

CITY OF SPOKANE
PARK FUND - INTERFUND CHARGES
FOR YEAR ENDED 12/31/2010

		1/13 2010/2010				
Code	Desc	Actual	FFB	SERVICE	ALLOCATION METHOD	LEVEL
				Police Services Liberty Pool, Support of ECCC (\$44,000),		
59101	IF PROFSRV	\$	51,828.61	Real Estate Services	EMPLOYEE COST	FUNCTION
59201	IF COMMUN	\$	36,545.62	Phone System	NUMBER OF PHONES	RFP/ADM
59202	IFMISCMRPL	\$	7,299.96	Phone System Replacement	NUMBER OF PHONES	RFP/ADM
59305	IF FUEL	\$	133,750.10	Use of Fleet Fueling Station	METER READING	FUNCTION
59502	IFOPERNTLS	\$	16,974.24	Vehicle Leases	MONTHLY COST	FUNCTION
59504	MOTOR POOL	\$	18,346.38	Rental of Fleet Vehicles	MONTHLY COST	FUNCTION
59601	IF RISKMG	\$	135,333.00	Liability Insurance	PERSONNEL COST	FUNCTION
59602	IF UNEMP	\$	29,476.00	Unemployment Insurance	PERSONNEL COST	FUNCTION
59603	IF WORKCMP	\$	426,214.00	Workers Compensation	PERSONNEL COST	FUNCTION
59801	IF RPR/MNT	\$	16,797.65	Use of Other City Crews	HRS * PERSONNEL COST	FUNCTION
59802	FLT IF FAC	\$	231.84	Use of Fleet Services	HRS * PERSONNEL COST	FUNCTION
59803	CAR WASH	\$	201.50	Use of Fleet Services	PER USE	
59804	VACUUM	\$	5.00	Use of Fleet Services	PER USE	FUNCTION
59805	IFFLUIDLUB	\$	24.86	Use of Fleet Services	PER USE	FUNCTION
59901	IF MIS	\$	301,223.89	MIS Services	VARIOUS	RFP/ADM
				Reprographic and Mail		
59903	IF REPRO	\$	46,248.43	Services	JOB COST	FUNCTION
59905	IF FLEET	\$	109,372.90	Fleet Maintenance Services	JOB COST	FUNCTION
59907	IF WARRANT	\$	2,534.60	Bank Charges for Checks	# of Checks	ADM
59909	IF INDIR	\$	387,811.00	Other Department Services	VARIOUS	ADM
				Police Services Liberty Pool,		
59910	IF MISC	\$	5,458.21	Use of Other City Crews	HRS * PERSONNEL COST	FUNCTION
				Fleet Maintenance Services		
59913	FLTMAINCOM	\$	14,149.44	on Radios	JOB COST	FUNCTION
				Employee Use of RFP Lot #7		
59914	IF PARKING	\$	2,960.00	(to RFP)	PER PERMIT	FUNCTION
59917	IF INSPRMT	\$	730.00	Permits	PER PERMIT	FUNCTION
					EQUIPMENT REPLACEMENT	
59921	IF MIS RPL	\$	41,098.00	MIS Equipment	COST/USAGE	ADM
	Total	\$	1,784,615.23			

**CITY OF SPOKANE PARKS AND RECREATION
MIS COSTS
FOR YEAR ENDED 2010**

Code	Desc	SERVICE	ALLOCATION METHOD	LEVEL
59901	IF MIS	MIS Services	VARIOUS	RFP/ADM
\$	65,911.09	HUMAN RESOURCE MGMT SYSTEM	# OF PAYCHECKS	RFP/ADM
\$	18,944.43	FINANCIAL MGMT SYSTEM	BUDGET	ADM
\$	7,350.92	PERMITTING SYSTEM	# OF PERMITS	ADM
\$	18,723.57	GIS SYSTEM	# OF LICENSES	ADM
\$	15,184.95	DOCUMENT MANAGEMENT SYSTEM	# OF EMPLOYEES	ADM
\$	5,984.69	APPLICATION DIRECT CHARGE	HRS* PERSONNEL COST	ADM
\$	86,522.03	NETWORK CHARGE	# OF CONNECTIONS	ADM/RFP
\$	2,370.47	PRINTER CONNECTIONS	# OF CONNECTIONS	ADM/RFP
\$	66,426.22	PC SUPPORT CHARGE	# OF PCS	ADM/RFP
\$	2,802.80	PERIPHERALS	# OF PERIPHERALS	ADM/RFP
\$	17,871.64	WEB SERVICES	EMPLOYEES	ADM
\$	(6,868.92)	CREDIT FOR AMOUNT CHARGED OVER ACTUAL		
\$	301,223.89	TOTAL		

**CITY OF SPOKANE PARKS AND RECREATION
INDIRECT CHARGES
FOR YEAR ENDED DECEMBER 31, 2010**

ADM

Department	1400 Parks & Rec	ALLOCATION METHOD
1 Building Use Charge	\$ -	
2 Equipment Use Charge	\$ -	
3 0020 Non-Departmental	\$ 3,722	Operating Expenses
4 0040 Accounting	\$ 113,587	# of documents/transactions
5 0070 Administrative Services	\$ 2,361	# of FTEs
6 0230 Civil Service	\$ 25,701	# of FTEs
7 0260 City Clerk	\$ 17,999	# of Contracts
8 0320 Council	\$ 46,782	# FTE/Expenses
9 0330 Communications	\$ 29,734	# FTE/Expenses
10 0410 Finance	\$ 18,041	Operating Expenses
11 0500 Legal	\$ 28,506	Operating Expenses
12 0520 Mayor	\$ 39,513	# FTE/Expenses
13 0620 Human Resources	\$ 39,395	# of FTEs
14 0860 Treasurer	\$ 13,786	# of documents/transactions
15 6100 Retirement	\$ 8,684	Retirement Charges
	\$ 387,811	

MIS SERVICE CHARGES DEFINITION – EXPLANATION

2011 BILLING DETAILS

1. HRS

HRS rate is total HRS Costs/Paycheck Count.

This count is the total paychecks printed in 2009 for each department taken off the 2009 City of Spokane Number of Employees Paid report.

2. FMS

FMS rate is total FMS Costs/Budget Count.

The budget count is taken off the 2010 Adopted Budget Expenditures by Fund/Department.

This report can be found on the city of Spokane website:

<http://www.spokanecity.org/government/budget>.

Appropriate subtractions are done for Solid Waste and Retirement.

3. Permits

The Permits Management Committee provides distribution percentages. The total permits charge is multiplied by the percentages.

4. GIS

Software license count combined with network connections count for GIS participating departments. Public Works GIS Basemap maintenance charges are included in the MIS GIS bills.

5. Core Hansen (EIMS)

The Hansen Management Committee develops these percentages and the Core Hansen charge is multiplied by the percentages.

6. Document Management

The 2010 budget position count for Document Management does not include temp/seasonals or pensioners. The count includes only permanent employees.

7. Application Direct Charge

Many departments have department specific application. The cost to service these applications are charged directly to the using department (i.e. Fleet department has M-5/Utility Billing has the billing system etc.)

8. Network/Servers and Printer Connections

Charge per network connection and printer connection is computed as follows:

$X = \text{Printer connections} / 3$ (Printer connection is considered as 1/3 of Network connection)

$Y = \text{Network connections} + X$

Network connection rate = $(\text{Network/Servers total} - \text{Direct charges}) / Y$

Printer connection rate = $\text{Network connection rate} / 3$

Total Network charge, printer charge, and direct charge should equal to the proposed total Network budget.

9. Network Direct Charge

Microsoft software maintenance cost relate to network servers are charged directly to Fire and Police departments.

10. PC and Peripherals Support

PC and peripheral counts are derived from the Fixed Assets report. Lease information and equipment value is received from MIS accountant. Charge per PC and peripherals are computed as follows:

$X = \text{Peripherals count}/3$ (Peripheral support is considered as 1/3 of PC support)

$Y = \text{PC count} + X$

$\text{PC charge} = (\text{Desktop total budget} - \text{Replacement charge} - \text{Direct charge} - \text{Lease amount})/Y$

$\text{Peripheral charge} = \text{PC charge}/3$

11. Desktop Direct Charge

Microsoft software maintenance cost relate to PC's are charged directly to Fire and Police departments. There are direct department charges for special overtime, AutoCAD support and Kiosk PC support.

12. Mail Center

There is a Mail Center direct charge to Utility Billing. A Mail Center Specialist prepares postage item report (outgoing only) report.

Mail Center charge is computed as follows:

$\text{Mail Center rate} = (\text{Mail Center total} - \text{Mail Center direct charge})/\text{postage items}$

13. Web

One Web Developer is charged to Utility Billing as a direct charge. The 2010 budget position count for Web does not include temp/seasonals or pensioners. The count includes only permanent employees.

14. Phone

The Telecommunication supervisor provides counts of phone line connections and an estimated long distance charge.

$\text{Rate per line} = \text{Total Proposed Phone budget}/\text{Line Count}$

Long Distance is an estimate but it will be billed on actual use.

15. Reprographics Copiers

$\text{Floor copier charge} = \text{Copier lease contract and maintenance costs} \times \text{percentage of actual copier usage.}$

16. MIS Equipment /Capital Replacement

Capital replacement costs are based on fixed assets depreciation schedule and allocated separately in 2011 budget through MIS services. For example, all the network equipment replacement costs are distributed based on network connection counts; Operation equipment replacement costs are charged based on system usage.

17. Telephone System Capital Replacement

Total charge = Telephone system depreciation expense / total of city phone lines X
department phone line counts

LONG DISTANCE AND PRINTING (Charges will base on ACTUAL usage)

These are estimated amounts based on departments' first six months usage in 2010.
Departments can alter the numbers to match 2011 business plans.