

# POLICY AND LEGISLATION

## ACTIVITIES

\*Mayor & Council

\*General Program Operations

## DESCRIPTION

This program provides for the activities of the Mayor and Council, expenses which cannot be specifically allocated, and a contingency for un-anticipated emergency requirements for the non-utility portion of the operating budget. No expenditures can be made from the contingency account and contingency funds can only be transferred by Council action.

	ACTUAL FY'15 \$	ACTUAL FY'16 \$	BUDGET FY'17 \$	MANAGER RECOMMEND FY'18 \$	COMMITTEE APPROVED FY'18 \$	COUNCIL ADOPTED FY'18 \$	PROJECTED FY'19 \$
General Support	<u>15,166,246</u>	<u>15,755,069</u>	<u>14,196,458</u>	<u>11,379,634</u>	<u>11,379,634</u>	<u>11,379,634</u>	<u>6,023,300</u>
<b>Total Resources</b>	<b><u>15,166,246</u></b>	<b><u>15,755,069</u></b>	<b><u>14,196,458</u></b>	<b><u>11,379,634</u></b>	<b><u>11,379,634</u></b>	<b><u>11,379,634</u></b>	<b><u>6,023,300</u></b>
Requirements							
Mayor and Council	213,018	214,969	286,528	280,028	280,028	280,028	277,228
General Program Operations	<u>14,953,228</u>	<u>15,540,100</u>	<u>13,909,930</u>	<u>11,099,606</u>	<u>11,099,606</u>	<u>11,099,606</u>	<u>5,746,072</u>
<b>Total Requirements</b>	<b><u>15,166,246</u></b>	<b><u>15,755,069</u></b>	<b><u>14,196,458</u></b>	<b><u>11,379,634</u></b>	<b><u>11,379,634</u></b>	<b><u>11,379,634</u></b>	<b><u>6,023,300</u></b>

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## **Program: Policy and Legislation – Mayor & Council**

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### **Services Delivered:**

The Mayor and Council strive to represent all of the citizens by providing leadership, policies, ordinances and decisions necessary to meeting citizen needs and desires.

The Mayor and Council represent the legislative branch of the City. The Mayor, elected at-large for a four-year term, serves as the chief elected official of the City and presides over the Council meetings. The Council is comprised of eight members, who are elected at-large for overlapping four-year terms, two from each of four separate wards. The Council is the official policy making body for the City and is responsible for the overall direction of the municipality. The Council establishes the vision for the City, sets goals, and approves the City's Strategic Plan and budget. Actions are taken by adopting ordinances and resolutions, authorizing contracts, adopting a City budget and appointing a City Manager.

This activity finances the expenses associated with the Mayor and Council, including the strategic planning session, workshops, the annual community survey, national meetings, state committee meetings and other training sessions. The Mayor and Council are not paid a salary or stipend for serving.

### **FY'18 Anticipated Accomplishments & Corresponding Council Goal - Strategic Plan Item:**

#### **Provide Cooperative, Shared Leadership Involving Council, Staff and Community**

**Objective 1: Evaluate/ensure financial stability of Utility Funds**

**Objective 2: Develop and implement community communication strategies**

**Objective 3: Ensure efficiency and effectiveness in City operations**

### **Performance Measurements:**

The Council is responsible to the citizens they represent and the voters evaluate acceptable performance.

### **Budget Highlights:**

The budget includes resources for the City newsletter as well as television coverage to include Council meetings, budget meetings, workshops or special meetings. There is also sufficient budget to produce 8-12 special topic programs for cable broadcasting. The Council also supports boards, task forces and committees, including recognition for volunteers. Memberships for the City, like League of Oregon Cities membership, are paid from this department.

### **FY'17 Activity Review:**

The City Council is faced with many opportunities and requirements of varying urgency. The Council adopts a Strategic Plan, which helps in prioritizing the use of time, energy, money and other resources. The Council actively addresses citizen needs through the public process.

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## Program: Policy and Legislation – Mayor & Council

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### Financial Summary

Resources	ACTUAL FY'15 \$	ACTUAL FY'16 \$	BUDGET FY'17 \$	MANAGER RECOMMEND FY'18 \$	COMMITTEE APPROVED FY'18 \$	COUNCIL ADOPTED FY'18 \$	PROJECTED FY'19 \$
General Support	<u>213,018</u>	<u>214,969</u>	<u>286,528</u>	<u>280,028</u>	<u>280,028</u>	<u>280,028</u>	<u>277,228</u>
<b>Total Resources</b>	<b><u>213,018</u></b>	<b><u>214,969</u></b>	<b><u>286,528</u></b>	<b><u>280,028</u></b>	<b><u>280,028</u></b>	<b><u>280,028</u></b>	<b><u>277,228</u></b>

Requirements	ACTUAL FY'15 \$	ACTUAL FY'16 \$	BUDGET FY'17 \$	MANAGER RECOMMEND FY'18 \$	COMMITTEE APPROVED FY'18 \$	COUNCIL ADOPTED FY'18 \$	PROJECTED FY'19 \$
Materials & Supplies	14,819	14,158	25,000	27,500	27,500	27,500	25,000
Contractual/Prof Services	131,998	135,344	189,500	181,000	181,000	181,000	181,000
Direct Charges	46,836	45,924	45,928	45,928	45,928	45,928	45,928
Indirect Charges	<u>19,365</u>	<u>19,543</u>	<u>26,100</u>	<u>25,600</u>	<u>25,600</u>	<u>25,600</u>	<u>25,300</u>
<b>Total Requirements</b>	<b><u>213,018</u></b>	<b><u>214,969</u></b>	<b><u>286,528</u></b>	<b><u>280,028</u></b>	<b><u>280,028</u></b>	<b><u>280,028</u></b>	<b><u>277,228</u></b>

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## Program: Policy and Legislation – General Program Operations

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### Services Delivered:

The General Program Operations activity of the General Fund provides for emergency or unforeseen expenses that may occur during the fiscal year and other expenses that cannot be specifically allocated to a single operating activity. Special Council action is required to spend from the contingency account. This program also carries the beginning and ending budgetary fund balances for the General Fund along with all of the general support revenues such as Right of Way / franchise taxes, business taxes and State revenue sharing.

### FY'18 Anticipated Accomplishments & Corresponding Council Goal - Strategic Plan Item:

#### **Maintain, Operate, and Expand our Infrastructure to Meet Community Needs**

- Capital transfers – Utilize one-time resources to invest in parks, water, sewer, transportation projects, and other projects that increase the efficiencies and effectiveness of City departments.

### Budget Highlights:

Keeping with the City's financial policy of allocating one-time resources and savings to one-time projects, and in alignment with Council's goal to **"Maintain, Operate and Expand our Infrastructure to Meet Community Needs"**, the FY'18 budget provides for various capital project transfers. This includes \$600,000 to Transportation, Storm Water, Water and Wastewater projects among other transfers.

Other expenditures in this program include a provision for the City's required annual financial audit as well as funding for the ongoing performance audits initiated by Council's PAVE Committee (Performance Audit, Visioning and Enhancement). This program pays Engineering charges for services for non-specific project engineering support, requested by various general fund programs. It also pays for a year-to-year library service contract with Josephine Community Libraries and another year-to-year contract for the rental of jail beds with Josephine County's Adult Jail, for exclusive use by the City's Police division.

The fund balance financial policy for the General Fund is based on the City's operating needs early in the fiscal year between July and November, before the bulk of property tax revenue resources are available. The policy recommends a beginning fund balance of 30-40% of annual expenditures for the General Fund. The General Fund is expected to end FY'17 and FY'18 within this policy range.

The Recommended FY'18 budget has a general fund contingency of \$3,000,000, which is above the 5% of the expenditures minimum contingency target for the City's General Fund operations (Policy & Legislation, Public Safety, Parks and Development). This contingency meets the recommended and standard minimum of a 5% contingency and should be sufficient to meet un-anticipated events in FY'18. The contingency cannot be transferred to other expenditure categories or used in any dollar amount without Council's specific approval by resolution, and will be carried over as a fund balance when not used. The contingency is not intended to be used and rather is intended to be part of the fund balance carryover from year to year.

## Program: Policy and Legislation – General Program Operations

### FY'17 Activity Review:

Transfers to capital projects in FY'17 are expected to be higher than the original adopted budget after the City Council considers a budget adjustment towards the end of FY'17. Some extra fund balance carryover that was saved up by the Public Safety Department have been approved for use in the purchase and remodel of a building near City Hall which is to be the new City Public Safety and 9-1-1 headquarters building.

### Financial Summary

Resources	ACTUAL FY'15 \$	ACTUAL FY'16 \$	BUDGET FY'17 \$	MANAGER RECOMMEND FY'18 \$	COMMITTEE APPROVED FY'18 \$	COUNCIL ADOPTED FY'18 \$	PROJECTED FY'19 \$
General Support	<u>14,953,228</u>	<u>15,540,100</u>	<u>13,909,930</u>	<u>11,099,606</u>	<u>11,099,606</u>	<u>11,099,606</u>	<u>5,746,072</u>
<b>Total Resources</b>	<b><u>14,953,228</u></b>	<b><u>15,540,100</u></b>	<b><u>13,909,930</u></b>	<b><u>11,099,606</u></b>	<b><u>11,099,606</u></b>	<b><u>11,099,606</u></b>	<b><u>5,746,072</u></b>

Requirements	ACTUAL FY'15 \$	ACTUAL FY'16 \$	BUDGET FY'17 \$	MANAGER RECOMMEND FY'18 \$	COMMITTEE APPROVED FY'18 \$	COUNCIL ADOPTED FY'18 \$	PROJECTED FY'19 \$
Contractual/Prof Services	1,154,926	1,206,660	1,194,000	1,195,000	1,195,000	1,195,000	1,196,000
Direct Charges	138,928	143,044	143,040	89,290	89,290	89,290	143,040
Transfers Out	<u>1,936,634</u>	<u>2,062,544</u>	<u>4,455,500</u>	<u>3,330,000</u>	<u>3,330,000</u>	<u>3,330,000</u>	<u>455,000</u>
<b>Subtotal Expenditures</b>	<b><u>3,230,488</u></b>	<b><u>3,412,248</u></b>	<b><u>5,792,540</u></b>	<b><u>4,614,290</u></b>	<b><u>4,614,290</u></b>	<b><u>4,614,290</u></b>	<b><u>1,794,040</u></b>
Contingencies	0	0	1,150,852	3,000,000	3,000,000	3,000,000	3,000,000
Ending Balance	<u>11,722,740</u>	<u>12,127,852</u>	<u>6,966,538</u>	<u>3,485,316</u>	<u>3,485,316</u>	<u>3,485,316</u>	<u>952,032</u>
<b>Total Requirements</b>	<b><u>14,953,228</u></b>	<b><u>15,540,100</u></b>	<b><u>13,909,930</u></b>	<b><u>11,099,606</u></b>	<b><u>11,099,606</u></b>	<b><u>11,099,606</u></b>	<b><u>5,746,072</u></b>

