

ADMINISTRATIVE SERVICES

ACTIVITIES

- *Management Services
- *Finance Services
- *Human Resources
- *Legal Services
- *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'06 \$	ACTUAL FY'07 \$	BUDGET FY'08 \$	MANAGER RECOMMEND FY'09 \$	COMMITTEE APPROVED FY'09 \$	COUNCIL ADOPTED FY'09 \$	PROJECTED FY'10 \$
Program Generated Resources	<u>2,469,285</u>	<u>2,892,910</u>	<u>3,504,763</u>	<u>3,764,291</u>	<u>3,764,291</u>	<u>3,764,291</u>	<u>3,581,745</u>
Total Resources	<u>2,469,285</u>	<u>2,892,910</u>	<u>3,504,763</u>	<u>3,764,291</u>	<u>3,764,291</u>	<u>3,764,291</u>	<u>3,581,745</u>
Requirements							
Management Services	520,334	573,513	714,550	789,036	789,036	789,036	805,726
Finance Services	1,272,915	1,398,103	1,196,794	1,431,256	1,431,256	1,431,256	1,500,949
Legal Services	136,968	181,769	302,567	381,276	381,276	381,276	394,143
Human Resources	0	0	369,056	418,877	418,877	418,877	416,968
General Program Operations	<u>539,068</u>	<u>739,525</u>	<u>921,796</u>	<u>743,846</u>	<u>743,846</u>	<u>743,846</u>	<u>463,959</u>
Total Requirements	<u>2,469,285</u>	<u>2,892,910</u>	<u>3,504,763</u>	<u>3,764,291</u>	<u>3,764,291</u>	<u>3,764,291</u>	<u>3,581,745</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 services, financial services, legal services, human resource services, and general services which include postage, telecommunications, filing and copying services.

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 VI, **Management**, enhanced utilization of technology will continue to be a focus for increasing efficiencies.

Program: Administrative Services– Program Summary

Program Financial Summary

Resources	ACTUAL	ACTUAL	BUDGET	MANAGER	COMMITTEE	COUNCIL	PROJECTED
	FY'06	FY'07	FY'08	RECOMMEND	APPROVED	ADOPTED	FY'10
	\$	\$	\$	\$	\$	\$	\$
Beginning Balance	<u>51,078</u>	<u>274,619</u>	<u>512,325</u>	<u>624,788</u>	<u>624,788</u>	<u>624,788</u>	<u>396,261</u>
Current Resources							
Activity Generated							
Redwood Sewer District	19,092	11,664	0	0	0	0	0
GP Redevelopment Agency	34,394	22,976	21,000	10,750	10,750	10,750	3,500
Revenue from Other Agencies	29,950	16,000	3,500	3,500	3,500	3,500	3,500
Interest	12,947	33,380	43,500	20,550	20,550	20,550	16,110
Other Revenue	1,873	1,003	1,476	100	100	100	100
Administrative Charges	1,871,075	2,009,737	2,390,473	2,524,051	2,524,051	2,524,051	2,554,005
Direct Charges	<u>448,876</u>	<u>523,531</u>	<u>532,489</u>	<u>580,552</u>	<u>580,552</u>	<u>580,552</u>	<u>608,269</u>
Total Current Resources	<u>2,418,207</u>	<u>2,618,291</u>	<u>2,992,438</u>	<u>3,139,503</u>	<u>3,139,503</u>	<u>3,139,503</u>	<u>3,185,484</u>
Total Resources	<u>2,469,285</u>	<u>2,892,910</u>	<u>3,504,763</u>	<u>3,764,291</u>	<u>3,764,291</u>	<u>3,764,291</u>	<u>3,581,745</u>

Requirements	ACTUAL	ACTUAL	BUDGET	MANAGER	COMMITTEE	COUNCIL	PROJECTED
	FY'06	FY'07	FY'08	RECOMMEND	APPROVED	ADOPTED	FY'10
	\$	\$	\$	\$	\$	\$	\$
Management Services	498,111	550,853	674,858	753,427	753,427	753,427	773,117
Finance Services	1,222,114	1,341,945	1,131,771	1,354,676	1,354,676	1,354,676	1,419,169
Legal Services	133,851	178,431	293,405	368,991	368,991	368,991	381,858
Human Resources	0	0	363,222	393,871	393,871	393,871	405,962
General Program Operations	212,300	179,868	224,214	223,425	223,425	223,425	228,225
Direct Charges	100,607	111,136	137,505	153,163	153,163	153,163	153,163
Capital Outlay	27,683	18,352	55,000	62,000	62,000	62,000	50,200
Contingencies	0	0	624,788	454,738	454,738	454,738	170,051
Ending Balance	<u>274,619</u>	<u>512,325</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Expenses	<u>2,469,285</u>	<u>2,892,910</u>	<u>3,504,763</u>	<u>3,764,291</u>	<u>3,764,291</u>	<u>3,764,291</u>	<u>3,581,745</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'09 – '10 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.

FY'09 Performance Measurements:

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

Budget Highlights:

There are no major shifts in the budget. There are no new employees; however, the grant administrator will be adding hours to become full time.

Program: Administrative Services – Management Services

FY'08 Activity Review:

The City made major headway on the Work Plan adopted by the Council for 2006 to 2008. Among some of the significant accomplishments were major capital construction for roadways and utilities. The City Manager took a significant role in the work with the Oregon Department of Transportation and the design of the Highway 199 project. Management Services managed the Redevelopment Agency projects, the utilities, 911 Agency, work with School District #7, as well as other activities. With well over 80 projects on the plan, the overall movement on all projects was substantial. Priority issues in FY'08 are identified below.

FY'08 Performance Indicators:

- Conduct community workshops on issues. **Goal #VI Target met** most recently with the major community workshop on the recommendation for the Downtown river district Plan.
- Prepare the Council packet material by the Friday noon prior to the Council meeting 95% of the time. **Goal #VI Target met.**
- Submit at least six grant requests to fund operations and capital needs. **Goal #VI Target met** with grants submitted the purchase of property for the Reinhart Volunteer Park, breathing apparatus for the fire division, vehicles for Fire Division, Hybrid vehicles for the organization, transportation improvements on Rogue River Highway, and improvements on Highway 238.
- Meet regularly with County Commissioners and District #7 representatives. **Goal #VI Target met.**

Program: Administrative Services – Management Services

Financial Summary

Resources	ACTUAL FY'06 \$	ACTUAL FY'07 \$	BUDGET FY'08 \$	MANAGER RECOMMEND FY'09 \$	COMMITTEE APPROVED FY'09 \$	COUNCIL ADOPTED FY'09 \$	PROJECTED FY'10 \$
Current Resources							
Activity Generated							
GP Redevelopment Agency	26,494	11,284	12,500	5,000	5,000	5,000	2,000
Administrative Charges	493,831	562,230	702,050	784,036	784,036	784,036	803,726
Miscellaneous Revenue	<u>10</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Current Resources	520,335	573,514	714,550	789,036	789,036	789,036	805,726
General Support	<u>(1)</u>	<u>(1)</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Resources	<u>520,334</u>	<u>573,513</u>	<u>714,550</u>	<u>789,036</u>	<u>789,036</u>	<u>789,036</u>	<u>805,726</u>

Requirements	ACTUAL FY'06 \$	ACTUAL FY'07 \$	BUDGET FY'08 \$	MANAGER RECOMMEND FY'09 \$	COMMITTEE APPROVED FY'09 \$	COUNCIL ADOPTED FY'09 \$	PROJECTED FY'10 \$
Personal Services	477,993	522,098	636,164	700,433	700,433	700,433	728,696
Materials & Supplies	3,781	4,104	6,300	6,600	6,600	6,600	6,700
Contractual/Prof Services	16,337	24,651	32,394	46,394	46,394	46,394	37,721
Direct Charges	18,850	19,604	26,692	27,109	27,109	27,109	27,109
Capital Outlay	<u>3,373</u>	<u>3,056</u>	<u>13,000</u>	<u>8,500</u>	<u>8,500</u>	<u>8,500</u>	<u>5,500</u>
Total Expenses	<u>520,334</u>	<u>573,513</u>	<u>714,550</u>	<u>789,036</u>	<u>789,036</u>	<u>789,036</u>	<u>805,726</u>

Program: Administrative Services – Management Services

Personnel

	ACTUAL	ACTUAL	BUDGET	MANAGER RECOMMEND	COMMITTEE APPROVED	COUNCIL ADOPTED	PROJECTED
	FY'06	FY'07	FY'08	FY'09	FY'09	FY'09	FY'10
	#	#	#	#	#	#	#
City Manager	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Assistant City Manager	0.00	1.00	1.00	1.00	1.00	1.00	1.00
Administrative Coordinator	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Department Support Technician	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Office Assistant II	0.00	1.00	1.00	1.00	1.00	1.00	1.00
Office Assistant I	2.00	0.00	1.00	1.00	1.00	1.00	1.00
Grant Administrator	<u>1.00</u>						
Subtotal	6.00	6.00	7.00	7.00	7.00	7.00	7.00
Office Assistant I/II							
To: Workers Comp	(0.05)	(0.05)	(0.05)	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: Code Enforcement	(0.75)	0.00	0.00	0.00	0.00	0.00	0.00
To: Legal	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>(0.05)</u>	<u>(0.05)</u>	<u>(0.05)</u>	<u>(0.05)</u>
Subtotal	(0.85)	(0.10)	(0.10)	(0.10)	(0.10)	(0.10)	(0.10)
Total Full Time Positions	<u>5.15</u>	<u>5.90</u>	<u>6.90</u>	<u>6.90</u>	<u>6.90</u>	<u>6.90</u>	<u>6.90</u>
Part Time/Seasonal Hours	<u>2,264</u>	<u>600</u>	<u>600</u>	<u>600</u>	<u>600</u>	<u>600</u>	<u>600</u>

Capital Outlay/By Item:

Upgrades to City Manager's Office	10,000	0	0	0	0
Office Furniture/Equipment	1,500	7,000	7,000	7,000	4,000
Computers	<u>1,500</u>	<u>1,500</u>	<u>1,500</u>	<u>1,500</u>	<u>1,500</u>
Total Capital Outlay		<u>13,000</u>	<u>8,500</u>	<u>8,500</u>	<u>8,500</u>
					<u>5,500</u>

Program: Administrative Services – Finance 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. This activity has elections responsibilities and provides oversight and management of the record retention systems.

FY’09 – ’10 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.

FY’09 Performance Measurements:

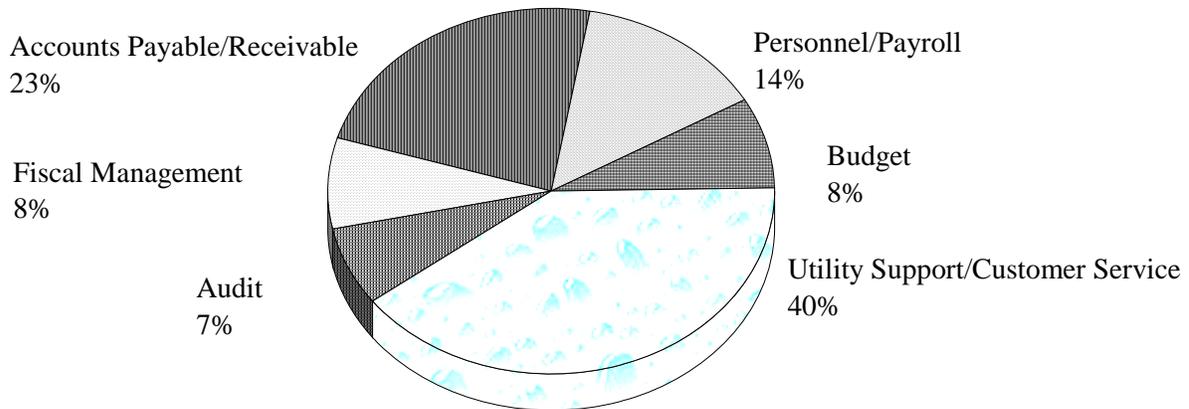
- The Budget document and Comprehensive Annual financial Report (CAFR) will be submitted to the Government finance Officers Association (GFOA) awards program. **Goal #VI**
- Maintain an unqualified opinion of the Comprehensive Annual Audit Report. **Goal #VI**
- Research and provide alternatives for the Harbeck/Fruitdale Sewer District assumption/transfer/merger/dissolution to streamline budgeting, accounting and operations. **Goal #VI**
- Financial reports and information will be provided to Council and staff within agreed to time lines. **Goal #VI**
- Prepare a set of formal financial policies for City Council consideration. **Goal #VI**

Budget Highlights:

FY’09 changes consist of personal costs, largely benefits, normal salary progressions and the implementation of the City’s compensation and classification study.

Program: Administrative Services – Finance Services

Services Provided



FY'08 Activity Review:

The Administrative Services Department saw many personnel changes in FY'08 including: the loss of a key employee, the retirement and hiring of a Finance Director, filling a number of positions such as the Utility Billing and Customer Service Supervisor, the creation of a new Human Resource department, the future appointment of the Human Resources Director which will leave a vacancy in the Accounting Supervisor position, and there remains two other vacancies. Initial work was completed to set up a process for the storm water utility but was put on hold pending a decision by Council on an implementation date.

FY'08 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.**
- Electronic transfer of payments for customers who use their on-line banking services will be implemented. **Goal #VI Target met.**
- During the summer of 2007, processes will be put in place in anticipation of initiating a monthly storm water utility fee. **Goal #IV Target met.** *A process is in place and will be completed when an implementation date is set.*
- Financial reports and information will be provided to Council and staff within agreed to time lines. **Goal #VI Target not met.** *Where the target was 100%, due to staffing shortages and changes, reporting time lines were not met 100% of the time.*
- Complete a city wide compensation study. **Goal #VI Target met.**
- Maintain an unqualified opinion of the Comprehensive Annual Audit Report. **Goal #VI Target met.**

Program: Administrative Services – Finance Services

Financial Summary

Resources	ACTUAL FY'06 \$	ACTUAL FY'07 \$	BUDGET FY'08 \$	MANAGER RECOMMEND FY'09 \$	COMMITTEE APPROVED FY'09 \$	COUNCIL ADOPTED FY'09 \$	PROJECTED FY'10 \$
Current Resources							
Activity Generated							
GP Redevelopment Agency	3,925	6,895	5,500	3,250	3,250	3,250	1,000
Revenue from Other Agencies	29,950	16,000	3,500	3,500	3,500	3,500	3,500
Other Revenue	121	215	0	0	0	0	0
Direct Charges	448,876	523,531	532,489	580,552	580,552	580,552	608,269
Administrative Charges	<u>819,989</u>	<u>851,462</u>	<u>710,305</u>	<u>843,954</u>	<u>843,954</u>	<u>843,954</u>	<u>888,180</u>
Total Current Resources	1,302,861	1,398,103	1,251,794	1,431,256	1,431,256	1,431,256	1,500,949
General Support	<u>(29,946)</u>	<u>0</u>	<u>(55,000)</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Resources	<u>1,272,915</u>	<u>1,398,103</u>	<u>1,196,794</u>	<u>1,431,256</u>	<u>1,431,256</u>	<u>1,431,256</u>	<u>1,500,949</u>

Requirements	ACTUAL FY'06 \$	ACTUAL FY'07 \$	BUDGET FY'08 \$	MANAGER RECOMMEND FY'09 \$	COMMITTEE APPROVED FY'09 \$	COUNCIL ADOPTED FY'09 \$	PROJECTED FY'10 \$
Personal Services	896,526	1,003,209	865,709	1,069,412	1,069,412	1,069,412	1,129,329
Materials & Supplies	12,068	13,266	11,275	12,770	12,770	12,770	12,830
Contractual/Prof Services	313,520	325,470	254,787	272,494	272,494	272,494	277,010
Direct Charges	42,441	48,901	52,023	63,580	63,580	63,580	63,580
Capital Outlay	<u>8,360</u>	<u>7,257</u>	<u>13,000</u>	<u>13,000</u>	<u>13,000</u>	<u>13,000</u>	<u>18,200</u>
Total Expenses	<u>1,272,915</u>	<u>1,398,103</u>	<u>1,196,794</u>	<u>1,431,256</u>	<u>1,431,256</u>	<u>1,431,256</u>	<u>1,500,949</u>

Program: Administrative Services – Finance Services

Personnel

	ACTUAL	ACTUAL	BUDGET	MANAGER RECOMMEND	COMMITTEE APPROVED	COUNCIL ADOPTED	PROJECTED
	FY'06	FY'07	FY'08	FY'09	FY'09	FY'09	FY'10
	#	#	#	#	#	#	#
Finance Director	0.00	0.00	0.00	1.00	1.00	1.00	1.00
Administrative Services Director	1.00	1.00	1.00	0.00	0.00	0.00	0.00
Accounting Supervisor	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
Finance Office Manager	1.00	1.00	0.00	0.00	0.00	0.00	0.00
Accountant	1.00	0.00	0.00	0.00	0.00	0.00	0.00
Human Resources Manager	0.00	0.00	1.00	0.00	0.00	0.00	0.00
Accounting Analyst	0.00	1.00	0.00	0.00	0.00	0.00	0.00
Financial Analyst	0.00	0.00	1.00	1.00	1.00	1.00	1.00
Personnel Technician	1.00	1.00	1.00	0.00	0.00	0.00	0.00
Department Support Technician	1.00	1.00	2.00	2.00	2.00	2.00	2.00
Department Support Specialist	0.00	0.00	1.00	1.00	1.00	1.00	1.00
Accounting Clerk I	6.00	6.00	7.00	7.00	7.00	7.00	7.00
Dept. Support Tech - Payroll	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
Subtotal	15.00	15.00	18.00	16.00	16.00	16.00	16.00
Total Full Time Positions	<u>15.00</u>	<u>15.00</u>	<u>18.00</u>	<u>16.00</u>	<u>16.00</u>	<u>16.00</u>	<u>16.00</u>
Part Time/Seasonal Hours	<u>1,200</u>	<u>2,240</u>	<u>1,200</u>	<u>1,200</u>	<u>1,200</u>	<u>1,200</u>	<u>1,200</u>

Capital Outlay/By Item:

Office Equipment	3,000	3,000	3,000	3,000	8,000
Computers	<u>10,000</u>	<u>10,000</u>	<u>10,000</u>	<u>10,000</u>	<u>10,200</u>
Total Capital Outlay	<u>13,000</u>	<u>13,000</u>	<u>13,000</u>	<u>13,000</u>	<u>18,200</u>

Program: Administrative Services – Legal Services

Services Delivered:

The legal staff provides services to the municipal corporation including the Council, the City Manager, the 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 is often the first resource used by staff to field citizen questions and issues.

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 City's Risk Management Program, Workers' Compensation Program, and the City's Code Enforcement Program.

FY'09 - '10 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'09 Performance Indicators:

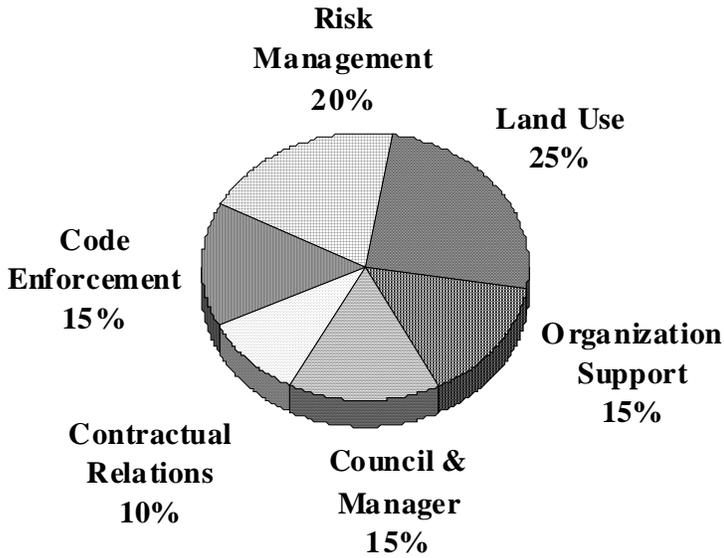
- One training session will be conducted for new Councilors. **Goal #VI**
- One training session will be conducted for the UAPC. **Goal #VI**
- Coordinate the painting of nine homes in the 20th year of Paint Your Heart Out. **Goal #I**

Budget Highlights:

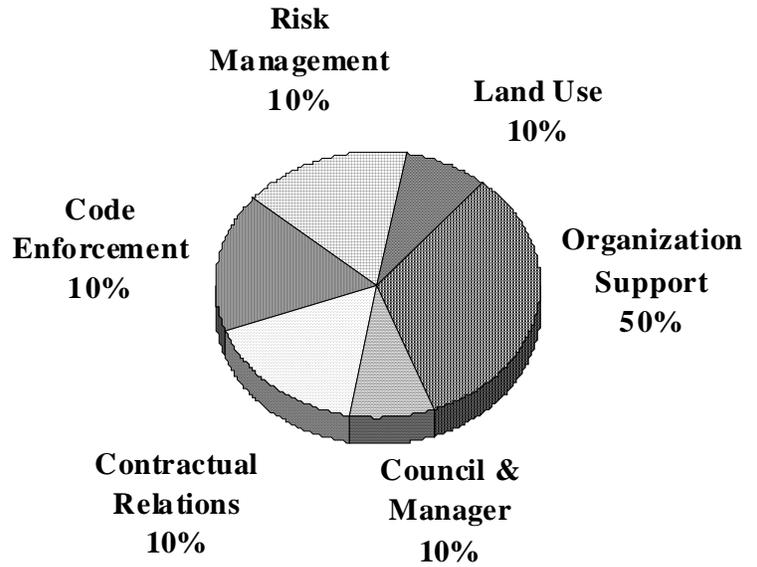
Budget costs will represent a modest increase based on the need to hire specialized legal services in areas of environmental law and land use litigation.

Program: Administrative Services – Legal Services

**Services Provided
Full Time Attorney**



**Services Provided
Half Time Attorney**



FY'08 Activity Review:

During FY'08 the legal department has focused on increased internal legal service to all City departments. The legal staff has coordinated with other departments in revising some Municipal Code provisions and addressing many areas of legal concern. The City Attorney provides management of the Code Enforcement Department with legal support from the Deputy City Attorney.

FY'08 Performance Indicators:

- One training session will be conducted for new Councilors. **Goal #VI Target met.**
- One training session will be conducted for the UAPC. **Goal #VI Target met.**
- Nine homes will be painted in the 19th year of Paint Your Heart Out. **Goal #I Target met.**

Program: Administrative Services – Legal Services

Financial Summary

Resources	ACTUAL	ACTUAL	BUDGET	MANAGER RECOMMEND	COMMITTEE APPROVED	COUNCIL ADOPTED	PROJECTED
	FY'06	FY'07	FY'08	FY'09	FY'09	FY'09	FY'10
	\$	\$	\$	\$	\$	\$	\$
Current Resources							
Activity Generated							
GP Redevelopment Agency	3,956	4,797	3,000	2,500	2,500	2,500	500
Administrative Charges	<u>133,012</u>	<u>176,972</u>	<u>299,567</u>	<u>378,776</u>	<u>378,776</u>	<u>378,776</u>	<u>393,643</u>
Total Current Resources	136,968	181,769	302,567	381,276	381,276	381,276	394,143
General Support	<u>0</u>						
Total Resources	<u>136,968</u>	<u>181,769</u>	<u>302,567</u>	<u>381,276</u>	<u>381,276</u>	<u>381,276</u>	<u>394,143</u>

Requirements	ACTUAL	ACTUAL	BUDGET	MANAGER RECOMMEND	REVIS	PROJECTED
	FY'06	FY'07	FY'08	FY'08	FY'09	FY'10
	\$	\$	\$	\$	\$	\$
Personal Services	114,987	150,442	210,061	291,265	291,265	304,069
Materials & Supplies	2,743	7,147	10,000	12,500	12,500	12,500
Contractual/Prof Services	16,121	20,842	73,344	65,226	65,226	65,289
Direct Charges	2,617	2,722	6,662	12,285	12,285	12,285
Capital Outlay	<u>500</u>	<u>616</u>	<u>2,500</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Expenses	<u>136,968</u>	<u>181,769</u>	<u>302,567</u>	<u>381,276</u>	<u>381,276</u>	<u>394,143</u>

Program: Administrative Services – Legal Services

Personnel

	ACTUAL	ACTUAL	BUDGET	MANAGER RECOMMEND	COMMITTEE APPROVED	COUNCIL ADOPTED	PROJECTED
	FY'06	FY'07	FY'08	FY'09	FY'09	FY'09	FY'10
	#	#	#	#	#	#	#
City Attorney	<u>1.00</u>						
Subtotal	1.00	1.00	1.00	1.00	1.00	1.00	1.00
City Attorney							
To: Workers Comp	(0.10)	(0.10)	(0.10)	(0.10)	(0.10)	(0.10)	(0.10)
To: General Ins.	(0.10)	(0.10)	(0.10)	(0.10)	(0.10)	(0.10)	(0.10)
To: Code Enforcement	0.00	(0.05)	(0.05)	(0.05)	(0.05)	(0.05)	(0.05)
Office Assistant II							
From: Management	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>(0.05)</u>	<u>(0.05)</u>	<u>(0.05)</u>	<u>(0.05)</u>
Subtotal	(0.20)	(0.25)	(0.25)	(0.30)	(0.30)	(0.30)	(0.30)
Total Full Time Positions	<u>0.80</u>	<u>0.75</u>	<u>0.75</u>	<u>0.70</u>	<u>0.70</u>	<u>0.70</u>	<u>0.70</u>
Part Time/Seasonal Hours	<u>312</u>	<u>928</u>	<u>**3,692</u>	<u>**4,056</u>	<u>**4,056</u>	<u>**4,056</u>	<u>**4,056</u>

**Includes Deputy City Attorney, Office Assistant II and Property Coordinator.

Capital Outlay/By Item:

Computers	<u>2,500</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Capital Outlay	<u>2,500</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Program: Administrative Services – Human Resources

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:

The Human Resources Department is responsible for the administration of personnel policies and classification and compensation plans; maintaining records; directing contract negotiations; and providing for employee development. Recruitment and retention of qualified employees, administration of benefits, adherence to State and Federal personnel regulations, and providing guidance and direction to all departments regarding employee performance are also integral functions of the Department.

FY’09 - ’10 Anticipated Accomplishments:

The Compensation Study, which began in spring of 2007, was completed in spring of 2008 and is anticipated to be implemented on July 1, 2008.

FY’09 Performance Measurements:

- Create and implement of policies for the Classification and Compensation Study. **Goal #VI**
- Commence negotiations with the International Association of Firefighters (IAFF) and the Grants Pass Police Association (GPPA). **Goal #VI**
- Update and revise the Personnel Rules and Regulations. **Goal #VI**
- Develop a supervisory training plan. **Goal #VI**

Budget Highlights:

FY’09 provides for a new Human Resources Department to serve the employees and supervisors of the City of Grants Pass.

FY’08 Activity Review:

The Human Resources Department was created in FY’08.

FY’08 Performance Indicators:

- Complete a city wide compensation study. **Goal #VI Target met.**

Program: Administrative Services – Human Resources

Program: Administrative Services – Human Resources

Financial Summary

Resources	ACTUAL FY'06 \$	ACTUAL FY'07 \$	BUDGET FY'08 \$	MANAGER RECOMMEND FY'09 \$	COMMITTEE APPROVED FY'09 \$	COUNCIL ADOPTED FY'09 \$	PROJECTED FY'10 \$
Current Resources							
Activity Generated							
Administrative Charges	0	0	313,956	418,777	418,777	418,777	416,868
Other Revenue	<u>0</u>	<u>0</u>	<u>100</u>	<u>100</u>	<u>100</u>	<u>100</u>	<u>100</u>
Total Current Resources	0	0	314,056	418,877	418,877	418,877	416,968
General Support	<u>0</u>	<u>0</u>	<u>55,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Resources	<u>0</u>	<u>0</u>	<u>369,056</u>	<u>418,877</u>	<u>418,877</u>	<u>418,877</u>	<u>416,968</u>

Requirements	ACTUAL FY'06 \$	ACTUAL FY'07 \$	BUDGET FY'08 \$	MANAGER RECOMMEND FY'09 \$	COMMITTEE APPROVED FY'09 \$	COUNCIL ADOPTED FY'09 \$	PROJECTED FY'10 \$
Personal Services	0	0	224,114	235,119	235,119	235,119	239,469
Materials & Supplies	0	0	2,450	8,550	8,550	8,550	10,110
Contractual/Prof Services	0	0	136,658	150,202	150,202	150,202	156,383
Direct Charges	0	0	5,834	11,006	11,006	11,006	11,006
Capital Outlay	<u>0</u>	<u>0</u>	<u>0</u>	<u>14,000</u>	<u>14,000</u>	<u>14,000</u>	<u>0</u>
Total Expenses	<u>0</u>	<u>0</u>	<u>369,056</u>	<u>418,877</u>	<u>418,877</u>	<u>418,877</u>	<u>416,968</u>

Program: Administrative Services – Human Resources

Personnel

	ACTUAL	ACTUAL	BUDGET	MANAGER RECOMMEND	COMMITTEE APPROVED	COUNCIL ADOPTED	PROJECTED
	FY'06	FY'07	FY'08	FY'09	FY'09	FY'09	FY'10
	#	#	#	#	#	#	#
Human Resources Director	0.00	0.00	1.00	1.00	1.00	1.00	1.00
Personnel Technician	<u>0.00</u>	<u>0.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>
Subtotal	0.00	0.00	2.00	2.00	2.00	2.00	2.00
Total Full Time Positions	<u>0.00</u>	<u>0.00</u>	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>
Part Time/Seasonal Hours			<u>1,040</u>	<u>1,040</u>	<u>1,040</u>	<u>1,040</u>	<u>1,040</u>

Capital Outlay/By Item:

Computers/Software	<u>0</u>	<u>14,000</u>	<u>14,000</u>	<u>14,000</u>	<u>0</u>
Total Capital Outlay	<u>0</u>	<u>14,000</u>	<u>14,000</u>	<u>14,000</u>	<u>0</u>

Program: Administrative Services – General Program Operations

Services Delivered:

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

FY'09 – '10 Anticipated Accomplishments:

The City Council goal of **Management** will continue to be supported through the primarily internal support services provided organization wide through this budget. This support includes the purchase of office supplies, postage used by the entire organization and major copiers. This budget provides the education programs awards and employee recognition important for the teamwork and morale in an organization. It provides memberships such as the League of Oregon Cities and R.V.C.O.G.

FY'09 Performance Measurements: Not Applicable

Budget Highlights:

The FY'08 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.

Program: Administrative Services – General Program Operations

Program: Administrative Services – General Program Operations

Financial Summary

Resources	ACTUAL	ACTUAL	BUDGET	MANAGER RECOMMEND	COMMITTEE APPROVED	COUNCIL ADOPTED	PROJECTED
	FY'06	FY'07	FY'08	FY'09	FY'09	FY'09	FY'10
	\$	\$	\$	\$	\$	\$	\$
Beginning Balance	<u>51,078</u>	<u>274,619</u>	<u>512,325</u>	<u>624,788</u>	<u>624,788</u>	<u>624,788</u>	<u>396,261</u>
Current Resources							
Activity Generated							
Redwood Sewer District	19,092	11,664	0	0	0	0	0
G. P. Redevelopment Agency	19	0	0	0	0	0	0
Interest	12,947	33,380	43,500	20,550	20,550	20,550	16,110
Other Revenue	1,742	788	1,376	0	0	0	0
Administrative Charges	<u>424,243</u>	<u>419,073</u>	<u>364,595</u>	<u>98,508</u>	<u>98,508</u>	<u>98,508</u>	<u>51,588</u>
Total Current Resources	458,043	464,905	409,471	119,058	119,058	119,058	67,698
General Support	<u>29,947</u>	<u>1</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Resources	<u>539,068</u>	<u>739,525</u>	<u>921,796</u>	<u>743,846</u>	<u>743,846</u>	<u>743,846</u>	<u>463,959</u>

Requirements	ACTUAL	ACTUAL	BUDGET	MANAGER RECOMMEND	COMMITTEE APPROVED	COUNCIL ADOPTED	PROJECTED
	FY'06	FY'07	FY'08	FY'09	FY'09	FY'09	FY'10
	\$	\$	\$	\$	\$	\$	\$
Personal Services	22,936	15,535	19,000	19,000	19,000	19,000	19,000
Materials & Supplies	35,553	35,385	37,600	38,100	38,100	38,100	38,600
Contractual/Prof Services	153,811	128,948	167,614	166,325	166,325	166,325	170,625
Direct Charges	36,699	39,909	46,294	39,183	39,183	39,183	39,183
Capital Outlay	15,450	7,423	26,500	26,500	26,500	26,500	26,500
Contingencies	0	0	624,788	454,738	454,738	454,738	170,051
Ending Balance	<u>274,619</u>	<u>512,325</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Expenses	<u>539,068</u>	<u>739,525</u>	<u>921,796</u>	<u>743,846</u>	<u>743,846</u>	<u>743,846</u>	<u>463,959</u>

Program: Administrative Services – General Program Operations

Capital Outlay/By Item:

	ACTUAL	ACTUAL	BUDGET	MANAGER RECOMMEND	COMMITTEE APPROVED	COUNCIL ADOPTED	PROJECTED
	FY'06	FY'07	FY'08	FY'09	FY'09	FY'09	FY'10
	\$	\$	\$	\$	\$	\$	\$
Telecommunications			15,000	15,000	15,000	15,000	15,000
Office Furniture/Equipment			1,500	1,500	1,500	1,500	1,500
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>26,500</u>	<u>26,500</u>	<u>26,500</u>	<u>26,500</u>	<u>26,500</u>

WHERE THE ROGUE RIVER RUNS



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