



City of St. Helens
BUDGET COMMITTEE MEETING

Tuesday, May 5, 2015, 6 P.M.

City Hall Council Chambers
265 Strand Street, St. Helens

1. Introductions
2. Visitor Comments
3. Approve Minutes from April 28, 2015
4. Overview of Budget
5. Review Scribner Errors - Corrections
6. Review Capital Budget
7. Review Additional Funding Requests
8. Modify Proposed Budget to Reflect Budget Committee Recommended Approved Budget
9. Questions
10. Next meeting: Tuesday, May 19, 2015, 6 p.m. – Public Hearing and Approval

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City of St. Helens Budget Committee Meeting May 5, 2015

Presented by:

Sue Nelson, PW Engineering Director

Neal Sheppard, PW Operations Director

Jon Ellis, Budget Officer



Budget Committee Agenda

- o Visitors' Comments
- o Approve Minutes from April 28, 2015
- o Overview of budget – Where we are today
- o Review of Scribner Errors
- o Review Capital Budget
- o Questions
- o Next meeting: Tuesday, May 19, 2015, 6PM
 - o Public Hearing and Budget Committee Approval

Visitor Comments





Minutes

Approval of Minutes of April 28, 2015

Budget Calendar

Sun	Mon	Tue	Wed	Thur	Fri	SAT
May						
					1	2
3	4	5	6	7	8	9
		5th Mtg Capital Right Sizing				
10	11	12	13	14	15	16
17	18	19	20	21	22	23
		Public Hearing and Approval				
June						
	1	2	3	4	5	6
			CC-Public hearing			
7	8	9	10	11	12	13
14	15	16	17	18	19	20
			CC - Adopt			
21	22	23	24	25	26	27

- o May 5, 2015 – Continue Review/Discussions – Capital Projects and Additional Review of Additional Funding Requests – Balancing Budget
- o May 19, 2015 – Public Hearing – Budget Committee Approve Budget
- o June 3, 2015 – Public Hearing – Revenues Sharing / Adopted Budget
- o June 17, 2015 – Adoption

Total Proposed FY 15-16 Budget

Fund	Resources			Uses		Resources in excess of Uses	Contingency	Unappropriated Fund Balance
	Beginning working capital	Revenues	Transfers	Expenditures	Transfers			
General Fund	1,628,328	4,259,500	55,920	4,258,840	28,890	1,656,018	851,800	804,218
Special Revenue Funds								
Visitor & Tourism	141,448	119,000	-	119,000	-	141,448	20,000	121,448
Community Enhancement	876,670	448,430	1,003,890	920,250	82,420	1,326,320	1,056,190	270,130
Capital Improvement	6,895,670	1,607,300	806,500	4,074,800	1,000,000	4,234,670	750,000	3,484,670
CDBG	-	56,830	-	56,830	-	-	-	-
Streets (Gas Tax)	542,919	818,650	-	762,930	5,500	593,139	100,000	493,139
Internal Service Funds								
Administrative Services	133,691	1,342,090	-	1,433,320	-	42,461	42,460	1
Public Works	-	281,690	40,000	281,690	-	40,000	40,000	-
Fleet	16,753	278,000	-	284,750	-	10,003	10,000	3
Enterprise Funds								
Water Operating	2,054,485	3,162,630	-	2,782,200	394,000	2,040,914	445,900	1,595,014
Sewer Operating	2,539,996	4,713,500	-	3,907,180	395,500	2,950,816	701,200	2,249,616
Grand Total	14,829,960	17,087,620	1,906,310	18,881,790	1,906,310	13,035,790	4,017,550	9,018,240
Total Budget			33,823,890		33,823,890			
Unappropriated fund balance			(14,829,960)		(9,018,240)			
Contingency			0		(4,017,550)			
Transfers			(1,906,310)		(1,906,310)			
Internal Services			(1,976,490)		(1,976,490)			
Net Budget			15,111,130		16,905,300			
								Draw on (1,794,170) reserves

Scribner Errors - Corrections

Department - Division - Expenditure Categories	Adopted 2014-15	Proposed 2015-16	Adjustment	Amended Proposed	Notes
Administration & Community Development					
Planning (001-104)					Note: Erroneously left out of proposed budget the costs associated with an interactive zoning map for the website - 500000 - Information Services
Salaries	99,990	103,850	-	103,850	
Materials and services	42,560	44,880	1,000	45,880	
Special payments	36,000	38,000	-	38,000	
Total Planning	178,550	186,730	1,000	187,730	
Non-Departmental (001-110)					further refinement to FY 14-15 projections
General Fund Beginning Balance		1,628,328	13,499	1,641,827	

- o (\$1,000) - Planning – GIS Website tool
- o \$13,499 – Beginning Fund Balance – projections for FY 2014-15 refine. Primarily unfilled Main Street Coordinator

Scribner Errors - Corrections

Administration & Community Development				
Tourism (008-008)				
Revenues				
Motel&Hotel Taxes	80,000	95,000	-	95,000
Micellaneous	119,450	24,000	(24,000)	-
Total Revenues	199,450	119,000	(24,000)	95,000
Expenditures				
Materials and services	196,100	119,000	(34,000)	85,000
Transfers	19,000	-	-	-
Contingencies	25,000	20,000	(10,000)	10,000
Total Expenditures	240,100	139,000	(44,000)	95,000

Note: Reorganization of Visitor and Tourism - Partnership with other non-profit agencies, Rightsize-targeted Marketing, support of Arts and Cultural.

- o (\$24,000) – Event/Sponsorship revenues
- o \$34,000 – Reduction in contract services for marketing and events
- o \$10,000 – reduction in contingency

Scribner Errors - Corrections

Public Works				
Water Production and distribution (017-017)				
Salaries	695,080	745,720	(6,040)	739,680
Materials and supplies	1,084,020	1,091,610	-	1,091,610
Transfers	465,000	394,000	-	394,000
Contingency	214,610	445,900	-	445,900
Total Water Prod/Dis	2,458,710	2,677,230	(6,040)	2,671,190
Sewer Collections (018-018)				
Salaries	710,160	723,670	(6,030)	717,640
Materials and supplies	964,410	920,820	-	920,820
Debt service	676,494	401,200	-	401,200
Transfers	465,000	394,000	-	394,000
Contingency	214,610	445,900	-	445,900
Total Water Prod/Dist	3,030,674	2,885,590	(6,030)	2,879,560

Note: Erroneously added .5 FTE to Public Works Operations. Total FTE in proposed of 30.75 should only reflect 30.25 - 4xxxxx - Personnel Services.

o \$12,070 – Reduction in Seasonal

Scribner Errors - Corrections

Request Budget Committee Approve
Discussed Adjustments

Classifications	Proposed 2015-16	Proposed Adjustments				Amended Proposed	Total Adjustments
		Planning	Non- depart	Public Works	Tourism		
Resources							
Beginning working capital	14,829,960	-	13,499	-	-	14,843,459	13,499
Current revenues	18,993,930	-	-	-	(24,000)	18,969,930	(24,000)
Total Resources	33,823,890	-	13,499	-	(24,000)	33,813,389	(10,501)
Uses							
Personnel Services	7,123,660	-	-	(12,070)	-	7,111,590	(12,070)
Materials and Services	6,493,770	1,000	-	-	(34,000)	6,460,770	(33,000)
Debt Services	1,022,960	-	-	-	-	1,022,960	-
Transfers	1,906,310	-	-	-	-	1,906,310	-
Total Operating Requirements	16,546,700	1,000	-	(12,070)	(34,000)	16,501,630	(45,070)
Capital Outlay	4,241,400	-	-	-	-	4,241,400	-
Total Operating and Capital	20,788,100	1,000	-	(12,070)	(34,000)	20,743,030	(45,070)
Contingency	4,017,550	-	-	-	(10,000)	4,007,550	(10,000)
Ending fund balances	9,018,240	(1,000)	13,499	12,070	20,000	9,062,809	44,569
Total contingencies and reserves	13,035,790	(1,000)	13,499	12,070	10,000	13,070,359	34,569
Total Uses	33,823,890	-	13,499	-	(24,000)	33,813,389	(10,501)

Capital Projects

Capital Outlay - Summary Project Listing

Account Description	Adopted 2014-15	Proposed 2015-16	Amended 2015-16	Notes	Account Description	Adopted 2014-15	Proposed 2015-16	Amended 2015-16	Notes
009-Community Enhancement					010 - Capital Projects - 303/304 - Sewer/Storm				
Gateway project - phase I / II	48,550	2,000	2,000		Sewer main replacement	300,000	200,000	300,000	
Potential Park Property Acquisition	79,800	50,100	50,100		I&I Reduction	550,000	-	-	
Library roof	75,000	-	-		Meter & Lift Stations	115,000	105,000	120,000	Carry-over
Development opportunities	3,700,000	-	2,488,430		Storm drains	200,000	100,000	100,000	
	3,903,350	52,100	2,540,530		Godfrey Outfall	1,800,000	1,900,000	1,900,000	Carry-over
010 - Capital Projects - 301 - Streets						2,965,000	2,305,000	2,420,000	
Unimproved paving	30,000	25,000	25,000		010 - Capital Projects - 300 - Parks				
Sidewalk	25,000	25,000	25,000		McCormick Park Ped Bridge		69,800	69,800	
First Street Reconstruction	50,000	-	-		Dock Repairs		-	25,000	
Eisenschmidt Sidewalk-Overlay	31,000	55,000	40,000	Carry-over	Potential Park Property Acquisitic	50,000	-	-	
Gable Road	-	200,000	200,000			50,000	69,800	94,800	
St Helens Street Overlay	230,000	230,000	100,000	Carry-over	Various - Other Capital Outlays				
	366,000	535,000	390,000		Heavy equipment	-	195,000	195,000	
010 - Capital Projects - 302 - Water					Street Sweeper	275,000	-	-	
Telemetry System Upgrade	250,000	-	-		Phone System	-	50,000	50,000	
Water main replacement	200,000	200,000	200,000		Computers, Software	69,300	96,500	96,500	
Water meter replacement	200,000	200,000	200,000		Various Bldg./Equipment	183,600	18,000	18,000	
2 MG Reservoir Rehabilitation	300,000	280,000	300,000	Carry-over		527,900	359,500	359,500	
Purchase land for reservoir	240,000	240,000	240,000	Carry-over	Total Capital Outlay				
	1,190,000	920,000	940,000			9,002,250	4,241,400	6,744,830	(4,760,850)



o Carry Forwards – Improved Guestimates

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Capital Projects – Funding Sources

	Proposed 15-16	%
Beginning Fund Balance	7,351,198	71%
Intergovernmental	703,300	7%
Debt Financing	1,000,000	10%
System Development Charges	254,000	2%
Miscellaneous	2,000	0%
Transfers	806,500	8%
Charges for services	189,500	2%
Timber revenue	-	0%
	10,306,498	100%

- o Funding – accumulative fund balance
- o Debt Financing
- o Intergovernmental
- o SDC good part of cumulative fund balance

System Development Charges (SDC)

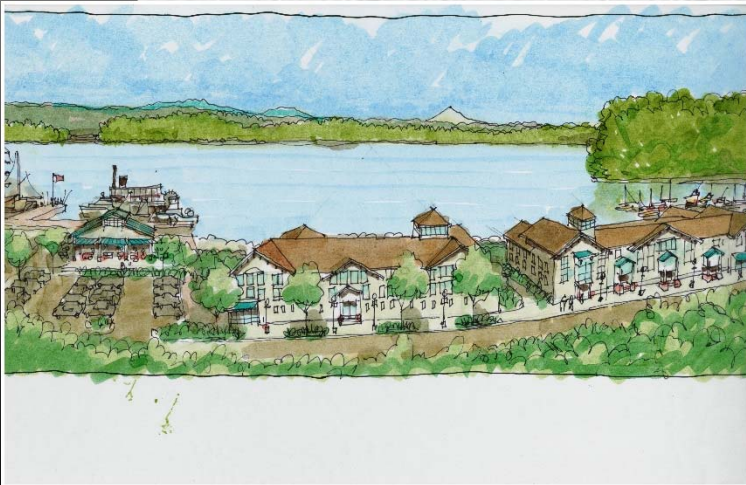
System	Actual 11-12	Actual 12-13	Actual 13-14	Adopted 14-15	Projected 14-15	Proposed 15-16
Parks	6,810	16,501	33,301	20,000	33,589	30,000
Streets	34,244	44,242	95,636	50,000	45,000	40,000
Water	12,650	33,080	70,557	40,000	50,000	50,000
Sewer	39,996	80,163	147,615	60,000	120,000	120,000
Storm	7,381	7,963	17,017	10,000	14,000	14,000
Total	101,082	181,949	364,125	180,000	262,589	254,000
		80%	100%		-28%	-3%

Capital Improvement

Economic Development

Department - Division - Expenditure Categories	Adopted 2014-15	Proposed 2015-16	Adjustment	Amended Proposed	Notes
Administration & Community Development					
Economic Development (009-209)					
Resources	4,000,000	1,880,528	2,513,430	4,393,958	Timing of purchase / exchange of properties
Uses	4,000,000	1,788,250	2,513,430	4,301,680	
Ending Fund Balance	-	92,278	-	92,278	

o Shift timing of Property Acquisition



Capital Improvement Parks

Department - Division - Expenditure Categories	Adopted 2014-15	Proposed 2015-16	Adjustment	Amended Proposed	Notes
Public Works - Capital Improvements					
Parks SDC					
Resources	50,000	166,690	25,000	191,690	
Potential land purchase McCormick Park Ped B	50,000	-	-	-	Dock Repair - due to winter storm damage (pending reappropriation) - Asset preservation
Dock repairs	-	69,800	-	69,800	
Contingency	-	-	25,000	25,000	
	50,000	119,800	-	50,000	
	50,000	119,800	25,000	144,800	
Ending Fund Balance	-	46,890	-	46,890	



- o Dock Repair – Repair storm damage from winter storm

Capital Improvement Streets

Department - Division - Expenditure Categories	Adopted 2014-15	Proposed 2015-16	Adjustment	Amended Proposed	Notes
Public Works - Capital Improvements					
Street Projects					
Resources	1,700,342	1,629,250	(102,402)	1,526,848	
Unimproved paving	30,000	25,000	-	25,000	
Sidewalk	25,000	25,000	-	25,000	
St Helens Street Overla	230,000	230,000	(130,000)	100,000	Time Table for St Helens and Eisenschmidt Projects Shifted and so did the STP funding
Eisenschmidt sidewalk-	31,000	55,000	(15,000)	40,000	
1st Street Reconstructio	50,000		-	-	
Gable Road	-	200,000	-	200,000	
Interfund Loan	500,000	500,000	-	500,000	
Contingency	100,000	100,000	-	100,000	
	966,000	1,135,000	(145,000)	990,000	
Ending Fund Balance	734,342	494,250	42,598	536,848	

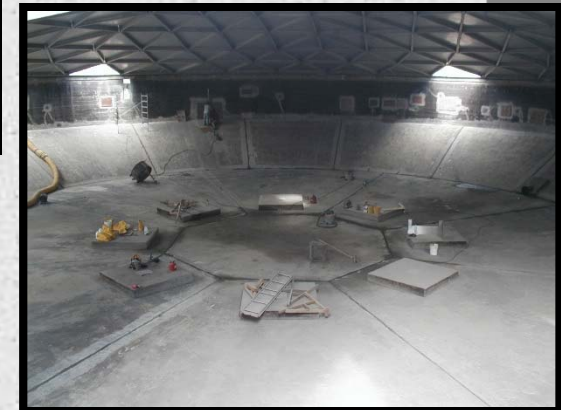


- Timing of street projects
- Timing of STP Funding

Capital Improvement

Water

Department - Division - Expenditure Categories	Adopted 2014-15	Proposed 2015-16	Adjustment	Amended Proposed	Notes
Public Works - Capital Improvements					
Water Projects					
Resources	2,038,779	1,946,024	20,000	1,966,024	
Telemetry System Upg	250,000	-	-	-	
Water main replacem	200,000	200,000	-	200,000	
Water meter replacem	200,000	200,000	-	200,000	
Purchase land for reser	240,000	240,000	-	240,000	
2 MG Reservoir Rehab	300,000	280,000	20,000	300,000	2 MG Reservoir Rehab timing moved out
Contingency	100,000	100,000	-	100,000	
	1,290,000	1,020,000	20,000	1,040,000	
Ending Fund Balance	748,779	926,024	-	926,024	



o Timing of 2 MG Reservoir Rehab

Capital Improvement

Sewer

Department - Division - Expenditure Categories	Adopted 2014-15	Proposed 2015-16	Adjustment	Amended Proposed	Notes
Public Works - Capital Imp					
Sewer Projects					
Resources	1,907,741	2,032,050	(5,000)	2,027,050	
Sewer main replacement	300,000	200,000	100,000	300,000	
I&I Reduction	350,000	-	-	-	
Meter Station	65,000	-	-	-	
Lift Stations	50,000	105,000	15,000	120,000	
Interfund Loan	500,000	500,000	-	500,000	
Contingency	100,000	200,000	-	200,000	
	1,365,000	1,005,000	115,000	1,120,000	Carryforward lift station and increased funding - Station 7
Ending Fund Balance	542,741	1,027,050	(120,000)	907,050	



- o Main Replacement
- o Timing of Lift Station and magnitude (Station 7)

Capital Improvement

Storm Water Drainage

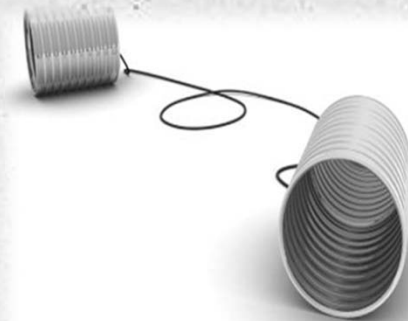
Department - Division - Expenditure Categories	Adopted 2014-15	Proposed 2015-16	Adjustment	Amended Proposed	Notes
Public Works - Capital Imp					
Storm Water Drainage Projects					
Resources	2,569,724	3,059,681	-	3,059,681	
Storm drains	200,000	100,000	-	100,000	
I&I Reduction	200,000	-	-	-	
Godfrey Outfall	1,800,000	1,900,000	-	1,900,000	No Change for Carryforward
Contingency	200,000	300,000	-	300,000	
	2,400,000	2,300,000	-	2,300,000	
Ending Fund Balance	169,724	759,681	-	759,681	



o All about Godfrey Park Outfall

Capital Improvement Equipment Replacement

Department - Division - Expenditure Categories	Adopted 2014-15	Proposed 2015-16	Adjustment	Amended Proposed	Notes
Public Works - Capital Improvements					
Equipment Replacement					
Beginning working capital	170,121	255,776	72,311	328,087	
Grant - CIS	-	-	-	-	
Transfer In	466,000	220,000	-	220,000	
Resources	636,121	475,776	72,311	548,087	
Street Sweeper	275,000	-	-	-	
Heavy equipment	-	195,000	-	195,000	Set up contingency and reflect current year savings and new CIS Grant - Drawn on \$25,000 General Fund transfer
Police equipment	94,000	-	-	-	
Parks equipment	22,000	-	-	-	
Phone System	50,000	50,000	-	50,000	
Police Roof	-	-	-	-	
Police Bldg Repairs	-	-	-	-	
Equipment - CIS Grant	-	-	-	-	
Contingency	40,000	-	20,000	20,000	
	481,000	245,000	20,000	265,000	
Ending Fund Balance	155,121	230,776	52,311	283,087	



o Heavy Equipment

Capital Improvement

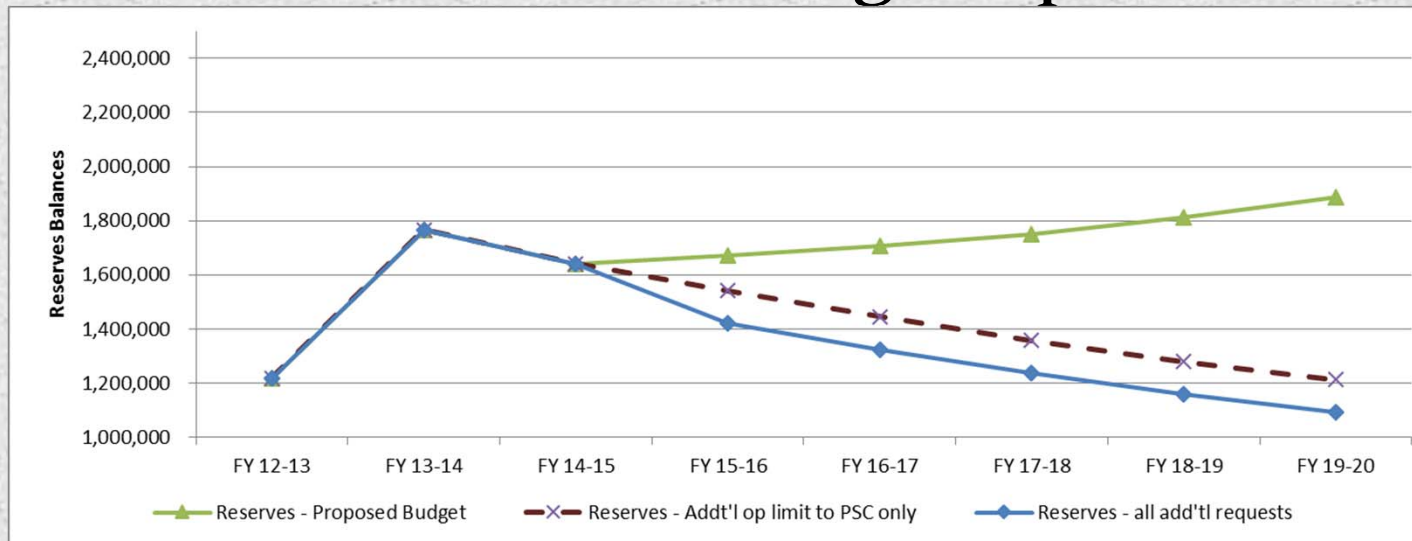
Request Budget Committee Approve
Discussed Adjustments

Classifications	Proposed 2015-16	Amended Proposed	Economic Development	Parks	Streets	Water	Sewer	Equipment	Amended Proposed	Total CIP Carryforward	Total Adjustments
Resources											
Beginning working capital	14,829,960	14,843,459	1,513,430	-	42,598	20,000	(5,000)	72,311	16,486,798	1,643,339	1,656,838
Current revenues	18,993,930	18,969,930	1,000,000	25,000	(145,000)			-	19,849,930	880,000	856,000
Total Resources	33,823,890	33,813,389	2,513,430	25,000	(102,402)	20,000	(5,000)	72,311	36,336,728	2,523,339	2,512,838
Uses											
Personnel Services	7,123,660	7,111,590	-	-				-	7,111,590	-	(12,070)
Materials and Services	6,493,770	6,460,770	10,000	-				-	6,470,770	10,000	(23,000)
Debt Services	1,022,960	1,022,960	15,000	-				-	1,037,960	15,000	15,000
Transfers	1,906,310	1,906,310	-	-				-	1,906,310	-	-
Total Operating Requirements	16,546,700	16,501,630	25,000	-	-	-	-	-	16,526,630	25,000	(20,070)
Capital Outlay	4,241,400	4,241,400	2,488,430	25,000	(145,000)	20,000	115,000	-	6,744,830	2,503,430	2,503,430
Total Operating and Capital	20,788,100	20,743,030	2,513,430	25,000	(145,000)	20,000	115,000	-	23,271,460	2,528,430	2,483,360
Contingency	4,017,550	4,007,550	-	-	-	-	-	20,000	4,027,550	20,000	10,000
Ending fund balances	9,018,240	9,062,809	-	-	42,598	-	(120,000)	52,311	9,037,718	(25,091)	19,478
Total contingencies and reserves	13,035,790	13,070,359	-	-	42,598	-	(120,000)	72,311	13,065,268	(5,091)	29,478
Total Uses	33,823,890	33,813,389	2,513,430	25,000	(102,402)	20,000	(5,000)	72,311	36,336,728	2,523,339	2,512,838

Additional Funding Requests

Additional Funding Requests - FY 2015-16 Budget						
Request	FTE	Department / Program	Notes	Total	General Fund	Other Funds
Operations						
Part-time to full-time Librarian I	0.3	Library	Personnel	22,970	22,970	-
Assistant Planner	1.0	CD - Planning	Personnel & MS	75,540	38,850	36,690
Assistant Planner		Direct labor Offset	Personnel	-	(23,660)	23,660
Part-time Librarian Assistant	0.5	Library	Personnel	17,020	17,020	-
Reclass Sergeant to Lieutenant	-	Police	Personnel	20,760	20,760	-
Part-time Office Assistant	0.6	Admin - Court	Personnel	50,220	25,110	25,110
Reclass to Accounting Assistant		Admin - Finance	Personnel	4,900	980	3,920
Part-time Code Enforcement	0.5	Police	Personnel	25,910	25,910	-
Total ongoing costs	2.6			217,320	127,940	89,380
Capital						
Docks' repairs	1.0	Parks	Capital	50,000	40,000	10,000
Police building repairs	-1.0	Police	Capital	-	-	-
Patrol Vehicle	1.0	Police	Capital	36,000	36,000	-
Portable radios	1.0	Police	Capital	30,000	30,000	-
Video surveillance System	-1.0	Police	Capital	-	-	-
Body worn cameras	1.0	Police	Capital	14,500	14,500	-
Total one-time costs	6.0			130,500	120,500	10,000
Total additional funding requests				347,820	248,440	99,380

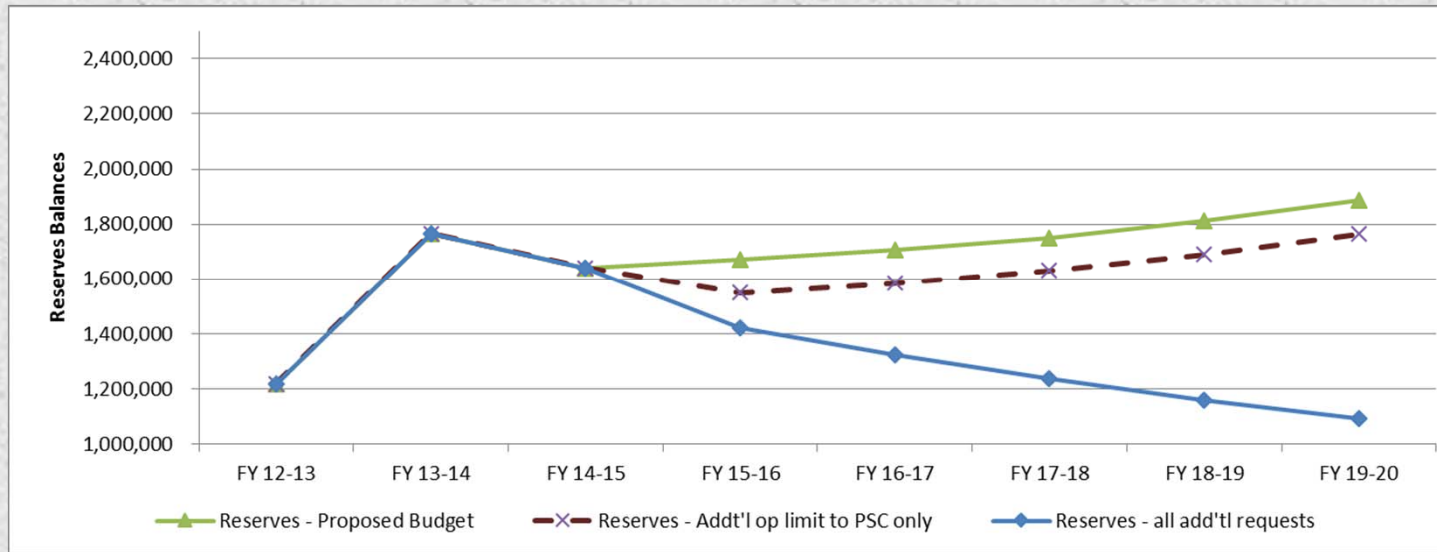
Additional Funding Requests



o If approve all personnel services requests (w/o Capital)

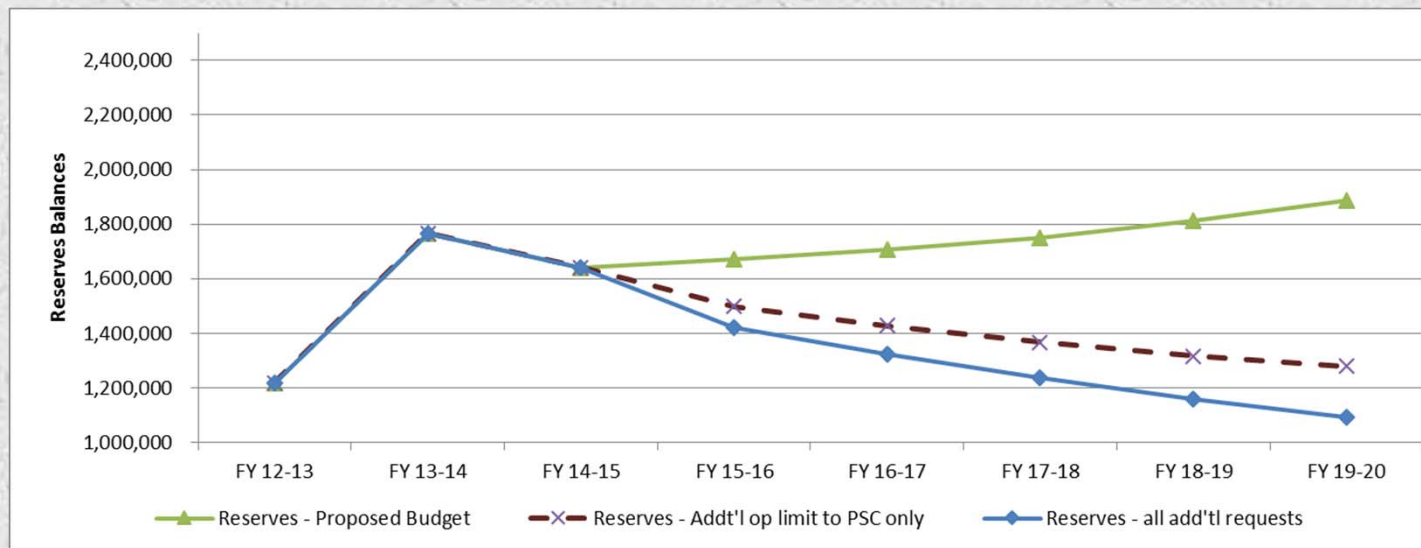
Additional Funding Requests - FY 2015-16 Budget						
Request	FTE	Department / Program	Notes	Total	General Fund	Other Funds
Operations						
1 Part-time to full-time Librarian I	0.3	Library	Personnel	22,970	22,970	-
2 Assistant Planner	1.0	CD - Planning	Personnel & MS	75,540	38,850	36,690
2 Assistant Planner		Direct labor Offset	Personnel	-	(23,660)	23,660
3 Part-time Librarian Assistant	0.5	Library	Personnel	17,020	17,020	-
4 Reclass Sergeant to Lieutenant	-	Police	Personnel	20,760	20,760	-
5 Part-time Office Assistant	0.6	Admin - Court	Personnel	50,220	25,110	25,110
6 Reclass to Accounting Assistant		Admin - Finance	Personnel	4,900	980	3,920
7 Part-time Code Enforcement	0.5	Police	Personnel	25,910	25,910	-
Total ongoing costs	2.6			217,320	127,940	89,380

Additional Funding Requests



o If approve all Capital Items (w/o Personnel Services)

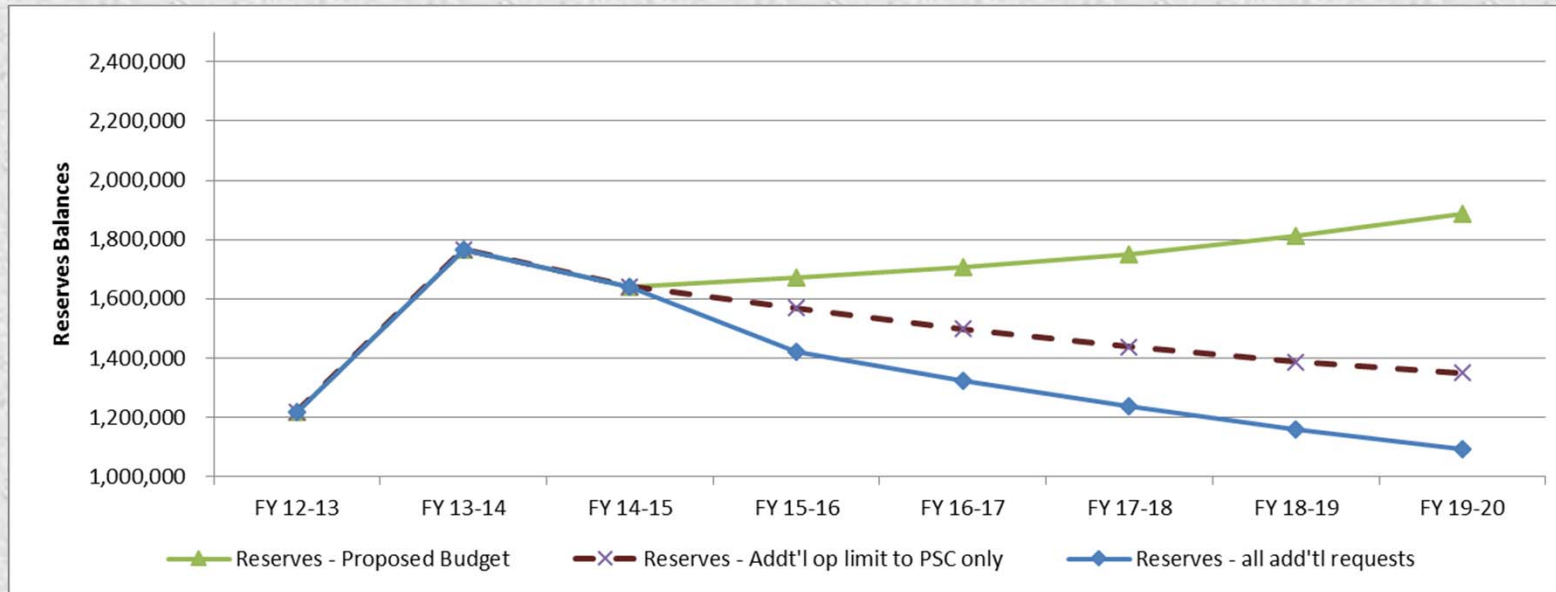
Additional Funding Requests - FY 2015-16 Budget							
Request	FTE	Department / Program	Notes	Total	General Fund	Other Funds	If Funded
Capital							
Docks' repairs	1.0	Parks	Capital	50,000	40,000	-	yes
Police building repairs	1.0	Police	Capital	10,000	-	-	yes
Patrol Vehicle	1.0	Police	Capital	36,000	36,000	-	yes
Portable radios	1.0	Police	Capital	30,000	30,000	-	yes
Video surveillance System	1.0	Police	Capital	4,000	-	-	yes
Body worn cameras	1.0	Police	Capital	14,500	14,500	-	yes
Total one-time costs	6.0			144,500	120,500	-	
Total additional funding requests				144,500	120,500	-	



Additional Funding Requests - FY 2015-16 Budget							
Request	FTE	Department / Program	Notes	Total	General Fund	Other Funds	If Funded
Operations							
Part-time to full-time Librarian I	0.3	Library	Personnel	22,970	22,970	-	yes
Assistant Planner	1.0	Planning	Personnel	75,540	38,850	-	yes
Assistant Planner		Direct labor	Personnel	-	(23,660)	-	yes
Part-time Librarian Assistant	0.5	Library	Personnel	17,020	17,020	-	yes
Reclass Sergeant to Lieutenant	-	Police	Personnel	20,760	20,760	-	yes
Part-time Office Assistant	0.6	Court	Personnel	50,220	25,110	-	yes
Reclass to Accounting Assistant		Finance	Personnel	4,900	980	-	yes
Part-time Code Enforcement	0.5	Police	Personnel	-	-	-	no
Total ongoing costs	2.6			191,410	102,030	-	
Capital							
Docks' repairs	1.0	Parks	Capital	50,000	40,000	-	yes
Police building repairs	1.0	Police	Capital	-	-	-	no
Patrol Vehicle	1.0	Police	Capital	-	-	-	no
Portable radios	1.0	Police	Capital	30,000	30,000	-	yes
Video surveillance System	1.0	Police	Capital	-	-	-	no
Body worn cameras	1.0	Police	Capital	-	-	-	no
Total one-time costs	6.0			80,000	70,000	-	
Total additional funding requests				271,410	172,030	-	

o If Approve Selected Items (example)

Additional Funding Requests



Additional Funding Requests - FY 2015-16 Budget

Request	FTE	Department / Program	Notes	Total	General Fund	Other Funds	If Funded
Operations							
Part-time to full-time Librarian I	0.3	Library	Personnel	22,970	22,970	-	yes
Assistant Planner	1.0	Planning	Personnel	75,540	38,850	-	yes
Assistant Planner		Direct labor	(Personnel	-	(23,660)	-	yes
Part-time Librarian Assistant	0.5	Library	Personnel	17,020	17,020	-	yes
Reclass Sergeant to Lieutenant	-	Police	Personnel	20,760	20,760	-	yes
Part-time Office Assistant	0.6	Court	Personnel	50,220	25,110	-	yes
Reclass to Accounting Assistant		Finance	Personnel	4,900	980	-	yes
Part-time Code Enforcement	0.5	Police	Personnel	-	-	-	no
Total ongoing costs	2.6			191,410	102,030	-	

o If Approve Selected Items (example)

Additional Funding Requests

Other scenarios

?



Additional Funding Requests

Budget Committee Recommendation ?

Questions?



Next meeting Tuesday,
May 19, 2015, 6PM

- o Public Hearing
- o Approval

City of St. Helens

Budget Committee

Budget Meeting Minutes

April 28, 2015

Council & Members Present:

Randy Peterson, Mayor
Doug Morten, Council President
Keith Locke, Councilor
Susan Conn, Councilor
Ginny Carlson, Councilor
Patrick Birkle, Committee Member
Michael Funderburg, Committee Member
Garrett Lines, Committee Chair

Staff Present:

John Walsh, City Administrator
Jon Ellis, Finance Director
Terry Moss, Police Chief
Sue Nelson, Interim Public Works Co-Director
Neal Sheppard, Interim Public Works Co-Director
Margaret Jeffries, Library Director
Lisa Scholl, Committee Secretary

Members Absent:

Bill Eagle, Committee Member
Paul Barlow, Committee Member

Others:

None

Chair Lines called the meeting called to order at 6:02 p.m.

Visitors Comment

None

Approval of Minutes

The April 21, 2015 minutes were distributed and posted online. Hearing no corrections, Chair Lines approved the April 21, 2015 meeting minutes as written.

Overview of Budget

Finance Director Ellis presented a PowerPoint presentation. A copy of the presentation is attached.

Review – Alternative Funding Sources for the Arts & Cultural Commission

City Administrator John Walsh reviewed the amended visitor and tourism proposed budget. He recommends using hotel tax funds for the Arts & Cultural Commission, which State ORS allows. The Budget Committee concurred with the amendments.

Review – Public Works Department

Interim Public Works Co-Directors Sue Nelson and Neal Sheppard reviewed the Public Works Department duties and budget. A copy of the presentation is attached.

Nelson reviewed the proposal to change her and Sheppard's titles. The proposal reclassifies her position as Public Works Engineering Director and Sheppard as Public Works Operations Director.

Discussion of street sweeping. The main streets are swept every week. Sweeping the streets on a regular basis prevents excessive debris from going down the storm drains.

Discussion of water meter replacement program. The new radio read meters allow staff to print a usage report for the customer. The report nails down the time of day and usage amount. It has increased staff productivity.

Review of an additional funding request to repair the Sand Island docks. They will be getting a price quote for the repairs. Insurance will possibly cover a partial amount, since it was further damaged during the heavy winds. This is a safety issue. Sheppard recommends closing the docks if it's not repaired. We would most likely lose a portion of Marine Board funding if we have to close those docks.

Council President Morten asked how SDC funds are managed and dispersed. Finance Director Ellis will be reviewing that during next week's meeting.

Questions/Comments

None

Next Meeting Date:

The next meeting will be May 5, 2015 at 6 p.m. in the City Council Chambers.

■

There being no further business, the meeting was adjourned at 7:10 p.m.


ATTEST:

Garrett Lines, Chair

Jon Ellis, Finance Director

Prepared by: Lisa Scholl, Committee Secretary


PowerPoint Presentation attached.



City of St. Helens Budget Committee Meeting April 28, 2015

Presented by:

Sue Nelson, Director of PW Engineering
Neal Sheppard, Director of PW Operations
Jon Ellis, Budget Officer



1

Budget Committee Agenda

- o Visitors' Comments
- o Approve Minutes from April 21, 2015
- o Overview of budget - Where we are today
- o Review Alternative Funding Sources for the Arts & Cultural Commission
- o Review of Public Works Department - Engineering and Operations
- o Questions
- o Next meeting: Tuesday, May 5, 2015, 6PM
 - o Capital Projects, and
 - o Additional Funding Requests

2

Visitor Comments



3

Minutes

Approval of Minutes of April 21, 2015

4

Budget Calendar

Sun	Mon	Tue	Wed	Thur	Fri	SAT
April						
26	27	28	29	30		
		4th Mtg Public Wks				
May						
					1	2
3	4	5	6	7	8	9
		5th Mtg Capital Right Sizing				
10	11	12	13	14	15	16
17	18	19	20	21	22	23
		Public Hearing and Approval				
June						
	1	2	3	4	5	6
			CC-Public hearing			
7	8	9	10	11	12	13
14	15	16	17	18	19	20
			CC - Adopt			
21	22	23	24	25	26	27

- o April 28, 2015 - Continue Review/Discussions - Public Works Engineering & Operations
- o May 5, 2015 - Continue Review/Discussions - Capital Projects and Additional Review of Additional Funding Requests - Balancing Budget
- o May 19, 2015 - Public Hearing - Budget Committee Approve Budget
- o June 3, 2015 - Public Hearing - Revenues Sharing / Adopted Budget
- o June 17, 2015 - Adoption

5

Total Proposed FY 15-16 Budget

Fund	Resources			Uses		Resources in excess of Uses	Contingency	Unappropriated Fund Balance
	Beginning working capital	Revenues	Transfers	Expenditures	Transfers			
General Fund	1,628,328	4,259,500	55,920	4,258,840	28,890	1,656,018	851,800	804,218
Special Revenue Funds								
Visitor & Tourism	141,448	119,000	-	119,000	-	141,448	20,000	121,448
Community Enhancement	876,670	448,430	1,003,890	920,250	82,420	1,326,320	1,056,190	270,130
Capital Improvement	6,895,670	1,607,300	806,500	4,074,800	1,000,000	4,234,670	750,000	3,484,670
CDBG	-	56,830	-	56,830	-	-	-	-
Streets (Gas Tax)	542,919	818,650	-	762,930	5,500	593,139	100,000	493,139
Internal Service Funds								
Administrative Services	133,691	1,342,090	-	1,433,320	-	42,461	42,460	1
Public Works	-	281,690	40,000	281,690	-	40,000	40,000	-
Fleet	16,753	278,000	-	284,750	-	10,003	10,000	3
Enterprise Funds								
Water Operating	2,054,485	3,162,630	-	2,782,200	394,000	2,040,914	445,900	1,595,014
Sewer Operating	2,539,996	4,713,500	-	3,907,180	395,500	2,950,816	701,200	2,249,616
Grand Total	14,829,960	17,087,620	1,906,310	18,881,790	1,906,310	13,035,790	4,017,550	9,018,240
Total Budget			33,823,890		33,823,890			
Unappropriated fund balance			(14,829,960)		(9,018,240)			
Contingency			0		(4,017,550)			
Transfers			(1,906,310)		(1,906,310)			
Internal Services			(1,976,490)		(1,976,490)			
Net Budget			<u>15,111,130</u>		<u>16,905,300</u>			
								Draw on (1,794,170) reserves

Visitor and Tourism – Amended proposed

Fd	Dpt	Acct	Actual 2013-14	Adopted 2014-15	Projected 6-30-15	Proposed 2015-16	Proposed Approved
Resources							
008	000	301000	281,653	288,553	230,498	141,448	141,448
Beginning working capital							
Revenues							
008	000	306000	79,223	80,000	95,000	95,000	95,000
Motel/hotel tax							
008	000	309100	6,860	40,000	14,000	24,000	-
Sponsorships							
008	000	309000	21,193	79,450	9,000	-	-
Miscellaneous							
Total Revenues			107,276	199,450	118,000	119,000	95,000
Total resources			388,929	488,003	348,498	260,448	236,448
Uses							
Materials and Services							
008	008	449000	39,600	39,600	39,600	20,000	-
Tourism director							
008	008	451000	52,101	40,000	67,600	25,000	20,000
Marketing expense							
008	008	473000	9,009	4,500	250	-	-
Miscellaneous							
008	008	558102	-	-	-	-	5,000
Public Art							
008	008	554000	-	-	-	54,000	20,000
Contract Services							
008	008	558104	57,721	112,000	80,600	20,000	40,000
Community support							
Total Materials and Services			158,431	196,100	188,050	119,000	85,000
008	008	692000	-	19,000	19,000	-	-
Transfer							
008	008	596000	-	25,000	-	20,000	10,000
Contingency							
Total requirements			158,431	240,100	207,050	139,000	95,000
008	008	Ending fund balance	230,498	247,903	141,448	121,448	141,448

- o Reorganization - partnership with other non-profit agencies
- o Staffing of visitor center
- o Events
- o Other
- o City marketing
- o Travel guides
- o Other
- o Public Art – funding for the Arts & Cultural Commission

7

Budget Discussion By Department

Department	General Fund	Special Revenue Funds					Internal Service Funds			Enterprise Funds		Total Budget
	001	Tourism 008	Community 009	Capital 010	Streets 011	CDBG 033	Admin Svcs 012	PW Engr/Ops 013	Fleet 015	Water 017	Sewer 018	
City Council	81,710											81,710
Admin / CD	839,320	119,000	853,520	50,000		56,830	1,433,320					3,351,990
Library	559,600		36,962									596,562
Police	2,537,390		35,588	-								2,572,978
Public Works	269,710		76,600	5,024,800	768,430			281,690	284,750	3,176,200	4,302,680	14,184,860
Sub Total	4,287,730	119,000	1,002,670	5,074,800	768,430	56,830	1,433,320	281,690	284,750	3,176,200	4,302,680	20,788,100
Contingency												4,017,550
Ending fund Balance												9,018,240
Total												33,823,890

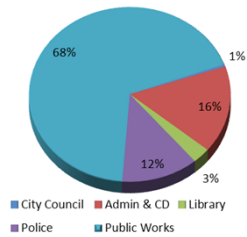
To discuss
May 5th

8

City's Budget Overview By Department

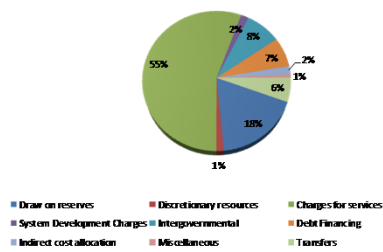
Departments	Beginning Fund Balance	Restricted Revenues	Discretionary Revenues	Expenditures	Contingency	Ending Fund Balances
City Council	-	81,710	-	81,710	-	-
Administration & Community Development	823,449	3,488,230	319,010	3,351,990	1,089,970	188,729
Library - excluding Arts	211,822	32,820	535,600	577,562	25,680	177,000
Library - Arts	21,844	1,000	-	19,000	3,000	844
Police	18,088	74,680	2,480,210	2,572,978	-	-
Public Works	12,126,429	11,724,950	228,030	14,184,860	2,047,100	7,847,449
General Fund Reserves	1,628,328	-	27,690	-	851,800	804,218
Total Budget	14,829,960	15,403,390	3,590,540	20,788,100	4,017,550	9,018,240
Gross Budget Amounts			33,823,890			33,823,890

Budget FY 2015-16



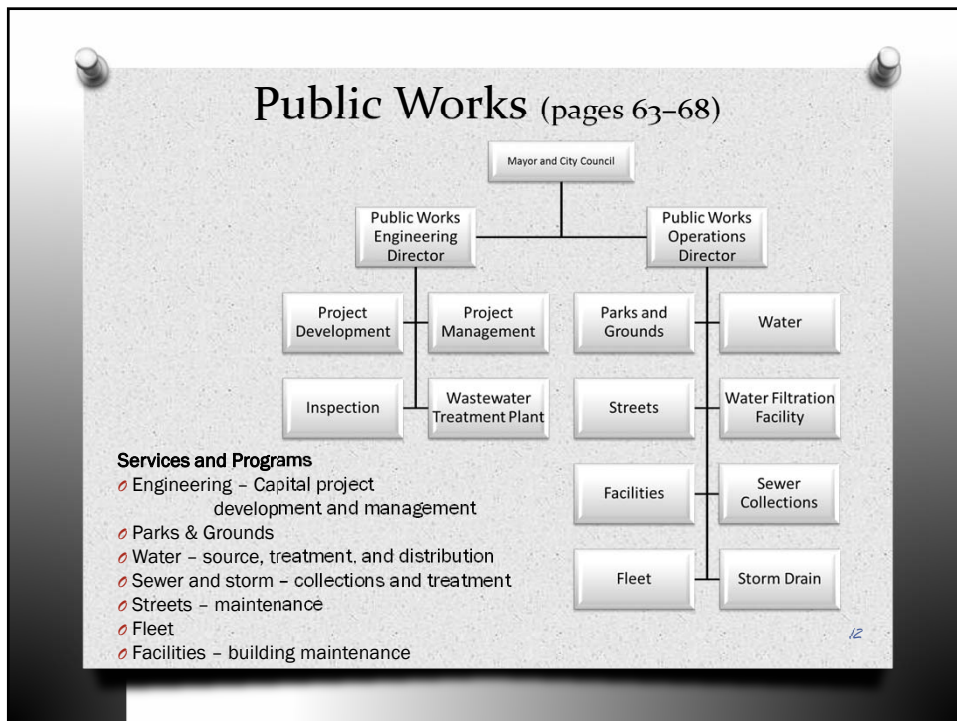
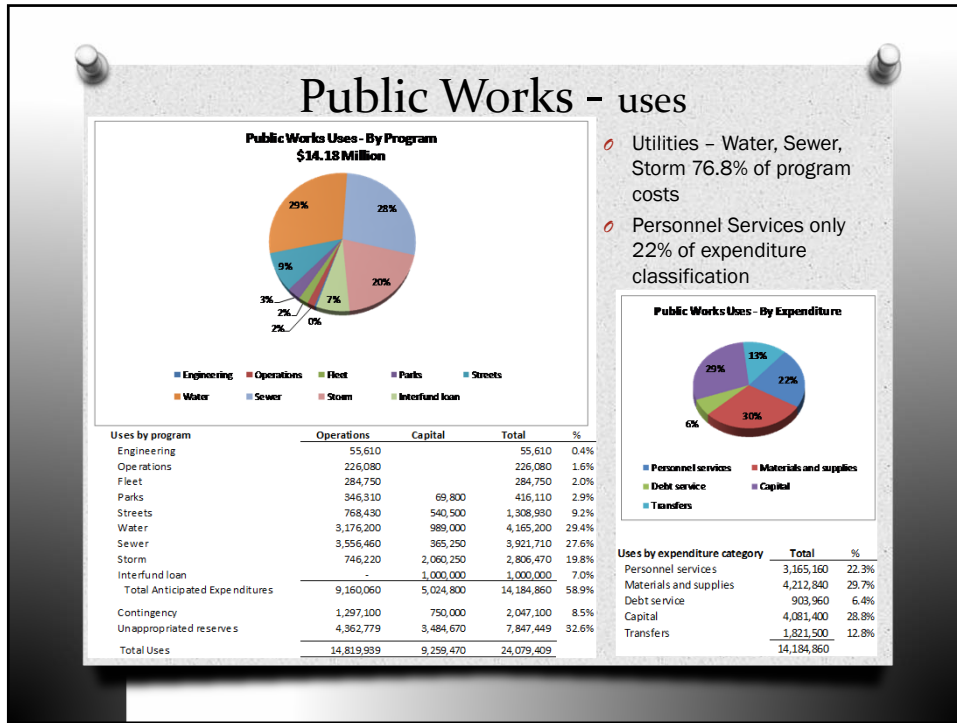
Public Works - Sources

Public Works Resources
\$14.56 Million



- o Operating - Charges for services
- o Capital - Draw on reserves and debt financing

Resources	Operations	Capital	Total	%
Draw on reserves	-	2,611,000	2,611,000	17.9%
Discretionary resources	228,030	-	228,030	1.6%
Charges for services	8,094,390	-	8,094,390	55.6%
System Development Charges	-	254,000	254,000	1.7%
Intergovernmental	820,900	353,300	1,174,200	8.1%
Debt Financing	-	1,000,000	1,000,000	6.9%
Indirect cost allocation	274,690	-	274,690	1.9%
Miscellaneous	106,170	-	106,170	0.7%
Transfers	15,000	806,500	821,500	5.6%
Total Current Revenues	9,539,180	5,024,800	14,563,980	60.5%
Transfers - equity	-	-	-	0.0%
Beginning WC less draw on reserves	5,280,759	4,234,670	9,515,429	39.5%
Total Resources	14,819,939	9,259,470	24,079,409	



Q ~ How do you tell when our infrastructure is functioning properly?



A ~ When it seems like nothing is happening!

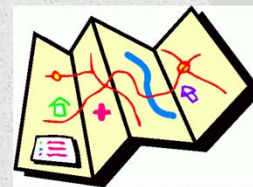
- o You turn on the faucet and water comes out
- o You drive down the road and it doesn't collapse
- o You flush the toilet and it magically goes away!

13

Public Works – Operations Budget

Your Road Map Through 12 Separate Operating Budgets:

1. 005, Parks – Staffing; operating & maintenance
2. 011, Streets – Maintenance materials
- 013, Public Works:
 3. 402, Engineering – Staffing; equipment; office functions
 4. 403, Operations – Staffing; fuel; office functions
5. 015, Fleet – Staffing; operating & maintenance
- 017, Water:
 6. 017, Distribution – Operating & maintenance
 7. 417, Water Filtration Facility – Staffing, operating & maintenance
- 018, Sewer
 8. 018, Collections – Operating & maintenance
 9. 019, Secondary treatment – WWTP
 10. 020, Primary treatment – WWTP
 11. 021, Storm drain – Operating & maintenance
 12. 022, Pumps – Lift stations, operating & maintenance (WWTP)



"Baker's Dozen" Bonus Budget:
 13. 517, Forest Reserve – Watershed property

14

Public Works - What's new for 2015/2016?

- o Godfrey Park Outfall storm drain improvements
- o Eisenschmidt Lane sidewalk and asphalt overlay
- o St. Helens Street asphalt overlay
- o Gable Road - major improvements, coming soon!
- o New pedestrian bridge in McCormick Park
- o Sanitary pump station upgrades
- o Rate increases - COLA

15

Public Works - Did you know?

- o Maintain:
 - o 140 acres of developed park grounds
 - o 11 buildings and multiple accessory buildings
 - o Over 750 acres of public rights-of-way
 - o Salmonberry Reservoir and roads in watershed
 - o Hundreds of signs
 - o 80 various trucks and vehicles
 - o 195 assorted equipment, from generators to weed eaters
- o A minimum of 3 Public Works employees are required by State regulation to be on call 24/7/365:
 - o Respond to off-hours situations
 - o Perform mandated testing and documentation
- o Public Works staff are called out to assist other agencies in emergency situations or other events
 - o Provide traffic control
 - o Clear roads
 - o Provide equipment and operators
- o Provide support services for community events like the Fourth of July and Christmas tree lighting ceremony
- o Street lights cost the City \$3.25 each per month



16

Public Works – Did you know?

- o Infrastructure Increases over past 12 years:
 - o Sewer: 17%
 - o Water: 17%
 - o Storm Drains: 32%
 - o Streets: 29%

Infrastructure Totals	
Water Lines	81.8 Miles of pipe
Fire Hydrants	507 Each
Sewer Lines	59.2 Miles of pipe
Sewer Structures	1,734 Manholes and cleanouts
Storm Drain Lines	43.1 Miles of pipe
Storm Drain Structures	2,223 Manholes and catch basins
Developed Park Area	140 Acres
Rights-of-way	750+ Acres
Streets maintained	105 Lane Miles
Water reservoirs	4 Storage tanks
Reservoir capacity	5.2 Million gallons
Water Produced FY 13/14	531 Million gallons
Water Treated FY 13/14	1.5 Billion gallons

Personnel Trend									
Proposed	2014/2015	2013/2014	12/31/2012	12/31/2011	12/31/2010	12/31/2009	12/31/2008	7/1/2008	
FTE	30.25	29.75	30.5	31	34	36.7	37	33	32.5

- o Personnel Staffing Levels
 - o 19.6 % decrease from high point in 2008/2009

17

Public Works – Direct Labor

Direct Labor Allocation Annual Time Survey							
Department / Division	FTE	Parks	Streets	Water	Sewer	Storm	Internal Service
FY 2015-16							
Public Works							
City Engineering	3.25	0.00	0.30	0.66	1.32	0.96	0.01
PW Operations	20.50	1.20	2.98	7.24	7.07	2.00	0.01
Fleet	2.00						2.00
Water Filtration	2.00			2.00			
Waste Water Treatment	3.00				3.00		
Total FTE	30.75	1.20	3.28	9.90	11.39	2.96	2.02
FY 2014-15							
Public Works							
City Engineering	3.25	0.00	0.30	0.66	1.32	0.96	0.01
PW Operations	19.50	0.80	3.18	6.79	7.02	1.70	0.01
Fleet	2.00						2.00
Water Filtration	2.00			2.00			
Waste Water Treatment	3.00				3.00		
Total FTE	29.75	0.80	3.48	9.45	11.34	2.66	2.02
Variance	1.00	0.40	(0.20)	0.45	0.05	0.30	-

- o Shift in Parks personnel funding from annual time survey of 0.4 FTE with offsets from:
 - o Streets 0.2
 - o Water 0.05
 - o Sewer/Storm 0.15
- o Additional part-time seasonal staffing of 1 FTE in proposed 2015/16 Budget
 - o 0.5 Water
 - o 0.5 Sewer/Storm

18

Public Works –ICAP

Indirect Cost Allocation	Admin Services Fund 012				PW Fund 013			Total ICAP	Variance Analysis		
	City Council	City Admin	City Recorder	Finance	City Hall	PW Engr	PW Ops		Total ICAP FY 2014-15	Change Amt	Change Percent
Basis of allocation	Budget	Budget	Budget	Modify Budget	Staffing	Staffing	Staffing	FY 2015-16			
001 - General	18,964	57,445	64,997	72,910	31,955	45	13,267	259,583	250,219	9,364	3.7%
011 - Streets	6,543	19,818	22,424	25,154	5,027	4,533	32,886	116,385	134,109	(17,724)	-13.2%
015 - Fleet	1,343	4,069	4,604	5,164	719	90	55	16,044	16,057	(13)	-0.1%
017 - Water	19,153	58,017	65,644	204,259	18,273	9,777	79,933	455,056	482,879	(27,823)	-5.8%
018 - Sewer	22,822	69,132	78,221	243,393	24,785	19,742	77,926	536,021	555,804	(19,783)	-3.6%
018 - Storm	12,885	39,029	44,160	137,410	15,211	14,423	22,013	285,131	163,962	121,169	73.9%
Total Current Year	81,710	247,510	280,050	688,290	95,970	48,610	226,080	1,668,220	1,603,030	65,190	4.1%
Variance Analysis											
Total Last Year	64,410	245,080	277,850	652,840	92,550	54,910	215,390	1,603,030			
Change											
Amount	17,300	2,430	2,200	35,450	3,420	(6,300)	10,690	65,190			
Percent	26.86%	0.99%	0.79%	5.43%	3.70%	-11.47%	4.96%	4.07%			

Budget Year	General Fund	Streets	Fleet	Water	Sewer	Storm	Total
FY 14-15	4,013,770	1,384,750	284,300	4,053,710	4,830,354	2,727,040	17,293,924
% of Total	23%	8%	2%	23%	28%	16%	100%
FY 13-14	3,811,140	1,630,830	281,237	4,500,250	5,135,900	1,410,850	16,770,207
% of Total	23%	10%	2%	27%	31%	8%	100%

- o Allocation based on budget – primary driver for changes
- o Combined with increase in costs of 4.04%

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Public Works – (page 80, 95)

Public Works						Variance	
Fd	Dpt	Dept / Program	Classification	Adopted FY 14-15	Proposed FY 15-16	Amt	%
001		General Fund					
	005	Parks					
			Personnel Services	103,600	136,300	32,700	31.6%
			Materials & Services	129,650	133,410	3,760	2.9%
001 Total General Fund				233,250	269,710	36,460	15.6%
009		Community Enhancement					
	204	Park Reserve					
			Capital Outlay	79,800	50,100	(29,700)	-37.2%
			Transfers	-	26,500	26,500	100.0%
009 Total Community Enhancement				79,800	76,600	(3,200)	-4.0%

o Parks

- o Shift funding of staff, from 0.8 to 1.2 FTE
- o Capital Outlay – Place holder
- o Transfer – Pedestrian bridge, McCormick Park



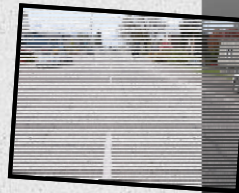
20

Public Works – (page 118)



Streets

- o Personnel - Time survey
- o Materials - ICAP shift
- o Transfer - FY 14-15 Street Sweeper



Public Works						Variance	
Fd	Dpt	Dept / Program	Classification	Adopted FY 14-15	Proposed FY 15-16	Amt	%
011	Streets						
	011	Streets	Personnel Services	319,740	316,340	(3,400)	-1.1%
			Materials & Services	461,510	446,590	(14,920)	-3.2%
			Transfers	137,500	5,500	(132,000)	-96.0%
011 Total Streets				918,750	768,430	(150,320)	-16.4%

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Public Works – (page 129 - 133)

Public Works						Variance	
Fd	Dpt	Dept / Program	Classification	Adopted FY 14-15	Proposed FY 15-16	Amt	%
013	Public Works Fund						
	402	Engineering					
			Personnel Services	26,240	27,460	1,220	4.6%
			Materials & Services	24,170	21,650	(2,520)	-10.4%
			Capital Outlay	6,500	6,500	-	0.0%
			Engineering Total	56,910	55,610	(1,300)	-2.3%
	403	Operations					
			Materials & Services	215,390	226,080	10,690	5.0%
			Operations Total	215,390	226,080	10,690	5.0%
013 Total Public Works Fund				272,300	281,690	9,390	3.4%

Engineering

- o Materials - Decrease attorney expense

Operations

- o Materials - Insurance costs increase



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Public Works – (page 135 - 137)

Public Works						Variance	
Fd	Dpt	Dept / Program	Classification	Adopted FY 14-15	Proposed FY 15-16	Amt	%
015	Fleet Maintenance Fund						
	015	Fleet	Personnel Services	195,460	202,770	7,310	3.7%
			Materials & Services	76,600	81,710	5,110	6.7%
015 Total Fleet Maintenance Fund				272,060	284,480	12,420	4.6%

- o Fleet
- o Aging fleet



Public Works – (page 141 - 145)

Public Works						Variance	
Fd	Dpt	Dept / Program	Classification	Adopted FY 14-15	Proposed FY 15-16	Amt	%
017	Water Fund						
	017	Water	Personnel Services	695,080	745,720	50,640	7.3%
			Materials & Services	1,084,020	1,091,610	7,590	0.7%
			Transfers	465,000	394,000	(71,000)	-15.3%
Water Total				2,244,100	2,231,330	(12,770)	-0.6%
	417	Water	Personnel Services	235,320	237,910	2,590	1.1%
			Materials & Services	131,680	154,200	22,520	17.1%
			Debt Service	503,000	502,760	(240)	0.0%
Water Total				870,000	894,870	24,870	2.9%
	517	Forest Reserve	Materials & Services	75,000	50,000	(25,000)	-33.3%
			Transfers	2,000,000	-	(2,000,000)	-100.0%
Forest Reserve Total				2,075,000	50,000	(2,025,000)	-97.6%
017 Total				5,189,100	3,176,200	(2,012,900)	-38.8%

- o Water Production and Transmission
 - o Personnel services - Time survey
 - o Capital - Shift in projects
- o Water Filtration Facility
 - o Materials - Chemical cost increase
- o Forest reserve
 - o Materials - FY 14-15 harvest
 - o Transfers - Property acquisition



Public Works – (page 147 - 154)



o Sewer

- o Materials – ICAP & Contract services
- o Debt – timing of DEQ loan completion
- o Capital – project timing

o Stormwater

- o Personnel – Time survey
- o Materials – ICAP

Public Works						Variance	
Fd	Dpt	Dept / Program	Classification	Adopted FY 14-15	Proposed FY 15-16	Amt	%
018 Sewer/Storm Fund							
018 Sewer							
			Personnel Services	710,160	723,670	13,510	1.9%
			Materials & Services	964,410	920,820	(43,590)	-4.5%
			Debt Service	676,494	401,200	(275,294)	-40.7%
			Transfers	305,000	395,500	90,500	29.7%
			Sewer Total	2,656,064	2,441,190	(214,874)	-8.1%
021 Stormwater							
			Personnel Services	261,950	312,230	50,280	19.2%
			Materials & Services	287,670	433,990	146,320	50.9%
			Transfers	1,037,500	-	(1,037,500)	-100.0%
			Stormwater Total	1,587,120	746,220	(840,900)	-53.0%



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Public Works – (page 147 - 154)

o WWTP

- o Personnel – Change in employee mix
- o Materials – Environmental assessment FY 14-15

Public Works						Variance	
Fd	Dpt	Dept / Program	Classification	Adopted FY 14-15	Proposed FY 15-16	Amt	%
018 Sewer/Storm Fund							
019 WWTP - Secondary							
			Personnel Services	178,360	190,450	12,090	6.8%
			Materials & Services	422,660	353,460	(69,200)	-16.4%
			WWTP - Secondary Total	601,020	543,910	(57,110)	-9.5%
020 WWTP - Primary							
			Personnel Services	137,340	146,930	9,590	7.0%
			Materials & Services	226,410	230,480	4,070	1.8%
			WWTP - Primary Total	363,750	377,410	13,660	3.8%
022 WWTP - Pumps							
			Personnel Services	118,580	125,380	6,800	5.7%
			Materials & Services	66,440	68,570	2,130	3.2%
			WWTP - Pumps Total	185,020	193,950	8,930	4.8%
			Subtotal WWTP	1,149,790	1,115,270	(34,520)	-3.0%
			018 Total Sewer/Storm Fund	5,392,974	4,302,680	(1,090,294)	-20.2%



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Public Works – History

City Wide - All Departments / Funds									
Department	Actual 2007-08 or peak	Adopted 2012-13	Adopted 2013-14	Adopted 2014-15	Proposed 2015-16	Actual 2014-15 -VS- Proposed 2015-16		Actual 2007-08 * -VS- Adopted 2015-16	
						Change	Percent	Change	Percent
Administrative / Community Services	18.50	14.50	14.00	14.00	14.00	-	0.00%	(4.50)	-24.3%
Police	24.00	18.00	17.00	17.00	17.00	-	0.00%	(7.00)	-29.2%
Library	6.50	5.65	5.46	5.29	4.70	(0.59)	-11.15%	(1.80)	-27.7%
Public Works *	36.70	32.80	30.50	29.75	30.75	1.00	3.36%	(5.95)	-16.2%
Total FTE	85.70	70.95	66.96	66.04		0.41	0.00%	(67.88)	-101.4%

* public works peaked employment due to Capital Projects was in FY 10-11

- o Staffing reductions since 2007/2008 have been 19% or 6.95 FTE
- o Proposed budget shows 1 FTE increase; should be corrected to 0.5 FTE proposed increase in temporary seasonal help
 - o Continue water meter replacement
 - o Reinstate scaled-down sidewalk replacement program

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Public Works – Services and Programs Eliminated or Reduced

- o Sidewalk repair program
- o Hydrant flushing program
- o Crack sealing; pavement preservation
- o GIS mapping
- o Water valve exercising program
- o Restroom closures
- o Manhole inspections
- o Deferred maintenance:
 - o Catch basin cleaning
 - o Street signs
 - o Street shoulders
 - o Reservoirs
 - o Dock repairs
 - o Maintenance is reactive instead of preventative
- o Increased outsourcing:
 - o Engineering services
 - o Infrastructure construction and replacement

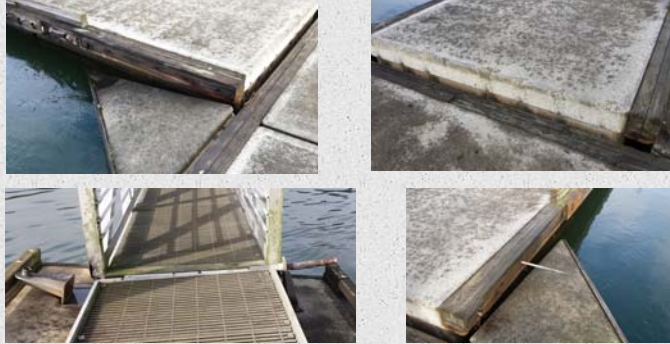


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Public Works – Additional Funding Request

Additional Funding Requests - FY 2015-16 Budget						
Request	FTE	Department / Program	Notes	Total	General Fund	Other Funds
Capital						
Docks' repairs	1.0	Parks	Capital	50,000	40,000	10,000
Total one-time costs	1.0			50,000	40,000	10,000
Total additional funding requests				50,000	40,000	10,000

Safety Issue at the Sand Island Docks

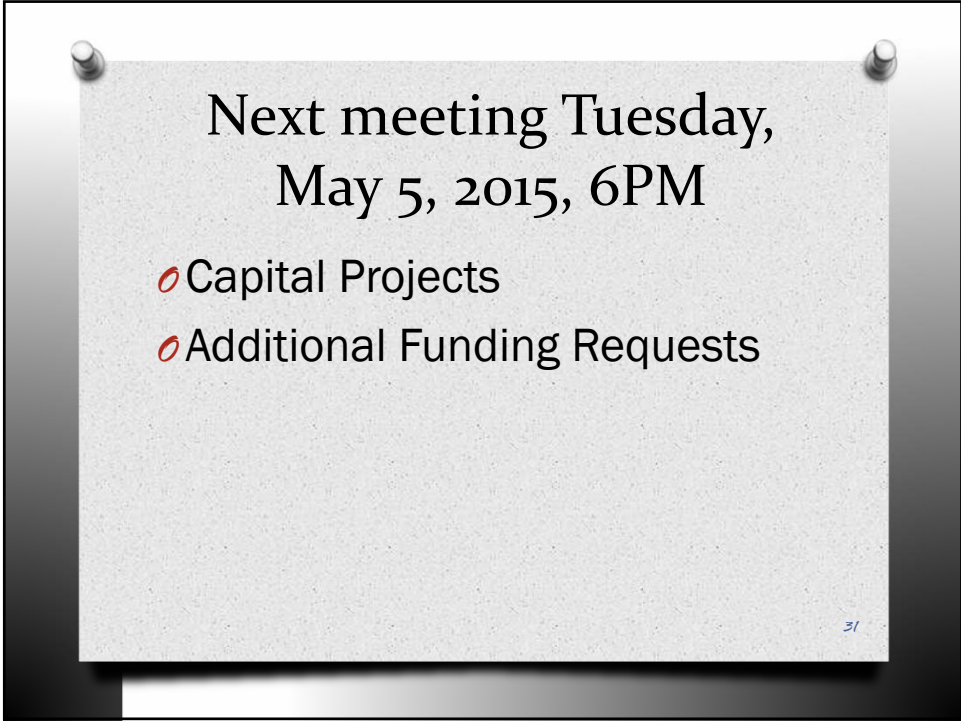


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Questions?



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Next meeting Tuesday,
May 5, 2015, 6PM

- o Capital Projects
- o Additional Funding Requests

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