

# 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 Sheppeard, 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 Sheppeard 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:**

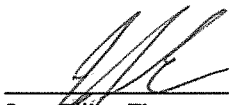
The next meeting will be May 5, 2015 at 6 p.m. in the City Council Chambers.



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



## 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

## 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<br>4th Mtg Public Wks          | 29                     | 30   |     |     |
| May   |     |                                   |                        |      |     |     |
|       |     |                                   |                        |      | 1   | 2   |
| 3     | 4   | 5<br>5th Mtg Capital Right Sizing | 6                      | 7    | 8   | 9   |
| 10    | 11  | 12                                | 13                     | 14   | 15  | 16  |
| 17    | 18  | 19<br>Public Hearing and Approval | 20                     | 21   | 22  | 23  |
| June  |     |                                   |                        |      |     |     |
|       | 1   | 2                                 | 3<br>CC-Public hearing | 4    | 5   | 6   |
| 7     | 8   | 9                                 | 10                     | 11   | 12  | 13  |
| 14    | 15  | 16                                | 17<br>CC - Adopt       | 18   | 19  | 20  |
| 21    | 22  | 23                                | 24                     | 25   | 26  | 27  |

April 28, 2015 - Continue Review/Discussions - Public Works Engineering & Operations

May 5, 2015 - Continue Review/Discussions - Capital Projects and Additional Review of Additional Funding Requests - Balancing Budget

May 19, 2015 - Public Hearing - Budget Committee Approve Budget

June 3, 2015 - Public Hearing - Revenues Sharing / Adopted Budget

June 17, 2015 - Adoption

5

## Total Proposed FY 15-16 Budget

| Fund                        | Resources                 |            |              | Uses         |             | Resources in excess of Uses |                              | Unappropriated Fund Balance |
|-----------------------------|---------------------------|------------|--------------|--------------|-------------|-----------------------------|------------------------------|-----------------------------|
|                             | Beginning working capital | Revenues   | Transfers    | Expenditures | Transfers   | Uses                        | Contingency                  |                             |
| 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 |                             |

## Visitor and Tourism —Amended proposed

| Fd               | Dpt | Acct                         | Actual<br>2013-14 | Adopted<br>2014-15 | Projected<br>6-30-15 | Proposed<br>2015-16 | Proposed<br>Approved |
|------------------|-----|------------------------------|-------------------|--------------------|----------------------|---------------------|----------------------|
| <b>Resources</b> |     |                              |                   |                    |                      |                     |                      |
| 008              | 000 | 301000                       | 281,653           | 288,553            | 230,498              | 141,448             | 141,448              |
|                  |     | Revenues                     |                   |                    |                      |                     |                      |
| 008              | 000 | 306000                       | 79,223            | 80,000             | 95,000               | 95,000              | 95,000               |
| 008              | 000 | 309100                       | 6,860             | 40,000             | 14,000               | 24,000              | -                    |
| 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              |
| <b>Uses</b>      |     |                              |                   |                    |                      |                     |                      |
|                  |     | Materials and Services       |                   |                    |                      |                     |                      |
| 008              | 008 | 449000                       | 39,600            | 39,600             | 39,600               | 20,000              | -                    |
| 008              | 008 | 451000                       | 52,101            | 40,000             | 67,600               | 25,000              | 20,000               |
| 008              | 008 | 473000                       | 9,009             | 4,500              | 250                  | -                   | -                    |
| 008              | 008 | 558102                       | -                 | -                  | -                    | -                   | 5,000                |
| 008              | 008 | 554000                       | -                 | -                  | -                    | 54,000              | 20,000               |
| 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               | -                   | -                    |
| 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<br>Fund<br>001 | Special Revenue Funds |                  |                |                |             | Internal Service Funds |                    |              | Enterprise Funds |              | Total<br>Budget |
|---------------------|------------------------|-----------------------|------------------|----------------|----------------|-------------|------------------------|--------------------|--------------|------------------|--------------|-----------------|
|                     |                        | Tourism<br>008        | Community<br>009 | Capital<br>010 | Streets<br>011 | CDBG<br>033 | Admin Svcs<br>012      | PW Engr/Ops<br>013 | Fleet<br>015 | Water<br>017     | Sewer<br>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

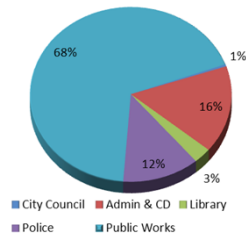
8



### City's Budget Overview By Department

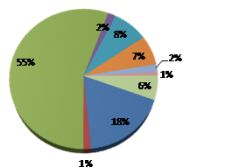
| Departments                            | Beginning Fund Balance | Restricted Revenues | Discretionary Revenues | Expenditures      | Contingency      | Ending Fund Balances |
|--|------------------------|---------------------|------------------------|-------------------|------------------|----------------------|
| 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         | -                | -                    |
| <b>Public Works</b>                    | <b>12,126,429</b>      | <b>11,724,950</b>   | <b>228,030</b>         | <b>14,184,860</b> | <b>2,047,100</b> | <b>7,847,449</b>     |
| 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           |

Budget FY 2015-16



### Public Works - Sources

Public Works Resources  
\$14.56 Million

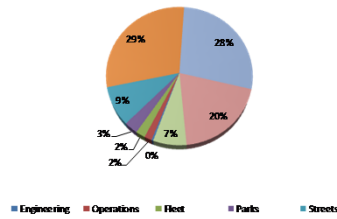


| Resources                          | Operations        | Capital          | Total             | %            |
|------------------------------------|-------------------|------------------|-------------------|--------------|
| Draw on reserves                   | -                 | 2,611,000        | 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%         |
| <b>Total Current Revenues</b>      | <b>9,539,180</b>  | <b>5,024,800</b> | <b>14,563,980</b> | <b>60.5%</b> |
| Transfers - equity                 | -                 | -                | -                 | 0.0%         |
| Beginning WC less draw on reserves | 5,280,759         | 4,234,670        | 9,515,429         | 39.5%        |
| <b>Total Resources</b>             | <b>14,819,939</b> | <b>9,259,470</b> | <b>24,079,409</b> |              |

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

## Public Works - uses

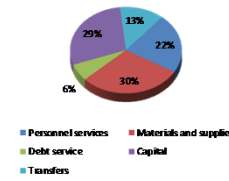
**Public Works Uses - By Program**  
\$14.18 Million



| Uses by program                | Operations | Capital   | Total      | %     |
|--------------------------------|------------|-----------|------------|-------|
| Engineering                    | 55,610     |           | 55,610     | 0.4%  |
| Operations                     | 226,080    |           | 226,080    | 1.6%  |
| Fleet                          | 284,750    |           | 284,750    | 2.0%  |
| Parks                          | 946,310    | 69,800    | 1,016,110  | 2.9%  |
| Streets                        | 768,430    | 540,500   | 1,308,930  | 9.2%  |
| Water                          | 3,176,200  | 989,000   | 4,165,200  | 29.4% |
| Sewer                          | 3,556,460  | 365,250   | 3,921,710  | 27.6% |
| Storm                          | 746,220    | 2,060,250 | 2,806,470  | 19.8% |
| Interfund loan                 | -          | 1,000,000 | 1,000,000  | 7.0%  |
| Total Anticipated Expenditures | 9,160,060  | 5,024,800 | 14,184,860 | 58.9% |
| Contingency                    | 1,297,100  | 750,000   | 2,047,100  | 8.5%  |
| Unappropriated reserves        | 4,362,779  | 3,484,670 | 7,847,449  | 52.6% |
| Total Uses                     | 14,819,939 | 9,259,470 | 24,079,409 |       |

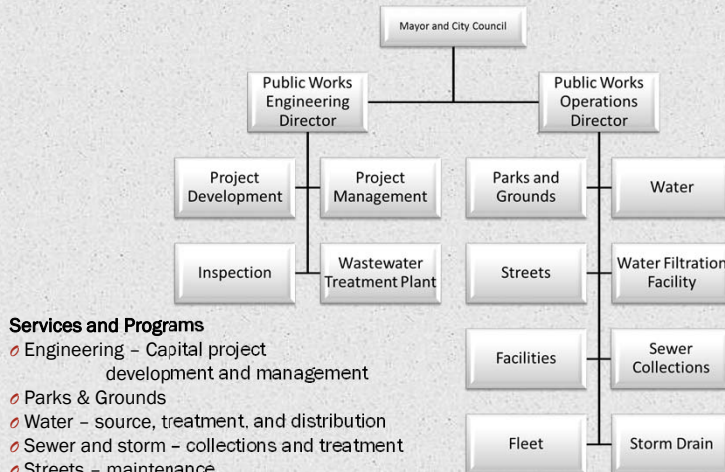
- Utilities - Water, Sewer, Storm 76.8% of program costs
- Personnel Services only 22% of expenditure classification

**Public Works Uses - By Expenditure**



| Uses by expenditure category | Total      | %     |
|------------------------------|------------|-------|
| Personnel services           | 3,165,160  | 22.3% |
| Materials and supplies       | 4,212,840  | 29.7% |
| Debt service                 | 903,960    | 6.4%  |
| Capital                      | 4,081,400  | 28.8% |
| Transfers                    | 1,821,500  | 12.8% |
|                              | 14,184,860 |       |

## Public Works (pages 63-68)



### Services and Programs

- Engineering - Capital project development and management
- Parks & Grounds
- Water - source, treatment, and distribution
- Sewer and storm - collections and treatment
- Streets - maintenance
- Fleet
- Facilities - building maintenance



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



A ~ When it seems like nothing is happening!

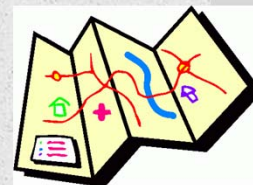
- o You turn on the faucet and water comes out
- o You drive down the road and it doesn't collapse
- o You flush the toilet and it magically goes away!

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?

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

15

## Public Works – Did you know?

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



16

## Public Works – Did you know?

- Infrastructure Increases over past 12 years:
  - Sewer: 17%
  - Water: 17%
  - Storm Drains: 32%
  - 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     |

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

17

## Public Works –Direct Labor

| Direct Labor Allocation<br>Annual Time Survey |       |       |         |       |       |       |                  |
|---|-------|-------|---------|-------|-------|-------|------------------|
| Department / Division                         | FTE   | Parks | Streets | Water | Sewer | Storm | Internal Service |
| <b>FY 2015-16</b>                             |       |       |         |       |       |       |                  |
| 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             |
| <b>FY 2014-15</b>                             |       |       |         |       |       |       |                  |
| 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  | -                |

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

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

19

## Public Works – (page 80, 95)

| Public Works |                             |                       |                |                  | Variance          |                 |
|--------------|-----------------------------|-----------------------|----------------|------------------|-------------------|-----------------|
| Fd           | Dpt                         | Dept / Program        | Classification | Adopted FY 14-15 | Proposed FY 15-16 |                 |
| 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%   |

### Parks

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



20

## Public Works – (page 118)



### Streets

- Personnel - Time survey
- Materials - ICAP shift
- 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%        |
| <b>011 Total Streets</b> |         |                |                      | <b>918,750</b>   | <b>768,430</b>    | <b>(150,320)</b> | <b>-16.4%</b> |

21

## 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%        |
| <b>013 Total Public Works Fund</b> |                   |                   |                      | <b>272,300</b>   | <b>281,690</b>    | <b>9,390</b> | <b>3.4%</b> |

### Engineering

- Materials – Decrease attorney expense

### Operations

- Materials – Insurance costs increase



22



## Public Works – (page 135 - 137)

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

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 |                           |
| 017                         |     | <b>Water Fund</b> |                      |                  |                   |                           |
|                             | 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%           |
| <b>Water Total</b>          |     |                   |                      | <b>2,244,100</b> | <b>2,231,330</b>  | <b>(12,770) -0.6%</b>     |
|                             | 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%                |
| <b>Water Total</b>          |     |                   |                      | <b>870,000</b>   | <b>894,870</b>    | <b>24,870 2.9%</b>        |
|                             | 517 | Forest Reserve    | Materials & Services | 75,000           | 50,000            | (25,000) -33.3%           |
|                             |     |                   | Transfers            | 2,000,000        | -                 | (2,000,000) -100.0%       |
| <b>Forest Reserve Total</b> |     |                   |                      | <b>2,075,000</b> | <b>50,000</b>     | <b>(2,025,000) -97.6%</b> |
| <b>017 Total</b>            |     |                   |                      | <b>5,189,100</b> | <b>3,176,200</b>  | <b>(2,012,900) -38.8%</b> |

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)



### ○ Sewer

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

### ○ Stormwater

- Personnel – Time survey
- 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%         |
|              |     |                  | <b>Sewer Total</b>      | <b>2,656,064</b> | <b>2,441,190</b>  | <b>(214,874)</b> | <b>-8.1%</b>  |
|              |     | 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%       |
|              |     |                  | <b>Stormwater Total</b> | <b>1,587,120</b> | <b>746,220</b>    | <b>(840,900)</b> | <b>-53.0%</b> |

## Public Works – (page 147 - 154)

### ○ WWTP

- Personnel – Change in employee mix
- 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%        |
|              |     |                      | <b>WWTP - Secondary Total</b>     | <b>601,020</b>   | <b>543,910</b>    | <b>(57,110)</b>    | <b>-9.5%</b>  |
|              |     | 020 WWTP - Primary   |                                   |                  |                   |                    |               |
|              |     |                      | Personnel Services                | 137,340          | 146,930           | 9,590              | 7.0%          |
|              |     |                      | Materials & Services              | 226,410          | 230,480           | 4,070              | 1.8%          |
|              |     |                      | <b>WWTP - Primary Total</b>       | <b>363,750</b>   | <b>377,410</b>    | <b>13,660</b>      | <b>3.8%</b>   |
|              |     | 022 WWTP - Pumps     |                                   |                  |                   |                    |               |
|              |     |                      | Personnel Services                | 118,580          | 125,380           | 6,800              | 5.7%          |
|              |     |                      | Materials & Services              | 66,440           | 68,570            | 2,130              | 3.2%          |
|              |     |                      | <b>WWTP - Pumps Total</b>         | <b>185,020</b>   | <b>193,950</b>    | <b>8,930</b>       | <b>4.8%</b>   |
|              |     |                      | <b>Subtotal WWTP</b>              | <b>1,149,790</b> | <b>1,115,270</b>  | <b>(34,520)</b>    | <b>-3.0%</b>  |
|              |     |                      | <b>018 Total Sewer/Storm Fund</b> | <b>5,392,974</b> | <b>4,302,680</b>  | <b>(1,090,294)</b> | <b>-20.2%</b> |



## Public Works – History

City Wide - All Departments / Funds

| Department                             | Actual<br>2007-08<br>or peak | Adopted<br>2012-13 | Adopted<br>2013-14 | Adopted<br>2014-15 | Proposed<br>2015-16 | Actual 2014-15<br>-VS- Proposed 2015-16 |              | Actual 2007-08 *<br>-VS- Adopted 2015-16 |                |
|--|------------------------------|--------------------|--------------------|--------------------|---------------------|---|--------------|--|----------------|
|  |                              |                    |                    |                    |                     | Change                                  | Percent      | Change                                   | Percent        |
| Administrative /<br>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%         |
| <b>Public Works *</b>                  | <b>36.70</b>                 | <b>32.80</b>       | <b>30.50</b>       | <b>29.75</b>       | <b>30.75</b>        | <b>1.00</b>                             | <b>3.36%</b> | <b>(5.95)</b>                            | <b>-16.2%</b>  |
| <b>Total FTE</b>                       | <b>85.70</b>                 | <b>70.95</b>       | <b>66.96</b>       | <b>66.04</b>       |                     | <b>0.41</b>                             | <b>0.00%</b> | <b>(67.88)</b>                           | <b>-101.4%</b> |

\* 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

27

## 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



28



## Public Works – Additional Funding Request

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

### Safety Issue at the Sand Island Docks



29

## Questions?



30

