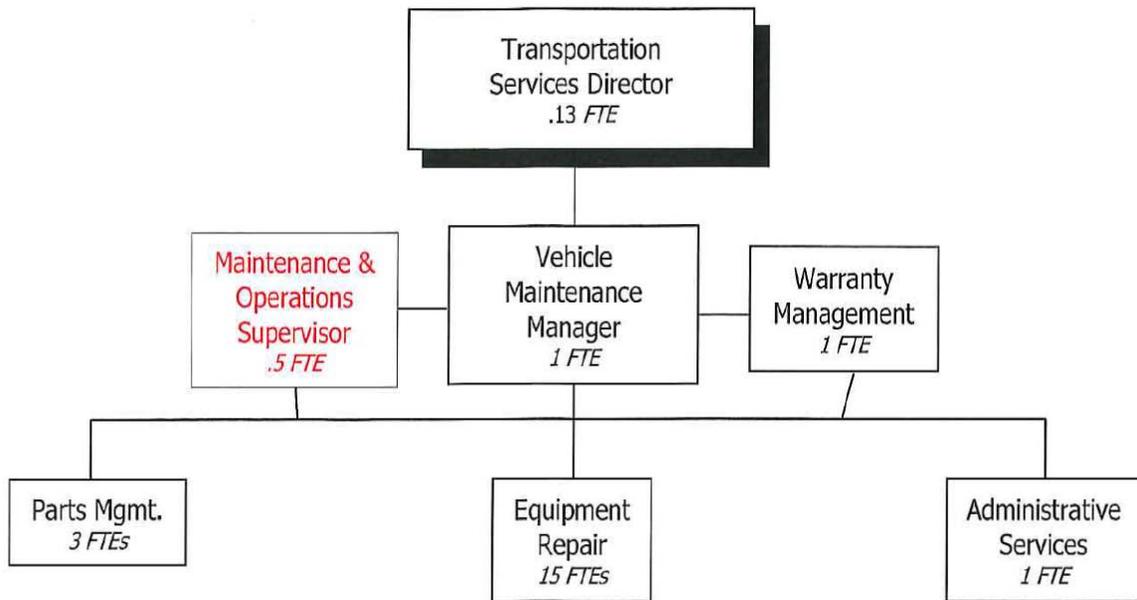

INTERNAL SERVICE

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MOTOR VEHICLE DIVISION FUND 501

ORGANIZATION CHART



MISSION STATEMENT

To maintain the City's fleet equipment, in a safe and efficient manner. In addition to equipment repairs, we provide equipment specification writing, purchasing, and facilitate the disposal of retired equipment. These services are provided professionally and at a cost comparable to private enterprise.

SUMMARY

Expenditure Budget	\$7,099,607	FTE's	21.63
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REVENUE DESCRIPTION

The Motor Vehicle Division (MVD) bills departments on a monthly basis for services provided to General Fund Government Departments, Non-General Fund Governmental departments, and other governmental agencies. Services provided are preventative maintenance, general repairs, new vehicle in-service, parts and fuel support, accident repair, equipment purchasing/disposal, and warranty recovery for City owned equipment. Other sources of revenue include but are not limited to fuel resale, P-Card rebates, interest, warranty and insurance recovery.

Department costs change from year to year and are based on equipment usage, servicing costs, equipment age, parts cost, fuel costs, and vehicle accidents. Budgets are based on prior years' and estimated current year actual costs, plus increases based on a standard inflation index (Area CPI), and repair history.

INVENTORY OF SERVICES

DEPARTMENT 501/Motor Vehicle Division ACTIVITY 1 – Motor Vehicle Division (MVD)

Labor	\$2,364,454
Fuel	\$2,394,961
Parts Purchased	\$1,466,845
M&O	\$873,347
Revenue Offset	\$7,099,607
NET COST	\$0
TOTAL City FTEs	21.63

DESCRIPTION

- Repair and maintain City cars, trucks, off-road equipment, as well as Transit buses and Para-Transit vans
- Writes specifications and/or coordinates purchasing of City equipment
- Processes warranty reimbursement requests for City equipment
- Coordinates the selling/disposal of surplus equipment with Purchasing

EXPECTED RESULTS

- Maintain equipment availability
- Maintain and increase warranty recovery
- Maintain mechanic productivity
- Right-size the vehicles purchased and buy hybrid or multi-fuel capable units as appropriate

2015 ACCOMPLISHMENTS

- Stretch out equipment life and control Life-Cycle operating costs when possible
- Added new oils to Shops for OEM warranty requirements and possible increase in fuel mileage

2016 GOALS

- Goal #1 ■ Reduce rate of cost increases for shop labor, parts, and equipment for lower overall costs
- Goal #2 ■ Recover \$200K dollars in warranty reimbursements
- Goal #3 ■ Meet productivity goal of 1,650 hours per Mechanic/Service worker
- Goal #4 ■ Continue to reduce fuel usage through equipment choices, education, idle reduction ideas and Policies
- Goal #5 ■ Train and coach newly hired M & O Supervisor

FUTURE TRENDS

- Increased on-line, regular parts, and outside vendor purchasing with P-Cards
- Increase the use of hybrid vehicles as available and right size all vehicles purchased
- Look at Life-Cycle-Costing aspects when having to replace any equipment sooner than expected
- Equipment will be kept longer regardless of stated replacement cycle except if Life Cycle Costs dictate otherwise
- Decrease the City's carbon footprint when fiscally practical
- Start process to upgrade City fuel dispensing infrastructure
- Address State mandatory requirements to reduce fossil fuels with alternative fuels and electricity

PERFORMANCE MEASURES

	2014	2015 Est.	2016 Est.
Part Numbers Stocked	1,750	1,735	1,735
Parts Issued	55,000	52,000	52,000
Technician Billable Hours	23,923	24,500	24,500
Mileage Driven	5,120,000	5,100,000	5,100,000
Labor Rate per Hour	\$97.13	\$102.15	\$107.00

POSITION SUMMARY	FTE	POSITION SUMMARY	FTE
Assistant Buyer	1	Supervisor II	3
Buyer	2	Equipment Technician	10
Office Specialist	1	Service Worker	3
Maintenance and Operations Supervisor	.5	Vehicle Maintenance Manager	1
		Transportation Services Director	.13

THREE-YEAR PERSONNEL COMPARISON

Class	Title	2014	2015	2016
1222	Assistant Buyer	1.0	1.0	1.0
1260	Buyer	2.0	2.0	2.0
2400	Office Specialist	1.0	1.0	1.0
2420	Office Technician	1.0	0.0	0.0
2460	Supervisor II	3.0	3.0	3.0
3690	Equipment Mechanic	10.0	10.0	10.0
3710	Equipment Serviceworker	3.0	3.0	3.0
6807	Transportation Services Director	.13	.13	.13
6810	Vehicle Maintenance Manager	1.0	1.0	1.0
3770	M&O Supervisor	0.0	0.0	0.5
	TOTAL FTE	22.13	21.13	21.63

BUDGET CHANGES

This schedule includes only staffing and new program changes from the 2015 Adopted Budget to the 2016 Proposed Budget. It excludes labor cost changes related to cost of living, step, or benefits changes.

FTE	Item	Labor Amount	M & O Amount	Total
0.50	Add M&O Supervisor (split with Transit)	48,733		48,733
	Total	48,733	-	48,733

BUDGETED EXPENDITURES

	2015		2015		2016
	2014	Adopted	As Amended	2015	Adopted
Fund 501: Motor Vehicles	Actual	Budget	12/2/2015	Estimate	Budget
Revenue					
Beginning Balance	884,410	806,027	806,027	1,062,477	839,944
Charges for Service General Govt	1,606,185	1,501,900	1,501,900	1,367,426	1,451,325
Charges for Service Other Funds	4,946,137	4,960,850	4,960,850	4,052,120	4,964,200
Charges for Service Outside Entities	358,277	400,000	400,000	295,413	400,482
Interest Earnings	34,150	9,000	9,000	12,631	12,500
Miscellaneous Income	28,819	-	-	77,198	65,100
Inservice Reimbursements	191,364	91,170	91,170	189,457	200,000
Transfers In	135,611	-	-	-	-
Sale of Assets/Junk Salvage	5,603	10,238	10,238	7,121	6,000
Total Available	8,190,556	7,779,185	7,779,185	7,063,843	7,939,551
Expenditures					
Salaries & Benefits	2,138,357	2,198,340	2,198,340	2,032,926	2,364,454
Fuel	2,820,249	2,926,795	2,926,795	2,177,237	2,394,961
Parts Purchased	1,296,822	1,290,145	1,290,145	1,342,659	1,466,845
M & O	380,930	380,253	380,253	376,264	394,619
Capital Outlays	135,611	-	-	-	-
Interfund Charges	306,106	471,506	471,506	244,813	428,728
Transfer to Reserves - Fund 126	50,004	50,000	50,000	50,000	50,000
Total Expenditures	7,128,079	7,317,039	7,317,039	6,223,899	7,099,607
Ending Balance	1,062,477	462,146	462,146	839,944	839,944
2016 Budget Appropriation					7,939,551

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SELF INSURANCE FUND 503

SUMMARY

Expenditure Budget	\$ 7,861,277	FTE's	0.0
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REVENUE DESCRIPTION

Revenue sources include contributions from various funds through interfund assessments, interest earnings, and other miscellaneous revenues.

The method used to distribute the *Workers' Compensation* cost of service to the departments is based on an average of the past five years actual claims experience. The 2016 interfund service charge revenue budget of \$2,783,920 reflects an increase of \$212,893 from the 2015 revenue budget of \$2,571,027.

The method used to distribute the *Tort Claims* cost of service to the departments is based on an average of the past five years actual claims experience. The 2016 interfund service charge revenue budget of \$2,271,830 for tort claims and expenses reflects an increase of \$1,051,567 from the 2015 revenue budget of \$1,220,263.

The method used to distribute the *Insurance Premiums* cost of service to the departments is based on the purpose of the insurance. The 2016 interfund service charge revenue budget of \$2,770,151 for insurance premiums reflects a decrease of \$143,694 from the 2015 revenue budget of \$2,913,845.

The method used to distribute the *Unemployment Insurance* cost of service to the departments is based on an average of the past five years actual claims experience. The 2016 interfund service charge revenue budget of \$214,027 for unemployment benefits reflects an increase of \$95,045 from the 2015 revenue budget of \$118,982.

There will be no 2016 assessment against Fund 401 – Utilities for the *Culmback Dam program*. Interest income will continue to accrue to the fund balance.

INVENTORY OF SERVICES

DEPARTMENT 503/Self-Insurance Fund ACTIVITY 1 - Workers' Compensation

LABOR	\$0
M&O	2,869,914
Revenue Offset	<u>(2,783,920)</u>
NET COST	<u>\$85,994</u>
TOTAL FTEs	0

DESCRIPTION ■ Fulfills the City's self-insurer obligations of the State Industrial Insurance Act
■ Provides for the payment of Workers' Compensation benefits and related expenses

EXPECTED RESULTS ■ Maintain fund integrity through adequate funding of operating expenses and the self-insurance reserve

DEPARTMENT 503/Self-Insurance Fund ACTIVITY 2 - Tort Liability & Insurance Premiums

LABOR	\$0
M&O	4,871,363
Revenue Offset	<u>(5,041,981)</u>
NET COST	<u>(\$170,618)</u>
TOTAL FTEs	0

DESCRIPTION ■ Provides for the payment of claims, judgments and related expenses arising out of torts, per Ordinance No. 3506, which created Fund 141 in 1955 (now Fund 503, Program 141)
■ Provides for the payment of insurance premiums, per Ordinance No. 2029-94, which created Fund 503, Program 502
■ Pays tort claims and expenses not covered by insurance or within deductible or retained amounts

EXPECTED RESULTS ■ Maintain fund integrity through adequate funding of operating expenses and the self-insurance reserves

DEPARTMENT 503/Self-Insurance Fund ACTIVITY 3 - Unemployment Compensation

LABOR	\$0
M&O	225,000
Revenue Offset	<u>(214,027)</u>
NET COST	<u>\$10,973</u>
TOTAL FTEs	0

DESCRIPTION ■ Pays the actual benefit cost for unemployment claims filed by former City employees (the City became a self-insurer in 1978)
■ Reimburses the state on a quarterly basis for unemployment claims per Ordinance No. 542-78, which created Fund 601 (now Fund 503, Program 601)

EXPECTED RESULTS ■ Maintain fund integrity through adequate funding of operating expenses and the self-insurance reserve

INVENTORY OF SERVICES (Continued)

DEPARTMENT 503/Self-Insurance Fund ACTIVITY 4 - George Culmback Dam

LABOR	\$0
M&O	0
Revenue Offset	0
NET COST	\$0
TOTAL FTEs	0

DESCRIPTION

- The Culmback Dam Fund was created in 1979 by mutual agreement with Snohomish County PUD No. 1 to self-insure the primary layer of liability insurance (\$500,000) for liability arising out of the Dam operations
- Ordinance No. 607-79 created Fund 602 (now Fund 503, Program 602) to provide for the payment of the City's share of any liability claims; to date, no claims have been filed
- Due to insurance market conditions over time, the PUD and the City have increased the retention level and increased the reserve balance accordingly

EXPECTED RESULTS

- Maintain fund integrity

BUDGETED EXPENDITURES

	2014 Actual	2015 Adopted Budget	2015 As Amended 12/2/2015	2015 Estimate	2016 Adopted Budget
Fund 503 - Self Insurance Fund					
Program 000 - Workers Comp. Self-Ins.					
Revenue					
Beginning Balance	3,029,065	1,647,585	1,647,585	3,007,794	1,509,576
Interfund Revenue - General Fund	1,369,329	1,369,329	1,369,329	-	1,434,526
Interfund Revenue - Other Funds	1,198,152	1,201,698	1,201,698	1,201,698	1,349,394
Miscellaneous Revenue	110,857	50,000	50,000	50,000	50,000
Interest Earnings	55,038	31,304	31,304	50,000	26,418
Total Available	5,762,441	4,299,916	4,299,916	4,309,492	4,369,914
Expenditures					
Workers Comp Administration	332,443	536,670	536,670	536,670	550,086
Medical Claims	1,104,964	991,551	991,551	991,551	1,016,340
Time Loss	1,026,746	871,711	871,711	871,711	893,504
Permanent/Partial Disability Payments	290,494	399,984	399,984	399,984	409,984
Total Expenditures	2,754,647	2,799,916	2,799,916	2,799,916	2,869,914
Ending Balance	3,007,794	1,500,000	1,500,000	1,509,576	1,500,000

BUDGETED EXPENDITURES (continued)

	2014 Actual	2015 Adopted Budget	2015 As Amended 12/2/2015	2015 Estimate	2016 Adopted Budget
Fund 503 - Self Insurance Fund					
Program 141 - Tort Liability					
Revenue					
Beginning Balance	3,786,590	3,758,329	3,758,329	4,263,574	2,730,388
Intfnd Svc Chgs-Gen Govt Claims	719,665	749,388	749,388	29,723	1,393,291
Intfnd Svc Chgs-Other Fds Claims	3,033,267	470,875	1,235,419	670,875	878,539
Interest Earnings	69,408	71,408	71,408	65,000	47,782
Miscellaneous Revenue	329	-	-	1,216	-
Total Available	7,609,259	5,050,000	5,814,544	5,030,388	5,050,000
Expenditures					
Professional Services	719,944	600,000	630,285	1,000,000	600,000
Judgments and Settlements	2,625,741	1,250,000	1,984,259	1,300,000	1,250,000
Total Expenditures	3,345,685	1,850,000	2,614,544	2,300,000	1,850,000
Ending Balance	4,263,574	3,200,000	3,200,000	2,730,388	3,200,000
Program 502 - Insurance Premiums					
Revenue					
Beginning Balance	1,145,362	253,148	253,148	1,111,367	450,712
Intfnd Svc Chgs-Gen Govt Premiums	825,000	855,913	855,913	30,913	853,705
Intfnd Svc Chgs-Otr Fds Premiums	1,969,619	2,057,932	2,057,932	2,057,932	1,916,446
Interest Earnings	6,528	500	500	500	500
Miscellaneous Revenue	3,563	-	-	-	-
Total Available	3,950,072	3,167,493	3,167,493	3,200,712	3,221,363
Expenditures					
Premium Payments	2,838,705	2,967,492	2,967,492	2,750,000	3,021,363
Total Expenditures	2,838,705	2,967,492	2,967,492	2,750,000	3,021,363
Ending Balance	1,111,367	200,001	200,001	450,712	200,000
Program 601 - Unemployment Comp.					
Revenue					
Beginning Balance	363,089	236,524	236,524	339,228	158,204
Interfund Revenue - General Fund	86,006	86,006	86,006	-	148,866
Interfund Revenue - Other Funds	47,280	32,975	32,975	32,976	65,161
Interest Earnings	5,924	4,495	4,495	6,000	2,769
Total Available	502,299	360,000	360,000	378,204	375,000
Expenditures					
Unemployment Expenses	163,071	210,000	210,000	220,000	225,000
Total Expenditures	163,071	210,000	210,000	220,000	225,000
Ending Balance	339,228	150,000	150,000	158,204	150,000
Program 602 - Culmback Dam Self-Ins.					
Revenue					
Beginning Balance	2,964,768	3,021,099	3,021,099	3,015,584	3,065,584
Interest Earnings	50,816	57,401	57,401	50,000	53,648
Total Available	3,015,584	3,078,500	3,078,500	3,065,584	3,119,232
Expenditures					
Miscellaneous	-	-	-	-	-
Total Expenditures	-	-	-	-	-
Ending Balance	3,015,584	3,078,500	3,078,500	3,065,584	3,119,232
2016 BUDGET APPROPRIATION - FUND 503 TOTAL					16,135,509

COMPUTER RESERVE FUND 505

SUMMARY

Expenditure Budget	\$ 2,753,574	FTE's	0.0
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REVENUE DESCRIPTION

The Computer Reserve is funded by interdepartmental revenues. PC counts, user counts, and FTE counts provide the primary basis for the amounts charged to each department.

INVENTORY OF SERVICES

DEPARTMENT 505/Computer Reserve Fund **ACTIVITY** 1-Technology Acquisition and Maintenance

M&O	\$1,311,527
CAPITAL OUTLAY	1,442,047
Revenue Offset	(2,254,855)
NET COST	(\$498,719)
TOTAL FTEs	0

- DESCRIPTION**
- Funds the PC Replacement Account, which centralizes the replacement of all City PCs according to a pre-determined schedule

 - Funds the Replacement Account, which accumulates funds to replace, improve, or expand the City's technology/network infrastructure and software as needs arise

 - Funds the Maintenance Contracts Account, which provides a funding source for payment of technology-related, enterprise level, and annual maintenance contracts that serve multiple departments

- EXPECTED RESULTS**
- Provide a stable funding source for technology-related expenses

- 2015 ACCOMPLISHMENTS**
- Implemented new City Website

 - Upgraded Kronos Payroll system

 - Expanded Nimble data storage platform to replace existing aging platform and to support Disaster Recovery and Business Resumption efforts

 - Upgraded or implemented various services and systems including: IT SCCM Environment Upgrade, Library ContentDM Upgrade, Library Polaris System Upgrade, Police Forensics AccessDME Security Redesign, Installed ARCGIS Portal, ARCGIS Server, and ARCGIS Web Adapter to provide ESRI GIS Interactive Map capabilities to GIS Maps, City Address Look up and Interactive Control Monument Map for Citizen Access, and separated ORCA network from City network.

- 2016 GOALS**
- Improve IT infrastructure by completing annual infrastructure refresh by 10/31/2016

 - Improve City efficiency by completing Lasherfiche electronic document management system implementation by 4/30/2016

 - Improve disaster recovery and business continuity by completing CommVault V10 upgrade by 4/30/2016

 - Increase department efficiency by completing Police and Fire Telestaff upgrade by 8/31/2016

 - Increase department efficiency by completing prosecutor case management and risk master upgrades by 8/31/2016

 - Increase department efficiency by completing Fire one step inspection system upgrade by 12/31/2016

INVENTORY OF SERVICES (continued)

FUTURE TRENDS

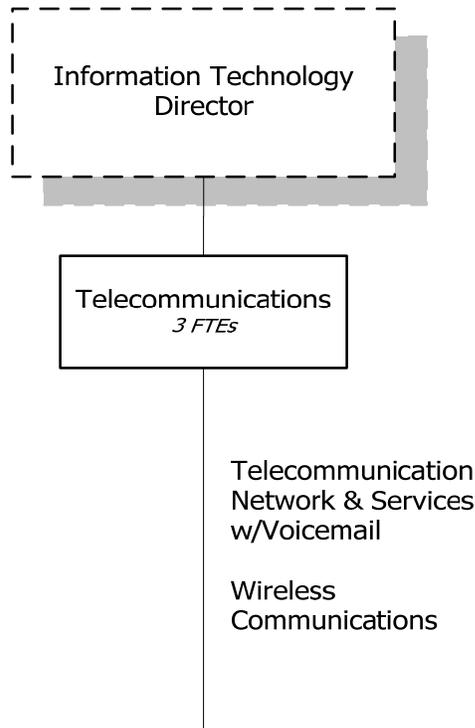
- Computing strategies will need to focus on the mobile person with computing everywhere around them.
- Future software solutions must support embedded analytics and integrate into existing platforms that are integrated into our business processes and routine user activities.
- Cloud computing will drive future delivery models. Software and hardware lifecycle replacements must take into account.

BUDGETED EXPENDITURES

Fund 505: Computer Equipment Reserve	2014	2015	2015	2015	2016
	Actual	Adopted Budget	As Amended 12/2/2015	Estimate	Adopted Budget
Revenue					
Beginning Balance	117,086	169,080	705,302	1,093,066	1,248,745
Maintenance Contracts	1,158,024	1,252,489	1,252,489	1,252,489	1,496,255
PC Replacement Account	250,224	250,000	250,000	250,000	250,000
Software Replacement Acct	259,160	100,000	-	-	-
Technology Refresh Account	835,560	400,000	500,000	824,893	500,000
Miscellaneous Revenue	-	-	75	77	-
Interest Earnings	12,416	7,385	7,310	14,500	8,600
Total Available	2,632,470	2,178,954	2,715,176	3,435,025	3,503,600
Expenditures					
Maintenance Contracts	931,518	1,088,599	1,088,599	1,088,599	1,311,527
PC Replacement Account	177,442	250,000	250,000	250,000	250,000
Software Replacement Account	66,094	150,000	-	-	-
Technology Refresh Account	364,350	450,000	1,136,222	847,681	1,192,047
Total Expenditures	1,539,404	1,938,599	2,474,821	2,186,280	2,753,574
Ending Balance	1,093,066	240,355	240,355	1,248,745	750,026
2016 Budget Appropriation					3,503,600

TELECOMMUNICATIONS FUND 507

ORGANIZATION CHART



MISSION STATEMENT

To provide state-of-the-art telecommunication services to City departments, Administration, and City Council, thereby enhancing accessibility of the citizens to City government.

SUMMARY

Expenditure Budget	\$	1,264,639	FTE's	3.0
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REVENUE DESCRIPTION

Interdepartmental revenues support this fund. The number of telephones and voicemail boxes assigned provides the basis for the amount charged to each department.

INVENTORY OF SERVICES

DEPARTMENT 507/Telecommunications Division ACTIVITY 1 - Telecommunications Network & Services

LABOR	\$279,250
M&O	753,370
Revenue Offset	(1,042,229)
NET REVENUE	\$9,609
TOTAL FTEs	2.05

DESCRIPTION

- Manages citywide telecommunications network including equipment, service, long distance, voice, voice messaging, television services, and video conferencing
- Manages the day-to-day operation and repair of the voice network
- Maintains and provides citywide directory services
- Manages citywide call accounting system

EXPECTED RESULTS

- Provide telecommunication services to all City buildings with continued and improved public access to City staff and services via telephone, fax, data, voicemail, and video conferencing
- Provide 24-hour network support, utilizing city staff, certified NEC PBX technicians, and certified AVST voicemail technicians, to include work orders and trouble tickets for the telephone and voicemail systems
- Provide timely and accurate in-house directory services on-line and hard copy and coordinated directory services with the local telephone company to include listings, yellow page advertisements and on-line services
- Provide citywide call accounting system, including monthly usage reports to departments
- Produce accurate equipment and service billings
- Obtain authorization for new/additional equipment and services that enhance operation of the telecommunications network

2015 ACCOMPLISHMENTS

- ◆ Upgraded the network infrastructure to Everett Station, completed the Service Center Relocation Project in support of Facilities, Utility Billing, Public Works, and Transit.
- ◆ Created/updated AVST Voice Messaging Call Processors in Building Services, Transit Customer Service, MVD, Animal Services, and Municipal Court
- ◆ Reviewed newly released NEC equipment for considered use with the voice network

2016 GOALS

- Goal #1 ■ Continue the review of newly released NEC equipment, how they may be used within our network to enhance services, and determine the cost impact.
- Goal #2 ■ Continue the upgrade process of end-of-life Series E telephones to NEC Series I telephones
- Goal #3 ■ Continue our review of the network, all line services and expenses in an effort to eliminate or reduce our current expenses and to improve service

FUTURE TRENDS

- Rapid advancement in telecommunications technology

PERFORMANCE MEASURES	2014	2015 Est.	2016 Est.
Number of telephones supported	1,795	1,673	1,673
Number of voice conference calls	201	216	150
Number of work order/trouble tickets	302	486	300
Incoming calls processed	1,047,180	902,276	1,000,000
Total calls processed	2,218,951	1,867,350	1,870,000
Number of calls to voicemail	395,552	422,555	350,000
Number of voicemail boxes supported	1,373	1,395	1,395

POSITION SUMMARY	FTE	POSITION SUMMARY	FTE
Telecommunications Manager	.95	Telecommunications Assistant	.10
Network Systems Analyst	1.00		

INVENTORY OF SERVICES (Continued)

DEPARTMENT 507/Telecommunications Division ACTIVITY 2 - Wireless Communications

LABOR	\$78,327
M&O	153,692
Revenue Offset	(232,019)
NET COST	\$0
TOTAL FTEs	.95

DESCRIPTION

- Maintains and manages citywide cellular telephone, Blackberry, Smartphones, data cards, pager, and accessory inventory
- Analyzes new equipment to determine if it meets standard for placement in our system
- Manages the wireless vendors
- Manages the distribution of equipment, accessories, and service, and provides repair and training
- Manages billings, rate plans, and reimbursement process for personal calls
- Advises City staff on rate plans, equipment, accessories, and provides 24-hour support on all cellular and paging equipment, accessories, and service
- Reviews and approves all wireless service and equipment billings, adjusting rate plans based on employee usage and activities

EXPECTED RESULTS

- Maintain adequate stock of spare equipment and accessories necessary to meet the day-to-day demands of City staff and provide same-day replacement of equipment that has been lost or damaged
- Review and test new equipment for durability, visuals, and ease of use before adding to the approved and recommended equipment list
- Foster a solid and proactive relationship with each of the wireless vendors, including them as a member of the team that supplies and supports the City's wireless needs

2015 ACCOMPLISHMENTS

- ◆ Moved 70 wireless data lines of service from Verizon Wireless to AT&T to add additional stability to the New World project.
- ◆ Audited Verizon Wireless cellular bills and adjusted 168 rate plans to off set the cost of 50 new cellular telephones for the Police Dept.

2016 GOALS Goal #1

- Upgrade the Blackberry system to an MDM solution utilizing smart phones
- Provide state-of-the-art, cost effective equipment and service for our customers while reviewing all service plans and equipment in an effort to reduce the overall expense

FUTURE TRENDS

- Rapid technological advancement in telecommunications

PERFORMANCE MEASURES	2014	2015 Est.	2016 Est.
Number of cellular telephones supported	406	443	443
Number of smart devices supported	101	130	130
Number of wireless data plans	340	351	365
Cellular rate plan adjustments	700	168	130
Number of wireless priority service emergency services	20	22	22
Number of pagers supported	51	43	46

POSITION SUMMARY	FTE	POSITION SUMMARY	FTE
Telecommunications Assistant	.90	IT/Telecommunications Manager	.05

THREE-YEAR PERSONNEL COMPARISON

Class	Title	2014	2015	2016
6208	Telecommunications Manager	1.0	1.0	1.0
2015	Telecommunications Assistant	1.0	1.0	1.0
1410	Network Systems Analyst	1.0	1.0	1.0
TOTAL FTE		3.0	3.0	3.0

BUDGETED EXPENDITURES

	2015		2015		2016
	2014	Adopted	As Amended	2015	Adopted
Fund 507: Telecommunications	Actual	Budget	12/2/2015	Estimate	Budget
Revenue					
Beginning Balance	494,589	446,226	461,468	492,582	448,473
Interfund Revenue	1,209,036	1,199,707	1,199,707	1,199,707	1,258,248
Miscellaneous	3,727	-	-	-	-
Interest Earnings	9,947	16,000	16,000	16,000	16,000
Total Available	1,717,299	1,661,933	1,677,175	1,708,289	1,722,721
Expenditures					
Salaries & Benefits	320,034	347,035	347,035	347,035	357,577
M & O	3,491	6,348	6,348	6,348	6,348
Pagers	1,974	1,800	1,800	1,800	1,800
Cellular Telephone Service	161,247	151,892	151,892	151,892	151,892
Network Maintenance Agreements	224,354	242,046	242,046	242,046	226,219
T-1 Spans	151,327	157,149	157,149	157,149	162,344
Network Operating Costs	128,497	127,227	127,227	127,227	134,510
Directory Advertising	5,754	5,333	5,333	5,333	5,333
Installation Charges	1,493	18,000	18,000	18,000	18,000
Long Distance Service	12,883	13,860	13,860	13,860	13,800
Business/Data/Radio Service	78,797	73,584	73,584	73,584	80,064
Tools/Telephone Supplies	14,764	25,048	25,048	25,048	31,500
InterFund Services & Charges	66,008	39,252	39,252	39,252	39,252
New/Replacement Equipment	54,094	36,000	51,242	51,242	36,000
Total Expenditures	1,224,717	1,244,574	1,259,816	1,259,816	1,264,639
Ending Balance	492,582	417,359	417,359	448,473	458,082

2016 Budget Appropriation**1,722,721**

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EMPLOYEE HEALTH BENEFITS RESERVE FUND 508

SUMMARY

Expenditure Budget	\$14,050,520	FTE's	0.0
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REVENUE DESCRIPTION

Each City department is charged a budgeted percent of its salaries (the payroll overhead rate). A portion of this overhead rate budget is directed to the Health Benefits Reserve Fund to provide funding for the City's self-insured medical and chiropractic health benefits.

Note: HMA is the third party administrator for medical and vision claims

INVENTORY OF SERVICES

DEPARTMENT 508/Health Benefits Reserve

ACTIVITY 1 - Self-Insured Medical Benefits

LABOR	\$0
M&O	14,050,520
Revenue Offset	<u>(1,179,500)</u>
NET COST	<u>\$12,871,020</u>
TOTAL FTEs	0

DESCRIPTION

- Provides employee medical, prescription, life, and long-term disability benefits
- Carries stop-loss insurance for aggregate claims exceeding 125% of expected paid claims
- Carries stop-loss insurance for individual claims exceeding \$200,000
- Maintains reserves for incurred but not reported (IBNR) liabilities and claims volatility

EXPECTED RESULTS

- Stable funding for employee medical, prescription, life, and long-term disability benefits

FUTURE TRENDS

- Rising medical benefit costs continue to be a national issue

PERFORMANCE MEASURES

- Provided health benefits for approximately 894 employees and their dependents

BUDGETED EXPENDITURES

	2014	2015	2015	2015	2016
	Actual	Adopted Budget	As Amended 12/2/2015	Estimate	Adopted Budget
Fund 508: Health Benefits Reserve					
Revenue					
Beginning Balance	2,188,501	4,264,064	4,264,064	4,256,233	5,341,253
COBRA Administrative Fee	2,537	3,500	3,500	3,500	3,500
Interest Earnings	61,282	66,000	66,000	68,000	66,000
COBRA Premiums	130,889	125,000	125,000	150,000	150,000
Insurance Recovery	277,249	-	-	-	-
Interfund Contribution	13,176,009	13,502,280	13,502,280	13,502,280	12,890,520
Employee Trust Contribution	343,851	360,000	360,000	680,000	960,000
Miscellaneous Revenue	9,453	-	-	-	-
Total Available	16,189,771	18,320,844	18,320,844	18,660,013	19,411,273
Expenditures					
M & O	63,485	10,000	10,000	10,000	10,000
Professional Services	988,072	1,200,000	1,200,000	1,000,000	1,150,000
Health Benefits	10,881,981	12,000,000	12,000,000	12,308,760	12,890,520
Total Expenditures	11,933,538	13,210,000	13,210,000	13,318,760	14,050,520
Ending Balance Before Reserves	4,256,233	5,110,844	5,110,844	5,341,253	5,360,753
Less Incurred But Not Reported (IBNR)	2,009,288	2,009,288	2,009,288	2,066,223	2,266,861
Less Claims Contingency Reserve	2,009,288	2,009,288	2,009,288	2,066,223	2,266,861
Ending Balance	237,657	1,092,268	1,092,268	1,208,808	827,032
2016 Budget Appropriation					19,411,273