
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'03	ACTUAL FY'04	BUDGET FY'05	MANAGER RECOMMEND FY'06	COMMITTEE APPROVED FY'06	COUNCIL ADOPTED FY'06
	\$	\$	\$	\$	\$	\$
Program Generated Resources	<u>2,368,187</u>	<u>2,353,801</u>	<u>2,922,772</u>	<u>2,955,837</u>	<u>2,956,445</u>	<u>2,956,445</u>
Total Resources	<u>2,368,187</u>	<u>2,353,801</u>	<u>2,922,772</u>	<u>2,955,837</u>	<u>2,956,445</u>	<u>2,956,445</u>
Requirements						
Management Services	386,876	423,406	541,193	536,979	536,979	536,979
Administrative Services	1,009,324	1,071,593	1,185,444	1,295,267	1,295,267	1,295,267
Legal Services	136,612	133,723	149,415	159,472	159,472	159,472
Information Services	243,392	276,983	386,628	348,352	348,352	348,352
General Program Operations	<u>591,983</u>	<u>448,096</u>	<u>660,092</u>	<u>615,767</u>	<u>616,375</u>	<u>616,375</u>
Total Requirements	<u>2,368,187</u>	<u>2,353,801</u>	<u>2,922,772</u>	<u>2,955,837</u>	<u>2,956,445</u>	<u>2,956,445</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'06 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 2005-2006 dealt with the development of a strategic financing plan for the community.

FY'06 Performance Measurements:

- Meet monthly with the County Commissioners. **Goal #VI**
- Prepare the Council packet material by the Thursday noon prior to the Council meeting 95% of the time. **Goal #VI**
- Include policy alternatives in all presentations. **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'05 Activity Review:

The City made major headway on the Work Plan adopted by the Council for 2004 to 2005. Among some of the significant accomplishments were major capital construction for roadways and utilities and managing solid waste. The management group coordinated the Redevelopment Agency projects, the utilities, creation of an updated 911 Agency, work with School District #7, as well as other activities. With well over 100 identified projects on the plan, the overall movement on all projects was substantial. Priority issues identified in FY'05 are identified below.

FY'05 Performance Indicators:

- Meet monthly with the County Commissioners. *Ten meetings held, whenever Commission, Council President and Mayor were available. Target met.*
- Prepare the Council packet materials by the Thursday noon prior to the Council meeting 95% of the time. **Target not met.**
- Policy Alternatives will be included in all presentations. **Target met.**
- Expand opportunities for citizens to participate in public process. **Target met.**
- Pass Public Safety Levy. **Target met.**
- Review and Update of City Codes. *Council adopted plan, four revisions processed to date. Target met.*
- Code Enforcement Program. *Proposed in various forms, program initiated, pending financing in FY'06. Target met.*
- Implement the Work Plan. *Substantial progress on all major issues. Target met.*

Program: Administrative Services – Management Services

Financial Summary

Resources	ACTUAL	ACTUAL	BUDGET	MANAGER RECOMMEND	COMMITTEE APPROVED	COUNCIL ADOPTED
	FY'03	FY'04	FY'05	FY'06	FY'06	FY'06
	\$	\$	\$	\$	\$	\$
Current Resources						
Activity Generated						
GP Redevelopment Agency	36,104	45,876	43,000	45,000	45,000	45,000
Administrative Charges	350,681	377,530	498,193	491,979	491,979	491,979
Miscellaneous Revenue	<u>80</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Current Resources	386,865	423,406	541,193	536,979	536,979	536,979
General Support	<u>11</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Resources	<u>386,876</u>	<u>423,406</u>	<u>541,193</u>	<u>536,979</u>	<u>536,979</u>	<u>536,979</u>

Requirements	ACTUAL	ACTUAL	BUDGET	MANAGER RECOMMEND	COMMITTEE APPROVED	COUNCIL ADOPTED
	FY'03	FY'04	FY'05	FY'06	FY'06	FY'06
	\$	\$	\$	\$	\$	\$
Personal Services	353,266	382,756	496,143	493,429	493,429	493,429
Materials & Supplies	2,442	6,819	5,300	5,300	5,300	5,300
Contractual/Prof Services	12,229	14,831	16,200	16,300	16,300	16,300
Direct Charges	17,220	17,220	18,850	18,850	18,850	18,850
Capital Outlay	<u>1,719</u>	<u>1,780</u>	<u>4,700</u>	<u>3,100</u>	<u>3,100</u>	<u>3,100</u>
Total Expenses	<u>386,876</u>	<u>423,406</u>	<u>541,193</u>	<u>536,979</u>	<u>536,979</u>	<u>536,979</u>

Program: Administrative Services – Management Services

Personnel

	ACTUAL	ACTUAL	BUDGET	MANAGER RECOMMEND	COMMITTEE APPROVED	COUNCIL ADOPTED
	FY'03	FY'04	FY'05	FY'06	FY'06	FY'06
	#	#	#	#	#	#
City Manager	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
Department Support Technician	0.00	1.00	1.00	1.00	1.00	1.00
Office Assistant I	2.00	2.00	2.00	2.00	2.00	2.00
Grant Administrator	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>
Subtotal	5.00	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)
(Distributed TO General Insurance)	<u>(0.05)</u>	<u>(0.05)</u>	<u>(0.05)</u>	<u>(0.05)</u>	<u>(0.05)</u>	<u>(0.05)</u>
Subtotal	(0.10)	(0.10)	(0.10)	(0.10)	(0.10)	(0.10)
Total Full Time Positions	<u>4.90</u>	<u>5.90</u>	<u>5.90</u>	<u>5.90</u>	<u>5.90</u>	<u>5.90</u>
Part Time/Seasonal Hours	<u>3,412</u>	<u>2,164</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
Computers		<u>3,200</u>	<u>1,600</u>	<u>1,600</u>	<u>1,600</u>
Total Capital Outlay		<u>4,700</u>	<u>3,100</u>	<u>3,100</u>	<u>3,100</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.

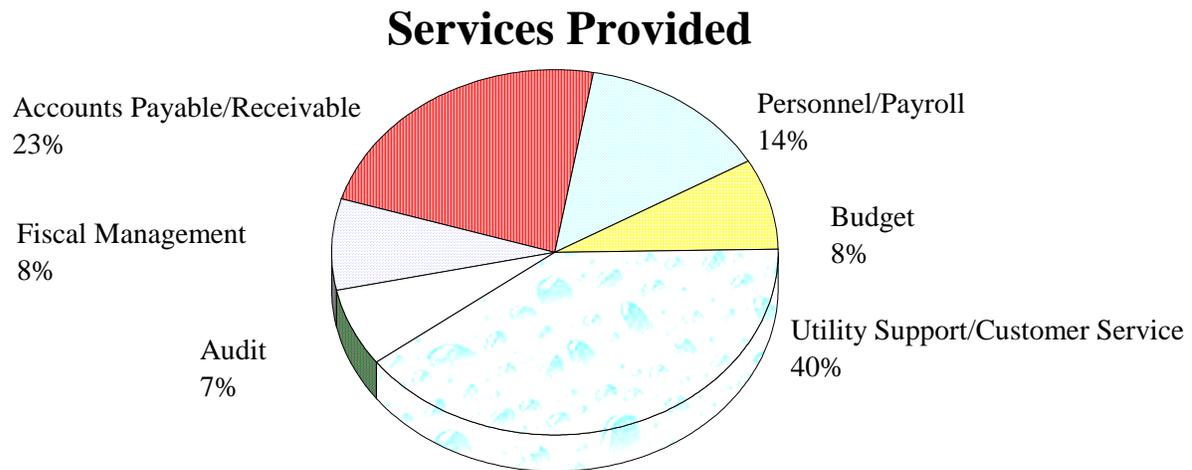
FY'06 Anticipated Accomplishments:

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. Improving and refining tracking processes for water and sewer services, from the time of development permit issuance to the start of service is a major focus for FY'06 involving the input and coordination from Community Development and Water Distribution staff.

FY'06 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**
- The feasibility of a lock box payment process will be evaluated. **Goal #VI**
- New water and sewer rates, anticipated to be adopted by Council effective the fall of 2005, will be implemented. **Goal #VI**
- Financial reports and information will be provided to Council and staff within agreed to time lines. **Goal #VI**
- 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**
- Maintain an unqualified opinion of the Comprehensive Annual Audit Report. **Goal #VI**

Program: Administrative Services – Administrative Services



Budget Highlights:

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

FY'05 Activity Review:

The remodeling of the customer service area, used largely by utility customers, was improved. Despite an abrupt and major change of personnel within the utility billing division, all deadlines were met - the daily processing of payments and requests, weekly processing of collections and new billings, and the month end processing.

FY'05 Performance Indicators:

- The Budget document and Comprehensive Annual Financial Report (CAFR) will be submitted to the Government Finance Officers Association (GFOA) awards program. **Target met.**
- The feasibility of an off-site utility payment station, providing electronic update to utility files, will be evaluated. **Target not met.** *Due to major change in utility billing staffing, study was not undertaken.*
- Financial reports and information will be provided to Council and staff within agreed to time lines. **Target not met.** *Of the monthly financial reports, three were issued two days beyond the due date of the 10th.*
- Maintain an unqualified opinion on Comprehensive Annual Audit Report. **Target met.**

Program: Administrative Services – Administrative Services

Financial Summary

Resources	ACTUAL	ACTUAL	BUDGET	MANAGER RECOMMEND	COMMITTEE APPROVED	COUNCIL ADOPTED
	FY'03	FY'04	FY'05	FY'06	FY'06	FY'06
	\$	\$	\$	\$	\$	\$
Current Resources						
Activity Generated						
GP Redevelopment Agency	3,678	4,210	6,000	6,150	6,150	6,150
Revenue from Other Agencies	26,000	28,500	29,225	29,950	29,950	29,950
Other Revenue	65	54	0	0	0	0
Direct Charges	330,825	352,690	355,689	448,876	448,876	448,876
Administrative Charges	<u>648,773</u>	<u>686,139</u>	<u>794,530</u>	<u>810,291</u>	<u>810,291</u>	<u>810,291</u>
Total Current Resources	1,009,341	1,071,593	1,185,444	1,295,267	1,295,267	1,295,267
General Support	<u>(17)</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Resources	<u>1,009,324</u>	<u>1,071,593</u>	<u>1,185,444</u>	<u>1,295,267</u>	<u>1,295,267</u>	<u>1,295,267</u>

Requirements	ACTUAL	ACTUAL	BUDGET	MANAGER RECOMMEND	COMMITTEE APPROVED	COUNCIL ADOPTED
	FY'03	FY'04	FY'05	FY'06	FY'06	FY'06
	\$	\$	\$	\$	\$	\$
Personal Services	725,727	777,699	830,522	935,790	935,790	935,790
Materials & Supplies	10,605	9,214	11,850	12,025	12,025	12,025
Contractual/Prof Services	212,939	234,165	283,864	295,444	295,444	295,444
Direct Charges	41,016	41,016	44,908	44,908	44,908	44,908
Capital Outlay	<u>19,037</u>	<u>9,499</u>	<u>14,300</u>	<u>7,100</u>	<u>7,100</u>	<u>7,100</u>
Total Expenses	<u>1,009,324</u>	<u>1,071,593</u>	<u>1,185,444</u>	<u>1,295,267</u>	<u>1,295,267</u>	<u>1,295,267</u>

Program: Administrative Services – Administrative Services

Personnel

	ACTUAL		BUDGET	MANAGER RECOMMEND	COMMITTEE APPROVED	COUNCIL ADOPTED
	FY'03	FY'04	FY'05	FY'06	FY'06	FY'06
	#	#	#	#	#	#
Administrative Services Director	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
Cust. Srv.-Utility Billing Sprv.	0.00	0.00	1.00	1.00	1.00	1.00
Finance Office Manager	1.00	1.00	1.00	1.00	1.00	1.00
Accountant	1.00	1.00	1.00	1.00	1.00	1.00
Utility Coordinator	1.00	1.00	0.00	0.00	0.00	0.00
Office Assistant II	0.50	0.50	0.00	0.00	0.00	0.00
Personnel Technician	1.00	1.00	1.00	1.00	1.00	1.00
Department Support Technician	0.00	0.00	1.00	1.00	1.00	1.00
Accounting Clerk I	3.50	3.50	6.00	6.00	6.00	6.00
Payroll	1.00	1.00	1.00	1.00	1.00	1.00
Office Assistant I	<u>2.00</u>	<u>2.00</u>	<u>0.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>
Subtotal	13.00	13.00	14.00	15.00	15.00	15.00
Total Full Time Positions	<u>13.00</u>	<u>13.00</u>	<u>14.00</u>	<u>15.00</u>	<u>15.00</u>	<u>15.00</u>
Part Time/Seasonal Hours	<u>2,872</u>	<u>2,768</u>	<u>1,250</u>	<u>1,250</u>	<u>1,250</u>	<u>1,250</u>

Capital Outlay/By Item:

Office Equipment		0	2,000	2,000	2,000
Office Furniture (Front Counter)		7,500	0	0	0
Computers		<u>6,800</u>	<u>5,100</u>	<u>5,100</u>	<u>5,100</u>
Total Capital Outlay		<u>14,300</u>	<u>7,100</u>	<u>7,100</u>	<u>7,100</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 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 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 also has been charged with the responsibility of supervising the City's Risk Management Program, Workers' Compensation Program, and land acquisition negotiations.

FY'06 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 and street right of way.

FY'06 Performance Indicators:

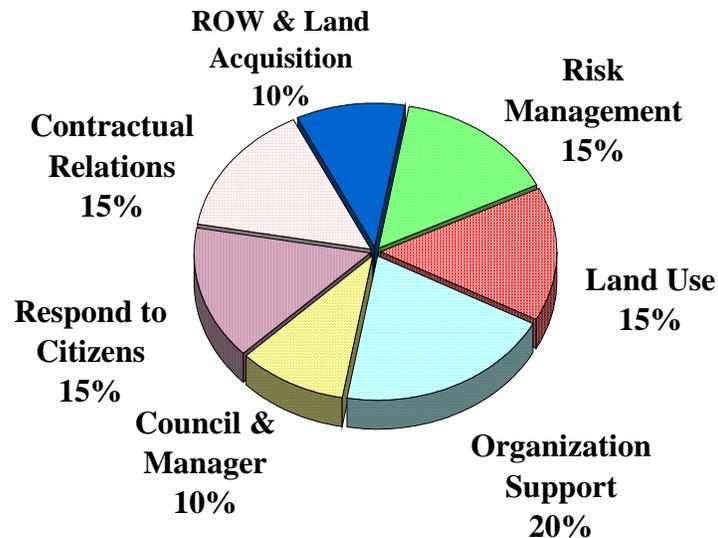
- One training session will be conducted for new Councilors. **Goal #VI**
- One training session will be conducted for the UAPC. **Goal #VI**
- Coordinate the painting of nine homes in the 17th year of Paint Your Heart Out. **Goal #I**

Budget Highlights:

Budget costs have remained stable.

Program: Administrative Services – Legal Services

Services Provided



FY'05 Activity Review:

During FY'05 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 completing the update of the City's Loss Prevention Programs. This activity also managed the City's Paint Your Heart Out program. It also negotiated land purchases on behalf of the City, including Allen Creek and Fruitdale Creek properties.

FY'05 Performance Indicators:

- One training session will be conducted for new Councilors. **Target met.**
- One training session will be conducted for the UAPC. **Target not met.** *City Attorney was ill the day of group training by Community Development.*
- Ten homes will be painted in the 16th year of Paint Your Heart Out. **Target not met.** *Only nine volunteer teams could be formed, therefore only nine homes were painted.*
- Safety Committee will complete review of 25% of loss prevention programs. **Target met.**

Program: Administrative Services – Legal Services

Financial Summary

Resources	ACTUAL	ACTUAL	BUDGET	MANAGER RECOMMEND	COMMITTEE APPROVED	COUNCIL ADOPTED
	FY'03	FY'04	FY'05	FY'06	FY'06	FY'06
	\$	\$	\$	\$	\$	\$
Beginning Resources	<u>0</u>	<u>0</u>	<u>6,532</u>	<u>0</u>	<u>0</u>	<u>0</u>
Current Resources						
Activity Generated						
GP Redevelopment Agency	2,100	6,532	5,000	4,500	4,500	4,500
Administrative Charges	<u>134,506</u>	<u>127,191</u>	<u>137,883</u>	<u>154,972</u>	<u>154,972</u>	<u>154,972</u>
Total Current Resources	136,606	133,723	142,883	159,472	159,472	159,472
General Support	<u>6</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Resources	<u>136,612</u>	<u>133,723</u>	<u>149,415</u>	<u>159,472</u>	<u>159,472</u>	<u>159,472</u>

Requirements	ACTUAL	ACTUAL	BUDGET	MANAGER RECOMMEND	COMMITTEE APPROVED	COUNCIL ADOPTED
	FY'03	FY'04	FY'05	FY'06	FY'06	FY'06
	\$	\$	\$	\$	\$	\$
Personal Services	95,914	102,961	112,780	115,587	115,587	115,587
Materials & Supplies	2,887	1,540	6,300	7,800	7,800	7,800
Contractual/Prof Services	32,075	16,276	27,218	32,968	32,968	32,968
Direct Charges	5,736	5,664	2,617	2,617	2,617	2,617
Capital Outlay	0	750	500	500	500	500
Ending Balance	<u>0</u>	<u>6,532</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Expenses	<u>136,612</u>	<u>133,723</u>	<u>149,415</u>	<u>159,472</u>	<u>159,472</u>	<u>159,472</u>

Program: Administrative Services – Legal Services

Personnel

	ACTUAL	ACTUAL	BUDGET	MANAGER RECOMMEND	COMMITTEE APPROVED	COUNCIL ADOPTED
	FY'03	FY'04	FY'05	FY'06	FY'06	FY'06
	#	#	#	#	#	#
City Attorney	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>
Subtotal	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)
(Distributed TO General Ins.)	<u>(0.10)</u>	<u>(0.10)</u>	<u>(0.10)</u>	<u>(0.10)</u>	<u>(0.10)</u>	<u>(0.10)</u>
Subtotal	(0.20)	(0.20)	(0.20)	(0.20)	(0.20)	(0.20)
Total Full Time Positions	<u>.80</u>	<u>.80</u>	<u>.80</u>	<u>.80</u>	<u>.80</u>	<u>.80</u>
Part Time/Seasonal Hours	<u>520</u>	<u>520</u>	<u>416</u>	<u>416</u>	<u>416</u>	<u>416</u>

Capital Outlay/By Item:

Computers			<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>

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.

FY'06 Anticipated Accomplishments:

The budget will support upgrades to the HTE operating software, upgrades and servers for the Local Area Network, GIS support, and changing the support level available to Public Safety and the 911 Agency. Training will be offered to all personnel to assure the effective use of the system and all centralized software systems will be licensed and supported through IT. Electronic records management and electronic agendas are anticipated within the performance period, along with enhancing the reliability of the network systems.

FY'06 Performance Measurements:

- Help Desk requests will be responded to within 8 hours of being received. **Goal #VI**
- LAN will be available to all users 99% of the time. **Goal #VI**
- Four training opportunities will be offered on standard software systems. **Goal #VI**
- WAN will be available to all users 98% of the time. **Goal #VI**
- AS400 will be available 99% of the time to all users. **Goal #VI**

Budget Highlights:

Personal services costs for the FY'06 budget year increased by 8% with the addition of one full time technical position. Having completed major system upgrades in FY'05, expenditures in total for FY'06 are showing a decline of 9.9%.

Program: Administrative Services – Information Technology

FY'05 Activity Review:

Information Technology was restructured in this budget period. One additional full time technical position was added to the group during the last quarter of the fiscal year. The IBM AS400 was replaced in conjunction with a system upgrade in HTE to the new windows based Naviline software.

FY'05 Performance Indicators:

- Help Desk responses will be accomplished within 8 hours of each request received. **Target not met.**
Help desk requests were responded to within 8 hours of being received.
- LAN will be available to all users 99% of the time. **Target met.**
- Four City-wide training opportunities will be offered on standard software systems. **Target not met.**
There were more than four training opportunities but they were not City wide, but targeted to specific areas of need.
- WAN will be available to all users 98% of the time. **Target met.**
- AS400 will be available 99% of the time to all users. **Target met.**

Program: Administrative Services – Information Technology

Financial Summary

Resources	ACTUAL	ACTUAL	BUDGET	MANAGER RECOMMEND	COMMITTEE APPROVED	COUNCIL ADOPTED
	FY'03	FY'04	FY'05	FY'06	FY'06	FY'06
	\$	\$	\$	\$	\$	\$
Current Resources						
Activity Generated						
GP Redevelopment Agency	(34)	705	0	0	0	0
Administrative Charges	<u>243,423</u>	<u>276,278</u>	<u>386,628</u>	<u>348,352</u>	<u>348,352</u>	<u>348,352</u>
Total Current Resources	243,389	276,983	386,628	348,352	348,352	348,352
General Support	<u>3</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Resources	<u>243,392</u>	<u>276,983</u>	<u>386,628</u>	<u>348,352</u>	<u>348,352</u>	<u>348,352</u>

Requirements	ACTUAL	ACTUAL	BUDGET	MANAGER RECOMMEND	COMMITTEE APPROVED	COUNCIL ADOPTED
	FY'03	FY'04	FY'05	FY'06	FY'06	FY'06
	\$	\$	\$	\$	\$	\$
Personal Services	118,450	137,649	201,560	221,186	221,186	221,186
Materials & Supplies	4,012	5,816	6,700	6,700	6,700	6,700
Contractual/Prof Services	103,231	123,562	118,923	104,021	104,021	104,021
Direct Charges	2,868	2,868	4,945	4,945	4,945	4,945
Capital Outlay	<u>14,831</u>	<u>7,088</u>	<u>54,500</u>	<u>11,500</u>	<u>11,500</u>	<u>11,500</u>
Total Expenses	<u>243,392</u>	<u>276,983</u>	<u>386,628</u>	<u>348,352</u>	<u>348,352</u>	<u>348,352</u>

Program: Administrative Services – Information Technology

Personnel

	ACTUAL FY'03 #	ACTUAL FY'04 #	BUDGET FY'05 #	MANAGER RECOMMEND FY'06 #	COMMITTEE APPROVED FY'06 #	COUNCIL ADOPTED FY'06 #
Information System Technician	1.00	1.00	1.00	1.00	1.00	1.00
Computer Services Technician	<u>1.00</u>	<u>1.00</u>	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>
Total Full Time Positions	<u>2.00</u>	<u>2.00</u>	<u>3.00</u>	<u>3.00</u>	<u>3.00</u>	<u>3.00</u>
Part Time/Seasonal Hours	<u>936</u>	<u>832</u>	<u>832</u>	<u>832</u>	<u>832</u>	<u>832</u>

Capital Outlay/By Item:

Office Equipment (AS400)	45,000	0	0	0
Office Furniture	1,500	1,500	1,500	1,500
Local Area Network	6,000	6,000	6,000	6,000
Computers	<u>2,000</u>	<u>4,000</u>	<u>4,000</u>	<u>4,000</u>
Total Capital Outlay	<u>54,500</u>	<u>11,500</u>	<u>11,500</u>	<u>11,500</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'06 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. The annual Community Leadership Workshop will continue to be supported.

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

FY'06 Performance Measurements:

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

Budget Highlights:

The FY'06 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'05. **Target met.**
- The Community Survey will be continued. **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
	FY'03	FY'04	FY'05	FY'06	FY'06	FY'06
	\$	\$	\$	\$	\$	\$
Beginning Balance	<u>445,335</u>	<u>266,725</u>	<u>143,077</u>	<u>98,267</u>	<u>98,267</u>	<u>98,267</u>
Current Resources						
Activity Generated						
Redwood Sewer District	5,368	13,716	0	0	0	0
G. P. Redevelopment Agency	(18)	908	85,475	106,000	106,000	106,000
Interest	11,562	7,330	7,500	3,000	3,000	3,000
Other Revenue	2,040	968	200,000	200,000	200,000	200,000
Administrative Charges	<u>127,699</u>	<u>158,449</u>	<u>224,040</u>	<u>208,500</u>	<u>209,108</u>	<u>209,108</u>
Total Current Resources	146,651	181,371	517,015	517,500	518,108	518,108
General Support	<u>(3)</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Resources	<u>591,983</u>	<u>448,096</u>	<u>660,092</u>	<u>615,767</u>	<u>616,375</u>	<u>616,375</u>

Requirements	ACTUAL	ACTUAL	BUDGET	MANAGER RECOMMEND	COMMITTEE APPROVED	COUNCIL ADOPTED
	FY'03	FY'04	FY'05	FY'06	FY'06	FY'06
	\$	\$	\$	\$	\$	\$
Personal Services	76,130	90,482	86,125	61,125	61,125	61,125
Materials & Supplies	27,613	31,830	33,100	34,100	34,100	34,100
Contractual/Prof Services	126,475	125,874	179,291	190,041	190,041	190,041
Direct Charges	46,669	49,840	35,059	35,059	35,059	35,059
Capital Outlay	44,371	6,993	28,250	34,000	34,000	34,000
Contingencies	0	0	200,000	200,000	200,000	200,000
Transfers Out	4,000	0	0	0	0	0
Ending Balance	<u>266,725</u>	<u>143,077</u>	<u>98,267</u>	<u>61,442</u>	<u>62,050</u>	<u>62,050</u>
Total Expenses	<u>591,983</u>	<u>448,096</u>	<u>660,092</u>	<u>615,767</u>	<u>616,375</u>	<u>616,375</u>

Program: Administrative Services – General Program Operations

Capital Outlay/By Item:

	ACTUAL	ACTUAL	BUDGET	MANAGER RECOMMEND	COMMITTEE APPROVED	COUNCIL ADOPTED
	FY'03	FY'04	FY'05	FY'06	FY'06	FY'06
	\$	\$	\$	\$	\$	\$
Telecommunications			15,000	15,000	15,000	15,000
Computer Hardware			1,750	0	0	0
Office Furniture/Equipment			6,500	9,000	9,000	9,000
Other Capital Outlay			<u>5,000</u>	<u>10,000</u>	<u>10,000</u>	<u>10,000</u>
Total Capital Outlay			<u>28,250</u>	<u>34,000</u>	<u>34,000</u>	<u>34,000</u>

WHERE THE ROGUE RIVER RUNS



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