

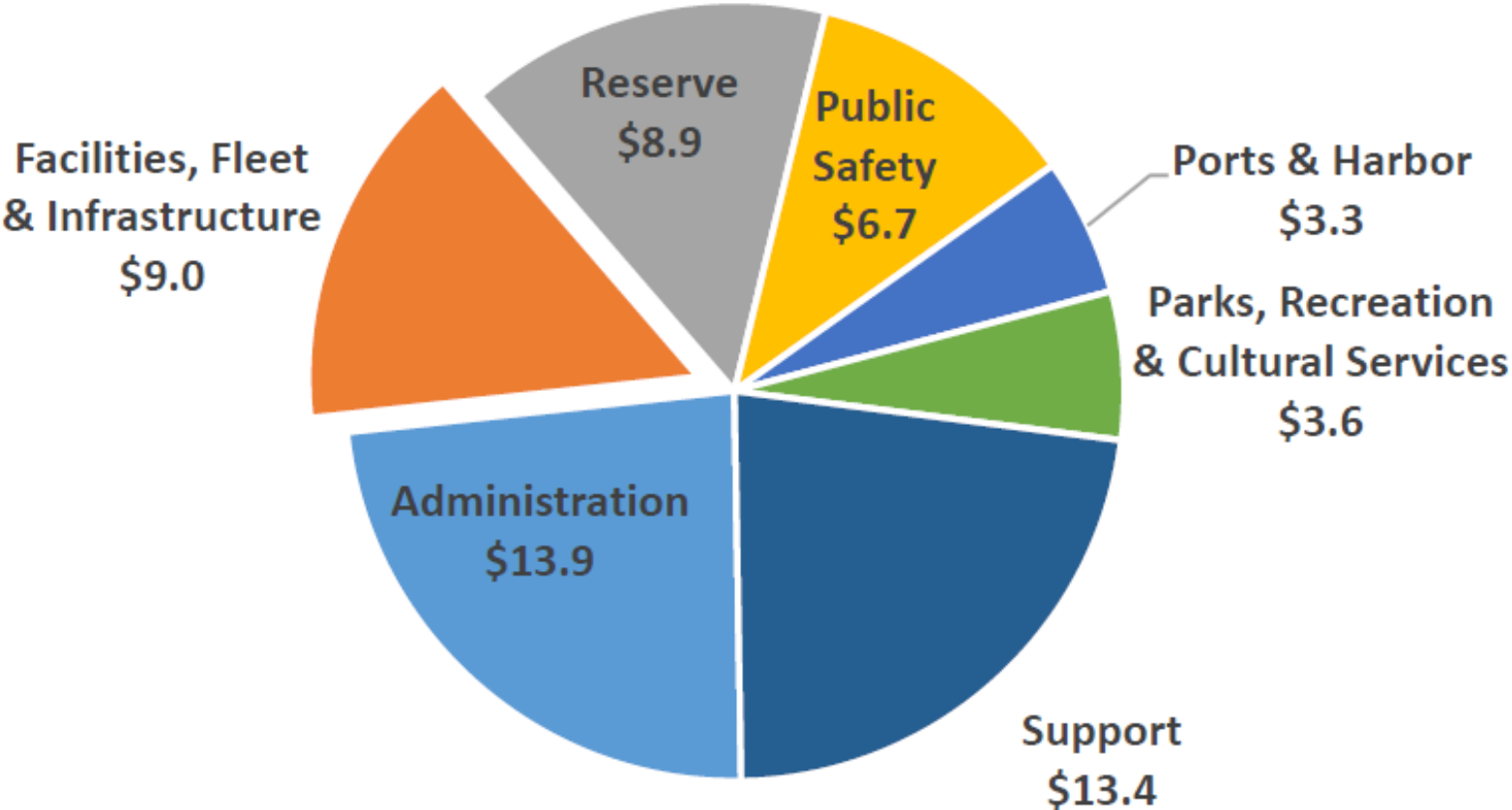
Budget Workshop Agenda:

Monday, October 7th, 2019

Facilities, Fleet, Infrastructure Division

- Capital Facilities
 - Building Maintenance
 - Engineering
 - Gilson Clinic
- Public Works
 - Sewer
 - Solid Waste
 - Streets/Shop
 - Water
 - Major Equipment Reserve
- Preview of October 10 Workshop

Total Appropriations \$58.9MM

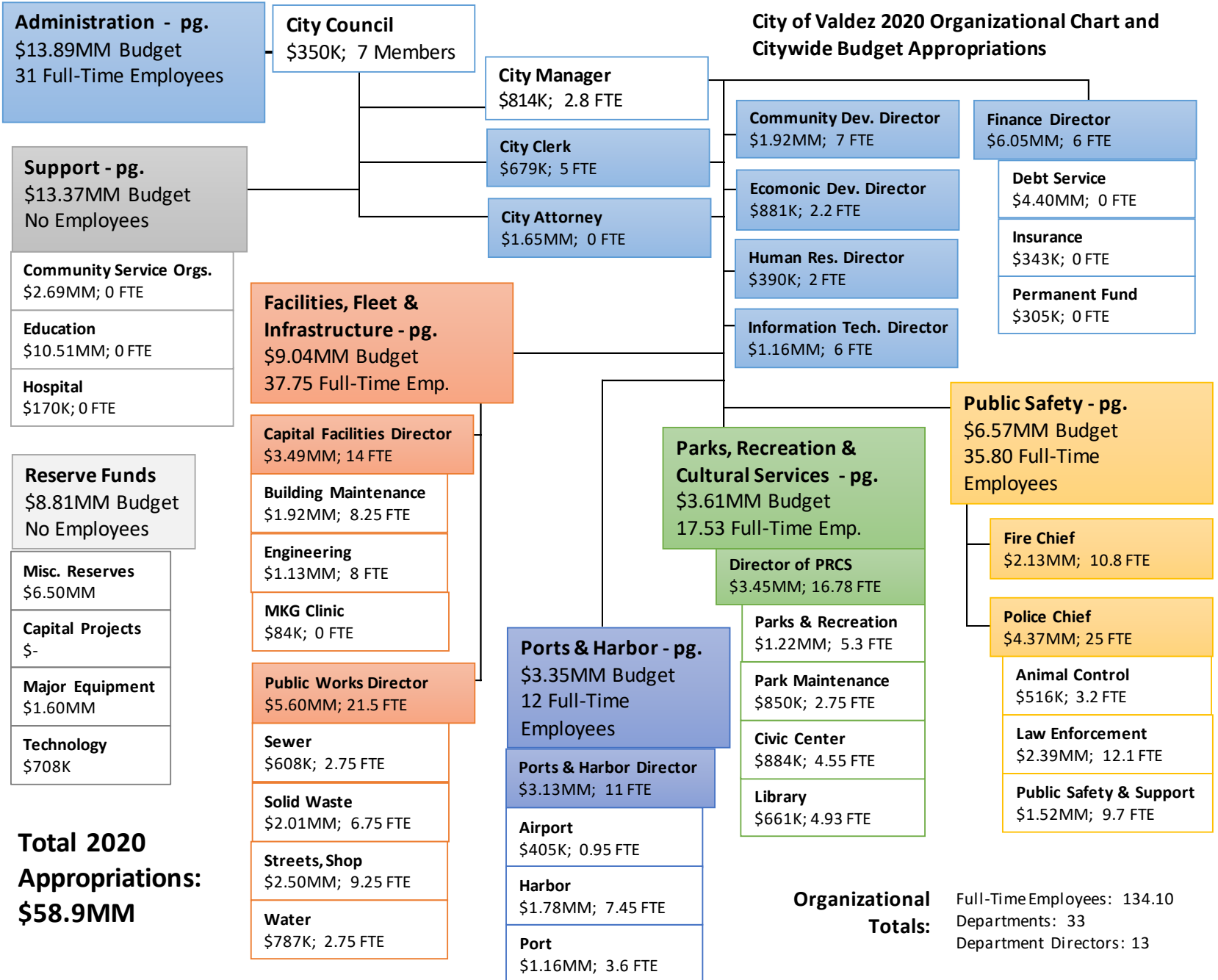


Facilities, Fleet & Infrastructure

One of five staffed Divisions

Two Directors
Seven Departments

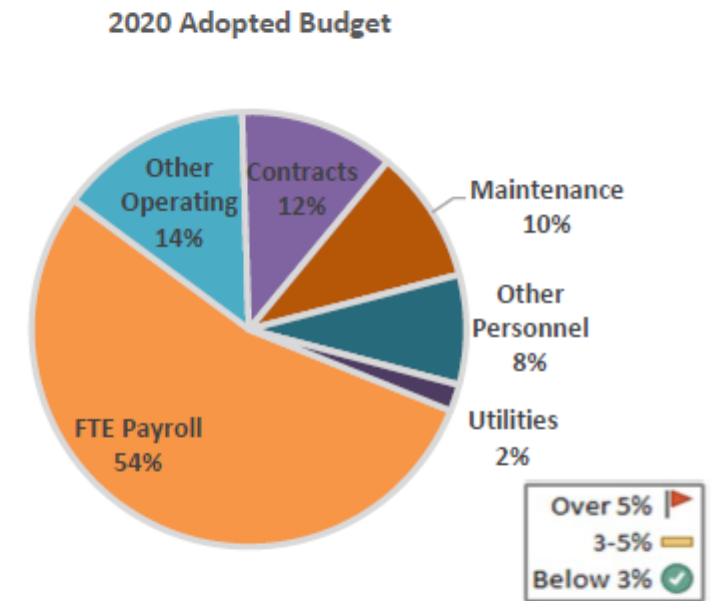
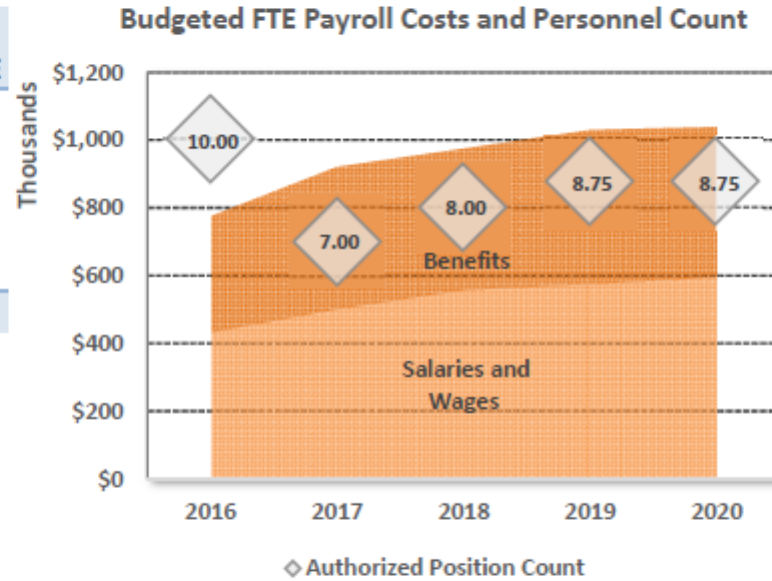
\$9MM Expenses
37.75 FTEs



BUILDING MAINTENANCE

Mission: *Manage maintenance at City facilities to ensure they are safe, serviceable and secure for staff and all members of the community.*

	FTE
DIRECTOR	0.50
ADMIN ASSISTANT	1.00
MAINT COORDINATOR	1.00
SUPERVISOR	1.00
TECHNICIAN	5.25
Grand Total	8.75



	Actual Expenditure				Adopted Budget		2019 to 2020 Budget Changes		
	2016	2017	2018	2019	2019	2020	Dollar		Percent
FTE Payroll	707,466	801,861	915,245	919,763	1,029,520	1,039,103	9,583	✓	0.9%
Other Operating	179,994	214,067	256,676	283,268	287,268	276,293	(10,975)	✓	-3.8%
Other Personnel	90,008	76,034	132,781	145,697	141,697	157,068	15,371	⚠	10.8%
Contracts	143,117	199,840	215,007	276,765	267,704	221,354	(46,350)	✓	-17.3%
Utilities	31,958	37,678	44,187	38,410	38,410	38,410	-	✓	0.0%
Maintenance	160,944	183,540	183,717	176,575	233,468	191,575	(41,893)	✓	-17.9%
Grand Total	1,313,487	1,513,021	1,747,613	1,840,478	1,998,068	1,923,802	(74,265)	✓	-3.7%

Facilities, Fleet & Infrastructure Division Department Review

Building Maintenance

- Overall Department expense budget down \$74K, 3.7%
 - \$9.5K increase in **FTE payroll** costs reflects COLA, with partial offset from benefits
 - \$11K reduction in **Other Operating** reflects best estimates of Communications/Postage and prior-year non-recurring office equipment
 - \$15K increase in **Other Personnel** comprised of \$8K increase in training and \$7K combined increase in OT and Temp Wages
 - \$46K reduction in **Contracts**. Category reflects numerous service contracts for electrical, testing & inspections, HVAC, misc. maintenance & repair
 - \$42K reduction in **Maintenance** reflects new janitorial contracts.

Facilities, Fleet & Infrastructure Division

Department Review

Gilson Medical Clinic

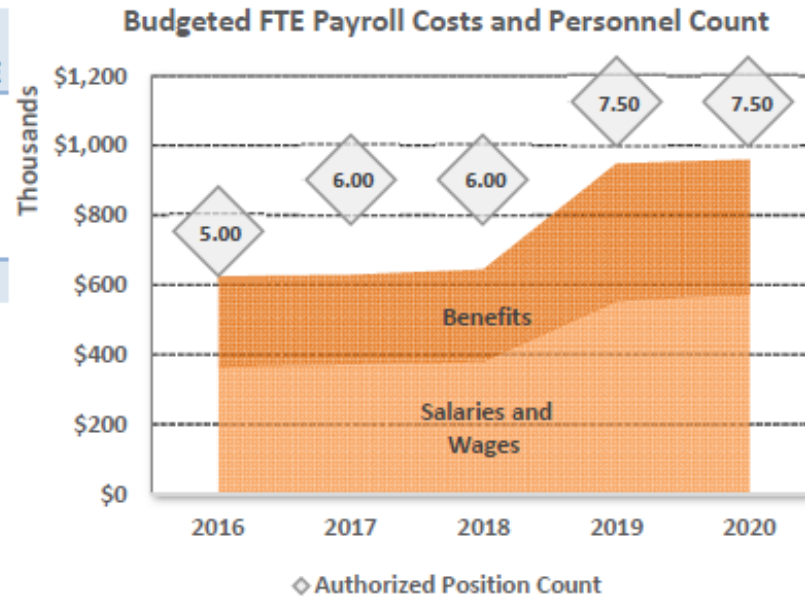
- Clinic is its own fund; Fund balance approximately \$500K
- Staff recommends that fund be closed and merged with General Fund / Building Maintenance
- Was previously staffed (3 FTE) by City for Maintenance; Is now staffed by Providence
- Revenues reflect Valdez Medical Clinic rental lease
- Expenses reflect janitorial and utilities costs

ENGINEERING

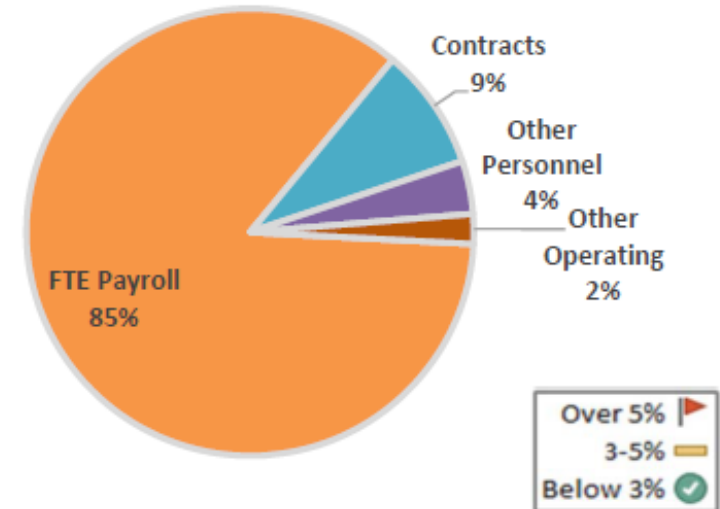
Mission:

Provide engineering and project management services for Major Maintenance (MM) and Capital Improvement Projects (CIP).

	FTE
DIRECTOR	0.50
ADMINISTRATIVE ASSISTANT	1.00
PROJECT MANAGER II	3.00
PROJECT MANAGER I	3.00
Grand Total	7.50



2020 Adopted Budget



	Actual Expenditure				Adopted Budget		2019 to 2020 Budget Changes	
	2016	2017	2018	Estimate 2019	2019	2020	Dollar	Percent
FTE Payroll	494,678	549,207	539,992	780,614	947,576	959,392	11,816	1.2%
Other Operating	19,491	16,571	17,496	26,700	22,743	24,060	1,317	5.8%
Other Personnel	19,729	21,260	16,133	24,000	33,154	43,145	9,991	30.1%
Contracts	52,545	108,626	43,949	350,000	400,000	100,000	(300,000)	-75.0%
Grand Total	586,443	695,664	617,570	1,181,314	1,403,474	1,126,597	(276,877)	-19.7%

Facilities, Fleet & Infrastructure Division Department Review

Engineering

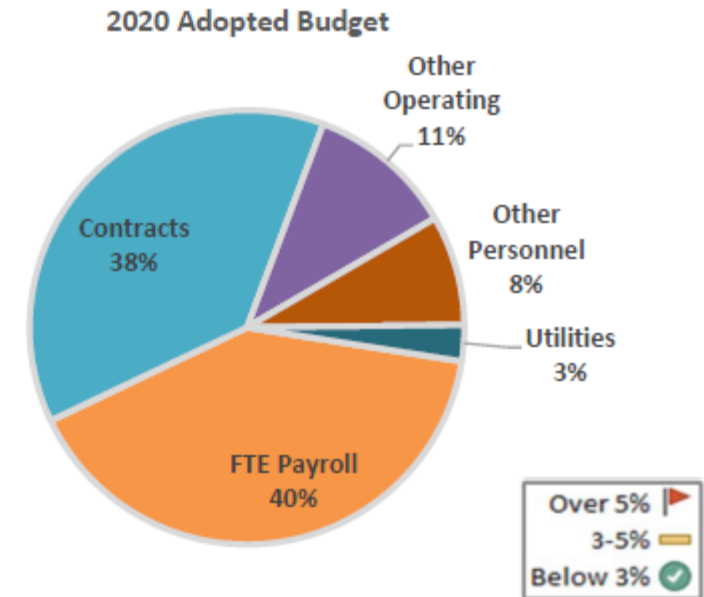
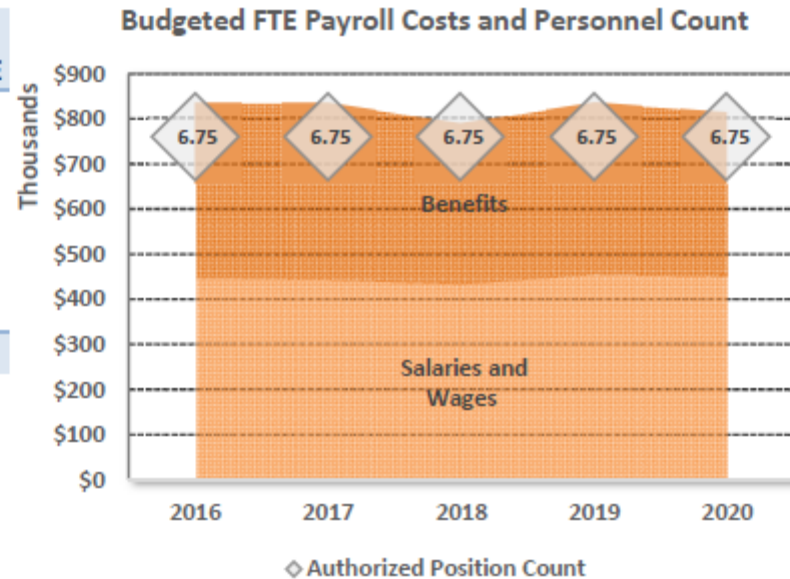
- Overall Department expense budget down \$277K, 20%
 - \$12K increase in **FTE payroll** costs reflects COLA and step/level increases, with partial offset from benefits
 - \$10K increase in **Other Personnel** comprised of \$5K increase in training/travel, and \$5K combined increase in OT
 - \$300K reduction in **Contracts** reflects Director-recommend allocation of project management contractors to the specific projects, rather than to the department

SOLID WASTE

Mission:

To provide a service to the residents of Valdez by collecting the refuse and recyclables from both commercial facilities and residential units, and to operate the baler facility and the landfills in compliance of all state and federal permit requirements.

	FTE
DIRECTOR	0.25
BALER FOREMAN	1.00
LANDFILL FOREMAN	1.00
SOLID WASTE TECH III	1.00
SOLID WASTE TECH I	3.00
OPERATOR	0.50
Grand Total	6.75



	Actual Expenditure			Estimate	Adopted Budget		2019 to 2020 Budget Changes	
	2016	2017	2018		2019	2020	Dollar	Percent
FTE Payroll	710,971	761,922	791,563	749,000	834,034	812,621	(21,413)	-2.6%
Other Operating	203,355	164,288	237,017	253,885	253,885	219,235	(34,650)	-13.6%
Other Personnel	135,281	133,752	129,594	153,347	153,348	164,903	11,555	7.5%
Contracts	309,105	265,924	289,409	579,039	462,683	759,520	296,837	64.2%
Utilities	45,092	49,567	49,816	57,000	57,000	54,000	(3,000)	-5.3%
Grand Total	1,403,804	1,375,454	1,497,399	1,792,271	1,760,950	2,010,279	249,329 	14.2%

Facilities, Fleet & Infrastructure Division Department Review

Solid Waste

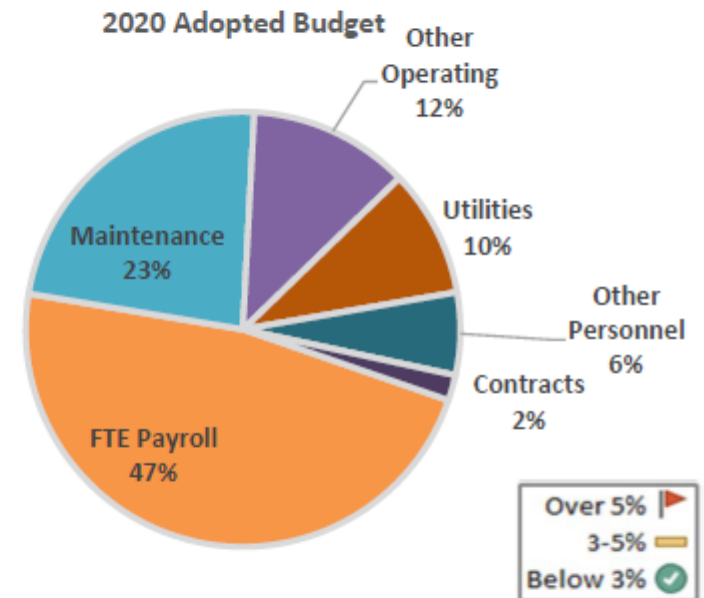
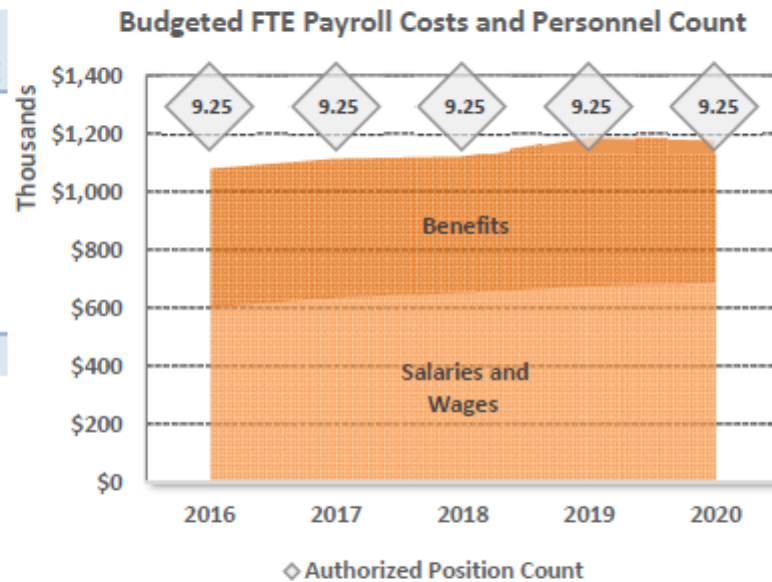
- Overall Department expense budget up \$250K, 14%
 - \$21K reduction in **FTE payroll** costs reflects reduced benefits and retirement of long-term employees at high step/level
 - \$35K reduction in **Other Operating** reflects non-recurring office/capital expense from 2019
 - \$12K increase in **Other Personnel** comprised travel/training costs, plus slight (\$2K) increase in temp wages
 - \$297K increase in **Contracts** reflects customized bear-proof cans (\$185K) and other ongoing testing, sampling, engineering, and site-optimization services

STREETS/SHOP

Mission:

To provide safe and properly maintained streets, sidewalks and signs, to operate the City's fleet of snow removal equipment to safely and efficiently remove snow from City streets, to support other departments as needed with their many City associated tasks and events, manage and maintain City vehicle and equipment fleet to ensure safety and value, and to assist in the maintenance and repair of city water, sewer, and storm drain systems.

	FTE
DIRECTOR	0.25
ADMIN ASSISTANT	1.00
STREETS FOREMAN	1.00
SHOP FOREMAN	1.00
OPERATOR	4.00
MECHANIC	2.00
Grand Total	9.25



	Actual Expenditure			Estimate	Adopted Budget		2019 to 2020 Budget Changes	
	2016	2017	2018		2019	2020	Dollar	Percent
FTE Payroll	968,817	1,076,334	1,115,260	1,050,000	1,188,436	1,181,359	(7,077) ✓	-0.6%
Other Operating	259,103	277,937	287,620	294,340	294,345	298,060	3,715 ✓	1.3%
Other Personnel	112,910	88,580	99,413	158,266	158,261	152,867	(5,394) ✓	-3.4%
Contracts	27,010	22,518	16,784	27,000	27,000	47,000	20,000 🚩	74.1%
Utilities	190,316	209,441	211,514	237,000	237,000	237,000	- ✓	0.0%
Maintenance	377,282	480,748	370,201	579,000	579,000	579,000	- ✓	0.0%
Grand Total	1,935,438	2,155,559	2,100,791	2,345,606	2,484,043	2,495,286	11,244 ✓	0.5%

Facilities, Fleet & Infrastructure Division

Department Review

Streets / Shop

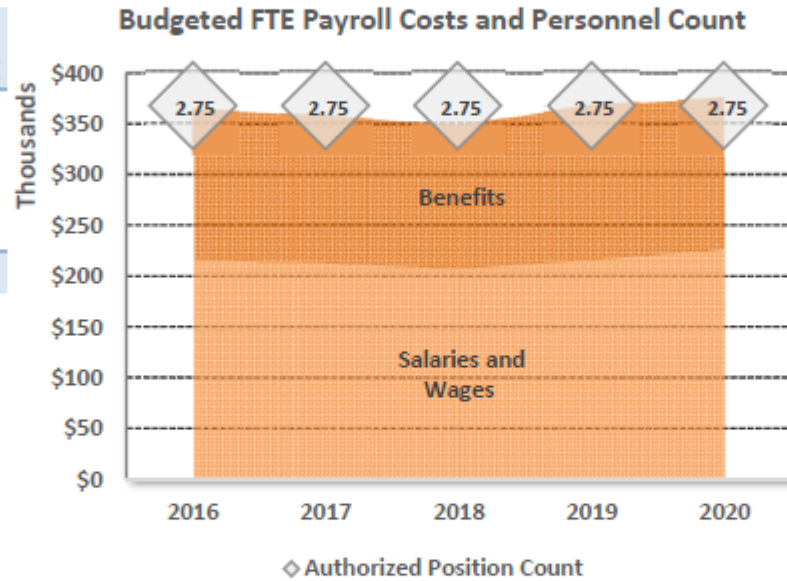
- Overall Department expense budget up \$11K, 0.5%
 - \$7K reduction in **FTE payroll** costs reflects reduced benefits and retirement of long-term employees at high step/level
 - \$3.7K reduction in **Other Operating** reflects estimated reproduction/copying costs
 - \$5K reduction in **Other Personnel** comprised of travel/training costs
 - \$20K increase in **Contracts** driven by \$30K Groomer maintenance, with other partial offsets

SEWER

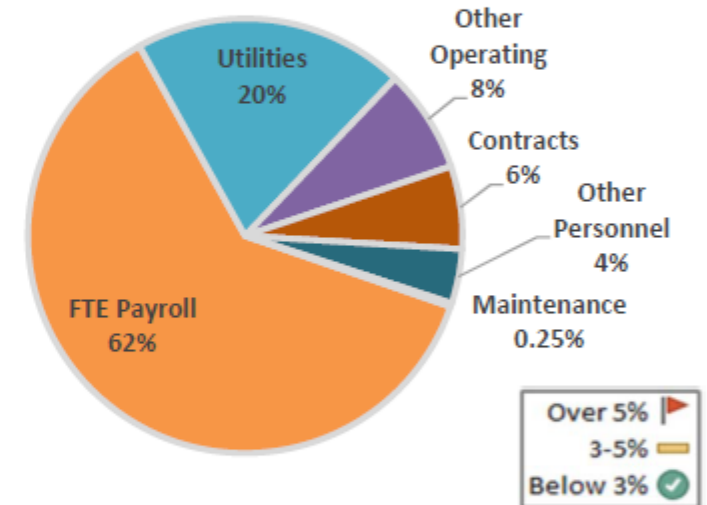
Mission:

Operate and Maintain the City's wastewater treatment and collection system, including sewage pump stations, the treatment plant, lagoons, aeration system and Laboratory.

	FTE
DIRECTOR	0.25
UTILITY SUPERVISOR	0.50
UTILITY TECH	1.50
OPERATOR	0.50
Grand Total	2.75



2020 Adopted Budget



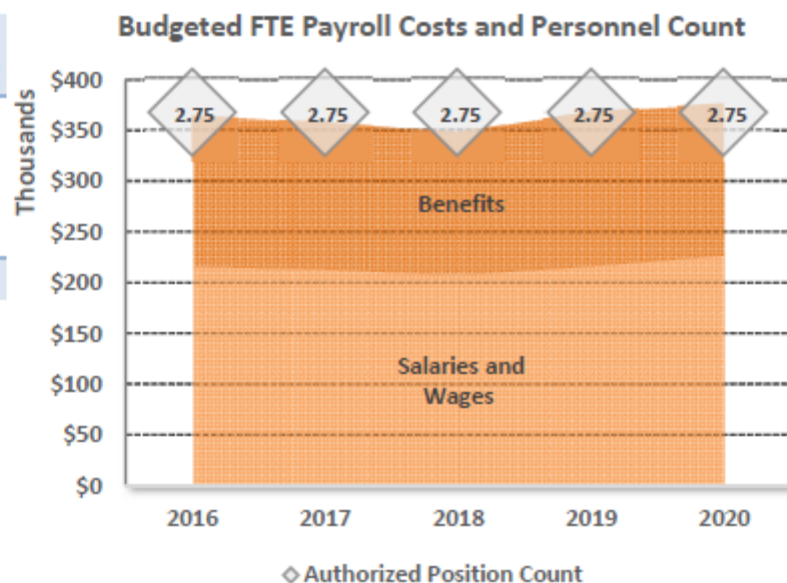
	Actual Expenditure				Estimate	Adopted Budget		2019 to 2020 Budget Changes		
	2016	2017	2018	2019		2019	2020	Dollar		Percent
FTE Payroll	326,429	333,036	347,592	345,000		367,810	374,613	6,803		1.8%
Other Operating	43,410	44,109	48,051	46,370		46,370	46,770	400		0.9%
Other Personnel	15,489	20,388	24,666	23,940		23,940	24,582	642		2.7%
Contracts	25,316	30,760	28,621	37,500		37,500	37,500	-		0.0%
Utilities	103,736	117,911	119,723	121,000		121,000	123,000	2,000		1.7%
Maintenance	1,019	1,437	889	1,500		1,500	1,500	-		0.0%
Grand Total	515,400	547,640	569,542	575,310		598,120	607,965	9,845		1.6%

WATER

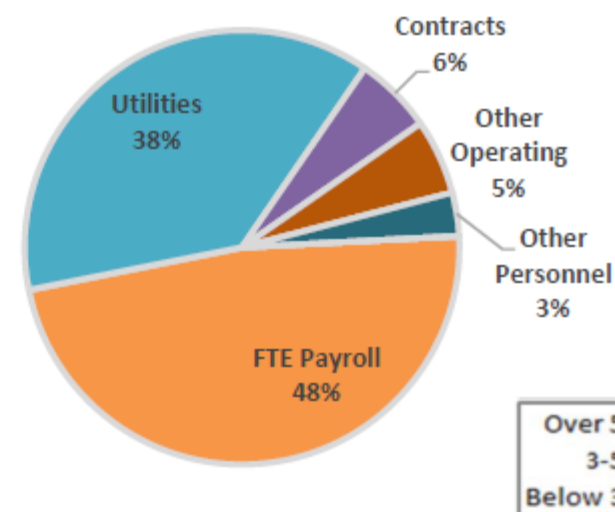
Mission:

Operate and maintain the City's three water systems to ensure safe drinking water, regulatory agency compliance, fire protection, and uninterrupted service.

	FTE
DIRECTOR	0.25
UTILITY SUPERVISOR	0.50
UTILITY TECH	1.50
OPERATOR	0.50
Grand Total	2.75



2020 Adopted Budget



	Actual Expenditure			Estimate	Adopted Budget		2019 to 2020 Budget Changes		
	2016	2017	2018		2019	2020	Dollar		Percent
FTE Payroll	326,433	333,040	347,596	345,000	367,810	375,502	7,692	✓	2.1%
Other Operating	48,183	59,941	47,981	31,532	50,615	44,207	(6,408)	✓	-12.7%
Other Personnel	23,617	22,008	23,698	16,566	24,736	25,477	741	✓	3.0%
Contracts	6,668	12,664	14,961	15,300	15,300	45,300	30,000	▶	196.1%
Utilities	268,407	307,521	288,877	297,000	297,000	297,000	-	✓	0.0%
Maintenance	-	-	-	-	-	-	-	✓	0.0%
Grand Total	673,308	735,174	723,114	705,398	755,461	787,486	32,025	■	4.2%

Facilities, Fleet & Infrastructure Division Department Review

Utilities Fund – Water/Sewer Departments

- Overall Fund expense budget up \$40K, 3%
 - \$14K increase in **FTE payroll** costs reflects step/level increases and COLA, with partial offset in reduced benefits
 - \$30K increase in **Contracts** reflects scheduled tank inspection (Water Dept)

Major Equipment Summary

- Embedded in \$8.9MM Reserve Fund Appropriations
- \$1.59MM Appropriation Request = 10-year Future Average
- \$1.86MM Scheduled or Requested Purchases in 2020
 - \$898K scheduled replacements for 2020
 - \$830K budgeted from prior years, deferred until 2020
 - \$63K New Requests; If approved, purchase from fund balance
 - \$67K scheduled for 2020, but deferred to future years...will not be purchased in 2020
- Approximate Unencumbered Fund Balance: \$3.6MM
- Surplus Sales: \$305K (2018 Audited Figure)

Major Equipment – Scheduled Purchases in 2020 (\$1.9MM)

Deferred	66,648
Finance	14,000
Machine Envelope Folding Stuffing	14,000
Solid Waste	52,648
Collection Box Haul All f/F550	52,648
New	120,000
Fire / EMS	107,000
Radio Repeaters	22,000
snow machine	30,000
Ford F250 (new FTE)	55,000
Water	13,000
bumper crane	13,000
Prior	829,500
Solid Waste	435,000
Excavator	435,000
Streets / Shop	394,500
Loader 966M CAT	394,500

Replace	897,500
Animal Control	75,000
SUV Ford Expedition Animal Control	75,000
Civic Center	68,000
Dishwasher	20,000
Freezer System Reach-In	20,000
Projection 3D Digital	28,000
Fire / EMS	210,000
Truck GMC Squad One	210,000
Harbor	50,000
Bobcat S100	50,000
Port	100,000
Bobcat S100	50,000
Truck Ford F150	50,000
Streets / Shop	394,500
Loader 966K CASE	394,500
Grand Total	1,913,648

Budget Workshop Agenda

Thursday, October 10th, 2019

- Recap of Citywide Appropriations
- Administration Division (excluding Human Resources)
 - 1 FTE Request (Emergency Manager)
 - Technology Reserve (IT Department)
 - Events (Economic Development Department)
- Preview of Thursday, October 17th Workshop