
POLICY AND LEGISLATION

ACTIVITIES

***Mayor & Council**

***General Program Operations**

DESCRIPTION

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

	ACTUAL		BUDGET	MANAGER COMMITTEE		COUNCIL	
	FY'11	FY'12	FY'13	RECOMMEND	APPROVED	ADOPTED	PROJECTED
	\$	\$	\$	\$	\$	\$	\$
General Support	10,202,509	11,797,423	10,679,304	9,570,735	9,570,735	9,570,735	6,599,741
Total Resources	<u>10,202,509</u>	<u>11,797,423</u>	<u>10,679,304</u>	<u>9,570,735</u>	<u>9,570,735</u>	<u>9,570,735</u>	<u>6,599,741</u>
Requirements							
Mayor and Council	156,312	188,591	289,524	296,438	316,438	306,438	291,728
General Program Operations	10,046,197	11,608,832	10,389,780	9,274,297	9,254,297	9,264,297	6,308,013
Total Requirements	<u>10,202,509</u>	<u>11,797,423</u>	<u>10,679,304</u>	<u>9,570,735</u>	<u>9,570,735</u>	<u>9,570,735</u>	<u>6,599,741</u>

Program: Policy and Legislation – Mayor & Council

Mission Statement:

“The mission of the Council is to represent all of the citizens by providing leadership, policies, ordinances and decisions necessary to meeting citizen needs and desires.”

Services Delivered:

The Mayor and Council represent the legislative branch of the City. The Mayor, elected at-large for a four-year term, serves as the chief elected official of the City and presides over the Council meetings. Although he votes only in case of a tie, he approves Council resolutions and ordinances. If the Mayor does not approve an ordinance or resolution, “such ordinance or resolution shall then be put upon its passage again, and if three-fourths of all members constituting the Council shall vote in favor of such ordinance or resolution, it shall thereupon become a law without the approval of the Mayor”.

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

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

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

Provide Cooperative, Shared Leadership Involving Council, Staff and Community

Objective 1: Provide Leadership Training

Performance Measurements:

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

Budget Highlights:

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

FY’13 Activity Review:

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

Program: Policy and Legislation – Mayor & Council

Financial Summary

Resources	ACTUAL	ACTUAL	BUDGET	MANAGER RECOMMEND	COMMITTEE APPROVED	COUNCIL ADOPTED	PROJECTED
	FY'11	FY'12	FY'13	FY'14	FY'14	FY'14	FY'15
	\$	\$	\$	\$	\$	\$	\$
General Support	<u>156,312</u>	<u>188,591</u>	<u>289,524</u>	<u>296,438</u>	<u>316,438</u>	<u>306,438</u>	<u>291,728</u>
Total Resources	<u>156,312</u>	<u>188,591</u>	<u>289,524</u>	<u>296,438</u>	<u>316,438</u>	<u>306,438</u>	<u>291,728</u>

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
	\$	\$	\$	\$	\$	\$	\$
Materials & Supplies	16,028	17,472	24,700	21,800	21,800	21,800	20,700
Contractual/Prof Services	75,811	105,009	198,813	204,500	224,500	214,500	201,000
Direct Charges	47,722	48,349	43,511	44,418	44,418	44,418	44,418
Capital Outlay	2,541	616	0	0	0	0	0
Indirect Charges	<u>14,210</u>	<u>17,145</u>	<u>22,500</u>	<u>25,720</u>	<u>25,720</u>	<u>25,720</u>	<u>25,610</u>
Total Requirements	<u>156,312</u>	<u>188,591</u>	<u>289,524</u>	<u>296,438</u>	<u>316,438</u>	<u>306,438</u>	<u>291,728</u>

Program: Policy and Legislation – General Program Operations

Services Delivered:

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

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

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

- Capital transfers – Utilize one-time resources to invest in parks, water, sewer and transportation projects.

Budget Highlights:

Keeping with the City's financial policy of allocating one-time resources and savings to one-time projects, and in alignment with Council's goal to "*Maintain, Operate and Expand our Infrastructure to Meet Community Needs*", the FY'14 budget provides for \$1,740,000 in capital project transfers. This includes \$515,000 to Transportation, Stormwater, Water and Wastewater projects. In support of Council goal "*Provide Cooperative, Shared Leadership Involving Council, Staff and Community*" – Objective 4: "*Ensure efficiency and effectiveness in City Operations*" \$450,000 is being transferred to LB6101 H T E Replacement to upgrade the City's outdated business software.

Other expenditures in this program include \$41,000 for the City's required annual financial audit as well as \$40,000 in funding for the on-going performance audits initiated by Council's Audit Committee. This program also pays Engineering charges for services for non-project support requested by various general fund programs (\$80,000 in FY'14.)

During FY'10, Council implemented a new financial policy establishing a target range for the beginning and ending fund balance for the General Fund. The policy is based on the City's operating needs early in the fiscal year between July and November before the bulk of property tax revenue resources are available. The policy recommends a beginning fund balance of 30-40% of annual expenditures for the General Fund. The General Fund is expected to end FY'13 slightly above this range due to some one-time savings from recent years still being available for use.

The Recommended FY'14 budget has a general fund contingency of \$1,100,000 which is 5% of the expenditures for the City's General Fund operations (Policy & Legislation, Public Safety, Parks and Development). This contingency meets the recommended and standard minimum of a 5% contingency and should be sufficient to meet un-anticipated events in FY'14. The Contingency cannot be transferred to other expenditure categories or used in any dollar amount without Council's specific approval.

FY'13 Activity Review:

Transfers to Capital were made as budgeted, including the almost \$500,000 to Public Works projects. Additionally, the Fleet performance audit was completed during FY'13.

Program: Policy and Legislation – General Program Operations

Financial Summary

Resources	ACTUAL	ACTUAL	BUDGET	MANAGER RECOMMEND	COMMITTEE APPROVED	COUNCIL ADOPTED	PROJECTED
	FY'11	FY'12	FY'13	FY'14	FY'14	FY'14	FY'15
	\$	\$	\$	\$	\$	\$	\$
General Support	<u>10,046,197</u>	<u>11,608,832</u>	<u>10,389,780</u>	<u>9,274,297</u>	<u>9,254,297</u>	<u>9,264,297</u>	<u>6,308,013</u>
Total Resources	<u>10,046,197</u>	<u>11,608,832</u>	<u>10,389,780</u>	<u>9,274,297</u>	<u>9,254,297</u>	<u>9,264,297</u>	<u>6,308,013</u>

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	0	38,201	194,112	0	0	0	0
Contractual/Prof Services	23,535	196,018	291,200	117,200	117,200	142,200	252,200
Direct Charges	45,480	68,640	67,140	115,540	115,540	115,540	116,740
Transfers Out	<u>876,067</u>	<u>859,115</u>	<u>1,382,040</u>	<u>1,790,000</u>	<u>1,740,000</u>	<u>1,740,000</u>	<u>770,000</u>
<i>Subtotal Expenditures</i>	<i>945,082</i>	<i>1,161,974</i>	<i>1,934,492</i>	<i>2,022,740</i>	<i>1,972,740</i>	<i>1,997,740</i>	<i>1,138,940</i>
Contingencies	0	0	1,100,000	1,100,000	1,130,000	3,315,000	1,145,000
Ending Balance	<u>9,101,115</u>	<u>10,446,858</u>	<u>7,355,288</u>	<u>6,151,557</u>	<u>6,151,557</u>	<u>3,951,557</u>	<u>4,024,073</u>
Total Requirements	<u>10,046,197</u>	<u>11,608,832</u>	<u>10,389,780</u>	<u>9,274,297</u>	<u>9,254,297</u>	<u>9,264,297</u>	<u>6,308,013</u>

WHERE THE ROGUE RIVER RUNS



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