

**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. Transfer of the Deputy-Clerk's duties was completed in 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 2008 is reflected at 0%. Legal costs for 2008 are budgeted in line with 2007 projected costs.

Telephone costs for 2008 are budgeted based on a 0% increase - 1 meg dedicated line for internet access remains in place.

Civil marriages are reflected for a full year based on the 2008 initial experience; approximate \$4,000 revenue expected in 2008.

Discretionary Items

Travel & Conference	2,000

Staffing Level

1 Administrator
1 Clerk

	<u>2007</u>	<u>2008</u>	<u>2009</u>
<u>Budget Recap</u>			
Revenues	<u>3,119</u>	<u>3,119</u>	<u>10,000</u>
Expenditures			
Salaries, Wages and Employee Benefits	<u>290,511</u>	<u>253,107</u>	<u>259,342</u>
Net Long Term Debt Charges	<u>0</u>	<u>0</u>	<u>0</u>
Materials, Services, Rents and Financial Transfers	<u>350,372</u>	<u>122,277</u>	<u>117,503</u>
	<u>(137,628)</u>	<u>(13,496)</u>	<u>(10,952)</u>
	<u>503,255</u>	<u>361,888</u>	<u>365,893</u>
Net Contribution (Requirement)	<u>(500,136)</u>	<u>(358,769)</u>	<u>(355,893)</u>

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Reconciliation to Prior Year's Net Budget Level:

Prior Year's Net Budget Allocation (358,769)

Significant Impacts - Incremental Costs / Revenue Losses / Additional Services

Salary adjustment in 2009	(4,949)	
Benefits adjusted to reflect 2009 salary increase	(1,286)	
Legal costs increased	(2,500)	
Telephone rate increas in 2008	(1,800)	
Travel & Conference increased	(800)	
Utility allocation reduced due to sale of KMTS	(2,544)	
		<u>(13,879)</u>

Significant Impacts - Cost Reductions / Revenue Opportunities / Service Cuts

Net civil marriage revenue annualized in 2009	3,820	
Insurance cost allocation reduced for 2009	11,769	
Office costs reduced	1,000	
		<u>16,589</u>

Other Minor Items - Net Impacts 166

Current Year's Net Budget Allocation (355,893)

Comments
