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Fleet Internal Service Fund (504)

	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Original Budget	FY 13-14 Amdended Budget	FY 14-15 Budget
Revenues					
CHARGES FOR SERVICES	-	-	-	-	281,968
MAINTENANCE CHARGES	-	-	-	-	284,128
TOTAL REVENUE	-	-	-	-	566,096
PRIOR YEAR BUDGETARY C/F	-	-	-	-	-
Total Revenues	**-**	**-**	**-**	**-**	**566,096**
Expenditures					
SALARIES	-	-	-	-	189,166
BENEFITS	-	-	-	-	39,288
TOTAL SALARIES AND BENEFITS	-	-	-	-	228,454
COMMUNICATION	-	-	-	-	1,326
FUEL	-	-	-	-	12,000
INSURANCE	-	-	-	-	7,268
OPERATING EXPENSES	-	-	-	-	6,330
OTHER EXPENSES	-	-	-	-	22,400
PROFESSIONAL SERVICES	-	-	-	-	1,545
RENT	-	-	-	-	1,658
REPAIRS AND MAINTENANCE	-	-	-	-	65,934
SMALL TOOLS	-	-	-	-	11,100
UTILITIES	-	-	-	-	5,970
VEHICLE REPLACEMENT	-	-	-	-	6,783
TOTAL OPERATING EXPENSES	-	-	-	-	142,314
TRANSFER TO HEALTH FUND	-	-	-	-	10,273
TOTAL TRANSFERS	-	-	-	-	10,273
RESERVE FOR CONTINGENCIES	-	-	-	-	185,055
Total Expenditures	**-**	**-**	**-**	**-**	**566,096**

Fleet Maintenance - 5104

Description

Fleet Maintenance is a support service department of City government that provides a comprehensive array of repair and preventive maintenance services for a fleet of approximately 213 vehicles and 176 pieces of equipment and other non-rolling stock. The fleet department maintains a parts shop and inventory, coordinates all sublet repairs, including some for fire pumpers and rescue vehicles, and manages the City's vehicle replacement program. In addition, fleet oversees operations of the City's central fueling facility and maintains management and billing information for all vehicles and equipment.

As an "internal service" operation, Fleet Maintenance recovers its labor and overhead through an hourly labor rate charged to user departments. The cost of all parts and sublet repairs are charged directly to the affected department.

	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Budget	FY 13-14 Amended Budget	FY 14-15 Budget
Salaries	145,151	120,551	127,586	127,586	189,166
Benefits	43,419	37,792	39,664	39,664	39,288
Operating	586,279	644,151	720,762	720,762	142,314
Capital	13,908	-	-	-	-
Total	**788,757**	**802,494**	**888,012**	**888,012**	**370,768**

Budget Highlights

The FY 14-15 budget decreased over FY 13-14. Operating expenditures actually decreased, and the repair and maintenance budgeted amount for the estimated cost of parts, which are directly charged to the affected department, decreased due to the purchase of new vehicles which will require less repairs. The amount for commercial or sublet repairs decreased, as well as the expenditure for vehicle replacements, and fuel and diesel fuel both decreased. Salaries increased from the addition of new personnel to this year's budget; otherwise, all other operating expenditures and overhead costs are consistent with the FY 13-14 budget.

Performance Outcomes

	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Budget	FY 13-14 Amended Budget	FY 14-15 Budget
Input/Demand					
City-wide Fleet Expenses (repairs, fuel, & overhead)	795,244	848,294	887,515	887,515	895,542
Labor and overhead	247,776	243,294	291,000	291,000	229,382
Parts and sublet repairs	65,116	155,000	95,000	95,000	139,000
Unleaded and diesel fuel	482,352	450,000	450,000	450,000	520,000
Mechanic Productive/ Billable Hours	2,464	4,434	2,300	2,300	4,200
Workload/Output					
# pieces of rolling stock	209	211	209	209	216
# pieces of non-rolling stock	173	173	170	170	176
# "services" or work orders completed	2,000	2,000	2,400	2,400	2,400
Effectiveness/Service Quality					
Average time to complete repairs (hours)	1.63	1.50	2.00	2.00	2.00
Mechanic productivity rate	84.0%	85.0%	78.0%	78.0%	70.0%
% of repairs returned	0.5%	0.25%	0.5%	0.5%	2.0%
Customer satisfaction rating	98.0%	98.0%	98.0%	98.0%	98.0%
% of Police vehicles in shop more than 4 hours	1.0%	1.0%	1.0%	1.0%	1.0%
Efficiency					
Hourly labor rate	86.50	86.50	86.50	86.50	85.00
Average hourly labor rate of private shops	92.00	92.00	92.00	92.00	95.00
Work Orders to Mechanic ratio (quarterly)	545	870	900	900	700

Personnel Summary

	FY 10-11	FY 11-12	FY 12-13	FY 13-14	FY 14-15
Total	3.00	3.00	3.00	3.00	4.00

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Medical Insurance Fund (510)

	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Original Budget	FY 13-14 Amdended Budget	FY 14-15 Budget
Revenues					
CHARGES FOR SERVICES	1,373,238	1,362,767	1,434,229	1,434,229	1,622,623
CITY DEPENDENT CONTRIBUTION	173,098	179,349	173,801	173,801	189,112
EMPLOYEE CONTRIBUTION	316,385	337,271	329,219	329,219	351,203
COBRA	6,078	3,112	4,000	4,000	6,077
RETIREES CONTRIBUTIONS	23,641	19,270	23,460	23,460	29,545
LIFE INSURANCE	43,680	35,279	31,454	31,454	26,292
LONG TERM DISABILITY	77,522	51,976	56,980	56,980	47,588
OTHER	55,853	-	-	-	-
INSURANCE PROCEEDS	8,478	10,270	10,000	10,000	10,000
INTEREST	11,965	5,659	3,500	3,500	4,000
CHANGE IN FAIR VALUE	7	(1,933)	-	-	-
TRANSFER FROM FLEET	-	-	-	-	10,273
TRANSFER FROM GENERAL FUND	416,049	416,049	500,000	500,000	514,455
TRANSFER FROM STORMWATER	22,438	22,438	26,050	26,050	30,627
TRANSFER FORM UTILITY	61,513	61,513	69,065	69,065	90,808
TOTAL REVENUE	2,589,945	2,503,020	2,661,758	2,661,758	2,932,603
PRIOR YEAR BUDGETARY C/F	-	-	-	-	25,000
Total Revenues	**2,589,945**	**2,503,020**	**2,661,758**	**2,661,758**	**2,957,603**
Expenditures					
BENEFITS	142,667	113,829	141,260	141,260	137,630
TOTAL SALARIES AND BENEFITS	142,667	113,829	141,260	141,260	137,630
CLAIMS EXPENSE	1,499,557	1,543,292	1,658,000	1,658,000	1,795,815
HEALTH INSURANCE FEES	532,849	537,522	492,328	492,328	593,136
OPERATING EXPENSES	8,204	1,010	1,000	6,700	500
TOTAL OPERATING EXPENSES	2,040,610	2,081,824	2,151,328	2,157,028	2,389,451
CLINIC OPERATING EXPENSES	313,679	330,665	354,009	354,009	425,522
RESERVE FOR CONTINGENCIES	-	-	15,161	9,461	5,000
Total Expenditures	**2,496,956**	**2,526,318**	**2,661,758**	**2,661,758**	**2,957,603**

Medical Insurance Fund (510)

BEGINNING FUND BALANCE	618,131	654,351	578,151	578,151	587,612
REVENUE CATEGORY	**2011-12 Actual**	**2012-13 Actual**	**2013-14 Adopted Budget**	**2013-14 Amended Budget**	**2014-15 Proposed Budget**
INTERNAL SERVICE CHARGES					
CITY CONTRIBUTION FOR EMPLOYEE HEALTH INSURANCE	1,373,238	1,362,767	1,434,229	1,434,229	1,622,623
CITY CONTRIBUTION FOR DEPENDENT HEALTH INSURANCE	173,098	179,349	173,801	173,801	189,112
EMPLOYEE CONTRIBUTION FOR DEPENDENT COVERAGE	316,385	337,271	329,219	329,219	351,203
CITY CONTRIBUTION FOR EMPLOYEE LIFE INSURANCE	43,680	35,279	31,454	31,454	26,292
CITY CONTRIBUTION FOR EMPLOYEE LT DISABILITY	77,522	51,976	56,980	56,980	47,588
SUB-TOTAL: INTERNAL SERVICE CHARGES	**1,983,923**	**1,966,642**	**2,025,683**	**2,025,683**	**2,236,818**
MISCELLANEOUS					
INTEREST ON INVESTMENTS	11,958	7,592	3,500	3,500	4,000
STOP LOSS REIMBURSEMENT	8,478	10,270	10,000	10,000	10,000
OTHER	55,853	-	-	-	-
COBRA PAYMENTS	2,237	3,112	4,000	4,000	6,077
COBRA SUBSIDY TAX REBATE	3,841	-	-	-	-
RETIREE PAYMENTS	23,641	19,270	23,460	23,460	29,545
SUB-TOTAL: MISCELLANEOUS	**106,008**	**40,244**	**40,960**	**40,960**	**49,622**
INTERFUND TRANSFERS (TRANSFER FROM):					
GENERAL FUND (001)	416,049	416,049	500,000	500,000	514,455
WATER/WASTEWATER FUND (401)	61,513	61,513	69,065	69,065	90,808
FLEET MAINTENANCE FUND (504)	-	-	-	-	10,273
STORMWATER FUND (138)	(22,438)	22,438	26,050	26,050	30,627
SUB-TOTAL: INTERFUND TRANSFERS	**455,124**	**500,000**	**595,115**	**595,115**	**646,163**
APPROPRIATED FUND BALANCE	-	-	-	-	25,000
TOTAL REVENUES	**2,545,055**	**2,506,886**	**2,661,758**	**2,661,758**	**2,957,603**

Medical Insurance Fund (510)

EXPENDITURE CATEGORY	2011-12 ACTUAL	2012-13 ACTUAL	2013-14 ADOPTED BUDGET	2013-14 AMENDED BUDGET	2014-15 ADOPTED BUDGET
ADMINISTRATIVE COSTS					
CLAIMS PROCESSING AND ADMINISTRATION	197,055	228,006	234,567	234,567	254,453
WELLNESS PROGRAM OPERATING SUPPLIES	204	1,010	1,000	6,296	500
COBRA	(4,442)	583	-	-	-
RETIREES	2,540	1,484	-	-	-
OTHER OPERATING SUPPLIES	8,000	-	-	404	-
FLEX SPENDING DEBIT CARD/125 ADMIN. FEE	9,641	-	1,260	1,260	-
SUB-TOTAL: ADMINISTRATIVE COSTS	**212,998**	**231,083**	**236,827**	**242,527**	**254,953**
CLAIMS EXPENSES/LIABILITIES					
BLUE CROSS/BLUE SHIELD PAYMENTS - EMPLOYEES	654,508	409,602	613,000	613,000	-
BLUE CROSS/BLUE SHIELD PAYMENTS - DEPENDENTS	363,465	561,758	375,000	375,000	-
BLUE CROSS/BLUE SHIELD PAYMENTS - SHOCK CLAIM	432,887	486,057	510,000	510,000	650,000
BLUE CROSS/BLUE SHIELD PAYMENTS - COBRA	580	2,964	30,000	30,000	-
BLUE CROSS/BLUE SHIELD PAYMENTS - RETIREES	137,889	117,844	130,000	130,000	-
BLUE CROSS/BLUE SHIELD PAYMENTS - INPATIENT CLAIMS	-	-	-	-	433,500
BLUE CROSS/BLUE SHIELD PAYMENTS - OTHER MEDICAL CLAIMS	-	-	-	-	393,620
BLUE CROSS/BLUE SHIELD PAYMENTS - OUTPATIENT CLAIMS	-	-	-	-	98,445
BLUE CROSS/BLUE SHIELD PAYMENTS - PHARMACY CLAIMS	-	-	-	-	140,250
BLUE CROSS/BLUE SHIELD PAYMENTS - SPECIALISTS' CLAIMS	-	-	-	-	80,000
BLUE CROSS/BLUE SHIELD - IBNR	(131,871)	(34,933)	-	-	-
SUB-TOTAL: BCBS CLAIMS EXPENSES	**1,457,458**	**1,543,292**	**1,658,000**	**1,658,000**	**1,795,815**
STOP LOSS REIMBURSEABLE CLAIMS (IN EXCESS OF $100K)					
BLUE CROSS/BLUE SHIELD PAYMENTS - EMPLOYEES	42,099	-	-	-	-
SUB-TOTAL: STOP LOSS REIMBURSEABLE CLAIMS	**42,099**	**-**	**-**	**-**	**-**
TOTAL CLAIMS EXPENSES - EXCLUDING SHOCK CLAIM	**1,066,670**	**1,057,235**	**1,148,000**	**1,148,000**	**1,145,815**
HEALTH REIMBURSEMENT ACCOUNT (HRA) EXPENSES	42,466	22,843	45,000	45,000	63,750
TOTAL: CLAIMS EXPENSES	**1,542,023**	**1,566,135**	**1,703,000**	**1,703,000**	**1,859,565**
***INCLUDES PAYMENTS FOR EMPLOYEES, RETIREES AND COBRA**					
INSURANCE PREMIUMS					
INDIVIDUAL EXCESS LOSS & AGGREGATE	335,794	309,516	257,761	257,761	338,683
LIFE INSURANCE	31,876	31,460	35,000	35,000	26,292
LONG TERM DISABILITY	60,586	57,459	60,000	60,000	47,588
SUB-TOTAL: INSURANCE PREMIUMS	**428,256**	**398,435**	**352,761**	**352,761**	**412,563**

Medical Insurance Fund (510)

EXPENDITURE CATEGORY	2011-12 ACTUAL	2012-13 ACTUAL	2013-14 ADOPTED BUDGET	2013-14 AMENDED BUDGET	2014-15 ADOPTED BUDGET
EMPLOYEE MEDICAL CLINIC					
REPAIRS AND MAINTENANCE	1,311	652	-	-	661
UTILITIES	4,768	4,418	4,879	4,879	4,430
TELEPHONE/POSTAGE/MISCELLANEOUS	3,743	3,755	4,000	4,000	4,580
INITIAL SET-UP FEE (INVENTORY AND SUPPLIES)	7,396	2,739	-	-	2,000
LAB AND SUPPLIES	2,310	8,531	15,000	15,000	12,000
DRUG FORMULARY (PRESCRIPTION COSTS)	35,735	41,915	33,120	33,120	40,000
MEDICAL STAFFING COSTS	184,618	194,701	231,874	231,874	263,159
MONTHLY SERVICE FEE	64,492	63,802	65,136	65,136	73,692
OTHER CHARGES	-	-	-	-	25,000
DEPRECIATION	9,306	10,152	-	-	-
SUB-TOTAL: EMPLOYEE MEDICAL CLINIC	**304,373**	**320,513**	**354,009**	**354,009**	**425,522**
INTERFUND TRANSFERS (TRANSFER TO):					
GENERAL FUND (FOR HR STAFF SUPPORT)	56,768	56,768	-	-	-
SUB-TOTAL: INTERFUND TRANSFERS	**56,768**	**56,768**	**-**	**-**	**-**
RESERVE FOR CONTINGENCY	-	-	15,161	9,461	5,000
TOTAL EXPENDITURES	**2,544,418**	**2,572,934**	**2,661,758**	**2,661,758**	**2,957,603**
ENDING FUND BALANCE	609,462	578,151	593,312	587,612	592,612