



City of Valdez

212 Chenega Ave.
Valdez, AK 99686

Meeting Agenda

City Council

Monday, October 7, 2019

6:00 PM

Council Chambers

Budget Work Session #3 (Facilities, Fleet, Infrastructure, Clinic, & Major Equipment)

WORK SESSION AGENDA - 6:00 pm

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

1. [Budget workshop 3 of 6; Facilities, Fleet & Infrastructure Division](#)

Sponsors: City Council

Attachments: [FFI Division Book](#)
[Workshop 3 of 6](#)



Legislation Text

File #: 19-0420, **Version:** 1

ITEM TITLE:

Budget workshop 3 of 6; Facilities, Fleet & Infrastructure Division

SUBMITTED BY: Brian Carlson, Finance Director

FISCAL NOTES:

Expenditure Required: n/a

Unencumbered Balance: n/a

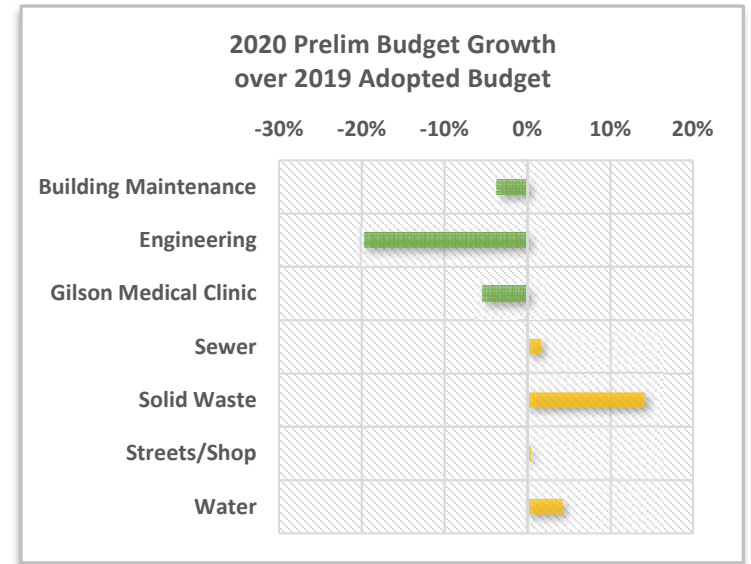
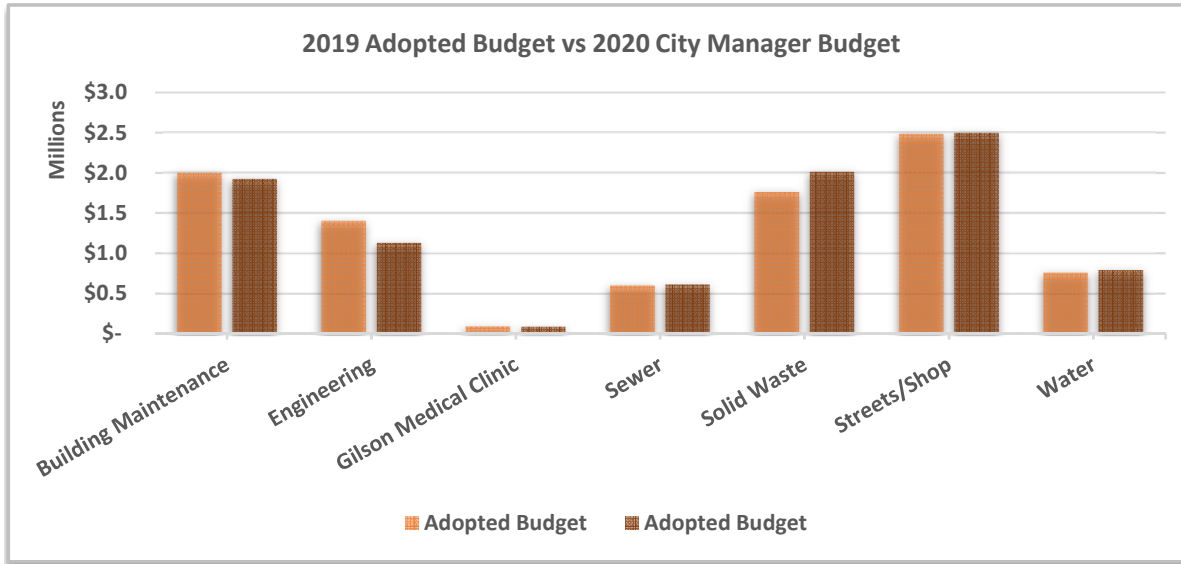
Funding Source: n/a

RECOMMENDATION:

Provide consensus direction to staff for final 2020 budget numbers

SUMMARY STATEMENT:

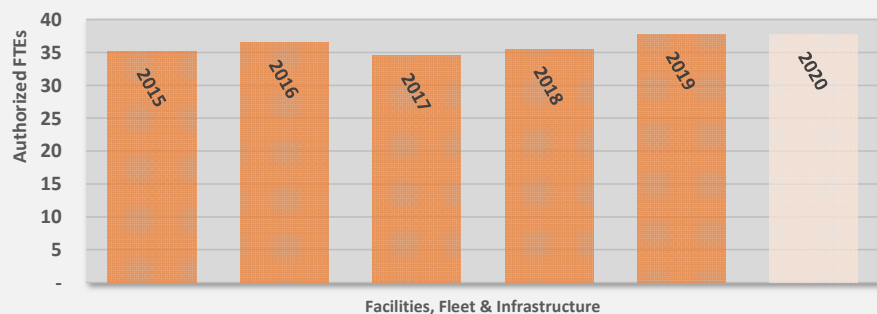
- This workshop covers seven departments overseen by the Capital Facilities Director and Public Works Director.
- It also includes the Major Equipment reserve, which is primarily overseen by the Public Works Director.
- Printed materials will be distributed at the workshop.
- Staff will also distribute materials for the Thursday, October 10 workshop.



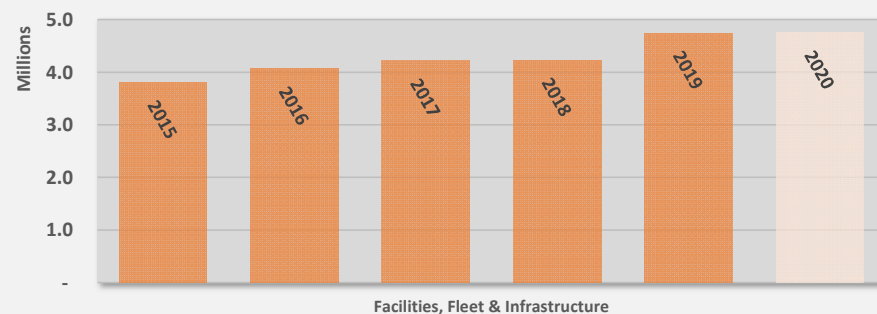
	Adopted Budget History			Adopted Budget		Budget Trendline
	2016	2017	2018	2019	2020	2016-2020
Building Maintenance	1,593,578	1,716,010	1,944,739	1,998,068	1,923,802	
Engineering	823,337	755,985	798,846	1,403,474	1,126,597	
Gilson Medical Clinic	121,684	104,050	108,642	88,450	83,676	
Sewer	614,662	599,378	571,171	598,120	607,965	
Solid Waste	1,737,104	1,745,703	1,757,541	1,760,950	2,010,279	
Streets/Shop	2,481,133	2,497,680	2,454,999	2,484,043	2,495,286	
Water	766,864	760,058	735,171	755,461	787,486	
	8,138,362	8,178,865	8,371,108	9,088,565	9,035,092	

	2015		2016		2017		2018		2019		2020		2015-2020 Growth	
	Authorized FTEs	FTE Payroll Costs	Authorized FTEs	FTE Payroll Costs	Authorized FTEs	FTE Payroll Costs	Authorized FTEs	FTE Payroll Costs	Authorized FTEs	FTE Payroll Costs	Authorized FTEs	FTE Payroll Costs	Authorized FTEs	FTE Payroll Costs
Facilities, Fleet & Infrastructure	35.20	\$3.8 MM	36.50	\$4.1 MM	34.50	\$4.2 MM	35.50	\$4.2 MM	37.75	\$4.7 MM	37.75	\$4.7 MM	7%	2.6
													25%	\$0.9 MM

Authorized FTEs by Division
Five-Year History: 2015-2019 with 2020 Requests



FTE Payroll Costs by Division
Five-Year History: 2015-2019 with 2020 Requests



Authorized Position Count

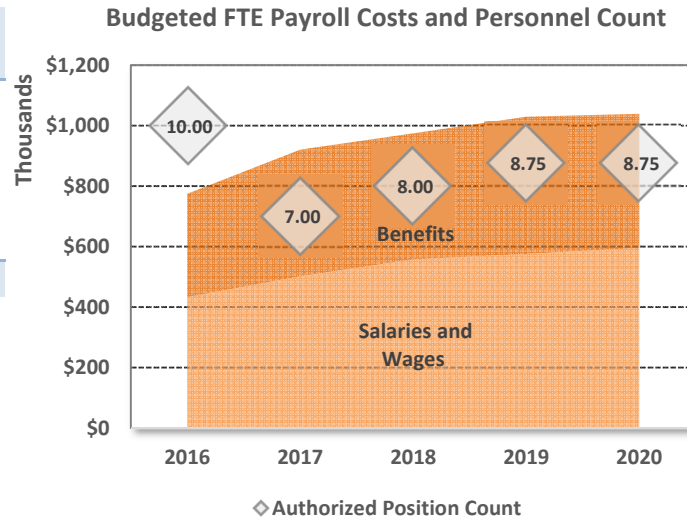
	2016	2017	2018	2019	2020
Facilities, Fleet & Infrastructure	36.5	34.5	35.5	37.75	37.75
BUILDING MAINTENANCE	10	7	8	8.75	8.75
ENGINEERING	5	6	6	7.5	7.5
SEWER	2.75	2.75	2.75	2.75	2.75
SOLID WASTE	6.75	6.75	6.75	6.75	6.75
STREETS/SHOP	9.25	9.25	9.25	9.25	9.25
WATER	2.75	2.75	2.75	2.75	2.75

BUILDING MAINTENANCE

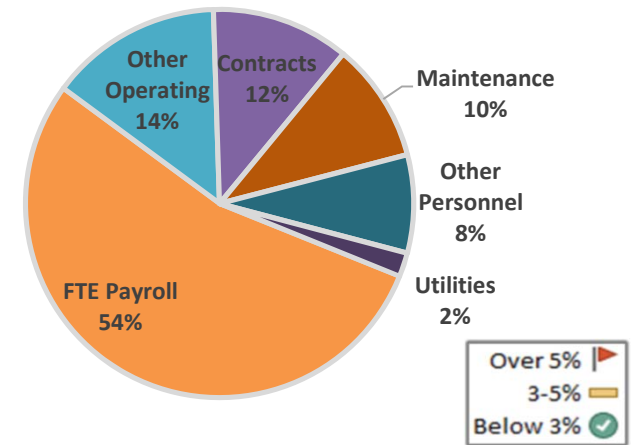
Mission:

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



2020 Adopted Budget



	Actual Expenditure				Adopted Budget		2019 to 2020 Budget Changes	
	2016	2017	2018	Estimate 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%

BUILDING MAINTENANCE

Ongoing Responsibility

Adhere to preventative maintenance schedule to ensure longevity of various City assets.

Assist with facilitating City special events.

Provide snow removal services.

Administer the City's maintenance-related service contracts.

Maintain the museum and Senior Center and provide support for their facility upgrades. Provide maintenance support and oversight of School and hospital facilities managed by others.

Manage the City's computerized maintenance database (Maintenance Connection).

Work with other departments to efficiently maximize City resources.

Work Plan

Continue to install energy efficient components and systems in an effort to reduce the costs associated with all City facilities.

Maintain existing roofs.

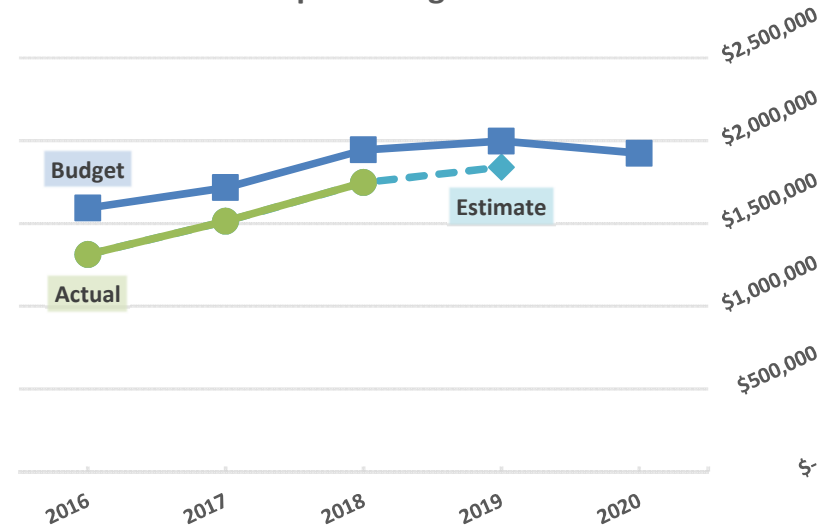
Manage the increased work load necessitated by tightened regulations, increased assets, aging buildings, and additional snow removal responsibilities. Oversee compliance with the SPCC plans for maintaining fuel tanks and hazardous materials.

Train and crosstrain staff in building maintenance fields, such as HVAC and boiler repairs/maintenance, to increase the efficient operation of City buildings. Use Maintenance Connection software to identify and reduce the amount of deferred maintenance, track costs and resource needs.

2019 to 2020 Budget Changes

FTE Payroll		0.9%
		\$9,583
Other Operating	-3.8%	
	\$(10,975)	
Contracts	-17.3%	
	\$(46,350)	
Maintenance	-17.9%	
	\$(41,893)	
Other Personnel		10.8%
		\$15,371
Utilities		0.0%
		\$-

Adopted Budget vs Actual



Clinic Fund Summary

Revenues	Actual			Estimate	Adopted	
	2016	2017	2018	2019	2019	2020
Gilson Medical Clinic	(147,448)	(145,747)	(128,343)	(150,110)	(144,200)	(145,300)
Interest Charges on AR	(280)	(347)	(996)	(457)	(200)	(400)
Interest Gilson Medical C	(2,515)	(2,914)	(5,882)	(7,653)	(2,000)	(2,900)
Property Rentals	(144,653)	(142,486)	(121,465)	(142,000)	(142,000)	(142,000)
Grand Total	(147,448)	(145,747)	(128,343)	(150,110)	(144,200)	(145,300)

Expenses	Actual			Estimate	Adopted	
	2016	2017	2018	2019	2019	2020
Gilson Medical Clinic	74,436	90,522	84,636	82,950	88,450	83,676
Contracts	-	-	-	-	-	-
FTE Payroll	692	-	-	-	-	-
Maintenance	53,352	58,011	56,014	49,500	55,000	50,156
Other Operating	2,814	5,844	5,547	7,000	7,000	7,070
Other Personnel	26	-	-	-	-	-
Utilities	17,552	26,667	23,075	26,450	26,450	26,450
Grand Total	74,436	90,522	84,636	82,950	88,450	83,676

Total Subsidy (Profit)	(73,012)	(55,225)	(43,707)	(67,160)	(55,750)	(61,624)
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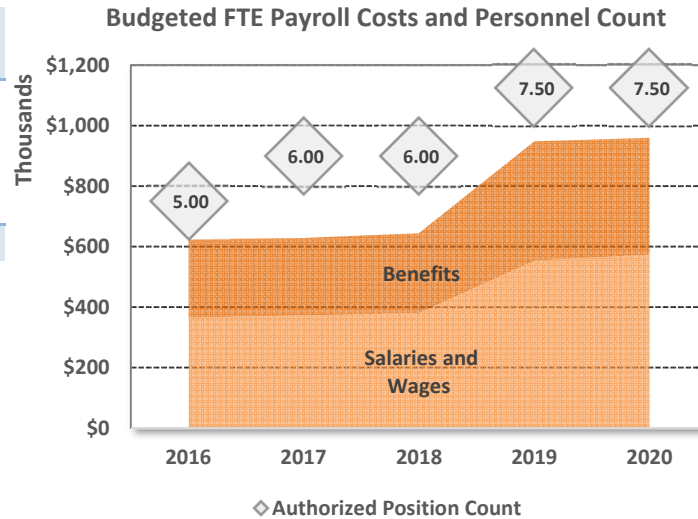


ENGINEERING

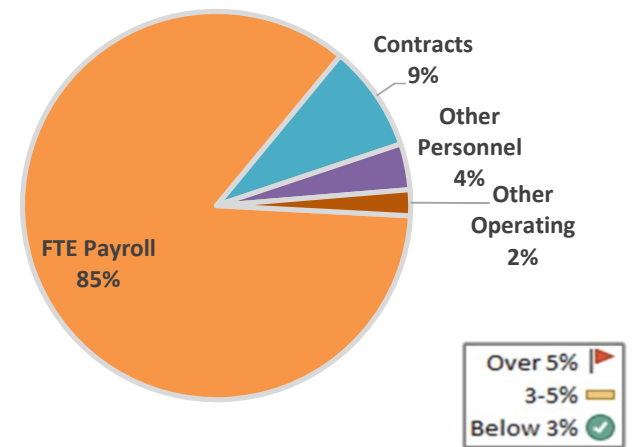
Mission:

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%

ENGINEERING

Ongoing Responsibility

Provide administrative support and oversight for approval of non-City projects built within the right-of-way.

Provide support for Community and Economic Diversification through building/utility inspections and application of engineering, design, and construction management expertise.

Project management includes pre-project planning, project scope definition, cost estimating, design management, bidding, construction management, inspection and project closeout.

Work Plan

Accommodate training of staff to enhance project engineering and management skills.

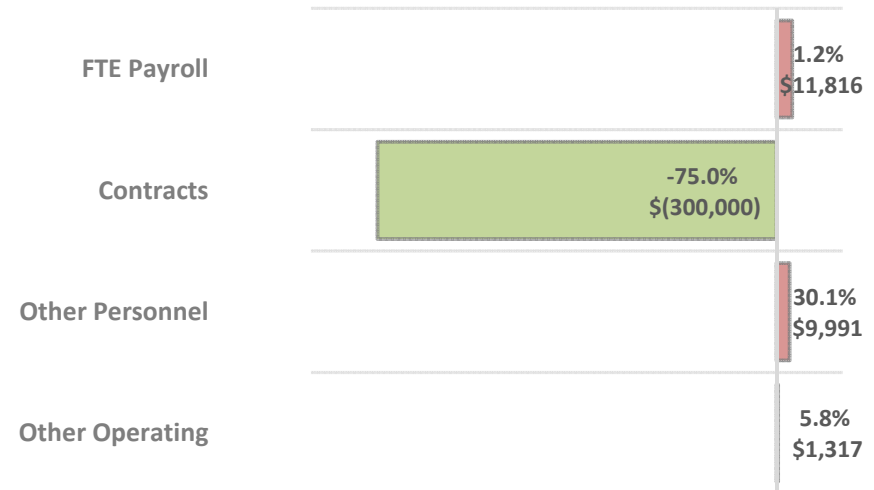
Assist City Administration with planning initiatives associated with the City's new revitalization program.

Provide continuous improvement of procurement and project management services to ensure delivery of high-quality projects and timely response to the needs of City stakeholders.

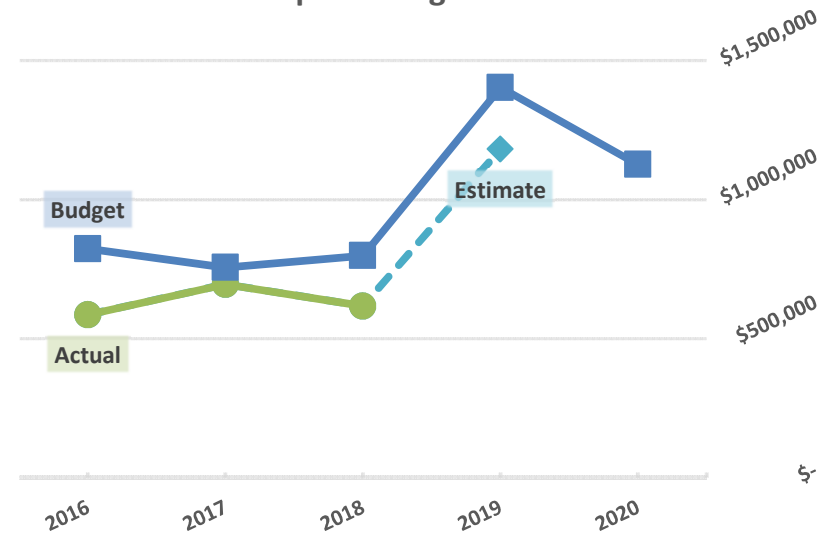
Administer all CIP and MM projects approved for 2020.

Maintain multi-year CIP and MM project needs for future implementation utilizing standard preventative maintenance and replacement schedules.

2019 to 2020 Budget Changes



Adopted Budget vs Actual

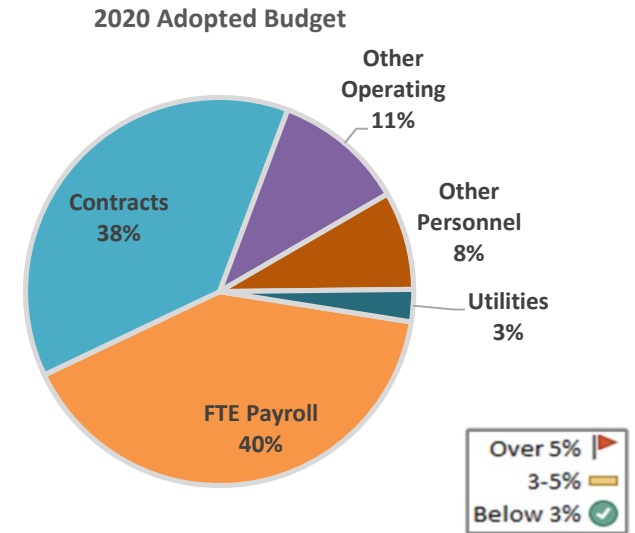
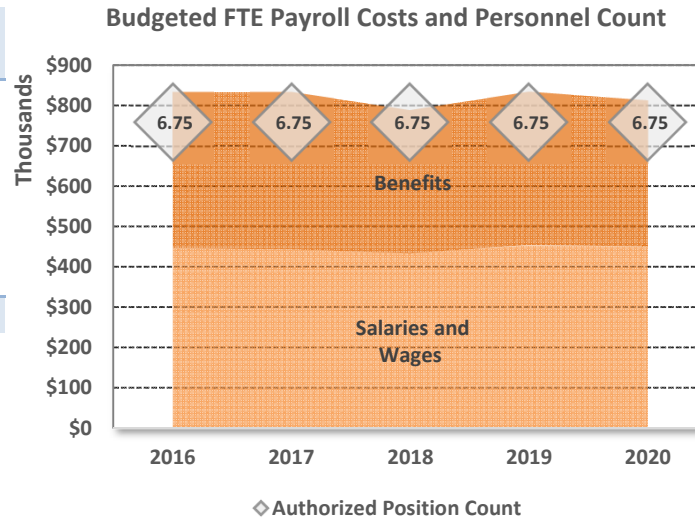


SOLID WASTE

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				Adopted Budget		2019 to 2020 Budget Changes	
	2016	2017	2018	Estimate 2019	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%

SOLID WASTE

Ongoing Responsibility

The Solid Waste unit also manages the household hazardous waste collection event, and assists with snow removal efforts.

Work Plan

Evaluation and identification of options and opportunities for recycling solid waste materials.

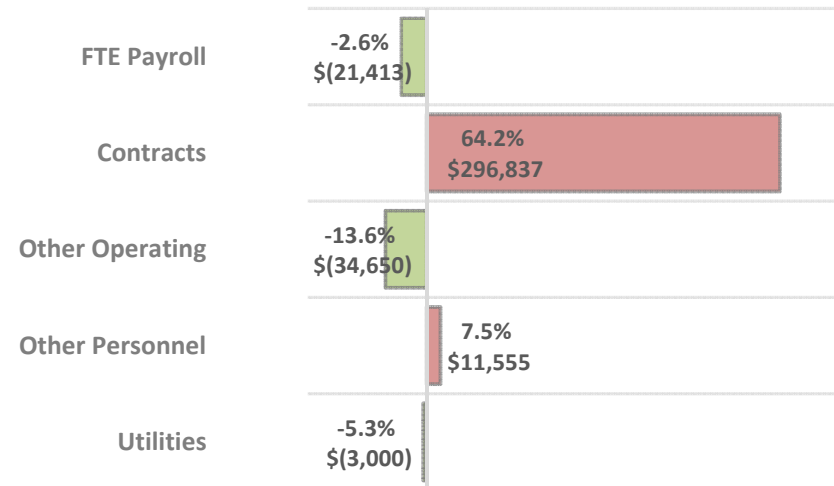
Evaluation of baler, landfill, and collection operations for overtime staffing options and efficiencies.

Implement the new Bear Can Program

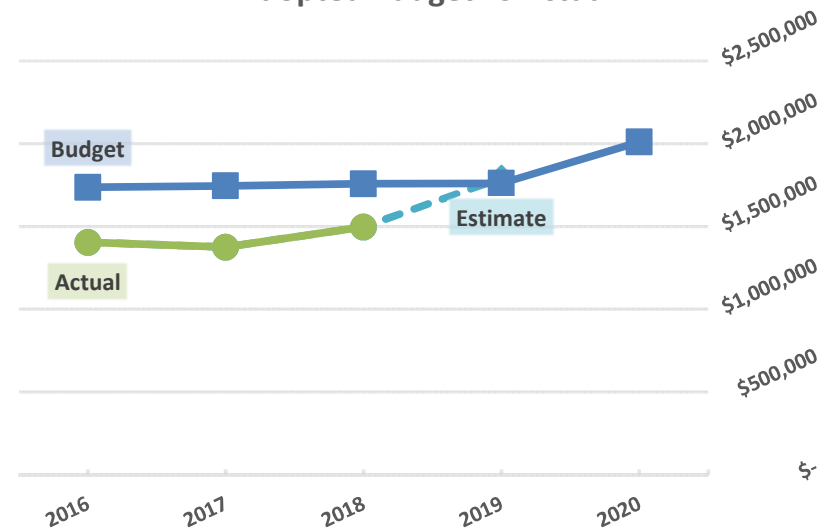
Modification of State of Alaska DEC Solid Waste permit.

Training and education of staff in operations and management of solid waste.

2019 to 2020 Budget Changes



Adopted Budget vs Actual

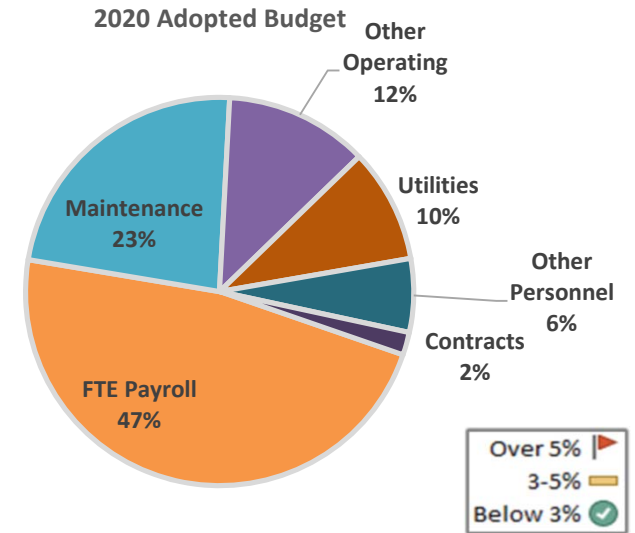
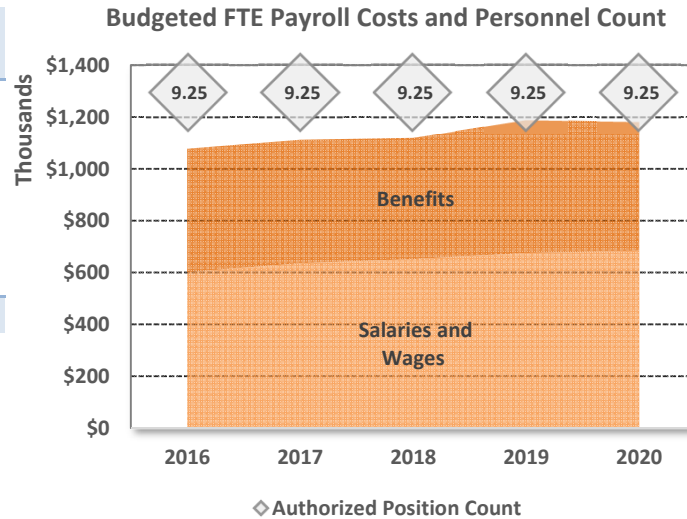


STREETS/SHOP

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				Adopted Budget		2019 to 2020 Budget Changes		
	2016	2017	2018	Estimate 2019	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%

STREETS/SHOP

Ongoing Responsibility

The shop crew manages and maintains the light duty and heavy duty fleet to provide city departments with safe and reliable equipment.

Work Plan

Continued asphalt crack-sealing.

Continued training and cross-training.

Develop Pavement Management Plan and Concrete Replacement Plan.

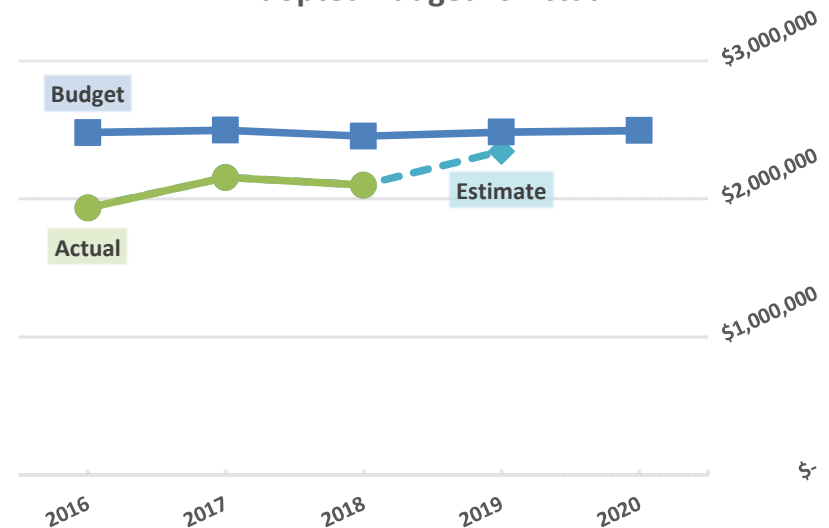
Expanded mowing and brush-cutting on City rights-of-way.

Training of crew in use of new asphalt recycling equipment.

2019 to 2020 Budget Changes

FTE Payroll	-0.6% \$(7,077)
Maintenance	0.0% \$-
Other Operating	1.3% \$3,715
Utilities	0.0% \$-
Other Personnel	-3.4% \$(5,394)
Contracts	74.1% \$20,000

Adopted Budget vs Actual

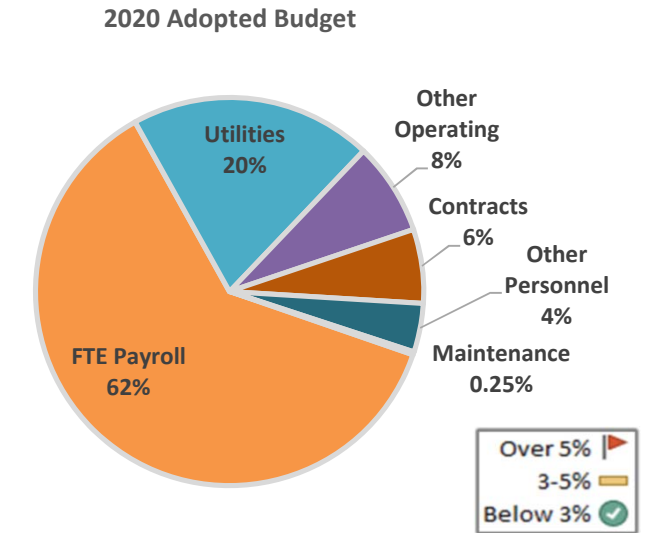
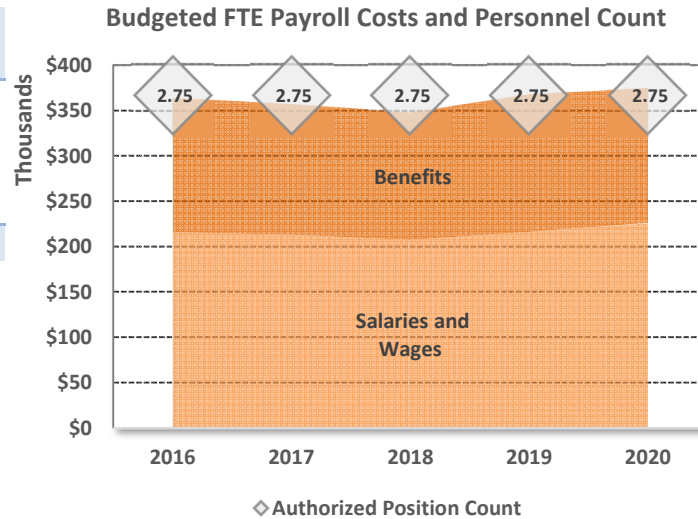


SEWER

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



	Actual Expenditure				Adopted Budget		2019 to 2020 Budget Changes		
	2016	2017	2018	Estimate 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%	✓

SEWER

Ongoing Responsibility

Ensure that the sewer collection and treatment system complies with all State and Federal regulations.

Work Plan

Evaluate deferred maintenance and CIP needs.

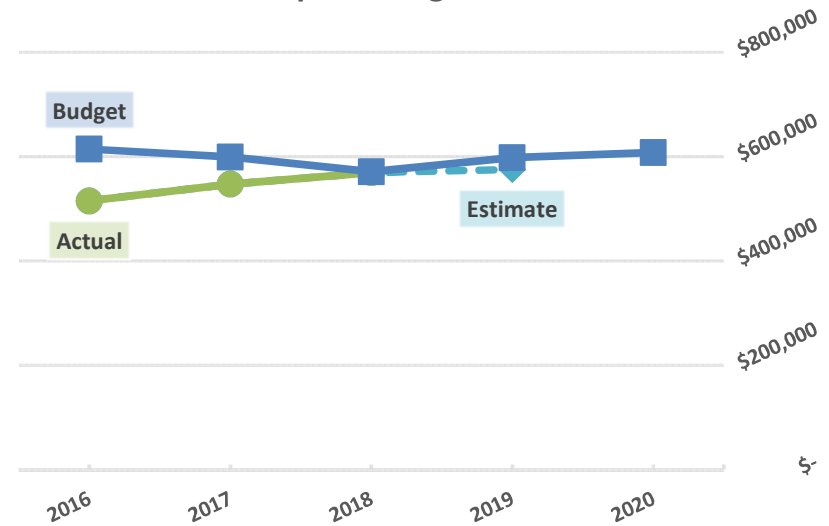
Evaluate service and rate structure and cost.

Maintain and cross train certifications.

2019 to 2020 Budget Changes

FTE Payroll	1.8% \$6,803
Utilities	1.7% \$2,000
Other Operating	0.9% \$400
Contracts	0.0% \$-
Other Personnel	2.7% \$642
Maintenance	0.0% \$-

Adopted Budget vs Actual

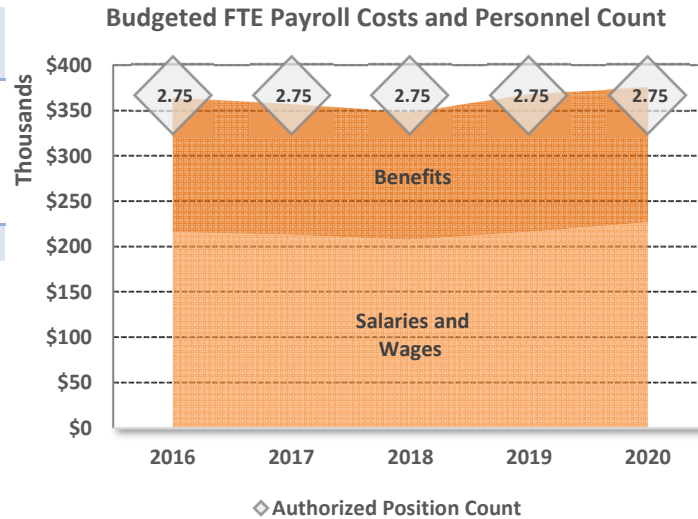


WATER

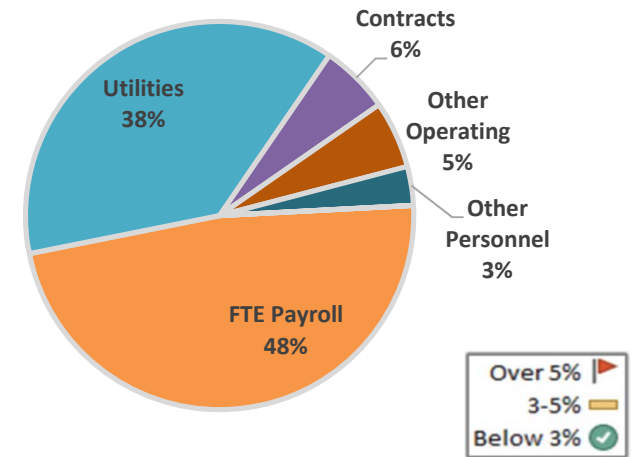
Mission:

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				Adopted Budget		2019 to 2020 Budget Changes		
	2016	2017	2018	Estimate 2019	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%

WATER

Ongoing Responsibility

Maintain a Certified Lab for testing drinking water.

Work Plan

Assist with development of new well.

Continue operating and maintaining water systems to ensure the highest quality drinking water.

Evaluate deferred maintenance and CIP need.

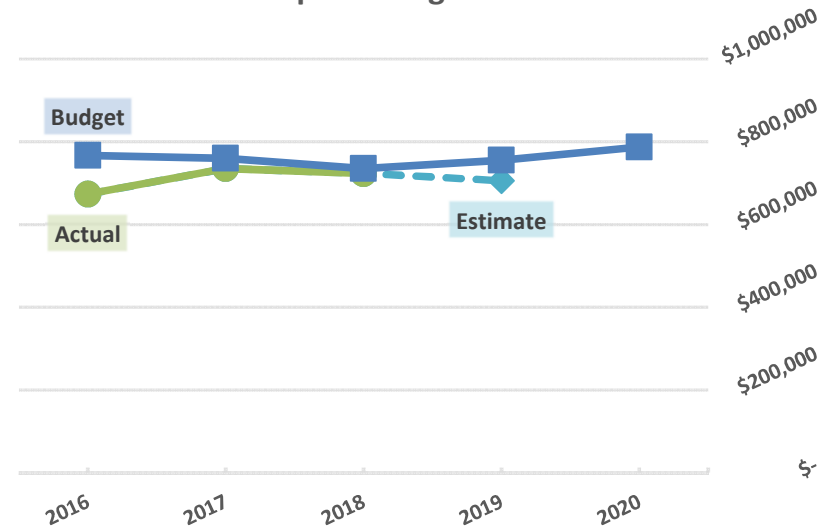
Evaluate service and rate structure, and cost recovery goals.

Maintain and cross-train certifications.

2019 to 2020 Budget Changes

FTE Payroll	2.1% \$7,692
Utilities	0.0% \$-
Contracts	196.1% \$30,000
Other Operating	-12.7% \$(6,408)
Other Personnel	3.0% \$741
Maintenance	0.0% \$-

Adopted Budget vs Actual



Utility Fund Summary

Revenues	Actual			Estimate	Adopted	
	2016	2017	2018	2019	2019	2020
Sewer	(283,143)	(267,089)	(273,430)	(281,500)	(280,100)	(278,700)
Water	(249,064)	(276,386)	(244,223)	(254,590)	(234,100)	(234,700)
Grand Total	(532,207)	(543,475)	(517,654)	(536,090)	(514,200)	(513,400)

Expenses	Actual			Estimate	Adopted	
	2016	2017	2018	2019	2019	2020
Sewer	515,400	547,640	569,542	575,310	598,120	607,965
FTE Payroll	326,429	333,036	347,592	345,000	367,810	374,613
Utilities	103,736	117,911	119,723	121,000	121,000	123,000
Other Operating	43,410	44,109	48,051	46,370	46,370	46,770
Contracts	25,316	30,760	28,621	37,500	37,500	37,500
Other Personnel	15,489	20,388	24,666	23,940	23,940	24,582
Maintenance	1,019	1,437	889	1,500	1,500	1,500
Water	673,308	735,174	723,114	705,398	755,461	787,486
FTE Payroll	326,433	333,040	347,596	345,000	367,810	375,502
Utilities	268,407	307,521	288,877	297,000	297,000	297,000
Other Operating	48,183	59,941	47,981	31,532	50,615	44,207
Other Personnel	23,617	22,008	23,698	16,566	24,736	25,477
Contracts	6,668	12,664	14,961	15,300	15,300	45,300
Maintenance	-	-	-	-	-	-
Grand Total	1,188,708	1,282,814	1,292,656	1,280,708	1,353,581	1,395,451

Total Subsidy	656,501	739,339	775,003	744,618	839,381	882,051
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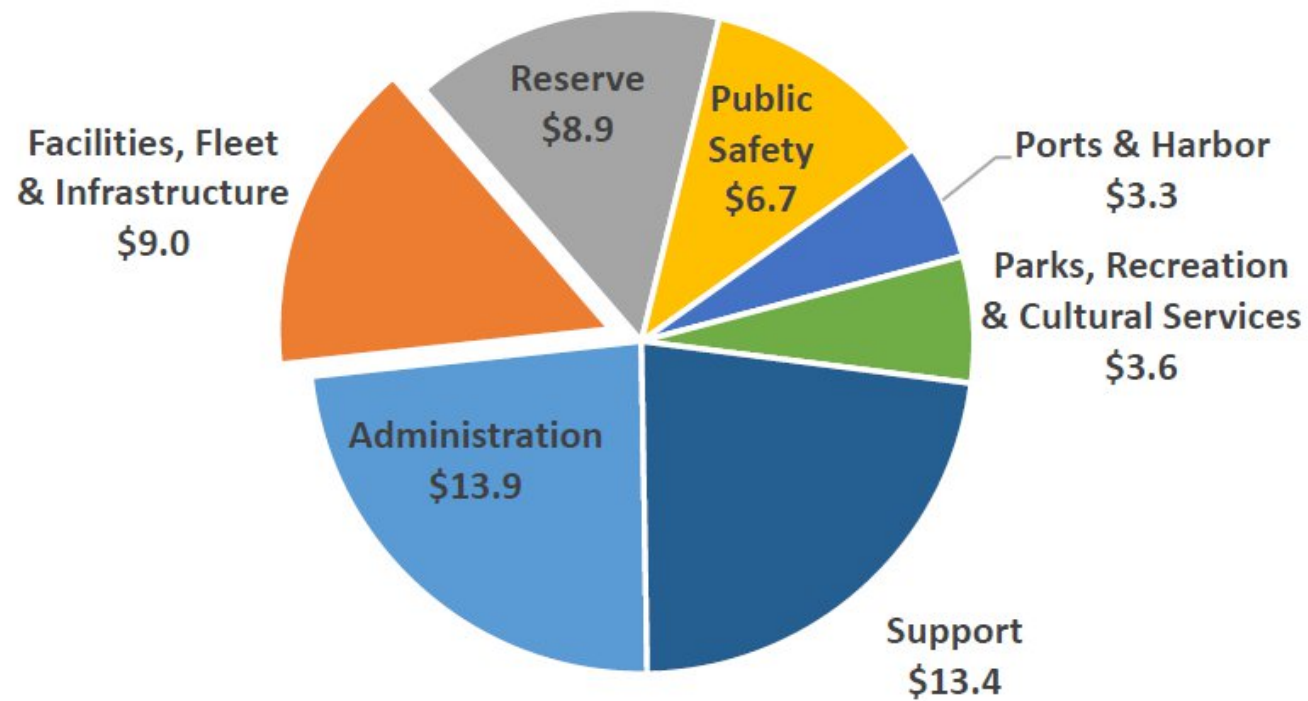
Budget Workshop Agenda:

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

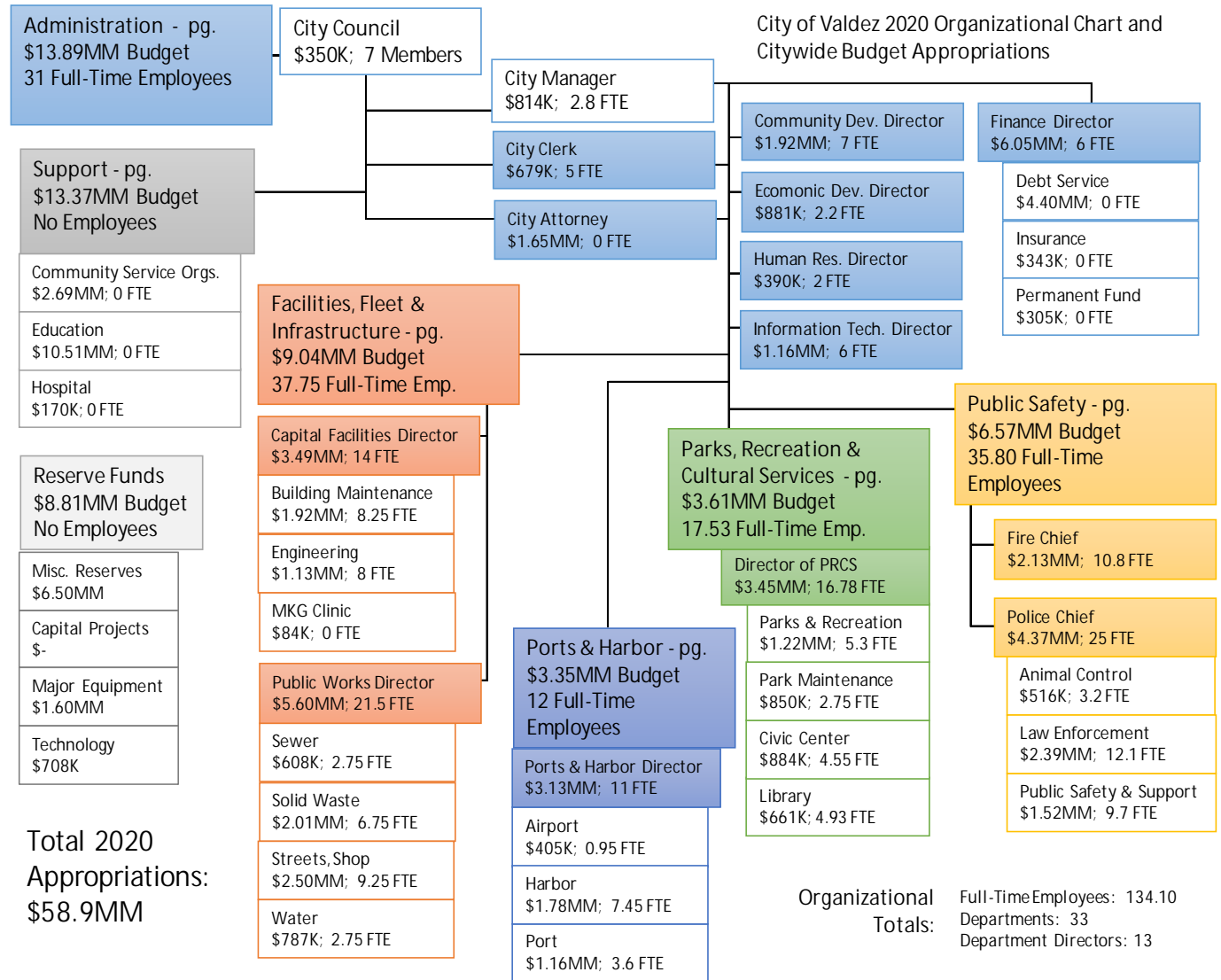


Facilities, Fleet & Infrastructure

One of five staffed Divisions

Two Directors
Seven Departments

\$9MM Expenses
37.75 FTEs

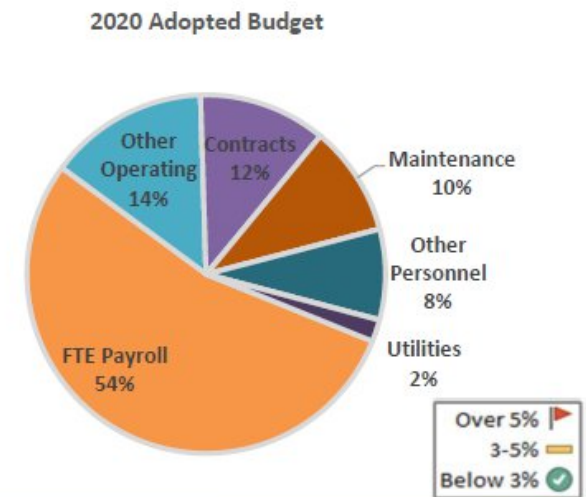
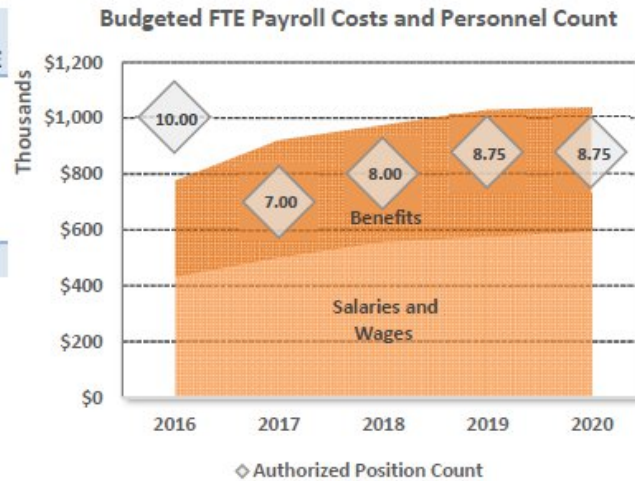


BUILDING MAINTENANCE

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			Estimate	Adopted Budget		2019 to 2020 Budget Changes	
	2016	2017	2018		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

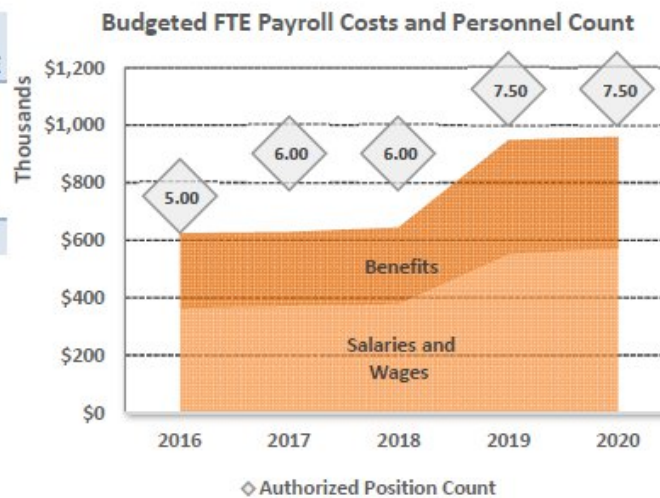
Gilson Medical Clinic

- 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

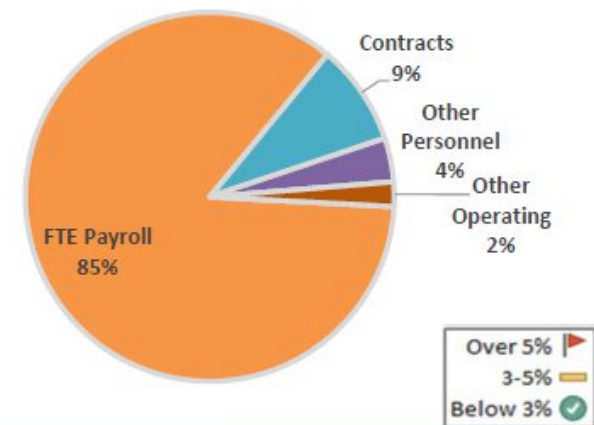
ENGINEERING

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			Estimate	Adopted Budget		2019 to 2020 Budget Changes	
	2016	2017	2018		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

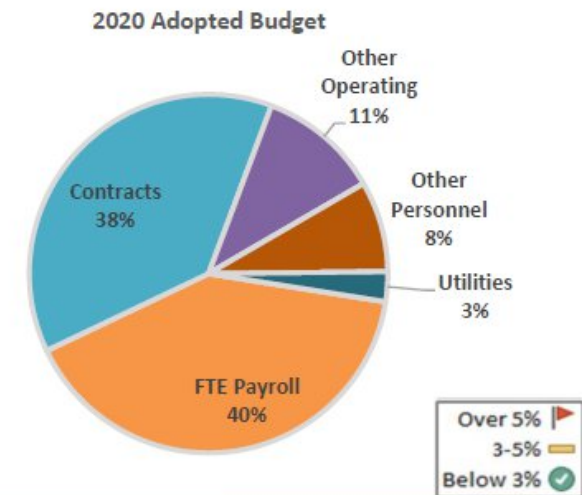
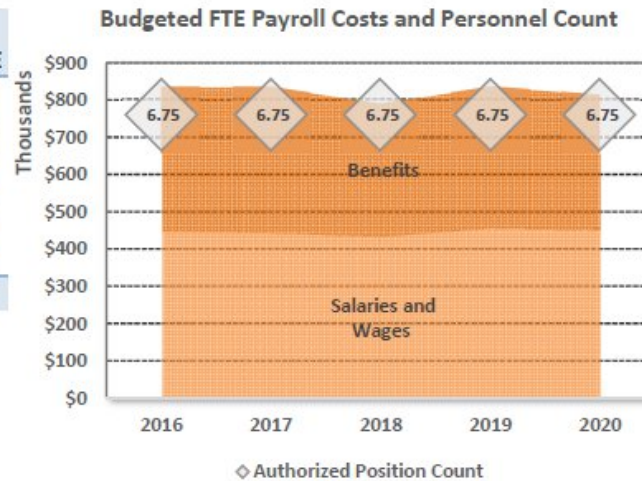
- Overall Department expense budget down \$277K, 20%
 - \$12K increase in FTE payroll costs reflects COLA and step/level increases, with partial offset from benefits
 - \$10K increase in Other Personnel comprised of \$5K increase in training/travel, and \$5K combined increase in OT
 - \$300K reduction 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

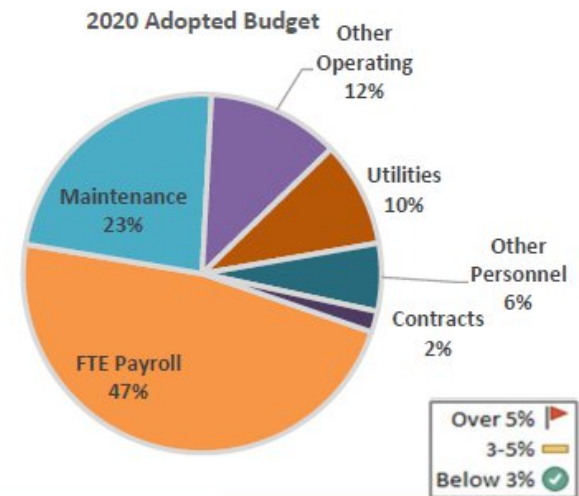
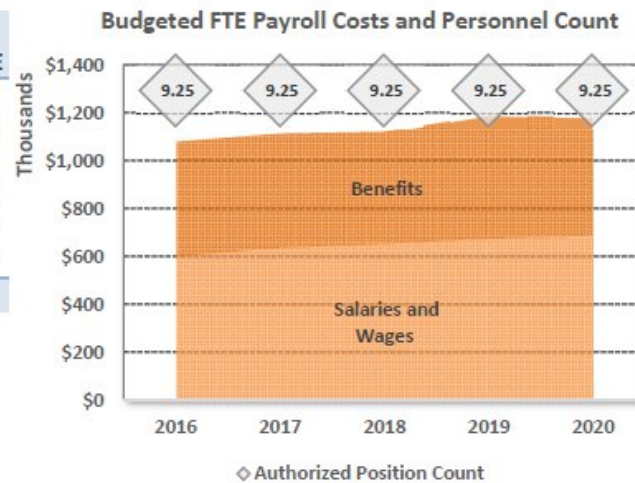
- Overall Department expense budget up \$250K, 14%
 - \$21K reduction in FTE payroll costs reflects reduced benefits and retirement of long-term employees at high step/level
 - \$35K reduction in Other Operating reflects non-recurring office/capital expense from 2019
 - \$12K increase in Other Personnel 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 2019	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

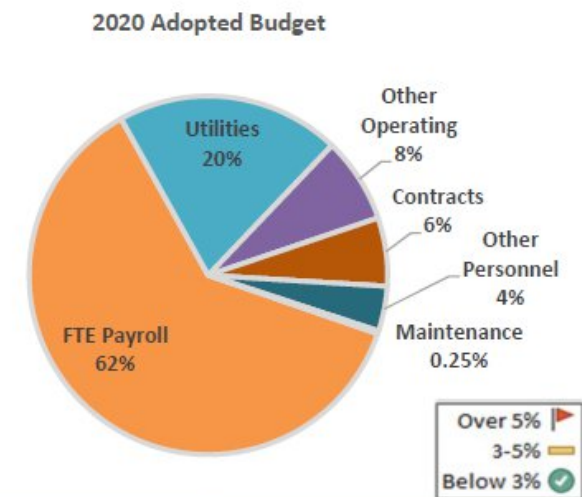
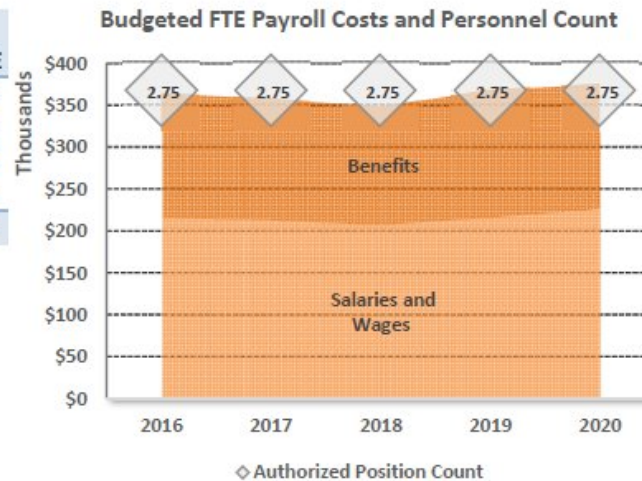
- Overall Department expense budget up \$11K, 0.5%
 - \$7K reduction in FTE payroll costs reflects reduced benefits and retirement of long-term employees at high step/level
 - \$3.7K reduction in Other Operating reflects estimated reproduction/copying costs
 - \$5K reduction in Other Personnel comprised 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



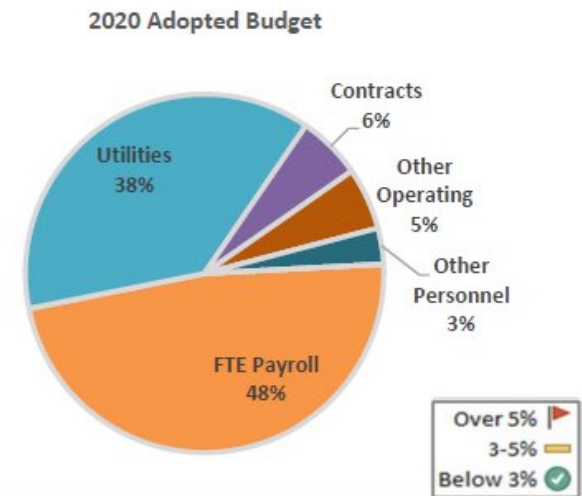
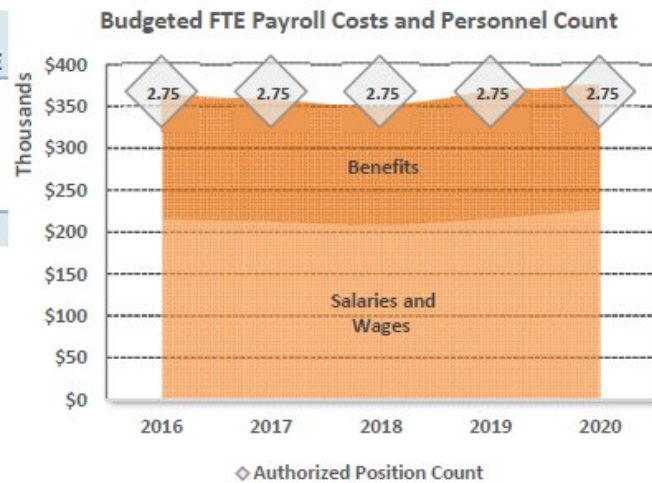
	Actual Expenditure			Estimate	Adopted Budget		2019 to 2020 Budget Changes	
	2016	2017	2018		2019	2020	Dollar	Percent
FTE Payroll	326,429	333,036	347,592	345,000	367,810	374,613	6,803	1.8%
Other Operating	43,410	44,109	48,051	46,370	46,370	46,770	400	0.9%
Other Personnel	15,489	20,388	24,666	23,940	23,940	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



	Actual Expenditure			Estimate 2019	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