

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'11 \$	ACTUAL FY'12 \$	BUDGET FY'13 \$	MANAGER RECOMMEND FY'14 \$	COMMITTEE APPROVED FY'14 \$	COUNCIL ADOPTED FY'14 \$	PROJECTED FY'15 \$
Program Generated Resources	<u>3,384,057</u>	<u>3,428,491</u>	<u>3,602,389</u>	<u>3,883,852</u>	<u>3,883,852</u>	<u>3,883,852</u>	<u>3,976,196</u>
Total Resources	<u>3,384,057</u>	<u>3,428,491</u>	<u>3,602,389</u>	<u>3,883,852</u>	<u>3,883,852</u>	<u>3,883,852</u>	<u>3,976,196</u>
Requirements							
Management Services	716,528	622,751	758,920	635,481	635,481	635,481	655,118
Finance Services	1,271,957	1,333,376	1,437,121	1,639,839	1,639,839	1,639,839	1,715,952
Legal Services	334,843	258,685	333,651	295,552	295,552	295,552	309,415
Human Resources	361,726	398,302	462,971	485,452	485,452	485,452	496,608
General Program Operations	<u>699,003</u>	<u>815,377</u>	<u>609,726</u>	<u>827,528</u>	<u>827,528</u>	<u>827,528</u>	<u>799,103</u>
Total Requirements	<u>3,384,057</u>	<u>3,428,491</u>	<u>3,602,389</u>	<u>3,883,852</u>	<u>3,883,852</u>	<u>3,883,852</u>	<u>3,976,196</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 Council’s Strategic Plan and 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'11	FY'12	FY'13	RECOMMEND	APPROVED	ADOPTED	FY'15
	\$	\$	\$	FY'14	FY'14	FY'14	\$
Beginning Balance	<u>531,080</u>	<u>485,399</u>	<u>397,594</u>	<u>554,598</u>	<u>554,598</u>	<u>554,598</u>	<u>550,638</u>
Current Resources							
Activity Generated							
Redwood Sewer District	54,528	50,005	57,700	0	0	0	0
GP Redevelopment Agency	5,424	5,762	2,000	0	0	0	0
Revenue Other Agencies	8,511	10,964	16,000	25,100	25,100	25,100	24,000
Interest	7,422	6,729	2,600	6,800	6,800	6,800	6,800
Other Revenue	8,652	26,230	34,500	42,000	42,000	42,000	47,000
Administrative Charges	2,160,041	2,248,602	2,478,523	2,614,100	2,614,100	2,614,100	2,687,877
Direct Charges	<u>608,399</u>	<u>594,800</u>	<u>613,472</u>	<u>641,254</u>	<u>641,254</u>	<u>641,254</u>	<u>659,881</u>
Total Current Revenues	<u>2,852,977</u>	<u>2,943,092</u>	<u>3,204,795</u>	<u>3,329,254</u>	<u>3,329,254</u>	<u>3,329,254</u>	<u>3,425,558</u>
Total Resources	<u>3,384,057</u>	<u>3,428,491</u>	<u>3,602,389</u>	<u>3,883,852</u>	<u>3,883,852</u>	<u>3,883,852</u>	<u>3,976,196</u>

Requirements	ACTUAL	ACTUAL	BUDGET	MANAGER	COMMITTEE	COUNCIL	PROJECTED
	FY'11	FY'12	FY'13	RECOMMEND	APPROVED	ADOPTED	FY'15
	\$	\$	\$	FY'14	FY'14	FY'14	\$
Management Services	692,298	596,831	733,000	603,076	603,076	603,076	622,713
Finance Services	1,209,338	1,267,500	1,380,597	1,583,977	1,583,977	1,583,977	1,660,090
Legal Services	329,030	249,797	325,943	287,649	287,649	287,649	301,512
Human Resources	354,004	386,690	451,359	472,751	472,751	472,751	483,907
General Program Operations	139,521	142,523	184,400	191,000	191,000	191,000	192,500
Direct Charges	152,755	170,063	171,635	184,761	184,761	184,761	184,961
Capital Outlay	<u>21,712</u>	<u>11,477</u>	<u>10,000</u>	<u>10,000</u>	<u>10,000</u>	<u>10,000</u>	<u>5,000</u>
Subtotal Expenditures	<u>2,898,658</u>	<u>2,824,881</u>	<u>3,256,934</u>	<u>3,333,214</u>	<u>3,333,214</u>	<u>3,333,214</u>	<u>3,450,683</u>
Contingencies	0	0	345,455	550,638	550,638	550,638	525,513
Ending Balance	<u>485,399</u>	<u>603,610</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Requirements	<u>3,384,057</u>	<u>3,428,491</u>	<u>3,602,389</u>	<u>3,883,852</u>	<u>3,883,852</u>	<u>3,883,852</u>	<u>3,976,196</u>

Program: Administrative Services – Management Services

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 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 at least 5 homes in the 25th year of the Paint Your Heart Out Program.

Performance Measurements:

Management Performance Measures

Indicator	2010-11		2011-12		2012-13	2013-14	2014-15
	Actual	Goal	Actual	Goal	Goal	Goal	Goal
Outputs							
Number of resolutions reviewed	117	All	151	All	All	All	All
Number of ordinances reviewed during year	22	All	16	All	All	All	All
Number of documents scanned to Laserfische	7,268	All	3,139	All	All	All	All
Agenda packets prepared	29	All	28	All	All	All	All
Number of community workshops held	1	2	4	2	2	2	2
Number of leadership training opportunities held for Council and committee members	5	2	4	2	2	2	2
Number of meetings held with County Commissioners	13	28	15	28	28	28	28
Number of meetings held with District 7 representatives	4	4	2	4	4	4	4
Effectiveness							
% of records retained/destroyed according to records retention schedule.	N/A	N/A	N/A	N/A	100%	100%	100%
Satisfaction with overall quality of City services to residents (measured by the percent of residents that responded with “Very Satisfied” or “Satisfied” in the annual community survey)	No Survey performed	N/A	80%	85%	80%	85%	90%
% of time Council packet prepared by noon the Friday prior to the Council meeting	N/A	N/A	100%	95%	95%	100%	100%
% of time Council meeting results within 24 hours of meeting	N/A	N/A	100%	100%	100%	100%	100%
% of time weekly updates on City activities issued	N/A	N/A	100%	100%	100%	100%	100%
Efficiency							
Cost of Service per Citizen	\$20.20	N/A	\$21.26	N/A	\$21.97	\$18.40	\$18.97

Program: Administrative Services – Management Services

FY'14 Anticipated Accomplishments & Corresponding Council Goal - Strategic Plan Item:

Provide Cooperative, Shared Leadership Involving Council, Staff and Community

- Complete City Charter update.
- Provide leadership training.
- Develop and implement a communication plan.
- Ensure efficiency and effectiveness in City operations.
- Budget Police and Fire as separate divisions.
- Review City's contract review board policies.

Budget Highlights:

In January, 2013, the City Manager implemented a reorganization of City services. This reorganization places the City in a better position to achieve the Council's goals and focus on our customers. The changes that directly affect City Administration include: consolidate IT, Property Management under Administration; consolidate Tourism & Downtown services under Economic Development; consolidate Economic Development under Administration; eliminate Economic Development Specialist position and create an Economic Development Project Coordinator position; reclassify Tourism Coordinator to Tourism Specialist; eliminate the Administrative Coordinator position and create the City Recorder position. The budget is impacted by minor benefit cost increases; however, overall the budget has not changed in any significant manner.

FY'13 Activity Review:

Management Staff assisted the Mayor and Council as they developed their Strategic Plan and Goals for the community. Staff worked with the Council to develop the 2013-2014 Strategic 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 Strategic Plan year, the Staff has completed significant work and made progress on many of the Strategic Plan items.

Program: Administrative Services – Management Services

Financial Summary

Requirements	ACTUAL	ACTUAL	BUDGET	MANAGER RECOMMEND	COMMITTEE APPROVED	COUNCIL ADOPTED	PROJECTED
	FY'11	FY'12	FY'13	FY'14	FY'14	FY'14	FY'15
	\$	\$	\$	\$	\$	\$	\$
Personnel Services	660,463	565,435	698,031	565,009	565,009	565,009	584,124
Materials & Supplies	10,212	9,683	9,900	7,700	7,700	7,700	7,700
Contractual/Prof Services	21,623	21,713	25,069	30,367	30,367	30,367	30,889
Direct Charges	<u>24,230</u>	<u>25,920</u>	<u>25,920</u>	<u>32,405</u>	<u>32,405</u>	<u>32,405</u>	<u>32,405</u>
Total Requirements	<u>716,528</u>	<u>622,751</u>	<u>758,920</u>	<u>635,481</u>	<u>635,481</u>	<u>635,481</u>	<u>655,118</u>

Program: Administrative Services – Management Services

Personnel

	BUDGET		MANAGER COMMITTEE		COUNCIL		PROJECTED
	BUDGET	BUDGET	BUDGET	RECOMMEND	APPROVED	ADOPTED	
	FY' 11	FY' 12	FY' 13	FY' 14	FY' 14	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
City Recorder	0.000	0.000	0.000	1.000	1.000	1.000	1.000
Administrative Coordinator	1.000	1.000	1.000	0.000	0.000	0.000	0.000
Department Support Technician	1.000	1.000	1.000	0.000	0.000	0.000	0.000
Office Assistant I	1.000*	1.000*	1.000*	0.000	0.000	0.000	0.000
Office Assistant II	1.000	1.000	1.000	3.000*	3.000*	3.000*	3.000*
Grant Specialist	<u>0.800</u>	<u>0.850</u>	<u>1.000</u>	<u>0.000</u>	<u>0.000</u>	<u>0.000</u>	<u>0.000</u>
<i>Subtotal</i>	<i>6.800</i>	<i>6.850</i>	<i>7.000</i>	<i>6.000</i>	<i>6.000</i>	<i>6.000</i>	<i>6.000</i>
Assistant City Manager							
To: Downtown	0.000	0.000	0.000	(0.025)	(0.025)	(0.025)	(0.025)
To: Information Technology	0.000	0.000	0.000	(0.150)	(0.150)	(0.150)	(0.150)
To: Property Management	0.000	0.000	0.000	(0.100)	(0.100)	(0.100)	(0.100)
To: Tourism	0.000	0.000	0.000	(0.025)	(0.025)	(0.025)	(0.025)
To: Workers Comp	0.000	0.000	0.000	0.000	0.000	0.000	0.000
City Recorder							
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)
Administrative Coordinator							
To: General Insurance	0.000	0.000	(0.200)	0.000	0.000	0.000	0.000
To: Workers Comp	0.000	0.000	(0.150)	0.000	0.000	0.000	0.000
Office Assistant I/II							
To: General Insurance	(0.050)	(0.050)	(0.050)	0.000	0.000	0.000	0.000
To: Legal	(0.050)	(0.050)	(0.050)	(0.050)	(0.050)	(0.050)	(0.050)
To: Information Technology	0.000	0.000	0.000	(0.400)	(0.400)	(0.400)	(0.400)
To: Property Management	0.000	0.000	0.000	(0.350)	(0.350)	(0.350)	(0.350)
To: Tourism	0.000	0.000	0.000	(0.050)	(0.050)	(0.050)	(0.050)
To: Workers Comp	0.000	0.000	0.000	(0.050)	(0.050)	(0.050)	(0.050)
Department Support Technician							
From: Legal	<u>0.000</u>	<u>0.106</u>	<u>0.425</u>	<u>0.125</u>	<u>0.125</u>	<u>0.125</u>	<u>0.125</u>
<i>Subtotal Distributed</i>	<i>(0.100)</i>	<i>0.006</i>	<i>(0.025)</i>	<i>(1.425)</i>	<i>(1.425)</i>	<i>(1.425)</i>	<i>(1.425)</i>
Total Positions	<u>6.700</u>	<u>6.856</u>	<u>6.975</u>	<u>4.575</u>	<u>4.575</u>	<u>4.575</u>	<u>4.575</u>
Total Un-Funded Positions	(0.250)	(0.250)	(0.500)	(0.015)	(0.015)	(0.015)	(0.015)
Total Funded Positions	<u>6.450</u>	<u>6.606</u>	<u>6.475</u>	<u>4.560</u>	<u>4.560</u>	<u>4.560</u>	<u>4.560</u>
Temporary/Seasonal Hours	<u>375</u>						

*Recap of Unfunded Positions by Fiscal Year:

Office Assistant I/II	0.250	0.250	0.500	0.015	0.015	0.015	0.015
Seasonal Hours	225	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.

Performance Measurements:

Finance Performance Measures

Indicator	2010-11		2011-12		2012-13	2013-14	2014-15
	Actual	Goal	Actual	Goal	Goal	Goal	Goal
Outputs							
Number of receipts (in 100s)	1,549	N/A	1,544	N/A	1,600	1,600	1,600
Accounts payable disbursements	6,827	N/A	6,920	N/A	7,000	7,000	7,000
Payroll disbursements	6,440	N/A	6,472	N/A	6,500	6,500	6,500
Effectiveness							
Average number of workdays to reconcile cash after receipt of bank statements	N/A	N/A	N/A	N/A	<10	<10	<10
Write-Offs as % of Current Year Billing	N/A	N/A	N/A	<1%	<1%	<1%	<1%
Maintain credit rating of Aa- (or S&P equivalent)	Aa-	Aa-	Aa-	Aa-	Aa-	Aa-	Aa-
Efficiency							
Percentage of disbursements processed electronically	N/A	N/A	N/A	N/A	5%	10%	15%
Cost of Utility Customer Service per utility customers	\$4.34	N/A	\$4.63	N/A	<\$5.00	<\$5.00	<\$5.00

FY'14 Anticipated Accomplishments & Corresponding Council Goal - Strategic Plan Item:

Provide Cooperative, Shared Leadership Involving Council, Staff and Community

Objective 4: Ensure efficiency and effectiveness in City Operations

- Action 1: Select a new financial software program and plan for new software implementation.
- Action 2: Continue to provide quarterly financial summary reports.
- Action 3: Complete one performance audit each year.
- Action 5: Evaluate pros and cons of City Debt Free Financial policy, “Debt Free 2030”.

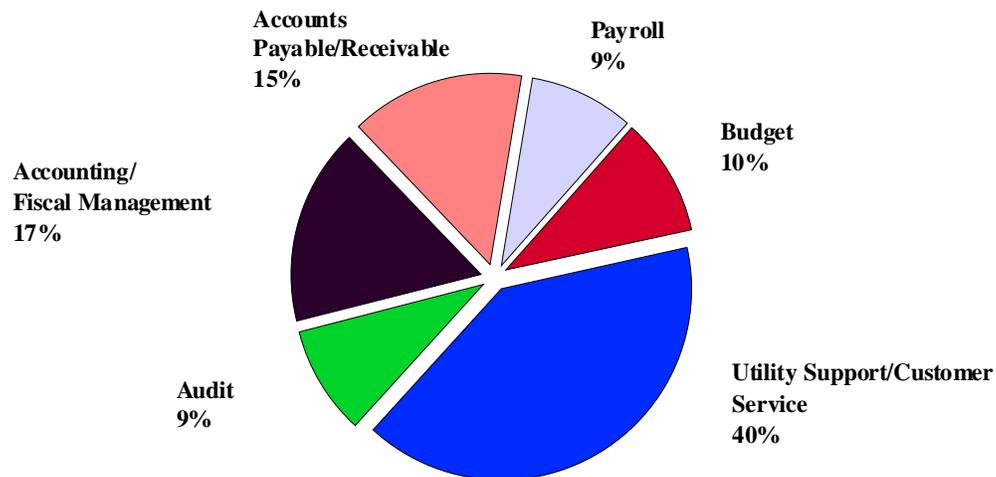
Program: Administrative Services – Finance Services

Budget Highlights:

FY' 14 changes are driven largely by the reorganization that occurred during FY' 13. This includes moving the Grant Specialist position from Management to Finance, thus increasing expenses in Finance. The movement of the Grant Specialist position, along with on-going pressure from insurance and PERS rate changes, accounts for the larger than normal increase in personnel expenses.

Challenges facing the Department in FY' 14 include continuing to leave positions unfunded in the wake of the reorganization. The entire Department will be heavily involved in the strategic work plan item to select and implement a new software program. This is on the heels of taking on responsibility for the Audit Committee Liaison activities and responsibility for facilitating one performance audit per year.

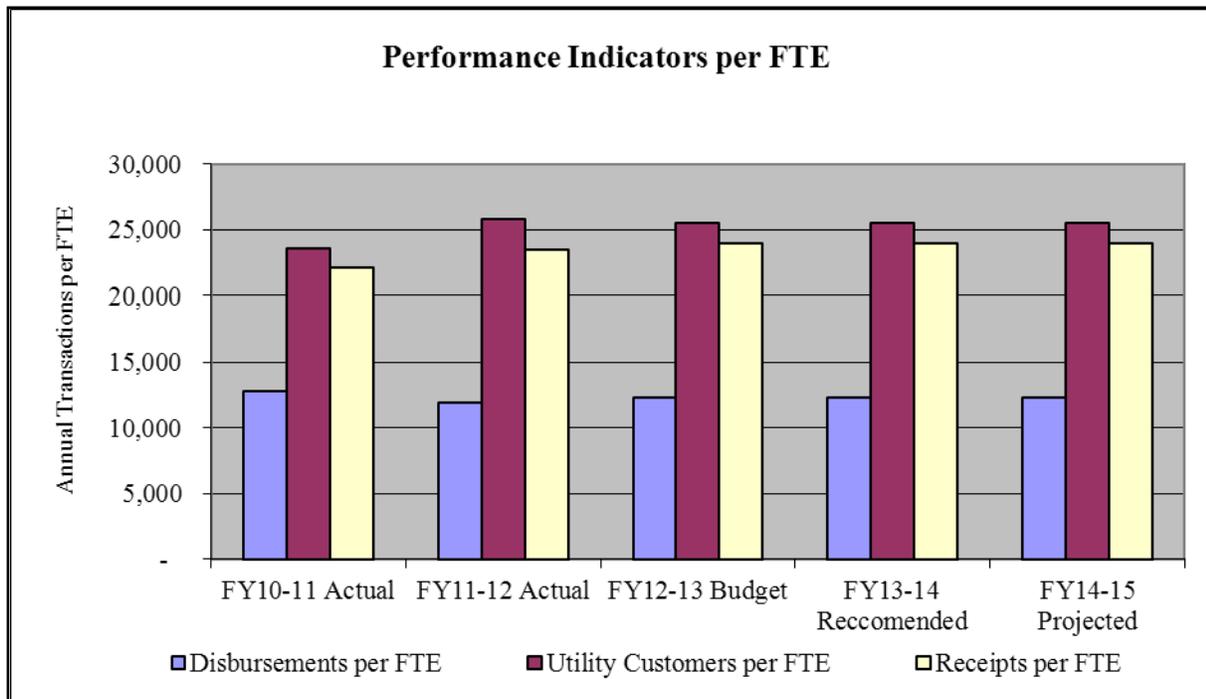
Services Provided



Program: Administrative Services – Finance Services

FY'13 Activity Review:

- ✓ Received the Government Finance Officers Association's Certificate of Achievement for Excellence in Financial Reporting for the 29th consecutive year.
- ✓ Received the Government Finance Officers Association Distinguished Budget Presentation Award for the 27th year in a row. These awards demonstrate the Department's efforts to ensure not only accurate financial reports, but reports that facilitate transparent and open communication with citizens.
- ✓ Managed the bond offering for Reservoir 3 where, through proactive organizational management steps taken by Council and Staff, the City received an affirmation of its Aa- credit rating.
- ✓ Facilitated the Audit Committee's selection of a new Municipal Auditor.
- ✓ Facilitated the Audit Committee's engagement for a performance audit of the Economic Development and Tourism Programs.



Program: Administrative Services – Finance Services

Financial Summary

Requirements	ACTUAL	ACTUAL	BUDGET	MANAGER RECOMMEND	COMMITTEE APPROVED	COUNCIL ADOPTED	PROJECTED
	FY'11	FY'12	FY'13	FY'14	FY'14	FY'14	FY'15
	\$	\$	\$	\$	\$	\$	\$
Personnel Services	972,274	1,035,945	1,092,635	1,288,481	1,288,481	1,288,481	1,356,591
Materials & Supplies	9,733	23,447	20,500	21,000	21,000	21,000	21,000
Contractual/Prof Services	227,331	208,108	267,462	274,496	274,496	274,496	282,499
Direct Charges	51,678	54,399	56,524	55,862	55,862	55,862	55,862
Capital Outlay	<u>10,941</u>	<u>11,477</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Requirements	<u>1,271,957</u>	<u>1,333,376</u>	<u>1,437,121</u>	<u>1,639,839</u>	<u>1,639,839</u>	<u>1,639,839</u>	<u>1,715,952</u>

Personnel

	BUDGET	BUDGET	BUDGET	MANAGER RECOMMEND	COMMITTEE APPROVED	COUNCIL ADOPTED	PROJECTED
	FY'11	FY'12	FY'13	FY'14	FY'14	FY'14	FY'15
	#	#	#	#	#	#	#
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
Accounting Services Supervisor	0.00	0.00	0.00	1.00	1.00	1.00	1.00
Financial Analyst	1.00	1.00	1.00	0.00	0.00	0.00	0.00
Grant Specialist	0.00	0.00	0.00	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*	9.00*	9.00*	9.00*	9.00*	9.00*	9.00*
Office Assistant I	<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>
<i>Subtotal</i>	<i>16.00</i>	<i>16.00</i>	<i>16.00</i>	<i>17.00</i>	<i>17.00</i>	<i>17.00</i>	<i>17.00</i>
Finance Director							
To: Garage Operations	0.00	0.00	0.00	(0.10)	(0.10)	(0.10)	(0.10)
To: To Equipment Replacement	0.00	0.00	0.00	(0.05)	(0.05)	(0.05)	(0.05)
Admin. Support Specialist							
From: Garage Operations	0.00	0.00	0.00	0.30*	0.30*	0.30*	0.30*
Department Support Technician							
From: Garage Operations	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.10</u>	<u>0.10</u>	<u>0.10</u>	<u>0.10</u>
<i>Subtotal Distributed</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.25</i>	<i>0.25</i>	<i>0.25</i>	<i>0.25</i>
Total Positions	<u>16.00</u>	<u>16.00</u>	<u>16.00</u>	<u>17.25</u>	<u>17.25</u>	<u>17.25</u>	<u>17.25</u>
Total Un-Funded Positions	(1.50)	(2.50)	(2.50)	(2.53)	(2.53)	(2.53)	(2.53)
Total Funded Positions	<u>14.50</u>	<u>13.50</u>	<u>13.50</u>	<u>14.72</u>	<u>14.72</u>	<u>14.72</u>	<u>14.72</u>
Temporary/Seasonal Hours	<u>1,200</u>	<u>600</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	1.50	1.50	1.50	1.50	1.50	1.50
Admin. Support Specialist	0.00	0.00	0.00	0.03	0.03	0.03	0.03
Office Assistant I	0.50	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

Program: Administrative Services – Legal Services

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:

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.

Performance Measurements:

Legal Performance Measures

Indicator	2010-11		2011-12		2012-13	2013-14	2014-15
	Actual	Goal	Actual	Goal	Goal	Goal	Goal
Outputs							
Accessible and Timely Legal Information/Action	N/A	100%	N/A	100%	100%	100%	100%
Effectiveness							
% of time quarterly reports on land acquisition services were submitted	N/A	100%	N/A	100%	100%	100%	100%
Efficiency							
High Satisfaction within Budget	N/A	100%	N/A	100%	10%	100%	100%

FY'14 Anticipated Accomplishments & Corresponding Council Goal - Strategic Plan Item:

Provide Cooperative, Shared Leadership Involving Council, Staff and Community

Objective 4: Ensure efficiency and effectiveness in City Operations

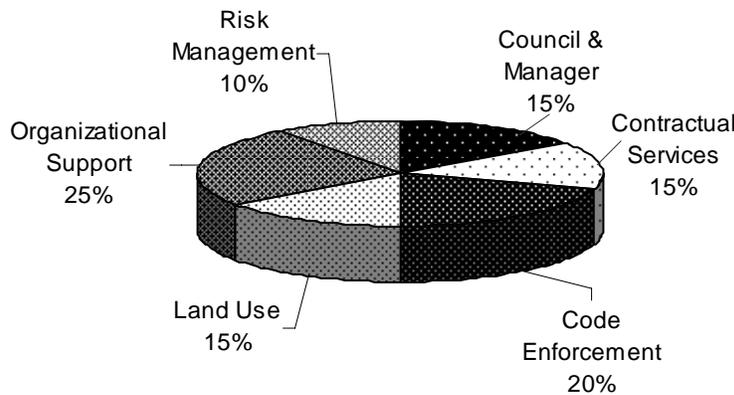
- Continue to support operations on a daily basis, facilitating activities of each department through assistance to line staff as well as management.

Program: Administrative Services – Legal Services

Budget Highlights:

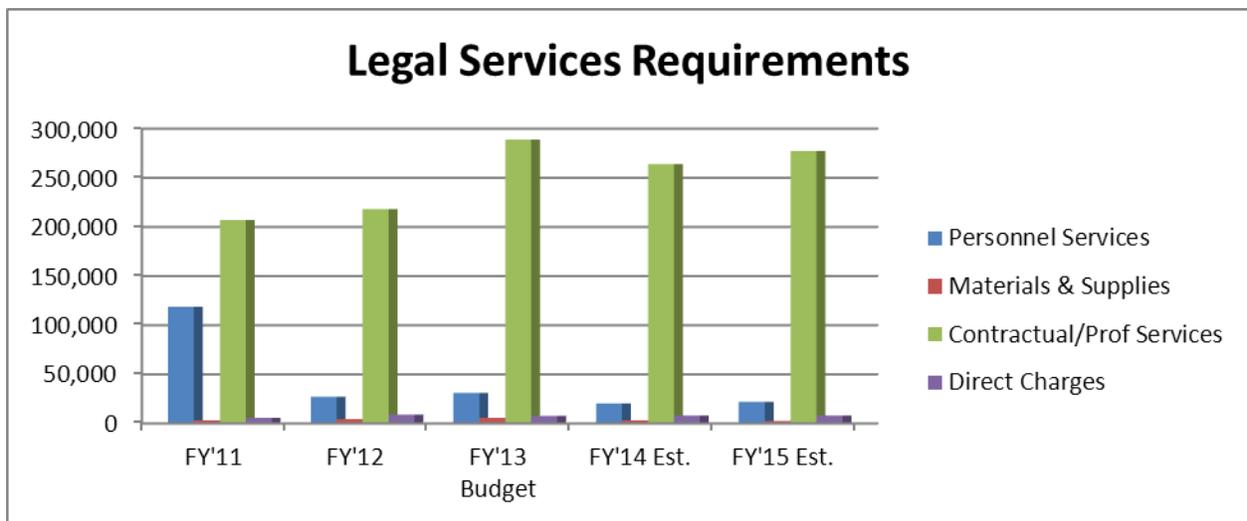
The City contracts with Hornecker, Cowling, Hassen & Heysell LLP, for our City Attorney services. The City contracts for Land Acquisition services, which include creating a file system to be used for organizing the City’s property files, in addition to providing assistance to departments on various land 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.

Anticipated Distribution of Legal Services



FY'13 Activity Review:

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



Program: Administrative Services – Legal Services

Financial Summary

Requirements	ACTUAL	ACTUAL	BUDGET	MANAGER RECOMMEND	COMMITTEE APPROVED	COUNCIL ADOPTED	PROJECTED
	FY'11	FY'12	FY'13	FY'14	FY'14	FY'14	FY'15
	\$	\$	\$	\$	\$	\$	\$
Personnel Services	118,851	27,253	31,084	20,469	20,469	20,469	21,852
Materials & Supplies	3,033	4,506	5,850	3,300	3,300	3,300	2,500
Contractual/Prof Services	207,146	218,038	289,009	263,880	263,880	263,880	277,160
Direct Charges	<u>5,813</u>	<u>8,888</u>	<u>7,708</u>	<u>7,903</u>	<u>7,903</u>	<u>7,903</u>	<u>7,903</u>
Total Requirements	<u>334,843</u>	<u>258,685</u>	<u>333,651</u>	<u>295,552</u>	<u>295,552</u>	<u>295,552</u>	<u>309,415</u>

Program: Administrative Services – Legal Services

Personnel

	BUDGET		MANAGER COMMITTEE		COUNCIL		PROJECTED
	BUDGET	BUDGET	BUDGET	RECOMMEND	APPROVED	ADOPTED	
	FY'11	FY'12	FY'13	FY'14	FY'14	FY'14	
	#	#	#	#	#	#	#
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	0.850	0.850	0.500	0.500	0.500	0.500
Office Assistant II	<u>0.850</u>	<u>0.000</u>	<u>0.000</u>	<u>0.000</u>	<u>0.000</u>	<u>0.000</u>	<u>0.000</u>
<i>Subtotal</i>	<i>3.150</i>	<i>3.150</i>	<i>3.150</i>	<i>2.800</i>	<i>2.800</i>	<i>2.800</i>	<i>2.800</i>
City Attorney							
To: Workers Comp	(0.050)	(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)
Assistant City Attorney							
To: Workers Comp	(0.025)	(0.025)	(0.025)	(0.025)	(0.025)	(0.025)	(0.025)
To: General Ins.	(0.050)	(0.050)	(0.050)	(0.050)	(0.050)	(0.050)	(0.050)
Office Assistant II							
To: Workers Comp	(0.255)	0.000	0.000	0.000	0.000	0.000	0.000
To: General Ins.	(0.340)	0.000	0.000	0.000	0.000	0.000	0.000
Department Support Technician							
To: Workers Comp	0.000	(0.106)	0.000	0.000	0.000	0.000	0.000
To: General Ins.	0.000	(0.289)	0.000	0.000	0.000	0.000	0.000
To: Management	0.000	(0.106)	(0.425)	(0.125)	(0.125)	(0.125)	(0.125)
Office Assistant II							
From: Management	<u>0.050</u>						
<i>Subtotal Distribution</i>	<i>(0.770)</i>	<i>(0.676)</i>	<i>(0.600)</i>	<i>(0.300)</i>	<i>(0.300)</i>	<i>(0.300)</i>	<i>(0.300)</i>
Total Positions	<u>2.380</u>	<u>2.474</u>	<u>2.550</u>	<u>2.500</u>	<u>2.500</u>	<u>2.500</u>	<u>2.500</u>

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

City Attorney	0.000	0.850	0.850	0.850	0.850	0.850	0.850
Assistant City Attorney	0.000	0.425	0.425	0.425	0.425	0.425	0.425
Land Acquisition Specialist	0.000	0.000	0.800	0.800	0.800	0.800	0.800

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 and workers compensation; 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.

Performance Measurements:

Human Resources Performance Measures

Indicator	2010-11		2011-12		2012-13	2013-14	2014-15
	Actual	Goal	Actual	Goal	Goal	Goal	Goal
Outputs							
Number of positions processed for recruitment or promotion	16	N/A	20	N/A	20	20	20
Number of employment applications received and processed	699	N/A	1208	N/A	800	700	700
Number of applicants hired	49	N/A	55	N/A	40	45	45
Effectiveness							
New FT employee turnover rate within one year of employment	N/A	N/A	N/A	N/A	<10%	<10%	<10%
Working Days for HR Review of Applications and Selection Process	N/A	N/A	N/A	N/A	6	5	5
Time to process an applicant from date of offer to date of final acceptance	N/A	N/A	N/A	N/A	3 wks.	2.5 wks.	2.5 wks.
Efficiency							
Ratio of employees to HR staff	1:88	1:75	1:73	1:75	1:75	1:69	1:64

FY'14 Anticipated Accomplishments & Corresponding Council Goal - Strategic Plan Item:

Provide Cooperative, Shared Leadership Involving Council, Staff and Community

Objective 4: Ensure efficiency and effectiveness in City Operations

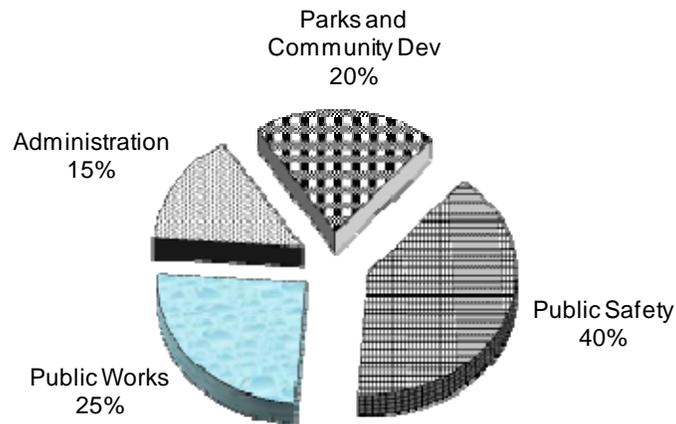
- The contract with Teamsters will expire December 31, 2013 and negotiations will open in fall of 2013. It is anticipated that the Grants Pass Employees Association (GPEA) will be requesting to open negotiations for wages only.
- Recruitments will be ongoing for police, reserve police and dispatch to fill vacancies and to create hiring lists.
- Updates and revisions of Administrative Directives will continue.

Program: Administrative Services – Human Resources

Budget Highlights:

The line items for legal, negotiations, and recruitments for FY' 14 remain almost static. The line items that are related to expenditures for pre-employment, which include background checks and medical services, increase to better reflect spending levels in these crucial recruitment areas. In addition to the regularly budgeted increases in personnel, there is an increase in costs related to part time regular staff due to an increase in hours of one of the positions.

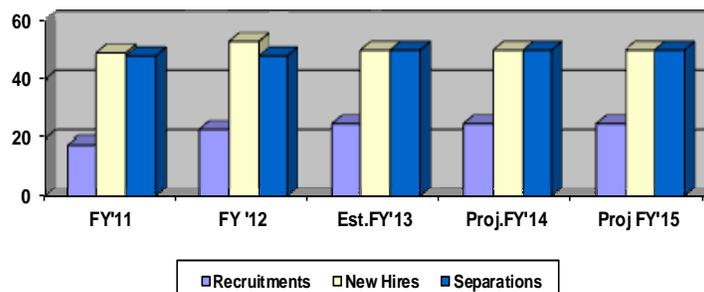
PERCENTAGE OF TIME UTILIZED BY DEPARTMENT



FY'13 Activity Review:

Contract negotiations were opened with the Grants Pass Police Association's (GPPA), Teamsters, and the International Association of Firefighters (IAFF). Negotiations for wages only were opened with the GPEA. Agreements were reached with three of the groups, with negotiations on-going with IAFF. An issue that was a priority for Management in these negotiations was contract language addressing an increase in cost sharing of insurance premiums by employees. This insurance language was adopted by all groups who reached an agreement with the City, including the City's non-bargaining employee group, and the contracts and Personnel Rules, Regulations and Policies reflect the language change.

Expenses were lower in negotiations compared to previous years which were unexpected knowing that four unions, one for wages only, would be negotiating with the City. This was in part due to Teamsters agreeing to a one year, minimal change contract and prudent use of attorneys. Higher expenses for recruitments in FY' 13 did not occur. The expenses related to the recruitment process were high in FY' 13, due to the City's policy of conducting thorough background checks, predominantly in Public Safety. New Administrative Directives were created including policies on bullying and employee support for milk expression. Revisions were made in several Administrative Directives including the Driving/Vehicle policy, Deferred Compensation policy, PAF Processing policy, and Workers Compensation Integration with Sick Leave policy. This fiscal year the department held another very successful Benefits Fair which included wellness testing and flu shots. A Wellness Committee was established and will be ongoing.



Program: Administrative Services – Human Resources

Financial Summary

Requirements	ACTUAL	ACTUAL	BUDGET	MANAGER RECOMMEND	COMMITTEE APPROVED	COUNCIL ADOPTED	PROJECTED
	FY'11	FY'12	FY'13	FY'14	FY'14	FY'14	FY'15
	\$	\$	\$	\$	\$	\$	\$
Personnel Services	279,148	298,293	303,612	329,693	329,693	329,693	341,004
Materials & Supplies	4,890	4,175	3,700	3,200	3,200	3,200	2,700
Contractual/Prof Services	69,966	84,222	144,047	139,858	139,858	139,858	140,203
Direct Charges	<u>7,722</u>	<u>11,612</u>	<u>11,612</u>	<u>12,701</u>	<u>12,701</u>	<u>12,701</u>	<u>12,701</u>
Total Requirements	<u>361,726</u>	<u>398,302</u>	<u>462,971</u>	<u>485,452</u>	<u>485,452</u>	<u>485,452</u>	<u>496,608</u>

Program: Administrative Services – Human Resources

Personnel

	BUDGET	BUDGET	BUDGET	MANAGER RECOMMEND	COMMITTEE APPROVED	COUNCIL ADOPTED	PROJECTED
	FY'11	FY'12	FY'13	FY'14	FY'14	FY'14	FY'15
	#	#	#	#	#	#	#
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	0.750	0.750	0.750	0.750
Office Assistant I	<u>0.500</u>						
<i>Subtotal</i>	<i>3.000</i>	<i>3.000</i>	<i>3.000</i>	<i>3.250</i>	<i>3.250</i>	<i>3.250</i>	<i>3.250</i>
Human Resources Director							
To: Workers Comp	0.000	0.000	(0.020)	(0.020)	(0.020)	(0.020)	(0.020)
Personnel Analyst							
To: Workers Comp	<u>0.000</u>	<u>(0.125)</u>	<u>(0.125)</u>	<u>(0.150)</u>	<u>(0.150)</u>	<u>(0.150)</u>	<u>(0.150)</u>
<i>Subtotal Distributed</i>	<i>0.000</i>	<i>(0.125)</i>	<i>(0.145)</i>	<i>(0.170)</i>	<i>(0.170)</i>	<i>(0.170)</i>	<i>(0.170)</i>
Total Positions	<u>3.000</u>	<u>2.875</u>	<u>2.855</u>	<u>3.080</u>	<u>3.080</u>	<u>3.080</u>	<u>3.080</u>
Temporary/Seasonal Hours*	<u>0</u>	<u>0</u>	<u>480</u>	<u>600</u>	<u>600</u>	<u>600</u>	<u>600</u>

Program: Administrative Services – General Program Operations

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 activity provides for those expenditures that do not fall within a single activity, yet provide service to the entire organization and its staff.

FY’14 Anticipated Accomplishments & Corresponding Council Goal - Strategic Plan Item:

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.

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 General Fund General Operations. 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 RECOMMEND	COMMITTEE APPROVED	COUNCIL ADOPTED	PROJECTED
	FY'11	FY'12	FY'13	FY'14	FY'14	FY'14	FY'15
	\$	\$	\$	\$	\$	\$	\$
Personnel Services	12,267	17,397	16,000	16,000	16,000	16,000	16,000
Materials & Supplies	22,498	18,482	29,300	27,800	27,800	27,800	27,800
Contractual/Prof Services	104,756	106,644	139,100	147,200	147,200	147,200	148,700
Direct Charges	63,312	69,244	69,871	75,890	75,890	75,890	76,090
Capital Outlay	<u>10,771</u>	<u>0</u>	<u>10,000</u>	<u>10,000</u>	<u>10,000</u>	<u>10,000</u>	<u>5,000</u>
<i>Subtotal Expenditures</i>	<i>213,604</i>	<i>211,767</i>	<i>264,271</i>	<i>276,890</i>	<i>276,890</i>	<i>276,890</i>	<i>273,590</i>
Contingencies	0	0	345,455	550,638	550,638	550,638	525,513
Ending Balance	<u>485,399</u>	<u>603,610</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Requirements	<u>699,003</u>	<u>815,377</u>	<u>609,726</u>	<u>827,528</u>	<u>827,528</u>	<u>827,528</u>	<u>799,103</u>

Capital Outlay/By Item

Conference Room Upgrade	10,000	10,000	10,000	10,000	10,000	5,000
Total Capital Outlay	<u>10,000</u>	<u>10,000</u>	<u>10,000</u>	<u>10,000</u>	<u>10,000</u>	<u>5,000</u>

WHERE THE ROGUE RIVER RUNS



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