15</u>	<u>0.15</u>	<u>0.15</u>	<u>0.15</u>
Part Time/Seasonal Hours	<u>220</u>	<u>260</u>	<u>208</u>	<u>624</u>	<u>624</u>	<u>624</u>	<u>624</u>

Capital Outlay/By Item:

Computers		<u>500</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Capital Outlay		<u>500</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Program: Support Services – Benefits Administration

Services Delivered:

This activity accounts for the administration of health benefits and PERS collections and payments.

FY'09 - '10 Anticipated Accomplishments:

A Health Insurance Committee comprised of two employees from each of the bargaining groups, formed in 2002, will reconvene in the summer of 2008 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 2009, as the existing contract expires December 31, 2008.

FY'09 Performance Measurements:

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

Budget Highlights:

The revenues for this activity are generated through direct billings to the individual department. Included in this activity are all health insurance programs.

FY'08 Activity Review:

The health care contract with Pacific Source was renewed for calendar year 2008 with a dual choice option for medical. The Health Insurance Committee reconvened and worked with our Agents of Record reviewing proposals and options from several providers.

A Health Reimbursement Account (HRA) was introduced as an option for 2007. Approximately 37% of the employees covered by Pacific Source have now chosen this option. The committee recommended to management a renewal with Pacific Source, including administration of a self insured vision and dental plans through Advantage Dental Plan and Willamette Dental Service. During FY'08, the self-insured vision plan was changed to be part of the Pacific Source premium plan.

FY'08 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 FY'06 \$	ACTUAL FY'07 \$	BUDGET FY'08 \$	MANAGER RECOMMEND FY'09 \$	COMMITTEE APPROVED FY'09 \$	COUNCIL ADOPTED FY'09 \$	PROJECTED FY'10 \$
Beginning Balance	<u>802,915</u>	<u>809,669</u>	<u>610,301</u>	<u>709,154</u>	<u>709,154</u>	<u>709,154</u>	<u>792,904</u>
Current Resources							
Activity Generated							
Internal Billings	2,096,331	2,147,282	2,586,000	3,041,600	3,041,600	3,041,600	3,361,851
Interest	29,506	38,946	32,000	22,500	22,500	22,500	22,500
Interfund Loan Repayments	0	534	3,753	0	0	0	0
Other Revenue	<u>49,124</u>	<u>66,187</u>	<u>64,000</u>	<u>79,200</u>	<u>79,200</u>	<u>79,200</u>	<u>87,000</u>
Total Current Resources	<u>2,174,961</u>	<u>2,252,949</u>	<u>2,685,753</u>	<u>3,143,300</u>	<u>3,143,300</u>	<u>3,143,300</u>	<u>3,471,351</u>
Total Resources	<u>2,977,876</u>	<u>3,062,618</u>	<u>3,296,054</u>	<u>3,852,454</u>	<u>3,852,454</u>	<u>3,852,454</u>	<u>4,264,255</u>

Requirements	ACTUAL FY'06 \$	ACTUAL FY'07 \$	BUDGET FY'08 \$	MANAGER RECOMMEND FY'09 \$	COMMITTEE APPROVED FY'09 \$	COUNCIL ADOPTED FY'09 \$	PROJECTED FY'10 \$
Personal Services	26,029	24,623	33,000	34,000	34,000	34,000	34,000
Materials & Supplies	0	0	2,400	2,400	2,400	2,400	2,400
Contractual/Prof Services	2,142,178	2,427,694	2,551,500	3,023,150	3,023,150	3,023,150	3,333,510
Contingencies	0	0	180,000	200,000	200,000	200,000	200,000
Ending Balance	<u>809,669</u>	<u>610,301</u>	<u>529,154</u>	<u>592,904</u>	<u>592,904</u>	<u>592,904</u>	<u>694,345</u>
Total Expenses	<u>2,977,876</u>	<u>3,062,618</u>	<u>3,296,054</u>	<u>3,852,454</u>	<u>3,852,454</u>	<u>3,852,454</u>	<u>4,264,255</u>

WHERE THE ROGUE RIVER RUNS



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