



**City of St. Helens**  
**BUDGET COMMITTEE MEETING**

**Tuesday, April 21, 2015 6:00 P.M.**

City Hall Council Chambers  
265 Strand Street, St. Helens

1. Introductions
2. Visitor Comments
3. Approve Minutes from April 7, 2015
4. Overview of Budget – Where We are Today
5. Review of Library Department Budget
6. Questions
7. Next meeting: Tuesday, April 28, 2015, 6:00 p.m. – Review of Public Works Department's Budget

---

The St. Helens City Council Chambers are handicapped accessible. If you wish to participate or attend the meeting and need special accommodation, please contact City Hall at 503-397-6272 in advance of the meeting.

Be a part of the vision...get involved with your City...volunteer for a City of St. Helens Board or Commission!  
For more information or for an application, stop by City Hall or call 503-366-8217.



# City of St. Helens Budget Committee Meeting April 21, 2015

Presented by:

Jon Ellis, Budget Officer

Margaret Jeffries, Library Director



# Budget Committee Agenda

- o Visitors' Comments
- o Approve Minutes from April 7, 2015
- o Overview of budget – Where we are today
- o Review of Library Department
- o Questions
- o Next meeting: Tuesday, April 28, 2015,  
6PM – Public Works - Operations

# Visitor Comments





# Minutes

Approval of Minutes of April 7, 2015

# Budget Calendar

Sun	Mon	Tue	Wed	Thur	Fri	SAT
<b>April</b>						
19	20	21	22	23	24	25
		3rd BC Mtg Library				
26	27	28	29	30		
		4th Mtg Public Wks				
<b>May</b>						
					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				
<b>June</b>						
	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			

- o April 21, 2015 – Continue Review/Discussions - Library
- 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

# 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
<b>Grand Total</b>	<b>14,829,960</b>	<b>17,087,620</b>	<b>1,906,310</b>	<b>18,881,790</b>	<b>1,906,310</b>	<b>13,035,790</b>	<b>4,017,550</b>	<b>9,018,240</b>
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)			
<b>Net Budget</b>			<b>15,111,130</b>		<b>16,905,300</b>			
								Draw on (1,794,170) reserves

# Budget Discussion By Department

Department	General Fund 001	Special Revenue Funds					Internal Service Funds			Enterprise Funds		Total Budget
		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



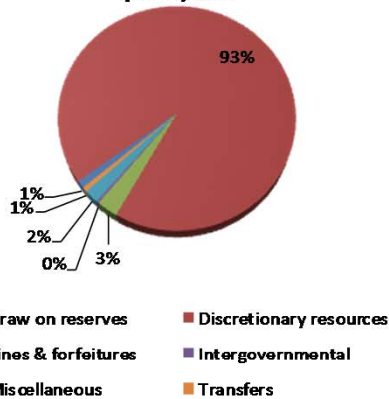
# City's Budget Overview

## 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
<b>Total Budget</b>	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

# Library - Sources and Uses

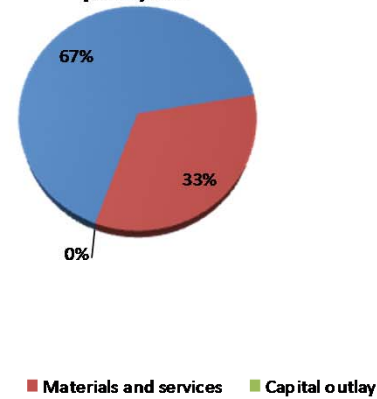
**Library Resources**  
\$803,086



Resources	Amount	%
Draw on reserves	6,142	1.1%
Discretionary resources	535,600	93.2%
Fines & forfeitures	16,000	2.8%
Intergovernmental	2,130	0.4%
Miscellaneous	10,800	1.9%
Transfers	3,890	0.7%
<b>Total Current Revenues</b>	<b>574,562</b>	<b>73.6%</b>
Transfers - equity	-	0.0%
Beginning WC less draw on reserves	205,680	26.4%
<b>Total Resources</b>	<b>780,242</b>	

Footnote - Excluding Arts and Cultural Reserve

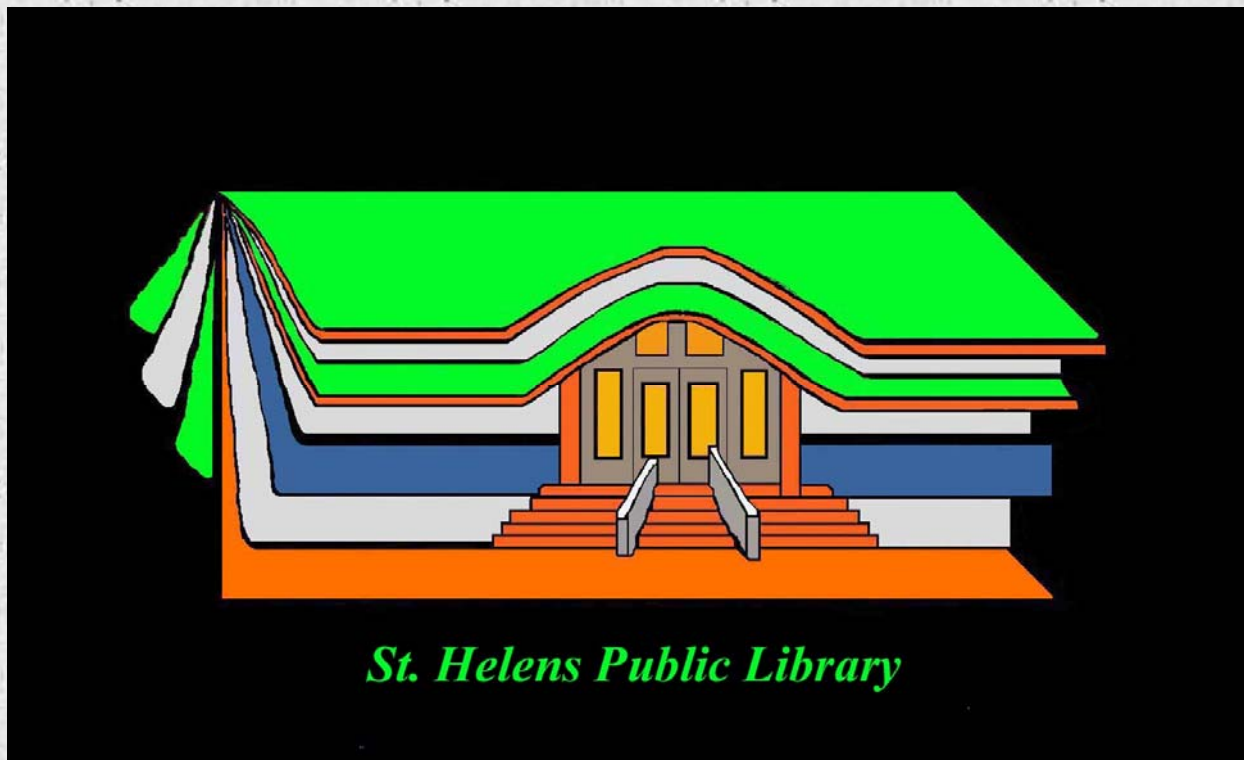
**Library Uses**  
\$803,086



Uses by program	Amount	%
Personnel	385,770	66.8%
Materials and services	191,792	33.2%
Capital outlay	-	0.0%
<b>Total Anticipated Expenditures</b>	<b>577,562</b>	<b>74.0%</b>
Contingency	25,680	3.3%
Unappropriated reserves	177,000	22.7%
<b>Total Uses</b>	<b>780,242</b>	

- o Sources - Primarily by allocation of discretionary funds
- o Uses – Primarily labor intensive

The St. Helens Public Library will be one hundred years old in May!

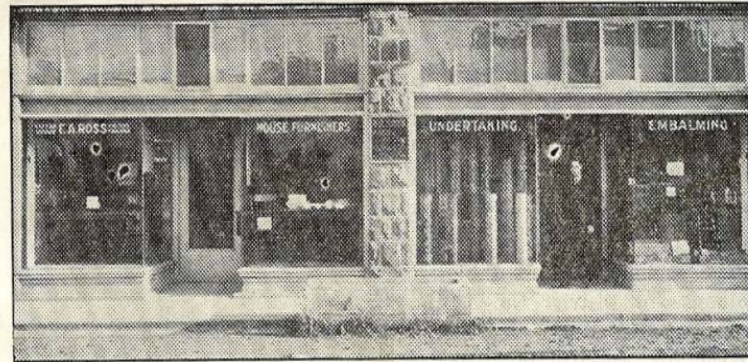


*St. Helens Public Library*

# 1915

The St. Helens Public Library began as a bookshelf in the furniture store of E. A. Ross.

E. A. ROSS



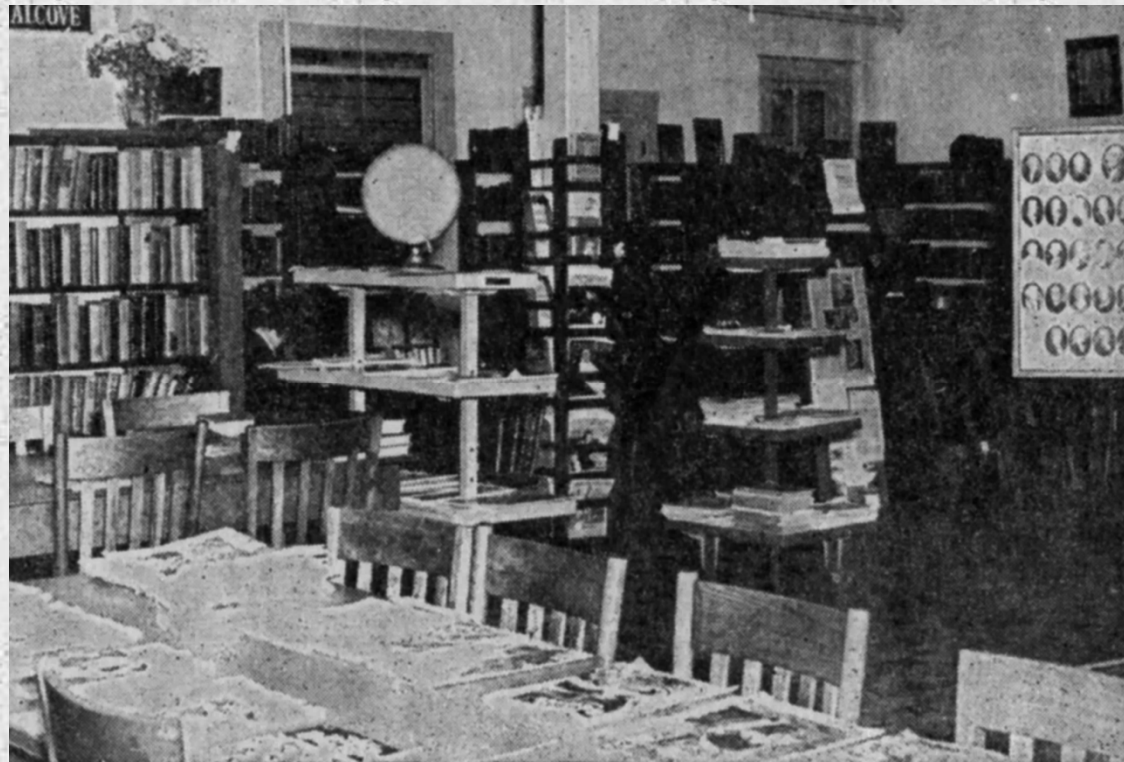
FURNITURE STORE OF E. A. ROSS

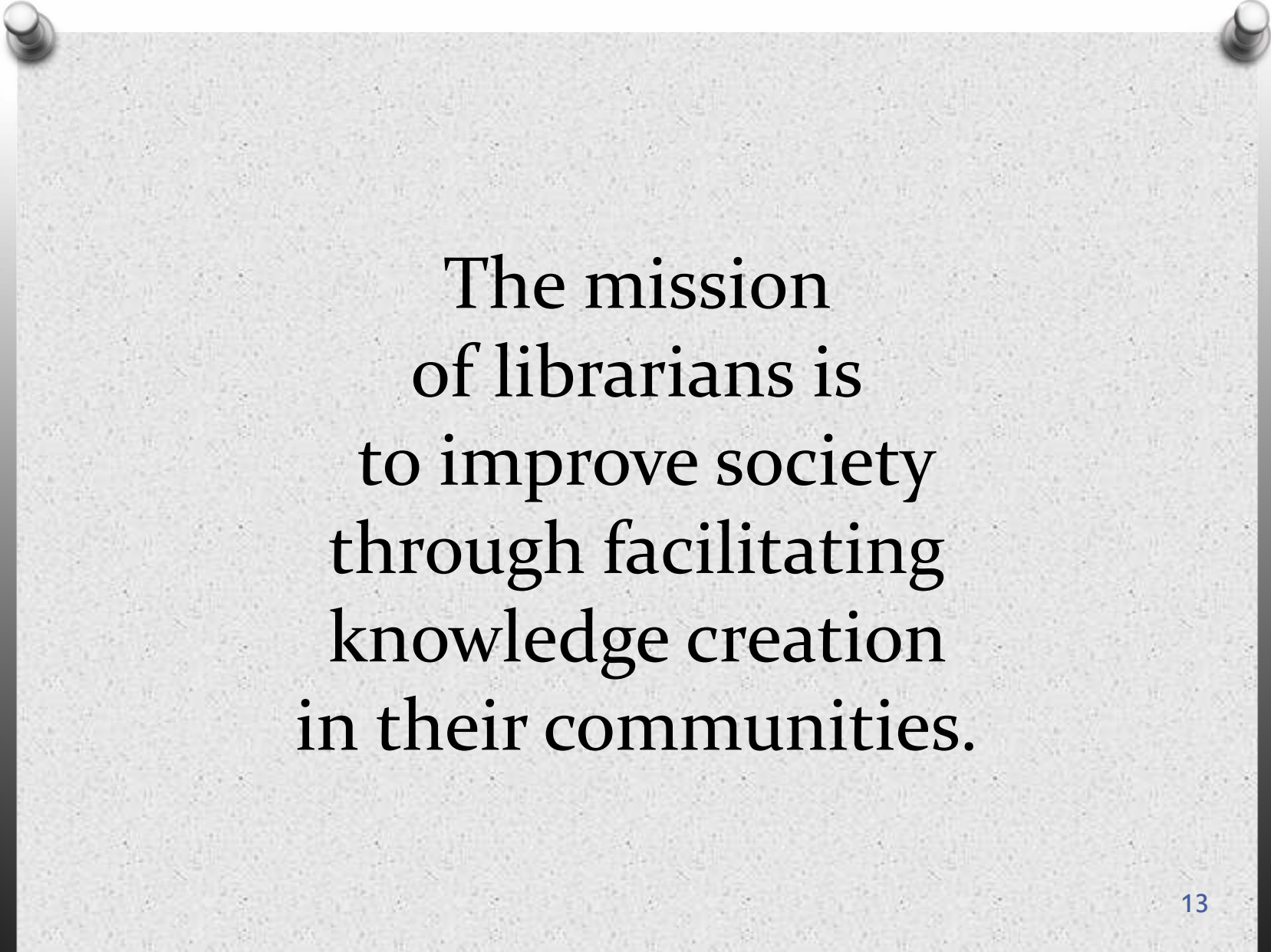
Mr. Ross came from Wisconsin to Oregon in 1910, and had charge of the Muckle ranch during his first year. One year later he engaged in the furniture and undertaking business, being associated with Frank Sherwood. After a period of one year he purchased the interest of his partner and since that time has managed and conducted the business alone. He took a course in embalming and is now a regular licensed embalmer. He carries a large stock of furniture and handles everything necessary to make the home convenient and attractive. He believes in patronizing home industries and therefore makes a specialty of handling Oregon made furniture. He is also well equipped in the undertaking and embalming line, and meets all calls with promptness, as he carries a complete line of goods in that department.

In society lines Mr. Ross is something of a "jiner," as he is member of the K. of P. lodge, Odd Fellows, Modern Woodmen of America and Yeoman. He is superintendent of the M. E. Sunday school and takes an active interest in church work. Mr. Ross is always ready to do his part in every worthy enterprise and is classed among our important and reliable business men. His store rooms are located in the bank building, where he will be glad to greet any who may call.

# St. Helens Public Library

## 1949



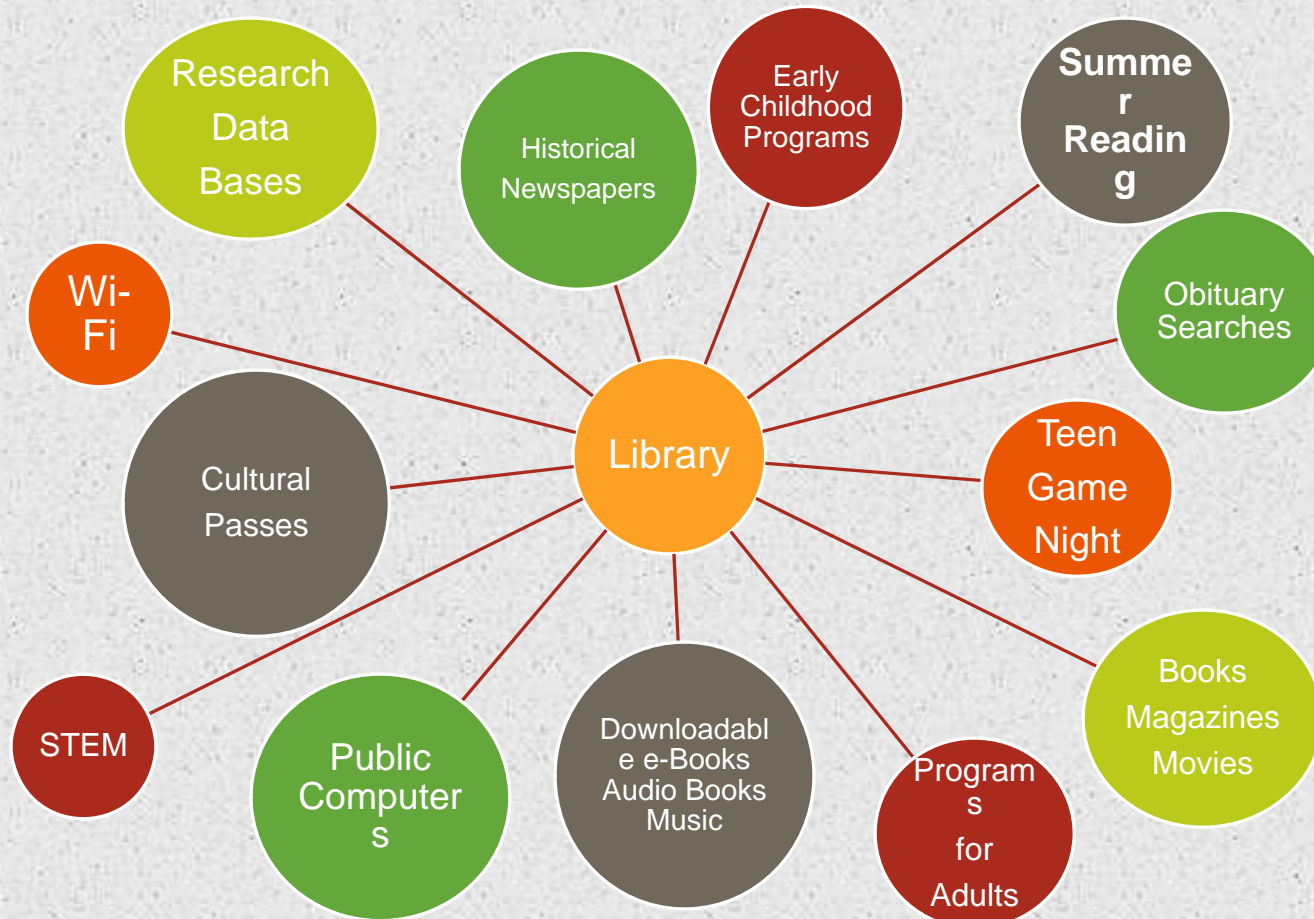


The mission  
of librarians is  
to improve society  
through facilitating  
knowledge creation  
in their communities.

# Today's Library

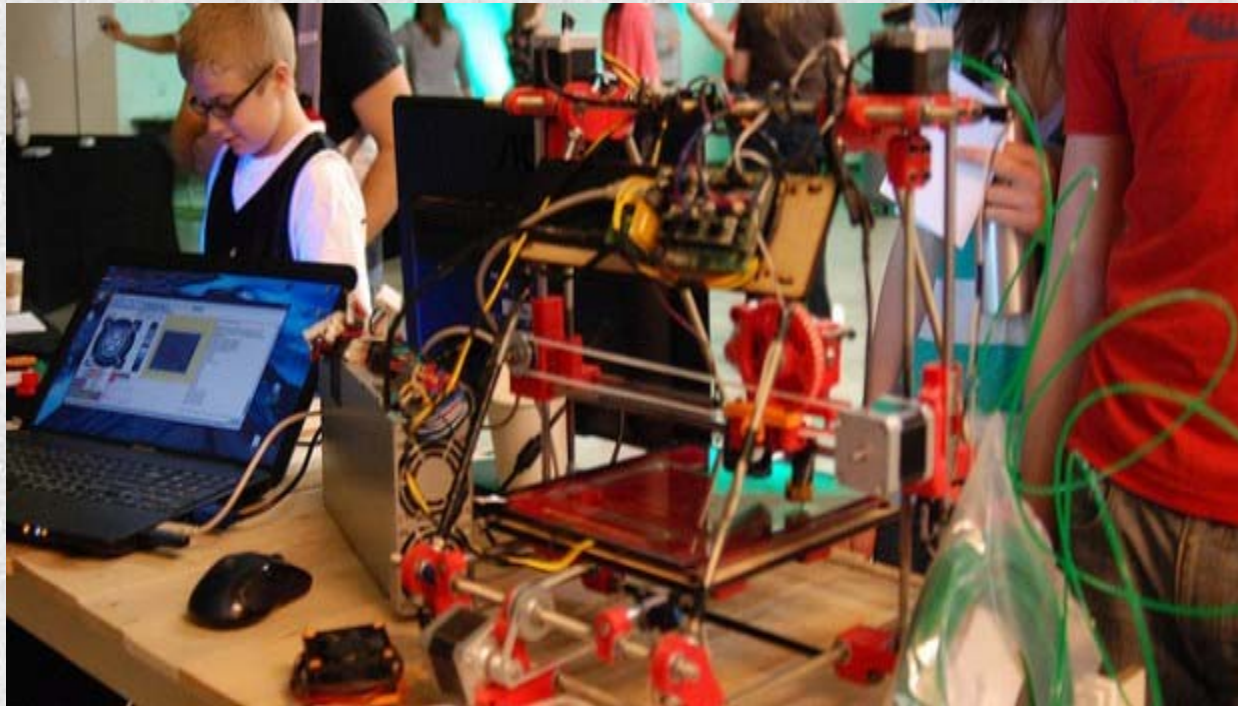


# Varied Library Uses

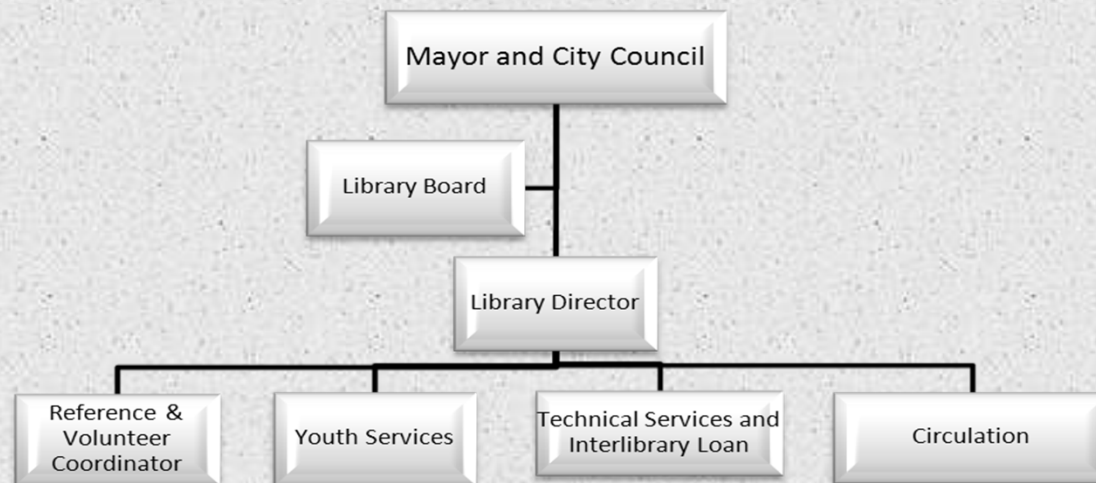




# Tomorrow's Library



# Library (pages 53 – 57, 79, 94, 96, 97)



## Services and Programs

- o Reference, reader's advisory, test proctoring, job search assistance
- o Storytimes, summer reading, outreach, teen engagement
- o Adult programs– educational, cultural, recreational
- o Public computing, Internet access and Wi-Fi

# Library - What's new?

- o Every Child Ready To Read partnership with the NW Regional Educational Service District
- o Library and Services Technology Act (LSTA) grant ends on June 30
- o Conversation Project programs launched
- o National Novel Writing Month writers have the 9<sup>th</sup> highest word count in the nation!

# Library – (pages 79)

Library						Variance		Addit'l Funding Requests	Explanation
Fd	Dpt	Dept / Program	Classification	Adopted FY 14-15	Proposed FY 15-16	Amt	%		
001	General Fund								
001	004	Operations	Personnel Services	377,460	385,770	8,310	2.2%	39,990	1- \$22,970 - increase Youth Librarian from .7 to 1 FTE, 2 - \$17,020 - .5 FTE PT
			Materials & Services	166,740	173,310	6,570	3.9%	-	
<b>001 Total General Fund</b>				544,200	559,080	14,880	2.7%	39,990	Library Assistant

- o Personnel Services
  - o Usual inflations
  - o Decrease in FTE due to final year of LSTA grant
- o Materials and Services
  - o Status quo - inflation
  - o Increase in IT equipment replacement reserve

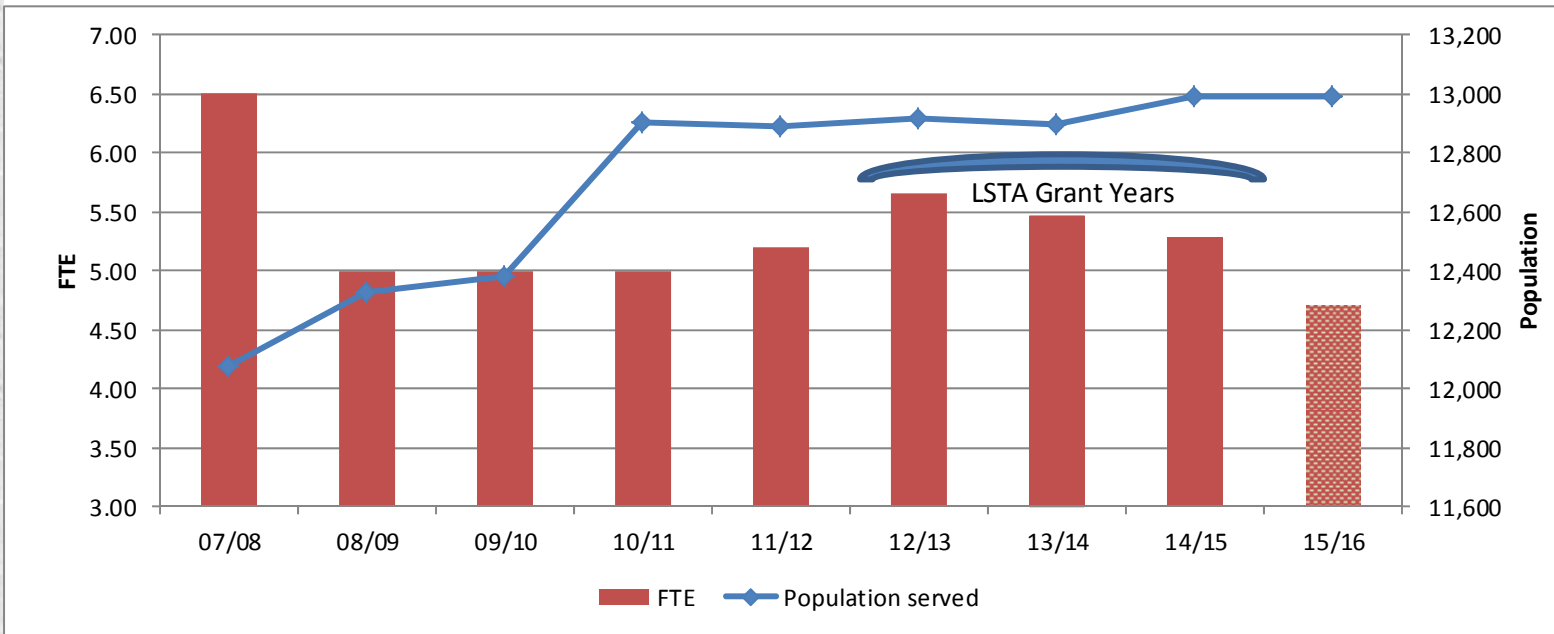
# Library – (pages 94, 96, 97)

Library						Variance		Addit'l Funding Requests	Explanation
Fd	Dpt	Dept / Program	Classification	Adopted FY 14-15	Proposed FY 15-16	Amt	%		
202	Building Reserve	Materials & Services		4,620	4,760	140	3.0%	-	
		Capital Outlay		75,000	-	(75,000)	-100.0%	-	
	Building Reserve Total			79,620	4,760	(74,860)	-94.0%	-	
203	Equipment	Materials & Services		2,000	10,000	8,000	400.0%	-	
	Equipment Total			2,000	10,000	8,000	400.0%	-	
207	Grants	Materials & Services		2,920	3,202	282	9.7%	-	
	Grants Total			2,920	3,202	282	9.7%	-	
208	Grants	Personnel Services		31,140	-	(31,140)	-100.0%	-	
		Materials & Services		28,750	-	(28,750)	-100.0%	-	
	Grants Total			59,890	-	(59,890)	-100.0%	-	
210	Grants	Personnel Services		3,600	-	(3,600)	-100.0%	-	
	Grants Total			3,600	-	(3,600)	-100.0%	-	
<b>009 Total Community Enhancement</b>				<b>148,030</b>	<b>17,962</b>	<b>(130,068)</b>	<b>-87.9%</b>	<b>-</b>	

- o Community Enhancement
  - o FY 14-15 Replaced Columbia Center roof
  - o FY 15-16 Replacement of Library servers
  - o Sunset of LSTA – 3 year grant program

# Library - History

Library Full Time Equivalent (FTE) compared to Population Growth

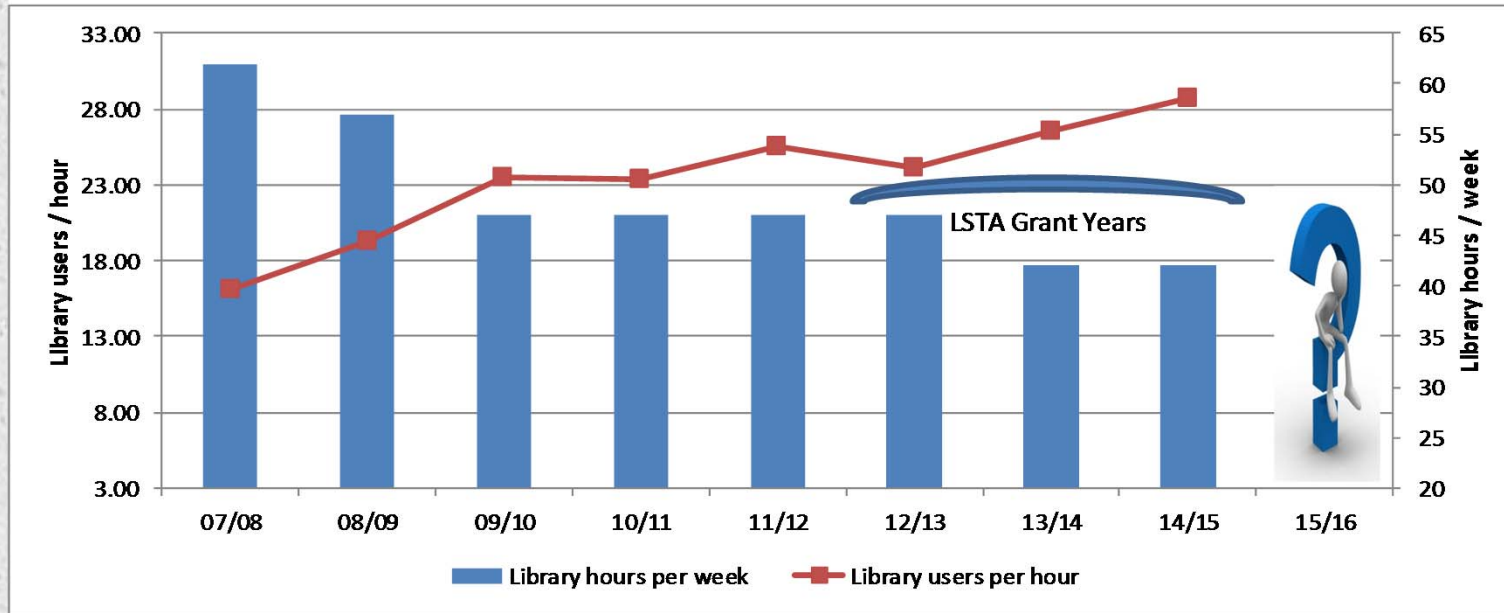


Fiscal Year	07/08	08/09	09/10	10/11	11/12	12/13	13/14	14/15	15/16
Population served	12,075	12,325	12,380	12,905	12,890	12,920	12,895	12,990	12,990
FTE	6.50	5.00	5.00	5.00	5.20	5.65	5.46	5.29	4.70

- o LSTA grant funding sustained Library staffing during budget cuts
- o This same funding supplemented materials and equipment budgets

# Library - History

Library hours and usage

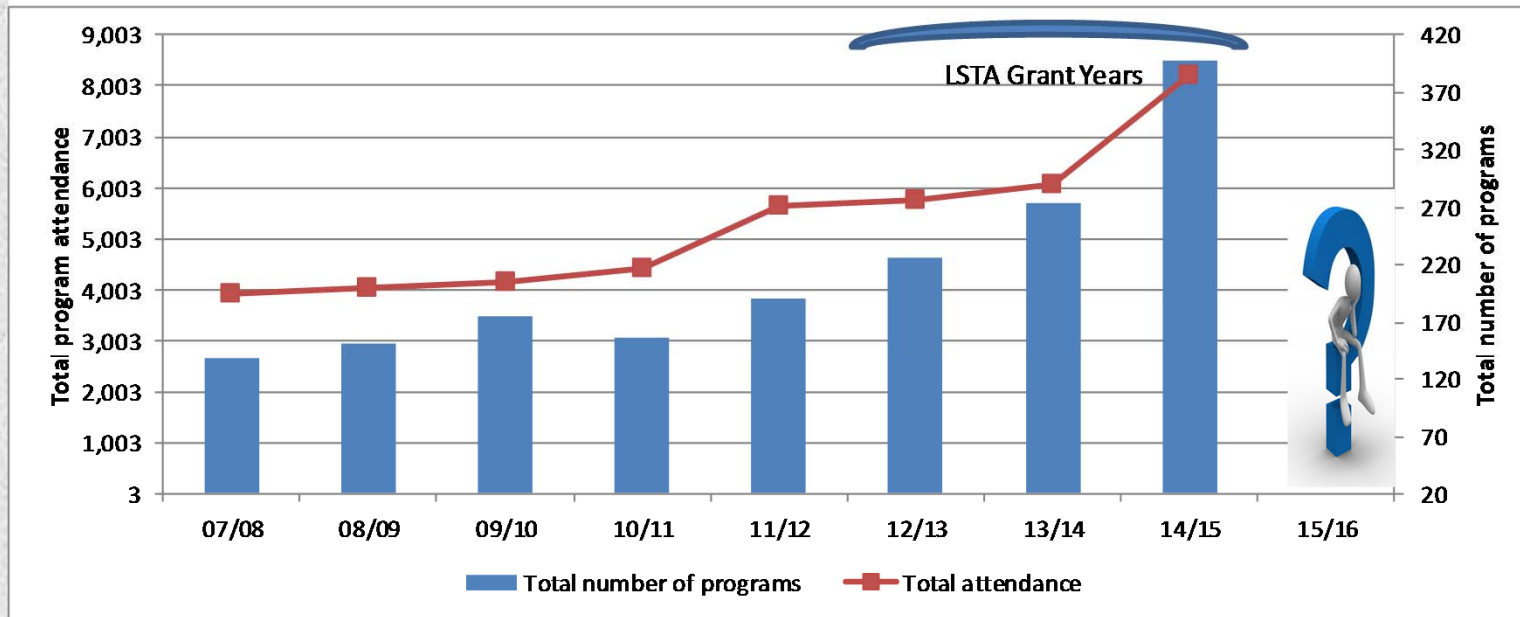


Fiscal Year	07/08	08/09	09/10	10/11	11/12	12/13	13/14	14/15	15/16
Library hours per week	62	57	47	47	47	47	42	42	
Total annual hours	3,088	2,964	2,350	2,356	2,429	2,355	2,231	2,134	
Library users	49,900	57,153	55,072	55,138	61,895	56,933	59,311	61,197	
Library users per hour	16.16	19.28	23.43	23.40	25.48	24.18	26.58	28.68	

- o The Library is now open 42 hours per week
- o Library users per year continues to climb

# Library - History

## Library programs and participation



Fiscal Year	07/08	08/09	09/10	10/11	11/12	12/13	13/14	14/15	15/16
Total number of programs	138	152	175	156	190	226	274	398	
Total attendance	3,939	4,035	4,155	4,432	5,656	5,768	6,092	8,220	

- o The LSTA grant has enabled the creation of new programs for youth
- o Ready To Read grant funding has been directed to more outreach
- o Adult programming continues to flourish



# Library - Additional Funding Requests

Additional Funding Requests - FY 2015-16 Budget						
Request	FTE	Department / Program	Notes	Total	General Fund	Other Funds
<b>Operations</b>						
Part-time to full-time Librarian I	0.3	Library	Personnel	22,970	22,970	-
Part-time Librarian Assistant	0.5	Library	Personnel	17,020	17,020	-
<b>Total ongoing costs</b>	<b>0.8</b>			<b>39,990</b>	<b>39,990</b>	<b>-</b>
<b>Total additional funding requests</b>				<b>39,990</b>	<b>39,990</b>	<b>-</b>

- o Full Time Librarian I for Youth Services – Enables the Library’s existing children’s and teen programs to continue
- o Third Half-Time Library Assistant – Restores lost operating hours which enables increased access to Library

# Library – History

## General Fund

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	12.00	7.00	6.74	6.74	6.74	-	0.00%	(5.26)	-43.8%
Police	24.00	18.00	17.00	17.00	17.00	-	0.00%	(7.00)	-29.2%
<b>Library</b>	<b>6.50</b>	<b>5.65</b>	<b>5.46</b>	<b>5.29</b>	<b>4.70</b>	<b>(0.59)</b>	<b>-11.15%</b>	<b>(1.80)</b>	<b>-27.7%</b>
Public Works - Parks	2.00	1.00	0.80	0.80	1.20	0.40	50.00%	(0.80)	-40.0%
Total FTE	44.50	31.65	30.00	29.83	29.64	(0.19)	-0.64%	(14.86)	-33.4%

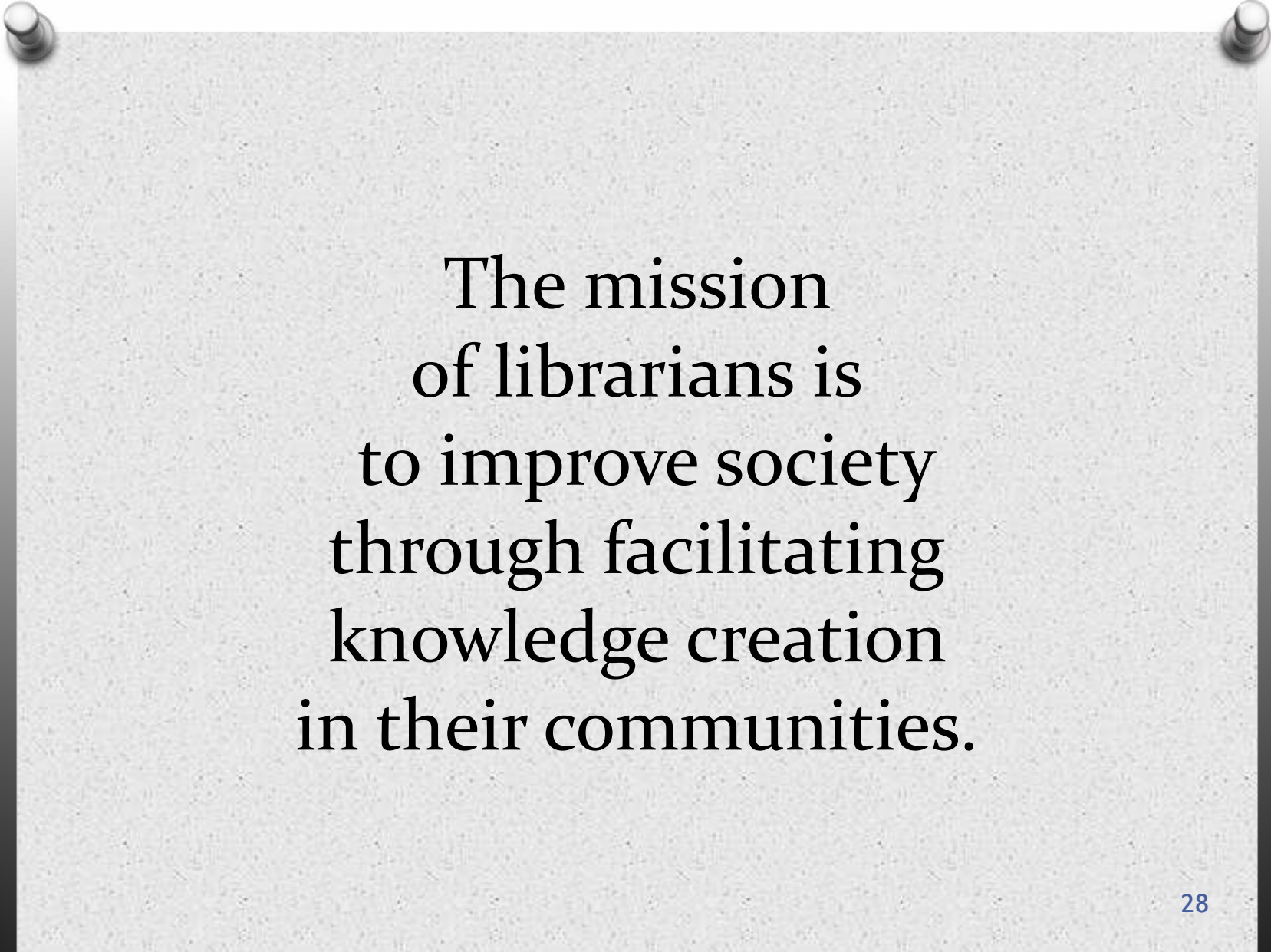
## What keeps a Youth Librarian busy?



Storytimes for babies, toddlers and preschoolers, summer reading, teen book club, Drop Everything And Read (D.E.A.R.), outreach to Head Start, Early Childhood Special Education, and area preschools; Teen Game Night, LSTA grant management, website maintenance, STEM activities, babysitting classes, helping patrons with technology, Teen Advisory Board, presentations to community and stakeholder groups, deciding what books, magazines, movies, audio books to buy for babies, young children, preteens and teens – and what items to withdraw; collaborating with community partners such as the ESD, the School District, Community Action Team, Columbia County Mental Health and Head Start; filling holiday gifts bags, Library tours for school groups and scout troops; helping young readers and their parents find books, working at the circulation desk, creating publicity and marketing for Library programs, managing the budget for youth programs and collections, having a booth at the Children's Fair, and more!

# Current Library Assistant Staffing

Sun, Closed	(Mon, 10-7pm) Mon, 10-2pm	Tue, 10-7pm	Wed, 10-7pm	Thu, 10-7pm	Fri, 10-5pm	Sat, 10-2pm
	LA3 (opening and closing) Library Closes Early	LA1 (opening) LA2 (closing)	LA1 (opening) LA2 (closing)	LA2 (opening) LA1 (closing)	Full Time Staff LA1 (closing)	LA2 LA3



The mission  
of librarians is  
to improve society  
through facilitating  
knowledge creation  
in their communities.

# St. Helens Arts and Cultural Commission



# Arts and Cultural Commission (Page 93)

Fd	Dpt	Acct	Actual 2012-13	Actual 2013-14	Adopted 2014-15	Projected 6-30-15	Proposed 2015-16
<b>Public Arts Reserve</b>							
<b>Resources</b>							
009	201	301000	40,250	49,373	69,653	43,434	21,844
009	201	335100	11,254	21,797	5,000	5,000	1,000
009	201	365100	4,220	6,360	1,380	60	-
Total Resources			55,724	77,530	76,033	48,494	22,844
<b>Uses</b>							
						Estimated	
009	201	558104	154	3,550	10,000	7,000	6,000
009	201	558105	806	740	1,000	1,000	1,500
009	201	558107	525	328	750	750	750
009	201	558108	914	1,090	500	500	500
009	201	558109	550	464	1,000	500	1,500
009	201	558110	1,154	-	1,250	900	1,250
009	201	652000	2,248	27,923	48,550	16,000	2,000
009	201	558112	-	-	500	-	500
009	201	558114					5,000
009	201	596000		-	5,000	-	3,000
Total Uses			6,351	34,095	68,550	26,650	22,000
Ending fund balance			49,373	43,434	7,483	21,844	844

- o Restricted Reserves utilized for qualified projects

# Questions?







Next meeting Tuesday,  
April 28, 2015, 6PM

o Public Works Operations

# City of St. Helens

## Budget Committee

**Budget Meeting Minutes**

**April 7, 2015**

**Council & Members Present:**

Randy Peterson, Mayor  
Doug Morten, Council President  
Keith Locke, Councilor  
Susan Conn, Councilor  
Ginny Carlson, Councilor – *arrived at 6:54 p.m.*  
Patrick Birkle, Committee Member  
Bill Eagle, Committee Member  
Paul Barlow, Committee Member – *arrived at 6:30 p.m.*  
Garrett Lines, Committee Chair

**Staff Present:**

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

**Members Absent:**

Michael Funderburg, Committee Member

**Others:**

Mark Curtiss                      Tim Curtiss                      Jack Richardson

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

**Visitors Comment**

None

**Approval of Minutes**

Mayor Peterson moved to approve the March 31, 2015 meeting minutes. Locke seconded. All in favor; none opposed; motion carries.

**Overview of Budget**

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

**Review – Police Department**

Chief Moss reviewed the Police Department duties and budget. A copy of the presentation is attached.

The current staffing level is the lowest he has seen it in the 23 years he has been here. This does put a strain on staff and programs. The overtime costs will exceed the budget for this year. An officer was seriously injured and officers left, which required officers to come in early and stay late.

Moss is requesting funds to purchase a new Chevy Caprice. It is more affordable than the Tahoe's.

The proposed budget includes a request for funds to purchase a video surveillance system for the Police station. However, City County Insurance provides a risk management grant to offset needs that protect the City. Moss requested the system be purchased with the grant funds. If it is approved, the request will be removed from the budget.

Portable radios are in need of being replaced. It is a safety issue because the radio could fail when an officer is on duty. They are about \$1200-1300 each and there is a need for 20 of them.

He is also proposing the purchase of body worn cameras. Unfortunately, times have changed and a video is requested when something happens. It demonstrates transparency. The cost to store the data on a server is about \$6000 per year. Cameras are approximately \$600 each. That would be a total of \$14,500 for patrol officers and sergeants.

Moss reviewed the additional funding requests. His priorities are:

1. Staffing - reclassify a Sergeant to Lieutenant and add a part-time Code Enforcement Officer
2. Portable Radios
3. Patrol Vehicle
4. Video Surveillance System
5. Body Worn Cameras

Council President Morten asked about the physical fitness incentive increase. Ellis explained that it varies based on who is employed and meets the requirement. It is a percentage based on wages.

Discussion of ammunition cost. That line item has significantly decreased. Moss explained that it is due to delays in ammunition orders being received. It took almost a year to arrive. Now they have a stockpile.

Ellis reviewed the additional funding request sheets. The dedication of Department Heads is significant. They have done a fantastic job with having less.

Ellis proudly announced that the City received the Distinguished Budget Presentation Award from the Government Finance Officers Association for last years' budget!

#### **Questions/Comments**

None

#### **Next Meeting Date:**

The next meeting will be April 21, 2015 at 6 p.m. in the City Council Chambers.



There being no further business, the meeting was adjourned at 7:19 p.m.

ATTEST:

---


Garrett Lines, Chair

---

Jon Ellis, Finance Director

Prepared by: Lisa Scholl, Committee Secretary


PowerPoint Presentation attached.



City of St. Helens  
FOUNDED 1850

# City of St. Helens Budget Committee Meeting April 7, 2015

Presented by:  
Jon Ellis, Budget Officer  
Terry Moss, Police Chief



## Budget Committee Agenda

- o Visitors' Comments
- o Approve Minutes from March 31, 2015
- o Overview of budget – Where we are today
- o Review of Police Department
- o Questions
- o Next meeting: Tuesday, April 21, 2015, 6PM  
– Library

2

## Visitor Comments



3

## Minutes

Approval of Minutes of March 31, 2015

4

# Budget Calendar

April						
5	6	7 2nd BC Mtg Police	8	9	10	11
12	13	14	15	16	17	18
19	20	21 3rd BC Mtg Library	22	23	24	25
26	27	28 4th Mtg Public Wks	29	30		
May						
3	4	5 5th Mtg Capital Right Sizing	6	7	8	9
10	11	12	13	14	15	16
17	18	19 Public Hearing and Approval	20	21	22	23
June						
	1	2	3 CC-Public hearing	4	5	6
7	8	9	10	11	12	13
14	15	16	17 CC - Adopt	18	19	20

- o April 7, 2015 – Continue Review/Discussions - Police
- o April 21, 2015 – Continue Review/Discussions - Library
- 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
<b>Grand Total</b>	<b>14,829,960</b>	<b>17,087,620</b>	<b>1,906,310</b>	<b>18,881,790</b>	<b>1,906,310</b>	<b>13,035,790</b>	<b>4,017,550</b>	<b>9,018,240</b>
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

## Budget Discussion By Department

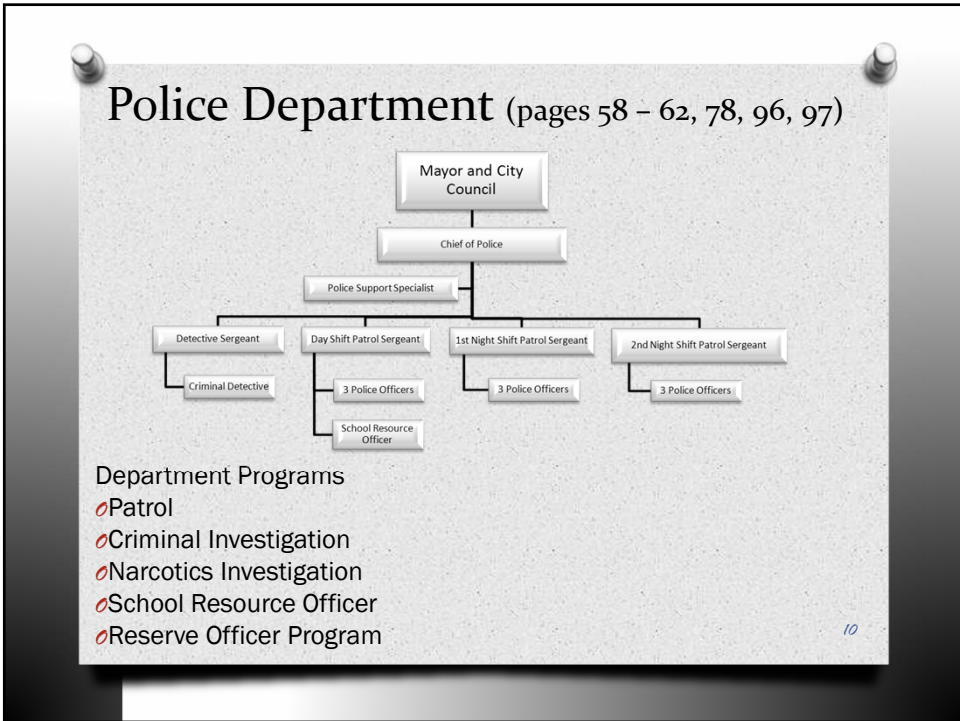
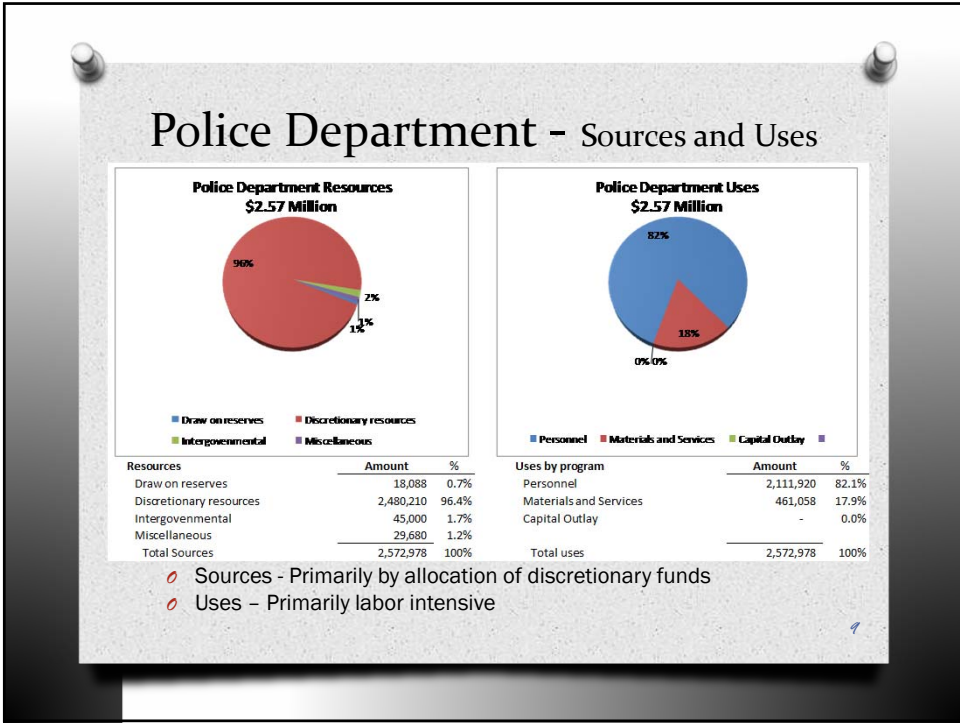
Department	General Fund 001	Special Revenue Funds					Internal Service Funds			Enterprise Funds		Total Budget
		Tourism 008	Community 009	Capital 010	Streets 011	CDBG 033	Admin Svcs 012	PW Engr/Ops 013	Fleet 015	Water 017	Sewer 018	
City Council	81,710											81,710
Admin / CD	839,320	119,000	853,520	50,000		56,830	1,433,320					3,351,990
Library	559,600		36,962									596,562
<b>Police</b>	<b>2,537,390</b>		<b>35,588</b>									<b>2,572,978</b>
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
<b>Total</b>												<b>33,823,890</b>

7

## 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	223,666	32,820	525,600	596,562	28,680	177,844
<b>Police</b>	<b>18,088</b>	<b>74,680</b>	<b>2,480,210</b>	<b>2,572,978</b>	<b>-</b>	<b>-</b>
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
<b>Total Budget</b>	<b>14,829,960</b>	<b>15,403,390</b>	<b>3,590,540</b>	<b>20,788,100</b>	<b>4,017,550</b>	<b>9,018,240</b>
Gross Budget Amounts			33,823,890			33,823,890

8






## Police Department

### What's new?

- Reserve Officer Program
- Accreditation
- Community Outreach
  - Coffee with a Cop
  - Cop Talk
- K-9 Lykos retired



## Police Department – (pages 78, 96, 97)

Police						Variance		Addit'l Funding Requests	Explanation
Fd	Dpt	Dept / Program	Classification	Adopted FY 14-15	Proposed FY 15-16	Amt	%		
<b>001 General Fund</b>									
		002 Operations	Personnel Services	1,968,400	2,111,920	143,520	7.3%	53,090	1) \$29,090 Red class Sergeant to Lieutenant
			Materials & Services	423,530	423,130	(400)	-0.1%	-	2) \$24,000 Part-time Code Enforcement Officer
<b>001 Total General Fund</b>				<b>2,391,930</b>	<b>2,535,050</b>	<b>143,120</b>	<b>6.0%</b>	<b>53,090</b>	
<b>009 Community Enhancement</b>									
		207 Grants	Materials & Services	17,230	16,230	(1,000)	-5.8%	-	
		211 Police Reserve	Materials & Services	6,500	8,368	1,868	28.6%	-	
		212 Special Events	Materials & Services	-	11,000	11,000	100.0%	-	
<b>009 Total Community Enhancement</b>				<b>23,730</b>	<b>35,598</b>	<b>11,868</b>	<b>50.0%</b>	<b>-</b>	

- o Operations personnel – change in employee mix and backfilling Sergeant position
- o Community Enhancement – represents receiving and utilizing donations/contributions

12

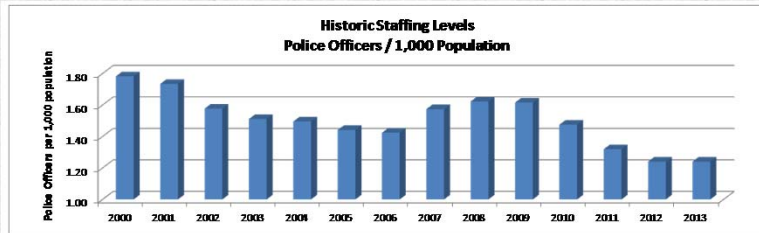
## Police Department – (pages 78, 96, 97)

Police					Variance		Addit'l Funding Requests	Explanation
Fd	Dpt	Dept/ Program	Classification	Adopted FY 14-15	Proposed FY 15-16	Amt		
010		Capital Improvements						1) \$10,000 Building repairs 2) \$30,000 Radios 3) \$36,000 Police Vehicle 4) \$4,000 Video Surveillance System 5) \$14,500 Body Worn Cameras
	305	Equipment	Capital Outlay	94,000	-	(94,000)	-100.0%	94,500
<b>010 Total Capital Improvements</b>				<b>94,000</b>	<b>-</b>	<b>(94,000)</b>	<b>-100.0%</b>	<b>94,500</b>
<b>Total Police</b>				<b>2,509,660</b>	<b>2,570,638</b>	<b>60,978</b>	<b>2.4%</b>	<b>147,590</b>

- o Capital outlay
  - o FY 14-15 purchased 2 police vehicles
  - o FY 15-16 Additional Fund Requests \$94,000 – further discussed later slides

13

## Police Department - History



	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013
Officer per 1,000	1.78	1.73	1.58	1.51	1.50	1.44	1.42	1.57	1.62	1.62	1.47	1.32	1.24	1.24
Sworn Officers	18	18	17	17	17	17	17	19	20	20	19	17	16	16
Populations	10,100	10,360	10,760	11,250	11,370	11,795	11,940	12,075	12,325	12,380	12,888	12,860	12,900	12,900

14

## Police Department - History

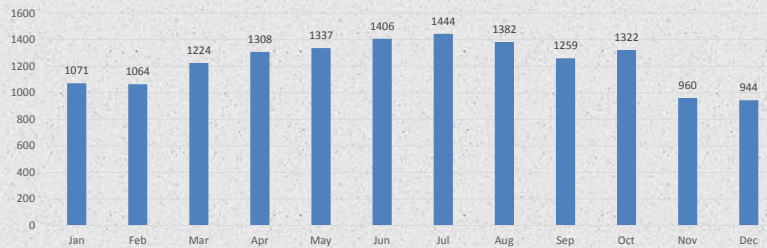
### General Fund

Department	Actual 2007-08 or peak	Adopted 2012-13	Adopted 2013-14	Adopted 2013-14	Adopted 2012-13 -VS- Adopted 2013-14		Actual 2007-08* -VS- Adopted 2013-14	
					Change	Percent	Change	Percent
Administrative / Community Services	12.00	7.00	6.74	6.74	(0.26)	-3.71%	(5.26)	-43.8%
<b>Police</b>	<b>24.00</b>	<b>18.00</b>	<b>17.00</b>	<b>17.00</b>	<b>(1.00)</b>	<b>-5.56%</b>	<b>(7.00)</b>	<b>-29.2%</b>
Library	7.00	5.50	5.46	5.46	(0.04)	-0.73%	(1.54)	-22.0%
Public Works - Parks	2.00	1.00	0.80	0.80	(0.20)	-20.00%	(1.20)	-60.0%
<b>Total FTE</b>	<b>45.00</b>	<b>31.50</b>	<b>30.00</b>	<b>30.00</b>	<b>(1.50)</b>	<b>-4.76%</b>	<b>(15.00)</b>	<b>-33.3%</b>

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

15

### 2014 CALLS FOR SERVICE



#### Common Law Enforcement Calls in 2014

- Theft 453
- Domestic Violence 279
- Criminal Mischief 176
- Traffic Complaints 197
- Alarms 227
- Traffic Accidents 154

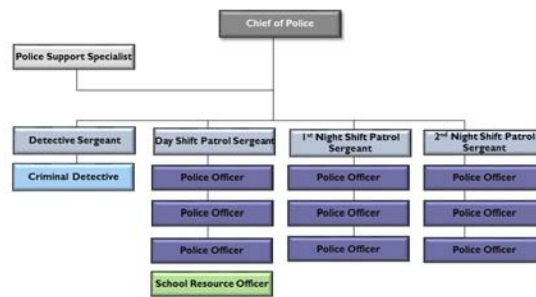
16

## Police Department - Additional Funding Requests

Additional Funding Requests - FY 2015-16 Budget						
Request	FTE	Department / Program	Notes	Total	General Fund	Other Funds
<b>Operations</b>						
Reclass Sergeant to Lieutenant	-	Police	Personnel	20,760	20,760	-
Part-time Code Enforcement	0.5	Police	Personnel	25,910	25,910	-
<b>Total ongoing costs</b>	<b>0.5</b>			<b>46,670</b>	<b>46,670</b>	-
<b>Capital</b>						
Police building repairs	1.0	Police	Capital	10,000	10,000	-
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	4,000	4,000	-
Body worn cameras	1.0	Police	Capital	14,500	14,500	-
<b>Total one-time costs</b>	<b>5.0</b>			<b>94,500</b>	<b>94,500</b>	-
<b>Total additional funding requests</b>				<b>141,170</b>	<b>141,170</b>	-

o Proposed budget includes transfer of \$25,000 to cover equipment needs associated General Fund departments / Division – may wish to utilized to offset come of these capital needs.

17



CURRENT STAFFING MODEL

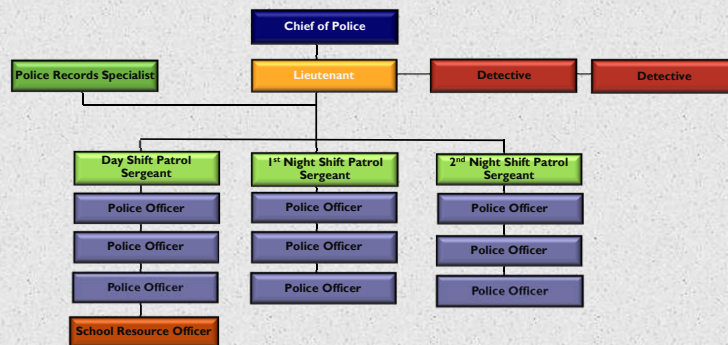
1

18

# Sergeant to Lieutenant

- Scheduling
- Training
- Fleet Maintenance
- OSHA Compliance
- Policy Review & Compliance
- Mentoring & Coaching

19



PROPOSED STAFFING MODEL

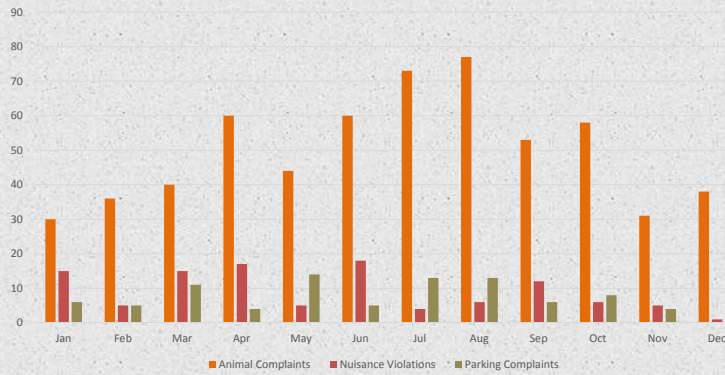
20

# Code Enforcement

- Animal Control
- Parking Enforcement
- Nuisance Complaints
- Abandoned Vehicles

21

## 2014 CODE ENFORCEMENT ACTIVITY



22

## Police Vehicle



23

## Video Surveillance



24

## Portable Radios



25

## Body Worn Cameras



26



Questions?



27

Next meeting Tuesday,  
April 21, 2015, 6PM

o Library

28