

RESOLUTION NO. 2861

A Resolution amending the budget in the following funds for the 2011-2013 biennial budget period beginning July 1, 2011: System Development Charge Fund, Transportation Construction Fund, Police Grant Fund, Airport Fund, and Internal Service Fund: Engineering, Information Technology, and Facility Management Programs.

THE CITY COUNCIL OF THE CITY OF BEND RESOLVES AS FOLLOWS:

1. In accordance with ORS 294.450(1) approve the following budget adjustments to transfer budget appropriations between expenditure categories in the 2011-2013 biennial budget for the System Development Charge Fund and Transportation Construction Fund:

System Development Charge (SDC)

<u>Fund</u>	<u>Increase</u>	<u>Decrease</u>
Requirements:		
Materials & Services	\$ 70,400	
Interfund Transfers		\$ 70,400

To transfer expenditure appropriations from interfund transfers to materials & services related to costs associated with updating the Transportation SDC methodology.

<u>Transportation Construction Fund</u>	<u>Increase</u>	<u>Decrease</u>
Requirements:		
Interagency Transfers	\$ 70,000	
Capital Outlay		\$ 70,000

To transfer expenditure appropriations from capital outlay to interfund transfers related to the TRIP 97 project. In accordance with the IGA between the Bend MPO and Central Oregon cities, the City's contribution to this project will be paid to the MPO rather than the capital expense originally budgeted.

2. In accordance with ORS 294.480, approve the following supplemental budgets to authorize use of reserves in the Internal Service Fund: Facility Management Program and authorize an increase in revenues and expenditure appropriations in the Police Grant Fund, Airport Fund and the Engineering and Information Technology Programs of the Internal Service Fund for the 2011-2013 Biennial Budget:

Police Grant Fund	Increase	Decrease
Resources:		
Grant Revenues	\$ 51,500	
Requirements:		
Materials & Services	\$ 39,461	
Capital Outlay	\$ 12,039	

To recognize additional Justice Assistance Grant (JAG) revenues and increase expenditure appropriations related to the purchase of equipment for the Police Department.

Airport Fund	Increase	Decrease
Resources:		
Grant Revenues	\$ 55,300	
Requirements:		
Capital Outlay	\$ 55,300	

To recognize revenues and increase expenditures related to completion of the airport master plan. The total cost of the project has not changed, just the timing of spending (when the budget was adopted it was anticipated that more work would be performed in 2010-11 than was actually completed).

Internal Service Fund: Engineering

Program	Increase	Decrease
Resources:		
Interfund Charges for Services	\$ 159,200	
Interfund Transfers	\$ 66,000	
Requirements:		
Personal Services	\$ 205,300	
Materials & Services	\$ 15,900	
Interfund Transfers	\$ 4,000	

To authorize revenues and increase expenditures related to the addition of (2) Limited Term Principal Engineers that will work on water, sewer and transportation capital projects. Personnel costs are also increased to reflect the transfer of an employee from Public Works Administration to Engineering.

Internal Service Fund: Information

Technology Program	Increase	Decrease
Resources:		
Interfund transfers	\$ 335,000	
Requirements:		
Personal Services	\$ 335,000	
Materials & Services	\$ 85,000	
Contingency		\$ 85,000

To authorize revenues, increase expenditures, and reduce contingency related to findings from the FY 2010-11 IT Assessment. Increased costs relate to realignment of staff and replacement of the Lotus Notes messaging system. Staff realignment will result in an increase in the IT personnel budget, but a reduction in personnel budgets for the Public Works, Police, Community Development and Fire departments.

Internal Service Fund: Facility

Management Program	Increase	Decrease
Requirements:		
Personal Services	\$ 144,500	
Materials & Services		\$ 30,000
Capital Outlay		\$ 13,500
Reserves for Future Capital		\$ 101,000

To transfer appropriations from reserves, capital outlay, and materials & services to personal services related to the addition of two part-time FTE that were not anticipated when the budget was adopted (the adopted budget included staff layoffs that were delayed).

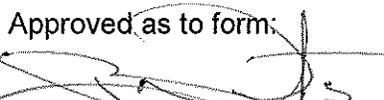
Adopted by the City Council the 21st day of December, 2011.

YES: Scott Ramsay
Mark Capell
Jim Clinton
Kathie Eckman
Mayor Pro Tem Jodie Barram

NO: none

Authenticated by the Mayor Pro Tem the 11th day of January, 2012.

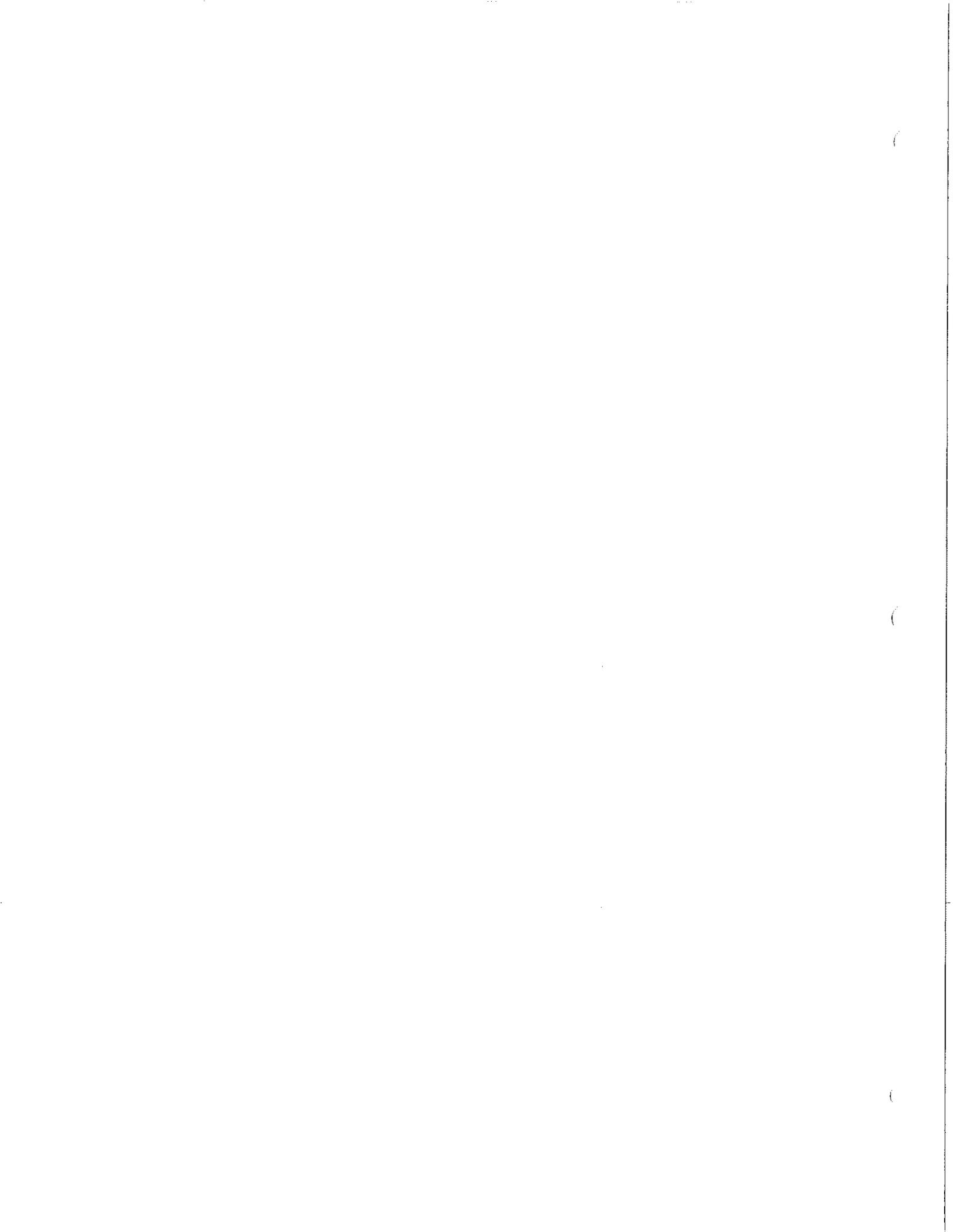
Approved as to form:


Mary Winters, Legal Counsel

Attest:


Robyn Christie, City Recorder


Jodie Barram, Mayor Pro Tem



Resolution 2861 to Amend FTE Schedule, Exhibit A

Schedule of Full Time Equivalents (FTE) by Department

	2011-12 Change					2012-13 Change					CHANGE FROM 2010-11
	ADOPTED 2010-11	New Positions	Transfers & Reclasses	Layoff & Vacancies	ADOPTED 2011-12	New Positions	Transfers & Reclasses	Layoff & Vacancies	ADOPTED 2012-13		
PUBLIC WORKS											
Public Works Administration Division:											
Director of Public Works	1.00				1.00				1.00		-
Asst. Public Works Director	1.00		(1.00)		-				-		(1.00)
Administrative Manager	1.00				1.00				1.00		-
City Engineer / Engineering Mgr.	-				-				-		-
Administrative Specialist	2.00		(1.00)		1.00				1.00		(1.00)
Program Manager	-				-				-		-
Program Manager - Safety and Training	1.00				1.00				1.00		-
Program Technician	2.00		(1.00)		1.00				1.00		(1.00)
Engineering Technician	2.00				2.00				2.00		-
Management Assistant	-				-				-		-
Program Specialist, HR	1.00		(1.00)		-				-		(1.00)
Office Specialist I / II / III	2.00				2.00				2.00		-
	13.00		(4.00)		9.00				9.00		(4.00)
Engineering - Infrastructure & Planning:											
Asst. Public Works Director	-		1.00		1.00				1.00		1.00
Assistant City Engineer	-	1.00			1.00				1.00		1.00
Administrative Services Supervisor	-		(1.00)		1.00				1.00		1.00
Administrative Specialist	-		1.00		1.00				1.00		1.00
Associate Engineer	-		1.00		1.00				1.00		1.00
Engineering Inspector	-		5.00	(2.00)	3.00				3.00		3.00
Senior Engineering Technician	-		1.00		1.00				1.00		1.00
	-	1.00	10.00	(2.00)	9.00				9.00		9.00
CITY-WIDE ADMINISTRATION & SUPPORT											
City Manager's Office:											
City Manager	1.00				1.00				1.00		-
Assistant City Manager	-		(1.00)		1.00				1.00		1.00
Special Projects Manager	1.00				1.00				1.00		-
City Recorder/Assistant to CM	1.00				1.00				1.00		-
Assistant to the City Manager	1.00		(1.00)		-				-		(1.00)
Deputy Recorder	-				-				-		-
Administrative Specialist I/II/III/IV	3.00		(1.00)		2.00				2.00		(1.00)
	7.00		(1.00)		6.00				6.00		(1.00)
Legal Department:											
Legal Counsel	1.00				1.00				1.00		-
City Attorney	1.00				1.00				1.00		-
Administrative Specialist	0.75				0.75				0.75		-
Risk & Training Manager	-		(1.00)		1.00				1.00		1.00
Purchasing Manager	-		1.00		1.00				1.00		1.00
Purchasing Assistant	-		0.50		0.50				0.50		0.50
	2.75		2.50		5.25				5.25		2.50
Human Resources Department:											
Human Resources Manager	1.00				1.00				1.00		-
Assistant Human Resources Manager	1.00		(1.00)		-				-		(1.00)
Human Resources Analyst	-		1.00		1.00				1.00		1.00
Program Specialist, HR	3.00		(1.00)		2.00				2.00		(1.00)
	5.00		(1.00)		4.00				4.00		(1.00)
Communications Division:											
Communications Manager	1.00				1.00				1.00		-
	1.00				1.00				1.00		-

Resolution 2861 to Amend FTE Schedule, Exhibit A

Schedule of Full Time Equivalents (FTE) by Department

	2011-12 Change				2012-13 Change				CHANGE FROM 2010-11	
	ADOPTED 2010-11	New Positions	Transfers & Reclasses	Layoff & Vacancies	ADOPTED 2011-12	New Positions	Transfers & Reclasses	Layoff & Vacancies		ADOPTED 2012-13
	Information Technology Department:									
Information Technology Director	1.00		(1.00)		-				-	(1.00)
IT Assistant Director	-				-				-	-
IT WAN Administrator	1.00		(1.00)		-				-	(1.00)
IT Network Security Administrator	1.00		(1.00)		-				-	(1.00)
IT System Administrator	1.00		(1.00)		-				-	(1.00)
GIS Coordinator	1.00				1.00				1.00	-
GIS - IT Technician III	1.00				1.00				1.00	-
IT Technician I / II / III	2.00		(2.00)		-				-	(2.00)
IT Support Specialist	4.00		(4.00)		-				-	(4.00)
IT Software Support/Trainer	1.00		(1.00)		-				-	(1.00)
IT Manager	-		1.00		1.00				1.00	1.00
IT Project Analyst	-		1.00		1.00				1.00	1.00
IT Operations Manager	-		1.00		1.00				1.00	1.00
Sr. Network Administrator	-		1.00		1.00				1.00	1.00
Network Administrator	-		1.00		1.00				1.00	1.00
Business Analyst	-		1.00		1.00				1.00	1.00
Application Analyst	-		2.00		2.00				2.00	2.00
Service Desk Lead	-		1.00		1.00				1.00	1.00
Support Specialist I / II	-		2.00		2.00				2.00	2.00
	13.00				13.00				13.00	
Facilities Management:										
Facilities Manager	1.00				1.00				1.00	-
Lead Facility Maintenance Worker	-		1.00		1.00				1.00	1.00
Facility Maintenance Worker I (A)	4.00		(1.00)	(0.50)	2.50			(1.50)	1.00	(3.00)
	5.00			(0.50)	4.50			(1.50)	3.00	(2.00)
Limited Term Employees:										
Limited Term Accessibility Const. Project Support	-	0.25			0.25			(0.25)	-	-
Limited Term Bend Business Advocate	-	1.00			1.00				1.00	1.00
Limited Term Volunteer Coordinator (B)	-	0.75			0.75				0.75	0.75
Limited Term Purchasing Analyst	-	1.00			1.00				1.00	1.00
Limited Term Principal Engineer (C)	-	2.00			2.00				2.00	2.00
TOTAL LIMITED TERM EMPLOYEES	-	5.00	-	-	5.00	-	-	(0.25)	4.75	4.75

Shaded cells reflect 12/21/11 Proposed Changes to Schedule of FTE by Department

December 21, 2011 Increases to FTE/LTEs:

- (A) The Adopted FTE Schedule included the layoff of 1.0 Facility Worker FTEs in 2011-2012. Staff proposes that an additional 0.5 FTE be retained through the end of the current fiscal year (1 position full time for 6 months). The position will be eliminated at the end of the current fiscal year and the number of FTE at the end of the biennium will remain unchanged from the Adopted FTE Schedule.
- (B) Hours for the Volunteer Coordinator were initially approved at 20 hours per week, or 0.50 LTE. Proposed change will increase this position to 30 hours per week which is 0.75
- (C) Addition of 2.0 full time, limited term Principal Engineers to work on water, sewer, and transportation infrastructure projects.