



CITY OF  
**West  
Linn**

# City of West Linn 2018-2019 Proposed Biennial Budget

---

Citizen's Budget Committee Meeting

May 10, 2017



- 🍃 Introductions
- 🍃 New Budget Committee Member

# Public Comment



- 🍃 3 to 5 minutes
- 🍃 Depending on number signed up to speak



# Budget Committee Schedule

## ✓ April 25

*Budget Message Delivery*

## ✓ May 4

*Election of Chair & Vice Chair, Personnel, General, Police, Library, Park Funds*

## 🍃 May 10 (Adult Community Center)

*Utility and SDC Funds, Capital Improvement Plan, Debt Fund*

*Contingencies, Reserves and Potential Appropriations/Issues and Options*

## 🍃 May 17 (Police Department Community Room)

*Issues & Options Discussion*

*Community Grant Recommendation*

*Budget & Tax Rate Approval*

# General Fund Expenditure Budget

## Public Works Support



	<u>BN 2016-17</u>	<u>BN 2018-19</u>
FTE Positions	8.5	9.0
Personnel	\$2,257,000	\$2,344,000
M&S	\$116,000	\$114,000
Capital	\$0	\$70,000
<b>TOTAL</b>	<b>\$2,373,000</b>	<b>\$2,528,000</b>

# General Fund Expenditure Budget Vehicle & Equipment Maintenance



	<u>BN 2016-17</u>	<u>BN 2018-19</u>
FTE Positions	1.5	1.5
Personnel	\$305,000	\$306,000
M&S	\$435,000	\$404,000
Capital	\$17,000	\$89,000
<b>TOTAL</b>	<b>\$757,000</b>	<b>\$799,000</b>

# Street Fund Expenditure Budget



	<u>BN 2016-17</u>	<u>BN 2018-19</u>
FTE Positions	5.0	5.0
Personnel	\$1,229,000	\$1,233,000
M&S	\$1,117,000	\$1,103,000
Debt	\$304,000	\$284,000
Transfers	\$1,617,000	\$1,743,000
Capital	\$3,700,000	\$3,595,000
<b>TOTAL</b>	<b>\$7,967,000</b>	<b>\$7,958,000</b>

# Water Fund Expenditure Budget



	<u>BN 2016-17</u>	<u>BN 2018-19</u>
FTE Positions	5.0	6.0 (added FY17)
Personnel	\$1,287,000	\$1,404,000
M&S	\$3,690,000	\$3,806,000
Debt	\$455,000	\$559,000
Transfers	\$1,855,000	\$1,855,000
Capital	\$6,261,000	\$2,972,000
<b>TOTAL</b>	<b>\$13,548,000</b>	<b>\$10,596,000</b>

# Environmental Fund Expenditure Budget



	<u>BN 2016-17</u>	<u>BN 2018-19</u>
FTE Positions	6.5	6.5
Personnel	\$1,586,000	\$1,567,000
M&S	\$1,097,000	\$1,187,000
Transfers	\$2,311,000	\$2,617,000
Capital	\$2,670,000	\$3,475,000
<b>TOTAL</b>	<b>\$7,664,000</b>	<b>\$8,846,000</b>

# Street SDC Fund Expenditure Budget



	<u>BN 2016-17</u>	<u>BN 2018-19</u>
M&S	\$50,000	\$40,000
Transfers	\$50,000	\$0
Capital	\$585,000	\$1,200,000
<b>TOTAL</b>	<b>\$685,000</b>	<b>\$1,240,000</b>

# Bike/Pedestrian SDC Fund Expenditure Budget



	<u>BN 2016-17</u>	<u>BN 2018-19</u>
M&S	\$0	\$0
Capital	\$150,000	\$209,000
<b>TOTAL</b>	<b>\$150,000</b>	<b>\$209,000</b>

# Water SDC Fund Expenditure Budget



	<u>BN 2016-17</u>	<u>BN 2018-19</u>
M&S	\$10,000	\$10,000
Capital	\$1,997,000	\$0
<b>TOTAL</b>	<b>\$2,007,000</b>	<b>\$10,000</b>

# Waste Water SDC Fund Expenditure Budget



	<u>BN 2016-17</u>	<u>BN 2018-19</u>
M&S	\$115,000	\$145,000
Capital	\$700,000	\$600,000
<b>TOTAL</b>	<b>\$815,000</b>	<b>\$745,000</b>

# Surface Water SDC Fund Expenditure Budget



	<u>BN 2016-17</u>	<u>BN 2018-19</u>
M&S	\$115,000	\$175,000
Capital	\$153,000	\$200,000
<b>TOTAL</b>	<b>\$268,000</b>	<b>\$375,000</b>

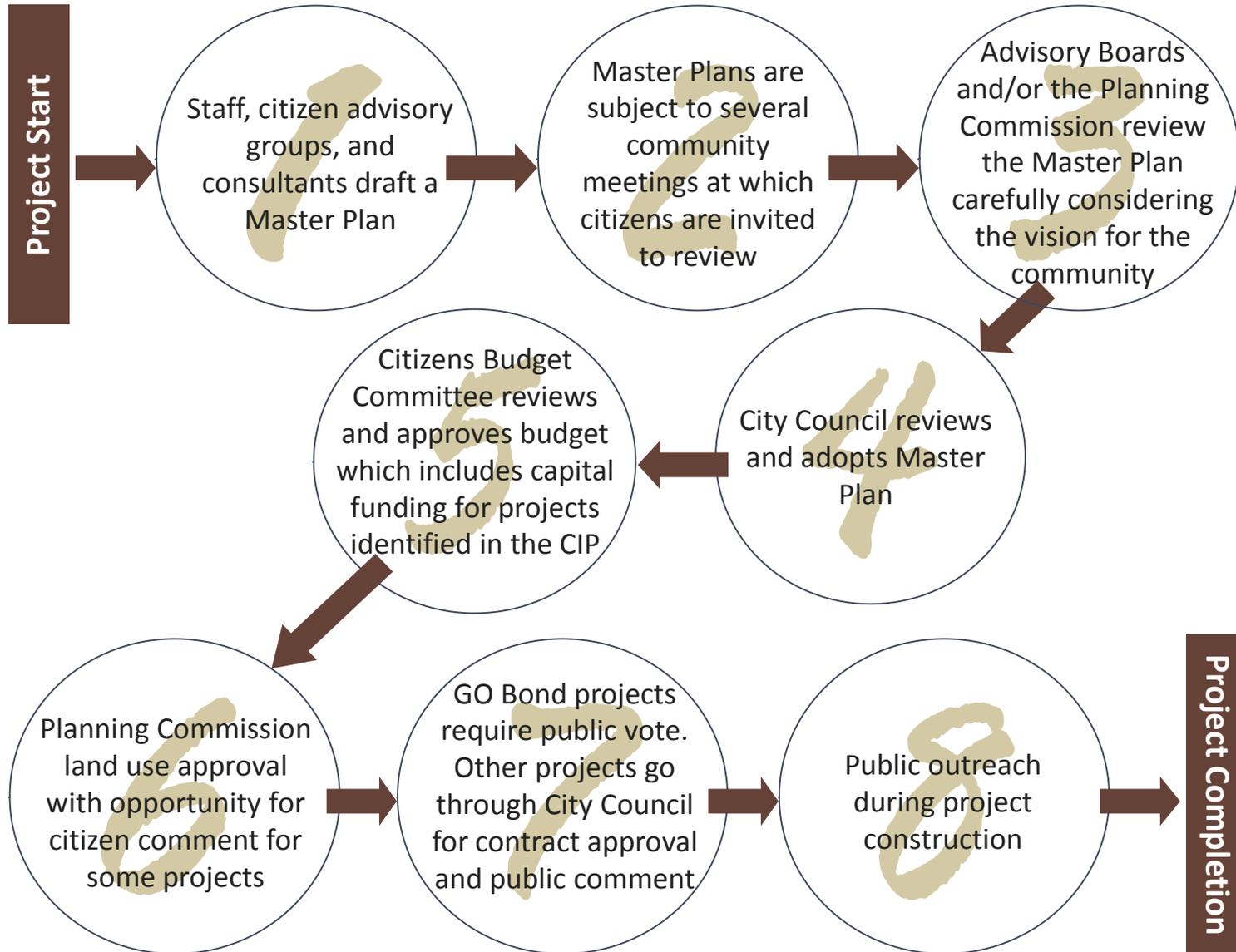
# Six Year Capital Improvement Plan (2018-2023)



Capital Expenditure Areas (Fiscal Years 2018-2023)	
Expenditure Area	Amount
Parks and Recreation	\$ 6,655,000
Library	\$ 221,000
Information Technology	\$ 135,000
General	\$ 13,400,000
Environmental Services	\$ 10,458,000
Streets	\$ 52,830,000
Water	\$ 16,037,000
<b>TOTAL</b>	<b>\$ 99,736,000*</b>

*\*Includes funded and unfunded projects*

# Citizen Engagement Critical to CIP Development



# Debt Service



	<u>BN 2016-17</u>	<u>BN 2018-19</u>
Principal	\$2,260,000	\$2,155,000
Interest	\$ 570,000	\$ 436,000
<b>TOTAL</b>	<b>\$2,830,000</b>	<b>\$2,591,000</b>

# Debt Service



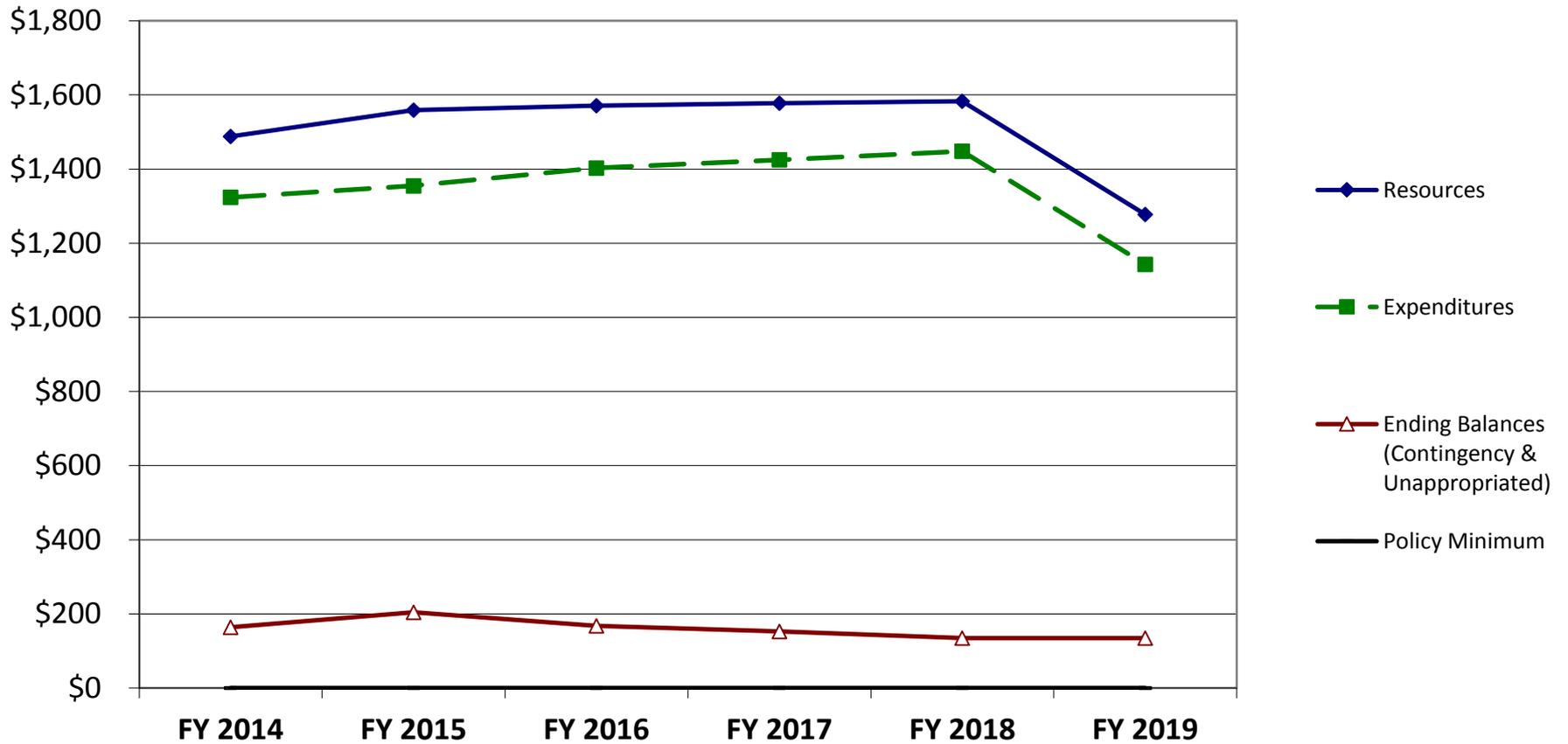
(Amounts in Thousands: \$87 = \$87,000)

	Actual FY 2014	Actual FY 2015	BN 2017				BN 2019		
			Actual FY 2016	Estimate FY 2017	Total	Budget BN 2017	Proposed Biennial Budget		
							FY 2018	FY 2019	Total
<b>Resources</b>									
Beginning Fund Balance	\$ 81	\$ 164	\$ 204	\$ 168	\$ 204	\$ 209	\$ 153	\$ 135	\$ 153
Property Taxes	1,407	1,395	1,367	1,410	2,777	2,772	1,430	1,143	2,573
<b>Total Resources</b>	<b>\$ 1,488</b>	<b>\$ 1,559</b>	<b>\$ 1,571</b>	<b>\$ 1,578</b>	<b>\$ 2,981</b>	<b>\$ 2,981</b>	<b>\$ 1,583</b>	<b>\$ 1,278</b>	<b>\$ 2,726</b>
<b>Requirements</b>									
Debt Service - Principal									
Series 2012 GO - Police Station	\$ 220	\$ 245	\$ 275	\$ 295	\$ 570	\$ 570	\$ 310	\$ 335	\$ 645
Series 2010 GO - Refunding (Library)	240	250	275	290	565	565	310	330	640
Series 2009 GO - Refunding (Parks)	515	535	555	570	1,125	1,125	590	280	870
Sub-total, Principal	975	1,030	1,105	1,155	2,260	2,260	1,210	945	2,155
Debt Service - Interest									
Series 2012 GO - Police Station	189	184	179	174	353	354	168	162	330
Series 2010 GO - Refunding (Library)	59	55	49	44	93	94	38	30	68
Series 2009 GO - Refunding (Parks)	101	86	70	52	122	122	32	6	38
Sub-total, Interest	349	325	298	270	568	570	238	198	436
Total Debt Service	1,324	1,355	1,403	1,425	2,828	2,830	1,448	1,143	2,591
Reserves:									
Unappropriated Ending Fund Balance	164	204	168	153	153	151	135	135	135
<b>Total Requirements</b>	<b>\$ 1,488</b>	<b>\$ 1,559</b>	<b>\$ 1,571</b>	<b>\$ 1,578</b>	<b>\$ 2,981</b>	<b>\$ 2,981</b>	<b>\$ 1,583</b>	<b>\$ 1,278</b>	<b>\$ 2,726</b>
Bonded Debt Property Tax Rate per \$1,000	\$0.4390	\$0.4289	\$0.4186	\$0.4186	\$0.4186	\$0.4288	\$0.4173	\$0.3215	\$0.3215

# Debt Service



## Debt Service Fund Resources & Expenditure Trends



# Debt Outstanding

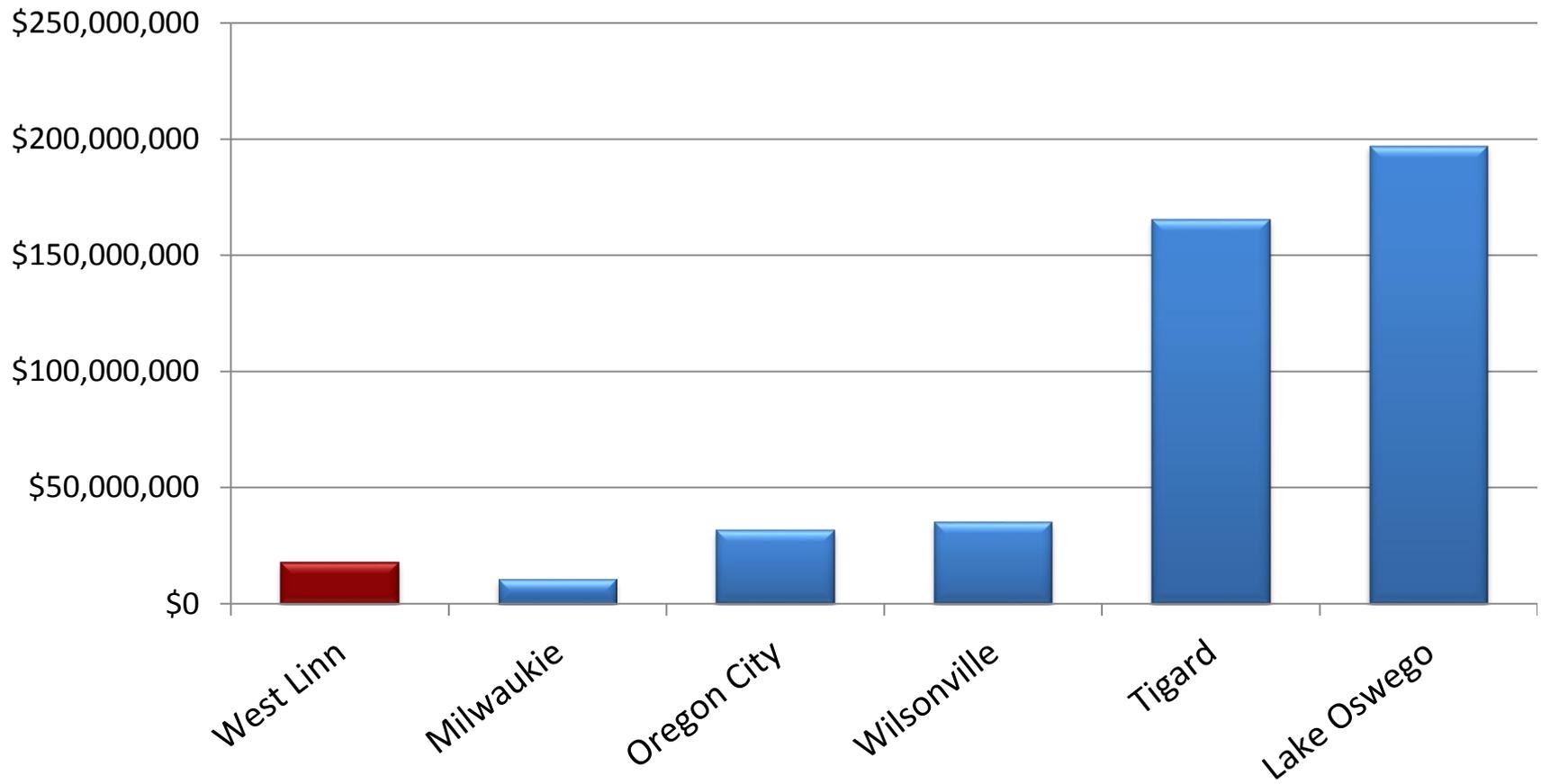


- As of June 30, 2017, the City will have:
  - \$9.6 million outstanding in three general obligation bond issues.
  - \$6.3 million outstanding in three full faith and credit obligations.
  - Total of \$15.9 million in long-term debt outstanding.

# Debt Outstanding



## Total Long-term Debt by City



# Contingencies, Reserves and Potential Appropriations

(Amounts in Thousands: \$87 = \$87,000)

	FY 2019		Total (subject to reserve calculation)	Reserve Policy Minimum						Proposed Budget	
	Personal Materials & Services			Contingency Policy		Unappropriated EFB Policy		Total Policy		Reserves per Proposed Budget	Over(under) Policy Minimum
	Services	Services		%	Minimum	%	Minimum	%	Minimum		
1 General Fund	\$ 4,617	\$ 2,363	\$ 6,980	10%	\$ 698	5%	\$ 349	15%	\$ 1,047	\$ 1,250	\$ 203
2 Public Safety Fund	5,459	821	6,280	15%	942	5%	314	20%	1,256	1,121	(135)
3 Library Fund	1,621	227	1,848	15%	277	5%	92	20%	369	333	(36)
4 Parks & Recreation	1,803	926	2,729	15%	409	5%	136	20%	545	361	(184)
5 Building Inspectio	492	45	537	10%	54	5%	27	15%	81	129	48
6 Planning Fund	596	58	654	10%	65	5%	33	15%	98	121	23
7 Street Fund	628	540	1,168	10%	117	5%	58	15%	175	536	361
8 Water Fund	717	1,926	2,643	10%	264	5%	132	15%	396	695	299
9 Environmental	798	435	1,233	10%	123	5%	62	15%	185	396	211
10 SDC Fund	-	23	-	-	-	-	-	-	-	3,206	3,206
11 Parks Bond Fund	-	-	-	-	-	-	-	-	-	-	-
12 Debt Service Fund	-	-	-	-	-	-	-	-	-	135	135
	<u>\$16,731</u>	<u>\$ 7,364</u>	<u>\$ 24,072</u>		<u>\$ 2,949</u>		<u>\$ 1,203</u>		<u>\$ 4,152</u>	<u>\$ 8,283</u>	<u>\$ 4,131</u>

Reserves budgeted as Contingency	\$ 5,338
Reserves budgeted as Unappropriated	2,945
Total Reserves in Proposed Budget	<u>\$ 8,283</u>

# Contingencies, Reserves and Potential Appropriations

(Amounts in Thousands: \$87 = \$87,000)

	Total			Reserve Policy Minimum						Proposed Budget	
	FY 2019		(subject to reserve calculation)	Contingency		Unappropriated EFB		Total		Reserves Proposed Budget	Over (under) Policy Minimum
	Personal Services	Materials & Services		%	Policy Minimum	%	Policy Minimum	%	Policy Minimum		
1 General Fund	\$ 4,617	\$ 2,363	\$ 6,980	10%	\$ 698	5%	\$ 349	15%	\$ 1,047	\$ 1,250	\$ 203
2 Public Safety Fund	5,459	821	6,280	10%	628	5%	314	15%	942	1,121	179
3 Library Fund	1,621	227	1,848	10%	185	5%	92	15%	277	333	56
4 Parks & Recreation	1,803	926	2,729	10%	273	5%	136	15%	409	361	(48)
5 Building Inspections	492	45	537	10%	54	5%	27	15%	81	129	48
6 Planning Fund	596	58	654	10%	65	5%	33	15%	98	121	23
7 Street Fund	628	540	1,168	10%	117	5%	58	15%	175	536	361
8 Water Fund	717	1,926	2,643	10%	264	5%	132	15%	396	695	299
9 Environmental	798	435	1,233	10%	123	5%	62	15%	185	396	211
10 SDC Fund	-	23	-	-	-	-	-	-	-	3,206	3,206
11 Parks Bond Fund	-	-	-	-	-	-	-	-	-	-	-
12 Debt Service Fund	-	-	-	-	-	-	-	-	-	135	135
	<u>\$16,731</u>	<u>\$ 7,364</u>	<u>\$ 24,072</u>		<u>\$ 2,407</u>		<u>\$ 1,203</u>		<u>\$ 3,610</u>	<u>\$ 8,283</u>	<u>\$ 4,673</u>

Reserves budgeted as Contingency	\$ 5,338
Reserves budgeted as Unappropriated EFB	2,945
<b>Total Reserves in Proposed Budget</b>	<b><u>\$ 8,283</u></b>

**Change Contingency Policy 15% → 10%**



# Contingencies, Reserves, and Potential Appropriations

	Contingency		Unappropriated EFB		Total		Reserves Proposed Budget	Over(under) Policy Minimum
	Policy		Policy		Policy			
	%	Minimum	%	Minimum	%	Minimum		
General Fund	10%	\$ 698	5%	\$ 349	15%	\$ 1,047	\$ 1,250	\$ 203
Public Safety	10%	628	5%	314	15%	942	1,121	179
Library	10%	185	5%	92	15%	277	333	56
Parks & Rec	10%	273	5%	136	15%	409	361	(48)

## Potential Appropriations

General Fund Currently Over Policy Minimum by	\$ 203
Transfer from General Fund to Parks & Recreation of \$50,000	(50)
Reduce Transfer from General Fund to Public Safety Fund by (\$170,000)	170
General Fund Over Policy Minimum adjusts to \$323,000	<u>\$ 323</u>

# Potential Parks and Facilities Bond?



- 🍃 2009-A Parks General Obligation Bond due 2019
- 🍃 Opportunity to request voter approval of new GO Bond in May 2018.



# Issues & Options Discussion



# Budget Committee Schedule

## ✓ April 25

*Budget Message Delivery*

## ✓ May 4

*Election of Chair & Vice Chair, Personnel, General, Police, Library, Park Funds*

## 🍃 May 10 (Adult Community Center)

*Utility and SDC Funds, Capital Improvement Plan, Debt Fund*

*Contingencies, Reserves and Potential Appropriations/Issues and Options*

## 🍃 May 17 (Police Department Community Room)

*Issues & Options Discussion*

*Community Grant Recommendation*

*Budget & Tax Rate Approval*