

Internal Service Funds

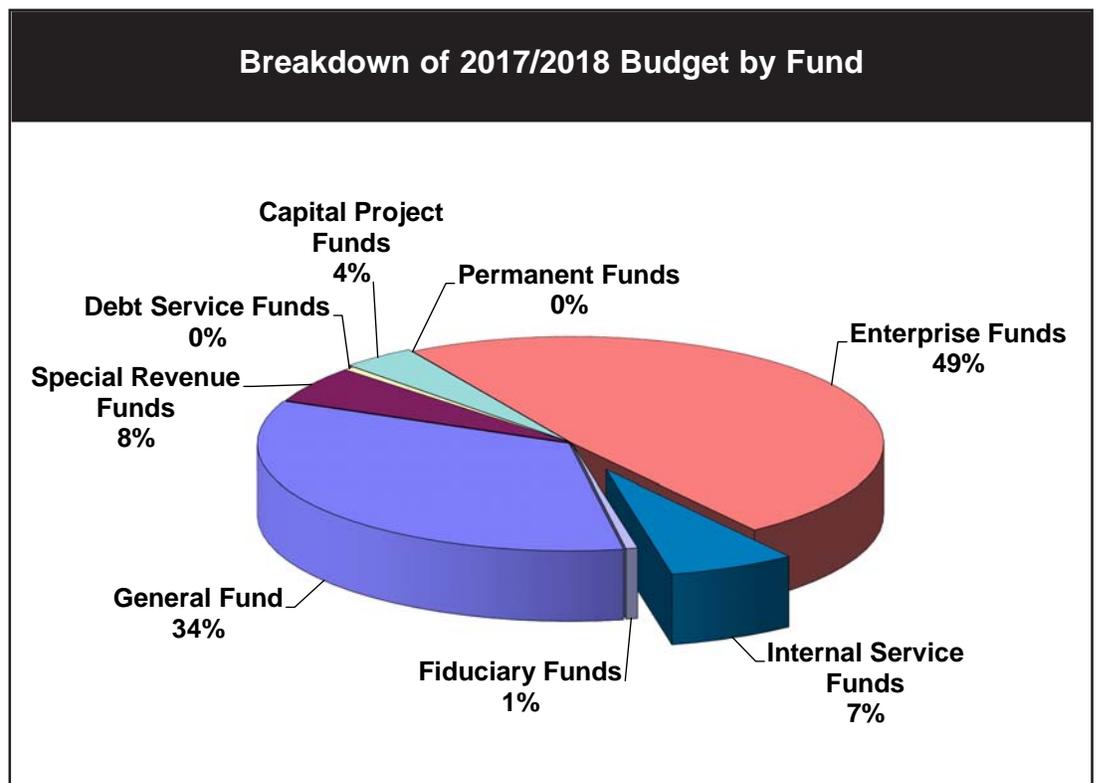
TOPIC	PAGE
Internal Service Funds	216
Insurance Reserve Fund	217-220
Office Equipment Reserve Fund	221-222
Equipment Rental Operations Fund	223-226
Equipment Rental Reserve Fund	227-228
Facility Maintenance Fund	229-232
Unemployment Compensation Fund	233-234
Employee Benefits Reserve Fund	235-236

Internal Service Funds

Internal Service Funds

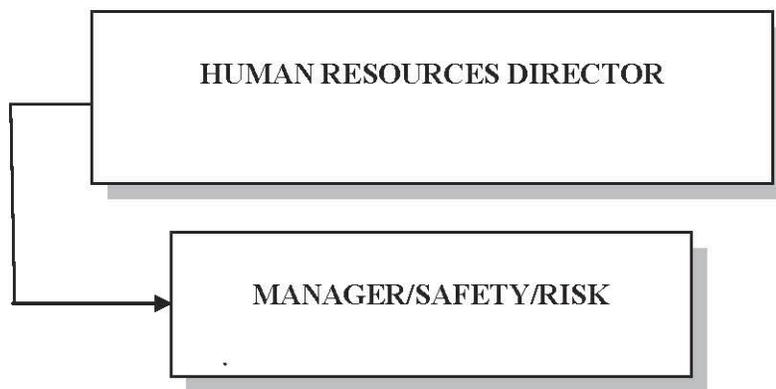
The City of Longview’s Internal Service Funds are used to account for the financing of goods and services provided by one department or agency to other departments or agencies within the same government, or to other governments on a cost-reimbursement basis. Internal Service Funds include:

- ◆ 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



2017/2018 Budget _____
Internal Service Funds

Revenue Summary

FUND SUMMARY		Insurance Reserve Fund							
Internal Service Fund Title Insurance Reserve	Department Head Responsible Chris Smith	Total Revenues	Actual	Budget	Budget	Percent	Budget	Percent	2017-2018
Beginning Fund Balance	\$1,250,000	By Source	2015	2016	2017	Variance	2018	Variance	Budget
2017/2018 Estimated Revenue	\$3,156,390	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 2017/2018 Revenue	\$3,156,390	Intergovernmental	\$4,440	\$0	\$4,000	0.0%	\$4,250	6.3%	\$8,250
2017/2018 Estimated Expenditures	\$3,156,390	Charges for Services	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
Contribution to Ending Fund Balance	\$0	Fines & Forfeits	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
Total 2017/2018 Expenditures	\$3,156,390	Miscellaneous	\$1,364,639	\$1,472,520	\$1,514,480	2.8%	\$1,620,570	7.0%	\$3,135,050
Estimated Ending Fund Balance	\$1,250,000	Non-Revenues	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
		Other Financing Sources	\$4,904	\$0	\$0	0.0%	\$13,090	0.0%	\$13,090
		Beg Resources Req to Balance	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
		TOTAL REVENUES	\$1,373,983	\$1,472,520	\$1,518,480	3.1%	\$1,637,910	7.9%	\$3,156,390

Expenditure Summary

Insurance Reserve Fund							
Total Expenditures	Actual	Budget	Budget	Percent	Budget	Percent	2017-2018
By Object	2015	2016	2017	Variance	2018	Variance	Budget
Cont to End Fund Balance	\$0	\$54,410	\$0	-100.0%	\$0	0.0%	\$0
Salaries & Wages	\$157,122	\$151,140	\$160,560	6.2%	\$166,020	3.4%	\$326,580
Personnel Benefits	\$250,022	\$462,460	\$377,990	-18.3%	\$436,780	15.6%	\$814,770
Supplies	\$7,870	\$8,080	\$6,100	-24.5%	\$6,250	2.5%	\$12,350
Other Services & Charges	\$737,982	\$796,430	\$973,830	22.3%	\$1,028,860	5.7%	\$2,002,690
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	\$1,152,996	\$1,472,520	\$1,518,480	3.1%	\$1,637,910	7.9%	\$3,156,390

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 \$2,248,916

The mission of the safety program is to provide 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

Performance Measures	2015 Actual	2016 Target	2017 Target	2018 Target
A Claim Severity less than the WCIA actuarial group average in the areas of Auto Liability, E&O, HR, Liability, Public Safety	65%	<100%	<100%	<100%
B Claim Frequency is less than the WCIA actuarial group average in the areas of Auto Liability, E&O, HR, Liability, Public Safety	56%	<100%	<100%	<100%
B Percent of department representatives attending Safety Committee meetings	80%	90%	90%	90%
C Reduce Workers Compensation time loss hours by 5% over previous year	920	874	830	789
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 five days	100%	100%	100%	100%

Worker’s Compensation Program \$843,268

The mission of the Worker’s Compensation Program is to administer the 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

Performance Measures	2015 Actual	2016 Target	2017 Target	2018 Target
A Reduction in time loss as a result of initiation of transitional return to work program	912	<912	<900	<890

Wellness Health Promotion Program \$64,206

The mission of the Wellness Committee is to promote the improved health and well being of our employees in order to prevent illnesses and injuries, improve morale, reduce absenteeism and enhance productivity and performance. The Wellness Program is established in recognition that: Healthy productive employees are critical to the provision of high quality and efficient local government services, the health and well being of employees has a direct effect on the cost of government services.

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 Achieve Well City Award status each year
- C Maintain the City wellness program and related activities
- D Ensure the effectiveness and overall satisfaction of the wellness program

continued

Internal Service Funds

Wellness Health Promotion Program - continued

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

E Monitor efforts of program outreach

F Plan, coordinate, and implement a successful employee benefits fair annually

Performance Measures	2015	2016	2017	2018
	<u>Actual</u>	<u>Target</u>	<u>Target</u>	<u>Target</u>
A Overall employee (and family) participation in wellness program activities from previous year	50%	>50%	>50%	>50%
B Achievement of Well City Award status	1	1	1	1
C Employee participation in the annual wellness survey from previous year	60%	>60%	>60%	>60%
D Employee participation in the health screening programs from previous year	50%	>50%	>50%	>50%

TOTAL FOR ALL PROGRAMS \$3,156,390

Revenue Summary

FUND SUMMARY		Office Equipment Reserve Fund							
Internal Service Fund Title Office Equipment Reserve	Department Head Responsible Todd Dodgin	Total Revenues By Source	Actual 2015	Budget 2016	Budget 2017	Percent Variance	Budget 2018	Percent Variance	2017-2018 Budget
Beginning Fund Balance	\$1,228,000	Taxes	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
2017/2018 Estimated Revenue	\$1,836,360	Licenses & Permits	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
Beginning Cash Required for Operations	\$636,810	Intergovernmental	\$0	\$9,000	\$0	-100.0%	\$0	0.0%	\$0
Total 2017/2018 Revenue	\$2,473,170	Charges for Services	\$59,247	\$71,870	\$44,500	-38.1%	\$44,500	0.0%	\$89,000
2017/2018 Estimated Expenditures	\$2,473,170	Fines & Forfeits	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
Contribution to Ending Fund Balance	\$0	Miscellaneous	\$991,719	\$991,150	\$873,680	-11.9%	\$873,680	0.0%	\$1,747,360
Total 2017/2018 Expenditures	\$2,473,170	Non-Revenues	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
Estimated Ending Fund Balance	\$591,190	Other Financing Sources	\$33,647	\$0	\$0	0.0%	\$0	0.0%	\$0
		Beg Resources Req to Balance	\$0	\$234,060	\$593,200	153.4%	\$43,610	-92.6%	\$636,810
		TOTAL REVENUES	\$1,084,613	\$1,306,080	\$1,511,380	15.7%	\$961,790	-36.4%	\$2,473,170

Expenditure Summary

Office Equipment Reserve Fund							
Total Expenditures By Object	Actual 2015	Budget 2016	Budget 2017	Percent Variance	Budget 2018	Percent Variance	2017-2018 Budget
Cont to End Fund Balance	\$0	\$10,000	\$0	-100.0%	\$0	0.0%	\$0
Salaries & Wages	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
Personnel Benefits	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
Supplies	\$456,970	\$496,920	\$633,450	27.5%	\$495,480	-21.8%	\$1,128,930
Other Services & Charges	\$236,175	\$356,850	\$337,000	-5.6%	\$301,500	-10.5%	\$638,500
Intergovernmental	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
Capital Outlay	\$199,300	\$442,310	\$540,930	22.3%	\$164,810	-69.5%	\$705,740
Debt Service	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
Interfund Transfers	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
TOTAL EXPENDITURES	\$892,445	\$1,306,080	\$1,511,380	15.7%	\$961,790	-36.4%	\$2,473,170

Program Descriptions - Initiatives - Performance Measures

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

Software Support \$709,920

The Software Support Program provides software support (enterprise license fees) for desktops, servers, and the network.

Equipment Replacement \$656,910

The Equipment Replacement Program provides for replacement of all desktop hardware/software, laptops, printers, peripherals, telephone hardware/software, servers, and operating systems.

Internal Service Funds

Infrastructure Support..... \$597,870

The Infrastructure Support Program provides infrastructure support (network, internet service provider, fiber, etc.) for the City of Longview.

Projects..... \$402,470

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

Research and Development (R&D) \$80,000

The R&D program provides for research and development of new hardware and software.

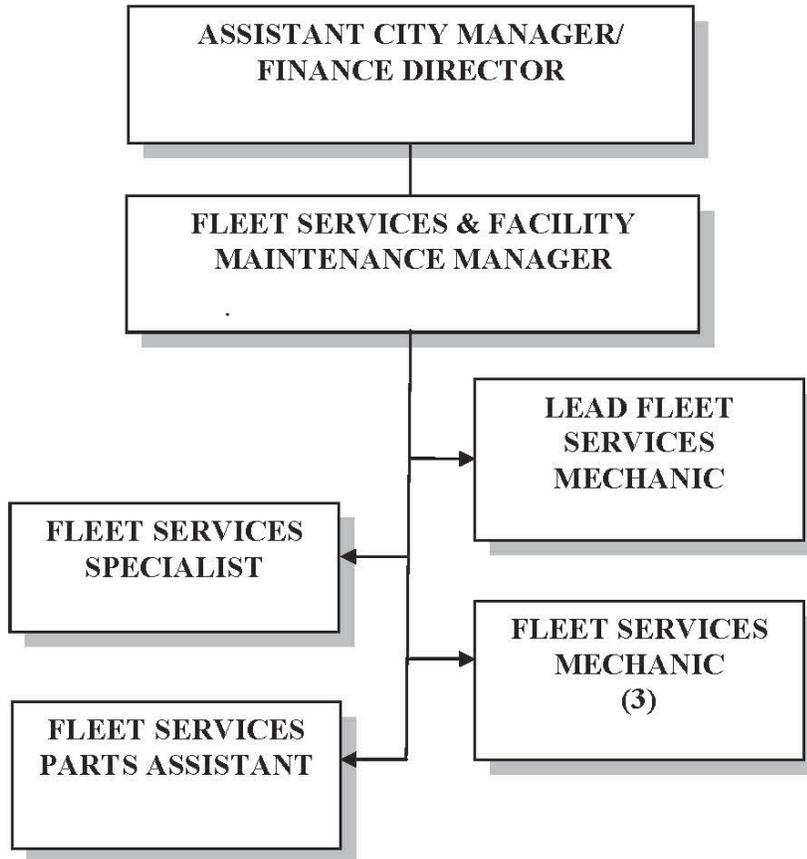
Digital Imaging \$26,000

The Digital Imaging Program allows the City to move forward in implementing digital imaging.

TOTAL FOR ALL PROGRAMS \$2,473,170

Organizational Chart

Equipment Rental Operations



Internal Service Funds

Revenue Summary

FUND SUMMARY		Equipment Rental Operations Fund							
Internal Service Fund Title Equipment Rental Operations	Department Head Responsible Kurt Sacha	Total Revenues By Source	Actual 2015	Budget 2016	Budget 2017	Percent Variance	Budget 2018	Percent Variance	2017-2018 Budget
Beginning Fund Balance	\$0	Taxes	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
2017/2018 Estimated Revenue	\$3,885,660	Licenses & Permits	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
Beginning Cash Required for Operations	\$0	Intergovernmental	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
Total 2017/2018 Revenue	\$3,885,660	Charges for Services	\$69,237	\$113,950	\$74,700	-34.4%	\$76,950	3.0%	\$151,650
2017/2018 Estimated Expenditures	\$3,885,660	Fines & Forfeits	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
Contribution to Ending Fund Balance	\$0	Miscellaneous	\$1,682,059	\$1,994,600	\$1,834,090	-8.0%	\$1,899,920	3.6%	\$3,734,010
Total 2017/2018 Expenditures	\$3,885,660	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	\$0	0.0%	\$0	0.0%	\$0
		TOTAL REVENUES	\$1,751,296	\$2,108,550	\$1,908,790	-9.5%	\$1,976,870	3.6%	\$3,885,660

Expenditure Summary

Equipment Rental Operations Fund							
Total Expenditures By Object	Actual 2015	Budget 2016	Budget 2017	Percent Variance	Budget 2018	Percent Variance	2017-2018 Budget
Cont to End Fund Balance	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
Salaries & Wages	\$363,663	\$371,250	\$375,860	1.2%	\$395,420	5.2%	\$771,280
Personnel Benefits	\$197,652	\$193,310	\$212,620	10.0%	\$229,000	7.7%	\$441,620
Supplies	\$805,394	\$1,138,450	\$954,020	-16.2%	\$977,500	2.5%	\$1,931,520
Other Services & Charges	\$401,777	\$404,480	\$366,290	-9.4%	\$374,950	2.4%	\$741,240
Intergovernmental	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
Capital Outlay	\$0	\$1,060	\$0	-100.0%	\$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	\$1,768,486	\$2,108,550	\$1,908,790	-9.5%	\$1,976,870	3.6%	\$3,885,660

Program Descriptions - Initiatives - Performance Measures

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

Preventive Maintenance \$1,605,469

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

Performance Measures	2015 <u>Actual</u>	2016 <u>Target</u>	2017 <u>Target</u>	2018 <u>Target</u>
A Mechanic labor hours charged to PM work orders	1,160	1,122	1,176	1,199
A PM work order expense as a percentage of total work order expense	13%	15%	16%	17%
A Total charged to PM work orders	\$148,440	\$151,528	\$147,858	\$150,815

Vehicle and Equipment Repairs \$1,481,878

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

Performance Measures	2015 <u>Actual</u>	2016 <u>Target</u>	2017 <u>Target</u>	2018 <u>Target</u>
A-E Mechanic labor hours charged to repair work orders	4,040	3,858	3,993	4,073
A-E Repair work order expense as a percentage of total work order expense	70%	70%	70%	70%
A-E Total charged to repair work orders	\$768,278	\$779,008	\$729,967	\$744,566

Vehicle Fuel \$473,644

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

Performance Measures	2015 <u>Actual</u>	2016 <u>Target</u>	2017 <u>Target</u>	2018 <u>Target</u>
A-E Purchase costs for unleaded fuel	\$374,346	\$333,444	\$310,900	\$316,200
A-E Purchase costs for diesel fuel	\$317,174	\$259,682	\$275,400	\$280,910
A-E Purchase costs for propane autogas	N/A	N/A	\$33,600	\$38,400

Internal Service Funds

New Vehicle Upfitting..... \$324,669

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	2015	2016	2017	2018
	<u>Actual</u>	<u>Target</u>	<u>Target</u>	<u>Target</u>
A-E Mechanic labor hours charged to capital work orders	696	595	607	619
A-E Capital work order expense as a percentage of total work order expense	17%	15%	16%	17%
A-E Total charged to capital work orders	\$189,580	\$155,596	\$158,707	\$161,882

TOTAL FOR ALL PROGRAMS \$3,885,660

Revenue Summary

FUND SUMMARY		Equipment Rental Reserve Fund							
Internal Service Fund Title	Department Head Responsible	Total Revenues	Actual	Budget	Budget	Percent	Budget	Percent	2017-2018
Equipment Rental Reserve	Kurt Sacha	By Source	2015	2016	2017	Variance	2018	Variance	Budget
Beginning Fund Balance	\$2,400,000	Taxes	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
2017/2018 Estimated Revenue	\$3,417,070	Licenses & Permits	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
Beginning Cash Required for Operations	\$0	Intergovernmental	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
Total 2017/2018 Revenue	\$3,417,070	Charges for Services	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
2017/2018 Estimated Expenditures	\$3,078,540	Fines & Forfeits	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
Contribution to Ending Fund Balance	\$338,530	Miscellaneous	\$1,125,423	\$1,156,780	\$1,969,670	70.3%	\$1,447,400	-26.5%	\$3,417,070
Total 2017/2018 Expenditures	\$3,417,070	Non-Revenues	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
Estimated Ending Fund Balance	\$2,738,530	Other Financing Sources	\$271,746	\$0	\$0	0.0%	\$0	0.0%	\$0
		Beg Resources Req to Balance	\$0	\$386,050	\$0	0.0%	\$0	0.0%	\$0
		TOTAL REVENUES	\$1,397,169	\$1,542,830	\$1,969,670	27.7%	\$1,447,400	-26.5%	\$3,417,070

Expenditure Summary

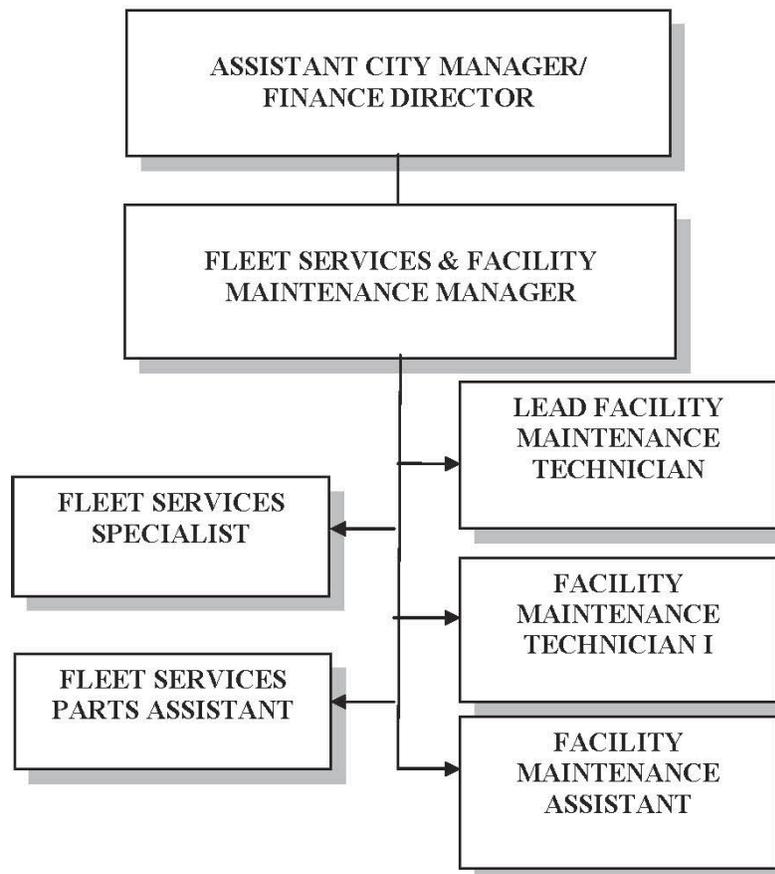
Equipment Rental Reserve Fund							
Total Expenditures	Actual	Budget	Budget	Percent	Budget	Percent	2017-2018
By Object	2015	2016	2017	Variance	2018	Variance	Budget
Cont to End Fund Balance	\$0	\$0	\$0	0.0%	\$338,530	0.0%	\$338,530
Salaries & Wages	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
Personnel Benefits	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
Supplies	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
Other Services & Charges	\$4,174	\$0	\$0	0.0%	\$0	0.0%	\$0
Intergovernmental	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
Capital Outlay	\$1,403,549	\$1,542,830	\$1,969,670	27.7%	\$1,108,870	-43.7%	\$3,078,540
Debt Service	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
Interfund Transfers	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
TOTAL EXPENDITURES	\$1,407,722	\$1,542,830	\$1,969,670	27.7%	\$1,447,400	-26.5%	\$3,417,070

TOTAL FOR ALL PROGRAMS \$3,417,070

Internal Service Funds

Organizational Chart

Facility Maintenance



2017/2018 Budget
Internal Service Funds

Revenue Summary

FUND SUMMARY		Facility Maintenance Fund							
Internal Service Fund Title	Department Head Responsible	Total Revenues	Actual	Budget	Budget	Percent	Budget	Percent	2017-2018
Facility Maintenance	Kurt Sacha	By Source	2015	2016	2017	Variance	2018	Variance	Budget
Beginning Fund Balance	\$170,750	Taxes	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
2017/2018 Estimated Revenue	\$1,305,750	Licenses & Permits	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
Beginning Cash Required for Operations	\$0	Intergovernmental	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
Total 2017/2018 Revenue	\$1,305,750	Charges for Services	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
2017/2018 Estimated Expenditures	\$1,305,750	Fines & Forfeits	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
Contribution to Ending Fund Balance	\$0	Miscellaneous	\$580,963	\$600,550	\$642,000	6.9%	\$663,750	3.4%	\$1,305,750
Total 2017/2018 Expenditures	\$1,305,750	Non-Revenues	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
Estimated Ending Fund Balance	\$170,750	Other Financing Sources	\$2,493	\$0	\$0	0.0%	\$0	0.0%	\$0
		Beg Resources Req to Balance	\$0	\$22,240	\$0	-100.0%	\$0	0.0%	\$0
		TOTAL REVENUES	\$583,456	\$622,790	\$642,000	3.1%	\$663,750	3.4%	\$1,305,750

Expenditure Summary

Facility Maintenance Fund							
Total Expenditures	Actual	Budget	Budget	Percent	Budget	Percent	2017-2018
By Object	2015	2016	2017	Variance	2018	Variance	Budget
Cont to End Fund Balance	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
Salaries & Wages	\$139,805	\$240,230	\$243,690	1.4%	\$255,150	4.7%	\$498,840
Personnel Benefits	\$58,303	\$99,620	\$113,890	14.3%	\$122,490	7.6%	\$236,380
Supplies	\$112,111	\$50,010	\$54,160	8.3%	\$55,180	1.9%	\$109,340
Other Services & Charges	\$263,468	\$232,930	\$230,260	-1.1%	\$230,930	0.3%	\$461,190
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	\$573,687	\$622,790	\$642,000	3.1%	\$663,750	3.4%	\$1,305,750



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 \$1,305,750

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

Performance Measures	2015 Actual	2016 Target	2017 Target	2018 Target
A Number of quarterly HVAC units (41 units) filters changed per year	N/A	140	140	140
B Number of quarterly water circulating pumps serviced	N/A	14	14	14
C Number of lock repairs, prox card entries, key replacements per year	N/A	100	110	110
D Number of in-house capital repairs completed	N/A	3	3	3
F Number of times per year pricing is reviewed and orders placed for cleaning and maintenance supplies	N/A	12	10	12
G Approximate number of openings and closings of City Hall scheduled for				

continued

Internal Service Funds

Facility Maintenance - continued

Performance Measures		2013 Actual	2014 Target	2015 Target	2016 Target
	after-hours meetings	N/A	24	24	24
H	Number of buildings monitored 24/7 for security/fire and other emergency building issues	N/A	21	21	21
I	Number of in-house cleaning hours per week	N/A	40	40	40
J	Number of annual cleaning, elevator, HVAC, security/fire protection contracts managed	N/A	8	8	8
K	Number of systems requiring annual sprinkler/smoke detector testing	N/A	8	8	8
L	Average number of extinguishers serviced annually	N/A	250	250	250
M	Number of projects and/or work order requests performed monthly	N/A	70	70	70

TOTAL FOR ALL PROGRAMS \$1,305,750

Revenue Summary

FUND SUMMARY		Unemployment Compensation Fund							
Internal Service Fund Title Unemployment Compensation	Department Head Responsible Chris Smith	Total Revenues	Actual	Budget	Budget	Percent	Budget	Percent	2017-2018
		By Source	2015	2016	2017	Variance	2018	Variance	Budget
Beginning Fund Balance	\$210,000	Taxes	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
2017/2018 Estimated Revenue	\$1,000	Licenses & Permits	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
Beginning Cash Required for Operations	\$61,500	Intergovernmental	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
Total 2017/2018 Revenue	\$62,500	Charges for Services	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
2017/2018 Estimated Expenditures	\$62,500	Fines & Forfeits	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
Contribution to Ending Fund Balance	\$0	Miscellaneous	\$314	\$200	\$500	150.0%	\$500	0.0%	\$1,000
Total 2017/2018 Expenditures	\$62,500	Non-Revenues	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
Estimated Ending Fund Balance	\$148,500	Other Financing Sources	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
		Beg Resources Req to Balance	\$0	\$42,300	\$27,000	-36.2%	\$34,500	27.8%	\$61,500
		TOTAL REVENUES	\$314	\$42,500	\$27,500	-35.3%	\$35,000	27.3%	\$62,500

Expenditure Summary

Unemployment Compensation Fund							
Total Expenditures	Actual	Budget	Budget	Percent	Budget	Percent	2017-2018
By Object	2015	2016	2017	Variance	2018	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	\$5,072	\$42,500	\$27,500	-35.3%	\$35,000	27.3%	\$62,500
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	\$5,072	\$42,500	\$27,500	-35.3%	\$35,000	27.3%	\$62,500

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 \$62,500

Internal Service Funds

Revenue Summary

FUND SUMMARY		Employee Benefits Reserve Fund							
Internal Service Fund Title Employee Benefits Reserve	Department Head Responsible Chris Smith	Total Revenues By Source	Actual 2015	Budget 2016	Budget 2017	Percent Variance	Budget 2018	Percent Variance	2017-2018 Budget
Beginning Fund Balance	\$850,000	Taxes	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
2017/2018 Estimated Revenue	\$729,920	Licenses & Permits	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
Beginning Cash Required for Operations	\$128,360	Intergovernmental	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
Total 2017/2018 Revenue	\$858,280	Charges for Services	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
2017/2018 Estimated Expenditures	\$858,280	Fines & Forfeits	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
Contribution to Ending Fund Balance	\$0	Miscellaneous	\$215,074	\$224,500	\$358,280	59.6%	\$371,640	3.7%	\$729,920
Total 2017/2018 Expenditures	\$858,280	Non-Revenues	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
Estimated Ending Fund Balance	\$721,640	Other Financing Sources	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
		Beg Resources Req to Balance	\$0	\$205,500	\$0	-100.0%	\$128,360	0.0%	\$128,360
		TOTAL REVENUES	\$215,074	\$430,000	\$358,280	-16.7%	\$500,000	39.6%	\$858,280

Expenditure Summary

Employee Benefits Reserve Fund							
Total Expenditures By Object	Actual 2015	Budget 2016	Budget 2017	Percent Variance	Budget 2018	Percent Variance	2017-2018 Budget
Cont to End Fund Balance	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
Salaries & Wages	(\$6,729)	\$0	\$0	0.0%	\$0	0.0%	\$0
Personnel Benefits	\$42,064	\$375,000	\$300,000	-20.0%	\$400,000	33.3%	\$700,000
Supplies	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
Other Services & Charges	\$0	\$55,000	\$58,280	6.0%	\$100,000	71.6%	\$158,280
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	\$35,335	\$430,000	\$358,280	-16.7%	\$500,000	39.6%	\$858,280

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 \$858,280

