

PROGRAM SUMMARIES

The city adopts and manages its operating expenditures by program. The city has four operating programs: Policy & Administration, Community Development, Community Services, and Public Works. Within each of these programs are one or more departments and budgets units, or divisions. A more detailed explanation of the city's program structure can be found in the Reader's Guide section.

The following charts give a summary of the expenditures for the programs, budget classifications, and staffing levels.

EXPENDITURE SUMMARY BY PROGRAM

Description	FY 2008-09 Actual	FY 2009-10 Actual	FY 2010-11 Revised	FY 2011-12 Proposed	FY 2011-12 Approved	FY 2011-12 Adopted
Expenditure by Program						
Policy and Administration	\$5,997,149	\$6,606,480	\$6,854,700	\$7,228,274	\$7,230,774	\$7,250,774
Community Development	\$5,794,319	\$5,086,368	\$4,061,877	\$4,392,555	\$4,392,555	\$4,406,555
Community Services	\$15,584,782	\$18,870,803	\$19,304,054	\$20,744,094	\$20,744,094	\$20,744,094
Public Works	\$10,756,136	\$14,777,152	\$16,876,831	\$16,775,162	\$16,871,407	\$17,033,643
Total Expenditure by Program	\$38,132,386	\$45,340,803	\$47,097,462	\$49,140,085	\$49,238,830	\$49,435,066

Number of FTE by Program

Policy and Administration	45.55	44.15	44.15	44.95	44.95	44.95
Community Development	41.90	25.40	26.60	27.50	27.50	27.50
Community Services	135.90	128.90	128.90	128.90	128.90	128.90
Public Works	61.10	69.40	69.40	69.40	69.40	69.40
Total FTE by Program	284.45	267.85	269.05	270.75	270.75	270.75

Expenditure per FTE

Policy and Administration	\$131,661	\$149,637	\$155,259	\$160,807	\$160,863	\$161,308
Community Development	\$138,289	\$200,251	\$152,702	\$159,729	\$159,729	\$160,238
Community Services	\$114,678	\$146,399	\$149,760	\$160,932	\$160,932	\$160,932
Public Works	\$176,042	\$212,927	\$243,182	\$241,717	\$243,104	\$245,442
Total Expenditure by FTE	\$134,057	\$169,277	\$175,051	\$181,496	\$181,861	\$182,586

OPERATING BUDGET HISTORY

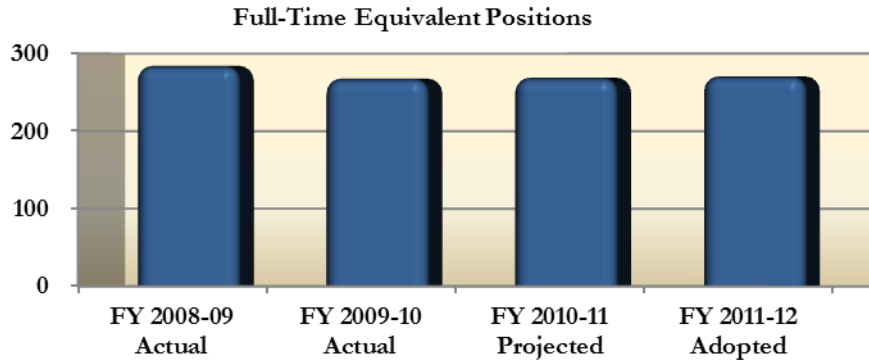
Description	FY 2009 Actual	FY 2010 Actual	FY 2011 Revised	Proposed 2012	Approved 2012	Adopted 2012
Number of FTE	284.45	267.85	269.05	270.75	270.75	270.75
51001 - Salaries - Management	\$7,489,743	\$7,809,728	\$7,592,616	\$8,132,110	\$8,132,110	\$8,132,110
51002 - Salaries - General	4,562,860	4,050,188	4,049,185	4,076,179	4,076,179	4,076,179
51003 - Salaries - Police	3,545,369	3,692,237	3,805,293	3,815,267	3,815,267	3,815,267
51004 - Part Time - Regular	851,919	1,051,230	1,106,926	1,253,976	1,253,976	1,253,976
51005 - Part Time - Temporary	385,830	429,168	494,161	516,811	518,811	518,811
51006 - Overtime	616,935	502,165	609,710	616,560	616,560	616,560
51007 - Incentive Pay	246,273	280,371	289,782	290,500	290,500	290,500
52001 - Unemployment	17,728	18,416	16,493	120,762	120,762	120,762
52002 - Worker's Compensation	325,224	279,946	244,149	293,416	293,416	293,416
52003 - Social Security/Medicare	1,349,111	1,358,662	1,257,234	1,322,903	1,322,903	1,322,903
52004 - Tri-Met Tax	118,249	120,913	112,543	119,356	119,356	119,356
52005 - Retirement	2,111,648	2,063,632	2,008,168	2,251,702	2,251,702	2,251,702
52006 - Retirement - 3% ER Match	204,943	191,777	213,686	240,906	240,906	240,906
52007 - VEBA - ER	176,391	172,547	160,800	171,600	171,600	171,600
52008 - Life Ins/ADD/LTD	24,079	22,343	68,892	73,272	73,272	73,272
52009 - Long Term Disability	39,131	38,468	425	0	0	0
52010 - Medical/Dental/Vision	2,618,156	2,856,439	3,174,800	3,758,352	3,758,352	3,758,352
52011 - Dental Benefits	307,055	333,288	3,000	0	0	0
52012 - Accrued Vacation	104,502	0	69,348	54,541	54,541	54,541
Total Personal Services	\$25,095,146	\$25,271,518	\$25,277,211	\$27,108,213	\$27,110,213	\$27,110,213
53001 - Office Supplies	393,558	362,300	473,460	467,862	467,862	467,862
53002 - Small Tools & Equipment	216,093	210,708	206,290	208,364	208,364	208,364
53003 - Fuel	223,943	232,853	271,924	281,344	281,344	281,344
53004 - Books & Circulation Materials	520,134	561,210	610,000	610,000	610,000	610,000
53005 - Ammunition and Range Supplies	0	49,052	55,955	65,442	65,442	65,442
53006 - Technology Equipment under \$5,000	0	0	155,174	272,074	272,074	272,074
53530 - Water Costs: L.O. & Ptd	2,681,807	2,750,799	3,362,145	3,405,448	3,405,448	3,405,448
54001 - Professional/Contractual Services	2,872,707	2,667,406	3,423,711	3,484,088	3,485,238	3,594,088
54002 - Water Costs: Sampling	50,393	41,229	39,745	39,655	39,655	39,655
54003 - Legal Fees	50,636	332,373	346,570	358,720	358,720	358,720
54004 - Printing Services	0	0	0	4,275	4,275	4,275
54006 - Software License and Maintenance	0	0	507,721	456,971	456,971	456,971
54101 - R & M - Facilities	469,487	501,973	395,297	368,547	380,947	380,947
54102 - R & M - Water Lines	74,550	164,382	70,000	20,000	20,000	20,000
54103 - R & M - Control Valves	13,802	10,819	17,000	17,000	17,000	17,000
54104 - R & M - Reservoir	11,621	4,427	6,000	6,000	6,000	6,000
54105 - R & M - Grounds	7,174	78,440	104,700	104,700	104,700	104,700
54106 - R & M - Pump Station	89	17,469	8,500	8,500	8,500	8,500
54107 - R & M - SCADA	4,237	3,825	8,000	8,000	8,000	8,000
54108 - R & M - Wells	14,788	5,667	11,500	11,500	11,500	11,500
54109 - R & M - Meters	7,968	7,141	227,100	25,000	25,000	25,000
54110 - R & M - Service Lines	9,952	10,269	20,500	15,000	15,000	15,000

OPERATING BUDGET HISTORY

Description	FY 2009 Actual	FY 2010 Actual	FY 2011 Revised	Proposed 2012	Approved 2012	Adopted 2012
54111 - R & M - Regulators	210	0	0	0	0	0
54112 - R & M - Fire Hydrant	19,149	58,136	120,000	20,000	20,000	20,000
54113 - R & M - Vehicles	445,346	414,940	333,260	352,087	352,087	352,087
54114 - R & M - Office Equipment	91,497	44,799	78,605	80,955	80,955	80,955
54115 - Vehicle Usage	4	0	0	37,789	37,789	37,789
54201 - Utilities - Electric	853,669	815,352	1,042,821	1,061,592	1,061,592	1,061,592
54202 - Utilities-Water/Sewer/SWM	97,171	98,034	129,000	162,500	162,500	162,500
54203 - Utilities - Natural Gas	94,009	54,631	113,510	115,510	115,510	115,510
54205 - Utilites - Phone/Pager/Cells	155,551	189,131	194,000	215,440	215,440	215,440
54300 - Advertising & Publicity	77,931	85,083	127,430	123,682	123,682	123,682
54301 - Fees and Charges	7,816	55,366	65,730	68,565	68,565	68,565
54302 - Dues & Subscriptions	116,663	148,070	148,274	170,305	170,305	170,305
54303 - Travel and Training	198,981	225,146	269,315	283,669	284,169	284,169
54305 - Conservation Expenses	27,791	29,369	31,700	31,700	31,700	31,700
54306 - Credit Card Fees	26,674	18,504	0	0	0	0
54307 - Insurance	370,817	331,753	335,309	317,488	317,488	317,488
54308 - Property Damage	1,124	3,710	9,000	9,250	9,250	9,250
54309 - Rents and Leases	64,488	59,434	79,153	80,764	80,764	80,764
54310 - Bad Debt Expense	1,579	1,539	7,950	8,200	8,200	8,200
54311 - Special Department Expenses	319,502	345,982	499,197	440,477	440,477	440,477
54402 - Contributions to Community Org	199,107	149,579	99,396	261,469	261,469	261,469
54900 - Drug Enforcement Expenses	1,791	0	0	15,000	15,000	15,000
Total Materials & Supplies	\$10,793,809	\$11,140,899	\$14,004,941	\$14,094,931	\$14,108,981	\$14,217,831
56001 - Land	-840	0	0	0	0	0
56002 - Buildings & Improvements	17,753	67,692	88,100	65,912	147,307	147,307
56003 - Vehicles	304,478	717,816	550,000	255,000	255,000	342,386
56004 - Computer Hardware and Software	1,908,280	822,717	342,472	514,594	514,594	514,594
56006 - Equipment	13,760	112,882	179,200	171,000	172,300	172,300
56007 - GIS Hardware and Software	0	124,211	100,628	105,178	105,178	105,178
Total Capital Outlay	\$2,243,431	\$1,845,319	\$1,260,400	\$1,111,684	\$1,194,379	\$1,281,765
58000 - Interdepartmental Costs	0	0	6,554,909	0	0	0
58100 - Indirect Charges- City Management	0	669,039	0	458,833	458,833	458,833
58110 - Indirect Charges- Human Resources	0	641,242	0	773,144	773,144	773,144
58120 - Indirect Charges- Risk Management	0	724,833	0	627,795	627,795	627,795
58130 - Indirect Charges- Office Services	0	520,700	0	498,110	498,110	498,110
58150 - Indirect Charges- Records	0	407,486	0	411,952	411,952	411,952
58200 - Indirect Charges- Finance Administra	0	1,222,725	0	273,594	273,594	273,594
58210 - Indirect Charges- Financial Operation	0	0	0	331,944	331,944	331,944
58220 - Indirect Charges- Financial Operation	0	0	0	177,041	177,041	177,041
58230 - Indirect Charges- Technology	0	1,410,123	0	1,482,197	1,482,197	1,482,197
58250 - Indirect Charges- Contracts and Purc	0	0	0	137,622	137,622	137,622
58630 - Indirect Charges- Fleet Maintenance	0	250,629	0	236,520	236,520	236,520
58640 - Indirect Charges- Property Manageme	0	1,236,289	0	1,416,505	1,416,505	1,416,505
Total Interdepartmental Services	\$0	\$7,083,066	\$6,554,909	\$6,825,257	\$6,825,257	\$6,825,257
Total Operating Budget	\$38,132,386	\$45,340,803	\$47,097,461	\$49,140,085	\$49,238,830	\$49,435,066

STAFFING LEVELS

Between FY 2010-11 and FY 2011-12, City staff levels increased by 0.6% or a net increase of 1.7 FTE. A summary of the changes by department is below.



Library

The Library is showing a decrease of 3.10 FTE in fiscal year 2009-10 that consisted of a combination of reduced hours and eliminated positions. Staffing levels are expected to remain flat in FY 2011-12 in relation to the growth in general fund dollars.

Community Development

During the course of FY 2010-11, Community Development added 1.2 FTE. The increase comes from restoring the hours of five 0.8 FTE Building Division staff to 1.0 FTE each. In addition, a position in Development Service increased from 0.8 FTE to 1.0 FTE to manage the Code Enforcement program. The increases brought the Department from 25.4 FTE to 26.6 FTE at the end of FY 2010-11.

The Adopted Budget for FY 2011-12 has a further increase of 0.9 FTE for Community Development. In the Building Division, the three 0.8 FTE Inspector positions will have their hours restored back to 1.0 FTE, accounting for 0.6 FTE increase. The remaining 0.3 FTE increase is also in the Building Division to assist at the counter and with records. The increase is made possible by splitting a 1.0 FTE Planning Assistant position in Development Services in half, with 0.5 FTE going to Downtown Redevelopment. The remaining half of the position will be increased by 0.3 FTE, making it a 0.8 FTE position. The 0.8 FTE Planning Assistant position is allocated 0.5 FTE to Development Services and 0.3 FTE to Building.

Public Works

The Public Works Department staffing increased in FY 2009-10 as a result of the engineering reorganization which moved the Engineering Division from Community Development to Public Works. The department continues to remain flat due to reallocation of current resources and workloads.

Police

The Police Department staffing continues to remain stable after general fund reductions in FY 2009-10.

STAFFING LEVELS

City Management

City Management sees a net decrease of .30 FTE in FY 2011-12. This decrease consists of the reallocation of the Assistant City Manager's position to Design & Communications (.20 FTE) and City Recorder/Records Divisions (.10 FTE).

Administrative Services

Administrative Services' staffing level has increased by .30 FTE due to the reallocation of the Assistant City Manager to .20 FTE in Design and Communications, and .10 FTE in City Recorder/Records Divisions.

Finance and Information Services

In FY 2011-12, Finance and Information Services staffing will increase by 0.8 FTE. This increase is due to the city's move to monthly utility billing. Previously, utility billing was performed every other month. With monthly billing, twice as many water meters need to be read each month. The Proposed Budget for FY 2011-12 includes the addition of a Customer Service Field Worker in Utility Billing to assist with reading water meters and field service calls.

