



**City of St. Helens
Budget Committee Meeting**

**Wednesday, May 18, 2016
6 p.m.**

City Hall Council Chambers
265 Strand Street, St. Helens

1. Approve May 5, 2016 Minutes
2. Recap of Approved Budget
3. Public Hearing
 - a. Time Allotted to Allow for Public Comment
4. Deliberations
 - a. Review Proposed Budget Adjustments
 - b. Other
5. Motion to Recommend City of St. Helens FY 2016-17:
 - a. Ad Valorem Property Taxes
 - b. Proposed Budget
6. Next:
 - a. City Council Public Hearing June 1, 2016 (Budget/Revenue Sharing)
 - b. Adoption June 15, 2016

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 503-397-6262 in advance of the meeting.

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City of St. Helens

Budget Committee Meeting May 18, 2016



Facilitated by: Jon Ellis
Finance Director/Budget Officer

Budget Committee Agenda

- Approve Minutes from May 5, 2016
- Recap of Approved Budget
- Public Hearing
 - Time allotted to allow for public comments
- Deliberations
 - Review proposed budget adjustments
 - Other
- Motion to Recommend City of St Helens FY 2016-17:
 - Ad Valorem Property Taxes
 - Proposed Budget
- Next:
 - City Council Public Hearing June 1st (Budget / Revenue Sharing)
 - Adoption June 15th

Approve Minutes

Budget Committee minutes dated May 5, 2016

Recap Budget Amendments

Meeting of 5-5-16

Budget Items	Uses				Sources		
	Appropriations	Contingencies	Ending FB	Total	Beginning FB	Revenues	Total
Proposed Budget	22,564,040	2,938,343	9,775,429	35,277,812	14,780,778	20,497,034	35,277,812
Youth Council	5,000	-	-	5,000	-	5,000	5,000
ICAP Adjustments	-	-	-	-	-	-	-
CIP - Street Lighting	325,000	-	-	325,000	-	325,000	325,000
Debt Service - Street Lighting	-	-	-	-	-	-	-
Potential PW Shops Expansion	350,000	-	-	350,000	-	350,000	350,000
Potential PW Shops Expansion - Transfers	350,000	-	(350,000)	-	-	-	-
Visitor & Tourism projects							
Branding and Way Finding	100,000	-	(50,000)	50,000	-	50,000	50,000
Arts - Gateway Phase 2 (Tourism 008)	20,000	-	(20,000)	-	-	-	-
Arts - Gateway Phase 2 (Com. Enh 009)	-	-	20,000	20,000	-	20,000	20,000
CIP - Parks - Columbia View (Tourism 008)	10,000	-	(10,000)	-	-	-	-
CIP - Parks - Columbia View (CIP 010)	10,000	-	-	10,000	-	10,000	10,000
PEG Access	21,000	-	-	21,000	21,000	-	21,000
PD - Purchase Police Car (GF 001)	40,000	-	(40,000)	-	-	-	-
PD - Purchase Police Car (CIP 010)	40,000	-	-	40,000	-	40,000	40,000
Code Enforcement							
PT to full time (GF 001)	45,300	-	(45,300)	-	-	-	-
PT to full time (Other Funds)	(44,000)	-	44,000	-	-	-	-
PW Back fill Term Limited (Other Funds)	82,310	-	(82,310)	-	-	-	-
Total adjustments to proposed budget made 5-5-16	1,354,610	-	(533,610)	821,000	21,000	800,000	821,000
Approved Budget as of 5-5-2016	23,918,650	2,938,343	9,241,819	36,098,812	14,801,778	21,297,034	36,098,812

Total Approved FY 16-17 Budget

Fund	Resources			Uses		Resources in excess of Uses	Contingency	Unappropriated Fund Balance
	Beginning working capital	Revenues	Transfers	Expenditures	Transfers			
General Fund	1,645,886	4,473,390	22,070	4,604,195	72,600	1,464,551	913,000	551,551
Special Revenue Funds								
Economic Development	-	850,000	549,850	1,139,800	-	260,050	237,290	22,760
Visitor & Tourism	199,241	205,500	-	236,000	30,000	138,741	19,500	119,241
Community Enhancement	556,041	232,364	43,530	305,106	157,560	369,269	80,510	288,759
Capital Improvement	5,846,240	1,743,560	1,967,000	4,786,100	200,000	4,570,700	670,000	3,900,700
CDBG	-	56,680	-	56,680	-	-	-	-
Streets (Gas Tax)	656,813	881,450	-	788,020	54,970	695,273	100,000	595,273
Internal Service Funds								
Administrative Services	154,222	1,489,330	-	1,585,509	-	58,043	58,043	-
Public Works	-	272,030	40,000	272,030	-	40,000	40,000	-
Fleet	33,142	278,000	-	291,980	-	19,162	10,000	9,162
Enterprise Funds								
Water Operating	2,174,955	3,220,780	-	2,812,870	909,580	1,673,285	300,000	1,373,285
Sewer Operating	3,535,238	4,971,500	-	4,417,910	1,197,740	2,891,088	510,000	2,381,088
Grand Total	14,801,778	18,674,584	2,622,450	21,296,200	2,622,450	12,180,162	2,938,343	9,241,819
Total Budget			36,098,812		36,098,812			
Unappropriated fund balance			(14,801,778)		(9,241,819)			
Contingency			0		(2,938,343)			
Transfers			(2,622,450)		(2,622,450)			
Internal Services			(2,103,250)		(2,103,250)			
Net Budget			<u>16,571,334</u>		<u>19,192,950</u>			

Draw on
(2,621,616) reserves

Overview of Total Budget

- 90% of revenues from 5 revenue categories

- Utilizes Revenue sharing for General Fund Operations

- Staffing 70.45 FTE (2.52 increase)

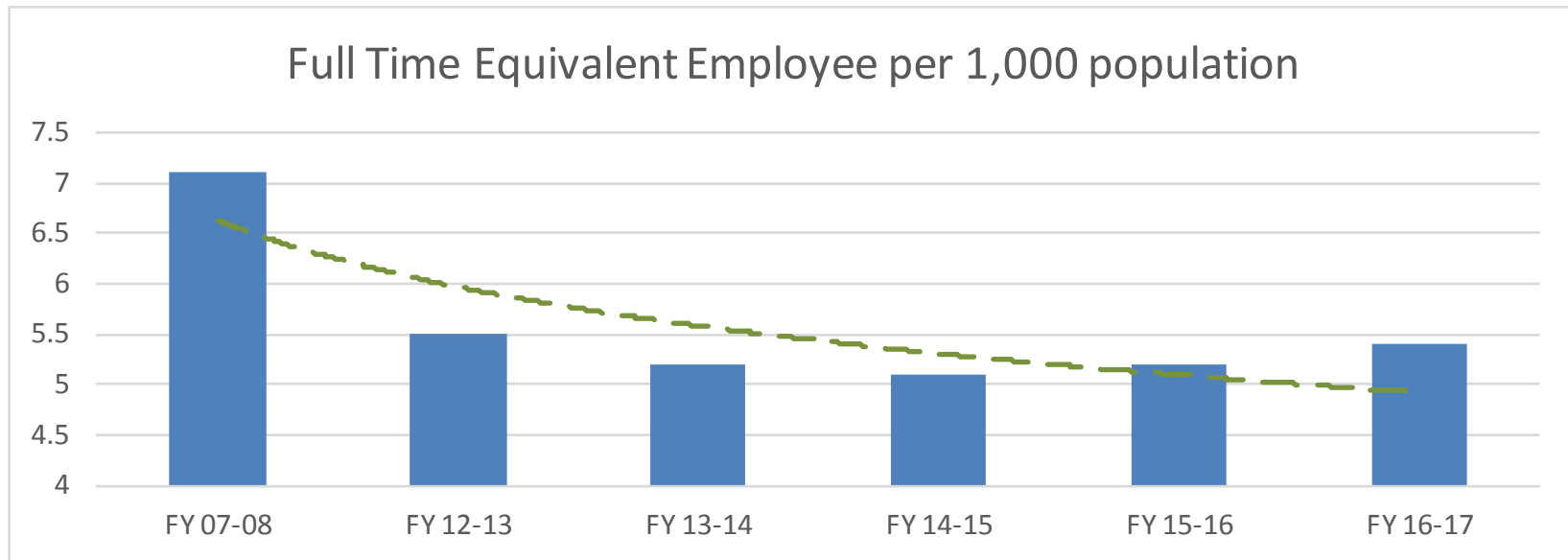
Major CIP

- Street Lighting
- Godfrey Outfall
- Gable Road
- 2 MG Reservoir Rehab
- Water/Sewer Main Replacements

Resources

	Budget 2016-17	Percent total	Adjustments to net*	Net Budget	Percent total	Percent current
Beginning working capital	14,801,778	41%		14,801,778	47%	0%
Charges for services	8,659,640	24%	(306,280)	8,353,360	27%	50%
Intergovernmental	2,206,115	6%		2,206,115	7%	13%
Property taxes	1,695,890	5%		1,695,890	5%	10%
Franchise fees	1,525,710	4%		1,525,710	5%	9%
Loan Proceeds	1,147,900	3%		1,147,900	4%	7%
Licenses and permits	405,400	1%		405,400	1%	2%
Fines and forfeitures	218,300	1%		218,300	1%	1%
Miscellaneous	826,459	2%		826,459	3%	5%
Motel/hotel	126,000	0%		126,000	0%	1%
Interest earnings	68,200	0%		68,200	0%	0%
Transfers	2,622,450	7%	(2,622,450)	-	0%	0%
Indirect cost allocation - CC	1,796,970	5%	(1,796,970)	-	0%	0%
Current revenues	21,299,034	59%	(4,725,700)	16,573,334	53%	0%
Total resources	36,100,812	100%	(4,725,700)	31,375,112		
Personnel Services	7,552,910	21%		7,552,910	39%	0%
Materials and Supplies	7,132,840	20%	(2,103,250)	5,029,590	26%	0%
Capital Outlay	4,915,100	14%		4,915,100	26%	0%
Debt Service	1,695,350	5%		1,695,350	9%	0%
Transfers	2,622,450	7%	(2,622,450)	-	0%	0%
	23,918,650	66%	(4,725,700)	19,192,950	100%	0%
Contingency	2,938,343	8%	(2,938,343)	-	0%	0%
Ending fund balance	9,241,819	26%	(9,241,819)	-	0%	0%
	36,098,812	100%	(16,905,862)	19,192,950	100%	0%
Net draw on reserves				(2,619,616)		

History of Staffing



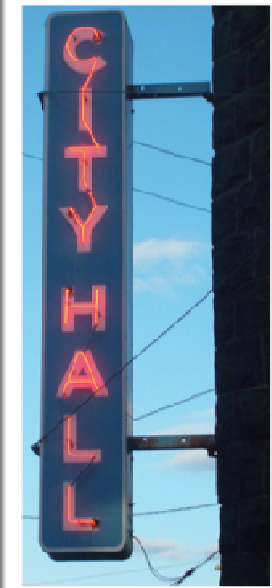
Department	FY 07-08	FY 12-13	FY 13-14	FY 14-15	FY 15-16	FY 16-17
Admin/CD	18.50	14.50	14.00	14.00	15.30	17.30
Police	24.00	18.00	17.00	17.00	17.00	17.00
Library	6.50	5.65	5.46	5.29	5.30	5.50
Public Works*	36.70	32.80	30.50	29.75	30.25	30.65
Total Staffing	85.70	70.95	66.96	66.04	67.85	70.45

- Just shy FY 12-13 staffing levels
- Between FY 07-08 and FY 14-15 lost 23% of total workforce or 33% of General Fund funded positions

Overall Cost Drivers

- Personnel Services up \$306,450 or 4%
 - Merit and COLA increases (\$134,200)
 - Medical insurance increase (\$63,200)
 - Additional Staffing increase
- Materials and supplies up \$613,360 or 9.4%
 - Brownfield grant – Economic Development (\$200,000)
 - Police Justice Grant for Crisis Intervention Team (\$153,930)
 - Pass through of taxes associated with Cascade Lease (\$150,000)
- Capital Improvements
 - Godfrey Park Outfall, Street Lighting, 2MG Reservoir Rehabilitation, S10th Street Pump Station reroute

Public Hearing



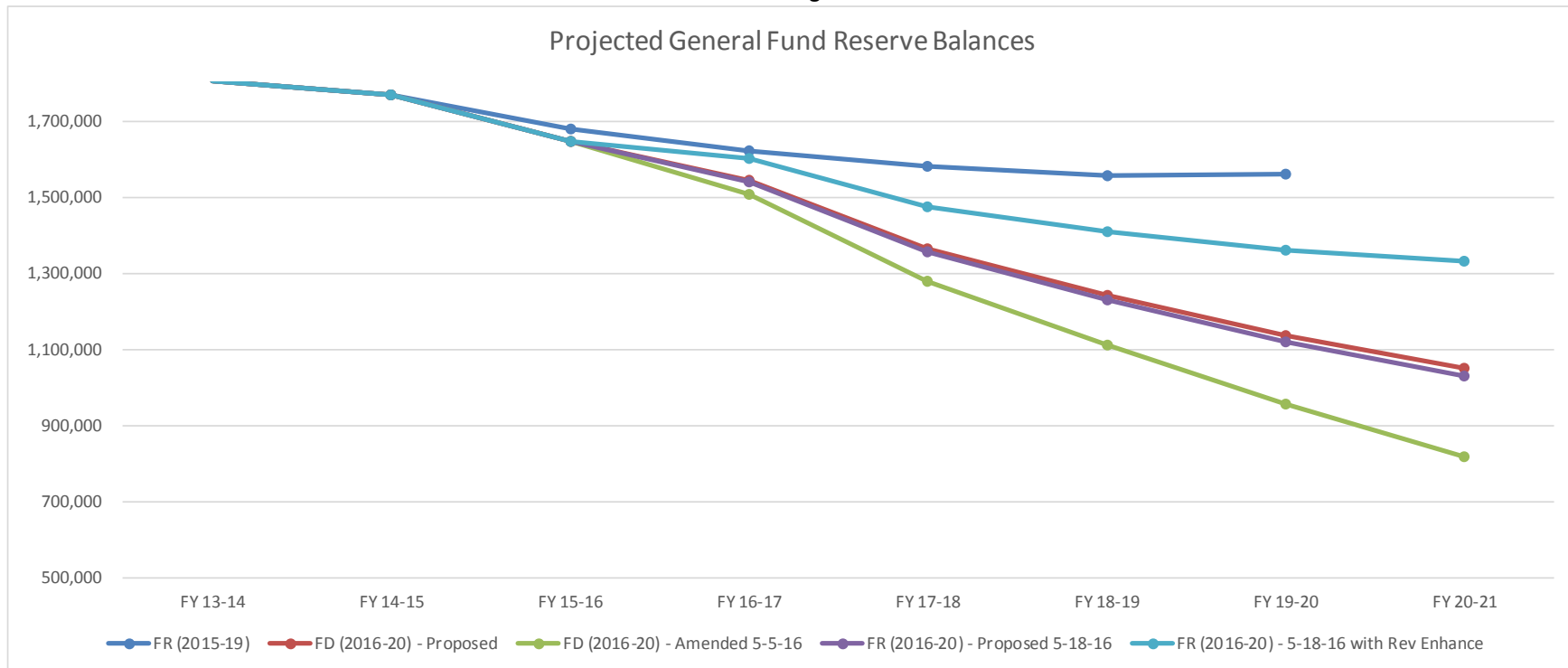
Deliberations – Additional Staff Recommended Amendments

Item	Expenditure Classification	Amount	General Fund 001	Econ. Dev. Fund 004	Capital Impr Fund 010	Streets Fund 011	Water Fund 017	Sewer Fund 018
1 - Mofidy Code Enforcement Officer Two PT officers - 5 days/week in summer and 2 days/week in winter	Personnel services	(48,380.00)	(28,730.00)	-		(3,110.00)	(7,190.00)	(9,350.00)
2 - Two Part-time Seasonal Two PT Seasonals for maintenance of White Paper and Veneer Properties (.5 FTE)	Personnel services	11,520.00		11,520.00				
3 - Part-Time Assistant Planner Allocation Allocate part of General Fund Assistant Planner to Economic Development (.1FTE)		0	(7,360.00)	7,360.00				
4 - Capital Improvement Projects - Carry Forwards					xxxx			
a - Capital Outlay	Capital Outlay		to be updated					
b - Capital Outlay	Capital Outlay							
c - Capital Outlay	Capital Outlay							
Total Staff Recommended Amendments		(36,860.00)	(36,090.00)	18,880.00	-	(3,110.00)	(7,190.00)	(9,350.00)

1. Code Enforcement – Change from 1 FTE to 2 Part-Time
2. Additional 2 Part-time Seasonal Employees to maintain White Paper and Veneer Properties (.5 FTE)
3. Direct Charge Assistant Planner to Economic Development Fund
4. Carry Forwards of Capital Projects
 - a) To Be Determined
 - b) To Be Determined
 - c) To Be Determined

Deliberations

General Fund - Five Year Forecast
FY 16-17 through FY 20-21



Reserve / Operating Expense	Historic	Actual	Projected	Proposed	Forecast			
	FY 13-14	FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21
Proposed	49%	45%	39%	34%	29%	26%	23%	20%
Amended 5/5/16	49%	45%	39%	33%	27%	23%	19%	16%
Proposed 5/18/16	49%	45%	39%	34%	29%	25%	22%	20%
Proposed 5/18/16 rev enhanced	49%	45%	39%	35%	31%	29%	27%	26%

- PERS increase in FY 17-18 – average 26%
- Level of Funding of Code Enforcement Officer
- Revenue Enhancement – Assume \$60K

Deliberations

City of St. Helens

2016 2017

Proposed Budget



Motions

- Approve any additional changes to approved budget
- Approve FY 2016-17 City of St. Helens Ad Valorem Property Taxes
 - Approve the City of St. Helens permanent tax rate of \$1.9078 per thousand of assessed value for general fund operations
 - Motion for final approval
 - Discussion and review
 - Vote on the motion to approve City of St. Helens FY 2016-17 ad valorem property taxes
- Recommend FY 2016-17 City of St. Helens Budget
 - Motion for final approval
 - Discussion and review
 - Vote on the motion for final approval of the FY 2016-17 City of St. Helens Budget

Budget Process - Next Steps

- June 1, 2016 City Council Meeting - Public Hearing
- June 15, 2016 City Council Meeting – Adoption



City of St. Helens

Budget Committee

Budget Meeting Minutes

May 5, 2016

Council & Members Present:

Randy Peterson, Mayor
Keith Locke, Councilor
Susan Conn, Councilor
Ginny Carlson, Councilor
Patrick Birkle, Committee Member
Bill Eagle, Committee Member
Paul Barlow, Committee Member
Garrett Lines, Committee Chair

Staff Present:

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

Members Absent:

Doug Morten, Council President
Mike Funderburg, Committee Member

Others:

None

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

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

Visitors Comment

None

OpenGov Presentation

OpenGov reviewed their financial transparency program. A copy of their presentation is included in the meeting packet.

Approval of Minutes

The April 7, 2016 minutes were distributed and posted online. Hearing no corrections, Chair Lines approved the April 7, 2016 meeting minutes as written.

Review Budget Adjustments

Finance Director Ellis reviewed the proposed budget adjustments.

- Youth Council Reserve
- ICAP Allocation
- CIP – Street Lighting
- Street Debt Service

- Potential PW Shops Expansion
- Visitor and Tourism Projects
- PEG Access

Motion: Committee Member Eagle moved to accept the adjustments as written in the presentation. Councilor Conn seconded. All in favor; none opposed; motion carries.

Presentation of Parks Maintenance Needs

Finance Director Ellis reviewed the Parks maintenance needs.

Chair Lines asked if the increase in employees would be done this year or over the next few years. Ellis suggested discussing that when they review the alternative funding sources. That is the number of employees they would like to see but is not included in the budget.

Presentation of Code Enforcement and Police Equipment Replacement Program

Finance Director Ellis reviewed the code enforcement and police equipment replacement program.

Discussion ensued about a full-time code enforcement officer. If the Building Department fund covers a portion of the position, they need to be doing building associated enforcement.

Discussion of Alternative Funding Sources

Finance Director Ellis reviewed alternative revenue sources.

- Utility User Fees
- Tax on Fast Food

Discussion of the two alternatives. A majority of the Committee was opposed to an increase to utility bills. However, they would like to receive public input on alternative funding for future years.

Committee Member Birkle proposes using reserves to fund a full-time code enforcement officer and replacement of the police vehicles. Further discussion about funding the position long-term.

Discussion of the need to increase parks maintenance staff. They are now mowing the Boise property, creating a lot more work for them. One idea was to hire additional summer labor positions to assist with mowing and fund through economic development.

City Administrator Walsh reminded the Committee about the substantial PERS increase in 2017. That will have a significant impact on the budget.

Motion: Committee Member Birkle moved to draw on reserves to fund a code enforcement officer and two police vehicles, increasing the budget by \$84,320. Councilor Carlson seconded. Lines, Birkle, Carlson, Barlow and Eagle in favor; Peterson, Conn and Locke opposed. Motion carries.

Motion: Upon Birkle's motion and Lines' second, the Budget Committee unanimously recommended City Council and staff investigate alternative revenue sources to fund services on a sustainable basis.

Discussion/Comments

None

Next Meeting Date:

The next meeting will be May 18, 2016 at 6 p.m. in the City Council Chambers.



There being no further business, the meeting was adjourned at 8 p.m.

ATTEST:


Garrett Lines, Chair

Jon Ellis, Finance Director

Prepared by: Lisa Scholl, Committee Secretary


PowerPoint Presentation attached.

DRAFT



City of St. Helens Budget Committee Meeting May 5, 2016

Presented by:
Jon Ellis, Budget Officer



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Budget Committee Agenda

- o Visitors' Comments
- o OpenGov Presentation
- o Approve Minutes from April 7, 2016
- o Review Budget Adjustments
- o Presentation of Parks Maintenance Needs
- o Presentation of Code Enforcement and Police Equipment Replacement Program
- o Discussion of Alternative Funding Sources
- o Discussions\Questions
- o Next meeting: Wednesday, May 18, 2016, 6PM
 - o Public Hearing, CIP Carry-forward Adjustments, and Budget Committee Approval

2

Visitor Comments



3

OpenGov Presentation



4

Minutes

Approval of Minutes of April 7, 2016

5

Budget Adjustments

To Proposed Budget:

- o Youth Council Reserve
- o ICAP Allocation
- o CIP – Street Lighting
- o Street Debt Service
- o Potential PW Shops Expansion
- o Visitor and Tourism projects

6

Youth Council

	Proposed	Approved	Change
Youth Council Reserve (009-215)			
Resources			
009-215-334100 Donations	-	2,000.00	2,000.00
009-215-359500 Miscellaneous	-	3,000.00	3,000.00
Total Resources			5,000.00
Uses			
009-215-501000 Materials	-	5,000.00	5,000.00
Total Uses			5,000.00

- Provides St Helens Youth Council ability to purchase supplies and raise funds to support the activities of SHYC
- Offsetting revenues - expenditures

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ICAP Adjustment

	Proposed	Approved	Change
ICAP Update (Various)			
Change in FTE PW Ops			
001-005-579100	36,960.00	30,650.00	(6,310.00)
011-011-579100	145,180.00	137,920.00	(7,260.00)
017-017-579100	494,950.00	503,740.00	8,790.00
018-018-579100	348,550.00	360,670.00	12,120.00
018-019-579100	73,570.00	73,350.00	(220.00)
018-020-579100	38,820.00	38,660.00	(160.00)
018-022-579100	36,490.00	36,330.00	(160.00)
018-021-579100	328,510.00	321,710.00	(6,800.00)
			-

- Allocated PW Operations with 1.8 FTE in Parks but final proposed only had 1.6 FTE
- Net - no impact to overall appropriation Authority
- But will reduce / increase expenditures between funds
- Bottom line - reduces General Fund Appropriations by \$6,130.

8

CIP – Street Lighting

	Proposed	Approved	Change
<u>CIP - Street Lighting Project (010-301)</u>			
Resources			
010-301-333100 Other Financing	500,000.00	747,400.00	247,400.00
010-301-xxxxxx Energy Credits	-	77,600.00	77,600.00
Total Resources			325,000.00
Uses			
010-301-653120 Street Lighting	500,000.00	825,000.00	325,000.00
Total Uses			325,000.00

- o Upgrades from high pressure sodium to LED
- o New Project Estimate
- o Self-funding

4

Street Debt Service

	Proposed	Approved	Change
<u>CIP - Debt Service - Savings of Utility and Maintenance (011-011)</u>			
011-011-453000 Street Lighting	75,000.00	49,100.00	(25,900.00)
011-011-563000 Principal	-	15,400.00	15,400.00
011-011-569000 Interest	-	10,500.00	10,500.00
Total Uses			-

- o Errored leaving off Debt Service from Proposed
- o Debt Service covers the financing of Street lighting project
- o Debt Service Funded by Savings in operations/maintenance.

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Potential PW Shops Expansion

	Proposed	Approved	Change
Potential Public Works Shops Expansion (010-305)			
Resources			
42% 010-305-392000 Water	26,000.00	172,290.00	146,290.00
46% 010-305-392000 Sewer-Storm	176,000.00	337,740.00	161,740.00
12% 010-305-392000 Streets	13,000.00	54,970.00	41,970.00
Total Resources			350,000.00
Uses			
010-305-6xxxxx Potential infrastructure	-	350,000.00	350,000.00
Total Uses			350,000.00
Transfer out			
011-011-692000 Transfer out	13,000.00	54,970.00	41,970.00
017-017-692000 Transfer out	526,000.00	672,290.00	146,290.00
018-018-692000 Transfer out	686,000.00	847,740.00	161,740.00

o Potential expansion to PW Shop Facilities

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Visitor and Tourism projects

	Proposed	Approved	Change
Visitor and Tourism (008-008)			
Resources			
008-000-333100 Grant	-	50,000.00	50,000.00
Total Resources			50,000.00
Uses			
008-008-554110 Branding & Way Finding	-	100,000.00	100,000.00
008-008-692000 Transfer out	-	20,000.00	20,000.00
008-008-692000 Transfer out	-	10,000.00	10,000.00
CIP - Parks - Columbia View (010-300)			
Resources			
010-300-392000 Transfer in	7,000.00	17,000.00	10,000.00
Total Resources			10,000.00
Uses			
010-300-653390 Columbia View Park	-	10,000.00	10,000.00
Total Uses			10,000.00

- o \$100,000 Branding & Way Finding Plan (net \$50,000)
- o \$20,000 Arts – Gateway Phase 2
- o \$10,000 Columbia View Park – Improvement designs

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PEG Access

	Proposed	Approved	Change
Community Enhancement - PEG Access (009-206)			
Resources			
009-206-392000 Transfer In	-	21,000.00	21,000.00
Total Resources			21,000.00
Uses			
009-206-458100 PEG Access Upgrade	10,992.00	31,992.00	21,000.00
Total Uses			21,000.00

- Reconciliation of PEG Access may result in recovery of funds which City would wish to utilize to revamp City Council Chambers PEG Access Equipment

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Park Maintenance Needs

	Acres	New	Increase
Developed Parks	134.70	0	0%
Undeveloped Parks & Other Properties			
Dalton	57.05		
Ross Rd	23.20		
Millard Rd	13.76	13.76	
Veneer	22.00	22.00	
White Paper	220.00	220.00	
Total Undeveloped	336.01	255.76	319%
Other - Salmonberry	2,275.00		0%

- All Maintained by 1.4 FTE in FY 15-16
- Really need 5 plus FTE to maintain
- As new parks develop – demand increases

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Parks Maintenance Needs

	Existing		Needed		Increase
	FTE	Personnel Services	FTE	Personnel Services	
Staffing					
Parks Supervisor	0.50	59,300	0.75	88,950	29,650
Parks Specialist	0.50	53,470	0.75	80,210	26,740
Utility II	0.30	29,910	0.75	74,775	44,865
Utility II	0.30	26,610	0.75	66,525	39,915
Utility I	-	-	1.00	82,310	82,310
Seasonals	-	-	0.50	12,100	12,100
Other Support	0.10	9,230	0.10	9,230	-
Total Staffing	1.70	169,290	4.60	404,870	235,580
Materials and Services		150,060		200,000	49,940
Total M & S		150,060		200,000	49,940
Equipment					
5 Mowers - Replacement Reserve	-	-		15,000	15,000
1 Crew Pickup - Replacement Reserve	-	-		6,000	6,000
Total Equipment replacement reserve	-	-		21,000	21,000
Total needs		319,350		625,870	306,520

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Police Vehicle Reserve

Police Vehicle Inventory								
VEHICLE	LICENSE	V.I.N.	VEHICLE DESCRIPTION	MARKING	YEAR	ASSIGNED TO:	PURCHASE DATE:	MILEAGE APRIL 2016
S-3	660-CLD	2G1WS551869374835	IMPALA	UNMARKED	2006	LIEUTENANT		54,900
S-13	448-DKV	2G1WS553X89212144	IMPALA	UNMARKED	2008	CHIEF		68,750
S-2	664GMI	2G1WG5EKB1318988	IMPALA	UNMARKED	2011	CLASS		48,447
S-5	E257826	8G1MK5T20BL555050	CAPRICE	MARKED	2011	PATROL	10/15/2012	46,357
S-7	E257822	1GNLC2E08CR306475	TAHOE	MARKED	2012	PATROL	9/1/2012	63,695
S-9	E257825	1GNLC2E09CR302449	TAHOE	MARKED	2012	PATROL - K-9	10-6-12 (ins. replaced)	39,967
S-4	E263578	6GNS5U22EL948580	CAPRICE	MARKED	2014	PATROL	Oct-14	23,221
S-10	E263579	1GNLC2EC3FR263484	TAHOE	MARKED	2015	SUPERVISORS	Oct-14	20,158
S-8	E229556	2G1WF55K549445967	IMPALA	MARKED	2004	PATROL		89,523
S-18	E234394	2G1WS58R779299645	IMPALA	MARKED	2007	PATROL		104,211
S-6	E242090	2G1WS583589217652	IMPALA	MARKED	2008	PATROL		118,503
S-19	E219736	E37BHY92057	STEP VAN	MARKED	1977	C.I.R.T.		
S-15	WBC-786	1GCGD34GOGF305979	DIESEL PICK-UP	CAMOFLAGUE	1986	GENERAL P.D.		
S-22	E227871	1FTNX21P64ED71200	FORD F250	UNMARKED	2004	GENERAL P.D.		
S-23	ZZS659	IGCEK19048Z148863	HEVROLET PICK-U	UNMARKED	2008	CEO		45,313

- o Total Fleet 15 / Active 8 / 3 need replacement / 3 pool vehicle / 1 CEO
- o Fleet Parameters – Over 70K = retire, never use vehicle more than 14 shifts per week, etc...

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Police Vehicle Reserve

Classification	Fiscal Year 2016-17					
	Proposed		Needed		Increase	
	Qty	Amount	Qty	Amount	Qty	Amount
Police Vehicle	1.00	40,000	2.00	80,000	1.00	40,000

- o To meet police parameters of 8 core vehicles => 70K (5Yrs) need to replace 1.6 cars per year.
- o Annual reserve should be \$64,000/Year
- o With immediate purchase of 2 vehicles in FY 2016-17 with cycle of odd years 2 vehicles replaced – even years 1 vehicle replaced

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Code Enforcement Officer

Classification	Fiscal Year 2016-17					
	Proposed		Needed		Increase	
	Qty	Amount	Qty	Amount	Qty	Amount
Code Enforcement Officer						
Police	0.30	29,550	0.75	73,870	0.45	44,320
Building	-	-	-	-	-	-
Public Works	0.10	9,850	0.25	24,630	0.15	14,780
Total	0.40	39,400	1.00	98,500	0.60	59,100
Remainder utilized in PW Streets / Utilities	0.60	59,100	1.00	98,500	0.40	39,400
Total Costs - 1 FTE	1.00	98,500	2.00	197,000	1.00	98,500

- o Full time CEO will result in \$44,320 increase in appropriation in General Fund
- o If CEO to be covered by building – must also be certified as Building Inspector (\$1,150 pd)

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CEO & PD Vehicle Reserve

	Fiscal Year 2016-17						Future Years
	Proposed		Needed		Increase		On Going
Classification	Qty	Amount	Qty	Amount	Qty	Amount	Amount
Police Vehicle	1.00	40,000	2.00	80,000	1.00	40,000	64,000
Code Enforcement Officer							
Police	0.30	29,550	0.75	73,870	0.45	44,320	45,000
Building	-	-	-	-	-	-	
Public Works	0.10	9,850	0.25	24,630	0.15	14,780	
Total	0.40	39,400	1.00	98,500	0.60	59,100	109,000
Remainder utilized in PW Streets / Utilities	0.60	59,100	1.00	98,500	0.40	39,400	
Total Costs - 1 FTE	1.00	98,500	2.00	197,000	1.00	98,500	

Need to increase revenues by \$110,00

How? Who? When?

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Revenue Alternatives

Funding Requirements

Parks \$300,000 Police \$110,000

Utility User Fees

Customer Class	Billings	Units	Police			PW Parks		
			Cost	Annual	Monthly	Cost	Annual	Monthly
Residential	3,896	3,896	80,800	20.74	1.73	220,360	56.56	4.71
Duplex	243	486	10,080	20.74	1.73	27,490	56.56	4.71
Appartments	98	540	11,200	20.74	1.73	30,540	56.56	4.71
Commercial	316	382	7,920	20.73	1.73	21,610	56.57	4.71
Total	4,553	5,304	110,000	20.74	1.73	300,000	56.56	4.71
			110,000			300,000		

Tax on fast food

Classification	Count	Estimated Annual Revenue	Police	Parks
Restaurants	36	10,000,000	1.10%	3.00%

Discussion / Questions?



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Next meeting Tuesday, May 18, 2016, 6PM

- o Public Hear
- o CIP Carry-forward Adjustments
- o Deliberations
- o Approval of budget

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