



NOTICE OF MEETING

City Council Workshop 3800 Laverne Avenue North Tuesday, November 22, 2016 <u>6:30 PM</u>

I.	Call to Order	6:30 pm
II.	Staffing- Sheriff's Deputy/Sergeant	6:30pm
III.	Discussion of 2017 Enterprise Budgets	6:50pm
IV.	Staffing-Public Works	7:10 pm
V.	Adjourn	7:30 pm

Special City Council Meeting 3800 Laverne Ave N Tuesday, November 22, 2016 7:30 PM OR immediately following the work session, whichever is later

- I. Call to Order
- II. Closed Session pursuant to MN Stat. 13D.03, to consider strategies for labor negotiations, including negotiation strategies or development or discussion of labor-negotiation proposals
- III. Adjourn



STAFF REPORT

DATE:

November 22, 2016

CONSENT ITEM #:

AGENDA ITEM: Staffing-Sheriff's Deputy/Sergeant

SUBMITTED BY: Kristina Handt, City Administrator

BACKGROUND:

As discussed in the development of the 2017 general fund budget, the Sheriff's department has asked the city to consider adding another deputy in Lake Elmo due to the changing nature of calls and the increase in call volume.

Council asked for more information related to the need. Chief Deputy Dan Starry shared the following information with me. After three years of Part I and Part II crimes declining, which was a consistent trend in other areas around the state and country, we experienced an increase in 2015 for both of these areas. Part I crimes include arson, aggravated assault, burglary, larceny/theft, rape, robbery and theft of motor vehicles. Part II crimes include DUI, disorderly conduct, narcotics, other assaults, sex offenses, liquor law violations, forgery, fraud/embezzlement, gambling, prostitution, runaway, sex offenses, stolen property vandalism and weapons violations.

Part I crimes in Lake Elmo were:

2015 169

2014 147

2013 173

2012 186

Part II crimes in Lake Elmo were:

2015 464

2014 391

2013 443

2012 481

Service Related Totals were:

2015 5.237

2014 4.717

2013 4,778

2012 5,372

The sheriff's department, anticipates the trend of more Part I and Part II crimes to continue. In addition, they expect to see the quality of life concerns that are often reported by residents (noise complaints, animal complaints, parking issues and curfew violations) to increase as well as the population increases.

PROPOSAL DETAILS/ANALYSIS:

The Council should discuss if the number of contracted deputies should be increased in Lake Elmo in 2017. If so, further discussion may be had as to what level of expertise that new position has. One option would

be to just hire another patrol deputy similar to what Lake Elmo utilizes now. Another option would be to add a sergeant. A sergeant would perform more supervisory duties (similar to a department head type position), be a resource for the city on public safety issues/concerns, and help build community relationships. While it wouldn't be expected that the sergeant would attend all Council meetings, s/he may when there is a topic of public safety being discussed.

If the Council would like to add personnel, the City's contract with the Sheriff's Department would need to be amended via resolution at a future meeting. Staff is looking for direction at this meeting so we can prepare the resolution for a meeting in December, if needed.

FISCAL IMPACT:

The police budget for 2017 was increase in the preliminary levy to allow for additional personnel. Since estimates were between \$120,000-140,000, staff asked for an increase of \$130,000.



CITY OF LAKE ELMO, MN COST OF SERVICE STUDY FOR WATER, SANITARY SEWER, AND STORM WATER FUNDS 2016 REPORT JUNE 10, 2016

PREPARED BY:

444 Cedar Street, Suite 1500 Saint Paul, MN 55101 651.292.4400 **tkda.com**





444 Cedar Street, Suite 1500 Saint Paul, MN 55101 651.292.4400 tkda.com

June 10, 2016

Kristina Handt City Administrator

Cathy Bendel Finance Director

Lake Elmo City Hall 3800 Laverne Ave N. Lake Elmo, MN 55042

Re:

Cost of Service Study for City Utility Funds

TKDA Project No. 16102.000

Dear Kristina and Cathy:

TKDA is pleased to present the City of Lake Elmo with a cost of service study for the City's Utility Funds to be part of an overall Financial Management Plan for said funds. TKDA was hired to analyze and present a 10 year cost of service projection for the three utility funds. The analysis and report includes a cost analysis of past costs and a projection for each, added staffing, and some capital investments for the existing system. Also included were a recommendation for a work order system, a change in some depreciation schedules, and a recommendation to use a higher projected rate of inflation for the utilities rather than 2%.

We appreciate the opportunity to provide service to the City of Lake Elmo.

Sincerely,

Bernie Bullert Senior Water/Wastewater Engineer

Lake Elmo Cost of Service Study

TKDA was tasked with doing a cost of service study for the water, sanitary sewer, and storm sewer utilities. The projected 10 year costs of operations will be used to project utility rates going forward for the next 10 year period with adjustments annually based on actual costs over time. A three year actual cost history was used, although the sanitary and storm system are small and changing in size rapidly, therefore the cost history was not as relevant.

This report highlights all the assumptions put into the model in order to bring the cost of operations forward over the next 10 year period. The assumptions are as follows:

- a) Expenses are coded in two different ways. Supplies and other charges are directly coded to the
 appropriate utility fund. Labor charges are prorated by staff as the percentage of their time spent
 working on each utility and are subject to change.
 - b) Some of the citywide overhead is not charged to the utilities but is paid through general tax revenue. These include city clerk time, city council costs, attorney costs, building costs, and equipment cost. This may be noticeable to the customers who have well and septic systems as they are funding some utility costs through the general tax revenue.
 - c) In order to charge costs accurately, a work order system should be implemented and an overhead rate could be determined and charged as a percentage of the budget to each utility in order to reimburse the general tax revenue.
 - d) Depreciation schedules looked appropriate except for water distribution pipe which was scheduled at 30 to 33 years. The normal industry practices depreciate water distribution pipe over 75 years.
- 2. a) The inflation rate generally used by Lake Elmo is 2%. It was not revised for this study. However, utilities usually experience inflation in the range of 3 to 3.5%. We would recommend the City use a higher inflation rate for this utility rate study.
 - b) The water system growth in system miles over the next 10 years is projected at 5% per year.
 - c) The sanitary system growth in system miles over the next 10 years is projected at 50% per year.
 - d) The storm system growth in system miles over the next 10 years is projected at 7% per year.
 - e) Maintenance costs are generally related to pipe length and volume but greater emphases is placed on the length of pipe. Therefore costs for a new system are expected to increase as the length of the new system expands.
 - f) For purposes of future expenses, we used 5% for water plus inflation, 30% for sanitary plus inflation, and 7% for storm plus inflation. The sanitary number was reduced from 50% to 30% to maintain a more proper balance in the budget numbers for water and sanitary operational costs.
- a) Staff does not code labor time or equipment time to jobs however, materials are charged directly to the correct utility. A work order system will help correctly track all costs to the correct utility.b) Not all preventative maintenance on the utility systems is currently being done. For example, the hydrant flushing program is incomplete and there is no valve operating program on the water system.

- c) The utility staffing level of three staff members for 2016 is low when compared to other utilities and we have increased it to 3.5 for 2017. This should allow for additional preventative maintenance.
- d) Staffing added over the next 10 years is as follows:
- 1. ½ laborer added in 2017, .2FTE water, .2FTE sanitary, .1FTE storm
- 2. ½ laborer added in 2019, .2FTE water, .2FTE sanitary, .1FTE storm
- 3. ½ laborer added in 2022, .2FTE water, .2FTE sanitary, .FTE storm
- 4. ½ laborer added in 2025, .2 FTE water, .2 FTE sanitary, .1FTE storm
- 5. ½ billing clerk added in 2018; 40% water, 25% sanitary, 35% storm
- 6. ½ billing clerk added in 2022; 40% water, 25% sanitary, 35% storm
- 7. ½ billing clerk added in 2025; 40% water, 25% sanitary, 35% storm
- e) Another ½ FTE laborer should to be added to streets based on increased street miles. That is a suggestion but was not part of this study. A new billing system is needed and the efficiencies gained with a new system will affect the hiring of clerical staff. The billing clerk was re-proportioned for 2017 and going forward to the three utilities based on staff recommendations. Postage and software support were also re-proportioned to the three utilities based on staff experience. Based on a previous staffing study of east metro suburbs completed for White Bear Township by TKDA, the average staffing level for four similar cities was 13 staff in Public Works based on your 2025 projected population. The additions recommended here bring utility staffing to 12. It should be able to be slightly smaller as Lake Elmo's systems will be new relative to other suburbs.
- 4. Other operational expense adjustments were made as follows:
 - a) \$25,000 in meters was added for 2017 and 2018 to replace old water meters that should be replaced. The balance of water meter costs is for meters for new buildings and other maintenance replacements.
 - b) Water purchased from Oakdale is discontinued from the projections as Lake Elmo will end the purchase in 2017.
 - c) Software support was increased across the three utilities to implement a new billing system shown in the capital projects.
 - d) Insurance costs were increased for the three utilities as they expand. This insurance would be purchased from the League of Cities.
 - e) The Metropolitan Council Wastewater Treatment expenses are based on projected flows. The numbers were shifted two years because MCES uses actual flows from the last complete year to project their next year's bill. Therefore the 2017 charges are based on the 2015 flows.

The new operating cost projections for the next 10 year period should be a reasonable estimate of costs. Each year after the annual accounting is complete, the costs should be compared to the projection and the next budget cycle adjusted accordingly to align with actual costs.

11/15/2016

Account Number	Description	2013 Actual	2014 Actual	2015 Budget	2015 Actual	2016 Budget	2016 Projected Actual	2017 Budget	2016 to 2017 Change	
WATER										
	Operating Revenues									
	Special Assessments	\$34,403	\$107,647	\$158,547	\$163,405	\$158,547	\$163,405	\$16,950		ction 34 SA's have been paid off
601-000-0000-37100		\$0 \$536,438	\$0 \$663,994	\$0 \$783,744	\$0 \$440,322	\$0 \$725,000	\$0 \$475,487	\$0 \$543,689	0.0% 14.3% 2013, 2014 ver	ry dry; residential water rate decrease eff 1/1/16
601-000-0000-37120 601-000-0000-37170		\$2,843 \$10,634	\$2,834 \$10,150	\$2,000 \$15,000	\$1,241 \$55,435	\$2,500 \$32,000	\$2,000 \$150,000	\$2,000 \$68,000	0.0% -54.7% Meter sales spi	ike due to new developments and IRR meters
	Total Operating Revenues	\$584,317	\$784,625	\$959,291	\$660,403	\$918,047	\$790,892	\$630,639	-20.3%	
	Operating Expenses									
Personnel Services										
601-494-9400-41220 601-494-9400-41230 601-494-9400-41300 601-494-9400-41420	D Full-time Salaries D PERA Contributions D FICA Contributions D Medicare Contributions Health\Dental Insurance Unemployment Benefits D Workers Compensation	\$78,073 \$5,609 \$4,619 \$1,080 \$15,241 \$0 \$1,067	\$78,893 \$5,686 \$4,757 \$1,114 \$17,836 \$0 \$3,155	\$140,000 \$10,000 \$8,000 \$1,600 \$14,400 \$0 \$4,000	\$92,578 \$8,615 \$5,498 \$1,286 \$18,199 \$0 \$2,471	\$140,000 \$10,500 \$8,750 \$2,030 \$20,066 \$0 \$4,000	\$120,000 \$9,000 \$7,500 \$1,740 \$24,000 \$0 \$3,500	\$144,184 \$10,814 \$9,012 \$2,091 \$28,837 \$0 \$5,767	20.2% Staff not added 20.2% 20.2% 20.2% 20.2% 0.0% 64.8%	d until 2016 due to lack of connections
Total Personnel Serv	vices	\$105,689	\$111,440	\$178,000	\$128,647	\$185,346	\$165,740	\$200,704	21.1%	
Supplies										
601-494-9400-42300	Printed Forms	\$691 \$0 \$13,932 \$1,088 \$18,716 \$5,893	\$360 \$375 \$10,713 \$5,282 \$21,242 \$714	\$500 \$1,000 \$13,000 \$3,500 \$50,000 \$5,500	\$1,933 \$239 \$1,473 \$25,257 \$82,344 \$5,016	\$500 \$750 \$13,000 \$11,500 \$50,000 \$3,500	\$500 \$750 \$11,000 \$15,000 \$175,000 \$3,500	\$700 \$750 \$13,000 \$25,000 \$85,000	40.0% 0.0% 18.2% 66.7% Includes \$5,50 -51.4% 42.9%	0 for annual SCADA maintenance
Total Supplies	-	\$40,320	\$38,686	\$73,500	\$116,262	\$79,250	\$205,750	\$129,450	-37.1%	
Other Services and O	Charges									
	Contract Services Software Support	\$108,430 \$0 \$4,662 \$884 \$855 \$550	\$3,162 \$0 \$179 \$9,674 \$17,541 \$523	\$100,000 \$30,000 \$5,000 \$10,000 \$3,200 \$600	\$14,725 \$0 \$388 \$16,305 \$4,774 \$775	\$50,000 \$30,000 \$5,000 \$13,500 \$3,200 \$600	\$50,000 \$0 \$1,000 \$13,500 \$2,500 \$550	\$20,000 \$0 \$5,000 \$14,000 \$9,600 \$800	400.0%	master planning budgeted; cannot be done by FOCUS Eng. DA (\$3.5k), Pump Motor (\$800) and lift station (\$3k) inspections annually
601-494-9400-43220 601-494-9400-43320	Postage Depreciation Expense	\$2,500 \$317,759	\$1,506 \$416,864	\$3,000 \$375,000	\$2,500 \$557,627	\$3,000 \$450,000	\$2,000 \$570,966	\$1,880 \$598,971	-6.0% 4.9% Capitalization	of Phase I DT SW project
601-494-9400-43610 601-494-9400-43810) Insurance	\$6,408	\$5,432	\$9,000	\$6,799	\$9,500	\$8,975	\$10,000	11.4%	
601-494-9400-43820	Water Utility	\$27,063 \$94,457	\$21,008 \$81,096	\$27,000 \$100,000	\$33,410 \$107,029	\$27,000 \$40,000	\$30,000 \$175,000	\$30,000 \$0		off Oakdale water supply at the end of 2016
601-494-9400-44030	Repairs\Maint Imp Bldgs Repairs\Maint Imp Not Bldgs	\$0 \$13,376	\$0 \$29,791	\$12,000 \$32,000	\$0 \$7,116	\$0 \$10,000	\$12,000 \$10,000	\$0 \$10,000	100.0% Repairs neede 0.0% For pump R&M	ed to Wellhouse #2 Roof budgeted in 2015; completed in 2016
601-494-9400-44300	O Miscellaneous O Conferences & Training	\$1,623 \$3,264	\$1,245 \$1,468	\$4,000 \$1,500	\$1,835 \$460	\$4,000 \$1,500	\$2,000 \$500	\$2,000 \$1,500	0.0% 200.0%	
601-494-9400-46200	•	\$1,921	\$445	\$425	\$1,189	\$425	\$425	\$800	88.2%	
Total Other Services	s and Charges	\$583,752	\$589,935	\$712,725	\$754,932	\$647,725	\$879,416	\$704,551	-19.9%	
	Total Operating Expenses	\$729,761	\$740,062	\$964,225	\$999,841	\$912,321	\$1,250,906	\$1,034,705	-17.3%	
	Operating Income (Loss)	(\$145,444)	\$44,563	(\$4,934)	(\$339,438)	\$5,726	(\$460,014)	(\$404,066)	-12.2%	
601-000-0000-37xxx		\$2,586 \$0 \$106,900 \$46,506 \$0	\$16,645 \$788,900 \$50,500 \$46,935 \$0	\$7,000 \$1,029,000 \$205,000 \$46,000 \$0	\$26,925 \$1,237,500 \$66,000 \$49,742 \$0	\$18,000 \$775,000 \$117,500 \$46,000 \$0	\$19,788 \$963,000 \$231,000 \$46,000	\$20,000 \$1,509,000 \$369,000 \$0 \$0	59.7% \$1k per less O	D WAC Includes PPD WAC fees on I-94 and Developer Phased Build outs Dakdale; will no longer pay in 2017 since switching off water system of Tower Antenna rental fees to be recognized in General Fund
	Total Nonoperating Revenues	\$155,992	\$902,980	\$1,287,000	\$1,380,167	\$956,500	\$1,259,788	\$1,898,000	50.7%	
	New OP Homes New Development Homes		24 17	25 180	12 128	0 130	7 237	0 244		
	Nonoperating Expenses Bond Interest Bond Issuance Costs Deferred Charges Amort.	\$189,130 \$0	\$306,888 \$0	\$270,481 \$0	\$356,613 \$11,460 \$0	\$289,781 \$0	\$209,330 \$46,457 \$0	\$273,321 \$53,811 \$0	30.6% 15.8% 0.0%	
	Total Nonoperating Expenses	\$189,130	\$306,888	\$270,481	\$368,073	\$289,781	\$255,787	\$327,132	27.9%	
	Change in Net Assets	(\$178,582)	\$640,655	\$1,011,585	\$672,656	\$672,445	\$543,987	\$1,166,802	114.5%	
USE OF NE	T ASSETS TO BALANCE BUDGET	\$178,582	\$0	\$0	\$0	\$0	\$0	\$0	0.0%	

Account Number	Description	2013 Actual	2014 Actual	2015 Budget	2015 Actual	2016 Budget	2016 Projected Actual	2017 Budget	2016 to 2017 Change	
SEWER										
	Operating Revenues									
	O Special Assessments O Special Assessments-100% Proj O Sewer Sales	\$870 \$870 \$53,142	\$0 \$155,481 \$31,054	\$1,000 \$99,884 \$100,000	\$0 \$1,189,663 \$65,147	\$1,000 \$99,884 \$75,000	\$0 \$63,870 \$89,424	\$0 \$62,133 \$177,228	0.0% -2.7% 98.2%	Section 34 Project
	Total Operating Revenues	\$54,882	\$186,535	\$200,884	\$1,254,810	\$175,884	\$153,294	\$239,361	56.1%	
	Operating Expenses									
Personnel Services										
602-495-9450-41220 602-495-9450-41230 602-495-9450-41300 602-495-9450-41420	Full-time Salaries PERA Contributions FICA Contributions Medicare Contributions Health/Dental Insurance Unemployment Benefits Workers Compensation	\$34,216 \$2,481 \$2,022 \$473 \$6,567 \$0 \$800	\$33,585 \$2,472 \$2,034 \$477 \$6,984 \$0 \$1,484	\$41,981 \$3,044 \$2,603 \$609 \$8,730 \$0 \$1,855	\$37,161 \$3,453 \$2,254 \$527 \$6,217 \$0 \$1,663	\$43,090 \$3,124 \$2,672 \$625 \$8,730 \$0 \$625	\$45,874 \$3,441 \$2,844 \$665 \$7,882 \$0 \$243	\$65,606 \$4,920 \$4,068 \$951 \$13,121 \$0 \$2,625	-43.0% -43.0% -43.0% -66.5% 0.0% -980.2%	
Total Personnel Sen		\$46,558	\$47,036	\$58,821	\$51,275	\$58,866	\$60,949	Manuscrape: # rayer.empr		
		Ψ40,006	\$47,036	\$30,6Z1	\$51,275	000,000	\$60,949	\$91,291	-49.8%	
	O Utility System Maint Supplies O Small Tools & Minor Equipment	\$0 \$0	\$858 \$117	\$1,000 \$500	\$1,910 \$200	\$1,000 \$500	\$1,000 \$500	\$1,000 \$500	0.0% 0.0%	New requirement for chemicals (\$1k)
Total Supplies	_	\$0	\$975	\$1,500	\$2,110	\$1,500	\$1,500	\$1,500	0.0%	
Other Services and	Charges									
602-495-9450-4303(602-495-9450-4315(602-495-9450-4318(602-495-9450-4321(Software Support Telephone	\$40,802 \$0 \$15,344 \$0 \$1,572	\$26,677 \$0 \$1,875 \$0 \$1,184	\$20,000 \$10,000 \$9,500 \$0 \$1,500	\$14,921 \$0 \$3,085 \$4,069 \$992	\$20,000 \$10,000 \$9,500 \$0 \$1,500	\$20,000 \$0 \$9,500 \$0 \$1,500	\$20,000 \$0 \$5,000 \$6,000 \$1,500	47.4% 100.0% 0.0%	Sewer System Master Planning to be done by Focus Eng. Includes SCADA (\$1.5k), lift pump (\$3k) annual inspections
602-495-9450-43220 602-495-9450-43310 602-495-9450-43320 602-495-9450-43610	Mileage Depreciation Expense	\$0 \$0 \$8,740 \$115	\$0 \$0 \$11,815 \$120	\$0 \$100 \$84,200 \$2,000	\$0 \$0 \$42,224 \$185	\$0 \$100 \$84,200 \$2,000	\$0 \$100 \$59,718 \$2,000	\$1,175 \$100 \$86,561 \$2,000	100.0% -100.0% -44.9% 0.0%	Increase due to Capitalization of sewer projects
602-495-9450-44030 602-495-9450-44300	DELECTRIC Utility DESEMBLY SEWER Utility - Met Council DESEMBLY SEWER UTILITY - Met C	\$1,088 \$14,912 \$13,018 \$0 \$0	\$3,343 \$18,546 \$837 \$0 \$572	\$1,500 \$16,500 \$1,000 \$300 \$1,500	\$4,621 \$17,592 \$1,131 \$0 \$23	\$1,500 \$16,500 \$1,000 \$300 \$1,500	\$1,500 \$16,500 \$1,000 \$300 \$1,500	\$5,000 \$44,514 \$1,200 \$300 \$1,500	-233.3% -169.8% -20.0% -100.0%	License training and pump/control classes
Total Other Services		\$95,590	\$64,969	\$148,100	\$88,843	\$148,100	\$113,618	\$174,850	-53.9%	Elective training and pump control classes
	Total Operating Expenses	\$142,148	\$112,980	\$208,421	\$142,228	\$208,466	\$176,067	\$267,641	-52.0%	
	Operating Income (Loss)	(\$87,266)	\$73,555	(\$7,537)	\$1,112,582	(\$32,582)	(\$22,773)	(\$28,280)	-24.2%	
	Nonoperating Revenues									
	Interest on Investments Lateral Benefit Fees Sewer Availability Fees Connection Fees Municipal	\$9,395 \$0	\$1,430 \$2,900 \$693,000 \$17,000	\$100 \$29,000 \$1,206,000 \$180,000	\$9,929 \$2,900 \$1,394,920 \$63,000	\$5,000 \$14,500 \$590,000 \$130,000	\$19,788 \$2,900 \$1,122,000 \$301,000	\$12,699 \$14,500 \$1,447,500 \$466,500		Reflects impact of 75 connections qualifying for connection incentive discount Reflects impact of 75 connections qualifying for connection incentive discount
	Total Nonoperating Revenues	\$9,395	\$714,330	\$1,415,100	\$1,470,749	\$739,500	\$1,445,688	\$1,941,199	-34.3%	, , , , , , , , , , , , , , , , , , ,
	New OP Homes New Development Homes	\$0,000	24 17	25 180	12 128	0	7 237	0 244	01.070	
602-495-9450-46110 602-495-9450-46xxx		\$0	\$116,403	\$135,372	\$107,089 \$3,363	\$105,469	\$68,378 \$46,457	\$85,337 \$42,313	-24.8% 8.9%	
	Total Nonoperating Expenses	\$0	\$116,403	\$135,372	\$110,452	\$105,469	\$114,835	\$127,650	-11.2%	
	Change in Net Assets	(\$77,871)	\$671,482	\$1,272,191	\$2,472,879	\$601,449	\$1,308,080	\$1,827,582	-39.7%	
USE OF N	ET ASSETS TO BALANCE BUDGET	\$77,871	\$0	\$0	\$0	\$0	\$0	\$0	0.0%	

11/15/2016

Account Number	Description	2013 Actual	2014 Actual	2015 Budget	2015 Actual	2016 Budget	2016 Projected Actual	2017 Budget	2016 to 2017 Change	
SURFACE WATER										
	Operating Revenues									
603-000-0000-36200 603-000-0000-37100	Special Assessment Revenue Miscellaneous Revenue Surface Water Utility Sales	\$20,168 \$0 \$191,087	\$837 \$0 \$214,915	\$5,000 \$0 \$215,000	\$10,125 \$0 \$219,127	\$5,000 \$0 \$221,500	\$7,500 \$0 \$225,000	\$5,000 \$0 \$282,360	0.0% -25.5%	Actively assess all delinquencies each year
603-000-0000-37140	Storm Water Review Fee Revenue Total Operating Revenues	\$0 \$211,255	\$0 \$215,752	\$0 \$220,000	\$0 \$229,252	\$0 \$226,500	\$29,375 \$261,875	\$29,375 \$316,735	-20.9%	New fee initiated by new Building Official (\$125 per building permit)
	Operating Expenses	ΨΖ11,200	ψ213,732	\$220,000	ΨΖΖ3,Ζ3Ζ	Ψ220,300	\$201,073	\$310,733	-20.970	
Personnel Services	operating Expenses									
	Full there Only in	#04.004	#04.700	004.070	#00.500	005 700	200 105	# 00.000	40.004	
603-496-9500-41220 603-496-9500-41230 603-496-9500-41300 603-496-9500-41420	PERA Contributions	\$34,681 \$2,514 \$2,028 \$474 \$6,942 \$0 \$848	\$31,708 \$2,290 \$1,857 \$436 \$7,641 \$0 \$1,312	\$34,879 \$2,519 \$2,042 \$479 \$8,405 \$0 \$1,443	\$23,599 \$2,179 \$1,378 \$322 \$8,209 \$0 \$221	\$35,733 \$2,591 \$2,215 \$518 \$6,387 \$0 \$170	\$32,485 \$2,436 \$2,014 \$471 \$8,209 \$0 \$276	\$36,630 \$2,747 \$2,271 \$531 \$7,326 \$0 \$1,465	-12.8% -12.8% -12.8% -12.8% 10.8% 0.0% -430.8%	
Total Personnel Serv	ices	\$47,486	\$45,243	\$49,767	\$35,908	\$47,614	\$45,891	\$50,970	-11.1%	
Supplies										
	Utility System Maint Supplies Small Tools & Minor Equipment	\$238 \$0 \$452 \$0	\$375 \$411 \$299 \$8,422	\$200 \$500 \$1,000 \$0	\$2,172 \$551 \$200 \$0	\$375 \$500 \$1,000 \$0	\$375 \$500 \$1,000 \$0	\$500 \$1,000 \$1,000 \$0	-33.3% -100.0% 0.0% 0.0%	Utility Bill paper
Total Supplies	,	\$690	\$9,507	\$1,700	\$2,923	\$1,875	\$1,875	\$2,500	-33.3%	,
Other Services and Charges										
603-496-9500-43030 603-496-9500-43150 603-496-9500-43180 603-496-9500-43220 603-496-9500-43220 603-496-9500-43610 603-496-9500-44010 603-496-9500-44030 603-496-9500-44300 603-496-9500-44300	Software Support Postage Depreciation Expense Insurance Street Sweeping Repairs/Maint Not Bldg Miscellaneous Expenses Conferences & Training Improvements Other Than Bldgs	\$0 \$27,893 \$0 \$7,504 \$442 \$1,973 \$15,187 \$0 \$11,498 \$0 \$119 \$3,483 \$0 \$0	\$0 \$21,009 \$9,711 \$3,268 \$1,700 \$15,963 \$0 \$12,403 \$5,304 \$459 \$2,225 \$18,190 \$5,743	\$3,000 \$30,000 \$15,000 \$5,000 \$1,700 \$17,000 \$0 \$22,000 \$1,500 \$400 \$1,800 \$30,000	\$0 \$20,332 \$0 \$10,590 \$3,617 \$1,500 \$15,963 \$0 \$10,438 \$0 \$0 \$2,265 \$0 \$0	\$3,000 \$30,000 \$15,000 \$7,500 \$1,500 \$1,700 \$17,000 \$22,000 \$4,500 \$400 \$1,800 \$30,000	\$3,000 \$13,639 \$0 \$7,500 \$1,500 \$1,700 \$74,505 \$0 \$22,000 \$1,500 \$400 \$1,800 \$30,000	\$0 \$20,000 \$0 \$10,000 \$8,400 \$1,645 \$85,090 \$20,000 \$20,000 \$400 \$2,500 \$20,000 \$20,000	-33.3% -460.0% 3.2% -14.2% 100.0% 9.1%	
Total Other Services	and Charges	\$68,100	\$95,974	\$128,400	\$64,705	\$131,400	\$157,544	\$172,535	-9.5%	-
	Operating Expenses	\$116,275	\$150,723	\$179,867	\$103,536	\$180,889	\$205,310	\$226,005	-10.1%	
	Operating Income (Loss)	\$94,980	\$65,029	\$40,133	\$125,716	\$45,611	\$56,565	\$90,730	-60.4%	
	Nonoperating Revenues									
603-000-0000-36210	Refunds and Reimbursements Interest on Investment Developer Contributions	\$0 \$1,098 \$0	\$0 \$1,239 \$0	\$0 \$1,100 \$0	\$0 \$2,844 \$0	\$0 \$5,000 \$0	\$0 \$2,500 \$0	\$0 \$2,603 \$0	0.0% 0.0% 0.0%	
	Total Nonoperating Revenues	\$1,098	\$1,239	\$1,100	\$2,844	\$5,000	\$2,500	\$2,603	0.0%	1
603-496-9450-46110 603-496-9450-46xxx		\$0 \$0	\$459 \$0	\$0 \$0	\$0 \$0	\$0 \$0	\$0 \$43,893	\$62,171 \$0	100.0% -100.0%	
	Total Nonoperating Expenses	\$0	\$459	\$0	\$0	\$0	\$43,893	\$62,171	100.0%	i
	Change in Net Assets	\$96,077	\$65,809	\$41,233	\$128,560	\$50,611	\$15,172	\$31,162	-105.4%	
USE OF NE	ET ASSETS TO BALANCE BUDGET	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.0%	



STAFF REPORT

DATE:

November 22, 2016

CONSENT ITEM #:

AGENDA ITEM: Staffing-Public Works

SUBMITTED BY: Kristina Handt, City Administrator

BACKGROUND:

As part of the TKDA utility services study completed earlier this year, the consultant laid out a staffing plan for utilities as the infrastructure grows. It is noted in his report that the other ½ FTE could be used for streets to account for the increase of street miles that will be maintained by the city.

The Finance Committee discussed this position as part of their review of the 2017 utility budgets at the November 9th meeting. Funding for the ½ FTE remained in the water, sewer and stormwater funds with the understanding that staff would look into the general fund budget for the other ½ FTE.

PROPOSAL DETAILS/ANALYSIS:

The Public Works Director was also at the Finance Committee meeting and noted the need for additional staff as the city takes on more infrastructure next year (water, sewer, stormwater, streets, parks, etc). The position would be crossed trained in all areas as has been the cities past practice with public works operators.

FISCAL IMPACT:

Cost for an additional employee (base salary and full benefits) would be \$63,940. Half of this (\$31,970) would be charged to the general fund, .2FTE (\$12,788) to water, .2FTE (\$12,788) to sewer and .1FTE (\$6,394) to stormwater.