
ADMINISTRATIVE SERVICES

ACTIVITIES

- *Management Services
- *Administrative Services
- *Legal Services
- *Information Technology
- *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'05 \$	ACTUAL FY'06 \$	BUDGET FY'07 \$	MANAGER RECOMMEND FY'08 \$	COMMITTEE APPROVED FY'08 \$	COUNCIL ADOPTED FY'08 \$
Program Generated Resources	<u>2,421,939</u>	<u>2,469,285</u>	<u>3,135,123</u>	<u>3,347,514</u>	<u>3,347,514</u>	<u>3,347,514</u>
Total Resources	<u>2,421,939</u>	<u>2,469,285</u>	<u>3,135,123</u>	<u>3,347,514</u>	<u>3,347,514</u>	<u>3,347,514</u>
Requirements						
Management Services	508,658	520,334	624,197	697,194	697,194	697,194
Administrative Services	1,117,398	1,272,915	1,478,250	1,650,561	1,650,561	1,650,561
Legal Services	136,311	136,968	210,155	235,058	235,058	235,058
Information Technology	353,234	0	0	0	0	0
General Program Operations	<u>306,338</u>	<u>539,068</u>	<u>822,521</u>	<u>764,701</u>	<u>764,701</u>	<u>764,701</u>
Total Requirements	<u>2,421,939</u>	<u>2,469,285</u>	<u>3,135,123</u>	<u>3,347,514</u>	<u>3,347,514</u>	<u>3,347,514</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'08 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. The primary issue identified by the City Council in their Goals Retreat for 2007-2008 dealt with addressing growth issues and communication.

FY'08 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:

FY'08 changes consist of personal costs only for the staff members centered in this activity.

Program: Administrative Services – Management Services

FY'07 Activity Review:

The City made major headway on the Work Plan adopted by the Council for 2006 to 2007. Among some of the significant accomplishments were major capital construction for roadways and utilities and the successful election approved funding for the two public safety stations, completion of the new signal at West Park and 6th Street and the new signal at Redwood Avenue and Dowell Road, completion of the water intake structure at the Water Treatment Plant, completion of the Child Development Center in partnership with Rogue Community College and Headstart, and adoption of new and updated system development charges.

FY'07 Performance Indicators:

- Conduct community workshops on issues. **Goal #VI Target met.**
- Prepare the Council packet material by the Thursday 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 not met.**
Position was vacant since October.
- Meet regularly with County Commissioners and District #7 representatives. **Goal #VI Target met.**

Program: Administrative Services – Management Services

Financial Summary

Resources	ACTUAL	ACTUAL	BUDGET	MANAGER	COMMITTEE	COUNCIL
	FY'05	FY'06	FY'07	RECOMMEND	APPROVED	ADOPTED
	\$	\$	\$	FY'08	FY'08	FY'08
Current Resources						
Activity Generated						
GP Redevelopment Agency	30,178	26,494	20,000	15,000	15,000	15,000
Administrative Charges	478,425	493,831	604,197	682,194	682,194	682,194
Miscellaneous Revenue	<u>43</u>	<u>10</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Current Resources	508,646	520,335	624,197	697,194	697,194	697,194
General Support	<u>12</u>	<u>(1)</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Resources	<u>508,658</u>	<u>520,334</u>	<u>624,197</u>	<u>697,194</u>	<u>697,194</u>	<u>697,194</u>

Requirements	ACTUAL	ACTUAL	BUDGET	MANAGER	COMMITTEE	COUNCIL
	FY'05	FY'06	FY'07	RECOMMEND	APPROVED	ADOPTED
	\$	\$	\$	FY'08	FY'08	FY'08
Personal Services	466,148	477,993	568,512	618,808	618,808	618,808
Materials & Supplies	4,875	3,781	6,300	6,300	6,300	6,300
Contractual/Prof Services	16,497	16,337	26,081	32,394	32,394	32,394
Direct Charges	18,850	18,850	19,604	26,692	26,692	26,692
Capital Outlay	<u>2,288</u>	<u>3,373</u>	<u>3,700</u>	<u>13,000</u>	<u>13,000</u>	<u>13,000</u>
Total Expenses	<u>508,658</u>	<u>520,334</u>	<u>624,197</u>	<u>697,194</u>	<u>697,194</u>	<u>697,194</u>

Program: Administrative Services – Management Services

Personnel

	ACTUAL	ACTUAL	BUDGET	MANAGER	COMMITTEE	COUNCIL
	FY'05	FY'06	FY'07	RECOMMEND	APPROVED	ADOPTED
	#	#	#	FY'08	FY'08	FY'08
City Manager	1.00	1.00	1.00	1.00	1.00	1.00
Assistant City Manager	0.00	0.00	1.00	1.00	1.00	1.00
Administrative Coordinator	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
Office Assistant II	0.00	0.00	1.00	1.00	1.00	1.00
Office Assistant I	2.00	2.00	1.00	1.00	1.00	1.00
Grant Administrator	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>
Subtotal	6.00	6.00	7.00	7.00	7.00	7.00
Office Assistant I/II						
To: Workers Comp	(0.05)	(0.05)	(0.05)	(0.05)	(0.05)	(0.05)
To: General Insurance	(0.05)	(0.05)	(0.05)	(0.05)	(0.05)	(0.05)
To: Code Enforcement	<u>0.00</u>	<u>(0.75)</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Subtotal	(0.10)	(0.85)	(0.10)	(0.10)	(0.10)	(0.10)
Total Full Time Positions	<u>5.90</u>	<u>5.15</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>2,264</u>	<u>600</u>	<u>600</u>	<u>600</u>	<u>600</u>

Capital Outlay/By Item:

Upgrades to City Manager's Office	1,500	10,000	10,000	10,000
Office Furniture/Equipment	1,500	1,500	1,500	1,500
Computers	<u>2,200</u>	<u>1,500</u>	<u>1,500</u>	<u>1,500</u>
Total Capital Outlay	<u>3,700</u>	<u>13,000</u>	<u>13,000</u>	<u>13,000</u>

Program: Administrative Services – Administrative 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. The activity is also responsible for the administration of personnel policies, classification and compensation plans, and maintaining records; directing negotiations; and providing for employee development. This activity has elections responsibilities and provides oversight and management of the telecommunications systems.

FY’08 Anticipated Accomplishments:

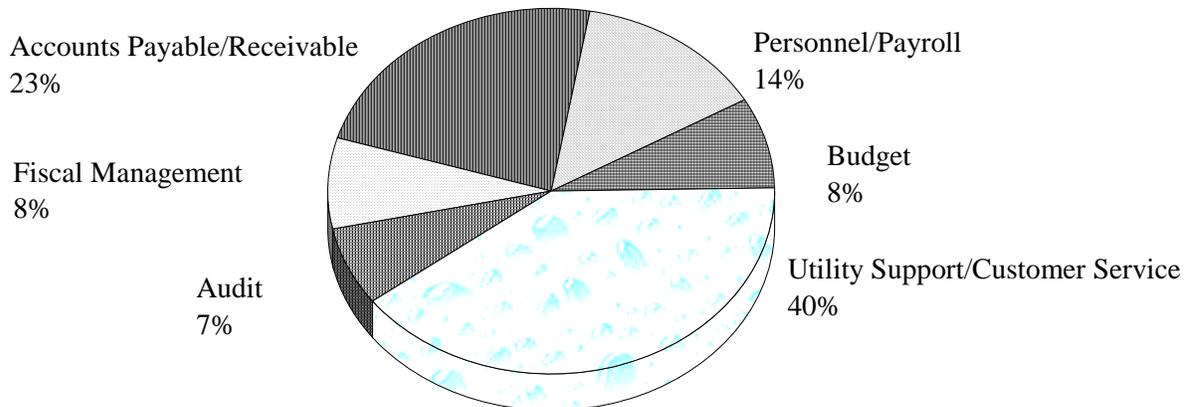
In support of the Council Goal **Management**, enhanced utilization of technology will continue to be a focus for increasing efficiencies of routine and labor intensive processes. These include exploring alternative methods to in-house processing of utility payments and utilizing software enhancements to produce routine as well as specialized reports. It is anticipated the Department will implement the billing of a Storm Water Utility fee scheduled for consideration by the Council in the fall of 2007. The Classification and Compensation Study, begun in the spring of 2007, will be completed by December.

FY’08 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**
- During the summer of 2007, processes will be put in place in anticipation of initiating a monthly Storm Water Utility fee. **Goal #IV**
- Financial reports and information will be provided to Council and staff within agreed to time lines. **Goal #VI**
- The city wide classification and compensation study will be completed. **Goal #VI**
- Maintain an unqualified opinion of the Comprehensive Annual Audit Report will be maintained. **Goal #VI**

Program: Administrative Services – Administrative Services

Services Provided



Budget Highlights:

FY'08 changes consist of personal costs, largely benefits, normal salary progressions, one additional position, an upgrade of one position, and conversion of a part-time to full-time position.

FY'07 Activity Review:

The Department saw many personnel changes in FY'07 with the retiring of three long time employees and filling of the vacant Utility Billing and Customer Service Supervisor position. The Classification and Compensation study was begun with the completion of employee Position Description Questionnaires and on-site occupational panel meetings with representative groups of employees. This twelve month project is estimated to be about 40% complete by June 30, 2007. The contract with Southern Oregon Sanitation for the billing of the sewer customers in the Redwood Sanitary Sewer Service District (RSSSD) expired in spring of 2007 and this process was incorporated into the utility billing cycles of the City.

FY'07 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 spring of 2007, processes will be put in place in anticipation of assuming responsibility for RSSSD sewer billing. **Goal #VI Target met.**
- Financial reports and information will be provided to Council and staff within agreed to time lines. **Goal #VI Target met.**
- Complete a city wide compensation study. **Goal #VI Target not met.** *Contractor engaged and study undertaken.*
- An unqualified opinion of the Comprehensive Annual Audit Report. **Goal #VI Target met.**

Program: Administrative Services – Administrative Services

Financial Summary

Resources	ACTUAL	ACTUAL	BUDGET	MANAGER	COMMITTEE	COUNCIL
	FY'05	FY'06	FY'07	RECOMMEND	APPROVED	ADOPTED
	\$	\$	\$	FY'08	FY'08	FY'08
Current Resources						
Activity Generated						
GP Redevelopment Agency	4,018	3,925	4,000	4,000	4,000	4,000
Revenue from Other Agencies	28,088	29,950	30,700	31,475	31,475	31,475
Other Revenue	56	121	0	0	0	0
Direct Charges	355,689	448,876	523,531	560,889	560,889	560,889
Administrative Charges	<u>729,562</u>	<u>819,989</u>	<u>920,019</u>	<u>1,054,197</u>	<u>1,054,197</u>	<u>1,054,197</u>
Total Current Resources	1,117,413	1,302,861	1,478,250	1,650,561	1,650,561	1,650,561
General Support	<u>(15)</u>	<u>(29,946)</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Resources	<u>1,117,398</u>	<u>1,272,915</u>	<u>1,478,250</u>	<u>1,650,561</u>	<u>1,650,561</u>	<u>1,650,561</u>

Requirements	ACTUAL	ACTUAL	BUDGET	MANAGER	COMMITTEE	COUNCIL
	FY'05	FY'06	FY'07	RECOMMEND	APPROVED	ADOPTED
	\$	\$	\$	FY'08	FY'08	FY'08
Personal Services	783,127	896,526	1,053,866	1,173,662	1,173,662	1,173,662
Materials & Supplies	11,010	12,068	12,725	12,225	12,225	12,225
Contractual/Prof Services	261,902	313,520	343,758	376,437	376,437	376,437
Direct Charges	44,908	42,441	48,901	73,737	73,737	73,737
Capital Outlay	<u>16,451</u>	<u>8,360</u>	<u>19,000</u>	<u>14,500</u>	<u>14,500</u>	<u>14,500</u>
Total Expenses	<u>1,117,398</u>	<u>1,272,915</u>	<u>1,478,250</u>	<u>1,650,561</u>	<u>1,650,561</u>	<u>1,650,561</u>

Program: Administrative Services – Administrative Services

Personnel

	ACTUAL		BUDGET	MANAGER	COMMITTEE	COUNCIL
	FY'05	FY'06	FY'07	RECOMMEND	APPROVED	ADOPTED
	#	#	#	FY'08	FY'08	FY'08
Administrative Services Director	1.00	1.00	1.00	1.00	1.00	1.00
Accounting Supervisor	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
Finance Office Manager	1.00	1.00	1.00	0.00	0.00	0.00
Accountant	1.00	1.00	0.00	0.00	0.00	0.00
Human Resources Manager	0.00	0.00	1.00	1.00	1.00	1.00
Accounting Analyst	0.00	0.00	1.00	0.00	0.00	0.00
Financial Analyst	0.00	0.00	0.00	1.00	1.00	1.00
Personnel Technician	1.00	1.00	1.00	1.00	1.00	1.00
Department Support Technician	1.00	1.00	1.00	2.00	2.00	2.00
Department Support Specialist	0.00	0.00	0.00	1.00	1.00	1.00
Accounting Clerk I	6.00	6.00	6.00	7.00	7.00	7.00
Dept. Support Tech - Payroll	1.00	1.00	1.00	1.00	1.00	1.00
Office Assistant I	<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	14.00	15.00	16.00	18.00	18.00	18.00
Total Full Time Positions	<u>14.00</u>	<u>15.00</u>	<u>16.00</u>	<u>18.00</u>	<u>18.00</u>	<u>18.00</u>
Part Time/Seasonal Hours	<u>1,250</u>	<u>1,200</u>	<u>2,240</u>	<u>1,200</u>	<u>1,200</u>	<u>1,200</u>

Capital Outlay/By Item:

Office Equipment	6,000	3,000	3,000	3,000
Office Furniture	3,000	0	0	0
Computers	<u>10,000</u>	<u>11,500</u>	<u>11,500</u>	<u>11,500</u>
Total Capital Outlay	<u>19,000</u>	<u>14,500</u>	<u>14,500</u>	<u>14,500</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 leadership and advice to the executive management team, drafts ordinances and resolutions, reviews and prepares contracts, 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, land acquisition, condemnation, liability, labor relations, and civil rights. In addition, the legal staff is charged with the responsibility of supervising the City's Risk Management Program, Workers' Compensation Program, land acquisition negotiations, and the City's new Code Enforcement Program.

FY'08 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. This activity will also be responsible for negotiations regarding parkland property, riverfront property, trail property, street right of way and storm water detention properties.

FY'08 Performance Indicators:

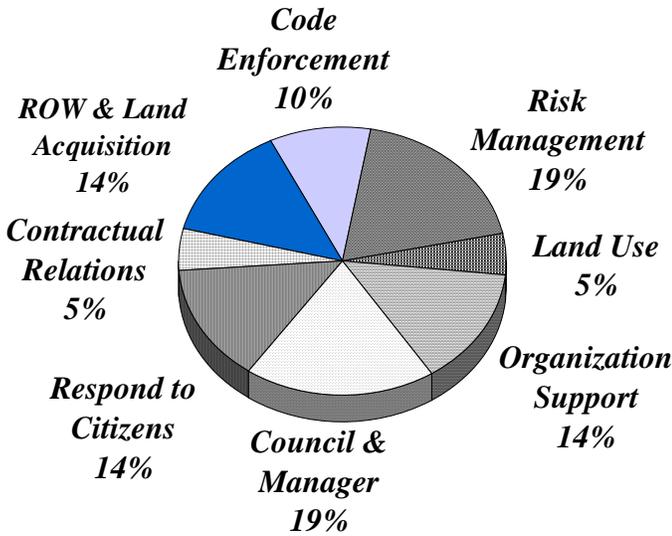
- One training session will be conducted for new Councilors. **Goal #VI**
- One training session will be conducted for the UAPC. **Goal #VI**
- Coordinate the painting of nine homes in the 19th year of Paint Your Heart Out. **Goal #I**

Budget Highlights:

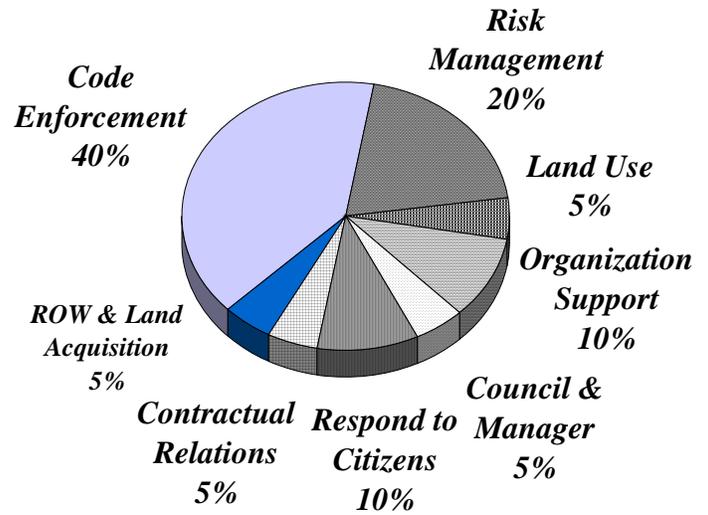
Budget costs will represent a modest increase based on compensation increases for the half time Assistant City Attorney.

Program: Administrative Services – Legal Services

**Services Provided
Full Time Attorney**



**Services Provided
Half Time Attorney**



FY'07 Activity Review:

During FY'07 this activity reviewed all major ordinances and guided the City's risk management program, reviewing all accident reports and working with Departments and the Safety Committee to reduce the potential for serious and costly employee injuries. Special emphasis was placed on start up of the City's Code Enforcement Program. This activity managed the City's Paint Your Heart Out program. It also negotiated land purchases on behalf of the City.

FY'07 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 18th year of Paint Your Heart Out. **Goal #I Target met.**

Program: Administrative Services – Legal Services

Financial Summary

Resources	ACTUAL FY'05 \$	ACTUAL FY'06 \$	BUDGET FY'07 \$	MANAGER RECOMMEND FY'08 \$	COMMITTEE APPROVED FY'08 \$	COUNCIL ADOPTED FY'08 \$
Current Resources						
Activity Generated						
GP Redevelopment Agency	4,232	3,956	3,750	3,000	3,000	3,000
Administrative Charges	<u>132,072</u>	<u>133,012</u>	<u>206,405</u>	<u>232,058</u>	<u>232,058</u>	<u>232,058</u>
Total Current Resources	136,304	136,968	210,155	235,058	235,058	235,058
General Support	<u>7</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Resources	<u>136,311</u>	<u>136,968</u>	<u>210,155</u>	<u>235,058</u>	<u>235,058</u>	<u>235,058</u>

Requirements	ACTUAL FY'05 \$	ACTUAL FY'06 \$	BUDGET FY'07 \$	MANAGER RECOMMEND FY'08 \$	COMMITTEE APPROVED FY'08 \$	COUNCIL ADOPTED FY'08 \$
Personal Services	106,602	114,987	166,232	142,552	142,552	142,552
Materials & Supplies	3,322	2,743	7,800	10,000	10,000	10,000
Contractual/Prof Services	23,511	16,121	32,901	73,344	73,344	73,344
Direct Charges	2,617	2,617	2,722	6,662	6,662	6,662
Capital Outlay	<u>259</u>	<u>500</u>	<u>500</u>	<u>2,500</u>	<u>2,500</u>	<u>2,500</u>
Total Expenses	<u>136,311</u>	<u>136,968</u>	<u>210,155</u>	<u>235,058</u>	<u>235,058</u>	<u>235,058</u>

Program: Administrative Services – Legal Services

Personnel

	ACTUAL	ACTUAL	BUDGET	MANAGER	COMMITTEE	COUNCIL
	FY'05	FY'06	FY'07	RECOMMEND	APPROVED	ADOPTED
	#	#	#	FY'08	FY'08	FY'08
	#	#	#	#	#	#
City Attorney	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>
Subtotal	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)
To: General Ins.	(0.10)	(0.10)	(0.10)	(0.10)	(0.10)	(0.10)
To: Code Enforcement	<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)	(0.20)	(0.25)	(0.25)	(0.25)	(0.25)
Total Full Time Positions	<u>0.80</u>	<u>0.80</u>	<u>0.75</u>	<u>0.75</u>	<u>0.75</u>	<u>0.75</u>
Part Time/Seasonal Hours	<u>416</u>	<u>312</u>	<u>928</u>	<u>1144</u>	<u>1144</u>	<u>1144</u>

Capital Outlay/By Item:

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

Program: Administrative Services – Information Technology

Services Delivered:

The Information Technology division provides automated data processing system and software support to assist the productivity of the organization. The IT group provides direct assistance to the operating divisions to achieve their respective missions. The IT group develops and supports standards for hardware systems acquired, assists in software selection and provides limited software support. The activity directly provides and administers the connectivity systems for networking in the City, including the Local Area Network (LAN), Wide Area Network (WAN) and connection to the internet. The IT group is responsible for the maintenance of the City web page and provides support to Public Safety mobile data browsers, CAD, records and the 911 Agency.

This activity has been moved to the Support Services Program and Fund. It is shown in Administrative Services Program for historical purposes only.

Program: Administrative Services – Information Technology

Program: Administrative Services – Information Technology

Financial Summary

Resources	ACTUAL FY'05 \$	ACTUAL FY'06 \$	BUDGET FY'07 \$	MANAGER RECOMMEND FY'08 \$	COMMITTEE APPROVED FY'08 \$	COUNCIL ADOPTED FY'08 \$
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Current Resources

Activity Generated

Administrative Charges	353,234	0	0	0	0	0
Total Current Resources	<u>353,234</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Resources	<u>353,234</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Requirements	ACTUAL FY'05 \$	ACTUAL FY'06 \$	BUDGET FY'07 \$	MANAGER RECOMMEND FY'08 \$	COMMITTEE APPROVED FY'08 \$	COUNCIL ADOPTED FY'08 \$
Personal Services	162,352	0	0	0	0	0
Materials & Supplies	4,708	0	0	0	0	0
Contractual/Prof Services	111,148	0	0	0	0	0
Direct Charges	4,945	0	0	0	0	0
Capital Outlay	<u>70,081</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Expenses	<u>353,234</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Program: Administrative Services – Information Technology

Personnel

	ACTUAL	ACTUAL	BUDGET	MANAGER	COMMITTEE	COUNCIL
	FY'05	FY'06	FY'07	RECOMMEND	APPROVED	ADOPTED
	#	#	#	FY'08	FY'08	FY'08
	#	#	#	#	#	#
Information System Technician	1.00	0.00	0.00	0.00	0.00	0.00
Computer Services Technician	<u>2.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Total Full Time Positions	<u>3.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Part Time/Seasonal Hours	<u>832</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</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 the 2% charge on all capital project expenditures.

FY'08 Anticipated Accomplishments:

The City Council goal of **Management** will continue to be supported through the bi-monthly City Newsletter and workshops directed to specific topics. The activity will support City committees through materials and training and recognize City volunteers at an annual Mayor's breakfast.

Internally, the activity supports the organization by providing training opportunities and recognizing employees at special programs.

FY'08 Performance Measurements:

- Six newsletters will be published in FY'08. **Goal #VI**
- Staff resources will be made available to the Community Leadership program assumed by the Chamber of Commerce. **Goal #VI**

Budget Highlights:

The FY'08 budget reflects continuing support of employee's 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.

FY'07 Performance Indicators:

- Six newsletters will be published in FY'07. **Goal #VI Target met.**
- The Community Survey will be continued. **Goal #VI Target met.**

Program: Administrative Services – General Program Operations

Program: Administrative Services – General Program Operations

Financial Summary

Resources	ACTUAL	ACTUAL	BUDGET	MANAGER	COMMITTEE	COUNCIL
	FY'05	FY'06	FY'07	RECOMMEND	APPROVED	ADOPTED
	\$	\$	\$	FY'08	FY'08	FY'08
Beginning Balance	<u>149,609</u>	<u>51,078</u>	<u>274,619</u>	<u>318,164</u>	<u>318,164</u>	<u>318,164</u>
Current Resources						
Activity Generated						
Redwood Sewer District	8,983	19,092	200	200	200	200
G. P. Redevelopment	0	19	1,300	0	0	0
Agency						
Interest	7,078	12,947	31,000	15,000	15,000	15,000
Other Revenue	945	1,742	0	0	0	0
Unspent Contingency	0	0	200,000	100,000	100,000	100,000
Administrative Charges	<u>139,727</u>	<u>424,243</u>	<u>315,402</u>	<u>331,337</u>	<u>331,337</u>	<u>331,337</u>
Total Current Resources	156,733	458,043	547,902	446,537	446,537	446,537
General Support	<u>(4)</u>	<u>29,947</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Resources	<u>306,338</u>	<u>539,068</u>	<u>822,521</u>	<u>764,701</u>	<u>764,701</u>	<u>764,701</u>

Requirements	ACTUAL	ACTUAL	BUDGET	MANAGER	COMMITTEE	COUNCIL
	FY'05	FY'06	FY'07	RECOMMEND	APPROVED	ADOPTED
	\$	\$	\$	FY'08	FY'08	FY'08
Personal Services	49,180	22,936	19,125	19,125	19,125	19,125
Materials & Supplies	26,171	35,553	36,100	37,600	37,600	37,600
Contractual/Prof Services	133,431	153,811	185,371	196,414	196,414	196,414
Direct Charges	35,559	36,699	31,261	31,294	31,294	31,294
Capital Outlay	10,919	15,450	34,000	34,000	34,000	34,000
Contingencies	0	0	198,500	289,240	289,240	289,240
Ending Balance	<u>51,078</u>	<u>274,619</u>	<u>318,164</u>	<u>157,028</u>	<u>157,028</u>	<u>157,028</u>
Total Expenses	<u>306,338</u>	<u>539,068</u>	<u>822,521</u>	<u>764,701</u>	<u>764,701</u>	<u>764,701</u>

Program: Administrative Services – General Program Operations

Capital Outlay/By Item:

	ACTUAL	ACTUAL	BUDGET	MANAGER	COMMITTEE	COUNCIL
	FY'05	FY'06	FY'07	RECOMMEND	APPROVED	ADOPTED
	\$	\$	\$	FY'08	FY'08	FY'08
				\$	\$	\$
Telecommunications			15,000	15,000	15,000	15,000
Office Furniture/Equipment			9,000	9,000	9,000	9,000
Other Capital Outlay			<u>10,000</u>	<u>10,000</u>	<u>10,000</u>	<u>10,000</u>
Total Capital Outlay			<u>34,000</u>	<u>34,000</u>	<u>34,000</u>	<u>34,000</u>

WHERE THE ROGUE RIVER RUNS



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