

City of St. Helens

Budget Committee

Budget Meeting Minutes

March 31, 2015

Council & Members Present:

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

Staff Present:

John Walsh, City Administrator
Jon Ellis, Finance Director
Terry Moss, Chief of Police – *left at 7:30 p.m.*
Sue Nelson, Interim Public Works Co-Director
Neal Sheppard, Interim Public Works Co-Director
Margaret Jeffries, Library Director
Kathy Payne, City Recorder
Jacob Graichen, City Planner
Lisa Scholl, Committee Secretary

Members Absent:

None

Others:

None



Mayor Peterson called the meeting called to order at 6 p.m.

Visitors Comment

None

Approval of Minutes

Mayor Peterson moved to approve the May 6, 2014 meeting minutes. Councilor Conn seconded. All in favor; none opposed; motion carries.

Budget Process – Quick Overview of Process

Finance Director Ellis presented a PowerPoint presentation. A copy of the presentation is attached. Ellis reviewed the role of the Budget Committee members, budget calendar and parliamentary procedures.

Appointment of Chair and Secretary

Council President Morten moved to appoint Garret Lines as Chair. Member Eagle seconded. All in favor; none opposed; motion carries.

Lisa Scholl was appointed as Committee Secretary.

Overview of Budget

Ellis reviewed revenues, expenses and department distribution.

Discussion of the I&I program. Council President Morten is proud of how far the City has come with the project from the time he was elected in 2006. The City has made it through the worst of the project but it will never end. Councilor Locke suggested including an article in the next Gazette about the program explaining the cost to the City, property owners and project status.

Member Eagle was concerned that future expenditures are increasing and revenue is decreasing. Ellis explained the assumptions made to figure those numbers. They may need to consider alternative revenue sources in the future.

Review – Mayor & City Council

Ellis reviewed the Mayor & City Council budget. There were no concerns.

Review – Administration & Community Development

Ellis reviewed the Administration and Community Development budget.

City Administrator Walsh pointed out that the City is not planning to develop the Boise property. We will facilitate the sale and development of the property.

Councilor Carlson asked if the IVR and Springbrook upgrades have saved staff time. Ellis said Springbrook has not. They are running into glitches and learning a new system. The IVR system has saved staff time. The program dispatches utility shut-off notifications and payment options over the phone. It has been very efficient. The bill printing services will save staff time. It is replacing failing equipment. It will also allow us the opportunity to bill monthly in the future.

Questions/Comments

None

Next Meeting Date:

The next meeting will be April 7, 2015 at 6 p.m. in the City Council Chambers.

■

There being no further business, the meeting was adjourned at 8:02 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 March 31, 2015

Facilitated by: Jon Ellis
Finance Director
/Budget Officer



Budget Committee Agenda

- o Introductions
- o Visitors' Comments
- o Approve Minutes from May 6, 2014
- o Budget Process – quick overview of process
- o Parliamentary Procedures
- o Overview of budget
- o Reviews
 - o City Council
 - o Administration
 - o Community Development
- o Questions
- o Next meeting: Tuesday, April 7, 2015, 6PM

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Introductions

Council Members		
Member	Appointed	Expires
Randy Peterson	Mayor	12/31/2016
Douglas Morten	Council President	12/31/2018
Keith Locke	Councilor	12/31/2016
Susan Conn	Councilor	12/31/2018
Ginny Carlson	Councilor	12/31/2016

Citizen Members		
Member	Appointed	Expires
Michael Funderburg	2/1/2012	12/31/2018
Garrett Lines	2/19/2014	12/31/2016
Paul Barlow	2/1/2012	12/31/2018
Bill Eagle	5/2/2007	12/31/2015
Patrick Birkle	1/19/2012	12/31/2018

Administrative Staff	
John Walsh	City Administrator
Terry Moss	Chief of Police
Margaret Jeffries	Library Director
Sue Nelson and Neal Sheppard	Public Works Director
Jon Ellis	Finance Director / Budget Officer

Visitor Comments



Budget Committee Role

- o Budget
 - o ORS 294 – Provides rules associated with budget presentation, process, and timelines
 - o Financial Plan
 - o Period - July 1 through June 30
 - o Reflects Community Needs
 - o Committee composed of governing body and equal number of electors appointed by each council member
 - o Evaluates Programs and Services
 - o Allocation of Limited Resources

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Budget Committee Role

- o Role
 - o Meets publicly to review budget document
 - o Hear and consider public testimony
 - o May reduce or increase the estimates of resources and requirements proposed
 - o Ultimately must balance and approve budget
 - o Entitled to receive any information it needs to make decisions about the budget
 - o Question of executive officers or other staff
 - o Request additional information
 - o Any budget action requires affirmative vote of majority
 - o Must comply with Oregon Public Meeting Laws

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Budget Calendar

March						
29	30	31				
		1 st BC Mtg 5yr - Admin				
April						
5	6	7	8	9	10	11
		2nd BC Mtg Police				
12	13	14	15	16	17	18
19	20	21	22	23	24	25
		3rd BC Mtg Library				
26	27	28	29	30		
		4th Mtg Public Wks				
May						
3	4	5	6	7	1	2
		5th Mtg Capital Right Sizing			8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
		Public Hearing and Approval				
June						
	1	2	3	4	5	6
			CC-Public hearing			
7	8	9	10	11	12	13
14	15	16	17	18	19	20
			CC - Adopt			
21	22	23	24	25	26	27

- o March 31, 2015 – Begin Review/Discussions - Administration
- 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

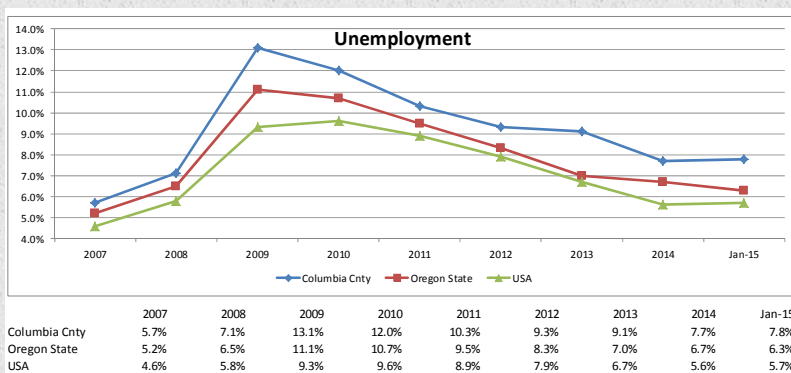
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Parliamentary Procedures

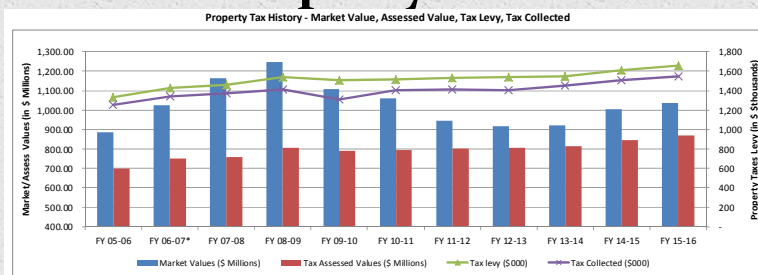
- o Discussion on:
 - o Flow of information and changes to proposed budget
 - o Appoint Chair and Secretary
 - o Other
- o Public Hearing scheduled for Tuesday, May 19th

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Setting Stage for FY 2015-16 Budget



Property Taxes



Top Ten Property Tax Payers

Fiscal Year 14-15				Fiscal Year 05-06			
Rank	Property owner	Assessed Value (in \$ millions)	Percent of total valuation	Rank	Property owner	Assessed Value (in \$ millions)	Percent of total valuation
1	Armstrong World Industry	24.81	3.1%	1	Boise White Paper LLC	88.83	11.9%
2	Cascade Tissue Group of Oregon	17.40	2.2%	2	Armstrong World Industry	28.23	3.8%
3	Boise White Paper LLC	11.42	1.4%	3	Cascade Tissue Group of Oregon	18.96	2.5%
4	Wal-Mart	8.27	1.0%	4	Wal-Mart	6.53	0.9%
5	Comcast Corporation	7.10	0.9%	5	Graymont Western US Inc	5.64	0.8%
6	Northwest Natural Gas	7.20	0.9%	6	Letica Corporation	5.70	0.8%
7	Letica Corporation	6.20	0.8%	7	Stimson Lumber Company	5.30	0.7%
8	Weston Investment Co LLC	5.80	0.7%	8	Northwest Natural Gas	5.56	0.7%
9	Nationwide Health Properties LLC	4.90	0.6%	9	St Helens Properties LLC	5.29	0.7%
10	Callaway Properties LLC	4.80	0.6%	10	Boise Building Solutions	4.99	0.7%
Total Top Ten		97.90	12.1%	Total Top Ten		175.03	23.4%
Total Assess Value - City Wide		870.57	107.6%	Total Assess Value - City Wide		748.09	100.0%

Total Proposed FY 15-16 Budget

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

Budget Flow

Internal Service Funds Pages 121 - 138		
1,475,780	Administration	
321,690	Public Works	
294,750	Fleet	
2,092,220		
(197,440)	Offset - IS	
259,163		
General Fund Pages 69 - 82		
81,710	City Council	
338,390	Municipal Court	
186,730	Planning	
252,060	Building	
2,537,390	Police	
559,600	Library	
269,710	Parks	
62,140	Non-Dept.	
851,800	Contingency	
5,139,530	Total budget	
Special Rev - CIP Funds Pages 83 - 120		
139,000	Visitor & Tourism	
2,058,860	Community Enhancement	
5,824,800	Capital Improvement	
56,830	CDBG	
868,430	Streets	
8,947,920	Total budget	
Enterprise Funds Pages 139 - 154		
3,622,100	Water Operating	
5,003,880	Sewer Operating	
8,625,980	Total budget	

Overview of Total Budget

	Proposed 2015-16	Percent total	Adjustments to net*	Net Budget	Percent total	Percent current
Resources						
Beginning working capital	14,829,960	44%		14,829,960	50%	0%
Charges for services	8,375,880	25%	(308,270)	8,067,610	27%	53%
Intergovernmental	1,946,850	6%		1,946,850	7%	13%
Property taxes	1,632,300	5%		1,632,300	5%	11%
Franchise fees	1,513,620	4%		1,513,620	5%	10%
Loan Proceeds	1,000,500	3%		1,000,500	3%	7%
Licenses and permits	303,810	1%		303,810	1%	2%
Fines and forfeitures	218,000	1%		218,000	1%	1%
Miscellaneous	264,840	1%		264,840	1%	2%
Motel/hotel	95,000	0%		95,000	0%	1%
Interest earnings	68,600	0%		68,600	0%	0%
Transfers	1,906,310	6%	(1,906,310)	-	0%	0%
Indirect cost allocation - CC	1,668,220	5%	(1,668,220)	-	0%	0%
Current revenues	18,993,930	56%	(3,882,800)	15,111,130	50%	0%
Total resources	33,823,890	100%	(3,882,800)	29,941,090		
Personnel Services	7,123,660	21%		7,123,660	42%	0%
Materials and Supplies	6,493,770	19%	(1,976,490)	4,517,280	27%	0%
Capital Outlay	4,241,400	13%		4,241,400	25%	0%
Debt Service	1,022,960	3%		1,022,960	6%	0%
Transfers	1,906,310	6%	(1,906,310)	-	0%	0%
	20,788,100	61%	(3,882,800)	16,905,300	100%	0%
Contingency	4,017,550	12%	(4,017,550)	-	0%	0%
Ending fund balance	9,018,240	27%	(9,018,240)	-	0%	0%
	33,823,890	100%	(16,918,590)	16,905,300	100%	0%
Net draw on reserves				(1,794,170)		

Budget Discussion By Department

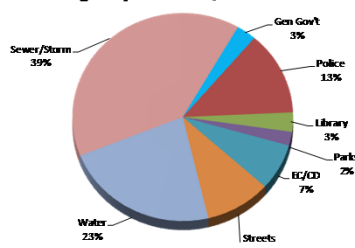
Department	General Fund 001	Special Revenue Funds					Internal Service Funds			Enterprise Funds		Total Budget
		Tourism 008	Community 009	Capital 010	Streets 011	CDRG 033	Admin Svcs 012	PW Engr/Ops 013	Fleet 015	Water 017	Sewer 018	
City Council	81,710											81,710
Admin / CD	839,320	119,000	853,520	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

Where does it go?

- 73.8% - Public Works
- ED/CD represents Planning, Building and Economic Development with riverfront development

**City of St. Helens FY 2015-16
Budget By Services \$20.8 million***



* - Net of Contingencies and Ending Fund Balance

Service	Council	Admin	Library	Police	PW	Total
General Gov't	1,651	601,006			-	602,657
Police	11,745	126,990		2,572,978	-	2,711,713
Library	2,571	27,800	596,562		-	626,933
Parks	1,206	13,056			429,761	444,023
Economic/Community Development	1,791	1,498,625			-	1,500,416
Streets	6,879	76,062			1,918,527	2,001,468
Water	19,556	350,560			4,342,666	4,712,781
Sewer/Storm	36,311	657,891			7,493,906	8,188,108
Total Net Budget	81,710	3,351,990	596,562	2,572,978	14,184,860	20,788,100
Percent of Budget	0.39%	16.12%	2.87%	12.38%	68.24%	100.00%

Gauntlet of Reductions

- Reduction to service levels through staff reductions

City Wide - All Departments / Funds

Department	Actual 2007-08 or peak	Adopted 2012-13	Adopted 2013-14	Proposed 2014-15	Adopted 2013-14		Actual 2007-08 *	
					-VS- Proposed 2014-15	Change	-VS- Proposed 2014-15	Change
Administrative / Community Services	18.50	14.50	14.00	14.00	-	0.00%	(4.50)	-24.3%
Police	24.00	18.00	17.00	17.00	-	0.00%	(7.00)	-29.2%
Library	7.00	5.50	5.46	5.29	(0.17)	-3.11%	(1.71)	-24.4%
Public Works *	36.70	32.80	30.50	29.75	(0.75)	-2.46%	(6.95)	-18.9%
Total FTE	86.20	70.80	66.96	66.04	(0.92)	-1.37%	(20.16)	-23.4%

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

- Personnel Services - no cost of living (FY 11-12, FY 12-13), increase medical contributions, loss of benefits (FY 11-12)
- Eliminated community grant programs
- Deferring maintenance

Overall Cost Drivers / Reducers

- Personnel Services up \$405,900 or 6%
 - COLA & Merit increases (\$135,470)
 - Medical insurance increase (\$97,620)
 - PERS increase of \$92,850 and
 - Increase part-time seasonal – PW projects \$22,820
- Materials and supplies up \$297,230 or 4.8%
 - CIS insurance for liability, auto and property up \$20,100
 - Increase in contract services – Property Development
- Capital Improvements down \$4,760,000 or 53%
 - Change in timing of projects
 - Acquisition of Boise Veneer – 6-30-15
 - Godfrey Outfall
 - Completion of I&I

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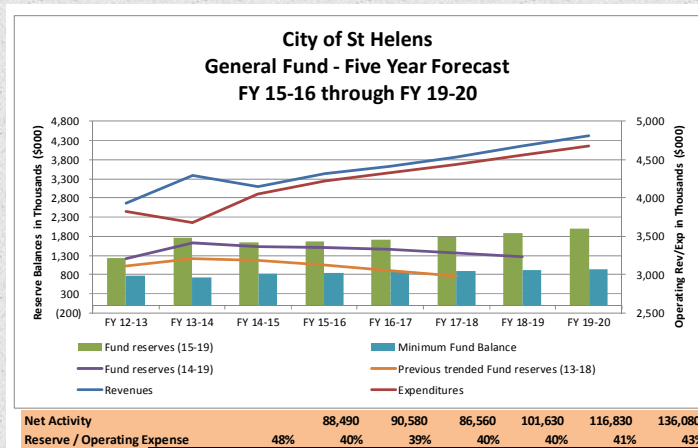
City's Budget Overview

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	233,666	33,820	535,600	596,562	28,680	177,844
Police	18,088	74,680	2,480,210	2,572,978	-	-
Public Works	12,126,429	11,724,950	228,030	14,184,860	2,047,100	7,847,449
General Fund Reserves	1,628,328	-	27,690	-	851,800	804,218
Total Budget	14,829,960	15,403,390	3,590,540	20,788,100	4,017,550	9,018,240
Gross Budget Amounts			33,823,890			33,823,890

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Five Year Forecasts



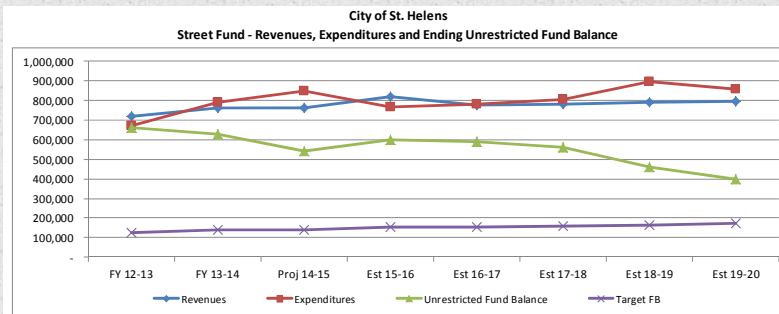
- Capacity to restore some services
- Additional Funding Request

Additional Funding Request

Additional Funding Requests - FY 2015-16 Budget						
Request	FTE	Department / Program	Notes	Total	General Fund	Other Funds
Operations						
Part-time to full-time Librarian I	0.3	Library	Personnel	22,970	22,970	-
Assistant Planner	1.0	Planning	Personnel	75,540	38,850	36,690
Assistant Planner	-	Direct labor	Personnel	-	(23,660)	23,660
Part-time Librarian Assistant	0.5	Library	Personnel	17,020	17,020	-
Reclass Sergeant to Lieutenant	-	Police	Personnel	20,760	20,760	-
Part-time Office Assistant	0.6	Court	Personnel	50,220	33,500	16,720
Reclass to Accounting Assistant	-	Finance	Personnel	4,900	980	3,920
Part-time Code Enforcement	0.5	Police	Personnel	25,910	25,910	-
Total ongoing costs	2.6			217,320	136,330	80,990
Capital						
Docks' repairs	1.0	Parks	Capital	50,000	40,000	10,000
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	-
Total one-time costs	6.0			144,500	134,500	10,000
Total additional funding requests				361,820	270,830	90,990

- Needs assessment identified over \$650,000 in just staffing needs but cash flow capacity only \$100,000
- Increased budget meetings to full vet requests
- Each Department will review with Committee
- Upon conclusion of meetings - will adjust Proposed to Amended

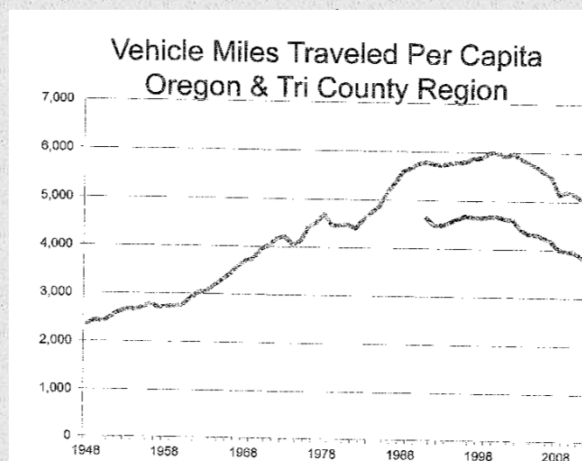
Five Year Forecasts



- Improvement from last year
- Concerned with assumption of 1% growth per year
 - Commuting miles declining
 - DMV upgrade
 - Potential increase in tax discussed
- May start looking towards alternative revenue sources (TUF)

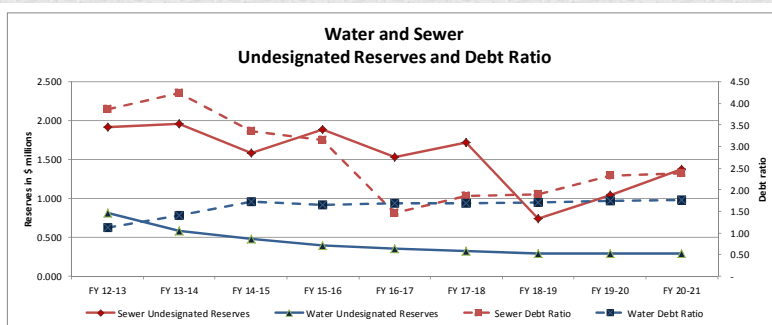
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Streets - potential declining



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Five Year Forecasts



Assumes Cost of living rate increases

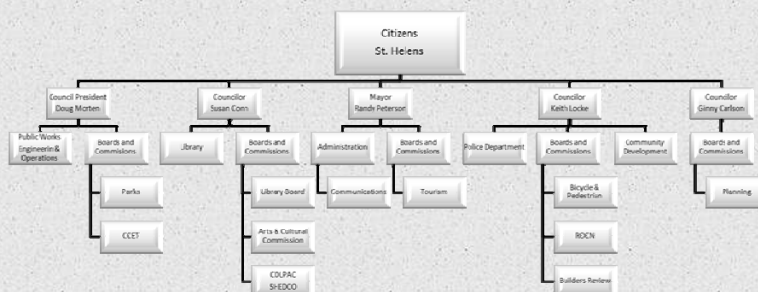
2.25% 2.25% 2.25% 2.25% 2.25% 2.25%

FY 12-13	FY 13-14	FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21

- Stability of Water, Sewer, Storm Utilities
- Assumed general inflation increases
- COSA Study and Storm Assessment Pending

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Mayor & City Council (pages 46 – 47, 75)



o To provide quality, effective and efficient service to our citizens

o Council Goals

- Provide effective governance and fiscal management
- Improve service, communication and relationships
- Foster a safe and healthy community
- Facilitate economic development activities
- Provide sound stewardship of community assets

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Mayor & City Council

Fd	Dpt	Dept / Program	Classification	Adopted FY 14-15	Proposed FY 15-16	Amt	%	Explanation	Addit'l Funding Requests	Explanation
001		General Fund								
		100 Mayor & Council	Personnel Services	32,350	48,640	16,290	50.4%	Lift Comp Freeze		
			Materials & Services	32,060	33,070	1,010	3.2%	Legislative efforts		
		Mayor & Council Total		64,410	81,710	17,300	26.9%			

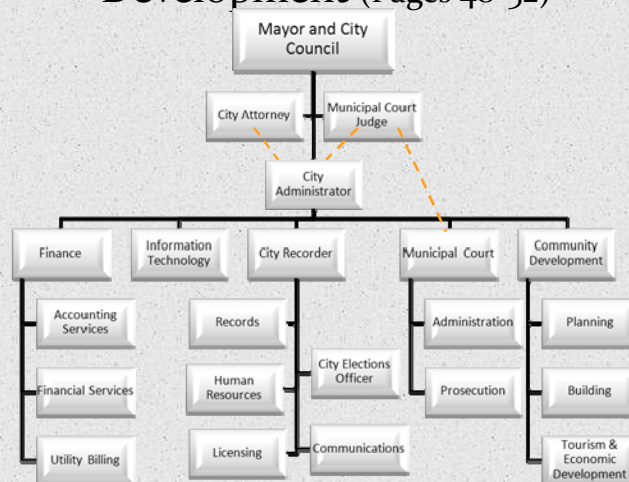
oFunding source – Indirect Cost Allocation (illustrated in later slide)

oUses -

- Since 2011 Council elected to lower and freeze stipend, saving \$65,000 over the past 4 years. Current year budget reflects the lifting freeze.
- Increase professional training to provide increased interactions with State and Local Legislators/Commissioners/Councils.
- Continue last year appropriation of \$10,000 for discretionary grants and awards.

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Administration and Community Development (Pages 48-52)



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Admin & CD – Sources/Uses by Fund

Classification	General Fd 001	Tourism 008	Community Enhancement 009	Capital Improvement 010	Administrative Services 012	CDBG 033	Total Appropriations	Percent
Sources								
Motel/hotel		95,000					95,000	2.7%
Charges for services					30,270		30,270	0.9%
Licenses and permits	300,230						300,230	8.6%
Fines and forfeitures	202,000						202,000	5.8%
Intergovernmental	13,000	-	350,000				363,000	10.4%
Miscellaneous	5,080	24,000	75,000			56,830	160,910	4.6%
Indirect cost allocation					1,311,820		1,311,820	37.6%
Transfers			1,000,000	25,000	-		1,025,000	29.4%
Total Sources	520,310	119,000	1,425,000	25,000	1,342,090	56,830	3,488,230	100.0%
Uses								
Personnel Services	482,050				930,120		1,412,170	42.1%
Materials & Services	328,380	119,000	678,600		395,200	56,830	1,578,010	47.1%
Capital Outlay	-		-	50,000	108,000	-	158,000	4.7%
Debt Service			119,000				119,000	3.6%
Transfers	28,890	-	55,920		-		84,810	2.5%
Total Uses	839,320	119,000	853,520	50,000	1,433,320	56,830	3,351,990	100.0%

0 Sources

1. ICAP – Allocation of centralized service costs by Budget
2. Transfers – Interfund Loan of \$1 million from Capital Improvement if needed to Economic Development & \$25 thousand transfer from general fund – reserve for CIP Equipment
3. Intergovernmental – Brownfield grants (Boise Properties) and Certified Local Government (CLG) (Historic Land Mark)

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Admin & CD – Revenues - ICAP

	FY 15-16 Bud	General Fund	Streets	Fleet	Water	Sewer / Storm	Total
Bases for allocation							
Operating/Capital Budgets FY 2014-15		4,013,770	1,384,750	284,300	4,053,710	7,557,394	17,293,924
FTE City Hall		5.7437	0.9036	0.1293	3.2845	7.1889	17.25000
Administrative Services Fund ICAP							
		23.21%	8.01%	1.64%	23.44%	44%	100%
012 .101 City Administrator	247,510	57,445	19,818	4,069	58,017	108,161	247,510
		23.21%	8.01%	1.64%	23.44%	44%	100%
012 .102 City Recorder	280,050	64,997	22,424	4,604	65,644	122,381	280,050
					34.91%	65%	100%
Based on Utilities budget	374,145		-	-	130,623	243,522	374,145
		23.21%	8.01%	1.64%	23.44%	44%	100%
Based on all Ops budget	314,145	72,910	25,154	5,164	73,636	137,280	314,145
012 .106 Finance	688,290	72,910	25,154	5,164	204,259	380,803	688,290
		10.59%	3.65%	0.75%	29.68%	55.33%	100.00%
FTE City Hall		33.30%	5.24%	0.75%	19.04%	42%	100%
012 .107 City Hall Fac	95,970	31,955	5,027	719	18,273	39,995	95,970
Total Admin Services	1,311,820	227,307	72,424	14,556	346,193	651,340	1,311,820

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Admin & CD – Uses by Fund & Program

Fd	Dpt	Divisions / Programs	Actual FY 12-13	Actual FY 13-14	Adopted FY 14-15	Proposed FY 15-16	FY 14-15 Vs. 15-16 Incr / (Decr)
Administration							
001	103	Courts	329,211	323,171	349,420	338,390	(11,030) -3.2%
001	110	Non-dept	243,422	141,241	263,970	62,140	(201,830) -76.5%
010	305	Equipment	-	-	50,000	50,000	- 0.0%
012	101	City Administrator	192,793	209,419	245,080	247,510	2,430 1.0%
012	102	City Recorder	269,980	258,496	277,850	280,050	2,200 0.8%
012	106	Finance	579,411	632,761	652,840	688,290	35,450 5.4%
012	107	City Hall	109,348	89,955	92,550	95,970	3,420 3.7%
012	108	IT/Self Ins	57,383	22,684	96,363	121,500	25,137 26.1%
Total Administration			1,781,548	1,677,726	2,028,073	1,883,850	(144,223) -7.1%
Community Development							
001	104	Planning	126,444	159,453	178,550	186,730	8,180 4.6%
001	105	Building	172,642	140,709	200,420	252,060	51,640 25.8%
008	008	Tourism	98,747	158,431	215,100	119,000	(96,100) -44.7%
009	206	PEG	5,758	7,655	21,250	9,350	(11,900) -56.0%
009	207	Grants	-	21,513	-	-	- 0.0%
009	209	Economic Development	-	361,053	4,000,000	788,250	(3,211,750) -80.3%
009	213	Building Reserve	-	-	-	55,920	55,920 0.0%
032	032	Revenue Sharing (moved to GF)	101,848	131,653	-	-	- 0.0%
033	033	Community Development Block Grant	80,856	329,540	56,830	56,830	- 0.0%
Total Community Development			586,295	1,310,007	4,672,150	1,468,140	(3,204,010) -68.6%
Total Administration/Community Development			2,367,844	2,987,733	6,700,223	3,351,990	(3,348,233) -50.0%

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Admin & CD General Fund (Pages 75-77, 81)

				Adopted FY 14-15	Proposed FY 15-16			Addit'l Funding Requests	
Fd	Dpt	Dept / Program	Classification			Amt	%		Explanation
001	General Fund								
103	Courts	Personnel Services		164,650	152,640	(12,010)	-7.3%	33,500	18% increase workload - .4 FTE
		Materials & Services		184,770	185,750	980	0.5%	-	
Courts Total				349,420	338,390	(11,030)	-3.2%	33,500	
104	Planning	Personnel Services		99,990	103,850	3,860	3.9%	11,710	Assistant Planner - .5 FTE (offset by shift of support staff)
		Materials & Services		78,560	82,880	4,320	5.5%	3,160	
Planning Total				178,550	186,730	8,180	4.6%	14,870	
105	Building	Personnel Services		150,610	205,610	55,000	36.5%	-	
		Materials & Services		49,810	46,450	(3,360)	-6.7%	-	
Building Total				200,420	252,060	51,640	25.8%	-	
110	Non-dept	Personnel Services		26,520	19,950	(6,570)	-24.8%	-	Capital - Police Equipment & Parks - Dock Repairs
		Materials & Services		43,250	13,300	(29,950)	-69.2%	-	
		Transfers		197,810	28,890	(168,920)	-85.4%	109,500	
Non-dept Total				267,580	62,140	(205,440)	-76.8%	109,500	
001 Total General Fund				995,970	839,320	(156,650)	-15.7%	157,870	

- o Municipal Courts – Changes in staffing mix
- o Planning – Planning Commission Stipend / Attorneys costs
- o Building – Market adjustment for Building Official and increase staffing support
- o Non-Departmental – Transfer of Dog License and reduction in capital transfers

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Admin & CD – Additional Funding Requests

Additional Funding Requests - FY 2015-16 Budget						
Request	FTE	Department / Program	Notes	Total	General Fund	Other Funds
Operations						
Assistant Planner	1.0	CD - Planning	Personnel & MS	75,540	38,850	36,690
Assistant Planner		Direct labor Offset	Personnel	-	(23,660)	23,660
Part-time Office Assistant	0.6	Admin - Court	Personnel	50,220	33,500	16,720
Reclass to Accounting Assistant		Admin - Finance	Personnel	4,900	980	3,920
Total ongoing costs	1.6			130,660	49,670	80,990
Capital						
Docks' repairs	1.0	Parks	Capital	50,000	40,000	10,000
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	-
Total one-time costs	6.0			144,500	134,500	10,000
Total additional funding requests				275,160	184,170	90,990

- **Assistant Planner** – Address increased workloads, enhance grant writing and award capacity and shift Communications Officers responsibility from less supportive roll in Planning and more on City Communications.
- **Part-time Office Assistant** – Address the increased work load in court (18% increase in criminal violations), enhance collections processes in Courts and Utility Billing, and enhance customer services in both divisions.
- **Accounting Assistant** – Reclass a full-time Office Assistant to an Accounting Assistant. Restore some key support in budget preparation, payroll, financial reporting, and assist in transition when key Finance personnel retires.

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Admin & CD – Tourism, Community Enhancement, & Capital Funds (Pages 89,96,98,109)

Fd	Dpt	Dept / Program	Classification	Adopted FY 14-15	Proposed FY 15-16	Amt	%
008	Tourism						
	008	Tourism	Materials & Services	196,100	119,000	(77,100)	-39.3%
			Transfers	19,000	-	(19,000)	-100.0%
		008 Total Tourism Fund		215,100	94,800	(120,300)	-55.9%
009	Community Enhancement						
	206	PEG	Materials & Services	21,250	10,780	(10,470)	-49.3%
		PEG Total		21,250	9,350	(11,900)	-56.0%
	209	Economic Develop	Materials & Services	300,000	669,250	369,250	123.1%
			Capital Outlay	3,700,000	-	(3,700,000)	-100.0%
			Debt Service	-	119,000	119,000	100.0%
		Economic Development Total		4,000,000	788,250	(3,211,750)	-80.3%
	213	Building	Materials & Services	-	-	-	0.0%
			Transfers	-	55,920	55,920	100.0%
		Building Reserve Total		-	55,920	55,920	100.0%
		009 Total Community Enhancement		4,021,250	853,330	(3,167,920)	-78.8%
010	Capital Improvements						
	305	Equipment	Capital Outlay	50,000	50,000	-	0.0%
		305 Total		50,000	50,000	-	0.0%
		010 Total Capital Improvements		50,000	50,000	-	0.0%
033	Community Development Block Grants						
	033	CDBG	Materials & Services	56,830	56,830	-	0.0%
		033 Total Community Development Block Grants		56,830	56,830	-	0.0%

- Tourism – Re-organization
- PEG – Public Access improvements
- Economic Dev. – Development of property and initiation of Urban Renewal
- Building – potential draw on reserves
- Capital Improvement – Carry-over of purchasing a new phone system
- CDBG – Low Income Housing Rehab Program – revolving loan program

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Admin & CD – administrative services Fund (Pages 123 - 127)

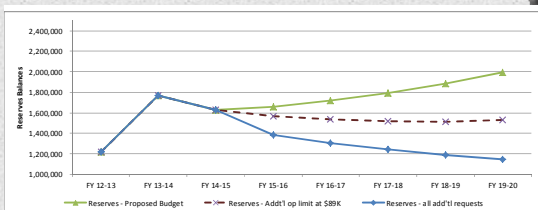
Fd	Dpt	Dept / Program	Classification	Adopted FY 14-15	Proposed FY 15-16	Amt	%	Funding Requests	Explanation
012		Administrative Services Fund							
101	City Admin	Personnel Services		164,620	186,120	21,500	13.1%	35,100	Assistant Planner - .5 FTE for City Wide Grants and support of Boise Properties
		Materials & Services		75,460	56,390	(19,070)	-25.3%	-	
		Capital Outlay		5,000	5,000	-	0.0%	-	
		City Administrator Total		245,080	247,510	2,430	1.0%	35,100	
102	City Recorder	Personnel Services		222,900	227,910	5,010	2.2%	-	
		Materials & Services		50,850	48,140	(2,710)	-5.3%	-	
		Capital Outlay		4,100	4,000	(100)	-2.4%	-	
		City Recorder Total		277,850	280,050	2,200	0.8%	-	
106	Finance	Personnel Services		493,690	516,090	22,400	4.5%	9,660	.2 FTE coverage for Utility customer services
		Materials & Services		157,150	169,700	12,550	8.0%	-	
		Capital Outlay		2,000	2,500	500	25.0%	-	
		Finance Total		652,840	688,290	35,450	5.4%	9,660	
107	City Hall	Materials & Services		92,550	95,970	3,420	3.7%	-	
	City Hall Total			92,550	95,970	3,420	3.7%	-	
108	IT/Self Ins	Materials & Services		25,000	25,000	-	0.0%	-	
		Capital Outlay		69,300	96,500	27,200	39.2%	-	
		Transfers		2,063	-	(2,063)	-100.0%	-	
	IT/Self Ins Total			96,363	121,500	25,137	26.1%	-	
012		Total Administrative Services		1,364,683	1,433,320	68,637	5.0%	44,760	

- City Administrator – Shifted Communications, reduce attorney, carry-over equipment
- City Recorder – Shifted Communications
- Finance – Change in staffing mix – IVR and Bill printing services
- City Hall – Costs of Maintaining City Hall
- IT/Self Insurance – replacing servers and migration to Full Court Enterprise

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Additional Funding Request Interactive Modeling

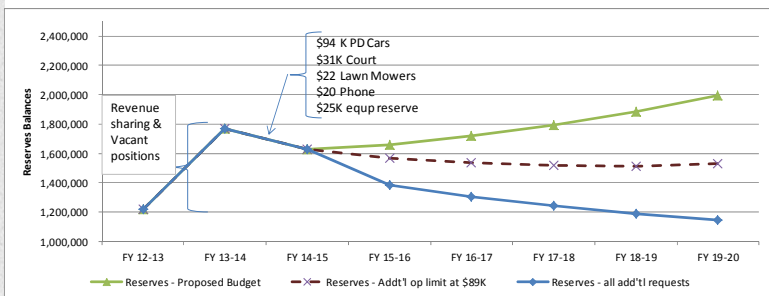
- Assumes all additional funding requests approved



Reserves as percent of operating expenditures								
	FY 12-13	FY 13-14	FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20
Reserves - Proposed Budget	31.9%	48.0%	40.1%	39.2%	39.7%	40.4%	41.4%	42.0%
Reserves - Add'tl op limit at \$90K	31.9%	48.0%	40.1%	36.3%	34.8%	34.5%	32.6%	32.7%
Reserves - all add'l requests	31.9%	48.0%	40.1%	31.8%	29.3%	27.1%	25.2%	23.7%

Additional Funding Requests - FY 2015-16 Budget							If Funded
Request	FTE	Department / Program	Notes	Total	General Fund	Other Funds	
Operations							
Part-time to full-time Librarian I	0.3	Library	Personnel	22,970	22,970	-	Yes
Assistant Planner	1.0	Planning	Personnel	35,540	35,540	-	Yes
Assistant Librarian	0.5	Library	Personnel	17,000	17,000	-	Yes
Part-time Librarian Assistant	0.5	Library	Personnel	17,000	17,000	-	Yes
Recless Sergeant to Lieutenant	1.0	Police	Personnel	20,760	20,760	-	Yes
Part-time Office Assistant	0.6	Court	Personnel	30,220	30,220	-	Yes
Recless to Accounting Assistant	1.0	Finance	Personnel	4,000	4,000	-	Yes
Part-time Code Enforcement	0.5	Police	Personnel	25,000	25,000	-	Yes
Total ongoing costs	6.6			217,330	217,330	80,990	
Capital							
Docks' repairs	1.0	Parks	Capital	50,000	50,000	-	Yes
Police building repairs	1.0	Police	Capital	10,000	10,000	-	Yes
Police vehicle	1.0	Police	Capital	30,000	30,000	-	Yes
Portable radios	1.0	Police	Capital	30,000	30,000	-	Yes
Video surveillance system	1.0	Police	Capital	4,000	4,000	-	Yes
Body worn cameras	1.0	Police	Capital	14,500	14,500	-	Yes
Total one-time costs	6.0			144,500	144,500	10,000	
Total additional funding requests				361,830	361,830	90,990	

Additional Historic Info



Reserves as percent of operating expenditures

	FY 12-13	FY 13-14	FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20
Reserves - Proposed Budget	31.9%	48.0%	40.1%	39.2%	39.7%	40.4%	41.4%	42.7%
Reserves - Add'l op limit at \$89K	31.9%	48.0%	40.1%	36.3%	34.8%	33.5%	32.6%	32.0%
Reserves - all add'l requests	31.9%	48.0%	40.1%	31.8%	29.3%	27.1%	25.2%	23.7%

- Revenue Sharing and unfilled position reflect increase FY 13-14
- Capital Equipment represent decrease FY 14-15

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Questions?



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