



City of Valdez

212 Chenega Ave.
Valdez, AK 99686

Meeting Agenda

City Council

Monday, November 5, 2018

6:00 PM

Council Chambers

Budget Work Session (Last Session - Overflow Topics)

WORK SESSION AGENDA - 6:00 pm

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

1. [Workshop Slides](#)

Sponsors: City Council

Attachments: [2018-11-05 Slides](#)

2. [2019 Council Priorities](#)

Sponsors: City Council

Attachments: [Council Priorities by Topic](#)

[Council Priorities by Department](#)

3. [Major Equipment Reserve](#)

Sponsors: City Council

Attachments: [Major Equipment Reserve](#)

4. [Technology Reserve](#)

Sponsors: City Council

Attachments: [Technology Reserve](#)

5. [Reserve Funds and Transfers](#)

Sponsors: City Council

Attachments: [2019 Proposed Reserve Fund Appropriations and Transfers](#)



City of Valdez

212 Chenega Ave.
Valdez, AK 99686

Legislation Text

File #: 18-0389, **Version:** 1

ITEM TITLE:

Workshop Slides

SUBMITTED BY: Brian Carlson, Finance Director

FISCAL NOTES:

Expenditure Required: n/a

Unencumbered Balance: n/a

Funding Source: n/a

RECOMMENDATION:

Review and file

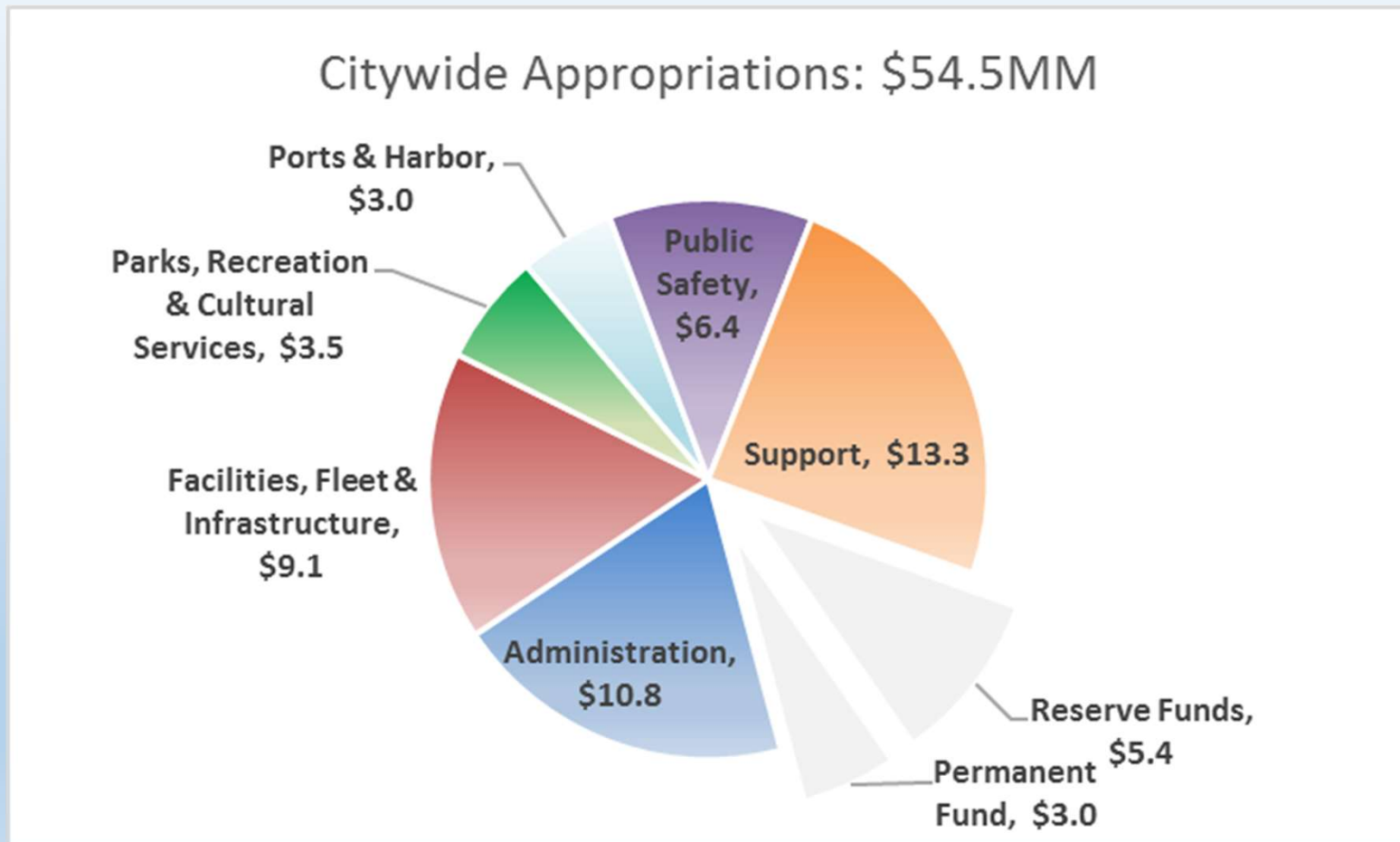
SUMMARY STATEMENT:

Powerpoint slides for 11/5 workshop

November 5th Workshop Agenda

- High-Level Review
- Permanent Fund Appropriation
- Major Equipment Reserve – Recap
- Technology Reserve
- Other Reserves
- Transfers
- Next Steps

High-Level Summary



City of Valdez 2019 Budget: November 5th Workshop

Permanent Fund Appropriation

- 1.5% Available per Code, Based on Most-Recent Audited Figure
- \$3MM for 2019 Budget
- \$8.9MM Reserve Funding
- If Eliminated from Adopted 2019 Budget:
 - Reserve Funding Reduced to \$5.9MM
 - Permanent Fund Retains \$3MM, plus Earnings
 - Council May Appropriate Later During 2019 via Budget Amendment

Major Equipment Recap

- \$2.08MM Ten-Year Average
- \$850K New Requests
- \$89K Offset from 2017 Equipment Sales
- **Total Budget Transfer: \$2,842,874**

Technology Reserve

- Five-Year Average = \$702,298 Budget Transfer 2019
- 2019 Scheduled Transactions:
 - \$103K Computers
 - \$36K Servers
 - \$47K Network
 - \$396K Software
 - **\$582,607 Total**

2019 Reserve Fund Appropriations: \$5,893,318

Account/Activity Name	Purpose	Sum of 2019
Major Equipment Reserve	scheduled purchases of items exceeding \$10K per	2,842,874
Energy Assistance Program	annual public program; expanded in 2019 to included commercial accounts	880,000
Technology Reserve	scheduled purchases of IT hardware, software, licenses; averaged	702,298
Harbor Major Maint & Replace	long term maintenance	500,000
Road and Sidewalk Repairs	smaller row projects, ongoing, don't need design.	250,000
Leave Liability Reserve	termination leave time and comp balances; cash-outs for current employees	231,958
Budget Variance Reserve	utilities, personnel, and other budgeted items with unpredictable activity beyond annual appropriation	200,000
School Budgetary Stabilization	supplements education department appropriation as needed	157,950
Major Maintenance Reserve	Alpine Woods Playground	60,000
Council Contingency	unforeseen unbudgeted Council priorities	58,238
SHARP III	Physician Assistance program; \$60K annually per physician	10,000

City of Valdez 2019 Budget: November 5th Workshop

2019 Budgeted Transfers

<u>Transfer From</u>	<u>Transfer To</u>	<u>Amount</u>
General Fund	Reserve	5,393,318
General Fund	Airport	264,798
General Fund	Port	352,772
General Fund	Utility	839,381
Harbor	Reserve	500,000
Permanent Fund	General Fund	3,043,000

Next Steps

- Public Hearing November 20th
- Adoption by Resolution December 4th
- Process Review December 18th
- Final Document January 3rd
- Projects Budgeting Feb-Mar, 2019



Legislation Text

File #: 18-0390, **Version:** 1

ITEM TITLE:

2019 Council Priorities

SUBMITTED BY: Brian Carlson

FISCAL NOTES:

Expenditure Required: n/a

Unencumbered Balance: n/a

Funding Source: n/a

RECOMMENDATION:

Review and File

SUMMARY STATEMENT:

- Council requested this document during the October 31 Workshop
- This document itemizes and assigns Council's priorities as articulated during the August 30, 2018 Workshop

PDF Attachments: Council Priorities by Topic

Council Priorities by Department

2019 Budget - Council Priorities

Item	Department(s)	Description / Objective	Work Plan / Deliverables
Budget Sustainability	Finance		Comprehensive financial and budgeting policies; forecasting and modeling;
		Ongoing long-term financial planning and forecasting	long-term financial planning; bonding and revenue optimization
Code Enforcement	Law Enforcement	Implement code enforcement policies and procedures	Work plan, milestones, timelines for new staff
		Training	(blank)
	Law	Additional Code/Document Revision	(blank)
	Public Works	Vehicle	(blank)
Communications & Outreach	City Clerk		
	Economic Development	Digital Signage	(blank)
	Information Technology	Enhance Public communications outlets	Review communications infrastructure to facilitate Clerk initiatives while ensuring ongoing system and data security
		Social Media Outlets and Data Presentation	(blank)
	Citywide	Time constraint?	(blank)
Daycare and Early Childhood Development	CSO	Support for existing non-profit service provider	Ongoing staff review of funding conditions
	Economic Development		Review ongoing support of pre-existing daycare program
		Continuation and expansion of programming	Explore feasibility of additional programming options
Economic Development	Economic Development	Explore economic development and diversification options	Development and diversification options for Council review and commitment
Employee COLA	Finance	Implement formulaic annual COLA	method employing Anchorage CPI data as automatic COLA factor
Energy Assistance	Finance	Explore continuation, expansion, and/or revision to existing annual program	Analysis of program structure, payment methods, and administrative obligations
Flood Mitigation	Community Development	Continue flood-plain management and long-term planning	Flood-plain management plan and related permitting
	Engineering	Oversee flood mitigation project contracting	Project budgeting in early 2019 and related contracting
	Streets / Shop	Provide stakeholder input for protection of City assets	Review and input for protection of city assets and infrastructure
Housing	Community Development	Facilitate zoning and permitting for targeting housing initiatives	Plan and timeline for targeted initiatives
	Economic Development	Identify housing development opportunities	Plan and timeline for targeted initiatives
	Engineering	Identify and budget for related projects and manage related contracts	Project budgeting in early 2019 and related contracting
	Streets / Shop	Identify infrastructure needs for targeted housing initiatives.	Project budgeting in early 2019 and related contracting

2019 Budget - Council Priorities

Item	Department(s)	Description / Objective	Work Plan / Deliverables
Kelsey Dock Project	Economic Development	Engage stakeholders for project specifications	Management of Master Plan and Waterfront Plan contracts
	Engineering	Complete Phase I; Contract for subsequent phases	Coordinate with EconDevelopment Director and Council for contracting of subsequent phases
	Information Technology	Cameras	(blank)
	Law Enforcement	Cameras	(blank)
	Port	Plan for operations for completed Phase I	Engage P&H Stakeholders for Waterfront Plan; coordinate with Econ Development Director
	Parks and Recreation	Phase II - Green Space	(blank)
Maintenance Plan	Building Maintenance	Scheduling and quantifying of deferred and ongoing maintenance	Multi-year citywide maintenance schedule and cost estimates
Master Planning	Economic Development	Kimley Horn Contracting	Master Plan document
New Fire Station Design	Engineering	engage stakeholders for project specifications; contract for design	Final design and cost estimates for subsequent construction budgeting
Pavement Management	Community Development	GIS	(blank)
	Engineering	Incorporation of plan into CIP/Maintenance schedule	Formal multi-year pavement management plan
	Streets / Shop	Incorporation of plan into departmental work-plan	Formal multi-year pavement management plan
Procurement Review	Finance	Third-Party Contractor review of citywide procurement practices and policies	RFQ, Contractor selection management of contract performance
Project Contracting	Engineering	Optimize project management structure to meet desired pace of project completion	Analysis of in-house vs. third party contractor for project and construction management In-house Option
Senior Healthcare	City Manager	Initiate and facilitate stakeholder planning	Present long-range options to Council for consideration and commitment
	Economic Development	Housing Needs	(blank)
Storage and Space Needs	Engineering	Compile multi-year plan for office space and storage needs resulting from Fire Department relocation	Needs assessment, relocation plan, and construction timeline
	Citywide	Stakeholders meet with Engineering	(blank)
Wildlife Management	Animal Control	Mitigate wildlife (bear) hazards	Review pre-existing wildlife management plan Revise and implement via Animal Control staff
	Public Works	Dumpsters/Trash Management	(blank)

2019 Budget - Council Priorities

Department(s)	Item	Description / Objective	Work Plan / Deliverables
Animal Control	Wildlife Management	Mitigate wildlife (bear) hazards	Review pre-existing wildlife management plan Revise and implement via Animal Control staff
Building Maintenance	Maintenance Plan	Scheduling and quantifying of deferred and ongoing maintenance	Multi-year citywide maintenance schedule and cost estimates
City Clerk	Communications & Outreach	Improve City-Community communications interface	Review current communications methods and identify opportunities for improvement and optimization
		Budget for Public Information Officer	(blank)
City Manager	Senior Healthcare	Initiate and facilitate stakeholder planning	Present long-range options to Council for consideration and commitment
Community Development	Flood Mitigation	Continue flood-plain management and long-term planning	Flood-plain management plan and related permitting
	Housing	Facilitate zoning and permitting for targeting housing initiatives	Plan and timeline for targeted initiatives
	Pavement Management	GIS	(blank)
CSO	Daycare and Early Childhood Development	Support for existing non-profit service provider	Ongoing staff review of funding conditions
Economic Development	Communications & Outreach	Digital Signage	(blank)
	Daycare and Early Childhood Development	Continuation and expansion of programming	Review ongoing support of pre-existing daycare program Explore feasibility of additional programming options
	Economic Development	Explore economic development and diversification options	Development and diversification options for Council review and commitment
	Housing	Identify housing development opportunities	Plan and timeline for targeted initiatives
	Kelsey Dock Project	Engage stakeholders for project specifications	Management of Master Plan and Waterfront Plan contracts
	Master Planning	Kimley Horn Contracting	Master Plan document
	Senior Healthcare	Housing Needs	(blank)
Engineering	Flood Mitigation	Oversee flood mitigation project contracting	Project budgeting in early 2019 and related contracting
	Housing	Identify and budget for related projects and manage related contracts	Project budgeting in early 2019 and related contracting

2019 Budget - Council Priorities

Department(s)	Item	Description / Objective	Work Plan / Deliverables
Engineering	Housing		
	Kelsey Dock Project	Complete Phase I; Contract for subsequent phases	Coordinate with EconDevelopment Director and Council for contracting of subsequent phases
	New Fire Station Design	engage stakeholders for project specifications; contract for design	Final design and cost estimates for subsequent construction budgeting
	Pavement Management	Incorporation of plan into CIP/Maintenance schedule	Formal multi-year pavement management plan
	Project Contracting	Optimize project management structure to meet desired pace of project completion	Analysis of in-house vs. third party contractor for project and construction management In-house Option
	Storage and Space Needs	Compile multi-year plan for office space and storage needs resulting from Fire Department relocation	Needs assessment, relocation plan, and construction timeline
Finance	Budget Sustainability	Ongoing long-term financial planning and forecasting	Comprehensive financial and budgeting policies; forecasting and modeling; long-term financial planning; bonding and revenue optimization
	Employee COLA	Implement formulaic annual COLA	method employing Anchorage CPI data as automatic COLA factor
	Energy Assistance	Explore continuation, expansion, and/or revision to existing annual program	Analysis of program structure, payment methods, and administrative obligations
	Procurement Review	Third-Party Contrator review of citywide procurement practices and policies	RFQ, Contractor selection management of contract performance
Information Technology	Communications & Outreach	Enhance Public communications outlets	Review communications infrastructure to facilitate Clerk initiatives while ensuring ongoing system and data security
		Social Media Outlets and Data Presentation	(blank)
	Kelsey Dock Project	Cameras	(blank)
Law Enforcement	Code Enforcement	Implement code enforcement policies and procedures	Work plan, milestones, timelines for new staff
		Training	(blank)
	Kelsey Dock Project	Cameras	(blank)
Port	Kelsey Dock Project	Plan for operations for completed Phase I	Engage P&H Stakeholders for Waterfront Plan; coordinate with Econ Development Director
Streets / Shop	Flood Mitigation	Provide stakeholder input for protection of City assets	Review and input for protection of city assets and infrastructure

2019 Budget - Council Priorities

Department(s)	Item	Description / Objective	Work Plan / Deliverables
Streets / Shop	Flood Mitigation		
	Housing	Identify infrastructure needs for targeted housign initiatives.	Project budgeting in early 2019 and related contracting
	Pavement Management	Incorporation of plan into departmental work-plan	Formal multi-year pavement management plan
Law	Code Enforcement	Additional Code/Document Revision	(blank)
	Code Enforcement	Vehicle	(blank)
Public Works	Wildlife Management	Dumpsters/Trash Management	(blank)
	Communications & Outreach	Time constraint?	(blank)
Citywide	Storage and Space Needs	Stakeholders meet with Engineering	(blank)
	Kelsey Dock Project	Phase II - Green Space	(blank)
Parks and Recreation			



Legislation Text

File #: 18-0391, **Version:** 1

ITEM TITLE:

Major Equipment Reserve

SUBMITTED BY: Brian Carlson, Finance Director

FISCAL NOTES:

Expenditure Required: \$2,842,874

Unencumbered Balance: n/a

Funding Source: n/a

RECOMMENDATION:

Review and provide consensus direction to staff for final 2019 budget

SUMMARY STATEMENT:

- This agenda item revisits the 10/25 workshop and establishes the related funding amount of \$2,842,874, comprised of:
 - \$2,082,087 ten-year average
 - \$850,091 new additions to schedule
 - \$89,232 2017 sale proceeds (deduction)
- Council requested the full schedule, which is attached as a PDF

PDF Attachment: Major Equipment Reserve

Item Description	yr p	Purch \$	Yr	FY2019	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028
Civic Center 6400													
26' SCISSOR LIFT 1930		14,800	05										
GRAND PIANO		100,000	83										
RANGE		14,000	07										
RANGE		14,000	07										
CONVECTION OVEN		16,000	07										
WALKIN FRIGERATOR		10,000	07										
DISHWASHER		17,203	10		20,000								
STEAMER OVEN		19,000	07										
STACKING CHAIR REPLACEMENT	13	30,000	14										
REACH -IN FREEZER SYSTEM		16,226	10		20,000								
SPEAKERS		13,916	08										
CONSOLE/PROJECTOR		44,994	15				47,000						
SERVER	14	21,000	14				21,000						
LENSES <i>Moved to their budget 9000</i>		5,233	08										
SOUND SYSTEM		9,763	08					20,000					
3D DIGITAL CINEMA PROJECTION		26,777	10		28,000								
SCREEN <i>was in 2018 46,440</i>		35,730	08										
CATERING DISHWARE SET		22,000	11								27,500		
DANCE FLOOR		17,898	14										
STAGING		36,501	14										
TOTAL CIVIC CENTER		485,041			-	68,000	-	68,000	20,000	-	-	27,500	-
Fire Department 3200													
TANKER -Pierce/Peterbilt T4 (1110)	12	399,915	12										
PUMPER /TANKER -Pierce E4 (2625)	11	595,677	12										
PUMPER /TANKER-Pierce/Velcity E2 (0666)		511,671	10										
AMBULANCE -Ford 350 4X4 EMS4 (2858)		149,639	07				200,000						
AMBULANCE -Ford F 550 EMS 2 (5267)		179,286	16										
TRUCK, Ford 4X4 CREW CAB UTL1 (8123)	07	34,238	06	60,000									
RESCUE/PUMPER TRUCK ENG-1 (6768)	15	758,235	16										
<i>PUMPER TRUCK ENG 14 E-One (4886) 17 money 2018</i>		271,169	95										
AMBULANCE, Ford 350 4X4 EMS1 (7226)	10	167,290	10							200,000			
BREATHING AIR COMPRESSOR W.STATS		15,951	06			21,000							
REPEATER/PAGER SYSTEM <i>had 40,000</i>		33,795	10						40,000				
THERMAL IMAGING DETECTOR UT		25,000	98			30,000							
EXPEDITION, CHIEF (5697)	11	56,000	12				75,000						
INTUBATION MANNEKIN		13,966	16										
TRUCK GMC Squad One (3886)		110,580	05		210,000								
TANKER /PUMPER Peterbilt T-3 (7057)	08	237,534	09										
JAWS OF LIFE		64,992	14										
WASHER/DRYER		18,977	14										
AIR PACK FILLING STATION		14,511	14										
SCBA		265,386	16										
DEFIBRILLATORS		58,232	13					69,000					
MOTOROLA RADIO SYSTEM		446,270	15/16/17										
TOTAL FIRE DEPARTMENT		4,428,314			60,000	210,000	51,000	275,000	69,000	40,000	200,000	-	-

Item Description	yr p	Purch \$	Yr	FY2019	FY2020	FY2021	FY2022	FY 2023	FY2024	FY2025	FY2026	FY2027	FY2028
Police Department 3500													
CHEVY TAHOE PATROL -142 (6386)	14	54,640	15			72,000						72,000	
CHEVY TAHOE PATROL -141 (5049)	14	58,028	15			72,000						72,000	
EXPEDITION PATROL -132 (6549)		54,999	13	72,000						72,000			
CHEVY EXPRESS VAN -Jailer (3457)		82,952	17										
CHEVY CREWCAB 2500 182 (4505)		69,800	18						72,000				
EXPEDITION- 261 CSO (1836)		45,838	06										
EXPEDITION- 131 PATROL (6548)		54,999	13	72,000						72,000			
EXPEDITION ANIMAL CONTROL (6834)		39,697	11		75,000								
DUP BASE STATION		9,834	00										
DISPATCH CONSOLE UPDATE		400,000	18										
RANGE TRAILER (0783)		35,000	04						35,000				
MURV VAN (4751)		91,120	03					100,000					
CHEVY TAHOE PATROL 181 (3844)		69,740	18						72,000				
CHEVY TAHOE Chief #171 (0686)		69,314	17					72,000					
CHEVY TAHOE-161 PATROL (3636)	15	65,114	16				72,000						72,000
MED ENG LLC EOD TAC 6 SUIT		13,127	18										
MED ENG LLC EOD 10 SUIT		32,776	18										
CELLEBRITE UNIV FORENSIC EXTRACTION DEVICE		26,283	18										
CAT TOWER CAGE BANKS				27,000									
BEAR TRAP REPLACEMENT				14,500									
TRUCK- 1/2 TON CREW CAB- CODE ENFORCEMENT				49,869									
SPEED AWARENESS RADAR TRAILER				25,000									
TOTAL POLICE DEPARTMENT		1,201,075		260,369	75,000	144,000	72,000	172,000	179,000	144,000	-	144,000	72,000

Item Description	yr p	Purch \$	Yr	FY2019	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028
Streets 4400													
LOADER 966K #170 (1200)		368,893	13		394,600							394,600	
BACKHOE LOADER 450F (0567)		183,469	15										
COMPACTOR BOMAG (1290)	10	46,500	06		65,000								
TRUCK-FUEL Ford F250 4X4 (0519)	10	24,302	11			35,000							
TRUCK Ford SUPERCAB 4X4 Joe (3453)		23,432	09		38,000								
TRUCK Ford F250 4X4 Service Body (8556)	14	28,185	15							43,500			
TRUCK Ford F150 Ed (3902)		28,412	14						35,000				
TRUCK Ford F350 W/UTILITY BODY (8795)	12	67,355	12				67,355						
TRUCK CHEVROLET 3500 SERVICE TRUCK Dan (6594)		49,431	15							50,000			
TRUCK International VACTOR 2100 (6200)	12	350,440	13							350,440			
SNOW BLOWER - mounted on 1997 966F		176,200	05										
SNOW BLOWER - Mounted on 1998 966F		153,800	04										
LOADER 966F - (2231) With 2005 Blower #114		226,138	97										
LOADER 966F - (2863) With 2004 Blower #111		232,000	98										
LOADER 966K - (0456) #166	11	336,203	12	350,000							394,600		
LOADER 966M -(0784) #174	14	382,465	15				394,600						
LOADER 966M (1067) #178		308,031	15				394,600						
LOADER 966M -(2633) #181		326,097	17						394,600				
LOADER 966K (0804) #168	12	368,564	13		394,600							394,600	
LOADER 966K - (0455) #167	11	336,203	12	350,000							394,600		
LOADER 966G - (1206) #150 Mower unit		260,648	05										
GRADER 14M -(1323) #173		480,845	14								547,000	547,000	
GRADER 14M- (0884) #169		466,056	12						547,000				
GRADER 14H - (1937) #152 (new in 19) 547,000.		327,940	06										
EXCAVATOR 319 DLW/ TRAILER (1099) #163		281,994	09						300,000				
AIR COMPRESSOR W/1000 HOSE		14,155	99					22,000					
TRAILER MESSAGE BOARD		11,226	13						13,000				
TRAILER MESSAGE BOARD		11,226	13						13,000				
DOZER CAT D7 (1001) # 146	02	250,000	00		300,000								
ROLLER PULL BEHIND/ Woobley		18,000	04										
LOADER 966H (1739) #156 Ordered		295,709	08								394,600		
GRADER 14M (0716) # 157		370,215	08		547,000								547,000
SWEeper, Whirlwind (1423)	16	305,728	17									325,000	
TRUCK Peterbilt W/ STELLER (7259)	09	228,262	10	275,000									
EXPEDITION- Ford PW (6906)		47,765	10										
GRADER 14M (1044) #162		404,000	09			547,000							
FORKLIFT MITSUBUSHI		35,000	15										
TRUCK International W/ STELLAR (water)	11	98,330	12				130,000						
EXPEDITION - Ford (Admin) (8198)			03										
CRANE OVERHEAD BRIDGE		36,149	13										
LOADER MOWER -Diamond Boom		61,877	14							61,877			
TRACKLESS SIDEWALK MACHINE		148,199	14						150,000				
TRAILER- Asphalt Patch Spaulding		48,984	15										
TRAILER-TILT TRAILKING TKT24		25,090	15										
ESCAPE Ford (0833) (Red Loaner)		18,023	05										
ASPHALT RECYCLER		138,463	18										
COMPACTOR-Volvo Double drum	16	38,102	16										
SNOW BLADES (2)	16	33,813	17										
TILT TRAILERTrail King (2975)	16	12,800	17										
EXCAVATOR pending	16	335,000											
FECON BRUSH HEAD		45,620	18										
GRADE BUCKET Ordered		13,500											
SANDER-HENDERSEN				60,000									
TOTAL STREET/Streets/Shop DEPARTMENT		8,648,889		1,035,000	1,739,200	582,000	986,555	22,000	1,452,600	505,817	1,730,800	1,661,200	547,000

Item Description	yr p	Purch \$	Yr	FY2019	FY2020	FY2021	FY2022	FY 2023	FY2024	FY2025	FY2026	FY2027	FY2028
Harbor 4300													
TRUCK Ford F-350 FLATBED (6139)		37,128	12				40,000						
EXPEDITION Ford (4920)			01										
BOBCAT S-100 (0462)		34,985	11		50,000								
BOBCAT S-100 (1105)		37,705	13				50,000						
BOAT Munson 21'		10,000	86										
VAC TRAILER Surplus 18		28,000	97										
TRUCK -GMC 3500 CREW CAB (1026)		57,685	15							60,000			
MARINE TRAVELLIFT (0505)		275,250	05							350,000			
BOAT Southern Skimmer		8,641	97	34,000									
BOAT - Landing Craft		98,151	15										
LOADER 908		134,669	18										165,000
BOAT-CONVEYER/DEBRIS-TRASH													
BOAT-PUMP OUT/SUPPORT SKIFF				157,650									
VAN-EXPRESS VAN				44,000									
MAN LIFT-GENIE Z45/25J				85,000									
TOTAL HARBOR DEPARTMENT		834,267		320,650	50,000	-	90,000	-	-	410,000	-	-	165,000
Port 4500													
BOBCAT S-100 (0460)		34,589	11		50,000								
BOBCAT S-100 Move to Harbor (1106)		37,392	13				50,000						
TRUCK Ford F-250 (1698)		27,537	12						45,000				
TRUCK Ford F-150 (0902)		31,074	08		50,000								
LIGHT PLANT Wacker Neuson (1731)		10,300	17										
LOADER- 906M Ordered													120,000
TOTAL PORT DEPARTMENT		130,592		-	100,000	-	50,000	-	45,000	-	-	-	120,000
Capital Facilities 5780													
ESCAPE Ford Green (0518)		24,453	13					27,000					
ESCAPE Ford Blue (7799)		23,385	18										27,000
ESCAPE Ford White (3851)		24,787	15							27,000			
ESCAPE-Ford				28,000									
CHEVY TAHOE				45,000									
Ford F-150 Scott (2763)		26,775	11			39000							
TOTAL CAPITAL FACILITIES DEPARTMENT		99,400		73,000	-	39,000	-	27,000	-	27,000	-	-	27,000
Building & Maint 4200													
TRUCK-Chevy 2500 Mike (8537)		48,061	18										50,000
TRUCK Chevy With Buggy (1365)		13,893	92	50,000									
TRUCK-Ford F-350 Crew Cab (0282)		39,005	13					47,000					
VAN- Chevy Express (7220)		39,992	14						45,000				
TRUCK Ford F-350 (2318)		31,812	08	50,000									
BOBCAT-5600 TOOL CAT (4081)		66,140	09	75,000									
LOADER 906M #179 (0861)		94,662	16					120,000					
MAN LIFT-GENIE Z45/25J (4900)		77,235	15							85,000			
FORKLIFT FG25		29,630	14										
TOTAL BUILDING MAINT DEPARTMENT		440,430		175,000	-	-	-	167,000	45,000	85,000	-	-	50,000
Community Development 5500													
ESCAPE,Ford (3850)		24787	15							27,000			
COMMUNITY DEVELOPMENT DEPARTMENT		24,787		-	-	-	-	-	-	27,000	-	-	-

Item Description	yr p	Purch \$	Yr	FY2019	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028
Parks & Rec 6200 & 6500													
CHIPPER PORTABLE WOOD/BRUSH	13	27,950	08							27,950			
TRUCK, Ford F-350 CrewCab (8236)		39,837	15							45,000			
GROOMER PISTEN BULLY (0668)		151,263	05	280,000									
GROOMER PISTEN BULLY / Trailer (1711)		236,200	12								280,000		
EXPEDITION Ford 122 in 19 (7769)			00										
TRUCK Chevy 2500 CrewCab (9923)		40,202	18										47,000
TRUCK Ford F-350 (1697)		33,624	12				47,000						
TRACTOR John Deere (2051)		43,843	09						55,000				
TRAILER, Trail King TKT14 (6613)		12,800	15							12,800			
TRUCK Ford F-350 Crew Cab shared (9924)		45,867	16								47,000		
EXCAVATOR, 304E Mini (2134)	15	54,174	14								57,000		
TRAILER DUMP -BigTex 14,000LB (6781)		10,794	17									12,000	
VAN-FORD TRANSIT 15 PASSENGER				60,000									
TOTAL PARKS & REC		696,554		340,000	-	-	47,000	-	55,000	85,750	384,000	12,000	47,000
Water 7100													
ENGINE 195 BHP		24,000	81										
TURBINE LINE SHAFT 4 ST		12,000	89										
ENGINE 250 BHP John Deere DIESEL		30,000	99										
TURBINE 150 HP ELECTRIC		20,000	03										
MOTOR 200 HP ELECTRIC		10,000	81										
GENERATOR 60KW MD60R0781		15,000	75										
GENERATOR UNIT - 60KW RR Well House		21,543	05										
PUMP 6" PORTABLE GODWIN		13,000	96										
TRUCK GMC 3500 DOUBLECAB (8981)		48,351	15							55,000			
TOTAL WATER DEPARTMENT		193,894		-	-	-	-	-	-	55,000	-	-	-
Sewer 7200													
GENERATOR Luggier DIESEL		20,000	00										
GENERATOR		16,000	99										
GENERATOR		20,000	99										
VAN Chevy Express (6584)		55,965	17									57,000	
LOADER 906H (0421) #161		72,409	09										
PUMP Godwin (6241)		32,722	10										
HOSE REEL SYSTEM LOW PROFILE		94,896	10										
SEWER TRACK CAMERA		51,650	17										
TOTAL SEWER DEPARTMENT		363,642		-	-	-	-	-	-	-	-	57,000	-
Solid Waste 7300													
TRUCK CAT 730 EJECTOR	13	318,500	08					320,000					
TRASH TRUCK -HEIL/MAC REARLOAD (4995)		218,129	11	250,000								250,000	
TRUCK-Chevy 2500 crewCab (7840)		40,910	18										48,000
TRASH TRUCK-Labrie/Whittke Front load		293,300	18								308,000		
TRASH TRUCK- Labrie/ Peterbilt Front load (3774)	14	279,262	15					308,000					
LOADER 904B #160 (0912)		83,111	07										
TRUCK Ford F-250 Super cab (8237)		34,985	15							45,000			
CONVEYOR CB-72-47.5-10		63,159	14						70,000				
BALER-L100S BADGER		483,602	09						550,000				
TRASH TRUCK- CCC/HEIL REAR LOADING (6568)		202,980	04										
BALER-TC-710		11,132	10										
TRASH TRUCK- HEIL/PETERBILT FRONT LOAD (8458)		211,700	08										
DOZER D8L #158 (0977) order 18 Compactor	08	110,000	84										
TRUCK Ford F-550W/ STELLER (4941) Mini Heil 45000		41,885	08	120,000									
TRUCK Peterbilt W/ STELLER (1533)		158,829	09			240,000							
COLLECTION BOX ON F550 45,000 to Mini		43,190	10										
LOADER- 906H2 - #175 (2617)		87,143	14			120,000							
BALER- Cardboard PTR		21,235	15										
OIL/WATER/SOLIDS SEPARATOR		39,235	16								40000		
INCINERATOR		19,923	16								22000		
LOADER FORKS		17,100	17										
TOTAL SOLID WASTE DEPARTMENT		2,276,174		370,000	-	360,000	-	628,000	620,000	45,000	370,000	250,000	48,000

11/1/2018



Legislation Text

File #: 18-0392, **Version:** 1

ITEM TITLE:

Technology Reserve

SUBMITTED BY: Brian Carlson, Finance Director

FISCAL NOTES:

Expenditure Required: \$702,298

Unencumbered Balance: n/a

Funding Source: n/a

RECOMMENDATION:

Review and provide consensus direction for final 2019 Budget

SUMMARY STATEMENT:

- The Technology Reserve is similar to the Major Equipment Reserve; it is a schedule of all Technology-related purchases, which includes useful life and replacement estimates, and an inflation factor.
- The budgeting convention is to average the next five years of scheduled purchases, plus any NEW additions to the schedule requested for the budget-year.
- Note that the Tech Reserve balance is largely depleted in 2018 following the ransomware incident. \$540K was transferred to cover the costs of the incident and the resulting re-build. This balance will be partially replenished upon settlement of our insurance claims, which we anticipate during 2019. The current unencumbered balance is \$120K.

PDF Attachment: Technology Reserve Schedule

2018 Technology Reserve Capital Equipment Detail

Description	Quantity	Cost Each	Technology Life Cycle	2018	2019	Projected 2020	Projected 2021	Projected 2022	Projected 2023
Desktop Computers	170	1,200	3	68,000	68,000	68,000	68,000	68,000	68,000
High-end Computers	4	2,000	3	2,667	2,667	2,667	2,667	2,667	2,667
PD Laptops	6	3,000	4	4,500	4,500	4,500	4,500	4,500	4,500
Checkout Laptops	3	1,500	3	1,500	1,500	1,500	1,500	1,500	1,500
High-end Laptops	3	1,800	3	1,800	1,800	1,800	1,800	1,800	1,800
iPhones	50	400	2	10,000	10,000	10,000	10,000	10,000	10,000
iPads	60	350	3	7,000	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	3,750
UPS	150	140	5	4,200	4,200	4,200	4,200	4,200	4,200
Computers Subtotal				103,417	103,417	103,417	103,417	103,417	103,417
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	
Records Servers	1	20,500	3						
Tsunami warning computer console	1	1,800	4	1,800				1,800	
Camera DVR system	1	15,500	3		15,500			15,500	
Port Camera DVR/PC system	1	15,500	4		15,500				15,500
Public Safety Recording	1	122,000	5	122,000					80,000
Public Safety Video server	1	11,000	3	11,000			11,000		
Server subtotal				243,300	35,500	-	36,500	104,800	95,500
Network									
Firewall	2	15,000	4		30,000	30,000			
Host / Storage Cisco Switches	2	12,312		24,624				24,624	
Camera	20	500		10,000	10,000		15,000		
Wifi Aps	18	400	4	7,200	7,200	7,200			14,000
Network Subtotal				387,793	47,200	37,200	15,000	160,249	215,508

2018 Technology Reserve Capital Equipment Detail

Annual Software Maintenance	Dept	Renewal Date	Technology Life Cycle	2018	2019	Projected 2020	Projected 2021	Projected 2022	Projected 2023
MS Volume Agreement	IT	May		64,973	64,973	64,973	40,000	35,000	35,000
Virtualization	IT			49,641			49,641		
Backup Software	IT			22,528			22,528		
Spillman - CAD/Fire/LRMS System	PS	May		27,700	61,000	61,000	61,000	61,000	61,000
Emergency Reporting - Fire Package	FD			2,128	2,200				
Fingerprint Scanner	PS	Nov		2,262	2,262	2,262	2,262	2,262	2,262
PD Voice Recorder	PS	June		2,470	2,470	2,470	2,470	2,470	2,470
Radio Maintenance	PS	Jan		3,650	3,650	3,650	3,650	3,650	3,650
911 Monitoring	PS	Sept		41,932	40,000	40,000	40,000	40,000	40,000
Pet Health Services	PS	June		1,800	1,800	1,800	1,800	1,800	1,800
Mobile Forecsics Software	PS	June		4,400	4,400	4,400	4,400	4,400	4,400
GIS Software	IT	March		16,250	16,250	16,250	16,250	16,250	16,250
Financial System w/ Tax	FIN	Jan		35,400	40,000	40,000	40,000	40,000	40,000
File Sharing	IT	Sept		2,050	2,050	2,050	2,050	2,050	2,050
Website Software	IT	Feb		5,475	5,600	5,600	5,600	5,600	5,600
Switch Warranty	IT	Feb		21,826					
Spam Filtering	IT	Feb		1,298	3,600	3,600	3,600	3,600	3,600
Firewall Warranty & Features	IT	May		10,800	12,900	12,900	12,900	12,900	12,900
Mobile Device Management	IT	Feb		3,550	4,000	4,000	4,000	4,000	4,000
Adobe Creative Cloud	IT	Feb		3,400	3,400	3,400	3,400	3,400	3,400
IT Ticket System	IT	Dec		597	3,500	3,500	3,500	3,500	3,500
Human Resource Management System	HR	Feb		14,900	24,500	24,500	24,500	24,500	24,500
PRCS Scheduling	PR	May		2,778	5,225	5,225	5,225	5,225	5,225
PRCS Meeting Matrix	CIV	Oct		360	370	370	370	370	370
PRCS Movie	CIV	March		1,000	1,500	1,500	1,500	1,500	1,500
Maintenance Connection	ENG	Sept		53,620	27,500	27,852	27,852	27,852	27,852
AutoCAD Lite	ENG	April		1,550	1,550	1,550	1,550	1,550	1,550
Marina Software support	HARB	Aug		900	13,000	13,000	13,000	13,000	13,000
Crane Software	HARB	June		500	500	500	500	500	500
Large Scanner/Plotter Support	CD	Jan		1,380	1,380	1,380	1,380	1,380	1,380
Library Patron Software	LIB	July		1,840	1,840	1,840	1,840	1,840	1,840
Doors Support	PORT	Nov		6,690	6,690	6,690	6,690	6,690	6,690
Adobe Professional Upgrade	IT	March		34,000			34,000		
Records Management	CLRK	July		23,481	23,481	23,481	23,481	23,481	23,481
DVR Software	PD			4,900	2,000				
Agenda Management	CLRK	Aug		12,900	12,900	12,900	12,900	12,900	12,900
Software Maintenance Subtotal				484,928	396,491	392,643	473,839	362,670	362,670

2018 Technology Reserve Capital Equipment Detail

			2018	2019	Projected 2020	Projected 2021	Projected 2022	Projected 2023
Grand Total			1,219,438	582,607	533,259	628,756	731,136	777,095
				2.5%	5.0%	7.5%	10.0%	12.5%
	Average	702,298	1,219,438	597,172	559,922	675,912	804,249	874,232
New departmental IT Requests for 2019			151,931					
Total 2019 contribution to Reserve Fund								
		702,298						
Impact on 2018-2022 Budgets			1,371,369	597,172	559,922	675,912	804,249	874,232



Legislation Text

File #: 18-0393, **Version:** 1

ITEM TITLE:

Reserve Funds and Transfers

SUBMITTED BY: Brian Carlson, Finance Director

FISCAL NOTES:

Expenditure Required: \$5,893,318

Unencumbered Balance: n/a

Funding Source: n/a

RECOMMENDATION:

Review and provide direction for final 2019 Budget

SUMMARY STATEMENT:

- The proposed figure reflects the “operating surplus”, and excludes the Permanent Fund transfer of \$3MM.
- It also includes \$500K from Harbor Fund for Harbor Maintenance, per prior years’ convention.
- Staff recommends foregoing the Permanent Fund 1.5% appropriation until March, and then revisiting the topic once the projects requests are formulated.
- This would change the bottom-line total appropriation figure to \$51.5MM

2019 Proposed Reserve Fund Appropriations and Transfers:

Account/Activity Name	Purpose	Sum of 2019
Major Equipment Reserve	scheduled purchases of items exceeding \$10K per	2,842,874
Energy Assistance Program	annual public program; expanded in 2019 to included commercial accounts	880,000
Technology Reserve	scheduled purchases of IT hardware, software, licenses; averaged	702,298
Harbor Major Maint & Replace	long term maintenance	500,000
Road and Sidewalk Repairs	smaller row projects, ongoing, don't need design.	250,000
Leave Liability Reserve	termination leave time and comp balances; cash-outs for current employees	231,958
Budget Variance Reserve	utilities, personnel, and other budgeted items with unpredictable activity beyond annual appropriation	200,000
School Budgetary Stabilization	supplements education department appropriation as needed	157,950
Major Maintenance Reserve	Alpine Woods Playground	60,000
Council Contingency	unforeseen unbudgeted Council priorities	58,238
SHARP III	Physician Assistance program; \$60K annually per physician	10,000

Total Appropriations: \$5,893,318

<u>Transfer From</u>	<u>Transfer To</u>	<u>Amount</u>
General Fund	Reserve	5,393,318
General Fund	Airport	264,798
General Fund	Port	352,772
General Fund	Utility	839,381
Harbor	Reserve	500,000
Permanent Fund	General Fund	3,043,000