

Administration and Treasury Program Descriptions - FY 2008-09

Administration/Policy Management/Programs

- Supervision and policy direction of City's fourth largest department with 127 employees and annual budget of \$20.2 million; promotion/accomplishment of City Council goals and City policies; provision and enhancement of services to citizens and City departments. In FY 2008-09, increased capacity in financial analysis will support enhanced financial planning and management.

<i>Dept Rec Budget</i>		<i>Mgr Rec Budget</i>	
FTE	COST	FTE	COST
3.00	\$ 364,120	4.00	\$ 470,640

Treasury

- Manages the issuance of new debt (i.e., long-term bonds, tax increment financing, and loan) and is the liaison between City departments and external financing team, which is normally composed of bond counsel, financial advisors, bank/underwriters, and bond rating agencies. Coordinates the City's Capital Improvement Program. Supervises the treasury functions which include compliance with the City's debt and investment policies, debt service payments, continuing bond disclosure requirements, cash flow management for capital projects, and investment of City funds.

1.00	\$ 160,670	1.00	\$ 160,130
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Total Administration and Treasury Division

4.00	\$ 524,790	5.00	\$ 630,770
FTE	COST	FTE	COST
<i>Dept Rec Budget</i>		<i>Mgr Rec Budget</i>	

**ADMINISTRATIVE SERVICES
ADMINISTRATION
(101-20-10)
FY 2008-09**

Acct No.	Description	Dept Rec	Mgr Rec
52510	TRAINING		
	Government Finance Officers Association annual conference	\$ 2,800	\$ 1,800
	Oregon Municipal Finance Officers Assoc. spring conference	1,000	-
	Oregon Municipal Finance Officers Assoc. fall conference	500	500
	American Quality management	500	500
	Parking management conference	2,800	-
	Mun-ease training	1,500	1,500
	Various technical training	500	500
	Various professional development classes	500	500
		\$ 10,100	\$ 5,300
52670	OTHER PROFESSIONAL SERVICES		
	Banking services	\$ 10,000	\$ 10,000
	FA / bond counsel for miscellaneous issues	10,000	10,000
		\$ 20,000	\$ 20,000
52815	CONTROLLED EQUIPMENT		
	2 desktop computer (replacement)	\$ 3,800	\$ 3,800
53812	INTRA CITY - DIRECT CHARGE (LABOR)		
	Cash receipting system for charge cards (101-59100000)	\$ 3,000	\$ 3,000
54850	OTHER SPECIAL PAYMENTS		
	Bond rating	\$ 800	\$ 800

**CITY OF SALEM BUDGET
2008 TO 2009
FUND NO. 101
GENERAL**

Department: Administrative Services
Cost Center: Administration
Cost Center No: 20-10-00-00

Acct Code Account Name	2nd Yr		1 st Yr		Budget			
	Budget 05-06	Actual 05-06	Budget 06-07	Actual 06-07	Budget 07-08	Dept Rec 08-09	Difference from 07-08	Mgr Rec 08-09
51010 SALARIES & WAGES	\$ 119,970	\$ 90,259	\$ 128,790	\$ 57,492	\$ 297,320	\$ 322,490	\$ 105,360	\$ 402,680
51030 OVERTIME	-	-	-	-	2,400	4,400	2,000	4,400
51120 LEAVE PAYOFF	270	-	820	-	-	-	-	-
51130 CAR ALLOWANCE	840	132	1,140	-	-	2,300	2,300	2,300
51150 DEPT. HEAD ANNUITY	4,500	547	4,890	-	5,600	6,110	510	6,110
51210 FICA & MEDICARE	10,190	6,700	9,850	4,118	22,590	24,670	8,210	30,800
51220 WORKERS' COMPENSATION	1,540	883	1,520	569	3,330	3,630	1,200	4,530
51240 EMPLR - RETIREMENT PERS	22,640	11,574	13,850	4,721	25,990	28,390	9,580	35,570
51243 PERS UNFUNDED LIABILITY	-	6,435	9,080	9,080	6,700	13,090	6,390	13,090
51245 EMPLR - PERS PICKUP	7,990	5,413	7,720	3,459	17,730	19,350	6,430	24,160
51250 INSURANCE - MEDICAL	17,280	10,867	15,550	5,362	29,460	26,920	8,690	38,150
51255 INSURANCE - VISION	710	447	620	224	1,140	980	250	1,390
51260 INSURANCE - DENTAL	2,640	1,623	2,350	689	4,500	3,910	1,070	5,570
51265 INSURANCE - LIFE	60	53	50	45	120	600	510	630
51270 INSURANCE - DISABILITY	290	208	290	118	650	710	440	1,090
51310 PHYSICAL EXAMINATIONS	500	-	500	-	400	400	-	400
Total Personal Services	\$ 189,420	\$ 135,141	\$ 197,020	\$ 85,877	\$ 417,930	\$ 457,950	\$ 152,940	\$ 570,870
NUMBER OF POSITIONS	1.70	1.70	1.70	1.70	4.00	4.00		5.00
52110 SUBSCRIPTIONS & BOOKS	\$ -	\$ -	\$ -	\$ -	\$ 3,410	\$ 3,410	\$ -	\$ 3,410
52120 MAIL	100	99	110	69	3,000	3,000	(1,000)	2,000
52130 SUPPLIES	1,050	527	1,090	416	1,000	1,000	-	1,000
52320 ADVERTISING	-	-	-	114	1,800	1,800	-	1,800
52405 TELEPHONE - OFFICE	1,850	1,541	2,140	1,441	4,440	4,150	(290)	4,150
52510 TRAINING	-	-	3,150	250	7,850	10,100	(2,550)	5,300
52550 MILEAGE	80	-	-	-	100	100	-	100
52670 OTHER PROFESSIONAL SERVICES	-	-	-	-	15,000	20,000	5,000	20,000
52710 MEMBERSHIP DUES	-	-	-	-	480	330	(150)	330
52815 CONTROLLED EQUIPMENT	-	-	-	-	6,550	3,800	(2,750)	3,800
52820 SMALL EQUIPMENT & SUPPLIES	-	-	-	-	1,000	1,000	-	1,000
52830 COMPUTER SOFTWARE	-	421	250	-	2,550	8,750	6,200	8,750
53812 INTRA CITY - DIRECT CHARGE	-	-	-	-	3,000	3,000	-	3,000
53830 RADIO	1,290	1,290	1,680	1,680	1,680	-	(1,680)	-
53840 MOTOR POOL RENTAL	-	-	-	-	1,000	1,000	-	1,000
53851 COPY	600	-	400	2,932	600	600	-	600
53853 PRINTING	2,970	3,615	3,120	-	4,000	4,000	(1,140)	2,860
53854 PHOTOCOPIES	-	-	200	-	-	-	-	-
54850 OTHER SPECIAL PAYMENTS	-	-	-	-	800	800	-	800
Total Materials & Services	\$ 7,940	\$ 7,493	\$ 12,140	\$ 6,903	\$ 58,260	\$ 66,840	\$ 1,640	\$ 59,900
Total Requirements	\$ 197,360	\$ 142,635	\$ 209,160	\$ 92,780	\$ 476,190	\$ 524,790	\$ 154,580	\$ 630,770

CITY OF *Salem*
AT YOUR SERVICE