

Internal Service Funds

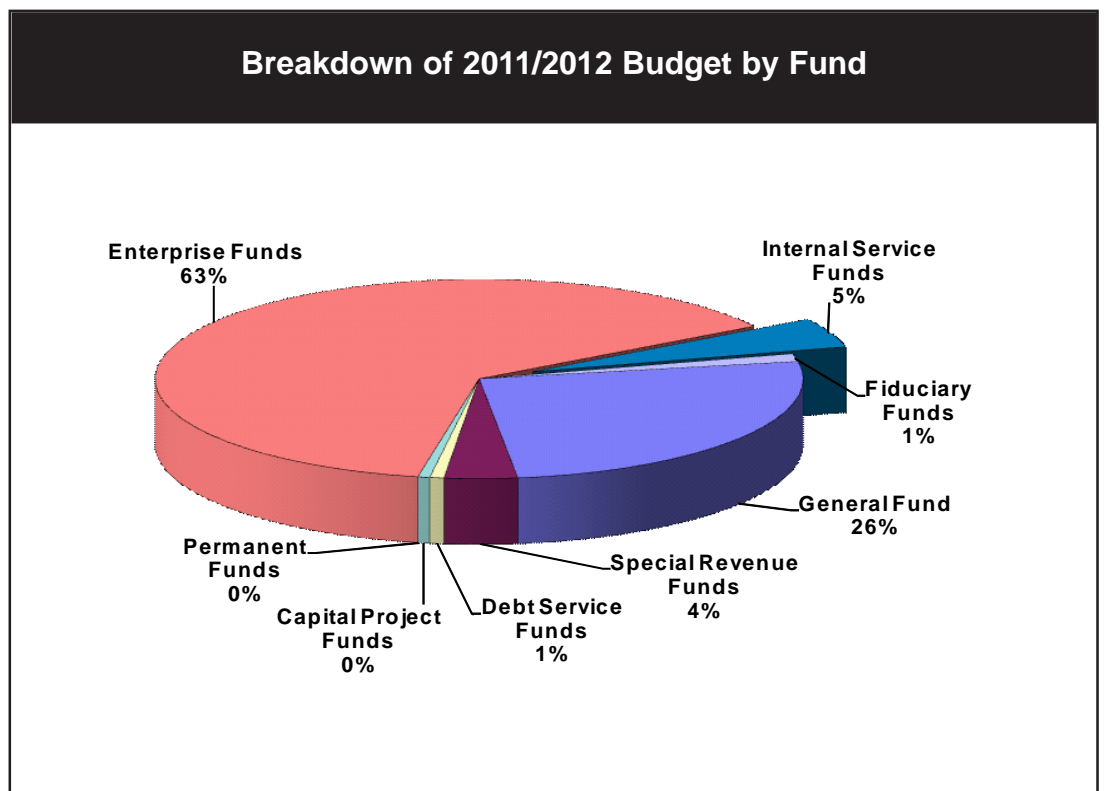
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Internal Service Funds

Internal Service Funds

The City of Longview's Internal Service Funds are used to account for the financing of goods and services provided by one department or agency to other departments or agencies within the same government, or to other governments on a cost-reimbursement basis. Internal Service Funds include:

- ◆ Insurance Reserve Fund
- ◆ Office Equipment Reserve Fund
- ◆ Equipment Rental Fund
- ◆ Facility Maintenance Fund
- ◆ Unemployment Compensation Fund
- ◆ Employee Benefits Reserve Fund



Organizational Chart

Insurance Reserve Fund



2011/2012 Budget _____
Internal Service Funds

Revenue Summary

FUND SUMMARY		Insurance Reserve Fund							
Internal Service Fund Title Insurance Reserve	Department Head Responsible Robbie Berg	Total Revenues	Actual	Budget	Budget	Percent	Budget	Percent	2011-2012
Beginning Fund Balance	\$300,000	By Source	2009	2010	2011	Variance	2012	Variance	Budget
2011/2012 Estimated Revenue	\$3,042,740	Taxes	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
Beginning Cash Required for Operations	\$0	Licenses & Permits	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
Total 2011/2012 Revenue	\$3,042,740	Intergovernmental	\$1,050	\$0	\$0	0.0%	\$0	0.0%	\$0
2011/2012 Estimated Expenditures	\$2,848,020	Charges for Services	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
Contribution to Ending Fund Balance	\$194,720	Fines & Forfeits	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
Total 2011/2012 Expenditures	\$3,042,740	Miscellaneous	\$1,139,570	\$1,259,770	\$1,486,430	18.0%	\$1,556,310	4.7%	\$3,042,740
Estimated Ending Fund Balance	\$494,720	Non-Revenues	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
		Other Financing Sources	\$47,520	\$0	\$0	0.0%	\$0	0.0%	\$0
		Beg Resources Req to Balance	\$0	\$37,960	\$0	-100.0%	\$0	0.0%	\$0
		TOTAL REVENUES	\$1,188,140	\$1,297,730	\$1,486,430	14.5%	\$1,556,310	4.7%	\$3,042,740

Expenditure Summary

Insurance Reserve Fund							
Total Expenditures	Actual	Budget	Budget	Percent	Budget	Percent	2011-2012
By Object	2009	2010	2011	Variance	2012	Variance	Budget
Cont to End Fund Balance	\$0	\$0	\$126,000	0.0%	\$68,720	-45.5%	\$194,720
Salaries & Wages	\$121,490	\$135,260	\$137,740	1.8%	\$140,480	2.0%	\$278,220
Personnel Benefits	\$426,000	\$303,410	\$413,560	36.3%	\$468,650	13.3%	\$882,210
Supplies	\$3,440	\$8,160	\$8,160	0.0%	\$8,160	0.0%	\$16,320
Other Services & Charges	\$692,040	\$850,900	\$800,970	-5.9%	\$870,300	8.7%	\$1,671,270
Intergovernmental	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
Capital Outlay	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
Debt Service	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
Interfund Transfers	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
TOTAL EXPENDITURES	\$1,242,970	\$1,297,730	\$1,486,430	14.5%	\$1,556,310	4.7%	\$3,042,740

Program Descriptions - Initiatives - Performance Measures

The **Insurance Reserve Fund** is used to fund and account for the City’s risk management activities.

Safety and Risk Management \$2,075,110

The safety component of this program is responsible for providing a safe work environment through the management of the accident prevention program. This program includes the development of City policies and procedures that ensure compliance with federal, state, and local regulatory bodies, safety compliance inspections, accident investigations, safety training, and safety consultation availability to all city employees. The risk management component is responsible for the mitigation of accidental business and personal losses through the management of the loss control program. This program includes the identification, measurement, investigation, and analysis of the risk of accident loss, administration of property and liability insurance programs, review and coordination of insurance premiums, and coordination of loss claim processing.

continued

Safety and Risk Management - continued

Initiatives/Activities *(The letter in the first column refers to its related performance measure below)*

- A Loss Control Management
- B Loss Control Management
- C Workers Compensation Program Management
- D Comply with Washington Cities Insurance Authority (WCIA) annual review and audit
- E Identify and prioritize areas of accident loss and initiate strategic plan for remediation
- F Ensure City is adequately insured for property and liability risk
- G Ensure timely processing of loss claims within two days
- H Ensure effectiveness of safety training and safety consultation

	2009	2010	2011	2012
Performance Measures	<u>Actual</u>	<u>Target</u>	<u>Target</u>	<u>Target</u>
A Claim Severity is reduced by 5% over the WCIA actuarial group average in the areas of Auto Liability, E&O, HR, Liability, Public Safety	120%	115%	110%	100%
B Claim Frequency is reduced by 5% over the WCIA actuarial group average in the areas of Auto Liability, E&O, HR, Liability, Public Safety	105%	100%	95%	90%
B Percent of department representatives attending Safety Committee meetings	92%	95%	95%	95%
C Reduce Workers Compensation time loss hours by 5% over previous year	1876	1691	1606	1526
D Percent compliance with WCIA annual review and audit	100%	100%	100%	100%
E Number of loss claims identified/remediated	2	2	2	2
F Percent City insured for property and liability risk	100%	100%	100%	100%
G Percent claims processed within two days	100%	100%	100%	100%
H Percent employees satisfied with safety training/consultations	86%	95%	95%	95%

Worker’s Compensation Program \$893,580

The Worker’s Compensation Program is responsible for the administration of occupational injury claims including self-insurance funds allocation, claim processing, claim investigation, third party administrative overview, and administration of excess worker’s compensation insurance program. The program also includes administration of industrial compensation payments, medical claims, and Department of Labor & Industries quarterly payments.

Initiatives/Activities *(The letter in the first column refers to its related performance measure below)*

- A Review worker compensation claims

	2009	2010	2011	2012
Performance Measures	<u>Actual</u>	<u>Target</u>	<u>Target</u>	<u>Target</u>
A Percent reduction in time loss as a result of initiation of transitional return to work program	5%	5%	5%	5%

Wellness Health Promotion Program \$74,050

The wellness program was developed in mid-year 2007. Since that time, the program has taken major steps toward the pursuit of improving health for employees. The commitment to this pursuit, along with the administration’s support, has allowed the program to flourish and provide a wealth of information and opportunities for employees to engage in healthier lifestyles. Opportunities include onsite health screenings, health fairs, flu shots, and paper- and web-based behavior change tools focusing on weight, nutrition, physical activity, heart health, stress management, self-care management, and tobacco cessation.

Internal Service Funds

Initiatives/Activities *(The letter in the first column refers to its related performance measure below)*

- A Develop, implement, and monitor wellness health promotion over previous year
- B Ensure effectiveness of Wellness Health Promotion Program
- C Maintain the City wellness program and related activities
- D Ensure the effectiveness and overall satisfaction of the wellness program
- E Monitor efforts of program outreach
- F Plan, coordinate, and implement a successful employee benefits fair annually
- G Maintain the City employee recognition program and related activities (Pat-on-the-Back and STARR awards)

Performance Measures	2009 <u>Actual</u>	2010 <u>Target</u>	2011 <u>Target</u>	2012 <u>Target</u>
A Percent of increase of employee/family participation in Wellness Health Promotion Program over previous year	N/A	N/A	N/A	N/A
B Percent of employees satisfied with Wellness Health Promotion Program	N/A	N/A	N/A	N/A
C Percent increase of overall employee (and family) participation in wellness program activities from previous year	10%	10%	10%	10%
D Percent of employees satisfied overall with the wellness program each year	96%	96%	96%	96%
D Percent increase of employee participation in the annual wellness survey from previous year	10%	10%	10%	10%
D Percent increase of employee participation in the health screening programs from previous year	20%	20%	20%	20%
E Percent increase of (self-reported) physical activity levels from previous year	20%	10%	20%	10%
F Percent increase of employee participation in benefits fair from previous year	5%	5%	5%	5%
G Percent increase of employee participation in employee recognition program (Pat-on-the-Back and STARR award nominations) from previous years	10%	10%	10%	10%

TOTAL FOR ALL PROGRAMS \$3,042,740

Revenue Summary

FUND SUMMARY		Office Equipment Reserve Fund							
Special Revenue Fund Title Office Equipment Reserve	Department Head Responsible Judy Jones	Total Revenues	Actual	Budget	Budget	Percent	Budget	Percent	2011-2012
		By Source	2009	2010	2011	Variance	2012	Variance	Budget
Beginning Fund Balance	\$ 300,000	Taxes	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
2011/2012 Estimated Revenue	\$1,765,500	Licenses & Permits	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
Beginning Cash Required for Operations	\$6,600	Intergovernmental	\$9,460	\$7,500	\$9,000	20.0%	\$9,000	0.0%	\$18,000
Total 2011/2012 Revenue	\$1,772,100	Charges for Services	\$47,160	\$27,700	\$31,950	15.3%	\$51,250	60.4%	\$83,200
2011/2012 Estimated Expenditures	\$1,762,100	Fines & Forfeits	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
Contribution to Ending Fund Balance	\$10,000	Miscellaneous	\$5,620	\$15,000	\$5,000	-66.7%	\$15,000	200.0%	\$20,000
Total 2011/2012 Expenditures	\$1,772,100	Non-Revenues	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
Estimated Ending Fund Balance	\$303,400	Other Financing Sources	\$771,980	\$815,240	\$822,150	0.8%	\$822,150	0.0%	\$1,644,300
		Beg Resources Req to Balance	\$0	\$234,960	\$0	-100.0%	\$6,600	0.0%	\$6,600
		TOTAL REVENUES	\$834,220	\$1,100,400	\$868,100	-21.1%	\$904,000	4.1%	\$1,772,100

Expenditure Summary

Office Equipment Reserve Fund							
Total Expenditures	Actual	Budget	Budget	Percent	Budget	Percent	2011-2012
By Object	2009	2010	2011	Variance	2012	Variance	Budget
Cont to End Fund Balance	\$0	\$0	\$0	0.0%	\$10,000	0.0%	\$10,000
Salaries & Wages	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
Personnel Benefits	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
Supplies	\$227,500	\$391,700	\$483,100	23.3%	\$395,500	-18.1%	\$878,600
Other Services & Charges	\$209,560	\$292,000	\$256,900	-12.0%	\$251,900	-1.9%	\$508,800
Intergovernmental	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
Capital Outlay	\$162,910	\$416,700	\$128,100	-69.3%	\$246,600	92.5%	\$374,700
Debt Service	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
Interfund Transfers	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
TOTAL EXPENDITURES	\$599,970	\$1,100,400	\$868,100	-21.1%	\$904,000	4.1%	\$1,772,100

Program Descriptions - Initiatives - Performance Measures

The **Office Equipment Reserve Fund** is supported by the City's operating funds and provides departments with technological resources.

Equipment Replacement \$566,200

This program provides funding for replacement of all desktop hardware/software, laptops, printers, peripherals, telephone hardware/software, network hardware/software, servers, and operating systems.

Software Support \$545,800

This program provides software support (enterprise license fees) for desktops, servers, and the network.

Internal Service Funds

Infrastructure Support..... \$395,800

This program provides infrastructure support (network, internet service provider, fiber) for the City of Longview.

R&D \$124,000

This program provides for research and development of new hardware and software.

Projects \$66,500

The Projects Program provides for development and implementation of projects for e-government and other services for the City of Longview.

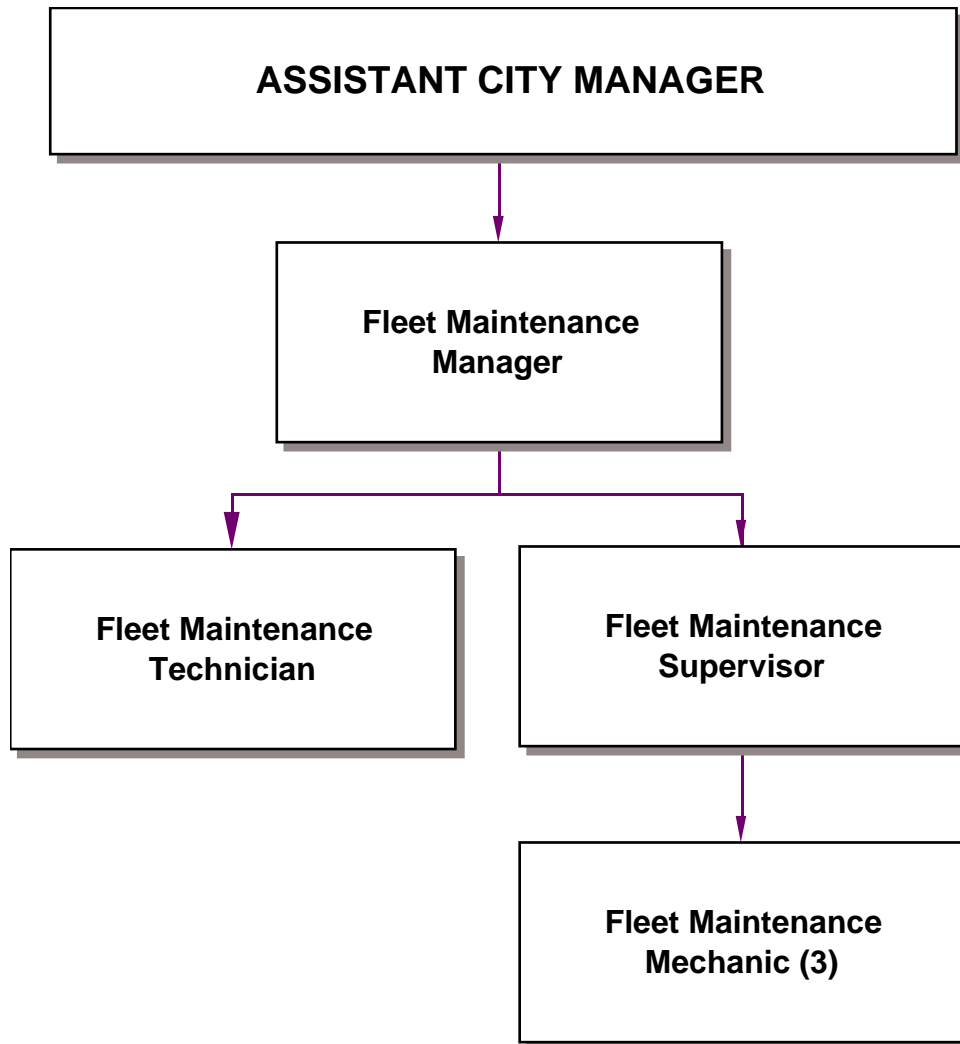
Digital Imaging \$73,800

This project allows the City to move forward in implementing digital imaging.

TOTAL FOR ALL PROGRAMS \$1,772,100

Organizational Chart

Equipment Rental Operation



Internal Service Funds

Revenue Summary

FUND SUMMARY		Equipment Rental Operations Fund							
Internal Service Fund Title Equipment Rental Operations	Department Head Responsible Dave Campbell	Total Revenues	Actual	Budget	Budget	Percent	Budget	Percent	2011-2012
		By Source	2009	2010	2011	Variance	2012	Variance	Budget
Beginning Fund Balance	\$33,980	Taxes	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
2011/2012 Estimated Revenue	\$3,497,030	Licenses & Permits	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
Beginning Cash Required for Operations	\$33,980	Intergovernmental	\$890	\$0	\$0	0.0%	\$0	0.0%	\$0
Total 2011/2012 Revenue	\$3,531,010	Charges for Services	\$0	\$0	\$131,280	0.0%	\$135,220	3.0%	\$266,500
2011/2012 Estimated Expenditures	\$3,531,010	Fines & Forfeits	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
Contribution to Ending Fund Balance	\$0	Miscellaneous	\$1,351,480	\$2,012,420	\$1,524,190	-24.3%	\$1,706,340	12.0%	\$3,230,530
Total 2011/2012 Expenditures	\$3,531,010	Non-Revenues	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
Estimated Ending Fund Balance	\$0	Other Financing Sources	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
		Beg Resources Req to Balance	\$0	\$0	\$15,150	0.0%	\$18,830	24.3%	\$33,980
		TOTAL REVENUES	\$1,352,370	\$2,012,420	\$1,670,620	-17.0%	\$1,860,390	11.4%	\$3,531,010

Expenditure Summary

Equipment Rental Operations Fund							
Total Expenditures	Actual	Budget	Budget	Percent	Budget	Percent	2011-2012
By Object	2009	2010	2011	Variance	2012	Variance	Budget
Cont to End Fund Balance	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
Salaries & Wages	\$320,190	\$346,400	\$344,080	-0.7%	\$353,980	2.9%	\$698,060
Personnel Benefits	\$131,380	\$150,670	\$152,570	1.3%	\$169,740	11.3%	\$322,310
Supplies	\$534,800	\$1,183,180	\$819,130	-30.8%	\$973,270	18.8%	\$1,792,400
Other Services & Charges	\$340,590	\$308,930	\$327,340	6.0%	\$335,900	2.6%	\$663,240
Intergovernmental	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
Capital Outlay	\$20,880	\$0	\$0	0.0%	\$0	0.0%	\$0
Debt Service	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
Interfund Transfers	\$23,040	\$23,240	\$27,500	18.3%	\$27,500	0.0%	\$55,000
TOTAL EXPENDITURES	\$1,370,880	\$2,012,420	\$1,670,620	-17.0%	\$1,860,390	11.4%	\$3,531,010

Program Descriptions - Initiatives - Performance Measures

The **Equipment Rental Fund** is responsible for the purchase, maintenance, and operations of Longview's fleet.

Preventive Maintenance \$1,414,880

This program provides preventative maintenance on City vehicles and equipment to ensure reliable and safe operating conditions. Preventative maintenance (PM) involves providing systematic inspection, detection, and correction of failures either before they occur or before they develop into major defects. PM activities include inspections, tests, measurements, lubrication, and parts adjustment and/or replacement. These functions are performed specifically to prevent failures from occurring in order to reduce vehicle downtime.

Preventative Maintenance - continued

Initiatives/Activities *(The letter in the first column refers to its related performance measure below)*

- A Inspect, test, detect, and correct failures on a regular, scheduled basis and adjust or replace parts, as necessary

	2009	2010	2011	2012
Performance Measures	<u>Actual</u>	<u>Target</u>	<u>Target</u>	<u>Target</u>
A Number of mechanic labor hours charged to PM work orders	1,125	1,400	1,346	1,386
A PM work order expense as a percentage of total work order expense	16%	20%	21%	21%
A Total cost charged to PM work orders	\$110,000	\$182,000	\$149,826	\$154,321

Vehicle and Equipment Repairs \$1,385,610

This program provides for repairs performed at the City maintenance facility on City vehicles and equipment to correct component failures, wear and tear, and unplanned breakdowns. Repair activities include computer and physical diagnostics, component testing, purchasing of replacement parts, and final road testing to ensure the problem or failure has been resolved.

Initiatives/Activities *(The letter in the first column refers to its related performance measure below)*

- A Perform inspection, diagnostics, and troubleshooting
- B Perform component testing
- C Research and purchase replacement parts
- D Install parts and/or repair components
- E Road test equipment or vehicles

	2009	2010	2011	2012
Performance Measures	<u>Actual</u>	<u>Target</u>	<u>Target</u>	<u>Target</u>
A-E Number of mechanic labor hours charged to repair work orders	4,312	4,400	3,208	3,305
A-E Repair work order expense as a percentage of total work order expense	75%	75%	79%	79%
A-E Total dollar amount charged to repair work orders	\$545,000	\$686,000	\$555,648	\$572,317

Vehicle Fuel \$383,740

This program provides for fuel purchasing for City vehicles and equipment. This area is the largest single supply expense for fleet operations. Fuel is categorized as a separate expense and is difficult to attribute to a particular program, so it is presented as a stand-alone program.

Initiatives/Activities *(The letter in the first column refers to its related performance measure below)*

- A Purchase fuel
- B Maintain adequate inventory at all times
- C Dispense fuel on an as needed and continuous basis
- D Charge customers directly, with a small markup for administrative handling

	2009	2010	2011	2012
Performance Measures	<u>Actual</u>	<u>Target</u>	<u>Target</u>	<u>Target</u>
A-E Fuel purchase costs for unleaded fuel	\$210,000	\$262,000	\$269,910	\$386,600
A-E Fuel purchase costs for diesel fuel	\$256,000	\$340,000	\$311,760	\$344,170

Internal Service Funds

New Vehicle Upfitting..... \$346,780

This program prepares new vehicles and fleet equipment for operational service. Examples include light bars, push bumpers, prisoner screens and seats on law enforcement vehicles, and similar equipment on other new City vehicles and equipment. These costs are capitalized as part of the total acquisition cost of new vehicles and, as a result, are excluded from fleet operating cost expenditures. Program activities include meeting with user division operators and supervisors to determine functional equipment needs, parts purchasing, control and component placement, installation, component testing, and final road testing.

Initiatives/Activities *(The letter in the first column refers to its related performance measure below)*

- A Determine functional needs with operators and supervisors
- B Research and purchase necessary parts and components
- C Determine component placement on vehicle
- D Install and test components
- E Road test equipment or vehicles

Performance Measures	2009 <u>Actual</u>	2010 <u>Target</u>	2011 <u>Target</u>	2012 <u>Target</u>
A-E Number of mechanic labor hours charged to capital work orders	311	190	150	155
A-E Capital work order expense as a percentage of total work order expense	9%	5%	4%	4%
A-E Total expenses charged to capital work orders	\$68,000	\$42,000	\$29,809	\$30,703

TOTAL FOR ALL PROGRAMS \$3,531,010

Revenue Summary

FUND SUMMARY		Equipment Rental Reserve Fund							
Internal Service Fund Title Equipment Rental Reserve	Department Head Responsible Dave Campbell								
Beginning Fund Balance	\$1,800,000	Total Revenues	Actual	Budget	Budget	Percent	Budget	Percent	2011-2012
2011/2012 Estimated Revenue	\$1,969,070	By Source	2009	2010	2011	Variance	2012	Variance	Budget
Beginning Cash Required for Operations	\$321,260	Taxes	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
Total 2011/2012 Revenue	\$2,290,330	Licenses & Permits	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
2011/2012 Estimated Expenditures	\$2,119,280	Intergovernmental	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
Contribution to Ending Fund Balance	\$171,050	Charges for Services	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
Total 2011/2012 Expenditures	\$2,290,330	Fines & Forfeits	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
Estimated Ending Fund Balance	\$1,649,790	Miscellaneous	\$341,800	\$962,860	\$970,130	0.8%	\$998,940	3.0%	\$1,969,070
		Non-Revenues	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
		Other Financing Sources	\$46,450	\$0	\$0	0.0%	\$0	0.0%	\$0
		Beg Resources Req to Balance	\$0	\$68,960	\$0	-100.0%	\$321,260	0.0%	\$321,260
		TOTAL REVENUES	\$388,250	\$1,031,820	\$970,130	-6.0%	\$1,320,200	36.1%	\$2,290,330

Expenditure Summary

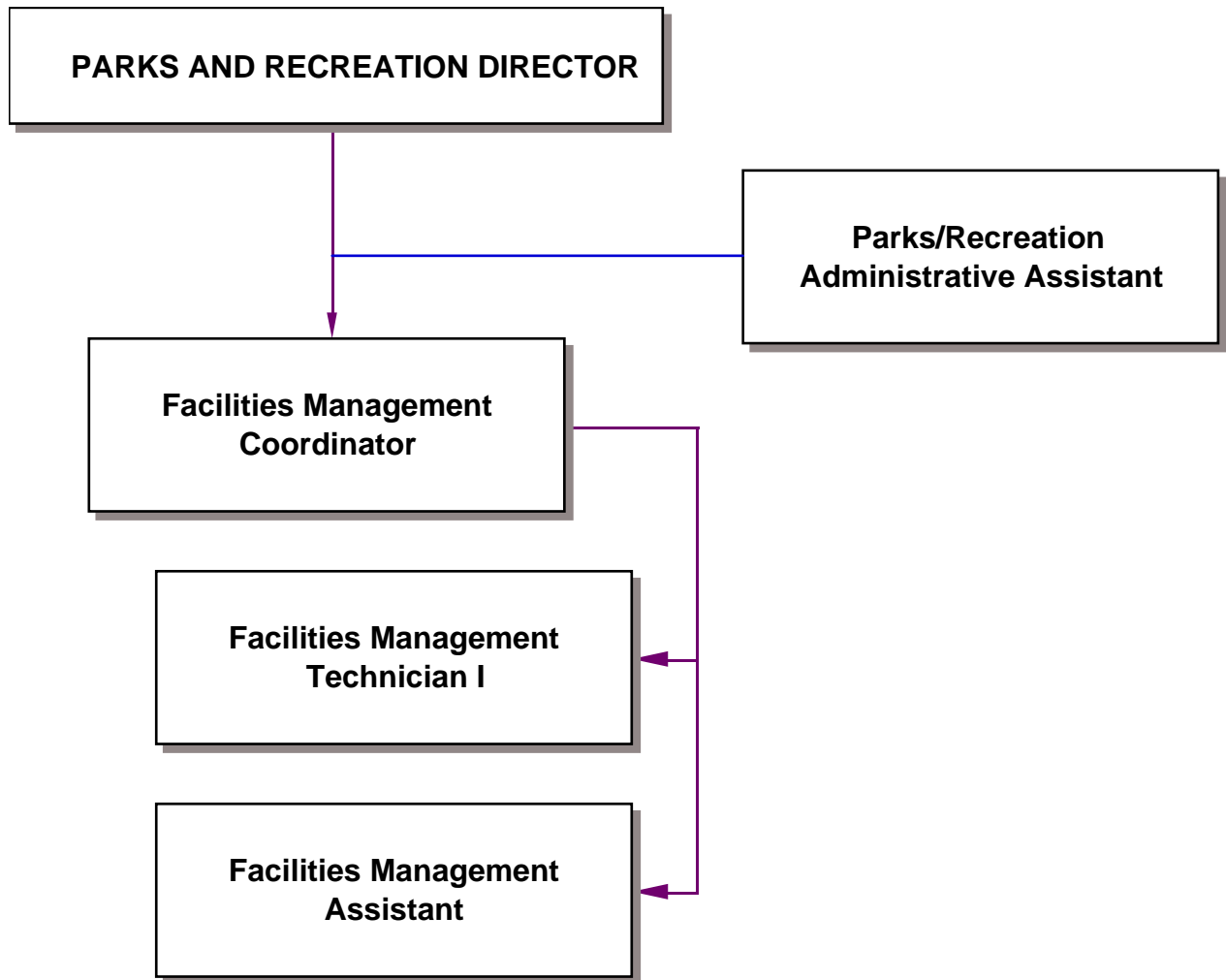
Equipment Rental Reserve Fund								
Total Expenditures	Actual	Budget	Budget	Percent	Budget	Percent	2011-2012	
By Object	2009	2010	2011	Variance	2012	Variance	Budget	
Cont to End Fund Balance	\$0	\$0	\$171,050	0.0%	\$0	-100.0%	\$171,050	
Salaries & Wages	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0	
Personnel Benefits	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0	
Supplies	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0	
Other Services & Charges	\$649,680	\$2,080	\$95,790	4505.3%	\$4,660	-95.1%	\$100,450	
Intergovernmental	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0	
Capital Outlay	\$894,040	\$1,029,740	\$703,290	-31.7%	\$1,315,540	87.1%	\$2,018,830	
Debt Service	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0	
Interfund Transfers	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0	
TOTAL EXPENDITURES	\$1,543,720	\$1,031,820	\$970,130	-6.0%	\$1,320,200	36.1%	\$2,290,330	

TOTAL FOR ALL PROGRAMS \$2,290,330

Internal Service Funds

Organizational Chart

Facility Maintenance



2011/2012 Budget _____
Internal Service Funds

Revenue Summary

FUND SUMMARY		Facility Maintenance Fund							
Internal Service Fund Title Facility Maintenance	Department Head Responsible Rich Bemm	Total Revenues	Actual	Budget	Budget	Percent	Budget	Percent	2011-2012
		By Source	2009	2010	2011	Variance	2012	Variance	Budget
Beginning Fund Balance	\$124,850	Taxes	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
2011/2012 Estimated Revenue	\$1,003,900	Licenses & Permits	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
Beginning Cash Required for Operations	\$124,850	Intergovernmental	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
Total 2011/2012 Revenue	\$1,128,750	Charges for Services	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
2011/2012 Estimated Expenditures	\$1,128,750	Fines & Forfeits	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
Contribution to Ending Fund Balance	\$0	Miscellaneous	\$574,070	\$587,460	\$504,020	-14.2%	\$499,880	-0.8%	\$1,003,900
Total 2011/2012 Expenditures	\$1,128,750	Non-Revenues	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
Estimated Ending Fund Balance	\$0	Other Financing Sources	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
		Beg Resources Req to Balance	\$0	\$43,650	\$54,390	24.6%	\$70,460	29.5%	\$124,850
		TOTAL REVENUES	\$574,070	\$631,110	\$558,410	-11.5%	\$570,340	2.1%	\$1,128,750

Expenditure Summary

Facility Maintenance Fund							
Total Expenditures	Actual	Budget	Budget	Percent	Budget	Percent	2011-2012
By Object	2009	2010	2011	Variance	2012	Variance	Budget
Cont to End Fund Balance	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
Salaries & Wages	\$225,960	\$239,560	\$183,320	-23.5%	\$185,720	1.3%	\$369,040
Personnel Benefits	\$86,940	\$95,180	\$70,860	-25.6%	\$77,430	9.3%	\$148,290
Supplies	\$34,200	\$43,220	\$43,220	0.0%	\$43,220	0.0%	\$86,440
Other Services & Charges	\$210,070	\$244,220	\$252,660	3.5%	\$255,620	1.2%	\$508,280
Intergovernmental	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
Capital Outlay	\$410	\$0	\$0	0.0%	\$0	0.0%	\$0
Debt Service	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
Interfund Transfers	\$8,830	\$8,930	\$8,350	-6.5%	\$8,350	0.0%	\$16,700
TOTAL EXPENDITURES	\$566,410	\$631,110	\$558,410	-11.5%	\$570,340	2.1%	\$1,128,750



Program Descriptions - Initiatives - Performance Measures

The **Facility Maintenance Fund** receives funds interdepartmentally for the maintenance of City-owned buildings and structures. This department provides scheduled maintenance, repair and renovation of all City of Longview facilities to ensure they remain functional assets.

Facility Maintenance \$1,128,750

This program maintains and repairs all City buildings; contracts cleaning services and in-house cleaning of the library buildings and all other recreational facilities; negotiates and oversees cleaning service, elevator, and security contract services; purchases all cleaning supplies and other material and equipment needed to maintain City buildings, including Columbia Theatre basement pumps, Mint Valley Racquet Complex, Mint Valley Golf Pro Shop, SignMaster Sign Shop, and 1560 and 1562 Olympia Way; repairs and replaces locks, re-keys locks, and maintains the card lock system at City Hall; and, opens and closes City Hall for after-hours meetings.



Initiatives/Activities *(The letter in the first column refers to its related performance measure below)*

- A Purchase material and chemicals needed for service and repair of HVAC units (change filters, replace belts, clean coils)
- B Service and/or repair circulating pumps on water systems and chilled water lines for air handlers
- C Repair doors, windows, locks, and rekey locks, as needed
- D Do in-house repairs and other projects on and in buildings to save costs and time
- E Purchase and replace lights, ballasts, sensors, timers, and other electrical equipment, as needed, for all buildings
- F Purchase all cleaning supplies, as needed, for all departments
- G Open City Hall for after-hours meetings, turn off lights, and secure the building after meetings have concluded
- H Install and maintain security and fire systems for all city buildings
- I Provide daily in-house cleaning service for the Library, Recreation buildings and Longview Police Department, as needed
- J Negotiate and manage service contracts for all city buildings
- K Schedule annual sprinkler testing on building fire systems
- L Schedule annual fire extinguisher inspections and servicing for all buildings and vehicles (not including Fire vehicles)
- M Provide in-house repairs, upon request, via Customer Relationship Management (CRM) system, email, and phone messages

		2009	2010	2011	2012
Performance Measures		<u>Actual</u>	<u>Target</u>	<u>Target</u>	<u>Target</u>
A	Number of quarterly HVAC units (41 units) filters changed per year	136	140	140	140
B	Number of quarterly water circulating pumps serviced	14	14	14	14
C	Number of lock repairs, prox card entries, key replacements per year	225	105	100	100
D	Number of in-house capital repairs completed	4	4	3	3
F	Number of times per year pricing is reviewed and orders placed for cleaning and maintenance supplies	12	12	12	12

continued

Internal Service Funds

Facility Maintenance - continued

	2009	2010	2011	2012
Performance Measures - continued	<u>Actual</u>	<u>Target</u>	<u>Target</u>	<u>Target</u>
G Approximate number of openings and closings of City Hall scheduled for after-hours meetings	36	30	30	30
H Number of buildings monitored 24/7 for security/fire and other emergency building issues	21	21	21	21
I Number of in-house cleaning hours per week	48	48	48	48
J Number of annual cleaning, elevator, HVAC, security/fire protection contracts managed	8	8	8	8
K Number of systems requiring annual sprinkler/smoke detector testing	8	8	8	8
L Average number of extinguishers serviced annually	250	250	250	250
M Number of projects and/or work order requests performed monthly	65	70	70	70

TOTAL FOR ALL PROGRAMS \$1,128,750

Revenue Summary

FUND SUMMARY		Unemployment Compensation Fund							
Internal Service Fund Title Unemployment Compensation	Department Head Responsible Robbie Berg	Total Revenues	Actual	Budget	Budget	Percent	Budget	Percent	2011-2012
		By Source	2009	2010	2011	Variance	2012	Variance	Budget
Beginning Fund Balance	\$350,000	Taxes	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
2011/2012 Estimated Revenue	\$46,070	Licenses & Permits	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
Beginning Cash Required for Operations	\$78,930	Intergovernmental	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
Total 2011/2012 Revenue	\$125,000	Charges for Services	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
2011/2012 Estimated Expenditures	\$125,000	Fines & Forfeits	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
Contribution to Ending Fund Balance	\$0	Miscellaneous	\$21,270	\$30,250	\$22,560	-25.4%	\$23,510	4.2%	\$46,070
Total 2011/2012 Expenditures	\$125,000	Non-Revenues	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
Estimated Ending Fund Balance	\$271,070	Other Financing Sources	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
		Beg Resources Req to Balance	\$0	\$32,250	\$39,940	23.8%	\$38,990	-2.4%	\$78,930
		TOTAL REVENUES	\$21,270	\$62,500	\$62,500	0.0%	\$62,500	0.0%	\$125,000

Expenditure Summary

Unemployment Compensation Fund							
Total Expenditures	Actual	Budget	Budget	Percent	Budget	Percent	2011-2012
By Object	2009	2010	2011	Variance	2012	Variance	Budget
Cont to End Fund Balance	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
Salaries & Wages	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
Personnel Benefits	\$39,490	\$62,500	\$62,500	0.0%	\$62,500	0.0%	\$125,000
Supplies	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
Other Services & Charges	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
Intergovernmental	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
Capital Outlay	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
Debt Service	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
Interfund Transfers	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
TOTAL EXPENDITURES	\$39,490	\$62,500	\$62,500	0.0%	\$62,500	0.0%	\$125,000

Program Descriptions - Initiatives - Performance Measures

The **Unemployment Compensation Fund** accounts for the expenditure of unemployment benefits for which the City is self-insured.

TOTAL FOR ALL PROGRAMS \$125,000

Internal Service Funds

Revenue Summary

FUND SUMMARY		Employee Benefits Reserve Fund							
Internal Service Fund Title Employee Benefits Reserve	Department Head Responsible Robbie Berg	Total Revenues By Source	Actual 2009	Budget 2010	Budget 2011	Percent Variance	Budget 2012	Percent Variance	2011-2012 Budget
Beginning Fund Balance	\$1,025,000	Taxes	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
2011/2012 Estimated Revenue	\$434,040	Licenses & Permits	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
Beginning Cash Required for Operations	\$585,460	Intergovernmental	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
Total 2011/2012 Revenue	\$1,019,500	Charges for Services	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
2011/2012 Estimated Expenditures	\$1,019,500	Fines & Forfeits	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
Contribution to Ending Fund Balance	\$0	Miscellaneous	\$222,640	\$233,950	\$213,530	-8.7%	\$220,510	3.3%	\$434,040
Total 2011/2012 Expenditures	\$1,019,500	Non-Revenues	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
Estimated Ending Fund Balance	\$439,540	Other Financing Sources	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
		Beg Resources Req to Balance	\$0	\$352,650	\$288,970	-18.1%	\$296,490	2.6%	\$585,460
		TOTAL REVENUES	\$222,640	\$586,600	\$502,500	-14.3%	\$517,000	2.9%	\$1,019,500

Expenditure Summary

Employee Benefits Reserve Fund							
Total Expenditures By Object	Actual 2009	Budget 2010	Budget 2011	Percent Variance	Budget 2012	Percent Variance	2011-2012 Budget
Cont to End Fund Balance	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
Salaries & Wages	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
Personnel Benefits	\$256,350	\$452,600	\$400,000	-11.6%	\$412,000	3.0%	\$812,000
Supplies	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
Other Services & Charges	\$0	\$134,000	\$102,500	-23.5%	\$105,000	2.4%	\$207,500
Intergovernmental	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
Capital Outlay	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
Debt Service	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
Interfund Transfers	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
TOTAL EXPENDITURES	\$256,350	\$586,600	\$502,500	-14.3%	\$517,000	2.9%	\$1,019,500

Program Descriptions - Initiatives - Performance Measures

The **Employee Benefits Reserve Fund** provides for the expenditure of accrued benefits for vested City employees.

TOTAL FOR ALL PROGRAMS \$1,019,500

