

**CITY OF KENORA
PROGRAM INFORMATION SHEET**

Functional Area: General Government
Functional Name: Administrator's Office
Department: 121

Functional Description

The Administrator and Clerk's functions are combined in this area. Re-distribution of the Deputy-Clerk's duties from Council Management support is on a trial basis for the first quarter of 2007.

Office costs associated with operating the Administrator's and Clerk's offices including all copier and stationery supplies. The City liability insurance premiums and City Hall telecommunication costs are included.

A majority of advertising costs are associated with the Municipal Memo; liability insurance premium cost increase for 2007 is reflected at 0%. Legal costs for 2007 are budgeted in line with 2006 actual costs.

Telephone costs for 2007 are budgeted for a slight increase of 1% - 1 meg dedicated line for internet access remains in place.

Discretionary Items

AMCTO Conference	1,500
	500

Staffing Level

3 in total -	Administrator
	Clerk
	Deputy Clerk

	<u>2005</u>	<u>2006</u>	<u>2007</u>
<u>Budget Recap</u>			
Revenues	<u>3,119</u>	<u>3,119</u>	<u>3,119</u>
Expenditures			
Salaries, Wages and Employee Benefits	<u>296,851</u>	<u>297,459</u>	<u>290,511</u>
Net Long Term Debt Charges	<u>0</u>	<u>0</u>	<u>0</u>
Materials, Services, Rents and Financial Transfers	<u>318,690</u>	<u>389,343</u>	<u>350,372</u>
	<u>(251,170)</u>	<u>(277,131)</u>	<u>(137,628)</u>
	<u>364,371</u>	<u>409,671</u>	<u>503,255</u>
Net Contribution (Requirement)	<u>(361,252)</u>	<u>(406,552)</u>	<u>(500,136)</u>

