

# 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 construction of capital projects. These rates have remained unchanged for the past twenty-two years.

	ACTUAL FY'08 \$	ACTUAL FY'09 \$	BUDGET FY'10 \$	MANAGER RECOMMEND FY'11 \$	COMMITTEE APPROVED FY'11 \$	COUNCIL ADOPTED FY'11 \$	PROJECTED FY'12 \$
Program Generated Resources	<u>3,459,698</u>	<u>3,609,729</u>	<u>3,686,313</u>	<u>3,662,370</u>	<u>3,662,370</u>	<u>3,662,370</u>	<u>3,582,460</u>
<b>Total Resources</b>	<b><u>3,459,698</u></b>	<b><u>3,609,729</u></b>	<b><u>3,686,313</u></b>	<b><u>3,662,370</u></b>	<b><u>3,662,370</u></b>	<b><u>3,662,370</u></b>	<b><u>3,582,460</u></b>
Requirements							
Management Services	743,789	772,141	787,079	721,858	721,858	721,858	755,617
Finance Services	1,110,197	1,326,131	1,428,514	1,449,393	1,449,393	1,449,393	1,523,466
Legal Services	224,093	331,500	349,328	357,013	357,013	357,013	354,394
Human Resources	385,966	349,464	401,076	416,167	416,167	416,167	441,665
General Program Operations	<u>995,653</u>	<u>830,493</u>	<u>720,316</u>	<u>717,939</u>	<u>717,939</u>	<u>717,939</u>	<u>507,318</u>
<b>Total Requirements</b>	<b><u>3,459,698</u></b>	<b><u>3,609,729</u></b>	<b><u>3,686,313</u></b>	<b><u>3,662,370</u></b>	<b><u>3,662,370</u></b>	<b><u>3,662,370</u></b>	<b><u>3,582,460</u></b>

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## Program: Administrative Services – Program Summary

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### 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 memberships like League of Oregon Cities.

This program supports all of the Council's goals throughout the entire City organization with particular emphasis on the Council's goal of Management. In support of the Council Goal number VII, **Management**, enhanced utilization of technology will continue to be a focus for increasing efficiencies.

## Program: Administrative Services– Program Summary

### Program Financial Summary

Resources	ACTUAL FY'08 \$	ACTUAL FY'09 \$	BUDGET FY'10 \$	MANAGER RECOMMEND FY'11 \$	COMMITTEE APPROVED FY'11 \$	COUNCIL ADOPTED FY'11 \$	PROJECTED FY'12 \$
Beginning Balance	<u>512,325</u>	<u>772,172</u>	<u>642,806</u>	<u>611,671</u>	<u>611,671</u>	<u>611,671</u>	<u>456,824</u>
Current Resources							
Activity Generated							
Redwood Sewer District	7,913	38,406	47,720	54,000	54,000	54,000	54,000
GP Redevelopment Agency	21,937	9,459	5,750	2,000	2,000	2,000	2,000
Revenue from Other Agencies	11,200	3,500	2,300	12,700	12,700	12,700	12,700
Interest	43,828	22,630	8,750	3,000	3,000	3,000	6,000
Other Revenue	2,128	549	0	0	0	0	0
Administrative Charges	2,327,878	2,141,917	2,320,718	2,344,494	2,344,494	2,344,494	2,401,907
Direct Charges	<u>532,489</u>	<u>621,096</u>	<u>658,269</u>	<u>634,505</u>	<u>634,505</u>	<u>634,505</u>	<u>649,029</u>
Total Current Resources	<u>2,947,373</u>	<u>2,837,557</u>	<u>3,043,507</u>	<u>3,050,699</u>	<u>3,050,699</u>	<u>3,050,699</u>	<u>3,125,636</u>
<b>Total Resources</b>	<b><u>3,459,698</u></b>	<b><u>3,609,729</u></b>	<b><u>3,686,313</u></b>	<b><u>3,662,370</u></b>	<b><u>3,662,370</u></b>	<b><u>3,662,370</u></b>	<b><u>3,582,460</u></b>

Requirements	ACTUAL FY'08 \$	ACTUAL FY'09 \$	BUDGET FY'10 \$	MANAGER RECOMMEND FY'11 \$	COMMITTEE APPROVED FY'11 \$	COUNCIL ADOPTED FY'11 \$	PROJECTED FY'12 \$
Management Services	698,847	739,308	763,205	697,628	697,628	697,628	731,387
Finance Services	1,055,677	1,263,593	1,377,032	1,389,715	1,389,715	1,389,715	1,463,788
Legal Services	216,435	319,215	341,783	351,200	351,200	351,200	348,581
Human Resources	380,132	338,458	390,070	408,445	408,445	408,445	433,943
General Program Operations	169,195	173,628	182,925	179,290	179,290	179,290	177,590
Direct Charges	137,399	150,076	129,367	156,268	156,268	156,268	156,768
Capital Outlay	29,841	12,182	25,500	23,000	23,000	23,000	23,000
Contingencies	0	0	476,431	456,824	456,824	456,824	247,403
Ending Balance	<u>772,172</u>	<u>613,269</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>Total Requirements</b>	<b><u>3,459,698</u></b>	<b><u>3,609,729</u></b>	<b><u>3,686,313</u></b>	<b><u>3,662,370</u></b>	<b><u>3,662,370</u></b>	<b><u>3,662,370</u></b>	<b><u>3,582,460</u></b>

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## **Program: Administrative Services – Management Services**

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### **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'11 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 **Economic Development and Management** receive particular emphasis by the City Manager.

### **FY'11 Performance Measurements:**

- Conduct community workshops on 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.
- Post Council meeting results within 24-hours after the meeting.

### **Budget Highlights:**

There are no major shifts in the budget. There are no new employees; one employee will be reducing hours. The budget is approximately 8% below the anticipated budget for FY' 10.

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## Program: Administrative Services – Management Services

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### *FY'10 Activity Review:*

This was a difficult year in that the staff was directed by two very different work plans. Despite this, the City made major headway on the current Work Plan. Among some of the significant accomplishments, the 20-year Comprehensive Parks Master Plan was adopted, financial changes were made to strengthen the City as well as reduce costs, Darneille Lane and West Park Street were widened, and a new major employer was recruited to Grants Pass.

Management Services managed the Redevelopment Agency projects, the utilities, 911 Agency and worked with School District #7.

Management assisted three different Councils during the last fiscal year. A major effort was and will continue to be, through the end of the fiscal year, the education needed to equip Councilors to deal with City issues.

### *FY'10 Performance Indicators:*

- Prepare the Council packet material by noon the Friday prior to the Council meeting 95% of the time. **Goal#VII Target met.**
- Conduct community workshops on City issues. **Goal#VII Target met.**
- Submit at least six grant requests to fund operations and capital needs. **Goal#VII Target met.** *Analysis of River Road Reserve clean up, Microenterprise support energy improvements, playground at Redwood Park, trail in Reinhart Volunteer Park and others were submitted and awarded. Other grants submitted but not funded were Hubbard Lane, wetland technical equipment, ladder truck and others.*
- Meet regularly with County Commissioners and School District #7 representatives. **Goal#VII Target met.**

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**Program: Administrative Services – Management Services**

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***Financial Summary***

Requirements	ACTUAL	ACTUAL	BUDGET	MANAGER	COMMITTEE	COUNCIL	PROJECTED
	FY'08	FY'09	FY'10	RECOMMEND	APPROVED	ADOPTED	FY'12
	\$	\$	\$	\$	\$	\$	\$
Personal Services	669,505	705,104	724,514	662,209	662,209	662,209	694,892
Materials & Supplies	7,120	6,163	6,650	9,000	9,000	9,000	9,000
Contractual/Prof Services	22,222	28,041	32,041	26,419	26,419	26,419	27,495
Direct Charges	26,692	27,109	22,874	24,230	24,230	24,230	24,230
Capital Outlay	<u>18,250</u>	<u>5,724</u>	<u>1,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>Total Requirements</b>	<b><u>743,789</u></b>	<b><u>772,141</u></b>	<b><u>787,079</u></b>	<b><u>721,858</u></b>	<b><u>721,858</u></b>	<b><u>721,858</u></b>	<b><u>755,617</u></b>

## Program: Administrative Services – Management Services

### Personnel

	BUDGET	BUDGET	BUDGET	MANAGER	COMMITTEE	COUNCIL	
	FY'08	FY'09	FY'10	RECOMMEND	APPROVED	ADOPTED	PROJECTED
	#	#	#	FY'11	FY'11	FY'11	FY'12
				#	#	#	#
City Manager	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Assistant 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	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Office Assistant I	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Grant Specialist	0.00	0.80	0.80	0.80	0.80	0.80	0.80
Grant Administrator	<u>1.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Subtotal	7.00	6.80	6.80	6.80	6.80	6.80	6.80
Office Assistant I/II							
To: Workers Comp	(0.05)	0.00	0.00	0.00	0.00	0.00	0.00
To: General Insurance	(0.05)	(0.05)	(0.05)	(0.05)	(0.05)	(0.05)	(0.05)
To: Legal	<u>0.00</u>	<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)	(0.10)
<b>Total Positions</b>	<b><u>6.90</u></b>	<b><u>6.70</u></b>	<b><u>6.70</u></b>	<b><u>6.70</u></b>	<b><u>6.70</u></b>	<b><u>6.70</u></b>	<b><u>6.70</u></b>
Total Un-Funded Positions	0.00	0.00	0.00	(0.25)	(0.25)	(0.25)	(0.25)
<b>Total Funded Positions</b>	<b><u>6.90</u></b>	<b><u>6.70</u></b>	<b><u>6.70</u></b>	<b><u>6.45</u></b>	<b><u>6.45</u></b>	<b><u>6.45</u></b>	<b><u>6.45</u></b>
Temporary/Seasonal Hours	<u>600</u>	<u>600</u>	<u>600</u>	<u>375</u>	<u>375</u>	<u>375</u>	<u>375</u>

\* These positions have not been funded for:

FY'10 Adopted	FY'11 Recommended
	Office Assistant I (0.25)
	Part Time/Seasonal Hrs.

### Capital Outlay/By Item

Office Furniture/Equipment	1,000	0	0	0	0
Computers	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>Total Capital Outlay</b>	<b><u>1,000</u></b>	<b><u>0</u></b>	<b><u>0</u></b>	<b><u>0</u></b>	<b><u>0</u></b>

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## Program: Administrative Services – Finance Services

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### 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; 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. This activity has elections responsibilities and provides oversight and management of the record retention systems.

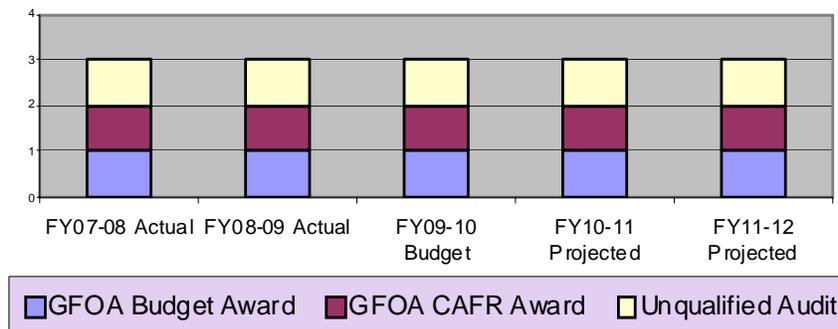
### FY’11 Anticipated Accomplishments:

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. This includes implementing an electronic lien reporting system and utilizing software enhancements to produce routine as well as specialized reports.

### FY’11 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.

**Budget/Audit Awards & Opinions**



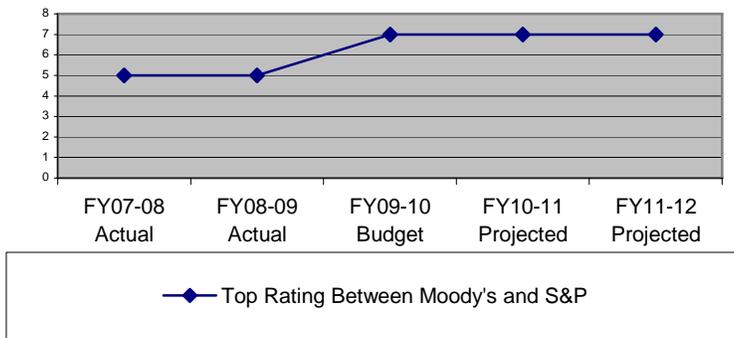
- Continue to study potential enhancements and/or additions to the formal financial policies for City Council consideration.
- Implement electronic lien reporting system.

# Program: Administrative Services – Finance Services

## FY'11 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 & Poors (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.

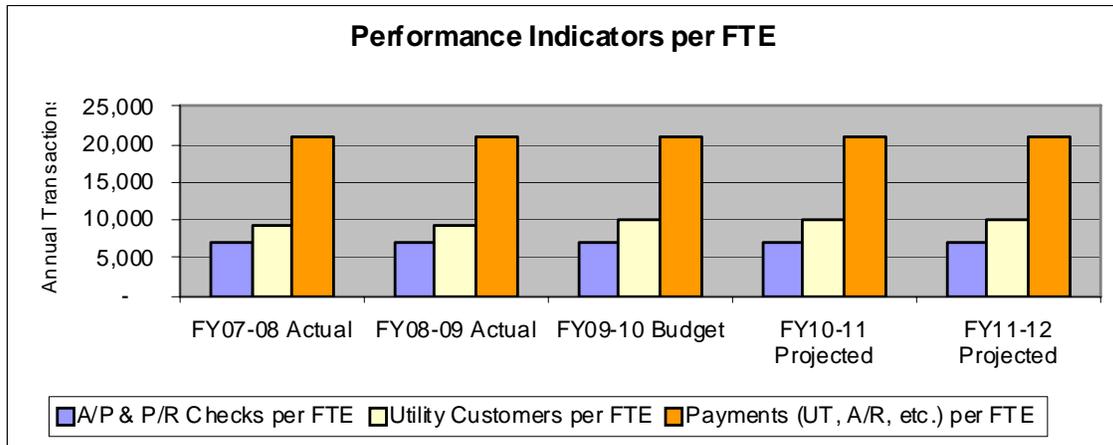
**Credit Rating\***



*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 to time lines.
- Maintain or increase performance indicators per dedicated full time equivalency (fte.)

**Performance Indicators per FTE**



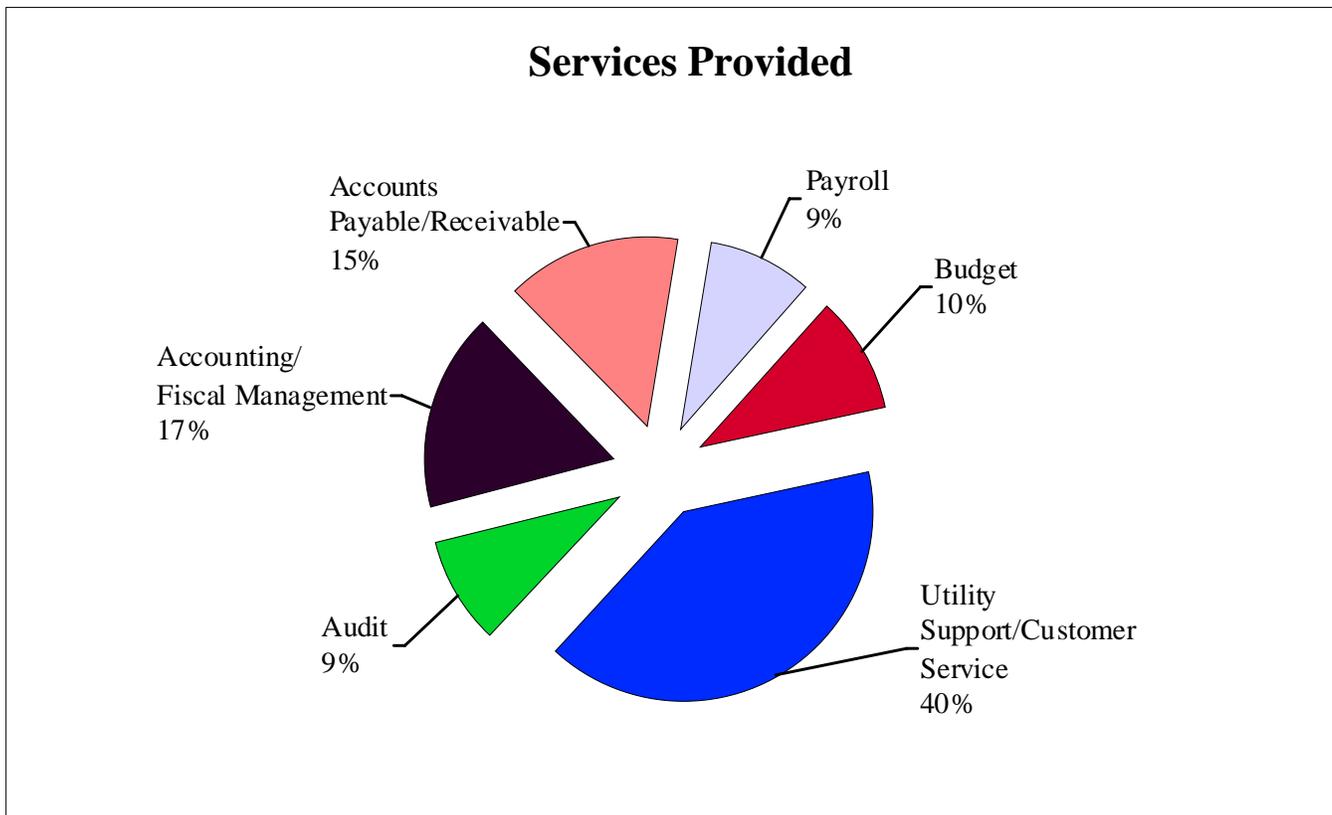
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## Program: Administrative Services – Finance Services

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### Budget Highlights:

FY'11 changes are very small in comparison to FY'10. The Finance staff worked hard to find new efficiencies in staffing and processes to hold, if not reduce, expenditures given the current economy. The Utility Billing and Customer Service division will be reducing staffing levels in response to the anticipated implementation of remote deposit processing. Professional development was also reduced in anticipation of utilizing more web training, thereby reducing the travel costs associated with traditional training. Anticipated insurance costs are also down as a result of the City's better than expected claims history. Due to modest revenue expectations for the Administrative Services Fund, the Finance Department continues to leave one staff position unfunded and will not fund an additional 0.5 fte for FY'11.



### FY'10 Activity Review:

The Finance Department saw several personnel changes in FY'10. In addition to hiring a new accounting technician, the Finance Director was relocated to Management as the Interim Assistant City Manager. The Assistant Finance Director was appointed Interim Finance Director and the Utility Billing & Customer Service Supervisor and Analyst have stepped up to help fill the void during this interim appointment. While the department is a person short, it will cause a strain on staff's ability to implement non-essential projects during the year.

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## Program: Administrative Services – Finance Services

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### FY'10 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.**
- Maintain an unqualified opinion of the Comprehensive Annual Financial Report. **Goal#VI Target met.**
- Research and provide alternatives for the Harbeck/Fruitdale Sewer District assumption/transfer/merger/dissolution to streamline budgeting, accounting and operations. **Goal#VI Target met.**
- Financial reports and information will be provided to Council and staff within agreed to time lines. **Goal#VI Target met.**
- Prepare a set of formal financial policies and update the investment policy for City Council consideration. **Goal#VI Target met.** *The investment policy was updated by Council and a Fund Balance policy for the General Fund was implemented.*
- Prepare a comprehensive City-wide fee schedule for Council consideration. **Goal#VI Target met.**
- Complete banking services RFP and research new services in order to potentially streamline the process and cost involved in regular banking transactions. **Goal#VI Target not met.** *Due to staffing shortages and changes, available time for this project was limited.*

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**Program: Administrative Services – Finance Services**

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***Financial Summary***

Requirements	ACTUAL	ACTUAL	BUDGET	MANAGER	COMMITTEE	COUNCIL	PROJECTED
	FY'08	FY'09	FY'10	RECOMMEND	APPROVED	ADOPTED	FY'12
	\$	\$	\$	\$	\$	\$	\$
Personal Services	852,859	1,031,426	1,113,561	1,135,029	1,135,029	1,135,029	1,200,327
Materials & Supplies	12,494	7,115	10,480	7,150	7,150	7,150	7,800
Contractual/Prof Services	190,324	225,052	252,991	247,536	247,536	247,536	255,661
Direct Charges	52,023	56,080	43,482	51,678	51,678	51,678	51,678
Capital Outlay	<u>2,497</u>	<u>6,458</u>	<u>8,000</u>	<u>8,000</u>	<u>8,000</u>	<u>8,000</u>	<u>8,000</u>
<b>Total Requirements</b>	<b><u>1,110,197</u></b>	<b><u>1,326,131</u></b>	<b><u>1,428,514</u></b>	<b><u>1,449,393</u></b>	<b><u>1,449,393</u></b>	<b><u>1,449,393</u></b>	<b><u>1,523,466</u></b>

## Program: Administrative Services – Finance Services

### Personnel

	BUDGET	BUDGET	BUDGET	MANAGER RECOMMEND	COMMITTEE APPROVED	COUNCIL ADOPTED	PROJECTED
	FY'08	FY'09	FY'10	FY'11	FY'11	FY'11	FY'12
	#	#	#	#	#	#	#
Finance Director	0.00	1.00	1.00	1.00	1.00	1.00	1.00
Administrative Services Director	1.00	0.00	0.00	0.00	0.00	0.00	0.00
Assistant Finance Director	0.00	1.00	1.00	1.00	1.00	1.00	1.00
Accounting Supervisor	1.00	0.00	0.00	0.00	0.00	0.00	0.00
Cust. Service - 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	2.00	1.00	1.00	1.00	1.00	1.00	1.00
Finance Support Specialist	0.00	2.00	2.00	2.00	2.00	2.00	2.00
Department Support Specialist	1.00	0.00	0.00	0.00	0.00	0.00	0.00
Accounting Technician	7.00	8.00	8.00*	8.00*	8.00*	8.00*	8.00*
Dept. Support Tech - Payroll	1.00	0.00	0.00	0.00	0.00	0.00	0.00
Office Assistant I	<u>1.00</u>	<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	16.00	16.00	16.00	16.00	16.00	16.00	16.00
<b>Total Positions</b>	<b><u>16.00</u></b>						
Total Un-Funded Positions	0.00	0.00	(1.00)	(1.50)	(1.50)	(1.50)	(1.50)
<b>Total Funded Positions</b>	<b><u>16.00</u></b>	<b><u>16.00</u></b>	<b><u>15.00</u></b>	<b><u>14.50</u></b>	<b><u>14.50</u></b>	<b><u>14.50</u></b>	<b><u>14.50</u></b>
Temporary/Seasonal Hours	<u>1,200</u>						

\* These positions have not been funded for:

FY'10 Adopted	FY'11 Recommended
Accounting Technician (1)	Accounting Technician (1)
	Office Assistant I (.50)

### Capital Outlay/By Item

Office Equipment	4,000	2,000	2,000	2,000	2,000
Computers	<u>4,000</u>	<u>6,000</u>	<u>6,000</u>	<u>6,000</u>	<u>6,000</u>
<b>Total Capital Outlay</b>	<b><u>8,000</u></b>	<b><u>8,000</u></b>	<b><u>8,000</u></b>	<b><u>8,000</u></b>	<b><u>8,000</u></b>

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## Program: Administrative Services – Legal Services

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### 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.

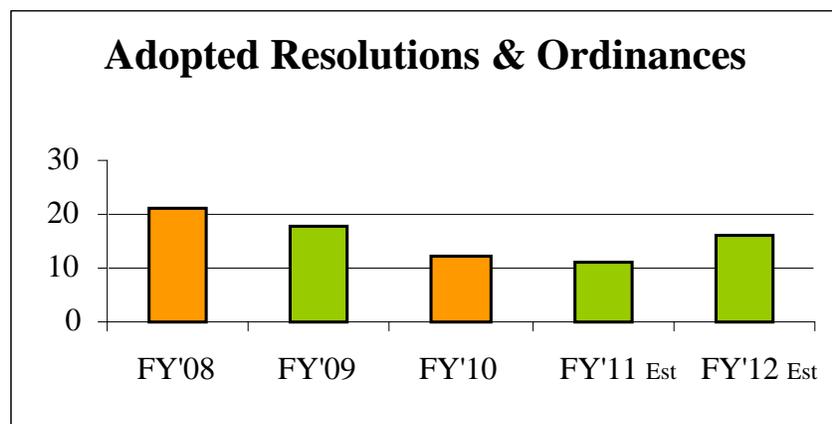
The legal staff maintains a basic understanding of a wide variety of legal areas including land use, condemnation, liability, constitutional law, contract law, telecommunications, tort law and civil rights. In addition, the legal staff is charged with the responsibility of supervising the Land Specialist, the City's Risk Management Program and Workers' Compensation Program.

### FY'11 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'11 Performance Measurements:

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



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## Program: Administrative Services – Legal Services

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### **Budget Highlights:**

This department has experienced several organizational changes this past year. The City Attorney and part time Deputy City Attorney positions, vacant during part of FY'09 -10, are anticipated to be filled. The Deputy City Attorney will no longer supervise the Code Enforcement function as these responsibilities were transferred to the Department of Public Safety. Support staff functions have shifted slightly to reflect more support for the Workers' Compensation and General Insurance funds. The legal staff will once again coordinate the painting of ten to fifteen homes in the 22<sup>nd</sup> year of Paint Your Heart Out Program. Anticipated projects for the Land Specialist include creating a file system and organizing the City's property files as well as providing assistance to departments on various land issues involving rights of way and easements.

### **FY'10 Activity Review:**

FY'10 has been a transitional year for the legal department. This department has used the services of five attorneys during the period prior to the recall of five City Councilors in September 2009. Currently, the City Attorney position is being contracted through a firm. Expenses will reflect lower personnel costs, but higher contract costs based on the need to hire legal services to fill the vacant City Attorney position.

The Land Specialist acquires rights of way or easements for such items as sewer and water lines, pedestrian/bike paths, sidewalks and roads. The Land Specialist was instrumental in obtaining the necessary rights of way and easements for the completion of the West Park Street Road improvement project.

### **FY'10 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.**

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**Program: Administrative Services – Legal Services**

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***Financial Summary***

Requirements	ACTUAL	ACTUAL	BUDGET	MANAGER	COMMITTEE	COUNCIL	PROJECTED
	FY'08	FY'09	FY'10	RECOMMEND	APPROVED	ADOPTED	FY'12
	\$	\$	\$	\$	\$	\$	\$
Personal Services	186,348	245,056	268,913	273,523	273,523	273,523	270,568
Materials & Supplies	5,115	3,371	9,000	7,350	7,350	7,350	7,350
Contractual/Prof Services	24,972	70,788	63,870	70,327	70,327	70,327	70,663
Direct Charges	6,662	12,285	7,545	5,813	5,813	5,813	5,813
Capital Outlay	<u>996</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>Total Requirements</b>	<b><u>224,093</u></b>	<b><u>331,500</u></b>	<b><u>349,328</u></b>	<b><u>357,013</u></b>	<b><u>357,013</u></b>	<b><u>357,013</u></b>	<b><u>354,394</u></b>

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## Program: Administrative Services – Legal Services

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### Personnel

	BUDGET	BUDGET	BUDGET	MANAGER	COMMITTEE	COUNCIL	
	FY'08	FY'09	FY'10	RECOMMEND	APPROVED	ADOPTED	PROJECTED
	#	#	#	#	#	#	#
City Attorney	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Assistant City Attorney	0.75	0.70	0.50	0.50	0.50	0.50	0.50
Land Acquisition Specialist	0.80	0.80	0.80	0.80	0.80	0.80	0.80
Office Assistant II	<u>0.75</u>	<u>0.85</u>	<u>0.85</u>	<u>0.85</u>	<u>0.85</u>	<u>0.85</u>	<u>0.85</u>
Subtotal	3.30	3.35	3.15	3.15	3.15	3.15	3.15
City Attorney							
To: Workers Comp	(0.10)	(0.10)	(0.10)	(0.05)	(0.05)	(0.05)	(0.05)
To: General Ins.	(0.10)	(0.10)	(0.10)	(0.10)	(0.10)	(0.10)	(0.10)
To: Code Enforcement	(0.05)	(0.15)	(0.15)	0.00	0.00	0.00	0.00
Assistant City Attorney							
To: Workers Comp	(0.13)	(0.02)	(0.02)	(0.025)	(0.025)	(0.025)	(0.025)
To: General Ins.	0.00	(0.02)	(0.02)	(0.05)	(0.05)	(0.05)	(0.05)
To: Code Enforcement	(0.13)	(0.05)	(0.04)	0.00	0.00	0.00	0.00
Office Assistant II							
To: Workers Comp	(0.35)	(0.40)	(0.125)	(0.255)	(0.255)	(0.255)	(0.255)
To: General Ins.	(0.10)	(0.11)	(0.125)	(0.340)	(0.340)	(0.340)	(0.340)
Office Assistant II							
From: Management	<u>0.00</u>	<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	(0.96)	(0.90)	(0.63)	(0.77)	(0.77)	(0.77)	(0.77)
<b>Total Positions</b>	<b><u>2.34</u></b>	<b><u>2.45</u></b>	<b><u>2.52</u></b>	<b><u>2.38</u></b>	<b><u>2.38</u></b>	<b><u>2.38</u></b>	<b><u>2.38</u></b>

The full time equivalent (fte) for all regular/permanent employees was restated under total positions during the FY11 budget process. Previously part-time staff were listed under "Part Time/Seasonal Hours". This has been changed to Temporary/Seasonal Hours and will only reflect projected hours for temporary/seasonal staff.

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## Program: Administrative Services – Human Resources

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### Mission:

*“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:

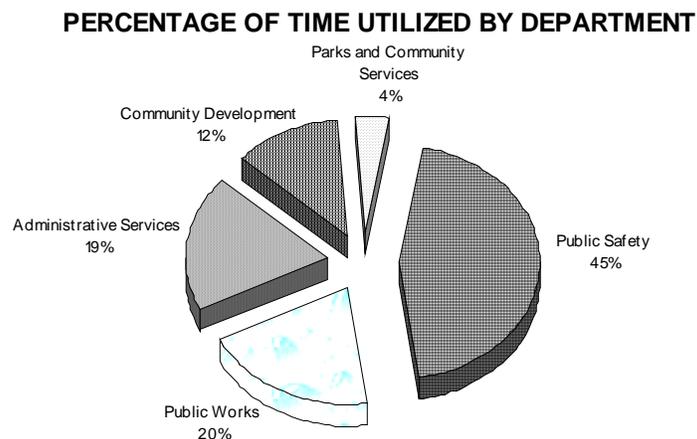
This activity is responsible for the administration of personnel policies, classification and compensation plans, maintaining records; directing negotiations and providing for employee development. It also oversees recruitment of qualified employees; provides guidance and direction regarding employee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

### FY’11 Anticipated Accomplishments:

In the last quarter of FY’09, the Grants Pass Employee’s Association became affiliated with the American Federation of State, County and Municipal Employees (AFSCME). In FY’10, the City began meetings with AFSCME to negotiate a new contract. These negotiations will continue in FY’11. There is strong possibility that contracts for two of the City’s unions will be re-opened in the Fall of 2010. Similar to the process of updating and revising the Personnel Rules, Regulations and Policies, the Personnel Administrative Directives will be reviewed.

### FY’11 Performance Measurements:

- Open for wages only, negotiations with the Teamsters Local Union No.223. **Goal #VII**
- Continue negotiations with the American Federation of State, County and Municipal Employees (AFSCME) to formulate a first time contract. **Goal #VII.**
- Develop a supervisory training plan. **Goal #VII**
- Update and revise Personnel Administrative Directives. **Goal #VII**
- Update City-wide evaluation system. **Goal #VII**



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## Program: Administrative Services – Human Resources

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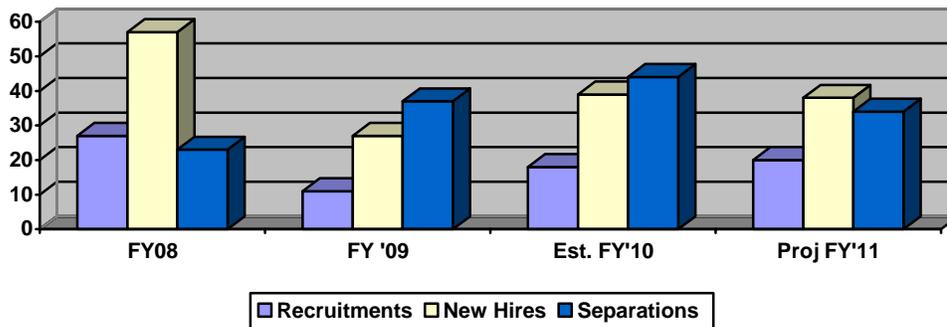
### Budget Highlights:

The department currently has two and one half staff members who carry a very heavy workload. For the FY'11 budget a half time Office Assistant has been included for efficiency and productivity purposes. The line items for legal, negotiations and recruitments are all at FY'10 levels because of anticipated openings in Public Safety and re-openings of contracts in possibly two unions.

### FY'10 Activity Review:

As anticipated when creating the FY'10 budget, the major expenditures for the Human Resources Department have been in legal and negotiations. The City was involved in three contract negotiations. The creation of a first time contract with a union is a very long process and will continue into the next fiscal year. The expenses related to the recruitment process were high in FY'10 because of the City's policy of thorough background checks, predominantly in Public Safety. The revised Personnel Rules, Regulations and Policies were brought to the Council and adopted in February of 2010.

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



### FY'10 Performance Indicators:

- Commence negotiations with the International Association of Firefighters (IAFF) and the Teamsters Local Union No.223. **Goal #VII Target met.**
- Continue (or commence) negotiations with the American Federation of State, County and Municipal Employees (AFSCME). **Goal #VII Target met.**
- Update and revise of the Personnel Rules and Regulations. **Goal #VII Target met.**
- Develop a supervisory training plan. **Goal #VII Target not met. Due to a staffing shortage, target was not met and this goal will continue into the next year.**
- Create a committee to evaluate and update current evaluation system. **Goal #VII Target met.**
- Develop a Wellness Program. **Goal #VII Target not met. Due to a staffing shortage, target was not met and this goal will continue into the next year under the Insurance Benefits fund.**

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**Program: Administrative Services – Human Resources**

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***Financial Summary***

Requirements	ACTUAL	ACTUAL	BUDGET	MANAGER	COMMITTEE	COUNCIL	PROJECTED
	FY'08	FY'09	FY'10	RECOMMEND	APPROVED	ADOPTED	FY'12
	\$	\$	\$	\$	\$	\$	\$
Personal Services	238,977	253,586	257,229	286,627	286,627	286,627	309,805
Materials & Supplies	1,321	2,934	2,650	2,650	2,650	2,650	2,650
Contractual/Prof Services	139,834	81,938	130,191	119,168	119,168	119,168	121,488
Direct Charges	<u>5,834</u>	<u>11,006</u>	<u>11,006</u>	<u>7,722</u>	<u>7,722</u>	<u>7,722</u>	<u>7,722</u>
<b>Total Requirements</b>	<b><u>385,966</u></b>	<b><u>349,464</u></b>	<b><u>401,076</u></b>	<b><u>416,167</u></b>	<b><u>416,167</u></b>	<b><u>416,167</u></b>	<b><u>441,665</u></b>

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**Program: Administrative Services – Human Resources**

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**Personnel**

	BUDGET	BUDGET	BUDGET	MANAGER	COMMITTEE	COUNCIL	
	FY'08	FY'09	FY'10	RECOMMEND	APPROVED	ADOPTED	PROJECTED
	#	#	#	#	#	#	#
Human Resources Director	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Personnel Analyst	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Personnel Technician	0.50	0.50	0.50	0.50	0.50	0.50	0.50
Office Assistant I	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.50</u>	<u>0.50</u>	<u>0.50</u>	<u>0.50</u>
Subtotal	2.50	2.50	2.50	3.00	3.00	3.00	3.00
<b>Total Positions</b>	<b><u>2.50</u></b>	<b><u>2.50</u></b>	<b><u>2.50</u></b>	<b><u>3.00</u></b>	<b><u>3.00</u></b>	<b><u>3.00</u></b>	<b><u>3.00</u></b>

The full time equivalent (fte) for all regular/permanent employees was restated under total positions during the FY11 budget process. Previously part-time staff were listed under "Part Time/Seasonal Hours". This has been changed to Temporary/Seasonal Hours and will only reflect projected hours for temporary/seasonal staff.

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## **Program: Administrative Services – General Program Operations**

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### **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 a 2% charge on all capital project expenditures.

### **FY'11 Anticipated Accomplishments:**

The activity provides internal support services, organization wide, through this budget. This support includes the purchase of office supplies, postage used by the entire organization and major copy machines. This budget provides the education programs reimbursement and employee recognition important for the teamwork and morale in an organization. It also provides memberships such as the League of Oregon Cities and R.V.C.O.G.

### **FY'11 Performance Measurements: Not Applicable**

### **Budget Highlights:**

After various significant line item reductions in the FY'10 budget, the FY'11 budget reflects only modest increases to a few lines due mostly to increased postage costs and other inflationary pressures. The only significant change is a new expenditure that is a direct charge from the CD Management Fund to assist with updating the City's critical GIS property mapping system. The GIS system is used by nearly every department of the City and is a critical information technology tool. This new charge is \$20,000, which by itself is much smaller than the total amount of budget cuts implemented in this department for the FY'10 budget.

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## Program: Administrative Services – General Program Operations

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### Financial Summary

Requirements	ACTUAL	ACTUAL	BUDGET	MANAGER	COMMITTEE	COUNCIL	PROJECTED
	FY'08	FY'09	FY'10	RECOMMEND	APPROVED	ADOPTED	FY'12
	\$	\$	\$	\$	\$	\$	\$
Personal Services	8,671	28,459	16,000	16,000	16,000	16,000	16,500
Materials & Supplies	33,860	24,664	30,100	33,940	33,940	33,940	29,840
Contractual/Prof Services	126,664	120,505	136,825	129,350	129,350	129,350	131,250
Direct Charges	46,188	43,596	44,460	66,825	66,825	66,825	67,325
Capital Outlay	8,098	0	16,500	15,000	15,000	15,000	15,000
Contingencies	0	0	476,431	456,824	456,824	456,824	247,403
Ending Balance	<u>772,172</u>	<u>613,269</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>Total Requirements</b>	<b><u>995,653</u></b>	<b><u>830,493</u></b>	<b><u>720,316</u></b>	<b><u>717,939</u></b>	<b><u>717,939</u></b>	<b><u>717,939</u></b>	<b><u>507,318</u></b>

### Capital Outlay/By Item

Telecommunications	5,000	5,000	5,000	5,000	5,000
Office Furniture/Equipment	1,500	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>
<b>Total Capital Outlay</b>	<b><u>16,500</u></b>	<b><u>15,000</u></b>	<b><u>15,000</u></b>	<b><u>15,000</u></b>	<b><u>15,000</u></b>

**WHERE THE ROGUE RIVER RUNS**



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