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# INTERNAL SERVICE

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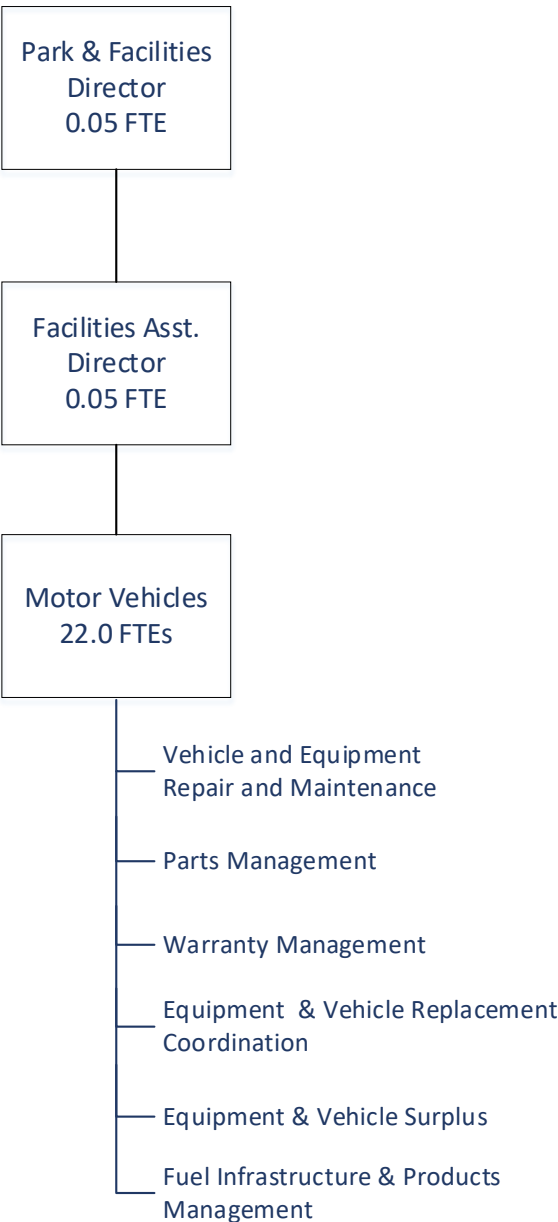


# Motor Vehicle Department

## FUND 501

### OVERVIEW

The Motor Vehicle Department (MVD) maintains the City’s vehicles and associated equipment in a safe and efficient manner at a cost comparable to private enterprise. MVD also manages and maintains the City’s fueling operations.



## ACTIVITY

# Motor Vehicle Operations

ACTIVITY BUDGET SUMMARY	AMOUNT
Labor	\$ 2,899,232
M&O/Capital Outlay	5,773,100
<b>Total Expenditures</b>	<b>\$ 8,672,332</b>
Revenue Offset	(8,248,503)
<b>Net Cost (expenditures less revenue)</b>	<b>\$ 423,829</b>
Budgeted FTEs	22.10

### PRIMARY CITY PRIORITY



Housing,  
transportation  
& infrastructure

### DESCRIPTION

Motor Vehicle Operations supports safe and efficient operations and maintenance of the City’s fleet of approximately 920 vehicles and equipment through:

- Tracking and performing scheduled maintenance according to manufacturers’ instructions and industry best practices
- Performing non-scheduled repairs on broken or failing equipment
- Recovering warranty funds when possible
- Maintaining and repairing the City’s fueling sites and fueling infrastructure
- Writing vehicle and equipment specifications
- Creating, maintaining, and storing records for the City fleet
- Procuring, storing, organizing, and issuing parts and supplies for the City fleet


### 2022 ACCOMPLISHMENTS




- Expanded the City’s alternative fuel fleet by purchasing two Ford E-Transit cargo vans, one Ford F-150 Lightning electric pick-up truck, and one Ford Mustang Mach-E Police patrol vehicle
- Planned and installed electric vehicle charging infrastructure for Fire and Police, resulting in seven additional charging ports
- Updated the Faster Maintenance System 10-year vehicle and equipment replacement plan

### 2023 GOALS & WORK PLAN

CITY PRIORITY	GOAL	WORK PLAN
	Continue to prioritize emergency response vehicle maintenance and repairs	<ul style="list-style-type: none"> <li>• Perform scheduled maintenance activities</li> <li>• Maintain on-hand parts availability</li> </ul>
	Revise maintenance schedule to use resources efficiently	<ul style="list-style-type: none"> <li>• Schedule repairs during low-use periods</li> <li>• Perform snow removal equipment upgrades and maintenance off-season</li> </ul>

## PERFORMANCE MEASURES

		TARGET	2020	2021	2022 EST.	2023 EST.
	Technician labor utilization rate (annual actual work hours)	1,634 average work hours billed per technician	1,557	1,562	1,634	1,634

WORKLOAD MEASURES		2020	2021	2022 EST.	2023 EST.
	Ratio of technician (FTE) to vehicles/equipment	1/75	1/76	1/87	1/73*
	Number of work orders completed	4,162	4,037	3,860	4,500
	Number of parts issued	43,165	39,186	37,146	43,500

\*13 of 13 positions filled

## POSITION SUMMARY

POSITION TITLE	FTE	POSITION TITLE	FTE
Parks & Recreation Director	0.05	Assistant Parks & Recreation Director	0.05
Fleet Program Manager	0.5	Vehicle Maintenance Manager	1.0
Buyer	2.0	Supervisor II	2.0
Equipment Service Worker	3.0	Fleet Service Technician	10.0
Parts Storekeeper	1.0	Fleet Support Specialist	1.0
Accounting Technician	1.0	Office Assistant	0.5

## REVENUE DESCRIPTION

The Motor Vehicle Department (MVD) bills departments and other partner government agencies on a monthly basis for services provided, which include preventative maintenance, general repairs, new vehicle in-service costs, parts and fuel support costs, and accident repair costs. Other sources of revenue include equipment surplus, warranty recovery, fuel resale, P-Card rebates, interest, warranty, and insurance recovery.

**THREE-YEAR PERSONNEL TABLE**

OCCUPATION CODE	TITLE	2021	2022	2023
6813	Fleet Program Manager	0.5	0.5	0.5
6810	Vehicle Maintenance Manager	1.0	1.0	1.0
6504	Parks and Recreation Director	0.0	0.0	0.05
6502	Assistant Parks and Recreation Director	0.0	0.0	0.05
6004	Executive Director	0.05	0.05	0.0
2310	Accounting Technician	1.0	1.0	1.0
2390	Office Assistant	0.5	0.5	0.5
4549	Fleet Support Specialist	1.0	1.0	1.0
4547	Vehicle Parts Storekeeper	1.0	1.0	1.0
1260	Buyer	2.0	2.0	2.0
3690	Equipment Mechanic	10.0	10.0	10.0
3710	Equipment Service Worker	3.0	3.0	3.0
2460	Supervisor II	2.0	2.0	2.0
<b>TOTAL FTEs</b>		<b>22.05</b>	<b>22.05</b>	<b>22.10</b>

**BUDGET CHANGES**

This schedule includes labor changes from the 2022 Original Budget to the 2023 Proposed Budget. It may also include specific changes to M&O or capital outlay. It excludes labor cost changes related to cost-of-living and step increases, employee benefits, most position upgrades or reclasses, and routine adjustments to M&O.

FTE	Item	Labor Amount	M & O Amount	Total
0.05	Transfer out 0.05 Executive Director to Administration, transfer in 0.05 Parks & Facilities Director from Parks, transfer in 0.05 Assistant Facilities Director from Facilities	\$ 7,380		\$ 7,380
	Decrease Overtime	(8,100)		(8,100)
<b>0.05</b>	<b>Total</b>	<b>\$ (720)</b>	<b>\$ -</b>	<b>\$ (720)</b>

## BUDGETED EXPENDITURES

	2021	2022	2022	2022	2023
	Actual	Adopted	As Amended	2022	Proposed
Fund 501: Motor Vehicle Division	Actual	Budget	4/13/2022	Estimate	Budget
<b>Program 000: Fleet Services</b>					
<b>Resources</b>					
Beginning Balance	\$ 2,193,573	\$ 2,340,728	\$ 2,340,728	\$ 2,057,683	\$ 2,250,369
Charges for Service General Govt	1,874,764	1,803,850	1,803,850	2,182,817	2,278,192
Charges for Service Other Funds	4,044,179	4,339,500	4,339,500	5,361,407	5,407,456
Charges for Service Outside Entities	202,042	200,650	200,650	354,840	300,205
Interest Earnings	14,572	9,776	9,776	14,000	15,324
Miscellaneous Income	37,626	17,000	17,000	17,000	17,000
Accident Reimbursements	99,140	119,000	119,000	111,570	93,000
Sale of Assets/Junk Salvage	9,796	2,000	2,000	4,700	2,000
<b>Total Available</b>	<b>\$ 8,475,692</b>	<b>\$ 8,832,504</b>	<b>\$ 8,832,504</b>	<b>\$ 10,104,017</b>	<b>\$ 10,363,546</b>
<b>Expenditures</b>					
Salaries & Benefits	\$ 2,214,625	\$ 2,667,974	\$ 2,667,974	\$ 2,667,974	\$ 2,899,232
Fuel	1,822,048	1,800,000	1,800,000	2,556,582	2,709,977
Parts Purchased	1,321,458	1,400,000	1,400,000	1,683,910	1,784,945
M & O	482,875	374,150	374,150	361,521	459,108
Capital Outlays	-	10,000	10,000	10,000	10,000
Interfund Charges	517,003	508,661	508,661	508,661	620,600
Transfer to Reserves - Program 005	60,000	65,000	65,000	65,000	75,000
<b>Total Expenditures</b>	<b>\$ 6,418,009</b>	<b>\$ 6,825,785</b>	<b>\$ 6,825,785</b>	<b>\$ 7,853,648</b>	<b>\$ 8,558,862</b>
<b>Ending Balance</b>	<b>\$ 2,057,683</b>	<b>\$ 2,006,719</b>	<b>\$ 2,006,719</b>	<b>\$ 2,250,369</b>	<b>\$ 1,804,684</b>
<b>Program 005: MVD Equipment Reserve</b>					
<b>Resources</b>					
Beginning Balance	\$ 192,995	\$ 193,583	\$ 193,583	\$ 254,787	\$ 257,653
Transfers In	60,000	65,000	65,000	65,000	75,000
Interest Earnings	1,792	595	595	2,866	3,038
<b>Total Available</b>	<b>\$ 254,787</b>	<b>\$ 259,178</b>	<b>\$ 259,178</b>	<b>\$ 322,653</b>	<b>\$ 335,691</b>
<b>Expenditures</b>					
Capital Outlays	\$ -	\$ 65,000	\$ 65,000	\$ 65,000	\$ 75,000
<b>Total Expenditures</b>	<b>\$ -</b>	<b>\$ 65,000</b>	<b>\$ 65,000</b>	<b>\$ 65,000</b>	<b>\$ 75,000</b>
<b>Ending Balance</b>	<b>\$ 254,787</b>	<b>\$ 194,178</b>	<b>\$ 194,178</b>	<b>\$ 257,653</b>	<b>\$ 260,691</b>
<b>Program 006: Fuel Infrastructure</b>					
<b>Resources</b>					
Beginning Balance	\$ 168,842	\$ 15,992	\$ 15,992	\$ 201,996	\$ 269,844
Charges for Services	55,570	40,230	40,230	88,586	54,868
Interest Earnings	1,411	1,762	1,762	1,762	2,420
<b>Total Available</b>	<b>\$ 225,823</b>	<b>\$ 57,984</b>	<b>\$ 57,984</b>	<b>\$ 292,344</b>	<b>\$ 327,132</b>
<b>Expenditures</b>					
M & O	\$ 23,827	\$ 22,500	\$ 22,500	\$ 22,500	\$ 38,470
Capital Outlays	-	35,484	35,484	-	-
<b>Total Expenditures</b>	<b>\$ 23,827</b>	<b>\$ 57,984</b>	<b>\$ 57,984</b>	<b>\$ 22,500</b>	<b>\$ 38,470</b>
<b>Ending Balance</b>	<b>\$ 201,996</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 269,844</b>	<b>\$ 288,662</b>
<b>2023 Budget Appropriation - Fund 501 Total</b>					<b>\$ 11,026,369</b>

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# Self-Insurance

## FUND 503

### OVERVIEW

The Self-Insurance fund includes five separate programs: Workers’ Compensation, Tort Liability, Property/Casualty Insurance Premiums, Unemployment Compensation, and the George Culmback Dam. This fund pays all costs of self-insurance for workers’ compensation, unemployment compensation, liabilities arising out of torts, and liability arising out of the Culmback Dam operations. It also funds the premiums for all property and casualty insurance purchased by the City.

### ACTIVITIES

#### Workers’ Compensation

ACTIVITY BUDGET SUMMARY	AMOUNT
Total Expenditures	\$ 3,750,000
Revenue Offset	(3,751,446)
<b>Net Cost (expenditures less revenue)</b>	<b>\$ (1,446 )</b>

**PRIMARY CITY PRIORITY**



Responsive & responsible government

### DESCRIPTION

The Workers’ Compensation program fulfills the City’s self-insurer obligations of the State Industrial Insurance Act. It provides for the payment of Workers’ Compensation benefits and related expenses. The City became a self-insurer in 1978.

#### Tort Liability

ACTIVITY BUDGET SUMMARY	AMOUNT
Total Expenditures	\$ 1,850,000
Revenue Offset	(1,210,243)
<b>Net Cost (expenditures less revenue)</b>	<b>\$ 639,757</b>

**PRIMARY CITY PRIORITY**



Responsive & responsible government

### DESCRIPTION

The Tort Liability program provides for the payment of claims, judgments, and related expenses arising out of torts. These payments are amounts within the City’s self-insured retention (SIR), or not covered by insurance. The City became a self-insurer in 1955.

## Property/Casualty Insurance Premiums

ACTIVITY BUDGET SUMMARY	AMOUNT
Total Expenditures	\$ 5,897,731
Revenue Offset	(5,505,230)
<b>Net Cost (expenditures less revenue)</b>	<b>\$ 392,501</b>

**PRIMARY CITY PRIORITY**



Responsive & responsible government

**DESCRIPTION**

The Property/Casualty Insurance Premium program provides for the payment of property, casualty and miscellaneous insurance premiums.

## Unemployment Compensation

ACTIVITY BUDGET SUMMARY	AMOUNT
Total Expenditures	\$ 175,000
Revenue Offset	(57,168)
<b>Net Cost (expenditures less revenue)</b>	<b>\$ 117,832</b>

**PRIMARY CITY PRIORITY**



Responsive & responsible government

**DESCRIPTION**

The Unemployment Compensation program pays the actual benefit cost for unemployment claims filed by eligible current and former City employees. This program reimburses the State on a quarterly basis for unemployment claims. The City became a reimbursable employer in 1978.

## George Culmback Dam

ACTIVITY BUDGET SUMMARY	AMOUNT
Total Expenditures	\$ 0
Revenue Offset	0
<b>Net Cost (expenditures less revenue)</b>	<b>\$ 0</b>

**PRIMARY CITY PRIORITY**



Responsive & responsible government

**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 dam operations. Due to insurance market conditions over time, the PUD and the City have increased the self-insured retention level and have increased the reserve balance accordingly.

## REVENUE DESCRIPTION

Revenue sources include contributions from Proprietary and General Government funds through interfund assessments, claim recoveries (Program 000-Workers' Compensation), interest earnings, and other miscellaneous revenue.

## BUDGETED EXPENDITURES

	2021	2022	2022	2022	2023
	Actual	Adopted	As Amended	2022	Proposed
Fund 503 - Self Insurance Fund		Budget	4/13/2022	Estimate	Budget
<b>Program 000 - Workers Comp. Self-Ins.</b>					
<b>Resources</b>					
Beginning Balance	\$ 2,731,424	\$ 3,337,908	\$ 3,337,908	\$ 3,199,027	\$ 1,498,554
Interfund Revenue - General Govt Funds	1,262,136	750,000	750,000	750,000	1,390,453
Interfund Revenue - Other Funds	1,713,828	1,700,000	1,700,000	1,700,000	2,134,768
Claims Recovery	1,072,823	180,000	180,000	787,082	200,000
Miscellaneous Revenue	10,700	20,000	20,000	-	-
Interest Earnings	24,467	33,379	33,379	25,000	26,225
<b>Total Available</b>	<b>\$ 6,815,378</b>	<b>\$ 6,021,287</b>	<b>\$ 6,021,287</b>	<b>\$ 6,461,109</b>	<b>\$ 5,250,000</b>
<b>Expenditures</b>					
Workers Comp Administration	\$ 592,250	\$ 500,000	\$ 500,000	\$ 600,000	\$ 650,000
Medical Claims	948,113	1,000,000	1,000,000	1,050,000	1,125,000
Time Loss	1,866,526	1,100,000	1,100,000	3,087,555	1,700,000
Permanent/Partial Disability Payments	209,462	275,000	275,000	225,000	275,000
<b>Total Expenditures</b>	<b>\$ 3,616,351</b>	<b>\$ 2,875,000</b>	<b>\$ 2,875,000</b>	<b>\$ 4,962,555</b>	<b>\$ 3,750,000</b>
<b>Ending Balance</b>	<b>\$ 3,199,027</b>	<b>\$ 3,146,287</b>	<b>\$ 3,146,287</b>	<b>\$ 1,498,554</b>	<b>\$ 1,500,000</b>
<b>Program 141 - Tort Liability</b>					
<b>Resources</b>					
Beginning Balance	\$ 5,720,771	\$ 5,291,647	\$ 5,291,647	\$ 5,931,404	\$ 4,139,757
Intfnd Svc Chgs - General Govt Claims	437,340	522,506	522,506	522,506	635,312
Intfnd Svc Chgs - Non-General Govt Claims	306,528	482,931	482,931	482,931	502,485
Interest Earnings	33,852	52,916	52,916	52,916	72,446
<b>Total Available</b>	<b>\$ 6,498,491</b>	<b>\$ 6,350,000</b>	<b>\$ 6,350,000</b>	<b>\$ 6,989,757</b>	<b>\$ 5,350,000</b>
<b>Expenditures</b>					
Professional Services	\$ 239,408	\$ 600,000	\$ 600,000	\$ 350,000	\$ 600,000
Judgments and Settlements	327,679	1,250,000	1,250,000	2,500,000	1,250,000
<b>Total Expenditures</b>	<b>\$ 567,087</b>	<b>\$ 1,850,000</b>	<b>\$ 1,850,000</b>	<b>\$ 2,850,000</b>	<b>\$ 1,850,000</b>
<b>Ending Balance</b>	<b>\$ 5,931,404</b>	<b>\$ 4,500,000</b>	<b>\$ 4,500,000</b>	<b>\$ 4,139,757</b>	<b>\$ 3,500,000</b>

**BUDGETED EXPENDITURES - CONTINUED**

	2021 Actual	2022 Adopted Budget	2022 As Amended 4/13/2022	2022 Estimate	2023 Proposed Budget
<b>Fund 503 - Self Insurance Fund</b>					
<b>Program 502 - Insurance Premiums</b>					
<b>Resources</b>					
Beginning Balance	\$ (192,977)	\$ 214,390	\$ 214,390	\$ 271,442	\$ 642,501
Intfnd Svc Chgs - General Govt Premiums	1,759,860	1,972,994	1,972,994	1,972,994	1,925,509
Intfnd Svc Chgs - Non-General Govt Premiums	3,022,512	3,512,116	3,512,116	3,512,116	3,579,721
Interest Earnings	354	-	-	-	-
Miscellaneous Revenue	-	-	-	8,074	-
<b>Total Available</b>	<b>\$ 4,589,749</b>	<b>\$ 5,699,500</b>	<b>\$ 5,699,500</b>	<b>\$ 5,764,626</b>	<b>\$ 6,147,731</b>
<b>Expenditures</b>					
Premium Payments	\$ 4,318,307	\$ 5,449,500	\$ 5,449,500	\$ 5,122,125	\$ 5,897,731
Insurance Claims	-	-	-	-	-
<b>Total Expenditures</b>	<b>\$ 4,318,307</b>	<b>\$ 5,449,500</b>	<b>\$ 5,449,500</b>	<b>\$ 5,122,125</b>	<b>\$ 5,897,731</b>
<b>Ending Balance</b>	<b>\$ 271,442</b>	<b>\$ 250,000</b>	<b>\$ 250,000</b>	<b>\$ 642,501</b>	<b>\$ 250,000</b>
<b>Program 601 - Unemployment Comp.</b>					
<b>Resources</b>					
Beginning Balance	\$ 508,366	\$ 253,724	\$ 253,724	\$ 276,448	\$ 267,832
Interfund Revenue - General Govt Funds	20,604	68,178	68,178	68,178	40,346
Interfund Revenue - Non-General Govt Funds	7,752	20,506	20,506	20,506	12,135
Interest Earnings	2,391	2,537	2,537	2,700	4,687
<b>Total Available</b>	<b>\$ 539,113</b>	<b>\$ 344,945</b>	<b>\$ 344,945</b>	<b>\$ 367,832</b>	<b>\$ 325,000</b>
<b>Expenditures</b>					
Unemployment Expenses	\$ 262,665	\$ 200,000	\$ 200,000	\$ 100,000	\$ 175,000
<b>Total Expenditures</b>	<b>\$ 262,665</b>	<b>\$ 200,000</b>	<b>\$ 200,000</b>	<b>\$ 100,000</b>	<b>\$ 175,000</b>
<b>Ending Balance</b>	<b>\$ 276,448</b>	<b>\$ 144,945</b>	<b>\$ 144,945</b>	<b>\$ 267,832</b>	<b>\$ 150,000</b>
Less Estimated Liability at Year End					
<b>Reserves/Balance</b>					
<b>Program 602 - Culmback Dam Self-Ins.</b>					
<b>Resources</b>					
Beginning Balance	\$ 3,312,391	\$ 3,340,391	\$ 3,340,391	\$ 3,338,563	\$ 3,369,563
Interest Earnings	26,172	33,404	33,404	31,000	58,967
<b>Total Available</b>	<b>\$ 3,338,563</b>	<b>\$ 3,373,795</b>	<b>\$ 3,373,795</b>	<b>\$ 3,369,563</b>	<b>\$ 3,428,530</b>
<b>Expenditures</b>					
<b>Total Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Ending Balance</b>	<b>\$ 3,338,563</b>	<b>\$ 3,373,795</b>	<b>\$ 3,373,795</b>	<b>\$ 3,369,563</b>	<b>\$ 3,428,530</b>
<b>2023 BUDGET APPROPRIATION - FUND 503 TOTAL</b>					<b>\$ 20,501,261</b>

# Information Technology Reserve Fund

## FUND 505

### OVERVIEW

The Information Technology Reserve fund accounts for information technology maintenance, which includes paying the annual costs associated with software, hardware, and various other forms of maintenance and licensing associated with line-of-business and enterprise systems.

This reserve fund also pays for computer and technology replacements, including City desktop and mobile computing assets, servers, storage, networks, and data center infrastructure as well as for new initiatives that are not part of a standard maintenance and replacement program.

### ACTIVITY

## Information Technology Reserve

ACTIVITY BUDGET SUMMARY	AMOUNT
Total Expenditures	\$ 4,114,176
Revenue Offset	(4,393,359)
<b>Net Cost (expenditures less revenue)</b>	<b>\$ (279,183)</b>

### PRIMARY CITY PRIORITY



Responsive & responsible government

### 2022 ACCOMPLISHMENTS

- Provided \$3,927,205 in funding to support technology maintenance, replacement, and special projects

### 2023 GOALS & WORK PLAN

See Information Technology Fund 015

### REVENUE DESCRIPTION

The Information Technology Reserve is funded by interdepartmental revenues. Computing device counts and full-time equivalent staffing counts provide the primary basis for the amounts charged to each department.

## BUDGETED EXPENDITURES

	2021	2022	2022	2022	2023
	Actual	Adopted Budget	As Amended 4/13/2022	Estimate	Proposed Budget
<b>Fund 505: Information Technology Reserve</b>					
<b>Resources</b>					
Beginning Balance	\$ 2,182,559	\$ 1,869,867	\$ 1,952,927	\$ 2,280,107	\$ 2,052,356
Maintenance Contracts	2,155,392	2,610,245	2,610,245	2,610,245	2,812,999
PC Replacement Account	416,075	399,140	399,140	399,140	422,723
Technology Refresh Account	354,168	413,907	413,907	413,907	558,407
Special Projects Account	-	245,604	256,108	256,108	580,800
Interest Earnings	16,842	-	-	16,050	18,430
Sale of Junk/Salvage	23,106	-	-	-	-
Other Miscellaneous	385	16,050	16,050	4,004	-
<b>Total Available</b>	<b>\$ 5,148,527</b>	<b>\$ 5,554,813</b>	<b>\$ 5,648,377</b>	<b>\$ 5,979,561</b>	<b>\$ 6,445,715</b>
<b>Expenditures</b>					
Maintenance Contracts	\$ 2,033,627	\$ 2,580,831	\$ 2,580,831	\$ 2,580,831	\$ 2,789,768
Computer Replacements	210,288	293,299	293,299	293,299	265,436
Technology Replacements/Updates	350,972	596,100	713,907	713,907	478,172
Special Projects	273,533	256,108	339,168	339,168	580,800
<b>Total Expenditures</b>	<b>\$ 2,868,420</b>	<b>\$ 3,726,338</b>	<b>\$ 3,927,205</b>	<b>\$ 3,927,205</b>	<b>\$ 4,114,176</b>
<b>Ending Balance</b>	<b>\$ 2,280,107</b>	<b>\$ 1,828,475</b>	<b>\$ 1,721,172</b>	<b>\$ 2,052,356</b>	<b>\$ 2,331,539</b>
<b>2023 Budget Appropriation</b>					<b>\$ 6,445,715</b>

# Telecommunications Fund

## FUND 507

### OVERVIEW

The Telecommunications fund provides state-of-the-art telecommunications services to all departments, thereby enhancing residents' accessibility to City government.

### ACTIVITY

## Telecommunications

ACTIVITY BUDGET SUMMARY	AMOUNT
M&O/Capital Outlay	\$ 778,308
<b>Total Expenditures</b>	<b>\$ 778,308</b>
Revenue Offset	(579,234)
<b>Net Cost (expenditures less revenue)</b>	<b>\$ 199,074</b>
Budgeted FTEs	0.0

### PRIMARY CITY PRIORITY



Responsive &  
responsible  
government

### 2022 ACCOMPLISHMENTS

- Provided \$830,676 in funding to support telecommunications services, maintenance, replacement, and special projects

### 2023 GOALS & WORK PLAN

See Information Technology Department Fund 015

### REVENUE DESCRIPTION

Telecommunications is funded by interdepartmental revenues. The number of network ports and lines of service assigned provides the basis for the amount charged to each department.

**BUDGETED EXPENDITURES**

	2022		2022		2023
	2021	Adopted	As Amended	2022	Proposed
<b>Fund 507: Telecommunications</b>	<b>Actual</b>	<b>Budget</b>	<b>4/13/2022</b>	<b>Estimate</b>	<b>Budget</b>
<b>Resources</b>					
Beginning Balance	\$ 919,812	\$ 779,460	\$ 779,460	\$ 878,893	\$ 664,429
Interfund Revenue	1,114,140	1,050,007	1,050,007	1,050,007	572,203
Miscellaneous	7,951	2,000	2,000	2,000	1,497
Interest Earnings	6,841	7,320	7,320	7,320	5,534
<b>Total Available</b>	<b>\$ 2,048,744</b>	<b>\$ 1,838,787</b>	<b>\$ 1,838,787</b>	<b>\$ 1,938,220</b>	<b>\$ 1,243,663</b>
<b>Expenditures</b>					
Salaries & Benefits	\$ 391,579	\$ 444,135	\$ 444,135	\$ 444,135	\$ -
M & O	6,152	10,344	10,344	10,344	-
Pagers	2,306	239	239	239	245
Cellular Telephone Service	42,386	47,987	47,987	47,987	44,217
Network Maintenance Agreements	100,026	100,408	100,408	108,942	172,831
T-1 Spans	161,377	135,580	135,580	123,518	121,656
Network Operating Costs	150,762	132,678	132,678	126,771	121,825
Installation Charges	-	9,360	9,360	9,360	9,616
Long Distance Service	10,116	14,137	14,137	6,947	7,971
Business/Data/Radio Service	67,926	75,525	75,525	75,525	78,146
Tools/Telephone Supplies	4,322	16,736	16,736	2,640	17,193
Interfund Services & Charges	43,799	50,962	50,962	50,962	54,608
New/Replacement Equipment	11,692	66,720	66,720	96,421	-
Capital Outlay	177,408	170,000	170,000	170,000	150,000
<b>Total Expenditures</b>	<b>\$ 1,169,851</b>	<b>\$ 1,274,811</b>	<b>\$ 1,274,811</b>	<b>\$ 1,273,791</b>	<b>\$ 778,308</b>
<b>Ending Balance</b>	<b>\$ 878,893</b>	<b>\$ 563,976</b>	<b>\$ 563,976</b>	<b>\$ 664,429</b>	<b>\$ 465,355</b>
<b>2023 Budget Appropriation</b>					<b>\$ 1,243,663</b>



# Health Benefits Reserve

## FUND 508

### OVERVIEW

The Health Benefits Reserve fund provides employee self-insured medical, vision, prescription, and dental benefits.

### ACTIVITY

## Health Benefits



ACTIVITY BUDGET SUMMARY	AMOUNT
Total Expenditures	\$ 18,305,000
Revenue Offset	(17,865,000)
<b>Net Cost (expenditures less revenue)</b>	<b>\$ 440,000</b>

### PRIMARY CITY PRIORITY



Responsive &  
responsible  
government

### 2023 GOALS & WORK PLAN

CITY PRIORITY	GOAL	WORK PLAN
	Increase engagement in City-sponsored clinic	<ul style="list-style-type: none"> <li>Provide continuing education for employees regarding Clinic benefits</li> <li>Work with the employee Whole Health Council to increase awareness and maximize use of the clinic</li> </ul>
	Increase migration to Consumer Driven Health Plan	<ul style="list-style-type: none"> <li>Provide continuing education for employees regarding the benefits of the Consumer Driven Health Plan and associated HRA/VEBA</li> </ul>

### REVENUE DESCRIPTION

This fund receives employee and employer contributions, COBRA payments, insurance recoveries, and interest earnings.

## BUDGETED EXPENDITURES

Fund 508: Health Benefits Reserve	2021	2022	2022	2022	2023
	Actual	Adopted Budget	As Amended 4/13/2022	Estimate	Proposed Budget
<b>Resources</b>					
Beginning Balance	\$ 9,828,136	\$ 8,482,077	\$ 8,482,077	\$ 7,921,823	\$ 7,986,823
COBRA Administrative Fee*	949	7,500	7,500	-	-
Interest Earnings	74,733	86,000	86,000	100,000	125,000
COBRA Premiums	47,419	400,000	400,000	400,000	165,000
Insurance Recovery	257,682	-	-	1,000,000	-
Employer Contribution	12,580,580	14,323,047	14,323,047	15,200,000	16,375,000
Employee Contribution	2,766,178	1,793,319	1,793,319	1,500,000	1,200,000
Judgemnt/Settlement	1,701	-	-	-	-
<b>Total Available</b>	<b>\$ 25,557,378</b>	<b>\$ 25,091,943</b>	<b>\$ 25,091,943</b>	<b>\$ 26,121,823</b>	<b>\$ 25,851,823</b>
<b>Expenditures</b>					
M & O	\$ 9,224	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
Professional Services	1,650,507	1,704,771	1,704,771	1,780,000	1,920,000
Health Benefits	15,975,824	16,745,509	16,745,509	16,350,000	16,380,000
<b>Total Expenditures</b>	<b>\$ 17,635,555</b>	<b>\$ 18,455,280</b>	<b>\$ 18,455,280</b>	<b>\$ 18,135,000</b>	<b>\$ 18,305,000</b>
<b>Ending Balance Before Reserves</b>	<b>\$ 7,921,823</b>	<b>\$ 6,636,663</b>	<b>\$ 6,636,663</b>	<b>\$ 7,986,823</b>	<b>\$ 7,546,823</b>
Less Incurred But Not Reported (IBNR)	2,936,183	2,838,505	2,838,505	2,838,505	2,982,318
Less Claims Contingency Reserve	2,936,183	2,838,505	2,838,505	2,838,505	2,982,318
<b>Ending Balance</b>	<b>\$ 2,049,457</b>	<b>\$ 959,653</b>	<b>\$ 959,653</b>	<b>\$ 2,309,813</b>	<b>\$ 1,582,187</b>
<b>2023 Budget Appropriation</b>					<b>\$ 25,851,823</b>

\*Cobra Administrative fee paid to third party administrator