

# City of Valdez

212 Chenega Ave.  
Valdez, AK 99686

## Meeting Agenda

### City Council

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Thursday, October 10, 2019

6:00 PM

Council Chambers

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#### Budget Work Session #4 (Administration Excluding HR, Technology, & Events)

#### WORK SESSION AGENDA - 6:00 pm

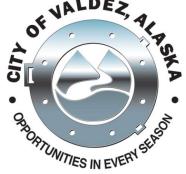
*Transcribed minutes are not taken for Work Sessions. Audio is available upon request.*

1. [2020 Budget Workshop 4 of 6](#)

Sponsors: City Council

Attachments: [Administration - Division Book](#)

[Workshop 4 of 6](#)



# City of Valdez

212 Chenega Ave.  
Valdez, AK 99686

## Legislation Text

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**File #:** 19-0421, **Version:** 1

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**ITEM TITLE:**

2020 Budget Workshop 4 of 6

**SUBMITTED BY:** Brian Carlson, Finance Director

**FISCAL NOTES:**

Expenditure Required: n/a

Unencumbered Balance: n/a

Funding Source: n/a

**RECOMMENDATION:**

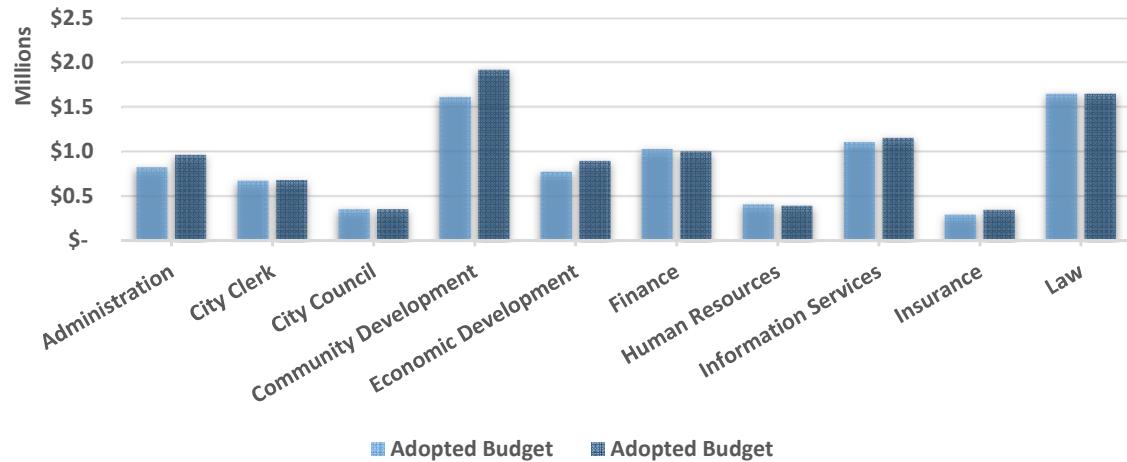
Provide consensus direction to staff for final 2020 budget numbers

**SUMMARY STATEMENT:**

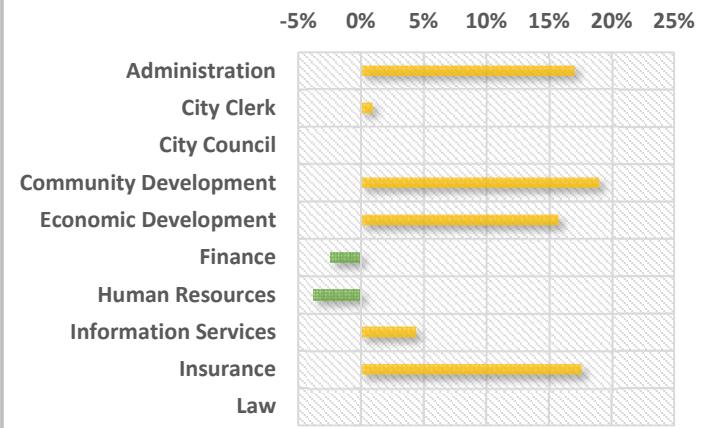
This workshop covers the Administration Division, excluding Human Resources Department, and Technology Reserve.

## Administration Division

**2019 Adopted Budget vs 2020 City Manager Budget**



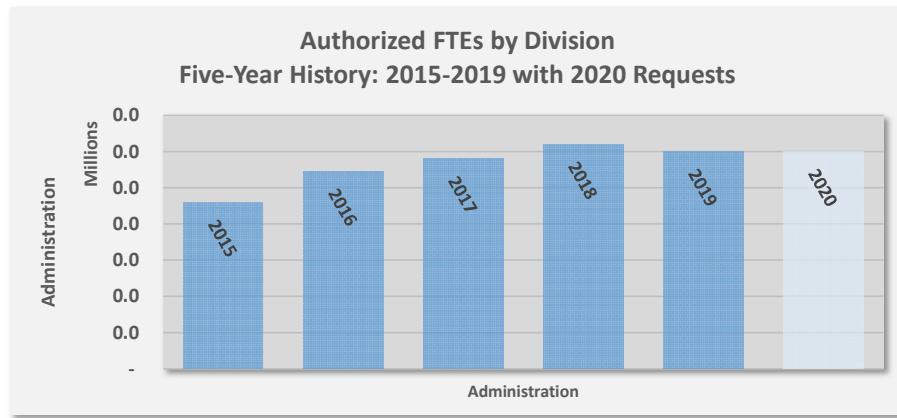
**2020 Prelim Budget Growth over 2019 Adopted Budget**



	Adopted Budget History				Budget Trendline	
	2016	2017	2018	2019	2020	2016-2020
Administration	1,022,066	862,780	827,258	823,403	964,000	
City Clerk	447,475	615,177	649,200	672,238	678,669	
City Council	443,550	352,804	361,250	350,250	350,250	
Community Development	967,950	965,819	1,051,450	1,614,441	1,921,695	
Economic Development	1,037,279	445,663	623,370	773,457	895,511	
Finance	1,081,885	1,134,240	1,016,375	1,027,465	1,002,537	
Human Resources	-	410,286	393,263	405,069	389,673	
Information Services	831,380	1,043,437	1,045,308	1,106,374	1,155,163	
Insurance	264,131	269,419	298,066	291,575	343,000	
Law	2,500,000	2,000,000	1,500,000	1,650,000	1,650,000	
	<b>8,595,716</b>	<b>8,099,625</b>	<b>7,765,540</b>	<b>8,714,272</b>	<b>9,350,498</b>	

## Administration Division

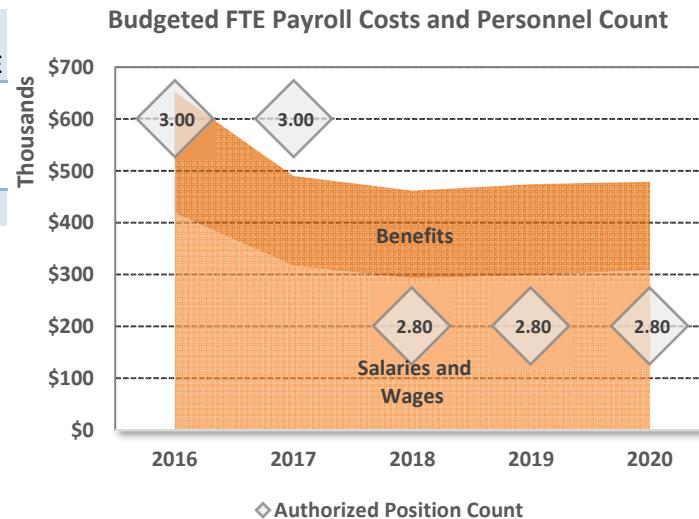
	2015		2016		2017		2018		2019		2020		2015-2020 Growth		
	Authorized FTEs	FTE Payroll Costs	Authorized FTEs	FTE Payroll Costs											
Administration	23.00	\$2.9 MM	27.30	\$3.4 MM	29.00	\$3.9 MM	31.00	\$4.0 MM	30.00	\$4.1 MM	30.00	\$4.2 MM	30%	7.0	44% \$1.3 MM



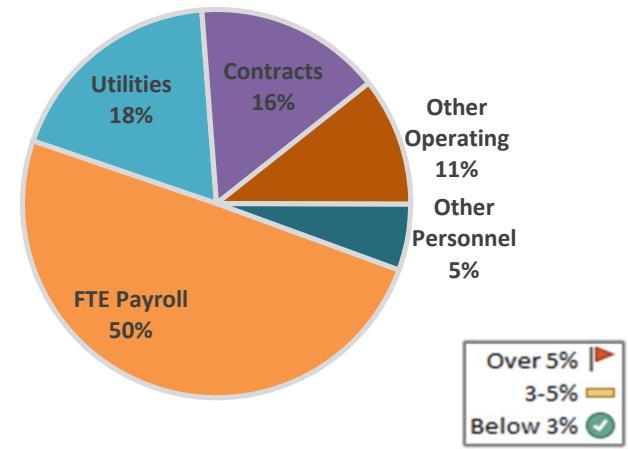
Authorized Position Count		2016	2017	2018	2019	2020
<b>Administration</b>		<b>27.3</b>	<b>29</b>	<b>31</b>	<b>30</b>	<b>30</b>
ADMINISTRATION		3	3	2.8	2.8	2.8
CITY CLERK		3	5	5	5	5
CITY COUNCIL		0	0	0	0	0
COMMUNITY DEVELOPMENT		6.3	6	7	7	7
ECONOMIC DEVELOPMENT		0	1	2.2	2.2	2.2
FINANCE		7	6	6	6	6
HUMAN RESOURCES		2	2	2	2	2
INFORMATION SERVICES		5	6	6	5	5
VHIA		1	0	0	0	0

**Mission:** *The Administration Department is responsible for implementing Council initiatives and priorities.*

	FTE
CITY MANAGER	1.00
ASSISTANT CITY MANAGER	1.00
ADMIN ASSISTANT	0.80
<b>Grand Total</b>	<b>2.80</b>



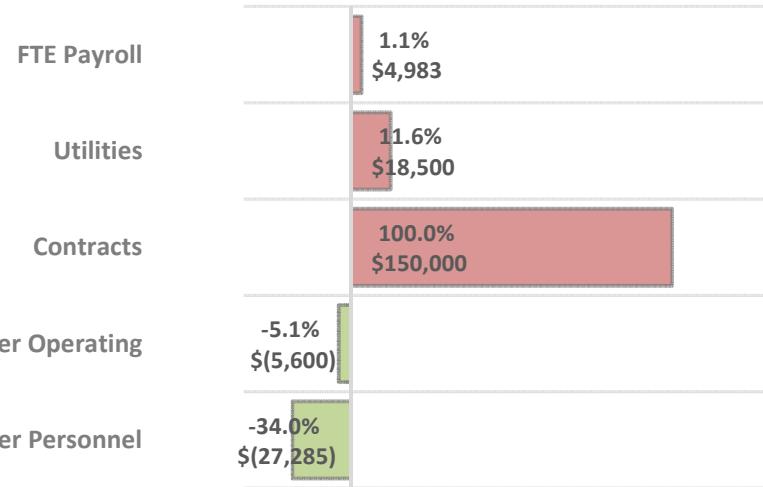
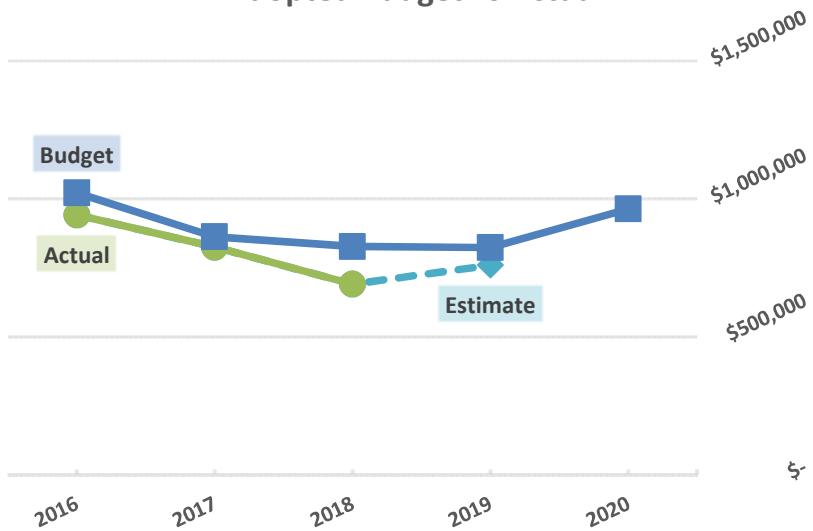
**2020 Adopted Budget**



	Actual Expenditure			Estimate	Adopted Budget		2019 to 2020 Budget Changes	
	2016	2017	2018		2019	2020	Dollar	Percent
FTE Payroll	623,595	531,661	411,860	424,800	474,135	479,117	4,983 ✓	1.1%
Other Operating	122,722	100,261	69,100	104,000	109,100	103,500	(5,600) ✓	-5.1%
Other Personnel	56,978	30,730	32,218	62,067	80,168	52,883	(27,285) ✓	-34.0%
Contracts	5,769	-	1,212	-	-	150,000	150,000 ▶	100.0%
Utilities	132,764	162,410	176,519	169,000	160,000	178,500	18,500 ▶	11.6%
<b>Grand Total</b>	<b>941,829</b>	<b>825,062</b>	<b>690,909</b>	<b>759,867</b>	<b>823,403</b>	<b>964,000</b>	<b>140,597 ▶</b>	<b>17.1%</b>

**Work Plan**

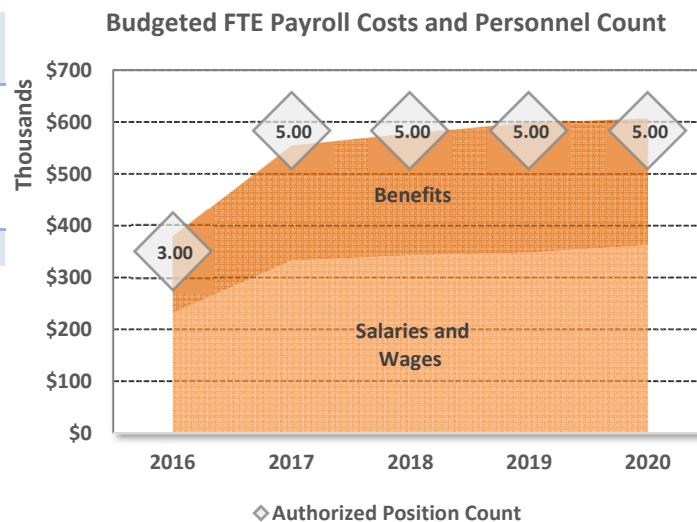
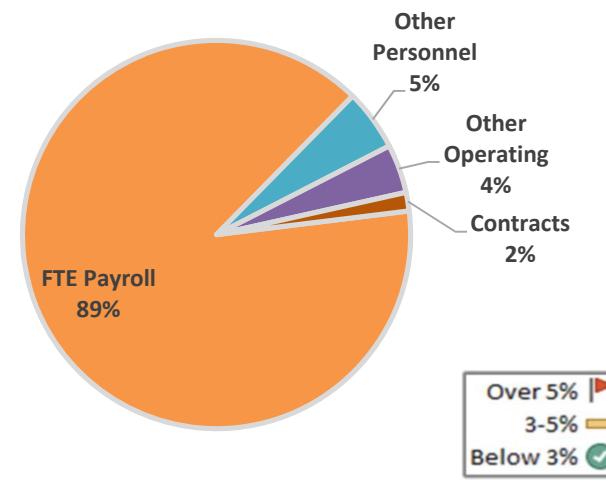
- Continuation and Completion of new Fire Station
- Continuation and Completion of Yellow Building Project.
- Continuation of Development and implementation of pavement management plan.
- Continue ICS Trainings and update the Emergency Operation Plan books within the City and Community
- Create multi-year plan for office and storage space needs.
- Enhanced communications and public outreach.
- Enhanced enforcement of city codes and zoning regulations.
- Expansion of housing options.
- Explore expanded and optimized project management options.
- Explore expanded senior healthcare initiatives.
- Improve Communications within the Community
- Long-term financial planning and budget sustainability
- Mitigate wildlife hazards.
- Ongoing economic development and diversification.
- Ongoing flood hazard assessment and mitigation.
- Review of citywide procurement procedures.
- Review of options for daycare and early childhood development.
- Scheduling and quantifying of ongoing and deferred maintenance.

**2019 to 2020 Budget Changes****Adopted Budget vs Actual**

**Mission:**

*It is the mission of the City Clerk and her staff to provide municipal election services, maintain the official records of all City Council proceedings, and perform other state and municipal statutory duties for elected officials, voters, city departments, and the public, in order that they may be guaranteed fair and impartial elections and open access to information and the legislative process.*

	FTE
CITY CLERK	1.00
DEPUTY CLERK	1.00
RECORDS MANAGER	1.00
CUSTOMER SERVICE REP	2.00
<b>Grand Total</b>	<b>5.00</b>

**2020 Adopted Budget**

	Actual Expenditure			Estimate	Adopted Budget		2019 to 2020 Budget Changes	
	2016	2017	2018		2019	2020	Dollar	Percent
FTE Payroll	363,157	536,780	537,316	542,720	598,817	606,018	7,201 ✓	1.2%
Other Operating	19,481	15,635	20,698	31,000	31,000	27,500	(3,500) ✓	-11.3%
Other Personnel	30,169	38,060	31,839	31,911	31,911	34,641	2,730 ▶	8.6%
Contracts	2,509	9,121	9,845	10,510	10,510	10,510	- ✓	0.0%
<b>Grand Total</b>	<b>415,317</b>	<b>599,597</b>	<b>599,698</b>	<b>616,141</b>	<b>672,238</b>	<b>678,669</b>	<b>6,431 ✓</b>	<b>1.0%</b>

**Ongoing Responsibility**

The City Council appoints the municipal Clerk. The Clerk and her staff work directly for the legislative body. The Clerk administers the City Council's offices and serves as a conduit to the administration, the public, and other agencies for the City Council.

The City Clerk's office also serves as the City Public Information Office, whose missions include media relations, social media management, and emergency communications. Additionally, the City Clerk's office manages the front customer service office at City Hall.

**Work Plan**

Continue development and implementation of Zasio electronic records management system.

Continue to increase voter turnout and spark interest by our citizens to serve on the City Council, the School Board or as a member of a City Board or Commission. Promote citizen engagement and involvement in local government.

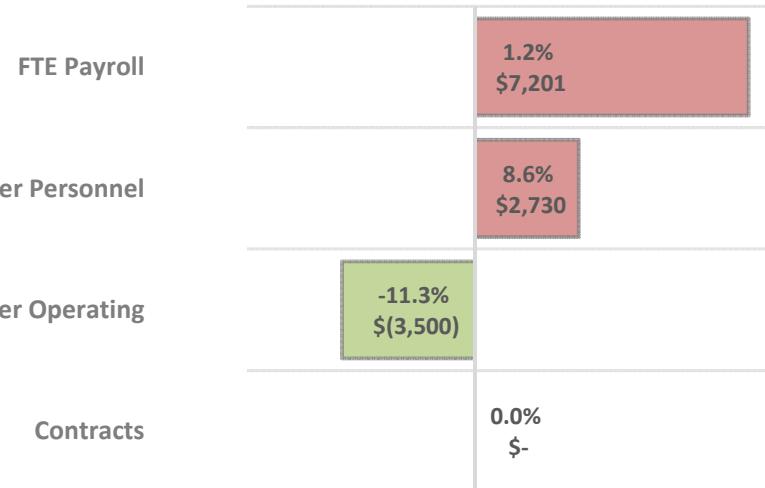
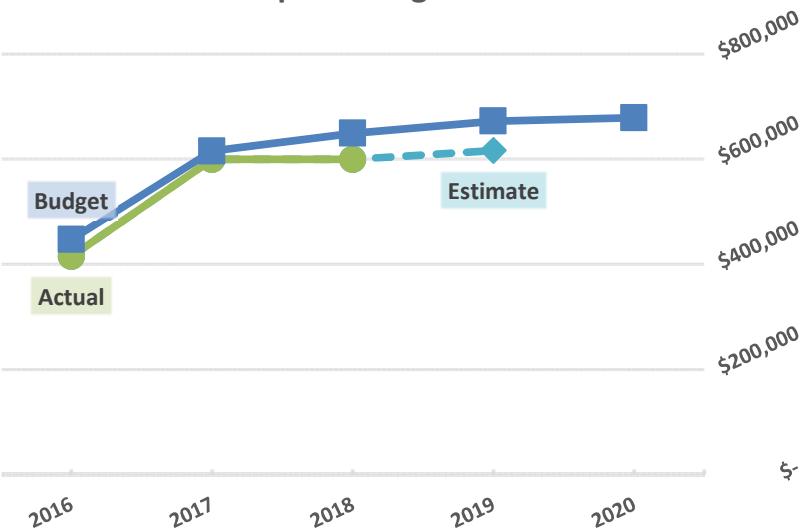
Create a Public Information Office operating procedures manual to codify roles, responsibilities, processes, programs, and goals.

Develop and implement "Kids in Government" program.

Develop and implement newly elected officials and boards and commissions training program.

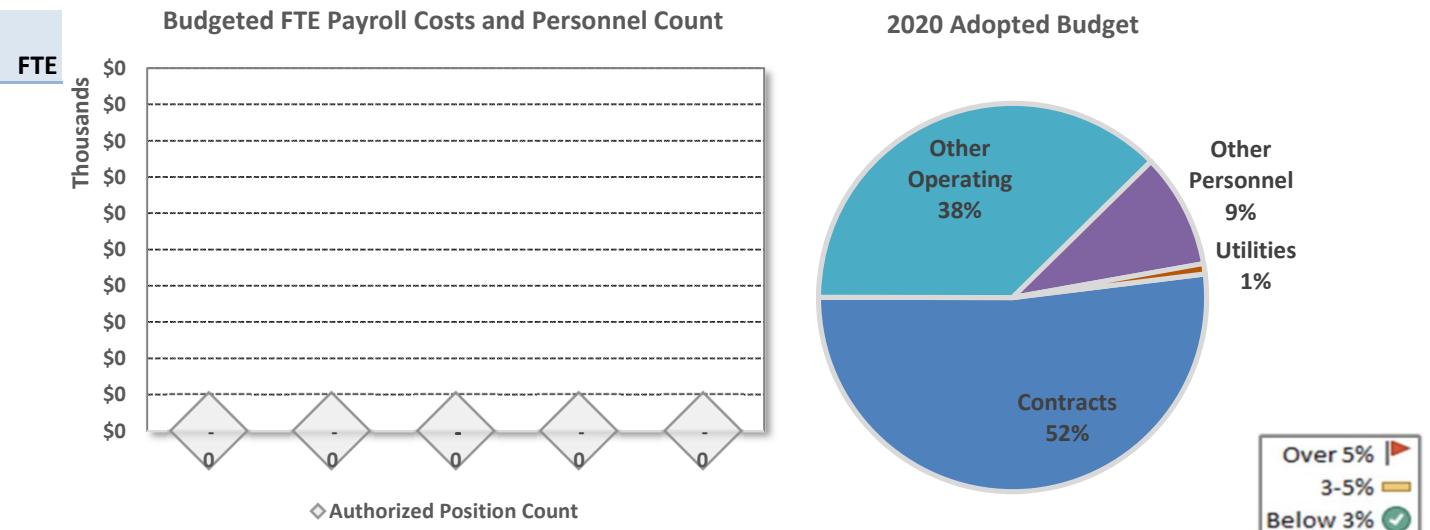
Provide training for Clerk staff necessary to achieve or retain the highest degree of professional certification.

Work with City Attorney and City Departments on Municipal Code Review. Prepare ordinances as necessary.

**2019 to 2020 Budget Changes****Adopted Budget vs Actual**

## Mission:

*The City Council is the legislative and policy-making body of City government, setting the City's long-range vision, values, strategies and goals.*



	Actual Expenditure			Estimate	Adopted Budget		2019 to 2020 Budget Changes	
	2016	2017	2018		2019	2020	Dollar	Percent
Other Operating	69,525	81,067	68,089	131,750	131,750	131,750	-	0.0%
Other Personnel	20,822	19,643	22,476	33,500	33,500	33,500	-	0.0%
Contracts	166,702	165,515	165,433	186,063	182,000	182,000	-	0.0%
Utilities	2,687	2,950	3,551	3,000	3,000	3,000	-	0.0%
<b>Grand Total</b>	<b>259,736</b>	<b>269,176</b>	<b>259,548</b>	<b>354,313</b>	<b>350,250</b>	<b>350,250</b>	-	0.0%

**Ongoing Responsibility**

The Mayor serves as the Chairperson of the Council. The Council appoints and removes the City Manager, City Clerk, and City Attorney to implement its policies and goals.

**Work Plan**

Continuation and completion of Kelsey Dock project.  
Create multi-year plan for office and storage space needs.  
Design of proposed new fire station.  
Development and implementation of pavement management plan.  
Enhanced communications and public outreach.  
Enhanced enforcement of city codes and zoning regulations.  
Expansion of housing options.  
Explore expanded and optimized project management options.  
Explore expanded senior healthcare initiatives.  
Long-term financial planning and budget sustainability  
Mitigate wildlife hazards.  
Ongoing economic development and diversification.  
Ongoing flood hazard assessment and mitigation.  
Review of citywide procurement procedures.  
Review of options for daycare and early childhood development.  
Scheduling and quantifying of ongoing and deferred maintenance.

**2019 to 2020 Budget Changes****Contracts**

0.0%  
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**Other Operating**

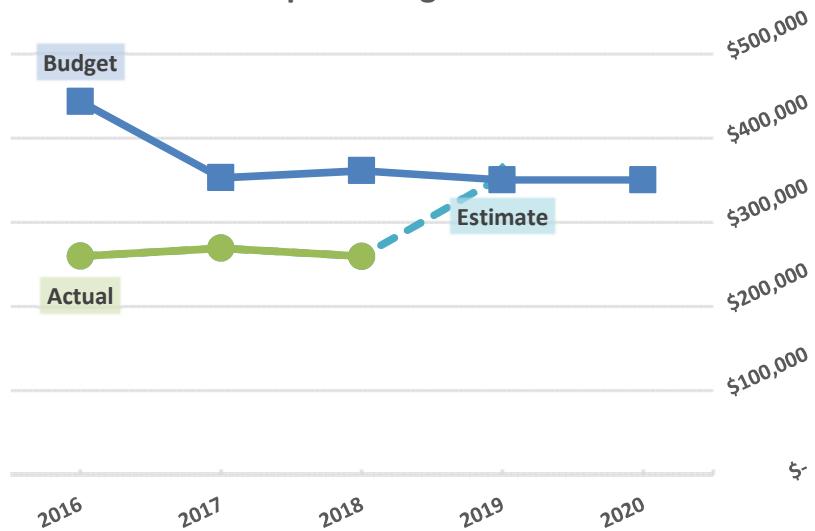
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**Other Personnel**

0.0%  
\$-

**Utilities**

0.0%  
\$-

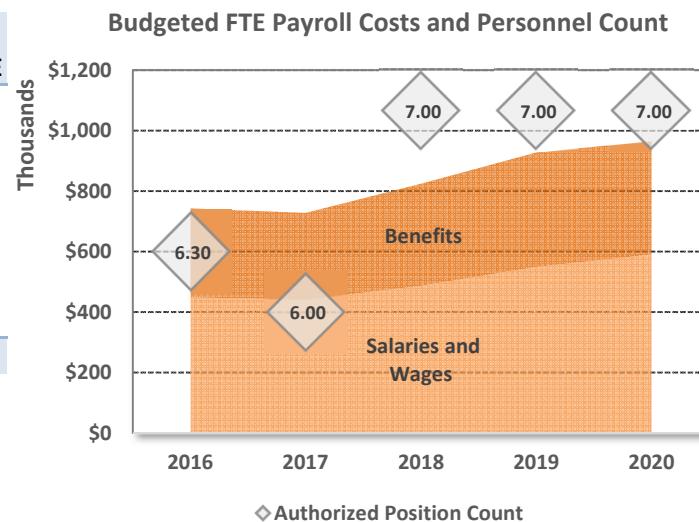
**Adopted Budget vs Actual**

## COMMUNITY DEVELOPMENT

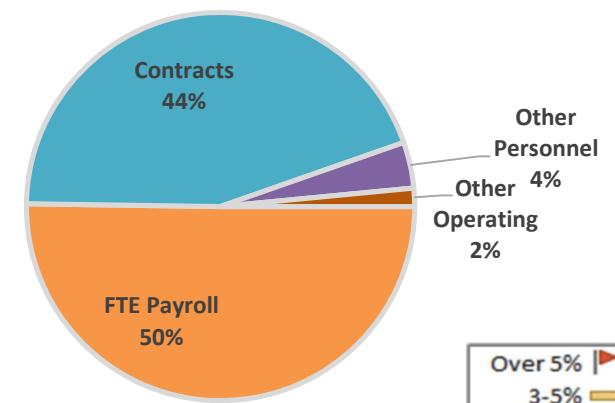
### Mission:

*To support community development that enhances the economy of Valdez, while protecting public health, safety and welfare, and ensuring compatibility with the Valdez Comprehensive Plan and applicable city codes. We strive to effectively deliver land-use and permitting information and serve all Valdez residents equally.*

	FTE
DIRECTOR	1.00
SENIOR PLANNER	1.00
SENIOR PLANNER/GIS TECH	1.00
BUILDING INSPECTOR	1.00
GIS MANAGER	1.00
PLANNING TECHNICIAN	1.00
ADMIN ASSISTANT	1.00
<b>Grand Total</b>	<b>7.00</b>



### 2020 Adopted Budget



	Actual Expenditure			Estimate	Adopted Budget		2019 to 2020 Budget Changes	
	2016	2017	2018		2019	2020	Dollar	Percent
FTE Payroll	591,730	646,933	762,859	942,000	928,206	965,064	36,859	4.0%
Other Operating	26,941	32,981	13,283	34,750	32,100	29,350	(2,750)	-8.6%
Other Personnel	26,980	49,509	61,373	41,502	75,235	73,380	(1,855)	-2.5%
Contracts	83,293	110,989	92,005	122,000	578,900	853,900	275,000	47.5%
<b>Grand Total</b>	<b>728,944</b>	<b>840,412</b>	<b>929,520</b>	<b>1,140,252</b>	<b>1,614,441</b>	<b>1,921,695</b>	<b>307,254</b>	<b>19.0%</b>

## COMMUNITY DEVELOPMENT

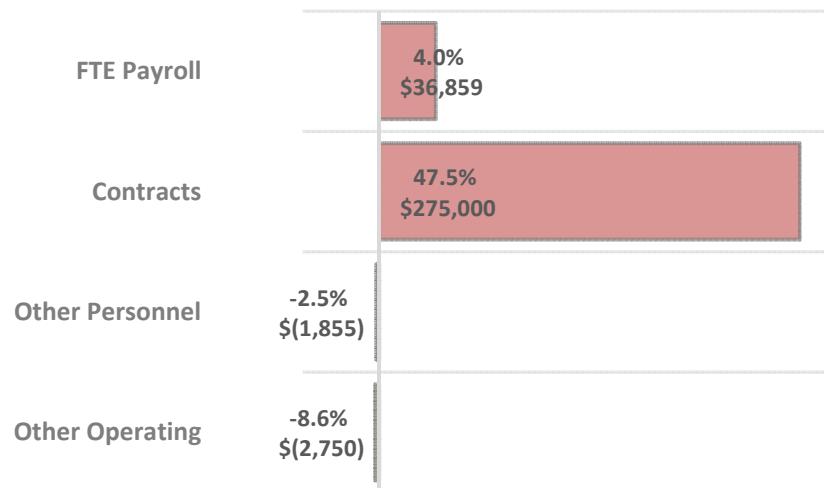
### Ongoing Responsibility

Business Registrations  
Code Variances and Exceptions  
Conditional Use Permits  
Floodplain Management  
Long-Term Planning  
Subdivision Development  
Building Plan Reviews & Inspections  
Conventional Septic System Permits  
GIS Mapping  
Home Occupations  
Itinerant Vendor Permits  
Land Lease Management  
Land Sales & Acquisitions  
Rezoning  
Temporary Land Use Permits  
Zoning Reviews

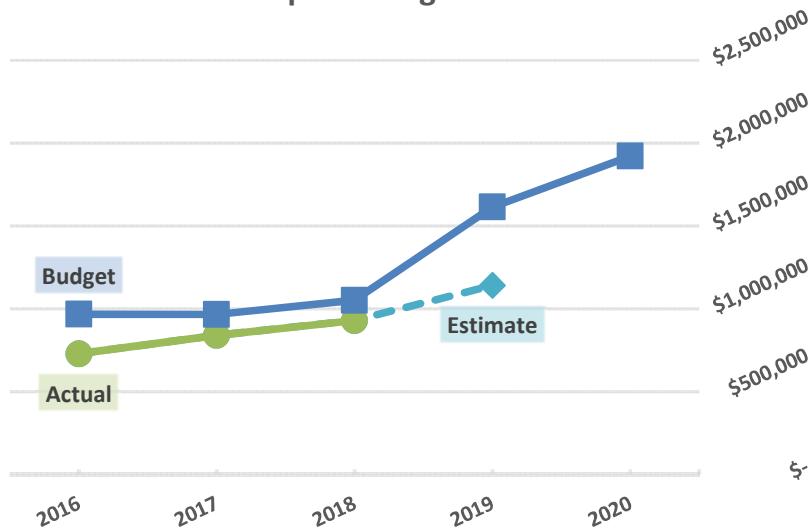
### Work Plan

Adopt current International Building Codes  
Assist in development of maintenance plans for Valdez Glacier Stream and Mineral Creek projects.  
Begin development of a publically available online GIS platform.  
  
Complete Lowe River levee certification & letter of map revision with FEMA.  
Continue to develop Lowe River flood mitigation plans.  
Continue to streamline permit application reviews, while adhering to the 7-10 day turnaround.  
Continue to update filing system and begin file digitization.  
Develop and implement updated comprehensive plan.  
Gravel Management Plan  
Increase public outreach through development of informational materials for both paper and digital distribution.  
Revise zoning code (after comprehensive plan adoption) to reflect the wants and needs of the community.  
  
Support development of available housing through increased city land sales.

### 2019 to 2020 Budget Changes



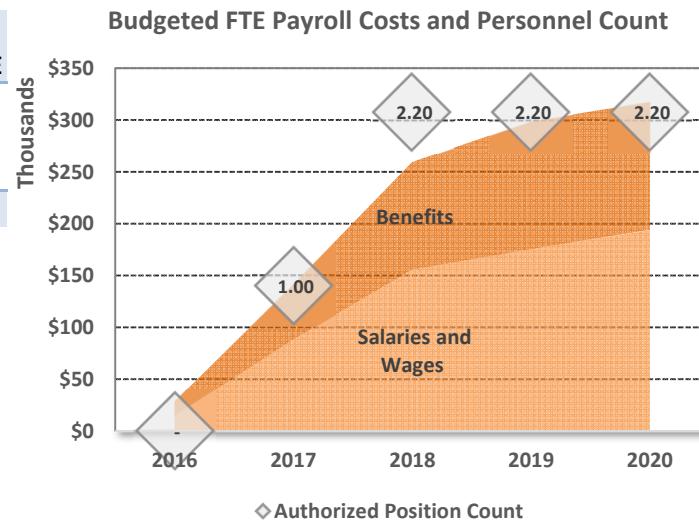
### Adopted Budget vs Actual



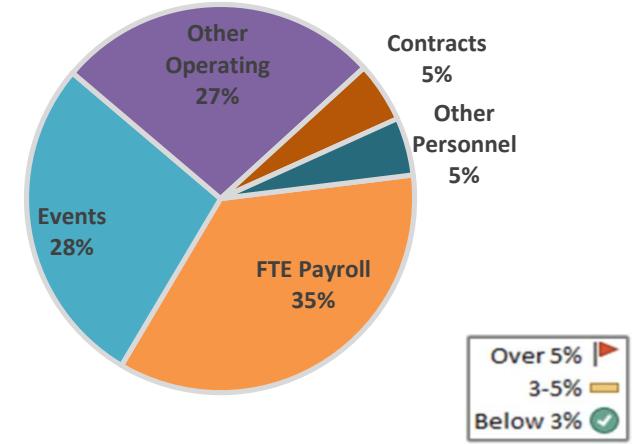
### Mission:

*The mission of the economic development department is to promote the City of Valdez through the attraction of new businesses and retention of existing businesses by providing the resources that enable and advance the well being of the community.*

	FTE
ADMINISTRATIVE ASSISTANT	0.20
DIRECTOR	1.00
EVENTS COORDINATOR	1.00
<b>Grand Total</b>	<b>2.20</b>



### 2020 Adopted Budget



	Actual Expenditure			Estimate	Adopted Budget		2019 to 2020 Budget Changes	
	2016	2017	2018		2019	2020	Dollar	Percent
FTE Payroll	40,818	94,499	241,568	282,104	298,665	317,683	19,018	6.4%
Other Operating	23,578	10,274	25,097	57,300	108,750	241,990	133,240	122.5%
Other Personnel	26,451	22,379	31,347	19,085	31,634	43,108	11,474	36.3%
Contracts	215,391	96,621	11,836	60,000	95,000	45,000	(50,000)	-52.6%
Events	145,669	45	222,398	239,408	239,408	247,730	8,322	3.5%
<b>Grand Total</b>	<b>451,907</b>	<b>223,818</b>	<b>532,247</b>	<b>657,897</b>	<b>773,457</b>	<b>895,511</b>	<b>122,054</b>	<b>15.8%</b>

## ECONOMIC DEVELOPMENT

### Ongoing Responsibility

Develop, support and work toward the accomplishment of the community's economic development mission. Champion economic projects that advance Valdez in achieving its vision. This includes business retention and expansion, workforce strategies, marketing and attraction, real estate development and reuse.

### Work Plan

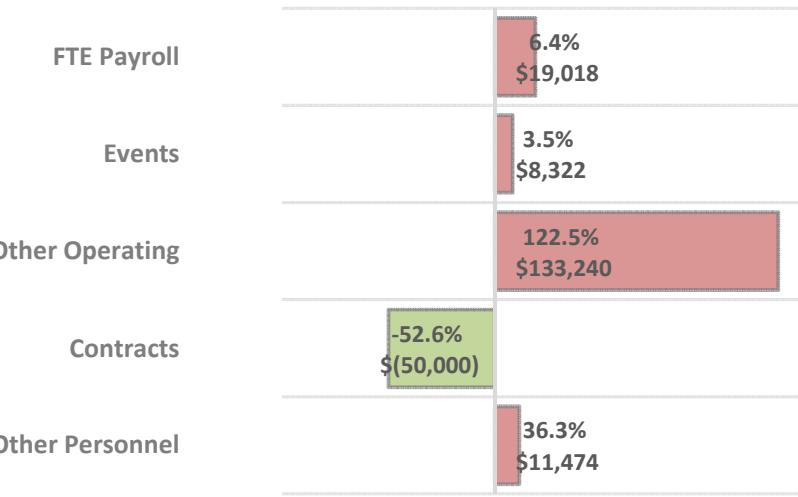
Assist Ports and Harbors with their marketing strategies.

Research and have grants written for housing development infrastructure, water and sewer to existing housing developments, fire station and economic development attraction and assistance.

take out

Work with Planning and Zoning on city owned property in making these available for development, for public/private partnerships, as well as purchasing by the community for single family dwellings and/or housing development.

### 2019 to 2020 Budget Changes



### Adopted Budget vs Actual



Year 2020 City of Valdez Events Summary Report

EVENT	EXPENSES		REVENUE		2020 BUDGET		FOOTNOTE
	2019 Budget	2019 Actual	2019 Budget	2019 Actual	Expenses	Revenue	
MILITARY APPRECIATION WEEKEND	\$ 15,350.00	\$ 13,470.00	\$ -	\$ -	\$ 15,360.00	\$ 600.00	Due to the nature of this event, no economic impact assessment was needed.
"THE OPENER" MUSIC FESTIVAL	\$ 36,568.00	\$ 30,187.00	\$ -	\$ 1,685.00	\$ 36,000.00	\$ 2,000.00	Economic Impact Negative 9.25%. Recommend to either not continue or change dates. Refer to report.
4TH OF JULY FESTIVAL	\$ 18,100.00	\$ 28,346.00	\$ -	\$ -	\$ 27,340.00	\$ 600.00	Due to the nature of this event, no economic impact assessment was needed.
VALDEZ SEAFOOD FESTIVAL	\$ 25,390.00	\$ 12,176.00	\$ -	\$ 840.00	\$ 18,200.00	\$ 600.00	ROI 27.23%, Gain \$4,955. Spent outside Valdez: \$1,284
NYE FIREWORKS DISPLAY	\$ 15,000.00	\$ 15,000.00	\$ -	\$ -	\$ 15,000	\$ -	Recurring event for Valdez. New Years Eve Fireworks Display.
	\$ 110,408.00	\$ 99,179.00		\$ 2,525.00	\$ 111,900.00	\$ 3,800.00	<b>TOTAL CITY EVENTS</b>
						\$ 1,492.00	<b>2020 INCREASE DUE TO JULY 4TH FESTIVAL</b>

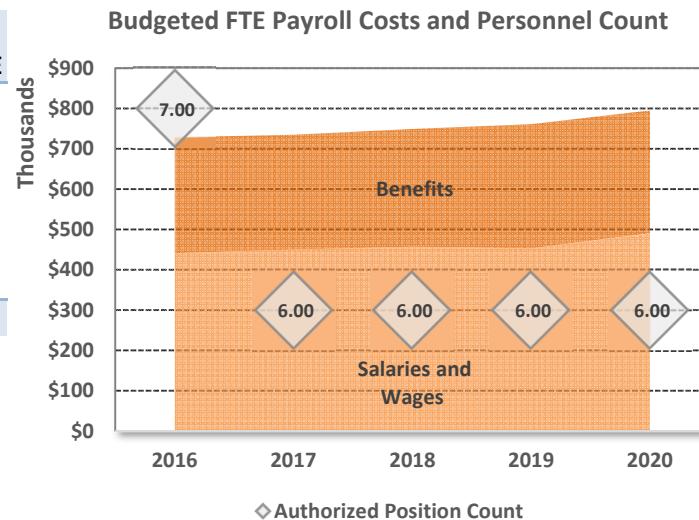
2020 Event Organizations Request for Sponsorship

EVENT	2019 EXPENSES	REVENUE	2020 BUDGET	FOOTNOTE
American Cancer Society "Valdez Relay For Life"	\$ 2,500.00		\$ 2,500.00	Due to the nature of this event, no economic impact assessment was needed.
AVV (Advocates for Victims of Violence, Inc.) "Women of Distinction Dinner"	\$ 3,000.00		\$ 3,000.00	Due to the nature of this event, no economic impact assessment was needed.
Prince William Sound Community College "Last Frontier Theater Conference"	\$ -		\$ -	In kind services only
Richardson Highway Rendezvous Music Festival	\$ 5,000.00		\$ 10,000.00	Refer to attached report.
Valdez Adventure Alliance "Ice Climbing Festival & Fat Bike Bash"	\$ 34,000.00		\$ 32,330.00	Refer to attached report.
Valdez Gold Rush Days, Inc. "Valdez Gold Rush Days"	\$ 5,000.00		\$ 10,000.00	recommend increase to \$20,000, refer to attached report
Valdez Fish Derby "Kids Pink Derby & Women's Silver Derby"	\$ -		\$ -	In kind services only
Valdez Fly-in Assoc. "Valdez Fly-in & Airshow"	\$ 35,000.00		\$ 38,000.00	Refer to attached report.
Valdez Snow machine Club (Valdez Motorsports) "Mayors Cup & Hill Climb"	\$ 40,000.00		\$ 40,000.00	Refer to attached report.
Hooping for Spring	\$ 2,000.00			
	<b>\$ 126,500.00</b>		<b>\$ 135,830.00</b>	<b>TOTAL EVENT ORGANIZATIONS</b>
<b>Note: Fireweed 400 cancelled 2019</b>	<b>\$ 2,500.00</b>		<b>\$ 9,330.00</b>	<b>INCREASE FOR 2020</b>
<b>2019 ORIGINAL SPONSORSHIP</b>	<b>\$ 129,000.00</b>		<b>\$ 247,730.00</b>	<b>TOTAL ALL EVENTS 2020 BUDGET (COV + OUTSIDE EVENTS)</b>

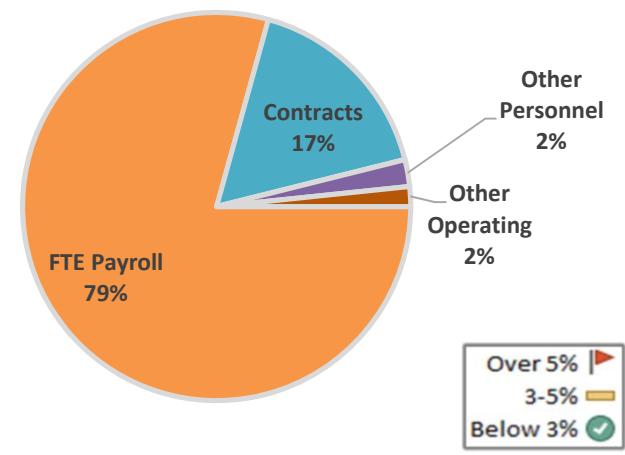
	2019 Adopted Budget	2020 Preliminary Budget	2019 Actual to 2020 Budget	
			Dollar Change	Percent Change
<b>City Event</b>	<b>110,408</b>	<b>111,900</b>	<b>1,492</b>	<b>1%</b>
"The Opener" Music Festival	36,568	36,000	(568)	-2%
Fourth of July Festival	18,100	27,340	9,240	51%
Military Appreciation Weekend	15,350	15,360	10	0%
NYE Fireworks Display	15,000	15,000	-	0%
Valdez Seafood Festival	25,390	18,200	(7,190)	-28%
			-	
<b>Sponsored Event</b>	<b>129,000</b>	<b>135,830</b>	<b>6,830</b>	<b>5%</b>
Fireweed 400	2,500	-	(2,500)	-100%
Hooping for Spring	2,000	-	(2,000)	-100%
Ice Climbing Festival & Fat Bike Bash	34,000	32,330	(1,670)	-5%
Kids Pink Derby & Women's Silver Derby	-	-	-	
Last Frontier Theater Conference	-	-	-	
Mayors Cup & Hill Climb	40,000	40,000	-	0%
Richardson Highway Rendezvous Music Festival	5,000	10,000	5,000	100%
Valdez Fly-in & Airshow	35,000	38,000	3,000	9%
Valdez Gold Rush Days	5,000	10,000	5,000	100%
Valdez Relay For Life	2,500	2,500	-	0%
Women of Distinction Dinner	3,000	3,000	-	0%
			-	
<b>Grand Total</b>	<b>239,408</b>	<b>247,730</b>	<b>8,322</b>	<b>3%</b>

**Mission:** *The Finance Department's mission is to Maximize, Optimize and Preserve the City's Financial Resources*

	FTE
DIRECTOR	1.00
COMPTROLLER	1.00
ANALYST	1.00
ACCOUNTANT III	1.00
ACCOUNTANT II	1.00
ACCOUNTANT I	1.00
<b>Grand Total</b>	<b>6.00</b>



**2020 Adopted Budget**



	Actual Expenditure			Estimate	Adopted Budget		2019 to 2020 Budget Changes	
	2016	2017	2018		2019	2020	Dollar	Percent
FTE Payroll	720,693	677,433	741,526	697,346	760,995	795,080	34,085	4.5%
Other Operating	12,927	11,176	15,186	13,550	19,930	16,543	(3,387)	-17.0%
Other Personnel	14,632	16,411	4,673	23,379	28,040	22,414	(5,626)	-20.1%
Contracts	297,237	364,317	150,378	220,000	218,500	168,500	(50,000)	-22.9%
<b>Grand Total</b>	<b>1,045,488</b>	<b>1,069,337</b>	<b>911,763</b>	<b>954,275</b>	<b>1,027,465</b>	<b>1,002,537</b>	<b>(24,928)</b>	<b>-2.4%</b>

## Ongoing Responsibility

The Finance Department oversees management and analysis of the City's treasury and cash flow, as well all accounting, payroll, accounts payable, accounts receivable and property tax collection. On behalf of City Council the Department coordinates and manages the annual independent financial audit. The Department provides budgeting analysis and forecasting to the City manager and all departments, prepares the annual budget document, and coordinates all related workshops and public hearings. The Department also administers the City's General Obligation debt, the Permanent Fund investment policies, risk management, and self-insured employee health benefits program.

## Work Plan

Creation of Budget and Performance Metrics.

Development of Bi-annual Budget.

Financing options for multi-Year CIP and deferred maintenance.

Intermediate and Long Term Financial Planning.

Revision of Financial Policies.

Risk Management Analysis.

Third-party review of procurement and contracting

## 2019 to 2020 Budget Changes

### FTE Payroll

4.5%  
\$34,085

### Contracts

-22.9%  
\$(50,000)

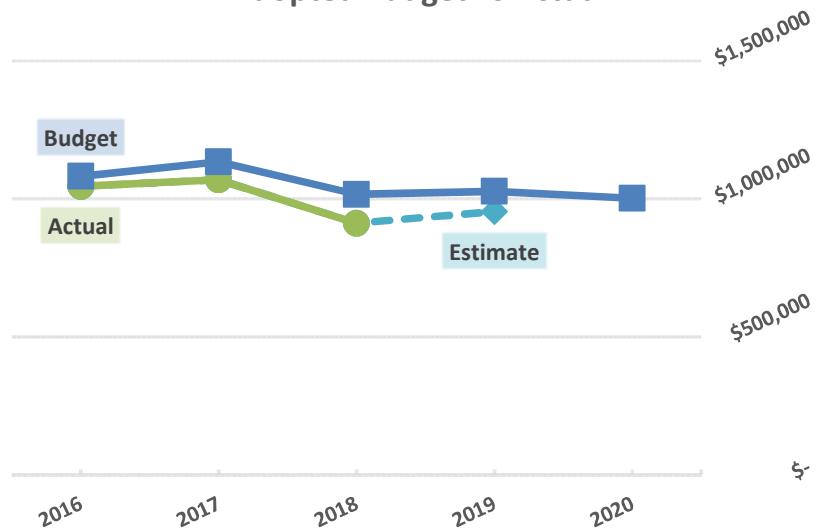
### Other Personnel

-20.1%  
\$(5,626)

### Other Operating

-17.0%  
\$(3,387)

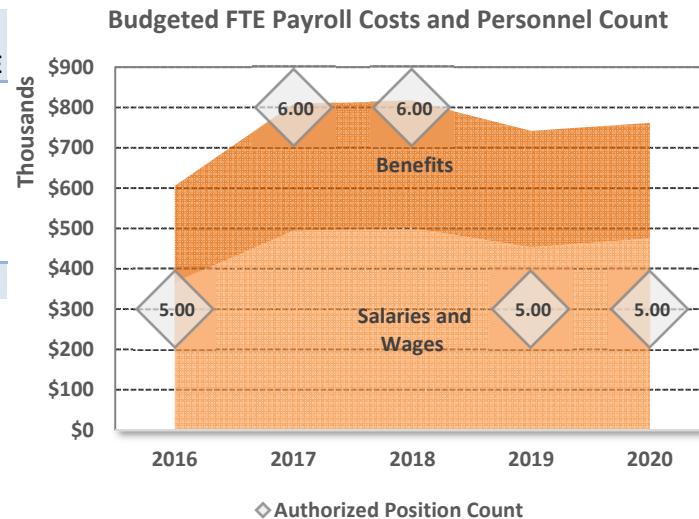
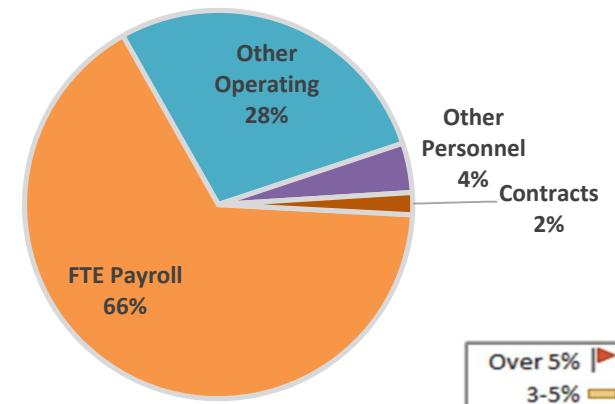
## Adopted Budget vs Actual



## Mission:

*The Information Technology Department provides leadership and coordination of technology initiatives within the city government.*

	FTE
DIRECTOR	1.00
SYSTEM ADMINISTRATOR	1.00
DATABASE ADMIN	1.00
NETWORK ADMIN	1.00
SPECIALIST	1.00
<b>Grand Total</b>	<b>5.00</b>

**2020 Adopted Budget**

	Actual Expenditure			Estimate	Adopted Budget		2019 to 2020 Budget Changes	
	2016	2017	2018		2019	2020	Dollar	Percent
FTE Payroll	511,436	676,316	452,992	497,000	741,689	762,013	20,324 (Green)	2.7%
Other Operating	149,307	131,774	124,772	342,353	293,785	324,430	30,645 (Red)	10.4%
Other Personnel	38,494	19,659	21,613	28,348	49,525	47,720	(1,805) (Green)	-3.6%
Contracts	11,389	94,304	180,645	130,000	21,375	21,000	(375) (Green)	-1.8%
<b>Grand Total</b>	<b>710,626</b>	<b>922,054</b>	<b>780,022</b>	<b>997,701</b>	<b>1,106,374</b>	<b>1,155,163</b>	<b>48,789 (Yellow)</b>	<b>4.4%</b>

### Ongoing Responsibility

Facilitate the collection, storage, security and integrity of electronic data while ensuring appropriate access, and additionally they provide leadership for effective strategic and tactical planning in the use of technology.

Develop and implement citywide phone system and WiFi. Streamline a network and system resources. Geo diversification of computer backups. Further growth of City security cameras and door systems. Implementing MS-ISAC security standards and procedures.

### Work Plan

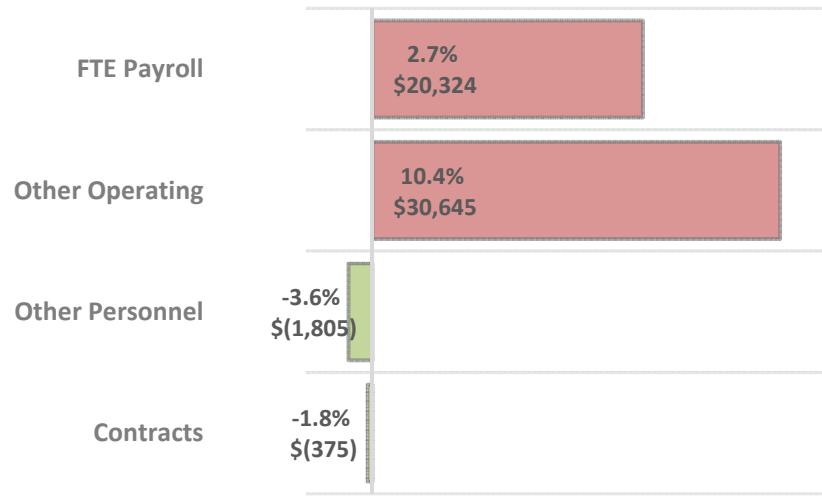
Continue GIS data verification process and establish data standards and deployment plan.

Facilitate IT needs for ongoing staff rehabilitation and repurposing of facilities. Facilitate the upgrade of the 911 servers and dispatch consoles.

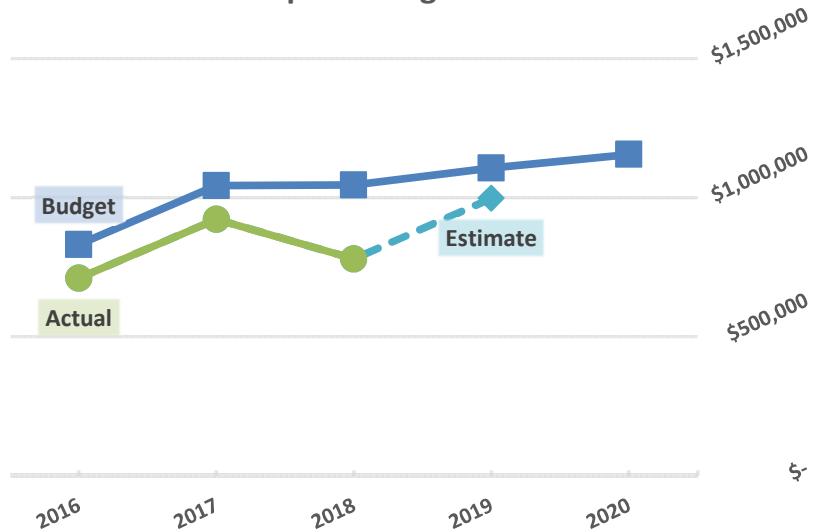
Maintain and update city technology systems in accordance with the technology replacement plan.

Update City-wide wireless infrastructure.

### 2019 to 2020 Budget Changes



### Adopted Budget vs Actual



## 2020 Technology Reserve Capital Equipment Detail

Description	Quantity	Cost Each	Technology Life Cycle	2018	2019	Projected 2020	Projected 2021	Projected 2022
<b>Hardware</b>								
Desktop Computers	170	1,200	3	68,000	68,000	68,000	68,000	68,000
High-end Computers	6	2,500	3	5,000	5,000	5,000	5,000	5,000
Laptops	20	1,750	3	11,667	11,667	11,667	11,667	11,667
PD Laptops	9	2,500	4	5,625	5,625	5,625	5,625	5,625
High-end Laptops	6	2,200	3	4,400	4,400	4,400	4,400	4,400
iPhones	60	400	2	12,000	12,000	12,000	12,000	12,000
iPads	60	350	3	7,000	7,000	7,000	7,000	7,000
iPads - cellular	30	500	4	3,750	3,750	3,750	3,750	3,750
UPS	170	140	5	4,760	4,760	4,760	4,760	4,760
High End Scanner - Planning Dept	1	18,000	5			18,000		
<b>Computers Subtotal</b>				<b>122,202</b>	<b>122,202</b>	<b>140,202</b>	<b>122,202</b>	<b>122,202</b>

Servers								
VM HOSTS	3	8,500	3	25,500				25,500
Backup Host	1	13,000	4	13,000				13,000
VM Storage	1	51,000	4	51,000				51,000
Domain Controller - Physical	1	3,000	4	3,000				3,000
Disaster Recovery	1	16,000	4	16,000				16,000
Granicus Encoder	1	4,500	3		4,500			4,500
Tape Servers	1	20,000	5				20,000	
Tsunami warning computer console	1	1,800	4	1,800				1,800
Camera DVR system	1	15,500	3		15,500			
Port Camera DVR/PC system	1	15,500	4		15,500			
Public Safety Recording	1	126,000	5	126,000				
Public Safety Video server	1	11,000	3	11,000			11,000	
Drone Photo / Video Storage	1	5,000	4		5,000			
<b>Server subtotal</b>				<b>247,300</b>	<b>40,500</b>	-	<b>31,000</b>	<b>114,800</b>

Network								
Firewall	2	15,000	4		30,000			
Chassis Unit Host / Storage Cisco Switches	2	12,312		24,624				24,624
Host / Storage Cisco Switches - extras / warranty	1			22,160				22,160
CH Cisco 9500 12-PORT	2			37,517				
Cisco Catalyst 9300 48-port	5			73,114				73,114

## 2020 Technology Reserve Capital Equipment Detail

Description	Quantity	Cost Each	Technology Life Cycle	2018	2019	Projected 2020	Projected 2021	Projected 2022
Cisco Catalyst 9300 8	1			8,836				8,836
Cisco 9300 24-port UPOE	9			163,991				
Cisco 9300 8 x 10GE	13			40,351				40,351
ws-3560-cx	10	1,900						19,000
Camera	20	2,000		10,000	10,000	10,000	15,000	
Wifi Aps	18	400	4	7,200	7,200	7,200		
<b>Network Subtotal</b>				<b>387,793</b>	<b>47,200</b>	<b>17,200</b>	<b>15,000</b>	<b>188,085</b>

Annual Software Maintenance	Dept	Renewal Date						
Financial System	FIN	Jan		35,400	40,000	32,000	32,000	32,000
Adobe Creative Cloud	IT	Jan		3,400	3,400	4,042	4,042	4,042
Spam Filtering	IT	Feb		1,298	3,600	3,600	3,600	3,600
PRCS Scheduling/Rental	PR	Feb		2,778	5,225	7,500	4,125	4,125
Emergency Reporting - Fire Package	FD	March		2,128	2,200	2,128	2,128	2,128
GIS Software	IT	March		16,250	16,250	20,000	20,000	20,000
Engineering/Projects Software	ENG	March		1,550	1,550	2,300	2,300	2,300
Website Software	IT	March		5,475	5,600	5,900	5,900	5,900
Human Resource Management System	HR	March		14,900	24,500	26,250	26,250	26,250
Virus	IT	March			2,673			
MS Volume Agreement	IT	May		64,973	64,973	64,973	40,000	35,000
Firewall Warranty & Features	IT	May		10,800	12,900	17,500	17,500	17,500
Spillman - CAD/Fire/LRMS System	PS	May		27,700	61,000	61,000	61,000	61,000
Records Management	CLRK	May		23,481	23,481	28,269	28,269	28,269
Pet Health Services	PS	June		1,800	1,800	2,500	2,500	2,500
Agenda Management	CLRK	June		12,900	12,900	13,700	13,700	13,700
Permiting & Code Enforcement	PD/PLAN	June				8,160	7,200	7,200
Water Meter	PW	June				1,477	1,477	1,477
Library Patron Software	LIB	July		1,840	1,840	1,800	1,840	1,840
PD Voice Recorder	PS	Sept		2,470	2,470	10,000	9,000	9,000
911 Monitoring	PS	Sept		41,932	40,000	13,000	16,826	17,667
File Sharing	IT	Sept		2,050	2,050	2,050	2,050	2,050
Switch Warranty	IT	Sept		21,826		700	700	700
Mobile Device Management	IT	Sept		3,550	4,000	5,600	5,600	5,600
Maintenance Tracking	ENG	Sept		53,620	27,500	28,000	28,000	28,000
PRCS Meeting Software	CIV	Oct		360	370	400	700	700
PRCS Movie	CIV	Oct		1,000	1,500	4,500	1,500	1,500
Marina Software support	HARB	Nov		900	13,000	17,000	17,000	17,000
IT Support Software	IT	Dec		597	3,500	2,500	2,500	2,500

## 2020 Technology Reserve Capital Equipment Detail

Description	Quantity	Cost Each	Technology Life Cycle	2018	2019	Projected 2020	Projected 2021	Projected 2022
Virtualization	IT			49,641				49,641
Backup Software	IT			22,528			22,528	
Radio Maintenance	PS	Jan		3,650	3,650	3,650	3,650	3,650
Crane Software	HARB	June		500	500	1,000	500	500
Doors Support	PORT	Nov		6,690	6,690	6,690	6,690	6,690
<b>Software Maintenance Subtotal</b>				<b>354,808</b>	<b>389,121</b>	<b>398,189</b>	<b>391,075</b>	<b>414,029</b>

<b>Grand Total</b>				<b>1,112,102</b>	<b>599,023</b>	<b>555,590</b>	<b>559,277</b>	<b>839,116</b>
							2.5%	5.0%
	Average	707,829		1,112,102	613,999	583,370	601,222	923,027
New departmental IT Requests for 2020				151,931				
Total 2019 contribution to Reserve Fund		<b>707,829</b>						
Impact on 2018-2022 Budgets				<b>1,264,033</b>	<b>613,999</b>	<b>583,370</b>	<b>601,222</b>	<b>923,027</b>

# Budget Workshop Agenda:

Thursday, October 10<sup>th</sup>, 2019

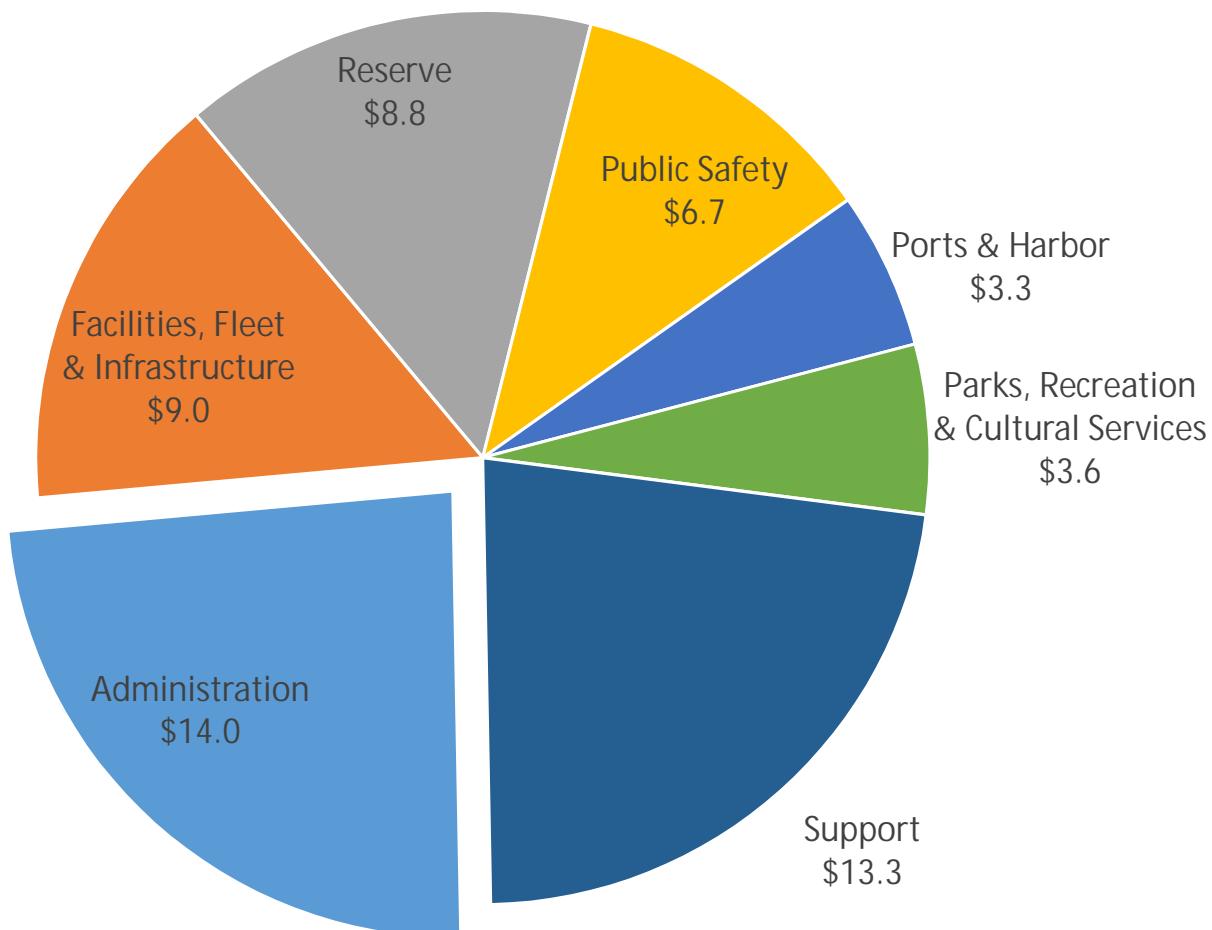
## Administration Division

- Administration (City Manager)
- City Clerk
- City Council
- Community Development (Planning)
- Economic Development
  - Events
  - VHIA (Housing)
- Finance
- Human Resources

**Thursday, October 17th**

- Information Services
  - Technology Reserve
- Preview of Thursday, October 17<sup>th</sup> Workshop

Total Appropriations \$58.9MM



## Administration

One of five staffed divisions

- Council
- City Manager, ACM
- Clerk & Attorney
- Five other Directors

**\$13.9MM Expenses**  
**31 FTEs**

Total 2020  
Appropriations:  
**\$58.9MM**

Administration - pg.  
**\$13.89MM Budget**  
31 Full-Time Employees

Support - pg.  
**\$13.37MM Budget**  
No Employees

Community Service Orgs.  
\$2.69MM; 0 FTE

Education  
\$10.51MM; 0 FTE

Hospital  
\$170K; 0 FTE

Reserve Funds  
**\$8.81MM Budget**  
No Employees

Misc. Reserves  
\$6.50MM

Capital Projects  
\$-

Major Equipment  
\$1.60MM

Technology  
\$708K

City Council  
\$350K; 7 Members

City Manager  
\$814K; 2.8 FTE

City Clerk  
\$679K; 5 FTE

City Attorney  
\$1.65MM; 0 FTE

Facilities, Fleet & Infrastructure - pg.  
**\$9.04MM Budget**  
37.75 Full-Time Emp.

Capital Facilities Director  
\$3.49MM; 14 FTE

Building Maintenance  
\$1.92MM; 8.25 FTE

Engineering  
\$1.13MM; 8 FTE

MKG Clinic  
\$84K; 0 FTE

Public Works Director  
\$5.60MM; 21.5 FTE

Sewer  
\$608K; 2.75 FTE

Solid Waste  
\$2.01MM; 6.75 FTE

Streets, Shop  
\$2.50MM; 9.25 FTE

Water  
\$787K; 2.75 FTE

City of Valdez 2020 Organizational Chart and Citywide Budget Appropriations

Community Dev. Director  
\$1.92MM; 7 FTE

Economic Dev. Director  
\$881K; 2.2 FTE

Human Res. Director  
\$390K; 2 FTE

Information Tech. Director  
\$1.16MM; 6 FTE

Finance Director  
\$6.05MM; 6 FTE

Debt Service  
\$4.40MM; 0 FTE

Insurance  
\$343K; 0 FTE

Permanent Fund  
\$305K; 0 FTE

Public Safety - pg.  
**\$6.57MM Budget**  
35.80 Full-Time Employees

Fire Chief  
\$2.13MM; 10.8 FTE

Police Chief  
\$4.37MM; 25 FTE

Animal Control  
\$516K; 3.2 FTE

Law Enforcement  
\$2.39MM; 12.1 FTE

Public Safety & Support  
\$1.52MM; 9.7 FTE

Director of PRCS  
\$3.45MM; 16.78 FTE

Parks & Recreation  
\$1.22MM; 5.3 FTE

Park Maintenance  
\$850K; 2.75 FTE

Civic Center  
\$884K; 4.55 FTE

Library  
\$661K; 4.93 FTE

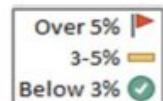
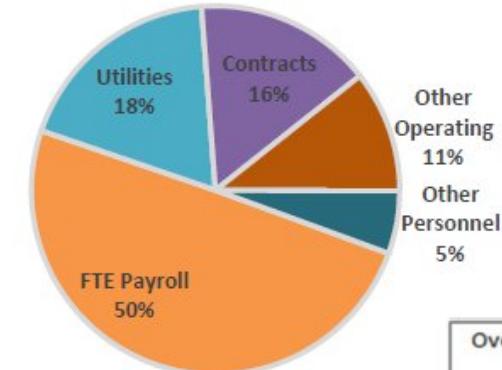
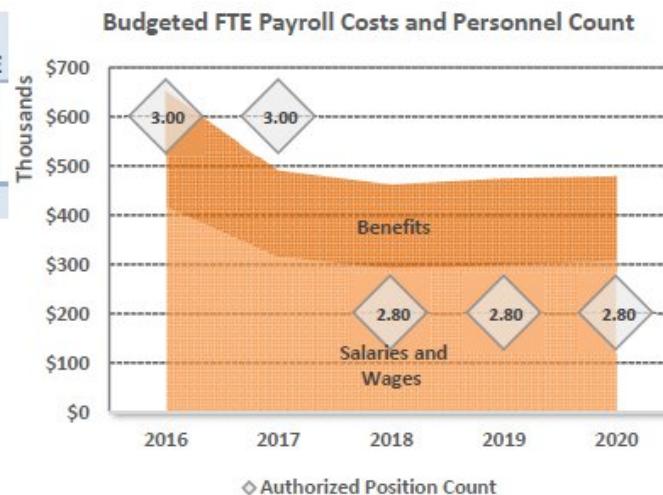
Organizational Totals:  
Full-Time Employees: 134.10  
Departments: 33  
Department Directors: 13

## ADMINISTRATION

### **Mission:**

*The Administration Department is responsible for implementing Council initiatives and priorities.*

	FT
CITY MANAGER	1.00
ASSISTANT CITY MANAGER	1.00
ADMIN ASSISTANT	0.80
<b>Grand Total</b>	<b>2.80</b>



	Actual Expenditure			Estimate	Adopted Budget		2019 to 2020 Budget Changes	
	2016	2017	2018		2019	2020	Dollar	Percent
FTE Payroll	623,595	531,661	411,860	424,800	474,135	479,117	4,983	1.1%
Other Operating	122,722	100,261	69,100	104,000	109,100	103,500	(5,600)	-5.1%
Other Personnel	56,978	30,730	32,218	62,067	80,168	52,883	(27,285)	-34.0%
Contracts	5,769	-	1,212	-	-	150,000	150,000	100.0%
Utilities	132,764	162,410	176,519	169,000	160,000	178,500	18,500	11.6%
<b>Grand Total</b>	<b>941,829</b>	<b>825,062</b>	<b>690,909</b>	<b>759,867</b>	<b>823,403</b>	<b>964,000</b>	<b>140,597</b>	<b>17.1%</b>

# Administration Division Department Review

## Administration (City Manager)

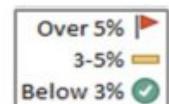
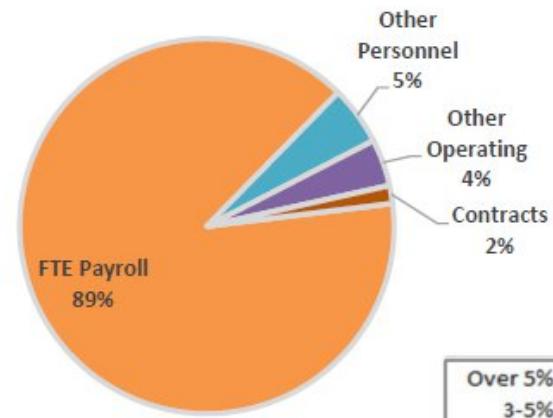
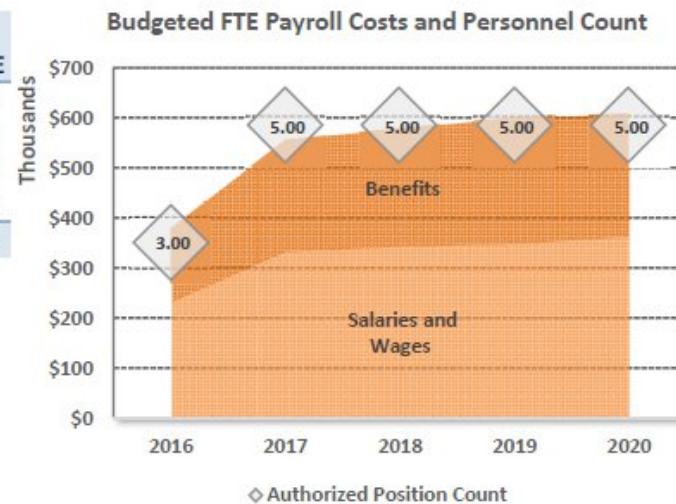
- Overall Department expense budget up 141K, 17%
  - \$4.9K increase in FTE Payroll costs reflects COLA, with partial offset from benefits
  - \$5.6K reduction in Other Operating reflects reduction in Communications/Postage due to elimination of local newspaper advertising
  - \$27K reduction in Other Personnel reflects a reduction in recurring expenses in Wellness Program. This item may be moved to HR Dept. following budget adoption.
  - \$150K increase in Contracts reflects placeholder for Emergency Manager contract. Staff will present updated figures to Council once the contract details are known.
  - \$18.5K increase in Utilities reflects additional funds to absorb utilities service rate increase

## CITY CLERK

## Mission:

*It is the mission of the City Clerk and her staff to provide municipal election services, maintain the official records of all City Council proceedings, and perform other state and municipal statutory duties for elected officials, voters, city departments, and the public, in order that they may be guaranteed fair and impartial elections and open access to information and the legislative process.*

	FTE
CITY CLERK	1.00
DEPUTY CLERK	1.00
RECORDS MANAGER	1.00
CUSTOMER SERVICE REP	2.00
<b>Grand Total</b>	<b>5.00</b>



	Actual Expenditure			Estimate	Adopted Budget		2019 to 2020 Budget Changes	
	2016	2017	2018		2019	2020	Dollar	Percent
FTE Payroll	363,157	536,780	537,316	542,720	598,817	606,018	7,201	1.2%
Other Operating	19,481	15,635	20,698	31,000	31,000	27,500	(3,500)	-11.3%
Other Personnel	30,169	38,060	31,839	31,911	31,911	34,641	2,730	8.6%
Contracts	2,509	9,121	9,845	10,510	10,510	10,510	-	0.0%
<b>Grand Total</b>	<b>415,317</b>	<b>599,597</b>	<b>599,698</b>	<b>616,141</b>	<b>672,238</b>	<b>678,669</b>	<b>6,431</b>	<b>1.0%</b>

# Administration Division Department Review

## City Clerk

- Overall Department expense increase of 6K, 1%
  - \$7K increase to FTE Payroll reflects regularly scheduled merit increases and COLA with partial offset from benefits expense reduction
  - \$3.5K reduction in Other Operating reflects prior-year purchase of non-recurring office equipment
  - \$2.7K increase in Other Personnel reflects increase to overtime
  - Status Quo figure for Contracts reflects voting machines lease expense

# Administration Division Department Review

## City Council

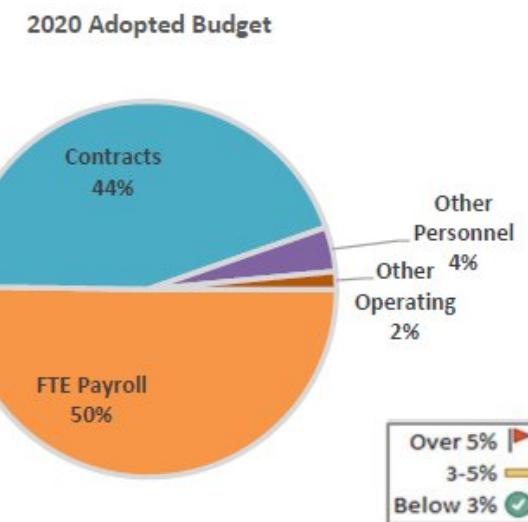
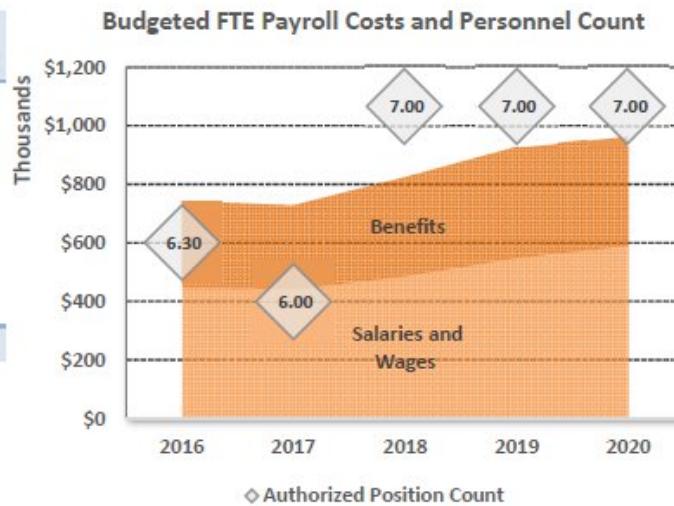
		2016	2017	2018	2019	2019	2020
		Actual	Actual	Actual	Estimate	Budget	Budget
Other Operating	Advertising & Promotion	58,048	56,491	47,383	55,500	55,500	55,500
	Communications/Postage	3,812	3,940	4,144	3,500	3,500	3,500
	Contingencies	6,362	13,351	4,346	60,000	60,000	60,000
	Office Supplies	1,303	986	491	1,500	1,500	1,500
	Office/Capital Expense	-	-	-	-	-	-
	Other Capital Equipment	-	-	-	-	-	-
	Stipened	-	6,300	11,725	11,250	11,250	11,250
Other Personnel	Clothing	-	-	-	1,000	1,000	1,000
	Dues & Subscriptions	6,587	6,447	7,331	7,500	7,500	7,500
	Training	2,250	1,859	1,475	5,000	5,000	5,000
	Travel & Transportation	11,985	11,337	13,670	20,000	20,000	20,000
Contracts	Contractual Services	-	-	-	-	-	-
	Professional Fees & Services	153,241	164,395	165,433	176,063	172,000	172,000
	Professional Fees: Gas Line D	13,462	1,120	-	10,000	10,000	10,000
Utilities	Electricity	-	-	-	-	-	-
	Heating	2,687	2,950	3,551	3,000	3,000	3,000
Grand Total		259,736	269,176	259,548	354,313	350,250	350,250

## COMMUNITY DEVELOPMENT

### Mission:

*To support community development that enhances the economy of Valdez, while protecting public health, safety and welfare, and ensuring compatibility with the Valdez Comprehensive Plan and applicable city codes. We strive to effectively deliver land-use and permitting information and serve all Valdez residents equally.*

	FTE
DIRECTOR	1.00
SENIOR PLANNER	1.00
SENIOR PLANNER/GIS TECH	1.00
BUILDING INSPECTOR	1.00
GIS MANAGER	1.00
PLANNING TECHNICIAN	1.00
ADMIN ASSISTANT	1.00
<b>Grand Total</b>	<b>7.00</b>



	Actual Expenditure			Estimate	Adopted Budget		2019 to 2020 Budget Changes	
	2016	2017	2018		2019	2020	Dollar	Percent
FTE Payroll	591,730	646,933	762,859	942,000	928,206	965,064	36,859	4.0%
Other Operating	26,941	32,981	13,283	34,750	32,100	29,350	(2,750)	-8.6%
Other Personnel	26,980	49,509	61,373	41,502	75,235	73,380	(1,855)	-2.5%
Contracts	83,293	110,989	92,005	122,000	578,900	853,900	275,000	47.5%
<b>Grand Total</b>	<b>728,944</b>	<b>840,412</b>	<b>929,520</b>	<b>1,140,252</b>	<b>1,614,441</b>	<b>1,921,695</b>	<b>307,254</b>	<b>19.0%</b>

# Administration Division Department Review

## Community Development (Planning)

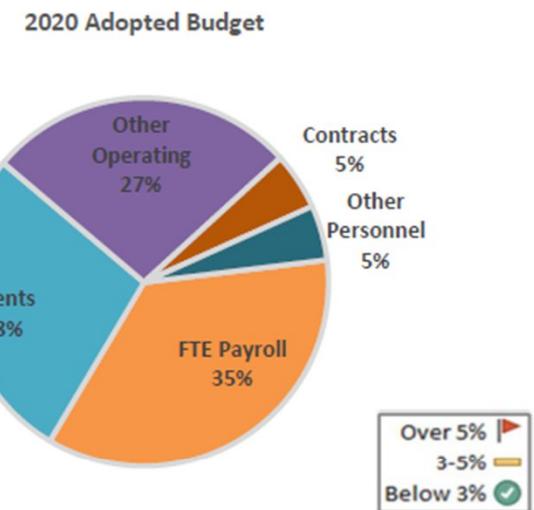
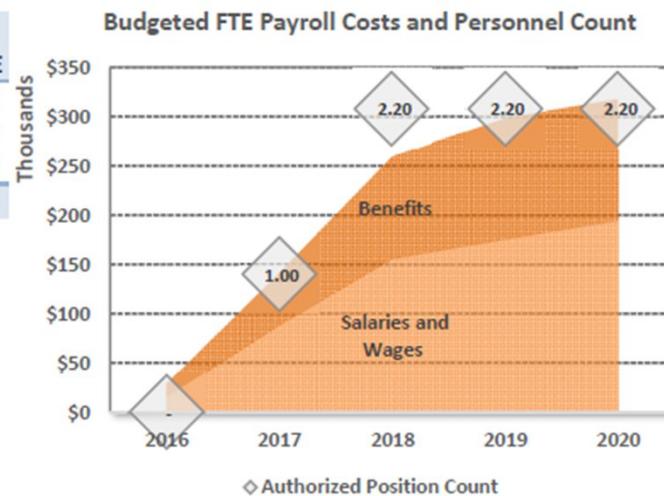
- Overall Department budget increase of \$307K, 19%
  - \$36K, 4% increase to FTE Payroll reflects COLA, scheduled merit increases, and partial offset from benefits
  - \$2.7K reduction in Other Operating reflects reduction based on prior-year non-recurring office and capital equipment purchases, with increases to Advertising and Promotion and Operating Supplies
  - \$1.8K reduction in Other Personnel reflects offsetting reduction to Temporary Wages and Overtime with increases to Travel and Training
  - \$275K increase to Contracts reflects \$500K for Comprehensive Plan, and a partial offset by \$225K reduction to Professional Services for survey work.

## ECONOMIC DEVELOPMENT

### Mission:

*The mission of the economic development department is to promote the City of Valdez through the attraction of new businesses and retention of existing businesses by providing the resources that enable and advance the well being of the community.*

	FTE
ADMINISTRATIVE ASSISTANT	0.20
DIRECTOR	1.00
EVENTS COORDINATOR	1.00
<b>Grand Total</b>	<b>2.20</b>



	Actual Expenditure			Estimate	Adopted Budget		2019 to 2020 Budget Changes	
	2016	2017	2018		2019	2020	Dollar	Percent
FTE Payroll	40,818	94,499	241,568	282,104	298,665	317,683	19,018 (Red)	6.4%
Other Operating	23,578	10,274	25,097	57,300	108,750	241,990	133,240 (Red)	122.5%
Other Personnel	26,451	22,379	31,347	19,085	31,634	43,108	11,474 (Red)	36.3%
Contracts	215,391	96,621	11,836	60,000	95,000	45,000	(50,000) (Green)	-52.6%
Events	145,669	45	222,398	239,408	239,408	247,730	8,322 (Yellow)	3.5%
<b>Grand Total</b>	<b>451,907</b>	<b>223,818</b>	<b>532,247</b>	<b>657,897</b>	<b>773,457</b>	<b>895,511</b>	<b>122,054 (Red)</b>	<b>15.8%</b>

# Administration Division Department Review

## Economic Development

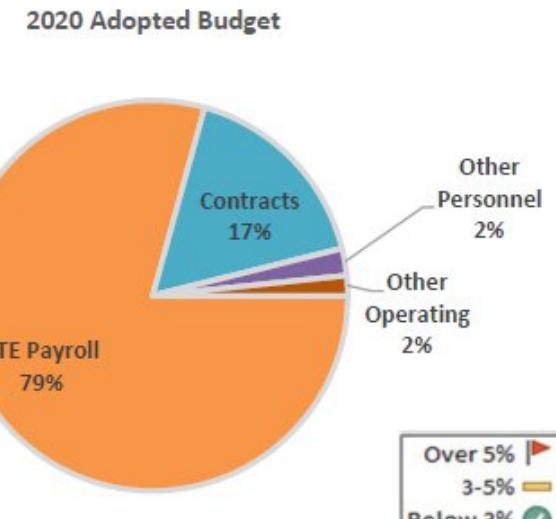
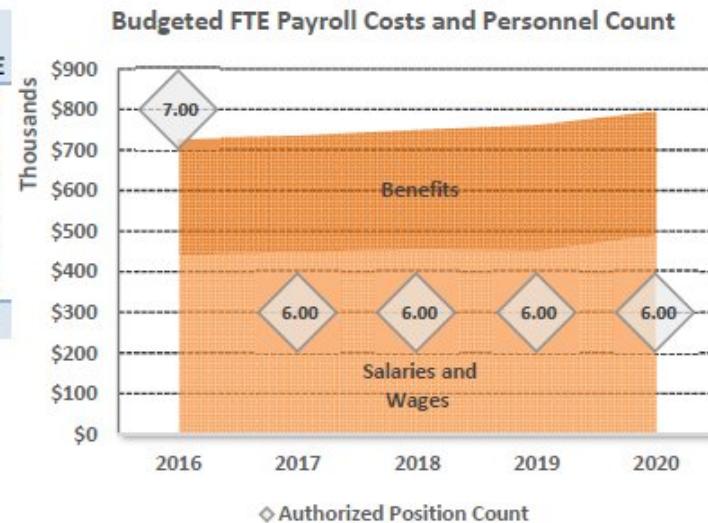
- Overall Department expense budget up 107K, 14%
  - \$19K, 6.4% FTE Payroll increase reflects budgeted expenses involving current Emergency Manager role in conjunction with COLA, partially offset by benefits reductions
  - \$133K increase to Other Operating comprised of:
    - Capital Expense increase of \$117K \$
      - \$50K increase for Beautification Façade Grants \$
      - \$47K increase for New Business/Expansion Grants \$
      - \$15K for Kelsey Dock Awnings
      - \$5K increase for Cruise Ship Lunch
  - Other contributions to increase include Operating Supplies increase for LEPC Grant, and increase to Advertising and Promotion for promotional material
  - \$11K increase to Other Personnel reflects increase to Temporary Wages offset by reductions to Travel and Overtime
  - \$50K reduction in Contracts reflects prior-year non-recurring study expenses
    - Staff will budget most studies and planning work in department budgets, rather than in Reserves.
  - \$8K increase in Events reflects
    - \$1K overall increase to five City Events and
    - \$7K overall increase to eleven City Sponsored Events

## FINANCE

## Mission:

*The Finance Department's mission is to Maximize, Optimize and Preserve the City's Financial Resources*

	FTE
DIRECTOR	1.00
COMPTROLLER	1.00
ANALYST	1.00
ACCOUNTANT III	1.00
ACCOUNTANT II	1.00
ACCOUNTANT I	1.00
<b>Grand Total</b>	<b>6.00</b>



	Actual Expenditure			Estimate	Adopted Budget		2019 to 2020 Budget Changes	
	2016	2017	2018		2019	2020	Dollar	Percent
FTE Payroll	720,693	677,433	741,526	697,346	760,995	795,080	34,085	4.5%
Other Operating	12,927	11,176	15,186	13,550	19,930	16,543	(3,387)	-17.0%
Other Personnel	14,632	16,411	4,673	23,379	28,040	22,414	(5,626)	-20.1%
Contracts	297,237	364,317	150,378	220,000	218,500	168,500	(50,000)	-22.9%
<b>Grand Total</b>	<b>1,045,488</b>	<b>1,069,337</b>	<b>911,763</b>	<b>954,275</b>	<b>1,027,465</b>	<b>1,002,537</b>	<b>(24,928)</b>	<b>-2.4%</b>

# Administration Division Department Review

## Finance

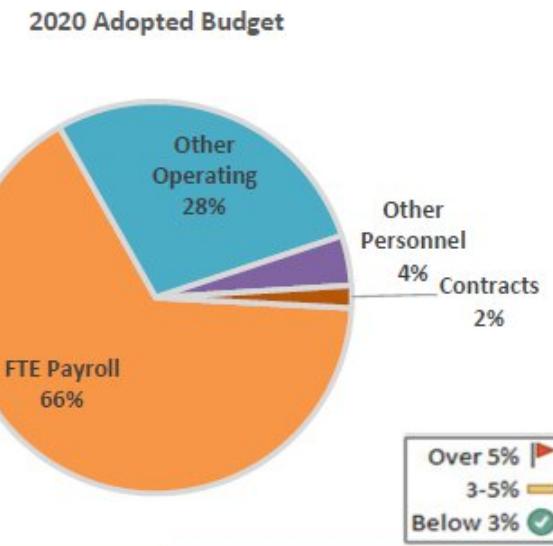
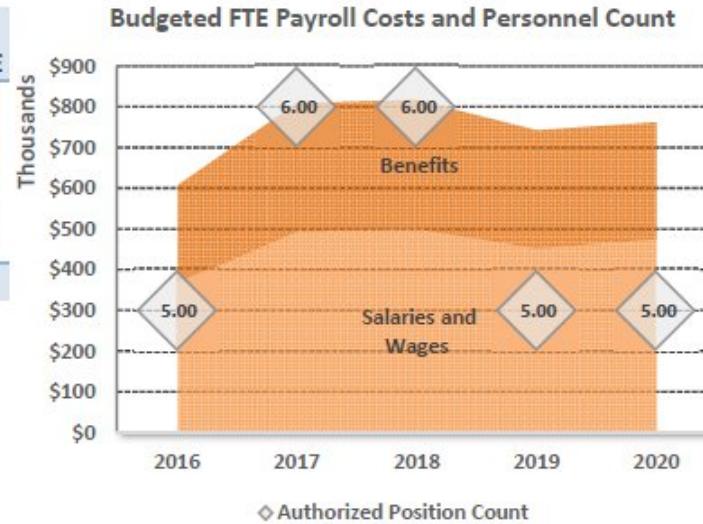
- Overall Department decrease of \$24.9K, -2.4%
  - \$34K increase in FTE Payroll reflects merit-based wage increase and COLA with partial offset from benefits
  - \$3.3K reduction in Other Operating reflects reduced to printer lease expense
  - \$5.6K reduction in Other Personnel reflects decrease to Training resulting from web-based training alternatives, partially offset by increase to Travel & Transportation to enable increased attendance in GFOA, AML and Caselle conferences.
  - \$50K decrease in Contracts reflects decrease to Contractual Services for prior-year budgeting of third-party procurement review.

## INFORMATION SERVICES

### Mission:

*The Information Technology Department provides leadership and coordination of technology initiatives within the city government.*

	FTE
DIRECTOR	1.00
SYSTEM ADMINISTRATOR	1.00
DATABASE ADMIN	1.00
NETWORK ADMIN	1.00
SPECIALIST	1.00
<b>Grand Total</b>	<b>5.00</b>



	Actual Expenditure			Estimate	Adopted Budget		2019 to 2020 Budget Changes	
	2016	2017	2018		2019	2020	Dollar	Percent
FTE Payroll	511,436	676,316	452,992	497,000	741,689	762,013	20,324	2.7%
Other Operating	149,307	131,774	124,772	342,353	293,785	324,430	30,645	10.4%
Other Personnel	38,494	19,659	21,613	28,348	49,525	47,720	(1,805)	-3.6%
Contracts	11,389	94,304	180,645	130,000	21,375	21,000	(375)	-1.8%
<b>Grand Total</b>	<b>710,626</b>	<b>922,054</b>	<b>780,022</b>	<b>997,701</b>	<b>1,106,374</b>	<b>1,155,163</b>	<b>48,789</b>	<b>4.4%</b>

# Administration Division Department Review

## Information Services

- Overall Department expense increase of \$48.7K, 4%
  - \$20K increase in FTE Payroll reflects COLA and scheduled wage increase with partial offset from benefits
  - \$30.6K, 10.4% increase in Other Operating reflects increases to Communications/Postage for CVT Dark Fiber, Phone Systems, and Public Wifi; offset by reductions to Parts and Supplies for Equipment and capital expense reductions
  - \$1.8K reduction in Other Personnel reflects elimination of Overtime expenses as all Information Department staff is salaried

- Status Quo Contracts reflects unchanged expenses related to cabling and printing contracts
- Tech Reserve appropriation is \$707K
  - Unencumbered fund balance is effectively ZERO.
  - Staff anticipates restoration of fund balance before 2020 upon closure and settlement of outstanding ransomware insurance claim.

# Administration Division Department Review

## Law

- Legal Department appropriation \$1,650,000
- Budgeted amounts and work plans are determined by Council in consultation with Brena, Bell & Walker

# Budget Workshop Agenda

## Thursday, October 17<sup>th</sup>, 2019

- Recap of Citywide Appropriations
- Administration Division - Human Resources Department
- Parks, Recreation, Cultural Services Division
  - Two maintenance projects
- Public Safety Division
  - Fire / EMS – 1 Department, 0.2 FTE addition, 1 contract-employee placeholder
  - Law Enforcement – 3 Departments
- Preview of Monday, October 21 Workshop