

2016 Mid-Year Budget Revision Summary

GENERAL FUND

2015 Audited/Actual to Budget

Budgeted Revenues	56,448,371	
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Actual Revenues (audited)	58,539,404	
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Revenues Over Budget	2,091,033	
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Budgeted Expenditures	59,305,716	
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Actual Expenditures (audited)	58,203,918	
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Expenditures Under Budget	1,101,798	
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Carry-Forward from 2015	<u>3,192,831</u>	3,192,831
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2016 Revisions

Revenue Reduction	(4,716,930)	
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Expense Increase	(340,572)	
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Transfer-Out Increase (Major Maintenance Reserve)	(219,000)	
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Transfer-Out Reduction (Debt Service Fund)	2,200,000	
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Net Decrease to General Fund	<u>(3,076,502)</u>	<u>(3,076,502)</u>
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Net Change to General Fund		116,329
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DEBT SERVICE FUND

Transfer-In Reduction (General Fund)	(2,200,000)	
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Expense Reduction	4,718,650	
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Available Fund Balance	181,350	
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Net Decrease to Debt Service Fund	2,700,000	<u>2,700,000</u>
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Mid-Year Re-allocation		<u>2,816,329</u>
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RESERVE FUND

Allocations to:

Projects Planning Reserve	2,031,329	
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Major Equipment Reserve	335,000	
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Dike Repairs	200,000	
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Emergency Preparedness	250,000	
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Transfer-In Re-Allocation	<u>2,816,329</u>	
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Major Equipment Reserve - Staff Request	219,000	
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Total Reserve Fund Increase	<u>3,035,329</u>	
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2016 MID-YEAR BUDGET REVISION - DETAIL

	2016 BUDGET		MID-YEAR REQUEST	
	ADOPTED	REVISED	REQUESTED CHANGE	REVISED BALANCE
GENERAL FUND				
REVENUES				
Real Property Taxes - Current	48,300,000	48,300,000	(4,668,930)	43,631,070
Building Permits	50,000	50,000	(48,000)	2,000
TOTAL REVENUES			<u>(4,716,930)</u>	
EXPENSES				
COMMUNITY SERVICE ORGS				
Contributions-PWSCC	743,273	743,273	15,000	758,273
Avalanche Center Contribution	40,000	40,000	12,000	52,000
FIRE DEPARTMENT				
Overtime	75,037	75,037	5,000	80,037
Operating Supplies	73,750	73,450	48,300	121,750
ANIMAL CONTROL				
Overtime	11,122	11,122	5,000	16,122
LAW ENFORCEMENT				
Overtime	126,923	126,923	20,000	146,923
ADMINISTRATION				
Salaries and Wages	417,516	417,516	29,000	426,716
Temporary Wages	-	-	15,431	15,431
Benefits	233,488	233,488	17,080	236,708
Wellness Program	10,000	10,000	12,000	22,000
Travel & Transportation	26,500	26,500	1,093	27,593
Contingencies	15,000	23,000	24,735	47,735
FINANCE				
Salaries and Wages	440,817	440,817	3,800	444,617
Benefits	287,841	287,841	1,330	289,171
Professional Fees & Services	90,000	90,000	20,000	110,000
Contractual Services	209,250	209,250	53,000	262,250
COMMUNITY DEVELOPMENT				



2016 MID-YEAR BUDGET REVISION - DETAIL

	2016 BUDGET		MID-YEAR REQUEST	
	ADOPTED	REVISED	REQUESTED CHANGE	REVISED BALANCE
Professional Fees & Svcs	128,635	128,635	26,000	154,635
Communications/Postage	1,204	1,204	420	1,624
Advertising & Promotion	7,000	10,000	3,000	13,000
Office/Capital Expense	-	-	7,000	7,000
PARKS AND RECREATION				
Travel & Transportation	6,300	6,300	2,408	8,708
Training	4,350	4,350	975	5,325
CIVIC CENTER				
Salaries and Wages	235,740	235,740	<u>18,000</u>	253,740
TOTAL EXPENSES			<u>340,572</u>	
TRANSFERS OUT				
Transfer to Major Equip Reserve	4,941,071	4,941,071	219,000	see below
Transfer to Debt Service Fund	5,749,453	15,564,101	<u>(2,200,000)</u>	13,364,101
TOTAL TRANSFERS OUT			<u>(1,981,000)</u>	
NET GENERAL FUND BALANCE INCREASE (DECREASE)			<u>(3,076,502)</u>	



2016 MID-YEAR BUDGET REVISION - DETAIL

	2016 BUDGET		MID-YEAR REQUEST	
	ADOPTED	REVISED	REQUESTED CHANGE	REVISED BALANCE
DEBT SERVICE FUND				
TRANSFERS IN				
Transfer from General Fund	5,749,453	5,749,453	(2,200,000)	3,549,453
TOTAL TRANSFERS IN			<u>(2,200,000)</u>	
EXPENSES				
Professional Services	15,000	15,000	(15,000)	-
Prepayment annd Defeasance	4,703,650	4,703,650	(4,703,650)	-
TOTAL EXPENSES			<u>(4,718,650)</u>	
TRANSFERS OUT				
Transfer to Reserve Fund	-	-	2,700,000	2,700,000
TOTAL TRANSFERS OUT			<u>2,700,000</u>	
NET DEBT SERVICE FUND BALANCE INCREASE (DECREASE)			<u>(181,350)</u>	
RESERVE FUND				
TRANSFERS IN				
Transfer from General Fund	5,628,953	5,628,953	335,329	5,964,282
Transfer from Debt Service	-	-	2,700,000	2,700,000
TOTAL TRANSFERS IN			<u>3,035,329</u>	
ALLOCATIONS				
Projects Planning Reserve	1,388,653	388,653	2,031,329	2,419,982
Major Equipment Reserve	4,941,071	4,941,071	219,000	
Major Equipment Reserve			335,000	5,495,071
Dike Repairs	342,557	342,557	200,000	542,557
Emergency Prepardness	457,121	447,121	250,000	697,121
TOTAL ALLOCATIONS			<u>3,035,329</u>	
NET RESERVE FUND BALANCE INCREASE (DECREASE)			<u>3,035,329</u>	



Notes to 2016 Mid-Year Budget Revision:

General Fund – Revenues

- Real Property Taxes – Current
Decrease reflects 2016 TAPS valuation settlement.
- Building Permits
Interim City Manager thought building permit fees should be raised to help cover the cost of running the Com Dev department. The fees have not been changed to reflect his budget number.

General Fund – Expenses

- CSOs; PWSCC
Continuation of college credit program for HS students
- CSOs; Avalanche Information Center
Reflects funding earmarked from 2016 Tailgate event for safety services
- Fire Dept; Overtime
Large Fire Expenses (If not used will not spend)

- Fire Dept; Operating Supplies

5,000	Compressor Repair/Upgrade for Scotts
1,500	Aqueous Film Forming Fluids (AFFF)
1,943	O2 Issue - PVMC
357	Mold issue - Cleaning supplies
2,600	Bug Issue - 3 mattresses and covers, cleaning supplies
1,000	Purchase 2 new pagers (11 new Firefighters)
900	Dishwasher
35,000	SCBA fill station

- Animal Control; Overtime
The request for \$5,000 of additional overtime is to ensure that Shelter operations are to continue and allows for the ACO and CSO's to respond to the large number of bear complaints. There have been twice as many bear related calls this year as there were last year at this time. It is expected that the Dayville Road (Hatchery) area will be prevalent with potential bear-human

encounters this summer. The additional money will allow proper supervision and resource allocation to the ongoing “bear viewing area” around the Hatchery.

- Law Enforcement; Overtime

This request is necessary due to staff shortages resulting from the promotion of Lt. Hinkle to Interim Chief (and then Chief), an unanticipated FMLA event, and an unprecedented six criminal trials within the first 4 months of the year. Over 280 hours of overtime has been necessitated by trials and FMLA alone. An additional 250 hours of overtime was to cover staff shortages due to Chief Hinkle’s promotion.

- Administration; Salaries and Wages

Anticipated increase to HR Manager and Admin Assistant Salaries; Addition of Administration Exec Assistant pro-rated for four months. Current Admin Asst will become HR Assistant.

- Administration; Temporary Wages

Unbudgeted Interim City Manager Expenses in 2016

- Administration; Benefits

Anticipated increase to HR Manager and Admin Asst Salaries; Addition of Administration Exec Assistant pro-rated for four months. Current Admin Asst will become HR Assistant.

- Wellness Program;

Increase to Wellness per-participant cost; February health screening

- Administration; Travel/Transportation

Unbudgeted Interim City Manager Expenses in 2016

- Administration; Contingencies

8,135	Bob Jean consulting fees
15,000	Fire Chief interviews; travel
1,600	Employee Appreciation picnic; budgeted funds used for two unexpected Director retirement parties

- Finance; Salaries and Wages

Director request to increase staff (4) salaries by one step, pro-rated for six months

- Finance; Benefits

reflects Director request for staff pay increase

- Finance; Professional Fees and Services

Increase to credit card processing fees, following allowance for tax payments

- Finance; Contractual Services;

Increase management fees following award of 2006 TAPS supplemental taxes

- Community Development; Professional Fees & Services
Water monitoring services for high-water events
- Community Development; Communications/Postage
Spent \$420 unbudgeted on Marijuana PH mailing. May need this back given number of other Public Hearings for P&Z this year.
- Community Development; Advertising & Promotion
Spent \$3,000 unbudgeted on Marijuana hearing print and radio advertising. Had a huge number of public hearing notices for rezones, etc.
- Community Development; Office/Capital Expense
Our plat/plan storage is beyond capacity. Janine has been researching solutions for months and has found one. Please see attached documentation.
- Parks and Recreation; Travel & Transportation, Training
City Manager recommended reimbursement for self-paid employee NRPA training and related travel
- Civic Center; Salaries and Wages
Increase reflects wage settlement for transferred employee

General Fund – Transfers Out

- Transfer to Debt Service
\$2.2m reduction reflects decrease in over-cap tax revenue following 2016 TAPS valuation settlement

Debt Service Fund – Transfers In

- Transfer from General Fund
\$2.2m reduction reflects decrease in over-cap tax revenue following 2016 TAPS valuation settlement

Debt Service Fund – Expenses

- Professional Services
Funds earmarked for 2016 defeasance consultation and structure, which is not needed
- Prepayment and Defeasance
Defeasance is no longer required, following TAPS valuation settlement

Debt Service Fund – Transfers Out

- Transfer to Reserve Fund
\$2.7m increase reflects revised over-cap calculation, and eliminates all fund balance in excess of the level stipulated in the 2016 TAPS settlement (\$9.8m)

Reserve Fund – Transfers In

- Transfer from Debt Service Fund
\$2.7m increase reflects revised over-cap calculation, and “zeros out” debt fund balance, consistent with original adopted 2016 budget

Reserve Fund – Allocations

- Projects Planning Reserve
replenishes recent \$1m transfer to emergency preparedness for 2016 high-water emergencies
- Major Equipment Reserve; Staff Request

110,700	Asphalt Recycler-This asphalt recycler will enable us to recycle the piles of asphalt stored at the landfill, and at the same time provide a superior product for pothole repair and overall asphalt patching. This machine will reheat and mix the old asphalt allowing us to fill our hot-patch trailer multiple times a day.
37,000	Compactor-This double drum small asphalt compactor will allow us to make larger and more accurate asphalt repairs.
12,800	Tilt Trailer-This tilt trailer will allow the double drum asphalt compactor to be towed to the work site and quickly loaded and unloaded.
58,500	2 loader buckets(snow blades) -\$28,000 each plus shipping. Purchase of these two snow blades will allow for each City loader used for snow removal to be equipped with one. Adding these two blades to our inventory will also help tremendously when other blades are in the shop for repairs.

- Major Equipment Reserve; Additional Reserve for new/additional Loader
- Dike Repair
1200 CY Rip Rap class 3) 600cy to Alpine Woods, 600cy to Glacier Stream. This is based on 2015 prices. This rip rap will restock piles that are used for emergency repairs.
- Emergency Preparedness
Replenishes expended funds from current-year high water emergencies