

ADMINISTRATIVE SERVICES

ACTIVITIES

- *Management Services
- *Administrative Services
- *Legal Services
- *Information Technology
- *General Program Operations

DESCRIPTION

This program provides direct and indirect administrative services to the various programs and activities.

The revenues for the activities are based upon the application of an administrative charge. A fixed rate of 8% is applied to all operating activities and 2% is applied to construction of capital projects. These rates have remained unchanged for the past twenty-one years.

	ACTUAL FY'04 \$	ACTUAL FY'05 \$	BUDGET FY'06 \$	MANAGER RECOMMEND FY'07 \$	COMMITTEE APPROVED FY'07 \$	COUNCIL ADOPTED FY'07 \$	PROJECTED FY'08 \$
Program Generated Resources	2,353,801	2,421,939	2,660,621	3,005,232	3,005,232	3,005,232	3,145,569
General Support	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Resources	<u>2,353,801</u>	<u>2,421,939</u>	<u>2,660,621</u>	<u>3,005,232</u>	<u>3,005,232</u>	<u>3,005,232</u>	<u>3,145,569</u>
Requirements							
Management Services	423,406	508,658	536,979	624,193	624,193	624,193	667,039
Administrative Services	1,071,593	1,117,398	1,295,267	1,501,232	1,501,232	1,501,232	1,542,827
Legal Services	133,723	136,311	159,472	186,124	186,124	186,124	192,774
Information Technology	276,983	353,234	0	0	0	0	0
General Program Operations	<u>448,096</u>	<u>306,338</u>	<u>668,903</u>	<u>693,683</u>	<u>693,683</u>	<u>693,683</u>	<u>742,929</u>
Total Requirements	<u>2,353,801</u>	<u>2,421,939</u>	<u>2,660,621</u>	<u>3,005,232</u>	<u>3,005,232</u>	<u>3,005,232</u>	<u>3,145,569</u>

Program: Administrative Services – Management Services

Services Delivered:

This activity provides professional leadership in the administration of the goals and policies formulated by the Council. The Manager also coordinates and directs all City operations. In this capacity, the City Manager is the official purchasing agent, personnel officer, superintendent of the utility system and budget officer for the City. The City Manager is responsible for the coordination of all operations of the City, including capital investments and support for all operating divisions.

FY'07 – '08 Anticipated Accomplishments:

This activity will continue to promote Council goals within the City organization and throughout the community. The implementation of all Council goals and the adopted work plan is the responsibility of the manager. The goals of **Management**, **Growth Management**, and **Economic Development** receive particular emphasis by the City Manager. The primary issue identified by the City Council in their Goals Retreat for 2006-2007 dealt with securing funding for the public safety stations.

FY'07 Performance Measurements:

- Conduct community workshops on issues. **Goal #VI**
- Prepare the Council packet material by the Friday noon prior to the Council meeting 95% of the time. **Goal #VI**
- Submit at least six grant requests to fund operations and capital needs. **Goal #VI**
- Meet regularly with County Commissioners and District #7 representatives. **Goal #VI**

Budget Highlights:

FY'06 changes consist of personal costs only for the staff members centered in this activity.

Program: Administrative Services – Management Services

FY'06 Activity Review:

The City made major headway on the Work Plan adopted by the Council for 2005 to 2006. Among some of the significant accomplishments were major capital construction for roadways and utilities and managing solid waste. Group coordinated the Redevelopment Agency projects, the utilities, 911 Agency, work with School District #7, as well as other activities. With well over 100 projects on the plan, the overall movement on all projects was substantial. Priority issues in FY'06 are identified below. A major effort during the year was the recruitment of a city manager and the transition involved with the Council and Staff.

FY'06 Performance Indicators:

- Meet monthly with the County Commissioners. **Goal #VI Target met.** *Met with the exception of meetings cancelled by Commissioners.*
- Prepare the Council packet material by the Thursday noon prior to the Council meeting 95% of the time. **Goal #VI Indicator amended to Friday and Target met.**
- Include policy alternatives in all presentations. **Goal #VI Target met.** *For presentation involving significant policy issues.*

Program: Administrative Services – Management Services

Financial Summary

Resources	ACTUAL	ACTUAL	BUDGET	MANAGER RECOMMEND	COMMITTEE APPROVED	COUNCIL ADOPTED	PROJECTED
	FY'04	FY'05	FY'06	FY'07	FY'07	FY'07	FY'08
	\$	\$	\$	\$	\$	\$	\$
Current Resources							
Activity Generated							
GP Redevelopment Agency	45,876	30,178	25,000	20,000	20,000	20,000	15,000
Administrative Charges	377,530	478,425	511,979	604,193	604,193	604,193	652,039
Miscellaneous Revenue	<u>0</u>	<u>43</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Current Resources	423,406	508,646	536,979	624,193	624,193	624,193	667,039
General Support	<u>0</u>	<u>12</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Resources	<u>423,406</u>	<u>508,658</u>	<u>536,979</u>	<u>624,193</u>	<u>624,193</u>	<u>624,193</u>	<u>667,039</u>

Requirements	ACTUAL	ACTUAL	BUDGET	MANAGER RECOMMEND	COMMITTEE APPROVED	COUNCIL ADOPTED	PROJECTED
	FY'04	FY'05	FY'06	FY'07	FY'07	FY'07	FY'08
	\$	\$	\$	\$	\$	\$	\$
Personal Services	382,756	466,148	493,429	575,339	575,339	575,339	617,685
Materials & Supplies	6,819	4,875	5,300	6,300	6,300	6,300	6,300
Contractual/Prof Services	14,831	16,497	16,300	19,250	19,250	19,250	20,450
Direct Charges	17,220	18,850	18,850	19,604	19,604	19,604	19,604
Capital Outlay	<u>1,780</u>	<u>2,288</u>	<u>3,100</u>	<u>3,700</u>	<u>3,700</u>	<u>3,700</u>	<u>3,000</u>
Total Expenses	<u>423,406</u>	<u>508,658</u>	<u>536,979</u>	<u>624,193</u>	<u>624,193</u>	<u>624,193</u>	<u>667,039</u>

Program: Administrative Services – Management Services

Personnel

	ACTUAL	ACTUAL	BUDGET	MANAGER	COMMITTEE	COUNCIL	PROJECTED
	FY'04	FY'05	FY'06	RECOMMEND	APPROVED	ADOPTED	FY'08
	#	#	#	#	#	#	#
City Manager	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Administrative Coordinator	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Department Support Technician	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Office Assistant II	0.00	0.00	0.00	1.00	1.00	1.00	1.00
Office Assistant I	2.00	2.00	2.00	1.00	1.00	1.00	1.00
Grant Administrator	<u>1.00</u>						
Subtotal	6.00	6.00	6.00	6.00	6.00	6.00	6.00
Office Assistant I/II (Distributed TO Workers Comp)	(0.05)	(0.05)	(0.05)	(0.05)	(0.05)	(0.05)	(0.05)
(Distributed TO General Insurance)	(0.05)	(0.05)	(0.05)	(0.05)	(0.05)	(0.05)	(0.05)
(Distributed TO Code Enforcement)	<u>0.00</u>	<u>0.00</u>	<u>(0.75)</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Subtotal	(0.10)	(0.10)	(0.85)	(0.10)	(0.10)	(0.10)	(0.10)
Total Full Time Positions	<u>5.90</u>	<u>5.90</u>	<u>5.15</u>	<u>5.90</u>	<u>5.90</u>	<u>5.90</u>	<u>5.90</u>
Part Time/Seasonal Hours	<u>2,164</u>	<u>2,264</u>	<u>2,264</u>	<u>2,264</u>	<u>2,264</u>	<u>2,264</u>	<u>2,264</u>

Capital Outlay/By Item:

Office Furniture/Equipment	1,500	1,500	1,500	1,500	1,500	1,500
Computers	<u>1,600</u>	<u>2,200</u>	<u>2,200</u>	<u>2,200</u>	<u>2,200</u>	<u>1,500</u>
Total Capital Outlay		<u>3,100</u>	<u>3,700</u>	<u>3,700</u>	<u>3,700</u>	<u>3,000</u>

Program: Administrative Services – Administrative Services

Mission Statement:

“Working together with mutual trust and respect, the Administrative Services Department will provide fiscal integrity and efficient service through communication, technology and teamwork. These values direct our endeavors to achieve our mission and demonstrate our dedication and commitment to support effectiveness, resourcefulness, versatility, integrity, cooperation and enthusiasm.”

Services Delivered:

This activity is responsible for fiscal management of the City. This includes utility billing, accounting and record keeping; payroll, accounts payable and receivable; licensing, business and occupancy tax administration, cash and debt management; and planning, controlling and reporting City finances. Other fiscal responsibilities include coordination and compilation of the budget document and preparation of the annual financial report. The activity is also responsible for the administration of personnel policies, classification and compensation plans, and maintaining records; directing negotiations; and providing for employee development. This activity has elections responsibilities and provides oversight and management of the telecommunications systems.

FY'07 – '08 Anticipated Accomplishments:

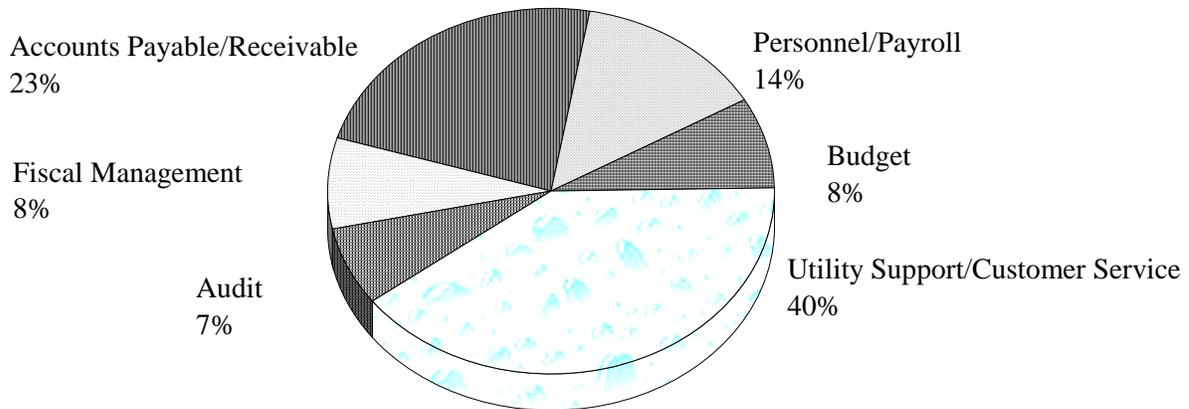
In support of the Council Goal **Management**, enhanced utilization of technology will continue to be a focus for increasing efficiencies of routine and labor intensive processes. These include exploring alternative methods to in-house processing of utility payments and utilizing software enhancements to produce routine as well as specialized reports. The contract with Southern Oregon Sanitation for the billing of the sewer customers in the Redwood Sanitary Sewer Service District (RSSSD) will expire in spring of 2007 and it is anticipated that this process will become the responsibility of City staff.

FY'07 Performance Measurements:

- The Budget document and Comprehensive Annual financial Report (CAFR) will be submitted to the Government finance Officers Association (GFOA) awards program. **Goal #VI**
- Electronic transfer of payments for customers who use their on-line banking services will be implemented. **Goal #VI**
- During the spring of 2007, processes will be put in place in anticipation of assuming responsibility for RSSSD sewer billing. **Goal #VI**
- Financial reports and information will be provided to Council and staff within agreed to time lines. **Goal #VI**
- Complete a city wide compensation study. **Goal #VI**
- Maintain an unqualified opinion of the Comprehensive Annual Audit Report. **Goal #VI**

Program: Administrative Services – Administrative Services

Services Provided



Budget Highlights:

FY'06 changes consist of personal costs, largely benefits, normal salary progressions and the upgrade of several positions.

FY'06 Activity Review:

The remodeling of the customer service area, used largely by utility customers, was completed. This remodel, along with an increase in staff, improved customer service for the growing number of new accounts. After ten years of no changes, water and sewer user rate increases, as adopted by Council, were implemented successfully and timely.

FY'06 Performance Indicators:

- The Budget document and Comprehensive Annual financial Report (CAFR) will be submitted to the Government finance Officers Association (GFOA) awards program. **Goal #VI Target met.**
- The feasibility of a lock box payment process will be evaluated. **Goal #VI Target met.**
- New water and sewer rates, anticipated to be adopted by Council effective the fall of 2005, will be implemented. **Goal #VI Target met.**
- Financial reports and information will be provided to Council and staff within agreed to time lines. **Goal #VI Target met.**
- In conjunction with the newly formed Audit Committee, identify the scope and sampling of work, in addition to minimum standards, to be performed by the independent auditor. **Goal #VI Target met.** *Council delegated the identification to a representative group of elected officials.*
- Maintain an unqualified opinion of the Comprehensive Annual Audit Report. **Goal #VI Target met.**

Program: Administrative Services – Administrative Services

Financial Summary

Resources	ACTUAL	ACTUAL	BUDGET	MANAGER RECOMMEND	COMMITTEE APPROVED	COUNCIL ADOPTED	PROJECTED
	FY'04	FY'05	FY'06	FY'07	FY'07	FY'07	FY'08
	\$	\$	\$	\$	\$	\$	\$
Current Resources							
Activity Generated							
GP Redevelopment Agency	4,210	4,018	4,150	4,000	4,000	4,000	4,000
Revenue from Other Agencies	28,500	28,088	29,950	30,700	30,700	30,700	31,475
Other Revenue	54	56	0	0	0	0	0
Direct Charges	352,690	355,689	448,876	480,027	480,027	480,027	497,555
Administrative Charges	<u>686,139</u>	<u>729,562</u>	<u>812,291</u>	<u>986,505</u>	<u>986,505</u>	<u>986,505</u>	<u>1,009,797</u>
Total Current Resources	1,071,593	1,117,413	1,295,267	1,501,232	1,501,232	1,501,232	1,542,827
General Support	<u>0</u>	<u>(15)</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Resources	<u>1,071,593</u>	<u>1,117,398</u>	<u>1,295,267</u>	<u>1,501,232</u>	<u>1,501,232</u>	<u>1,501,232</u>	<u>1,542,827</u>

Requirements	ACTUAL	ACTUAL	BUDGET	MANAGER RECOMMEND	COMMITTEE APPROVED	COUNCIL ADOPTED	PROJECTED
	FY'04	FY'05	FY'06	FY'07	FY'07	FY'07	FY'08
	\$	\$	\$	\$	\$	\$	\$
Personal Services	777,699	783,127	935,790	1,053,866	1,053,866	1,053,866	1,092,164
Materials & Supplies	9,214	11,010	12,025	12,325	12,325	12,325	12,225
Contractual/Prof Services	234,165	261,902	295,444	369,640	369,640	369,640	380,537
Direct Charges	41,016	44,908	44,908	48,901	48,901	48,901	48,901
Capital Outlay	<u>9,499</u>	<u>16,451</u>	<u>7,100</u>	<u>16,500</u>	<u>16,500</u>	<u>16,500</u>	<u>9,000</u>
Total Expenses	<u>1,071,593</u>	<u>1,117,398</u>	<u>1,295,267</u>	<u>1,501,232</u>	<u>1,501,232</u>	<u>1,501,232</u>	<u>1,542,827</u>

Program: Administrative Services – Administrative Services

Personnel

	ACTUAL	ACTUAL	BUDGET	MANAGER	COMMITTEE	COUNCIL	PROJECTED
	FY'04	FY'05	FY'06	RECOMMEND	APPROVED	ADOPTED	FY'08
	#	#	#	#	#	#	#
Administrative Services Director	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Accounting Supervisor	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Cust. Srv.-Utility Billing Sprv.	0.00	1.00	1.00	1.00	1.00	1.00	1.00
Finance Office Manager	1.00	1.00	1.00	1.00	1.00	1.00	0.00
Accountant	1.00	1.00	1.00	0.00	0.00	0.00	0.00
Human Resources Manager	0.00	0.00	0.00	1.00	1.00	1.00	1.00
Accounting Analyst	0.00	0.00	0.00	1.00	1.00	1.00	1.00
Utility Coordinator	1.00	0.00	0.00	0.00	0.00	0.00	0.00
Office Assistant II	0.50	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Technician	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Department Support Technician	0.00	1.00	1.00	1.00	1.00	1.00	2.00
Accounting Clerk I	3.50	6.00	6.00	6.00	6.00	6.00	6.00
Payroll	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Office Assistant I	<u>2.00</u>	<u>0.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>
Subtotal	13.00	14.00	15.00	16.00	16.00	16.00	16.00
Total Full Time Positions	<u>13.00</u>	<u>14.00</u>	<u>15.00</u>	<u>16.00</u>	<u>16.00</u>	<u>16.00</u>	<u>16.00</u>
Part Time/Seasonal Hours	<u>2,768</u>	<u>1,250</u>	<u>1,200</u>	<u>2,240</u>	<u>2,240</u>	<u>2,240</u>	<u>2,240</u>

Capital Outlay/By Item:

Office Equipment		2,000	3,000	3,000	3,000	3,000
Office Furniture		0	3,000	3,000	3,000	0
Computers		<u>5,100</u>	<u>10,500</u>	<u>10,500</u>	<u>10,500</u>	<u>6,000</u>
Total Capital Outlay		<u>7,100</u>	<u>16,500</u>	<u>16,500</u>	<u>16,500</u>	<u>9,000</u>

Program: Administrative Services – Legal Services

Services Delivered:

The City Attorney provides legal services to the municipal corporation including the Council, the City Manager, the Urban Area Planning Commission (UAPC), City committees, department directors and staff. The City Attorney also provides leadership and advice to the executive management team, drafts ordinances and resolutions, reviews and prepares contracts, and interprets the Municipal Code and State statutes.

The City Attorney is often the first resource used by staff to field citizen questions and issues.

The City Attorney maintains a basic understanding of a wide variety of legal areas including land use, land acquisition, condemnation, liability, labor relations, and civil rights. In addition, the City Attorney is charged with the responsibility of supervising the City's Risk Management Program, Workers' Compensation Program, land acquisition negotiations, and the City's new Code Enforcement Program.

FY'07 – '08 Anticipated Accomplishments:

The City Attorney will continue to support operations on a daily basis, facilitating activities of each department through assistance to line staff as well as management. This activity will also be responsible for negotiations regarding parkland property, riverfront property, Allen Creek Trail, Fruitdale Creek Trail, street right of way and storm water detention properties.

FY'07 Performance Indicators:

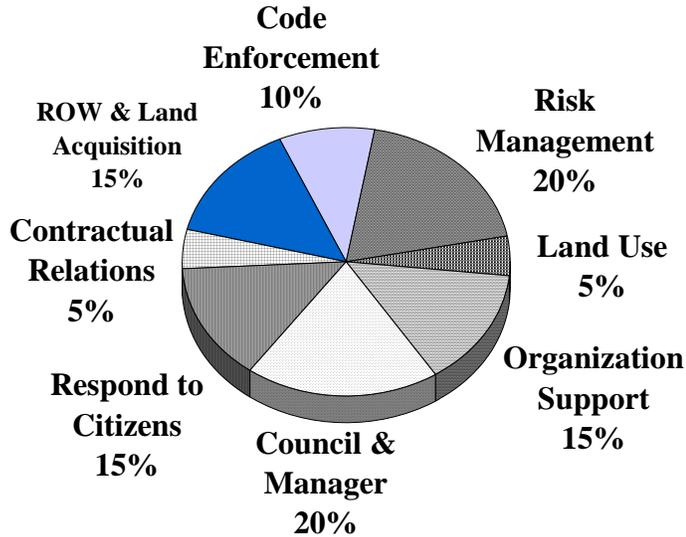
- One training session will be conducted for new Councilors. **Goal #VI**
- One training session will be conducted for the UAPC. **Goal #VI**
- Coordinate the painting of nine homes in the 18th year of Paint Your Heart Out. **Goal #I**

Budget Highlights:

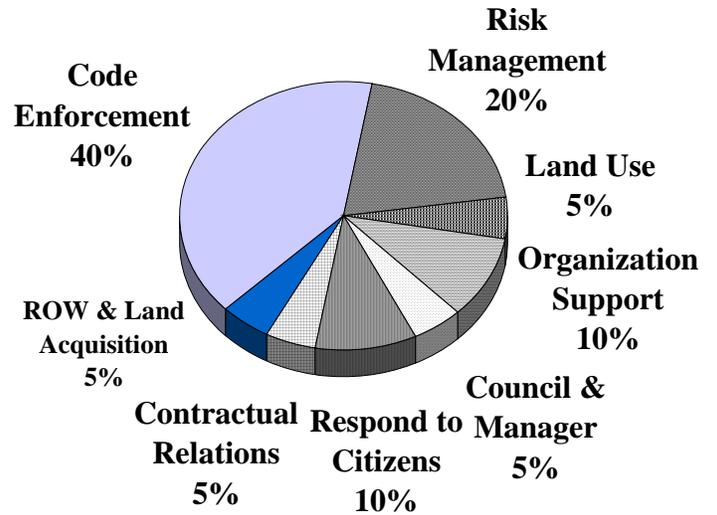
Budget costs will represent a modest increase based on the hiring of a half time Assistant City Attorney.

Program: Administrative Services – Legal Services

**Services Provided
Full Time Attorney**



**Services Provided
Half Time Attorney**



FY'06 Activity Review:

During FY'06 this activity reviewed all major ordinances and guided the City's risk management program, reviewing all accident reports and working with Departments and the Safety Committee to reduce the potential for serious and costly employee injuries. Special emphasis was placed on start up of the City's Code Enforcement Program. This activity managed the City's Paint Your Heart Out program. It also negotiated land purchases on behalf of the City, including right of way, trail and parkland along Allen Creek and parkland west of Lincoln Road.

FY'06 Performance Indicators:

- One training session will be conducted for new Councilors. **Goal #VI Target met.**
- One training session will be conducted for the UAPC. **Goal #VI Target met.**
- Nine homes will be painted in the 17th year of Paint Your Heart Out. **Goal #I Target met.**

Program: Administrative Services – Legal Services

Financial Summary

Resources	ACTUAL	ACTUAL	BUDGET	MANAGER	COMMITTEE	COUNCIL	PROJECTED
	FY'04	FY'05	FY'06	RECOMMEND	APPROVED	ADOPTED	FY'08
	\$	\$	\$	\$	\$	\$	\$
Beginning Balance	<u>0</u>	<u>6,532</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Current Resources							
Activity Generated							
GP Redevelopment Agency	6,532	4,232	4,500	3,750	3,750	3,750	3,000
Administrative Charges	<u>127,191</u>	<u>125,540</u>	<u>154,972</u>	<u>182,374</u>	<u>182,374</u>	<u>182,374</u>	<u>189,774</u>
Total Current Resources	133,723	129,772	159,472	186,124	186,124	186,124	192,774
General Support	<u>0</u>	<u>7</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Resources	<u>133,723</u>	<u>136,311</u>	<u>159,472</u>	<u>186,124</u>	<u>186,124</u>	<u>186,124</u>	<u>192,774</u>

Requirements	ACTUAL	ACTUAL	BUDGET	MANAGER	COMMITTEE	COUNCIL	PROJECTED
	FY'04	FY'05	FY'06	RECOMMEND	APPROVED	ADOPTED	FY'08
	\$	\$	\$	\$	\$	\$	\$
Personal Services	102,961	106,602	115,587	141,921	141,921	141,921	148,408
Materials & Supplies	1,540	3,322	7,800	7,800	7,800	7,800	7,800
Contractual/Prof Services	16,276	23,511	32,968	33,181	33,181	33,181	33,344
Direct Charges	5,664	2,617	2,617	2,722	2,722	2,722	2,722
Capital Outlay	750	259	500	500	500	500	500
Ending Balance	<u>6,532</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Expenses	<u>133,723</u>	<u>136,311</u>	<u>159,472</u>	<u>186,124</u>	<u>186,124</u>	<u>186,124</u>	<u>192,774</u>

Program: Administrative Services – Legal Services

Personnel

	ACTUAL	ACTUAL	BUDGET	MANAGER	COMMITTEE	COUNCIL	PROJECTED
	FY'04	FY'05	FY'06	RECOMMEND	APPROVED	ADOPTED	FY'08
	#	#	#	#	#	#	#
City Attorney	<u>1.00</u>						
Subtotal	1.00	1.00	1.00	1.00	1.00	1.00	1.00
City Attorney							
(Distributed TO Workers Comp)	(0.10)	(0.10)	(0.10)	(0.10)	(0.10)	(0.10)	(0.10)
(Distributed TO General Ins.)	(0.10)	(0.10)	(0.10)	(0.10)	(0.10)	(0.10)	(0.10)
(Distributed TO Code Enforcement)	<u>(0.00)</u>	<u>(0.00)</u>	<u>(0.00)</u>	<u>(0.05)</u>	<u>(0.05)</u>	<u>(0.05)</u>	<u>(0.05)</u>
Subtotal	(0.20)	(0.20)	(0.20)	(0.25)	(0.25)	(0.25)	(0.25)
Total Full Time Positions	<u>.80</u>	<u>.80</u>	<u>.80</u>	<u>.75</u>	<u>.75</u>	<u>.75</u>	<u>.75</u>
Part Time/Seasonal Hours	<u>520</u>	<u>416</u>	<u>312</u>	<u>832</u>	<u>832</u>	<u>832</u>	<u>832</u>

Capital Outlay/By Item:

Computers	<u>500</u>	<u>500</u>	<u>500</u>	<u>500</u>	<u>500</u>
Total Capital Outlay	<u>500</u>	<u>500</u>	<u>500</u>	<u>500</u>	<u>500</u>

Program: Administrative Services – Information Technology

Services Delivered:

The Information Technology division provides automated data processing system and software support to assist the productivity of the organization. The IT group provides direct assistance to the operating divisions to achieve their respective missions. The IT group develops and supports standards for hardware systems acquired, assists in software selection and provides limited software support. The activity directly provides and administers the connectivity systems for networking in the City, including the Local Area Network (LAN), Wide Area Network (WAN) and connection to the internet. The IT group is responsible for the maintenance of the City web page and provides support to Public Safety mobile data browsers, CAD, records and the 911 Agency.

This activity has been moved to the Support Services Program and Fund. It is shown in Administrative Services Program for historical purposes only.

Program: Administrative Services – Information Technology

Program: Administrative Services – Information Technology

Financial Summary

Resources	ACTUAL	ACTUAL	BUDGET	MANAGER RECOMMEND	COMMITTEE APPROVED	COUNCIL ADOPTED	PROJECTED
	FY'04	FY'05	FY'06	FY'07	FY'07	FY'07	FY'08
	\$	\$	\$	\$	\$	\$	\$
Current Resources							
Activity Generated							
GP Redevelopment Agency	705	0	0	0	0	0	0
Administrative Charges	<u>276,278</u>	<u>353,234</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Current Resources	276,983	353,234	0	0	0	0	0
General Support	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Resources	<u>276,983</u>	<u>353,234</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Requirements	ACTUAL	ACTUAL	BUDGET	MANAGER RECOMMEND	COMMITTEE APPROVED	COUNCIL ADOPTED	PROJECTED
	FY'04	FY'05	FY'06	FY'07	FY'07	FY'07	FY'08
	\$	\$	\$	\$	\$	\$	\$
Personal Services	137,649	162,352	0	0	0	0	0
Materials & Supplies	5,816	4,708	0	0	0	0	0
Contractual/Prof Services	123,562	111,148	0	0	0	0	0
Direct Charges	2,868	4,945	0	0	0	0	0
Capital Outlay	<u>7,088</u>	<u>70,081</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Expenses	<u>276,983</u>	<u>353,234</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Program: Administrative Services – Information Technology

Personnel

	ACTUAL	ACTUAL	BUDGET	MANAGER	COMMITTEE	COUNCIL	PROJECTED
	FY'04	FY'05	FY'06	RECOMMEND	APPROVED	ADOPTED	FY'08
	#	#	#	#	#	#	#
Information System Technician	1.00	1.00	0.00	0.00	0.00	0.00	0.00
Computer Services Technician	<u>1.00</u>	<u>2.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Total Full Time Positions	<u>2.00</u>	<u>3.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Part Time/Seasonal Hours	<u>832</u>	<u>832</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Program: Administrative Services – General Program Operations

Services Delivered:

This activity provides for those expenditures that do not fall within a single activity, yet provide service to the entire organization and its staff. As an Administrative Services activity, it recovers costs through the 8% fixed overhead charge to all operating divisions and 2% charge on all capital project expenditures.

FY'07 – '08 Anticipated Accomplishments:

The City Council goal of **Management** will continue to be supported through the bi-monthly City Newsletter, annual community survey, and workshops directed to specific topics. The activity will support City committees through materials and training and recognize City volunteers at an annual Mayor's breakfast.

Internally, the activity supports the organization by providing training opportunities and recognizing employees at special programs.

FY'07 Performance Measurements:

- Six newsletters will be published in FY'07. **Goal #VI**
- The Community Survey will be continued. **Goal #VI**

Budget Highlights:

The FY'07 budget reflects continuing support of employees self initiated educational endeavors, renewal of League of Oregon Cities, Rogue Valley Council of Government, and Chamber of Commerce dues, and general operating costs such as postage.

FY'05 Performance Indicators:

- Six newsletters will be published in FY'06. **Goal #VI Target met.**
- The Community Survey will be continued. **Goal #VI Target met.**

Program: Administrative Services – General Program Operations

Program: Administrative Services – General Program Operations

Financial Summary

Resources	ACTUAL	ACTUAL	BUDGET	MANAGER RECOMMEND	COMMITTEE APPROVED	COUNCIL ADOPTED	PROJECTED
	FY'04	FY'05	FY'06	FY'07	FY'07	FY'07	FY'08
	\$	\$	\$	\$	\$	\$	\$
Beginning Balance	<u>266,725</u>	<u>143,077</u>	<u>51,078</u>	<u>149,753</u>	<u>149,753</u>	<u>149,753</u>	<u>166,326</u>
Current Resources							
Activity Generated							
Redwood Sewer District	13,716	8,983	0	0	0	0	0
G. P. Redevelopment Agency	908	0	0	0	0	0	0
Interest	7,330	7,078	9,500	13,500	13,500	13,500	20,000
Other Revenue	968	945	200,000	200,000	200,000	200,000	200,000
Administrative Charges	<u>158,449</u>	<u>146,259</u>	<u>408,325</u>	<u>330,430</u>	<u>330,430</u>	<u>330,430</u>	<u>356,603</u>
Total Current Resources	181,371	163,265	617,825	543,930	543,930	543,930	576,603
General Support	<u>0</u>	<u>(4)</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Resources	<u>448,096</u>	<u>306,338</u>	<u>668,903</u>	<u>693,683</u>	<u>693,683</u>	<u>693,683</u>	<u>742,929</u>

Requirements	ACTUAL	ACTUAL	BUDGET	MANAGER RECOMMEND	COMMITTEE APPROVED	COUNCIL ADOPTED	PROJECTED
	FY'04	FY'05	FY'06	FY'07	FY'07	FY'07	FY'08
	\$	\$	\$	\$	\$	\$	\$
Personal Services	90,482	49,180	16,125	19,125	19,125	19,125	19,125
Materials & Supplies	31,830	26,171	34,100	36,100	36,100	36,100	37,600
Contractual/Prof Services	125,874	133,431	199,866	201,871	201,871	201,871	194,164
Direct Charges	49,840	35,559	35,059	36,261	36,261	36,261	36,261
Capital Outlay	6,993	10,919	34,000	34,000	34,000	34,000	34,000
Contingencies	0	0	200,000	200,000	200,000	200,000	200,000
Ending Balance	<u>143,077</u>	<u>51,078</u>	<u>149,753</u>	<u>166,326</u>	<u>166,326</u>	<u>166,326</u>	<u>221,779</u>
Total Expenses	<u>448,096</u>	<u>306,338</u>	<u>668,903</u>	<u>693,683</u>	<u>693,683</u>	<u>693,683</u>	<u>742,929</u>

Program: Administrative Services – General Program Operations

Capital Outlay/By Item:

	BUDGET	MANAGER RECOMMEND	COMMITTEE APPROVED	COUNCIL ADOPTED	PROJECTED
	FY'06	FY'07	FY'07	FY'07	FY'08
	\$	\$	\$	\$	\$
Telecommunications	15,000	15,000	15,000	15,000	15,000
Office Furniture/Equipment	9,000	9,000	9,000	9,000	9,000
Other Capital Outlay	<u>10,000</u>	<u>10,000</u>	<u>10,000</u>	<u>10,000</u>	<u>10,000</u>
Total Capital Outlay	<u>34,000</u>	<u>34,000</u>	<u>34,000</u>	<u>34,000</u>	<u>34,000</u>

WHERE THE ROGUE RIVER RUNS



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