

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 since FY'88.

	ACTUAL FY'09 \$	ACTUAL FY'10 \$	BUDGET FY'11 \$	MANAGER RECOMMEND FY'12 \$	COMMITTEE APPROVED FY'12 \$	COUNCIL ADOPTED FY'12 \$
Program Generated Resources	<u>3,609,729</u>	<u>3,468,557</u>	<u>3,662,370</u>	<u>3,561,678</u>	<u>3,561,678</u>	<u>3,561,678</u>
Total Resources	<u>3,609,729</u>	<u>3,468,557</u>	<u>3,662,370</u>	<u>3,561,678</u>	<u>3,561,678</u>	<u>3,561,678</u>
Requirements						
Management Services	772,141	633,531	721,858	760,133	760,133	760,133
Finance Services	1,326,131	1,349,059	1,449,393	1,377,964	1,377,964	1,377,964
Legal Services	331,500	348,829	357,013	351,585	351,585	351,585
Human Resources	349,464	398,466	416,167	437,554	437,554	437,554
General Program Operations	<u>830,493</u>	<u>738,672</u>	<u>717,939</u>	<u>634,442</u>	<u>634,442</u>	<u>634,442</u>
Total Requirements	<u>3,609,729</u>	<u>3,468,557</u>	<u>3,662,370</u>	<u>3,561,678</u>	<u>3,561,678</u>	<u>3,561,678</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 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 **“Provide sound leadership through Council, staff and public involvement”**. 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
	FY'09	FY'10	FY'11	RECOMMEND	APPROVED	ADOPTED
	\$	\$	\$	\$	\$	\$
Beginning Balance	<u>772,172</u>	<u>613,269</u>	<u>611,671</u>	<u>382,098</u>	<u>382,098</u>	<u>382,098</u>
Current Resources						
Activity Generated						
Redwood Sewer District	38,406	47,006	54,000	55,678	55,678	55,678
GP Redevelopment Agency	9,459	9,446	2,000	2,000	2,000	2,000
Revenue from Other Agencies	3,500	3,500	12,700	16,797	16,797	16,797
Interest	22,630	9,280	3,000	6,000	6,000	6,000
Other Revenue	549	5,750	0	24,500	24,500	24,500
Administrative Charges	2,141,917	2,132,582	2,344,494	2,442,377	2,442,377	2,442,377
Direct Charges	<u>621,096</u>	<u>647,724</u>	<u>634,505</u>	<u>632,228</u>	<u>632,228</u>	<u>632,228</u>
Total Current Resources	<u>2,837,557</u>	<u>2,855,288</u>	<u>3,050,699</u>	<u>3,179,580</u>	<u>3,179,580</u>	<u>3,179,580</u>
Total Resources	<u>3,609,729</u>	<u>3,468,557</u>	<u>3,662,370</u>	<u>3,561,678</u>	<u>3,561,678</u>	<u>3,561,678</u>

Requirements	ACTUAL	ACTUAL	BUDGET	MANAGER	COMMITTEE	COUNCIL
	FY'09	FY'10	FY'11	RECOMMEND	APPROVED	ADOPTED
	\$	\$	\$	\$	\$	\$
Management Services	739,308	610,657	697,628	734,213	734,213	734,213
Finance Services	1,263,593	1,278,782	1,389,715	1,323,565	1,323,565	1,323,565
Legal Services	319,215	341,284	351,200	342,697	342,697	342,697
Human Resources	338,458	391,176	408,445	425,942	425,942	425,942
General Program Operations	173,628	149,168	179,290	190,090	190,090	190,090
Direct Charges	150,076	128,423	156,268	173,561	173,561	173,561
Capital Outlay	12,182	37,987	23,000	15,000	15,000	15,000
Contingencies	0	0	456,824	356,610	356,610	356,610
Ending Balance	<u>613,269</u>	<u>531,080</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Requirements	<u>3,609,729</u>	<u>3,468,557</u>	<u>3,662,370</u>	<u>3,561,678</u>	<u>3,561,678</u>	<u>3,561,678</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. Additionally, the management staff will coordinate the painting of ten homes in the 23rd year of the Paint Your Heart Out Program.

FY'12 Anticipated Accomplishments:

This activity will continue to promote Council goals within the City organization and throughout the community. The implementation of all Council goals and the adopted work plan is the responsibility of the manager. The goal of “**Provide sound leadership through Council, staff and public involvement**” will receive particular emphasis by the City Manager.

FY'12 Performance Measurements:

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

Budget Highlights:

There have been minor changes in personnel allocation associated with the Administrative Coordinator's retirement. The job duties for this position and the position working in Legal Services have been modified slightly to recognize the experience and the skills each bring to the two jobs. The part-time Office Assistant II position is recommended to be reclassified as part-time Department Support Technician, which will be for less hours and the position will not receive the full benefits package, resulting in a savings to the City. The Budget reflects two unavoidable benefit cost increases. Retiree health insurance costs, not present in prior years, must be included in this budget, and other post employment benefits (OPEB) liability is required as an accounting function. There has also been a slight increase in building space charges.

Program: Administrative Services – Management Services

FY'11 Activity Review:

Management Staff assisted the Mayor and Council as they developed their Vision and Goals for the community. Staff then worked with the Council to develop a Work Plan for 2011. Staff has placed special emphasis on the identified top priorities. By the end of the fiscal year, which is halfway through the work plan year, the Staff has completed significant work on sewer rates, public safety funding and the urban growth boundary expansion. Staff also assisted with a mid year review of the top priorities.

FY'11 Performance Indicators:

- Conduct community workshops on issues that impact the City. **Target met.** *Community wide workshops were held on the Urban Growth Boundary and the River Road Reserve long range planning.*
- Prepare the Council packet material by noon the Friday prior to the Council meeting 95% of the time. **Target met.**
- Submit at least six grant requests to fund operations and capital needs. **Target met.** *Grants were submitted for South Y planning, Microenterprise for Small Business Development Center, Wildland Interface Education, Art Along the Rogue, additional funding for clean up of the River Road Reserve property, M.D.T.'s for the City fire trucks, and Allen Creek Road.*
- Meet regularly with County Commissioners and School District #7 representatives. **Target met.**
- Post Council meeting results within 24-hours after the meeting. **Target met.**

Program: Administrative Services – Management Services

Financial Summary

Requirements	ACTUAL	ACTUAL	BUDGET	MANAGER	COMMITTEE	COUNCIL
	FY'09	FY'10	FY'11	RECOMMEND	APPROVED	ADOPTED
	\$	\$	\$	\$	\$	\$
Personal Services	705,104	575,564	662,209	699,729	699,729	699,729
Materials & Supplies	6,163	5,962	9,000	9,900	9,900	9,900
Contractual/Prof Services	28,041	29,131	26,419	24,584	24,584	24,584
Direct Charges	27,109	22,874	24,230	25,920	25,920	25,920
Capital Outlay	<u>5,724</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Requirements	<u>772,141</u>	<u>633,531</u>	<u>721,858</u>	<u>760,133</u>	<u>760,133</u>	<u>760,133</u>

Program: Administrative Services – Management Services

Personnel

	BUDGET FY'09 #	BUDGET FY'10 #	BUDGET FY'11 #	MANAGER RECOMMEND FY'12 #	COMMITTEE APPROVED FY'12 #	COUNCIL ADOPTED FY'12 #
City Manager	1.00	1.00	1.00	1.000	1.000	1.000
Assistant City Manager	1.00	1.00	1.00	1.000	1.000	1.000
Administrative Coordinator	1.00	1.00	1.00	1.000	1.000	1.000
Department Support Technician	1.00	1.00	1.00	1.000	1.000	1.000
Office Assistant II	1.00	1.00	1.00	1.000	1.000	1.000
Office Assistant I	1.00	1.00	1.00	1.000	1.000	1.000
Grant Specialist	<u>0.80</u>	<u>0.80</u>	<u>0.80</u>	<u>0.850</u>	<u>0.850</u>	<u>0.850</u>
Subtotal	6.80	6.80	6.80	6.850	6.850	6.850
Assistant City Manager To: Workers Comp	0.00	0.00	0.00	(0.020)	(0.020)	(0.020)
Office Assistant I/II To: General Insurance	(0.05)	(0.05)	(0.05)	(0.050)	(0.050)	(0.050)
To: Legal	(0.05)	(0.05)	(0.05)	(0.050)	(0.050)	(0.050)
Department Support Tech From: Legal	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.106</u>	<u>0.106</u>	<u>0.106</u>
Subtotal	(0.10)	(0.10)	(0.10)	(0.014)	(0.014)	(0.014)
Total Positions	<u>6.70</u>	<u>6.70</u>	<u>6.70</u>	<u>6.836</u>	<u>6.836</u>	<u>6.836</u>
Total Un-Funded Positions	0.00	0.00	(0.25)	(0.250)	(0.250)	(0.250)
Total Funded Positions	<u>6.70</u>	<u>6.70</u>	<u>6.45</u>	<u>6.586</u>	<u>6.586</u>	<u>6.586</u>
Temporary/Seasonal Hours**	<u>600</u>	<u>600</u>	<u>375</u>	<u>375</u>	<u>375</u>	<u>375</u>

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

Office Assistant I	0.00	0.00	0.25	0.25	0.25	0.25
Seasonal Hours	0	0	225	225	225	225

**As of Recommended FY'11 the full time equivalent (fte) for all regular/permanent employees is recorded under total positions. 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.

Program: Administrative Services – Finance Services

Mission Statement:

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

Services Delivered:

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

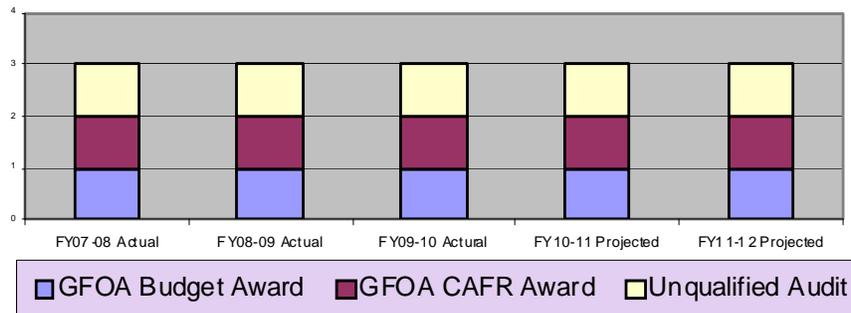
FY’12 Anticipated Accomplishments:

In support of the Council Goals **Economic Prosperity** and **Leadership**, the Finance office seeks to enhance utilization of technology that will increase efficiencies and reduce costs. This year the Finance Department will implement an electronic payment solution for accounts payable that will help to accomplish this.

FY’12 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



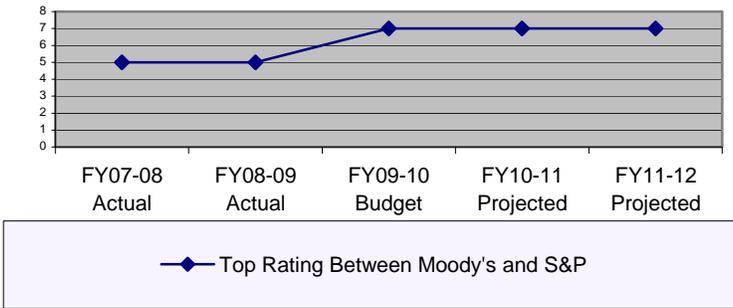
- Continue to study potential enhancements and/or additions to the formal financial policies for City Council consideration.
- Implement electronic payment solutions for accounts payable processing.

Program: Administrative Services – Finance Services

FY'12 Performance Measurements continued:

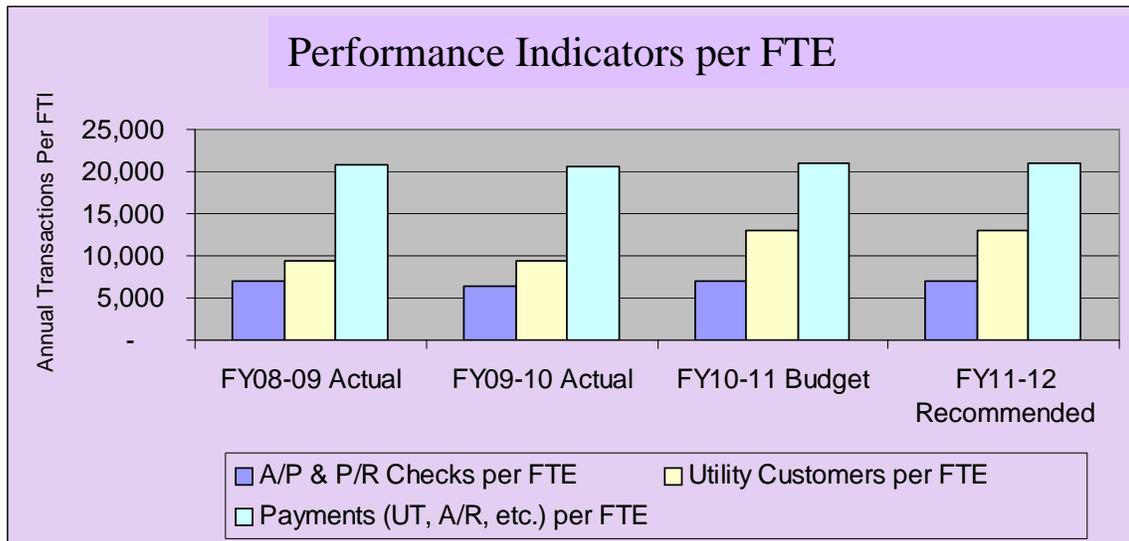
- Maintain or exceed current credit rating. The Finance Department plays an essential role in creating strong, fiscally responsible and sustainable budget/finances which is reflected in the City's credit rating. The City has been rated by two of the three largest Nationally Recognized Statistical Rating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

Credit Rating*



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

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

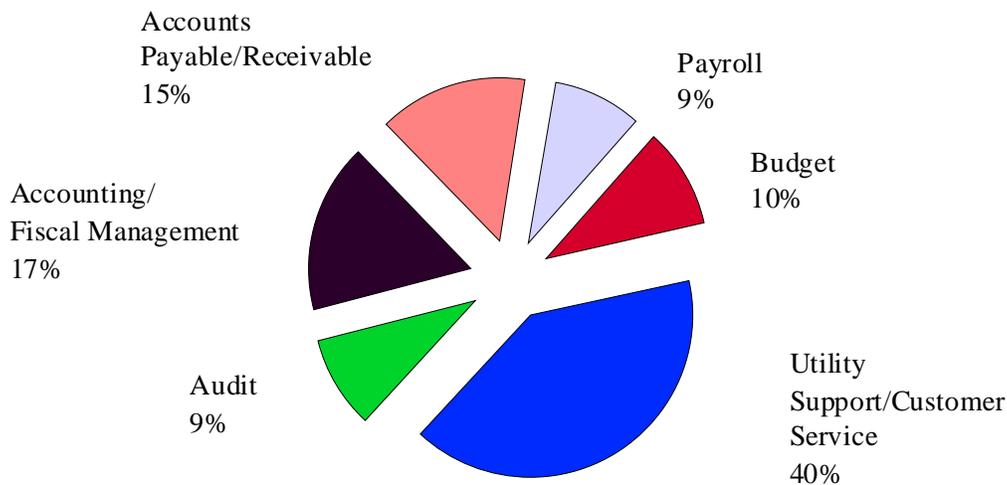


Program: Administrative Services – Finance Services

Budget Highlights:

FY'12 changes are very small in comparison to FY'11. 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 continue to seek ways to reduce costs through efficiencies, such as paper reduction and electronic storage options. The department will realize additional revenues from the implementation of a lien reporting system, which also lends to a reduction of accounts turned over to collections. 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 will continue to leave positions unfunded. Previously, the department had 1.5 FTE unfunded, this budget year the department will defund an additional full time position.

Services Provided



FY'11 Activity Review:

The Finance Department implemented multiple automated efficiencies. These included check and stub scanning software implemented in the Utility Billing Department that significantly reduced the time it takes to process mail, while electronically storing stubs. This reduces storage needs for the department. A lien reporting system was also launched, which added additional revenue to the department, while reducing the collection turn-over and ensuring more accurate and timely reporting of funds owed to the City.

Program: Administrative Services – Finance Services

FY'11 Performance Indicators:

- The Budget document and Comprehensive Annual Financial Report (CAFR) will be submitted to the Government Finance Officers Association (GFOA) awards program. **Target met.**
- Maintain an unqualified opinion of the Comprehensive Annual Financial Report. **Target met.**
- Continue to study potential enhancements and/or additions to the formal financial policies for City Council consideration. **Target met.**
- Implement electronic lien reporting system. **Target met.**
- Maintain or exceed current credit rating. **Target met.**
- Financial reports and information will be provided to Council and staff within agreed to timelines. **Target met.**
- Maintain or increase performance indicators per dedicated full time equivalency (fte.) **Target met.**

Program: Administrative Services – Finance Services

Financial Summary

Requirements	ACTUAL	ACTUAL	BUDGET	MANAGER	COMMITTEE	COUNCIL
	FY'09	FY'10	FY'11	RECOMMEND	APPROVED	ADOPTED
	\$	\$	\$	\$	\$	\$
Personal Services	1,031,426	998,014	1,135,029	1,042,338	1,042,338	1,042,338
Materials & Supplies	7,115	7,543	7,150	18,600	18,600	18,600
Contractual/Prof Services	225,052	273,225	247,536	262,627	262,627	262,627
Direct Charges	56,080	46,781	51,678	54,399	54,399	54,399
Capital Outlay	<u>6,458</u>	<u>23,496</u>	<u>8,000</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Requirements	<u>1,326,131</u>	<u>1,349,059</u>	<u>1,449,393</u>	<u>1,377,964</u>	<u>1,377,964</u>	<u>1,377,964</u>

Program: Administrative Services – Finance Services

Personnel

	BUDGET FY'09 #	BUDGET FY'10 #	BUDGET FY'11 #	MANAGER RECOMMEND FY'12 #	COMMITTEE APPROVED FY'12 #	COUNCIL ADOPTED FY'12 #
Finance Director	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*
Cust. Svc.- Utility Billing Supvr.	1.00	1.00	1.00	1.00	1.00	1.00
Senior Analyst	0.00	0.00	0.00	1.00	1.00	1.00
Financial Analyst	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
Finance Support Specialist	2.00	2.00	2.00	2.00	2.00	2.00
Accounting Technician	8.00	8.00*	8.00*	8.00*	8.00*	8.00*
Office Assistant I	1.00	1.00	1.00*	0.00	0.00	0.00
Subtotal	16.00	16.00	16.00	16.00	16.00	16.00
Total Positions	16.00	16.00	16.00	16.00	16.00	16.00
Total Un-Funded Positions	0.00	(1.00)	(1.50)	(2.50)	(2.50)	(2.50)
Total Funded Positions	16.00	15.00	14.50	13.50	13.50	13.50
Temporary/Seasonal Hours	<u>1,200</u>	<u>1,200</u>	<u>1,200</u>	<u>600</u>	<u>600</u>	<u>600</u>

*Recap of Unfunded Positions by Fiscal Year:						
Accounting Technician	0.00	1.00	1.00	0.50	0.50	0.50
Office Assistant I	0.00	0.00	0.50	0.00	0.00	0.00
Assistant Finance Director	0.00	0.00	0.00	1.00	1.00	1.00
Financial Analyst	0.00	0.00	0.00	1.00	1.00	1.00

**As of Recommended FY'11 the full time equivalent (fte) for all regular/permanent employees is recorded under total positions. 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.

Capital Outlay/By Item

Office Equipment	2,000	0	0	0
Computers	<u>6,000</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Capital Outlay	<u>8,000</u>	<u>0</u>	<u>0</u>	<u>0</u>

Program: Administrative Services – Legal Services

Services Delivered:

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

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

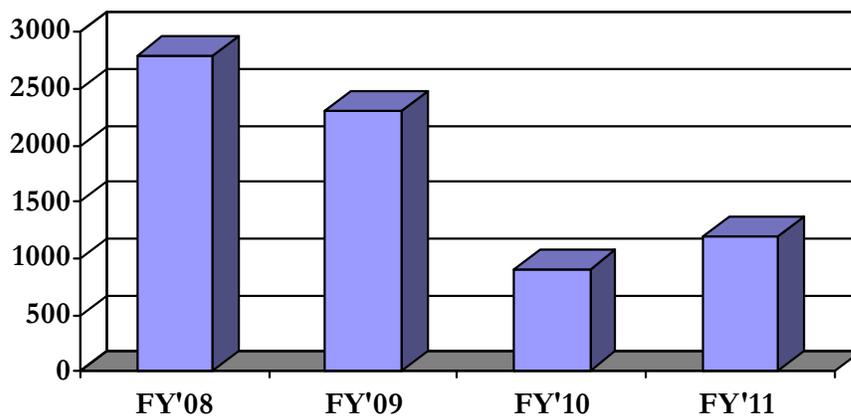
FY'12 Anticipated Accomplishments:

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'12 Performance Indicators:

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

Hours of Legal Service Provided



Program: Administrative Services – Legal Services

Budget Highlights:

The City continues to contract with Hornecker, Cowling, Hassen & Heysell LLP, for our City Attorney services. 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'11 Activity Review:

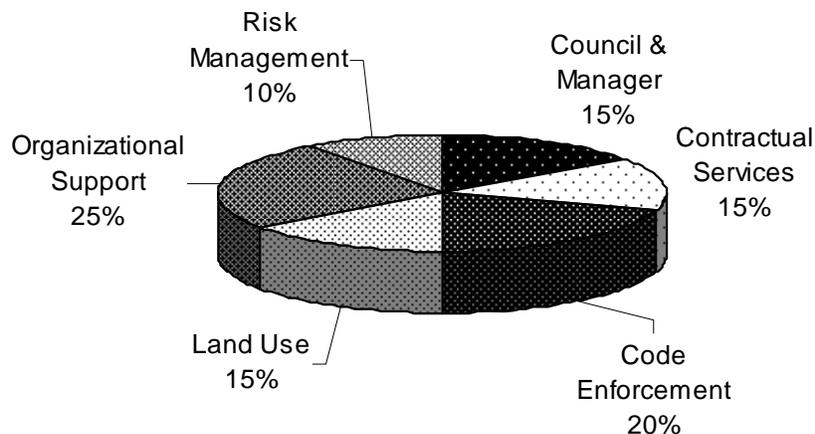
Expenses reflect lower personnel costs, but higher contract costs due to the vacant City Attorney position.

The Land Specialist acquires rights of way or easements for such items as sewers, water lines, pedestrian/bike paths, sidewalks and roads.

FY'11 Performance Indicators:

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

Anticipated Distribution of Legal Services



Program: Administrative Services – Legal Services

Financial Summary

Requirements	ACTUAL	ACTUAL	BUDGET	MANAGER	COMMITTEE	COUNCIL
	FY'09	FY'10	FY'11	RECOMMEND	APPROVED	ADOPTED
	\$	\$	\$	\$	\$	\$
Personal Services	245,056	129,667	273,523	114,670	114,670	114,670
Materials & Supplies	3,371	5,007	7,350	7,350	7,350	7,350
Contractual/Prof Services	70,788	206,610	70,327	220,677	220,677	220,677
Direct Charges	<u>12,285</u>	<u>7,545</u>	<u>5,813</u>	<u>8,888</u>	<u>8,888</u>	<u>8,888</u>
Total Requirements	<u>331,500</u>	<u>348,829</u>	<u>357,013</u>	<u>351,585</u>	<u>351,585</u>	<u>351,585</u>

Program: Administrative Services – Legal Services

Personnel

	BUDGET FY'09 #	BUDGET FY'10 #	BUDGET FY'11 #	MANAGER RECOMMEND FY'12 #	COMMITTEE APPROVED FY'12 #	COUNCIL ADOPTED FY'12 #
City Attorney	1.00	1.00	1.00	1.00*	1.00*	1.00*
Assistant City Attorney	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
Department Support Technician	0.00	0.00	0.00	0.85	0.85	0.85
Office Assistant II	<u>0.85</u>	<u>0.85</u>	<u>0.85</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Subtotal	3.35	3.15	3.15	3.15	3.15	3.15
City Attorney						
To: Workers Comp	(0.10)	(0.10)	(0.05)	(0.050)	(0.050)	(0.050)
To: General Ins.	(0.10)	(0.10)	(0.10)	(0.100)	(0.100)	(0.100)
To: Code Enforcement	(0.15)	(0.15)	0.00	0.000	0.000	0.000
Assistant City Attorney						
To: Workers Comp	(0.02)	(0.02)	(0.025)	(0.025)	(0.025)	(0.025)
To: General Ins.	(0.02)	(0.02)	(0.05)	(0.050)	(0.050)	(0.050)
To: Code Enforcement	(0.05)	(0.04)	0.00	0.000	0.000	0.000
Office Assistant II						
To: Workers Comp	(0.40)	(0.125)	(0.255)	0.000	0.000	0.000
To: General Ins.	(0.11)	(0.125)	(0.340)	0.000	0.000	0.000
Department Support Technician						
To: Workers Comp	0.00	0.00	0.00	(0.106)	(0.106)	(0.106)
To: General Ins.	0.00	0.00	0.00	(0.289)	(0.289)	(0.289)
To: Management	0.00	0.00	0.00	(0.106)	(0.106)	(0.106)
Office Assistant II						
From: Management	<u>0.05</u>	<u>0.05</u>	<u>0.05</u>	<u>0.050</u>	<u>0.050</u>	<u>0.050</u>
Subtotal	(0.90)	(0.63)	(0.77)	(0.676)	(0.676)	(0.676)
Total Positions	<u>2.45</u>	<u>2.52</u>	<u>2.38</u>	<u>2.474</u>	<u>2.474</u>	<u>2.474</u>
Total Un-Funded Positions*	0.00	0.00	0.00	0.000	0.000	0.000
Total Funded Positions	<u>2.45</u>	<u>2.52</u>	<u>2.38</u>	<u>2.474</u>	<u>2.474</u>	<u>2.474</u>

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

City Attorney	0.00	0.00	0.00	0.850	0.850	0.850
Assistant City Attorney	0.00	0.00	0.00	0.425	0.425	0.425

The full time equivalent (fte) for all regular/permanent employees was restated under total positions during the FY'11 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.

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:

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.

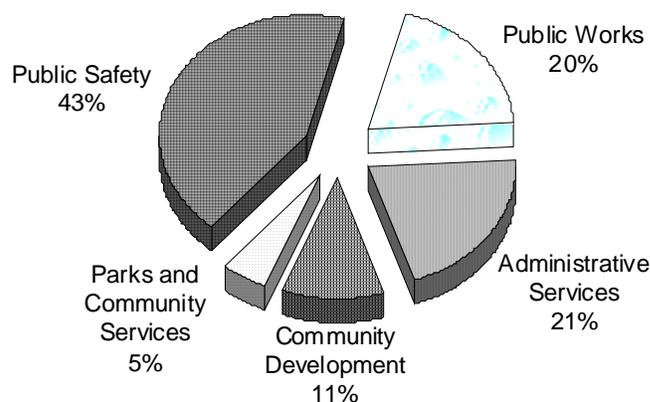
FY’12 Anticipated Accomplishments:

In FY’11 the Grants Pass Employee’s Association (GPEA) de-affiliated with the American Federation of State, County and Municipal Employees (AFSCME), and has been recognized as the exclusive bargaining representative of the classified City employees. It is anticipated that a request to open contract negotiations will be forth coming from GPEA in 2011. There is a strong possibility that contracts for two of the City’s unions will be re-opened in the fall of 2011, for wages only. The Grants Pass Police Association’s (GPPA) contract will expire December 31, 2011, with negotiations opening in the fall. The updating and revision of the Administrative Directives will continue.

FY’12 Performance Measurements:

- Negotiate agreements that will allow the City to recruit and retain quality staff. **Goal: Leadership.**
- Continue development of a supervisory training plan. **Goal: Leadership.**
- Update and revise Personnel Administrative Directives. **Goal: Leadership.**
- Continue the process of updating the City-wide evaluation system. **Goal: Leadership.**

PERCENTAGE OF TIME UTILIZED BY DEPARTMENT



Program: Administrative Services – Human Resources

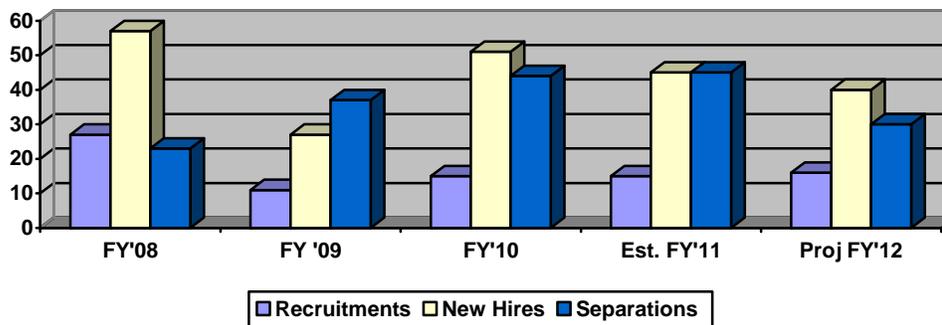
Budget Highlights:

The line items for legal, negotiations and recruitments are all at FY' 11 levels because of anticipated openings in Public Safety, retirements and contract negotiations, possibly for all four bargaining units. Line items that are related to expenditures for pre-employment, which include background checks and medical services, have been increased due to anticipated recruitments.

FY'11 Activity Review:

Expenses were lower in negotiations and recruitments compared to previous years although it is expected this will not be the case in FY' 12. The City participated in two wage-only negotiations with Teamsters and IAFF. The expenses related to the recruitment process were high in FY' 11, due to the City's policy of conducting thorough background checks, predominantly in Public Safety. Revised Personnel Rules, Regulations and Policies were brought to the Council and adopted in March of 2011. New Administrative Directives were created including policies on Domestic and Workplace Violence, and Travel and Training Compensation. Revisions were made in several Administrative Directives including major revisions to the Safety and Substance Abuse policies. This fiscal year the department held a Benefits Fair which included wellness testing and flu shots.

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



FY'11 Performance Indicators:

- Open wages-only negotiations with the Teamsters Local Union No.223. **Target met.**
- Continue negotiations with the American Federation of State, County and Municipal Employees (AFSCME) to formulate a first time contract. **Target not met.** (*Grants Pass Employee Association decertified with AFSCME and negotiations were ended.*)
- Develop a supervisory training plan. **Target not met.** (*This goal is ongoing and funding for training will be proposed.*)
- Update and revise Personnel Administrative Directives. **Target met.** (*This is an on-going process.*)
- Update City-wide evaluation system. **Target not met.** (*Evaluation Committee has been formed and is meeting regularly to accomplish goal.*)

Program: Administrative Services – Human Resources

Financial Summary

Requirements	ACTUAL	ACTUAL	BUDGET	MANAGER	COMMITTEE	COUNCIL
	FY'09	FY'10	FY'11	RECOMMEND	APPROVED	ADOPTED
	\$	\$	\$	\$	\$	\$
Personal Services	253,586	254,983	286,627	299,329	299,329	299,329
Materials & Supplies	2,934	2,678	2,650	2,700	2,700	2,700
Contractual/Prof Services	81,938	133,515	119,168	123,913	123,913	123,913
Direct Charges	<u>11,006</u>	<u>7,290</u>	<u>7,722</u>	<u>11,612</u>	<u>11,612</u>	<u>11,612</u>
Total Requirements	<u>349,464</u>	<u>398,466</u>	<u>416,167</u>	<u>437,554</u>	<u>437,554</u>	<u>437,554</u>

Program: Administrative Services – Human Resources

Personnel

	BUDGET FY'09 #	BUDGET FY'10 #	BUDGET FY'11 #	MANAGER RECOMMEND FY'12 #	COMMITTEE APPROVED FY'12 #	COUNCIL ADOPTED FY'12 #
Human Resources Director	1.00	1.00	1.00	1.000	1.000	1.000
Personnel Analyst	1.00	1.00	1.00	1.000	1.000	1.000
Personnel Technician*	0.50	0.50	0.50	0.500	0.500	0.500
Office Assistant I*	<u>0.00</u>	<u>0.00</u>	<u>0.50</u>	<u>0.500</u>	<u>0.500</u>	<u>0.500</u>
Subtotal	2.50	2.50	3.00	3.000	3.000	3.000
Office Assistant II						
To: Workers Comp	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>(0.125)</u>	<u>(0.125)</u>	<u>(0.125)</u>
Subtotal	0.00	0.00	0.00	(0.125)	(0.125)	(0.125)
Total Positions	<u>2.50</u>	<u>2.50</u>	<u>3.00</u>	<u>2.875</u>	<u>2.875</u>	<u>2.875</u>
Temporary/Seasonal Hours*	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

*As of Recommended FY'11 the full time equivalent (fte) for all regular/permanent employees is recorded under total positions. 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.

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 a 2% charge on all capital project expenditures.

FY'12 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'12 Performance Measurements: Not Applicable

Budget Highlights:

The budget for this program is relatively unchanged. There have been small increases for postage, copier maintenance charges and approximately \$5,000 for City-wide training. The GIS system is used by nearly every department of the City and is a critical information technology tool. This charge is \$20,000, replacing the exact same amount that was charged by Community Development last year.

Program: Administrative Services – General Program Operations

Financial Summary

Requirements	ACTUAL	ACTUAL	BUDGET	MANAGER	COMMITTEE	COUNCIL
	FY'09	FY'10	FY'11	RECOMMEND	APPROVED	ADOPTED
	\$	\$	\$	\$	\$	\$
Personal Services	28,459	12,000	16,000	16,000	16,000	16,000
Materials & Supplies	24,664	19,207	33,940	29,740	29,740	29,740
Contractual/Prof Services	120,505	117,961	129,350	144,350	144,350	144,350
Direct Charges	43,596	43,933	66,825	72,742	72,742	72,742
Capital Outlay	0	14,491	15,000	15,000	15,000	15,000
Contingencies	0	0	456,824	356,610	356,610	356,610
Ending Balance	<u>613,269</u>	<u>531,080</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Requirements	<u>830,493</u>	<u>738,672</u>	<u>717,939</u>	<u>634,442</u>	<u>634,442</u>	<u>634,442</u>

Capital Outlay/By Item

Telecommunications	5,000	5,000	5,000	5,000
Other Capital Outlay	<u>10,000</u>	<u>10,000</u>	<u>10,000</u>	<u>10,000</u>
Total Capital Outlay	<u>15,000</u>	<u>15,000</u>	<u>15,000</u>	<u>15,000</u>

WHERE THE ROGUE RIVER RUNS



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