

ADMINISTRATIVE SERVICES

ACTIVITIES

***Management Services**

***Finance Services**

***Legal Services**

***Human Resources**

***General Program Operations**

DESCRIPTION

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

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 capital project construction. These rates have remained unchanged since FY'88.

| | ACTUAL FY'10 \$ | ACTUAL FY'11 \$ | BUDGET FY'12 \$ | MANAGER RECOMMEND FY'13 \$ | COMMITTEE APPROVED FY'13 \$ | COUNCIL ADOPTED FY'13 \$ | PROJECTED FY'14 \$ |
|-----------------------------|-------------------------|-------------------------|-------------------------|-------------------------------------|--------------------------------------|-----------------------------------|--------------------------|
| Program Generated Resources | <u>3,468,557</u> | <u>3,384,057</u> | <u>3,561,678</u> | <u>3,602,389</u> | <u>3,602,389</u> | <u>3,602,389</u> | <u>3,648,281</u> |
| Total Resources | <u>3,468,557</u> | <u>3,384,057</u> | <u>3,561,678</u> | <u>3,602,389</u> | <u>3,602,389</u> | <u>3,602,389</u> | <u>3,648,281</u> |
| Requirements | | | | | | | |
| Management Services | 633,531 | 716,528 | 760,133 | 758,920 | 758,920 | 758,920 | 788,680 |
| Finance Services | 1,349,059 | 1,271,957 | 1,377,964 | 1,437,121 | 1,437,121 | 1,437,121 | 1,502,003 |
| Legal Services | 348,829 | 334,843 | 351,585 | 333,651 | 333,651 | 333,651 | 333,405 |
| Human Resources | 398,466 | 361,726 | 437,554 | 452,971 | 462,971 | 462,971 | 470,171 |
| General Program Operations | <u>738,672</u> | <u>699,003</u> | <u>634,442</u> | <u>619,726</u> | <u>609,726</u> | <u>609,726</u> | <u>554,022</u> |
| Total Requirements | <u>3,468,557</u> | <u>3,384,057</u> | <u>3,561,678</u> | <u>3,602,389</u> | <u>3,602,389</u> | <u>3,602,389</u> | <u>3,648,281</u> |

Program: Administrative Services – Program Summary

Mission Statement:

“The mission of the Administrative Services Department is to provide efficient and effective administration and management services for the City Council, City Departments and Programs, City Staff and the Citizens of Grants Pass.”

Services Delivered:

This program is responsible for administrative and fiscal management of the City. This includes management, financial, legal and human resource services. Administrative Services also provides for expenditures that support the entire City, such as postage, copying and general staff training.

This program supports all of the Council’s goals throughout the entire City organization with particular emphasis on the Council’s goal of **“Provide cooperative, shared leadership involving Council, Staff and Community”**. A major focus will be coordination of increased and improved communication and enhanced utilization of technology.

Program: Administrative Services– Program Summary

Program Financial Summary

| Resources | ACTUAL | ACTUAL | BUDGET | MANAGER | COMMITTEE | COUNCIL | PROJECTED |
|-----------------------------|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|
| | FY'10 | FY'11 | FY'12 | RECOMMEND | APPROVED | ADOPTED | FY'14 |
| | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| Beginning Balance | <u>613,269</u> | <u>531,080</u> | <u>382,098</u> | <u>397,594</u> | <u>397,594</u> | <u>397,594</u> | <u>345,455</u> |
| Current Resources | | | | | | | |
| Activity Generated | | | | | | | |
| Redwood Sewer District | 47,006 | 54,528 | 55,678 | 57,700 | 57,700 | 57,700 | 59,100 |
| GP Redevelopment Agency | 9,446 | 5,424 | 2,000 | 2,000 | 2,000 | 2,000 | 0 |
| Revenue from Other Agencies | 3,500 | 8,511 | 16,797 | 16,000 | 16,000 | 16,000 | 16,000 |
| Interest | 9,280 | 7,422 | 6,000 | 2,600 | 2,600 | 2,600 | 2,600 |
| Other Revenue | 5,750 | 8,652 | 24,500 | 34,500 | 34,500 | 34,500 | 34,500 |
| Administrative Charges | 2,132,582 | 2,160,041 | 2,442,377 | 2,478,523 | 2,478,523 | 2,478,523 | 2,570,341 |
| Direct Charges | <u>647,724</u> | <u>608,399</u> | <u>632,228</u> | <u>613,472</u> | <u>613,472</u> | <u>613,472</u> | <u>620,285</u> |
| Total Current Resources | <u>2,855,288</u> | <u>2,852,977</u> | <u>3,179,580</u> | <u>3,204,795</u> | <u>3,204,795</u> | <u>3,204,795</u> | <u>3,302,826</u> |
| Total Resources | <u>3,468,557</u> | <u>3,384,057</u> | <u>3,561,678</u> | <u>3,602,389</u> | <u>3,602,389</u> | <u>3,602,389</u> | <u>3,648,281</u> |

| Requirements | ACTUAL | ACTUAL | BUDGET | MANAGER | COMMITTEE | COUNCIL | PROJECTED |
|----------------------------|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|
| | FY'10 | FY'11 | FY'12 | RECOMMEND | APPROVED | ADOPTED | FY'14 |
| | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| Management Services | 610,657 | 692,298 | 734,213 | 733,000 | 733,000 | 733,000 | 762,760 |
| Finance Services | 1,278,782 | 1,209,338 | 1,323,565 | 1,380,597 | 1,380,597 | 1,380,597 | 1,445,479 |
| Legal Services | 341,284 | 329,030 | 342,697 | 325,943 | 325,943 | 325,943 | 325,697 |
| Human Resources | 391,176 | 354,004 | 425,942 | 441,359 | 451,359 | 451,359 | 458,559 |
| General Program Operations | 149,168 | 139,521 | 190,090 | 184,400 | 184,400 | 184,400 | 184,500 |
| Direct Charges | 128,423 | 152,755 | 173,561 | 171,635 | 171,635 | 171,635 | 171,635 |
| Capital Outlay | 37,987 | 21,712 | 15,000 | 10,000 | 10,000 | 10,000 | 10,000 |
| Contingencies | 0 | 0 | 356,610 | 355,455 | 345,455 | 345,455 | 289,651 |
| Ending Balance | <u>531,080</u> | <u>485,399</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> |
| Total Requirements | <u>3,468,557</u> | <u>3,384,057</u> | <u>3,561,678</u> | <u>3,602,389</u> | <u>3,602,389</u> | <u>3,602,389</u> | <u>3,648,281</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. 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. In addition to direct City administration, the management staff will provide community service by coordinating the painting of ten homes in the 24th year of the Paint Your Heart Out Program.

FY'13 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 goal of “**Provide cooperative, shared leadership involving Council, Staff and Community**” will receive particular emphasis by the City Manager.

FY'13 Performance Measurements:

- Provide quarterly reports for the Council on the finances and work plan.
- Provide weekly update on activities within the City.
- Conduct community workshops on the major issues that impact the City.
- Prepare the Council packet material by noon the Friday prior to the Council meeting 95% of the time.
- Submit at least six grant requests to fund operations and capital needs.
- Meet regularly with County Commissioners and School District #7 representatives.
- Provide leadership training opportunities for City Council and Committee members.
- Post Council meeting results within 24-hours after the meeting.

Program: Administrative Services – Management Services

Budget Highlights:

The most significant impact to this budget was created by the appointment of a new City Manager. There have been minor adjustments to salary allocations and there is some budget impact associated with the City-wide allocation of telephone and internet charges. The budget is impacted by minor benefit cost increases; however, overall the budget has not changed in any significant manner.

FY'12 Activity Review:

Management Staff assisted the Mayor and Council as they developed their Vision and Goals for the community. Staff worked with the Council to develop the 2012 Work Plan which has been accepted and adopted by the City Council. Staff has placed special emphasis on the identified top priorities. By the end of the fiscal year, which is halfway through the work plan year, the Staff has completed significant work and made progress on many of the work plan items.

FY'12 Performance Indicators:

- Conduct community workshops on issues that impact the City. **Target met.** *Community wide workshops were held on the Urban Growth Boundary and Neighborhood Centers.*
- Prepare the Council packet material by noon the Friday prior to the Council meeting 95% of the time. **Target met.**
- Submit at least six grant requests to fund operations and capital needs. **Target met.** *Grants were submitted for Hillcrest seismic rehab, Computer Aided Dispatch System, Firewise Community Coordinator, Pedestrian access to transit, Fruitdale Creek trail, Food Bank, Spray Park, Rural Business Enterprise, Street overlays and Transit system funding.*
- Meet regularly with County Commissioners and School District 7 representatives. **Target met.**
- Post Council meeting results within 24-hours after the meeting. **Target met.**

Program: Administrative Services – Management Services

Financial Summary

| Requirements | ACTUAL FY'10 \$ | ACTUAL FY'11 \$ | BUDGET FY'12 \$ | MANAGER RECOMMEND FY'13 \$ | COMMITTEE APPROVED FY'13 \$ | COUNCIL ADOPTED FY'13 \$ | PROJECTED FY'14 \$ |
|---------------------------|-----------------------|-----------------------|-----------------------|-------------------------------------|--------------------------------------|-----------------------------------|--------------------------|
| Personnel Services | 575,564 | 660,463 | 699,729 | 698,031 | 698,031 | 698,031 | 728,959 |
| Materials & Supplies | 5,962 | 10,212 | 9,900 | 9,900 | 9,900 | 9,900 | 9,900 |
| Contractual/Prof Services | 29,131 | 21,623 | 24,584 | 25,069 | 25,069 | 25,069 | 23,901 |
| Direct Charges | <u>22,874</u> | <u>24,230</u> | <u>25,920</u> | <u>25,920</u> | <u>25,920</u> | <u>25,920</u> | <u>25,920</u> |
| Total Requirements | <u>633,531</u> | <u>716,528</u> | <u>760,133</u> | <u>758,920</u> | <u>758,920</u> | <u>758,920</u> | <u>788,680</u> |

Program: Administrative Services – Management Services

Personnel

| | BUDGET FY'10 # | BUDGET FY'11 # | BUDGET FY'12 # | MANAGER RECOMMEND FY'13 # | COMMITTEE APPROVED FY'13 # | COUNCIL ADOPTED FY'13 # | PROJECTED FY'14 # |
|---|----------------------|----------------------|----------------------|------------------------------------|-------------------------------------|----------------------------------|-------------------------|
| City Manager | 1.000 | 1.000 | 1.000 | 1.000 | 1.000 | 1.000 | 1.000 |
| Assistant City Manager | 1.000 | 1.000 | 1.000 | 1.000 | 1.000 | 1.000 | 1.000 |
| Administrative Coordinator | 1.000 | 1.000 | 1.000 | 1.000 | 1.000 | 1.000 | 1.000 |
| Department Support Technician | 1.000 | 1.000 | 1.000 | 1.000 | 1.000 | 1.000 | 1.000 |
| Office Assistant I | 1.000 | 1.000 | 1.000 | 1.000 | 1.000 | 1.000 | 1.000 |
| Office Assistant II | 1.000 | 1.000 | 1.000 | 1.000 | 1.000 | 1.000 | 1.000 |
| Grant Specialist | <u>0.800</u> | <u>0.800</u> | <u>0.850</u> | <u>1.000</u> | <u>1.000</u> | <u>1.000</u> | <u>1.000</u> |
| Subtotal | 6.800 | 6.800 | 6.850 | 7.000 | 7.000 | 7.000 | 7.000 |
| Assistant City Manager To: Workers Comp | 0.000 | 0.000 | (0.020) | (0.000) | (0.000) | (0.000) | (0.000) |
| Administrative Coordinator To: General Insurance | (0.000) | (0.000) | (0.000) | (0.200) | (0.200) | (0.200) | (0.200) |
| To: Workers Comp | (0.000) | (0.000) | (0.000) | (0.150) | (0.150) | (0.150) | (0.150) |
| Office Assistant I/II To: General Insurance | (0.050) | (0.050) | (0.050) | (0.050) | (0.050) | (0.050) | (0.050) |
| To: Legal | (0.050) | (0.050) | (0.050) | (0.050) | (0.050) | (0.050) | (0.050) |
| Department Support Tech From: Legal | <u>0.000</u> | <u>0.000</u> | <u>0.106</u> | <u>0.425</u> | <u>0.425</u> | <u>0.425</u> | <u>0.425</u> |
| Subtotal | (0.100) | (0.100) | (0.014) | (0.025) | (0.025) | (0.025) | (0.025) |
| Total Positions | <u>6.700</u> | <u>6.700</u> | <u>6.836</u> | <u>6.975</u> | <u>6.975</u> | <u>6.975</u> | <u>6.975</u> |
| Total Un-Funded Positions | 0.000 | (0.250) | (0.250) | (0.500) | (0.500) | (0.500) | (0.500) |
| Total Funded Positions | <u>6.700</u> | <u>6.450</u> | <u>6.586</u> | <u>6.475</u> | <u>6.475</u> | <u>6.475</u> | <u>6.475</u> |
| Temporary/Seasonal Hours | <u>600</u> | <u>375</u> | <u>375</u> | <u>375</u> | <u>375</u> | <u>375</u> | <u>375</u> |

***Recap of Unfunded Positions by Fiscal Year:**

| | | | | | | | |
|--------------------|------|------|------|------|------|------|------|
| Office Assistant I | 0.00 | 0.25 | 0.25 | 0.50 | 0.50 | 0.50 | 0.50 |
| Seasonal Hours | 0 | 225 | 225 | 225 | 225 | 225 | 225 |

Program: Administrative Services – Finance Services

Mission Statement:

“The Finance Department will provide fiscal integrity and efficient service through communication, technology and teamwork.”

Services Delivered:

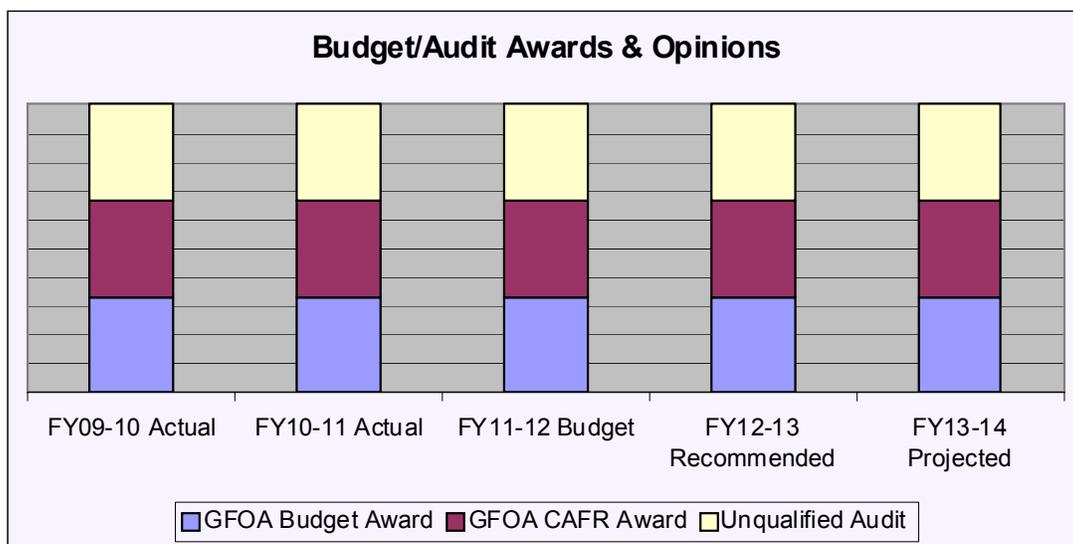
This activity is responsible for fiscal management of the City. This includes utility billing, accounting and record keeping; payroll, accounts payable and receivable; licensing, business and occupancy tax administration; cash and debt management as well as planning, controlling and reporting City finances. Other fiscal responsibilities include coordination and compilation of the budget document and preparation of the annual financial report. This activity also provides oversight and management of the financial record retention systems.

FY’13 Anticipated Accomplishments:

In support of the Council Goals **Economic Prosperity** and **Leadership**, the Finance office seeks to enhance utilization of technology that will increase efficiencies and reduce costs. This year the Finance Department anticipates taking part in the selection of new financial software that will help to accomplish this.

FY’13 Performance Measurements:

- The Budget document and Comprehensive Annual Financial Report (CAFR) will be submitted to the Government Finance Officers Association (GFOA) awards program.
- Maintain an unqualified opinion of the Comprehensive Annual Financial Report.



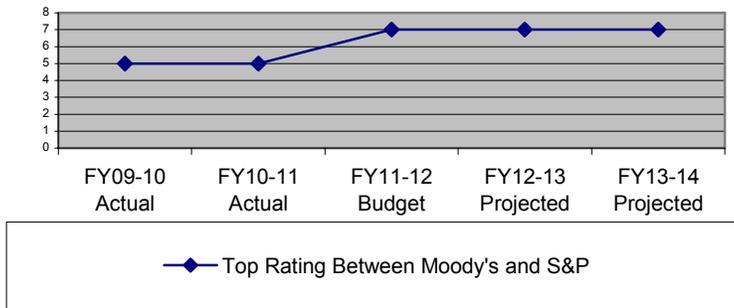
- Continue to study potential enhancements and/or additions to the formal financial policies for City Council consideration.
- Participate in selection and implementation of new financial software package.

Program: Administrative Services – Finance Services

FY'13 Performance Measurements continued:

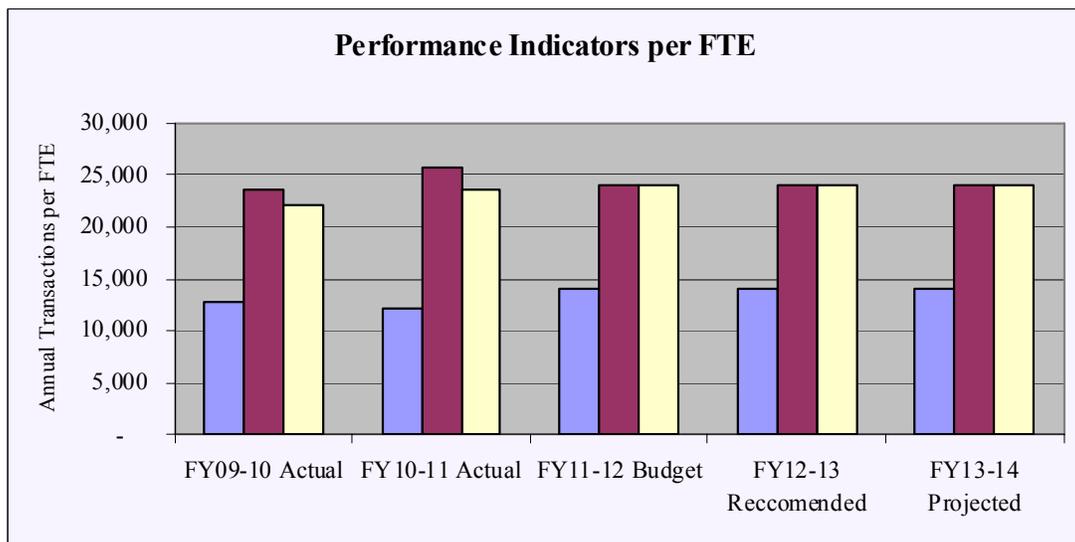
- Maintain or exceed current credit rating. The Finance Department plays an essential role in creating strong, fiscally responsible and sustainable budget/finances which is reflected in the City's credit rating. The City has been rated by two of the three largest nationally recognized statistical rating organizations; Moody's and Standard & Poor's (S&P). The City strives through its financial policies and actions to achieve the highest bond rating possible to ensure favorable rates and access to credit for major capital construction.

Credit Rating*



| *Reference to Credit Rating Chart | | | |
|-----------------------------------|-------|------|--------------------|
| Numerical Rating on Chart | Moody | S&P | Grade |
| 10 | Aaa | AAA | Prime |
| 9 | Aa1 | AA+ | High grade |
| 8 | Aa2 | AA | |
| 7 | Aa3 | AA- | |
| 6 | A1 | A+ | Upper medium grade |
| 5 | A2 | A | |
| 4 | A3 | A- | |
| 3 | Baa1 | BBB+ | Lower medium grade |
| 2 | Baa2 | BBB | |
| 1 | Baa3 | BBB- | |

- Financial reports and information will be provided to Council and staff within agreed upon timelines.
- Maintain or increase performance indicators per dedicated full time equivalency (fte.).

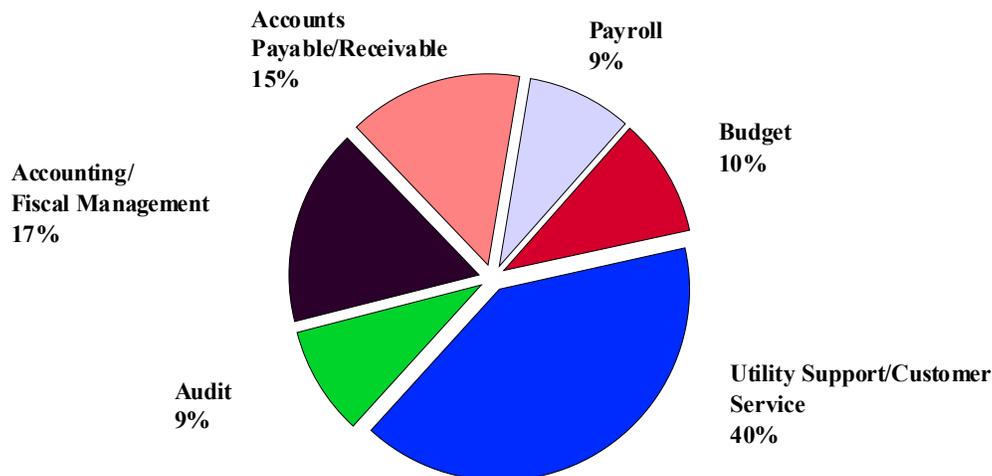


Program: Administrative Services – Finance Services

Budget Highlights:

FY'13 changes are very small in comparison to FY'12. Due to some shifting in responsibilities, several line items were moved between departments. For instance, audit services and election costs were moved out of the Finance budget, but the financial software licensing fee was moved into the department, an overall net change of \$2,000. The Finance staff has continued working hard to find new efficiencies in staffing and processes to hold expenditures down, given the current economy. Thus, in light of continued modest revenue expectations for the Administrative Services Fund, the Finance Department will continue to leave 2.5 FTE unfunded this budget year.

Services Provided



FY'12 Activity Review:

The Finance Department implemented multiple automated efficiencies. These included moving tax and driver licensing to a computerized tracking process. This enhanced tracking efficiency and the renewal process. The Department is also currently in the testing phase of implementing an electronic payment solution for accounts payable.

Program: Administrative Services – Finance Services

FY'12 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.**
- Maintain an unqualified opinion of the Comprehensive Annual Financial Report. **Target met.**
- Continue to study potential enhancements and/or additions to the formal financial policies for City Council consideration. **Target met.**
- Maintain or exceed current credit rating. **Target met.**
- Financial reports and information will be provided to Council and staff within agreed to timelines. **Target met.**
- Maintain or increase performance indicators per dedicated full time equivalency (fte.). **Partially met.**
- Implement electronic payment solutions for accounts payable processing. **In process.**

Program: Administrative Services – Finance Services

Financial Summary

| Requirements | ACTUAL | ACTUAL | BUDGET | MANAGER | COMMITTEE | COUNCIL | PROJECTED |
|---------------------------|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|
| | FY'10 | FY'11 | FY'12 | RECOMMEND | APPROVED | ADOPTED | FY'14 |
| | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| Personnel Services | 998,014 | 972,274 | 1,042,338 | 1,092,635 | 1,092,635 | 1,092,635 | 1,156,238 |
| Materials & Supplies | 7,543 | 9,733 | 18,600 | 20,500 | 20,500 | 20,500 | 20,500 |
| Contractual/Prof Services | 273,225 | 227,331 | 262,627 | 267,462 | 267,462 | 267,462 | 268,741 |
| Direct Charges | 46,781 | 51,678 | 54,399 | 56,524 | 56,524 | 56,524 | 56,524 |
| Capital Outlay | <u>23,496</u> | <u>10,941</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> |
| Total Requirements | <u>1,349,059</u> | <u>1,271,957</u> | <u>1,377,964</u> | <u>1,437,121</u> | <u>1,437,121</u> | <u>1,437,121</u> | <u>1,502,003</u> |

Program: Administrative Services – Finance Services

Personnel

| | BUDGET | BUDGET | BUDGET | MANAGER | COMMITTEE | COUNCIL | |
|------------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| | FY'10 | FY'11 | FY'12 | RECOMMEND | APPROVED | ADOPTED | PROJECTED |
| | # | # | # | FY'13 | FY'13 | FY'13 | FY'14 |
| | # | # | # | # | # | # | # |
| Finance Director | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Assistant Finance Director | 1.00 | 1.00 | 1.00* | 1.00* | 1.00* | 1.00* | 1.00* |
| Cust. Svc.- Utility Billing Supvr. | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Financial Analyst | 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 |
| Finance Support Specialist | 2.00 | 2.00 | 2.00 | 2.00 | 2.00 | 2.00 | 2.00 |
| Accounting Technician | 8.00 | 8.00* | 9.00* | 9.00* | 9.00* | 9.00* | 9.00* |
| Office Assistant I | <u>1.00</u> | <u>1.00*</u> | <u>0.00</u> | <u>0.00</u> | <u>0.00</u> | <u>0.00</u> | <u>0.00</u> |
| Subtotal | 16.00 | 16.00 | 16.00 | 16.00 | 16.00 | 16.00 | 16.00 |
| Total Positions | <u>16.00</u> |
| Total Un-Funded Positions | (1.00) | (1.50) | (2.50) | (2.50) | (2.50) | (2.50) | (2.50) |
| Total Funded Positions | <u>15.00</u> | <u>14.50</u> | <u>13.50</u> | <u>13.50</u> | <u>13.50</u> | <u>13.50</u> | <u>13.50</u> |
| Temporary/Seasonal Hours | <u>1,200</u> | <u>1,200</u> | <u>600</u> | <u>600</u> | <u>600</u> | <u>600</u> | <u>600</u> |

| *Recap of Unfunded Positions by Fiscal Year: | | | | | | | |
|---|------|------|------|------|------|------|------|
| Accounting Technician | 1.00 | 1.00 | 1.50 | 1.50 | 1.50 | 1.50 | 1.50 |
| Office Assistant I | 0.00 | 0.50 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Assistant Finance Director | 0.00 | 0.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |

Program: Administrative Services – Legal Services

Services Delivered:

The legal staff provides services to the municipal corporation including the Council, City Manager, Urban Area Planning Commission (UAPC), City committees, department directors and staff. The legal staff also provides advice to the executive management team, drafts ordinances and resolutions, reviews and prepares contracts, researches legal questions which arise on a wide variety of topics, and interprets the Municipal Code and State statutes.

The legal staff provides legal advice on a wide variety of legal areas including land use, condemnation, liability, constitutional law, contract law, telecommunications, tort law, civil rights and litigation. In addition, the legal department handles land issues and acquisition.

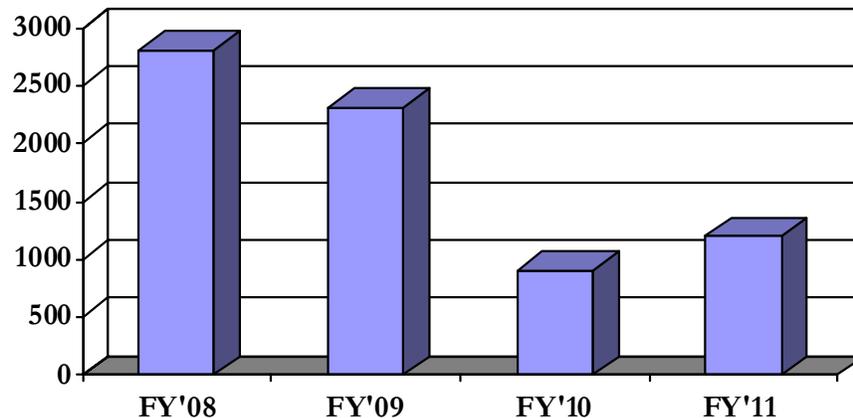
FY'13 Anticipated Accomplishments:

The legal staff will continue to support operations on a daily basis, facilitating activities of each department through assistance to line staff as well as management.

FY'13 Performance Measurements:

- Review contracts for City departments.
- Support City departments in drafting ordinances and resolutions.
- Provide quarterly reports on land acquisition services.

Hours of Legal Service Provided



Program: Administrative Services – Legal Services

Budget Highlights:

The City continues to contract with Hornecker, Cowling, Hassen & Heysell LLP, for our City Attorney services. The City contracts for Land Acquisition services, which include creating a file system to be used for organizing the City's property files, in addition to providing assistance to departments on various land issues involving: acquisition and sale of land, rights of way and easements. The Land Acquisition contractor acquires rights of way or easements for such items as sewers, water lines, pedestrian/bike paths, sidewalks and roads.

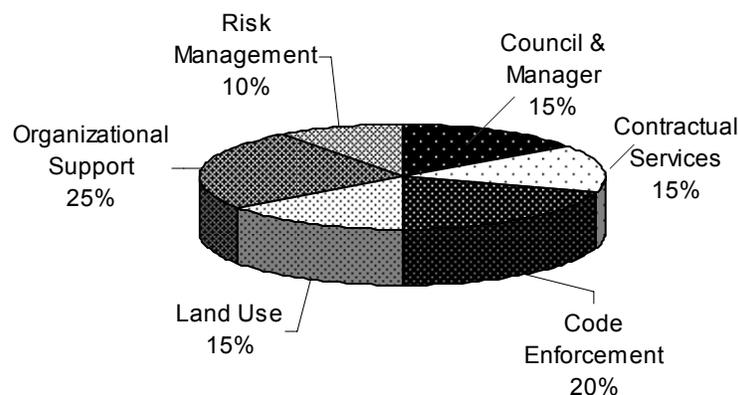
FY'12 Activity Review:

Expenses reflect lower personnel costs, but higher contract costs due to the City contracting for City Attorney and Land Acquisition services.

FY'12 Performance Indicators:

- One training session will be conducted for new Councilors. **Target met.**
- Review contracts for City departments. **Target met.**
- Support City departments in drafting ordinances and resolutions. **Target met.**

Anticipated Distribution of Legal Services



Program: Administrative Services – Legal Services

Financial Summary

| Requirements | ACTUAL | ACTUAL | BUDGET | MANAGER | COMMITTEE | COUNCIL | PROJECTED |
|---------------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| | FY'10 | FY'11 | FY'12 | RECOMMEND | APPROVED | ADOPTED | FY'14 |
| | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| Personnel Services | 129,667 | 118,851 | 114,670 | 31,084 | 31,084 | 31,084 | 33,338 |
| Materials & Supplies | 5,007 | 3,033 | 7,350 | 5,850 | 5,850 | 5,850 | 3,350 |
| Contractual/Prof Services | 206,610 | 207,146 | 220,677 | 289,009 | 289,009 | 289,009 | 289,009 |
| Direct Charges | <u>7,545</u> | <u>5,813</u> | <u>8,888</u> | <u>7,708</u> | <u>7,708</u> | <u>7,708</u> | <u>7,708</u> |
| Total Requirements | <u>348,829</u> | <u>334,843</u> | <u>351,585</u> | <u>333,651</u> | <u>333,651</u> | <u>333,651</u> | <u>333,405</u> |

Program: Administrative Services – Legal Services

Personnel

| | BUDGET | BUDGET | BUDGET | MANAGER | COMMITTEE | COUNCIL | PROJECTED |
|-------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| | FY'10 | FY'11 | FY'12 | RECOMMEND | APPROVED | ADOPTED | FY'14 |
| | # | # | # | FY'13 | FY'13 | FY'13 | # |
| | | | | # | # | # | |
| City Attorney | 1.000 | 1.000 | 1.000* | 1.000* | 1.000* | 1.000* | 1.000* |
| Assistant City Attorney | 0.500 | 0.500 | 0.500* | 0.500* | 0.500* | 0.500* | 0.500* |
| Land Acquisition Specialist | 0.800 | 0.800 | 0.800 | 0.800 | 0.800 | 0.800 | 0.800 |
| Department Support Technician | 0.000 | 0.000 | 0.850 | 0.850 | 0.850 | 0.850 | 0.850 |
| Office Assistant II | <u>0.850</u> | <u>0.850</u> | <u>0.000</u> | <u>0.000</u> | <u>0.000</u> | <u>0.000</u> | <u>0.000</u> |
| Subtotal | <u>3.150</u> |
| City Attorney | | | | | | | |
| To: Workers Comp | (0.100) | (0.050) | (0.050) | (0.050) | (0.050) | (0.050) | (0.050) |
| To: General Ins. | (0.100) | (0.100) | (0.100) | (0.100) | (0.100) | (0.100) | (0.100) |
| To: Code Enforcement | (0.150) | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 |
| Assistant City Attorney | | | | | | | |
| To: Workers Comp | (0.020) | (0.025) | (0.025) | (0.025) | (0.025) | (0.025) | (0.025) |
| To: General Ins. | (0.020) | (0.050) | (0.050) | (0.050) | (0.050) | (0.050) | (0.050) |
| To: Code Enforcement | (0.040) | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 |
| Office Assistant II | | | | | | | |
| To: Workers Comp | (0.125) | (0.255) | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 |
| To: General Ins. | (0.125) | (0.340) | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 |
| Department Support Technician | | | | | | | |
| To: Workers Comp | 0.000 | 0.000 | (0.106) | (0.000) | (0.000) | (0.000) | (0.000) |
| To: General Ins. | 0.000 | 0.000 | (0.289) | (0.000) | (0.000) | (0.000) | (0.000) |
| To: Management | 0.000 | 0.000 | (0.106) | (0.425) | (0.425) | (0.425) | (0.425) |
| Office Assistant II | | | | | | | |
| From: Management | <u>0.050</u> |
| Subtotal | <u>(0.630)</u> | <u>(0.770)</u> | <u>(0.676)</u> | <u>(0.600)</u> | <u>(0.600)</u> | <u>(0.600)</u> | <u>(0.600)</u> |
| Total Positions | <u>2.520</u> | <u>2.380</u> | <u>2.474</u> | <u>2.550</u> | <u>2.550</u> | <u>2.550</u> | <u>2.550</u> |

***Note the following are funded under Contractual Services instead of Personnel Services:**

| | | | | | | | |
|-------------------------|------|------|-------|-------|-------|-------|-------|
| City Attorney | 0.00 | 0.00 | 0.850 | 0.850 | 0.850 | 0.850 | 0.850 |
| Assistant City Attorney | 0.00 | 0.00 | 0.425 | 0.425 | 0.425 | 0.425 | 0.425 |

Program: Administrative Services – Human Resources

Mission Statement:

“The Human Resources Department is committed to working strategically with all City Departments to provide equitable administration of policies and procedures. The department will strive to attract and hire qualified personnel and foster a positive work environment.”

Services Delivered:

This activity is responsible for the administration of personnel policies, classification and compensation plans, maintaining records; directing negotiations and providing for employee development. It also oversees recruitment of qualified employees; provides guidance and direction regarding employee performance; administers benefits; and ensures adherence to State and Federal labor laws.

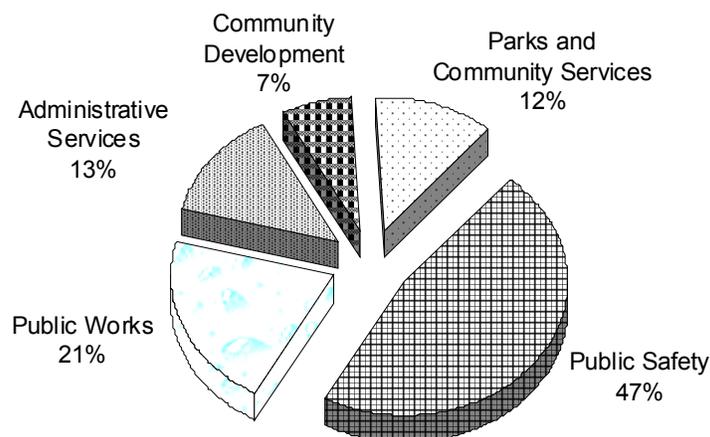
FY’13 Anticipated Accomplishments:

The City currently has contracts with four unions. Three of these unions have contracts expiring December 31, 2012 and negotiations will begin in the fall of 2012. It is anticipated that the Grants Pass Employees Association (GPEA) will be requesting to open negotiations for wages only, this fall. Recruitments, which began in FY’12 for the creation of hiring lists for Police and Fire, will be completed. The updating and revision of the Administrative Directives will continue.

FY’13 Performance Measurements:

- Negotiate agreements that will allow the City to recruit and retain quality staff. **Goal: Leadership.**
- Implement City-wide training plan. **Goal: Leadership.**
- Update Personnel Rules, Regulations, and Policies. **Goal: Leadership.**
- Update and revise Personnel Administrative Directives. **Goal: Leadership.**
- Evaluate use of the new City-wide evaluation system. **Goal: Leadership.**

PERCENTAGE OF TIME UTILIZED BY DEPARTMENT



Program: Administrative Services – Human Resources

Budget Highlights:

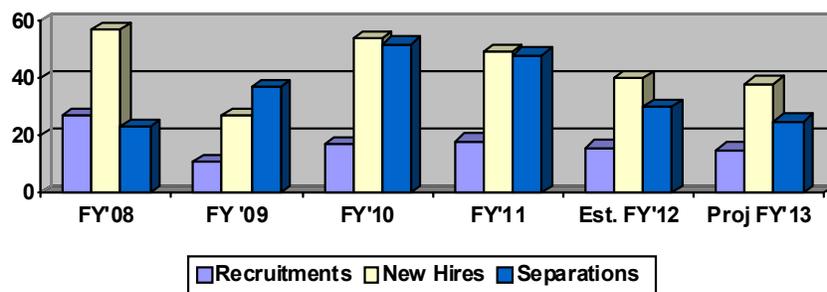
The line items for legal, negotiations, and recruitments for FY'13 remain almost static because of anticipated openings in Public Safety, retirements, and contract negotiations for all four bargaining units. Line items that are related to expenditures for pre-employment, which include background checks, and medical services, have been increased to better reflect spending levels in these crucial recruitment areas. With contract negotiations in all four unions anticipated, the budget for mediations, arbitrations, and grievances has been increased.

FY'12 Activity Review:

Contract negotiations were opened with the Grants Pass Employees Association (GPEA) and an agreement was reached for a three year contract. Contracts for two of the City's unions, Teamsters and the International Association of Firefighters (IAFF) were re-opened in the fall of 2011, for wages only. The Grants Pass Police Association's (GPPA) contract expired December 31, 2011. The City and GPPA agreed to extend their contract for one year with no wage increase. The updating and revision of the Administrative Directives will continue.

Expenses were lower in negotiations compared to previous years which were unexpected knowing that three unions, two for wages only, would be negotiating with the City. This was in part due to GPPA extending their contract for one year and prudent use of attorneys. Higher expenses for recruitments in FY'12, due to anticipated retirements and police and fire recruitments, did not occur. The expenses related to the recruitment process were high in FY'12, due to the City's policy of conducting thorough background checks, predominantly in Public Safety. New Administrative Directives were created including policies for employment, recruitment, assessment, and city wide training for supervisors and staff. Revisions were made in several Administrative Directives including the Driving/Vehicle policy and the Computer Purchase Reimbursement policy. This fiscal year the department held another very successful Benefits Fair which included wellness testing and flu shots.

The following chart is provided to show both the historic perspective and expected future activities in the department.



FY'12 Performance Indicators:

- Negotiate agreements that will allow the City to recruit and retain quality staff. **Goal: Leadership. Target met.**
- Continue development of a supervisory training plan. **Goal: Leadership. Target met.**
- Update and revise Personnel Administrative Directives. **Goal: Leadership. Target met.** (This is an ongoing process).
- Continue the process of updating the City-wide evaluation system. **Goal: Leadership. Target met.** (Evaluation tracking system was put into place and new evaluation forms created).

Program: Administrative Services – Human Resources

Financial Summary

| Requirements | ACTUAL | ACTUAL | BUDGET | MANAGER | COMMITTEE | COUNCIL | PROJECTED |
|---------------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| | FY'10 | FY'11 | FY'12 | RECOMMEND | APPROVED | ADOPTED | FY'14 |
| | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| Personnel Services | 254,983 | 279,148 | 299,329 | 303,612 | 303,612 | 303,612 | 316,810 |
| Materials & Supplies | 2,678 | 4,890 | 2,700 | 2,700 | 3,700 | 3,700 | 2,700 |
| Contractual/Prof Services | 133,515 | 69,966 | 123,913 | 135,047 | 144,047 | 144,047 | 139,049 |
| Direct Charges | <u>7,290</u> | <u>7,722</u> | <u>11,612</u> | <u>11,612</u> | <u>11,612</u> | <u>11,612</u> | <u>11,612</u> |
| Total Requirements | <u>398,466</u> | <u>361,726</u> | <u>437,554</u> | <u>452,971</u> | <u>462,971</u> | <u>462,971</u> | <u>470,171</u> |

Program: Administrative Services – Human Resources

Personnel

| | BUDGET | BUDGET | BUDGET | MANAGER | COMMITTEE | COUNCIL | |
|--|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| | FY'10 | FY'11 | FY'12 | RECOMMEND | APPROVED | ADOPTED | PROJECTED |
| | # | # | # | FY'13 | FY'13 | FY'13 | FY'14 |
| | # | # | # | # | # | # | # |
| Human Resources Director | 1.000 | 1.000 | 1.000 | 1.000 | 1.000 | 1.000 | 1.000 |
| Personnel Analyst | 1.000 | 1.000 | 1.000 | 1.000 | 1.000 | 1.000 | 1.000 |
| Personnel Technician | 0.500 | 0.500 | 0.500 | 0.500 | 0.500 | 0.500 | 0.500 |
| Office Assistant I | <u>0.000</u> | <u>0.500</u> | <u>0.500</u> | <u>0.500</u> | <u>0.500</u> | <u>0.500</u> | <u>0.500</u> |
| Subtotal | <u>2.500</u> | <u>3.000</u> | <u>3.000</u> | <u>3.000</u> | <u>3.000</u> | <u>3.000</u> | <u>3.000</u> |
| Human Resources Director To: Workers Comp | 0.000 | 0.000 | 0.000 | (0.020) | (0.020) | (0.020) | (0.020) |
| Personnel Analyst To: Workers Comp | <u>0.000</u> | <u>0.000</u> | <u>(0.125)</u> | <u>(0.125)</u> | <u>(0.125)</u> | <u>(0.125)</u> | <u>(0.125)</u> |
| Subtotal | <u>0.000</u> | <u>0.000</u> | <u>(0.125)</u> | <u>(0.145)</u> | <u>(0.145)</u> | <u>(0.145)</u> | <u>(0.145)</u> |
| Total Positions | <u>2.500</u> | <u>3.000</u> | <u>2.875</u> | <u>2.855</u> | <u>2.855</u> | <u>2.855</u> | <u>2.855</u> |
| Temporary/Seasonal Hours* | <u>1,040</u> | <u> 0</u> | <u> 0</u> | <u> 480</u> | <u> 480</u> | <u> 480</u> | <u> 480</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.

FY'13 Anticipated Accomplishments:

The activity provides the budget for internal support services, organization wide. This support includes the purchase of office supplies, postage, and service and maintenance for major copy machines. This budget provides the city-wide training, education reimbursement program, employee recognition and other professional services that serve the City as a whole.

FY'13 Performance Measurements: Not Applicable

Budget Highlights:

The budget for this program has two significant changes. First is the reduction in membership fees, as the budget for League of Oregon Cities has been moved to the general operations (02-01) of the General fund. The second is the increase in allocation for computer software maintenance (\$35,000/year) related to the GIS service, used City-wide. There have been small increases for copier maintenance charges, an increase of approximately \$3,000 for City-wide training, and an increase of \$5,000 for licensing fees related to information technologies software.

Program: Administrative Services – General Program Operations

Financial Summary

| Requirements | ACTUAL | ACTUAL | BUDGET | MANAGER | COMMITTEE | COUNCIL | PROJECTED |
|---------------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| | FY'10 | FY'11 | FY'12 | RECOMMEND | APPROVED | ADOPTED | FY'14 |
| | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| Personnel Services | 12,000 | 12,267 | 16,000 | 16,000 | 16,000 | 16,000 | 16,000 |
| Materials & Supplies | 19,207 | 22,498 | 29,740 | 29,300 | 29,300 | 29,300 | 29,400 |
| Contractual/Prof Services | 117,961 | 104,756 | 144,350 | 139,100 | 139,100 | 139,100 | 139,100 |
| Direct Charges | 43,933 | 63,312 | 72,742 | 69,871 | 69,871 | 69,871 | 69,871 |
| Capital Outlay | 14,491 | 10,771 | 15,000 | 10,000 | 10,000 | 10,000 | 10,000 |
| Contingencies | 0 | 0 | 356,610 | 355,455 | 345,455 | 345,455 | 289,651 |
| Ending Balance | <u>531,080</u> | <u>485,399</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> |
| Total Requirements | <u>738,672</u> | <u>699,003</u> | <u>634,442</u> | <u>619,726</u> | <u>609,726</u> | <u>609,726</u> | <u>554,022</u> |

Capital Outlay/By Item

| | | | | | |
|-----------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| Telecommunications | 5,000 | 0 | 0 | 0 | 0 |
| 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>15,000</u> | <u>10,000</u> | <u>10,000</u> | <u>10,000</u> | <u>10,000</u> |

WHERE THE ROGUE RIVER RUNS



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