

City of Ramsey
Agenda
City Council Work Session
Tuesday February 14, 2012
5:30 p.m.
Lake Itasca Room 7550 Sunwood Drive NW

- 1. Call to Order**
- 2. Topics for Discussion**
 1. Review Report from January 23, 2012 Strategic Planning Session
 2. Review 2013 Budget Options
- 3. Future Topics for Discussion - *See Attached Calendar***
 1. Review Future Topics/Calendar
- 4. Mayor/Council/Staff Input**
- 5. Adjournment**

CC Work Session

2. 1.

Meeting Date: 02/14/2012

By: Jo Thieling, Administrative Services

Title:

Review Report from January 23, 2012 Strategic Planning Session

Background:

Attached is the report from the Council/Staff Strategic Planning Session.

Funding Source:

N/A

Council Action:

For Council review.

Attachments

PP Review of Strategic Planning Session

Form Review

Inbox	Reviewed By	Date
Kurt Ulrich	Kurt Ulrich	02/09/2012 03:30 PM
Form Started By: Jo Thieling		Started On: 02/09/2012 03:08 PM
	Final Approval Date: 02/09/2012	

2012 RAMSEY CITY COUNCIL
STRATEGIC PLANNING
RESULTS

OVERVIEW

SECTION 1

◎ CITY FUNCTIONS SURVEY RESULTS

SECTION 2

◎ PRIORITIZATION: GENERAL

- Community programs/service contributions
- Organizational memberships
- Event contributions

SECTION 3

◎ PRIORITIZATION: CITY SERVICES/FUNCTIONS

- Marketing
- Development
- Transportation
- Housing
- Budget/Finance
- Policies/Programs/Services

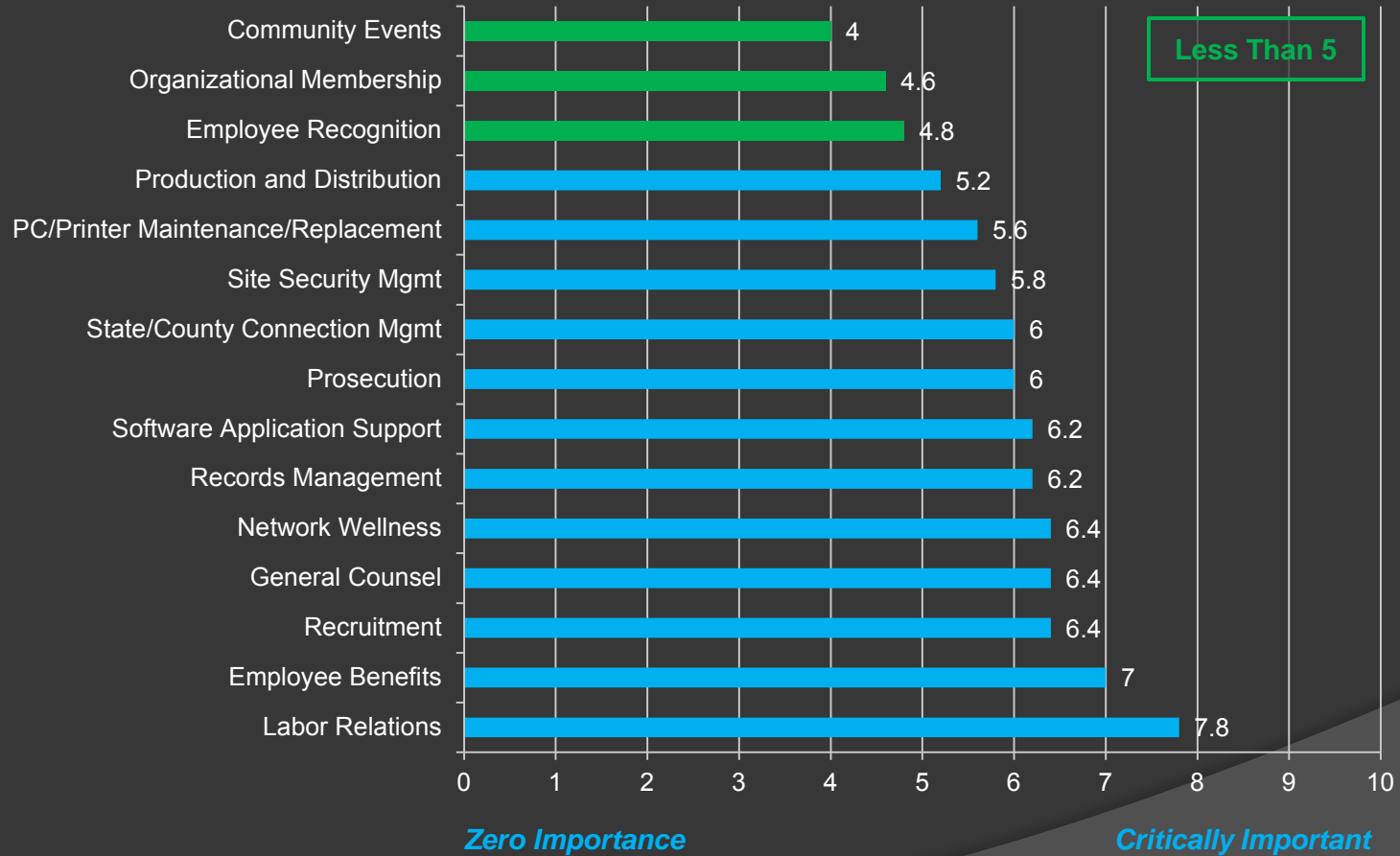
SECTION 1

CITY FUNCTIONS SURVEY

- The following ten slides contain results of an online survey, regarding City functions, that five (of seven) Council Members responded to.
- Respondents were asked (A) to rate the importance of each City function; and, (B) to indicate desired changes to each City function.
- City functions were broken down into five separate categories:
 - Administration
 - Community Development
 - Finance
 - Public Safety
 - Public Works

CITY FUNCTIONS SURVEY (1 of 10)

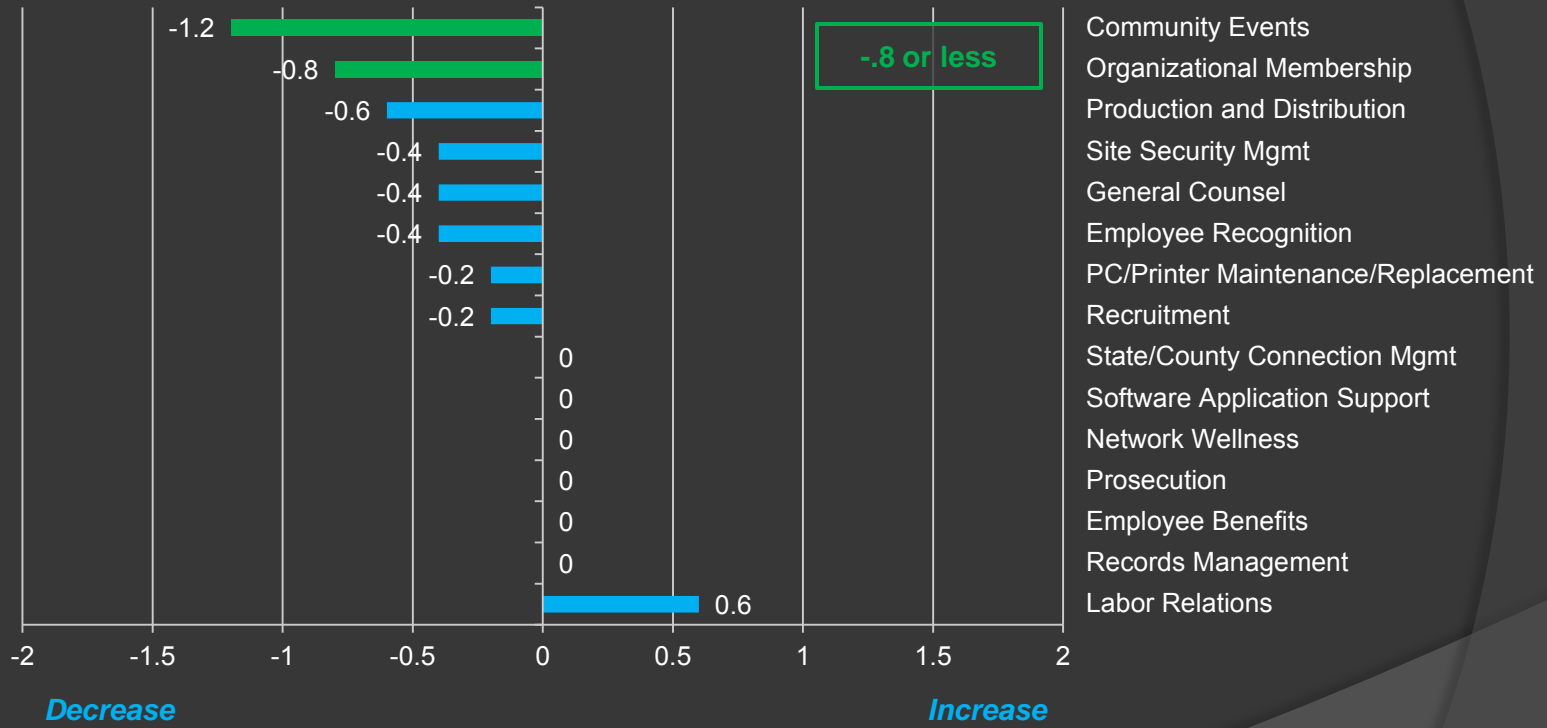
ADMINISTRATION: IMPORTANCE



Online Survey: Evaluations of City Functions (5 council member responses)



CITY FUNCTIONS SURVEY (2 of 10) ADMINISTRATION: DESIRED CHANGES

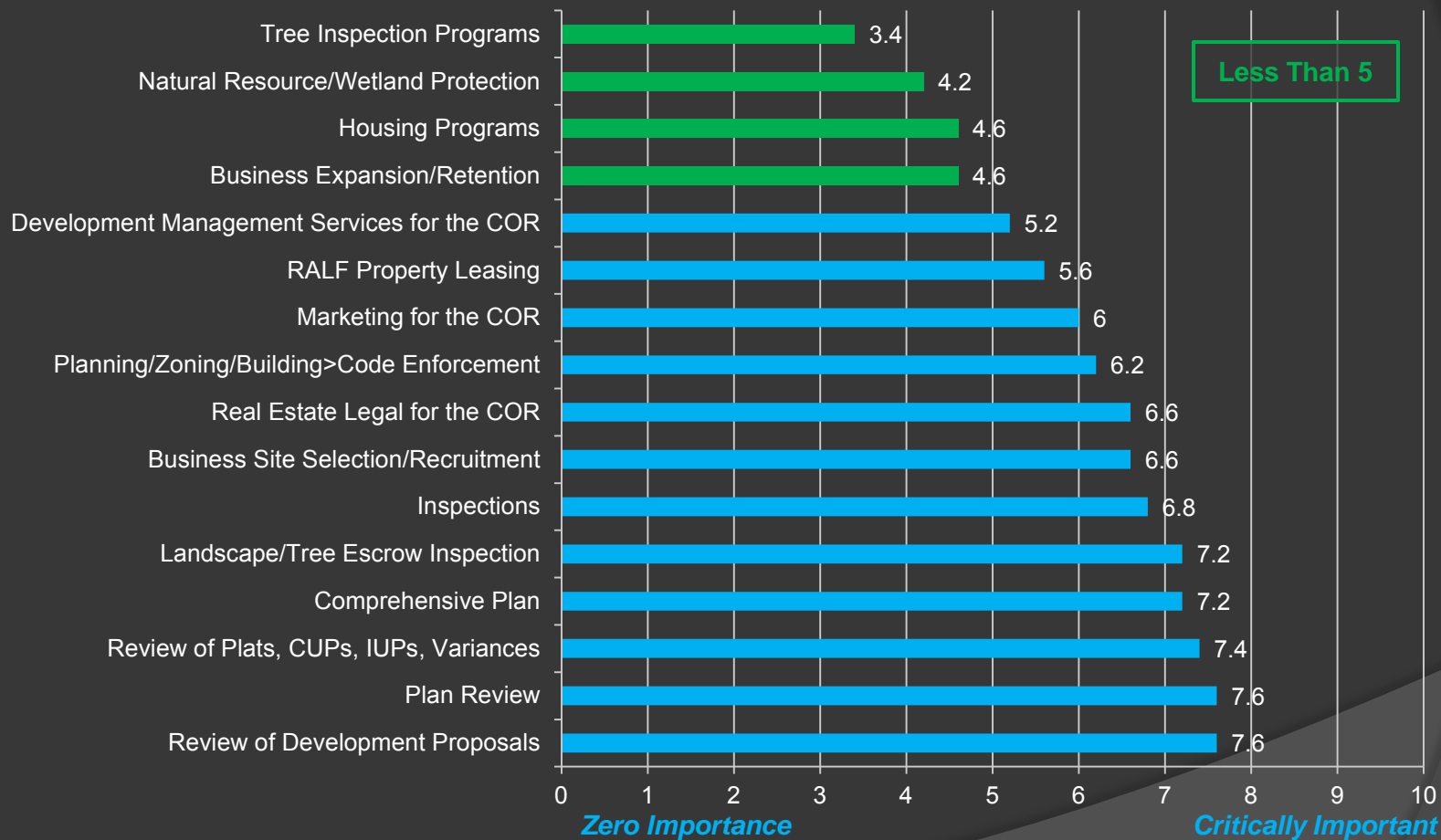


Online Survey: Evaluations of City Functions (5 council member responses)

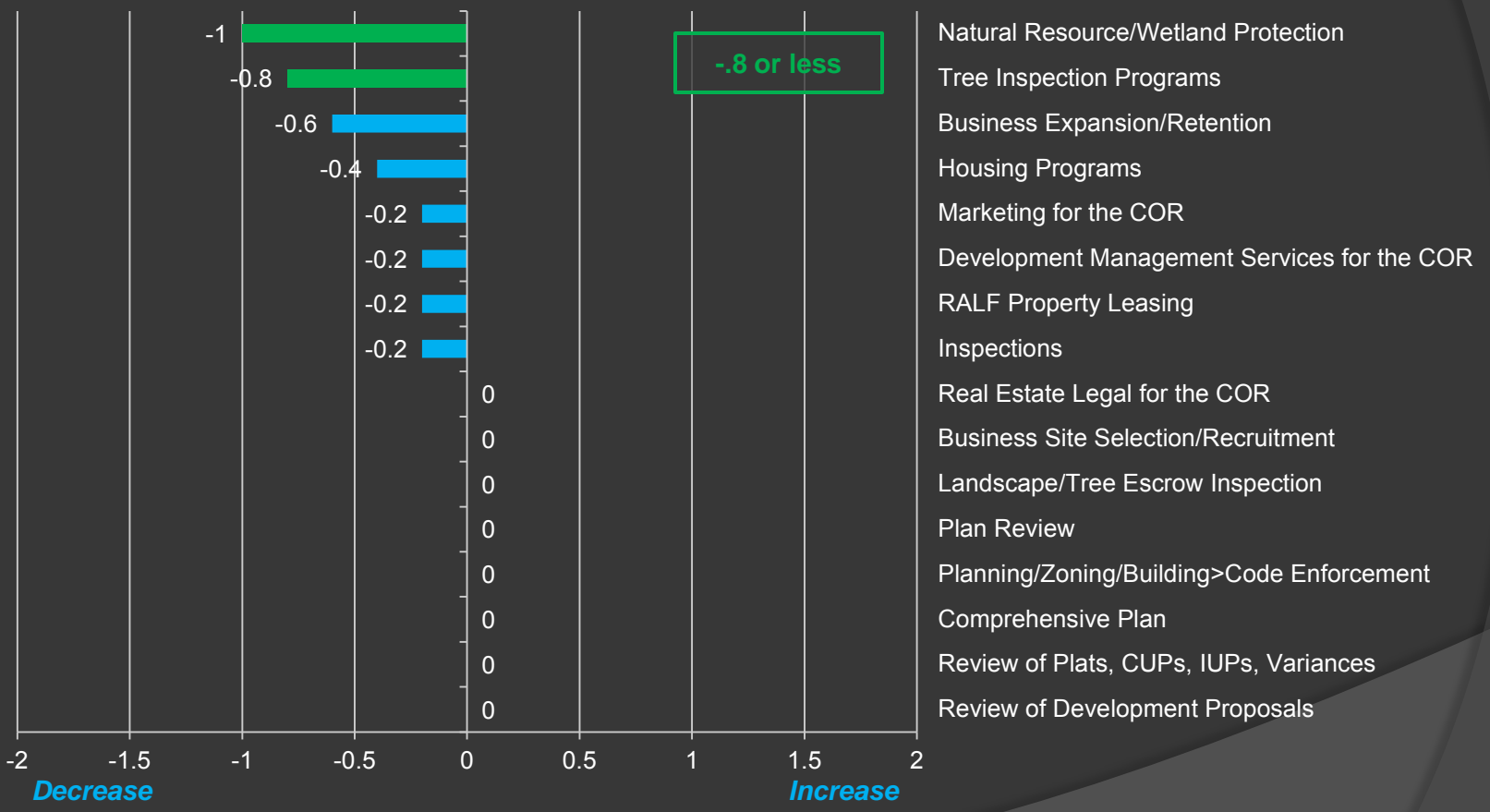


CITY FUNCTIONS SURVEY (3 of 10)

COMM. DEVELOPMENT: IMPORTANCE



CITY FUNCTIONS SURVEY (4 of 10) COMM. DEVELOPMENT: DESIRED CHANGES

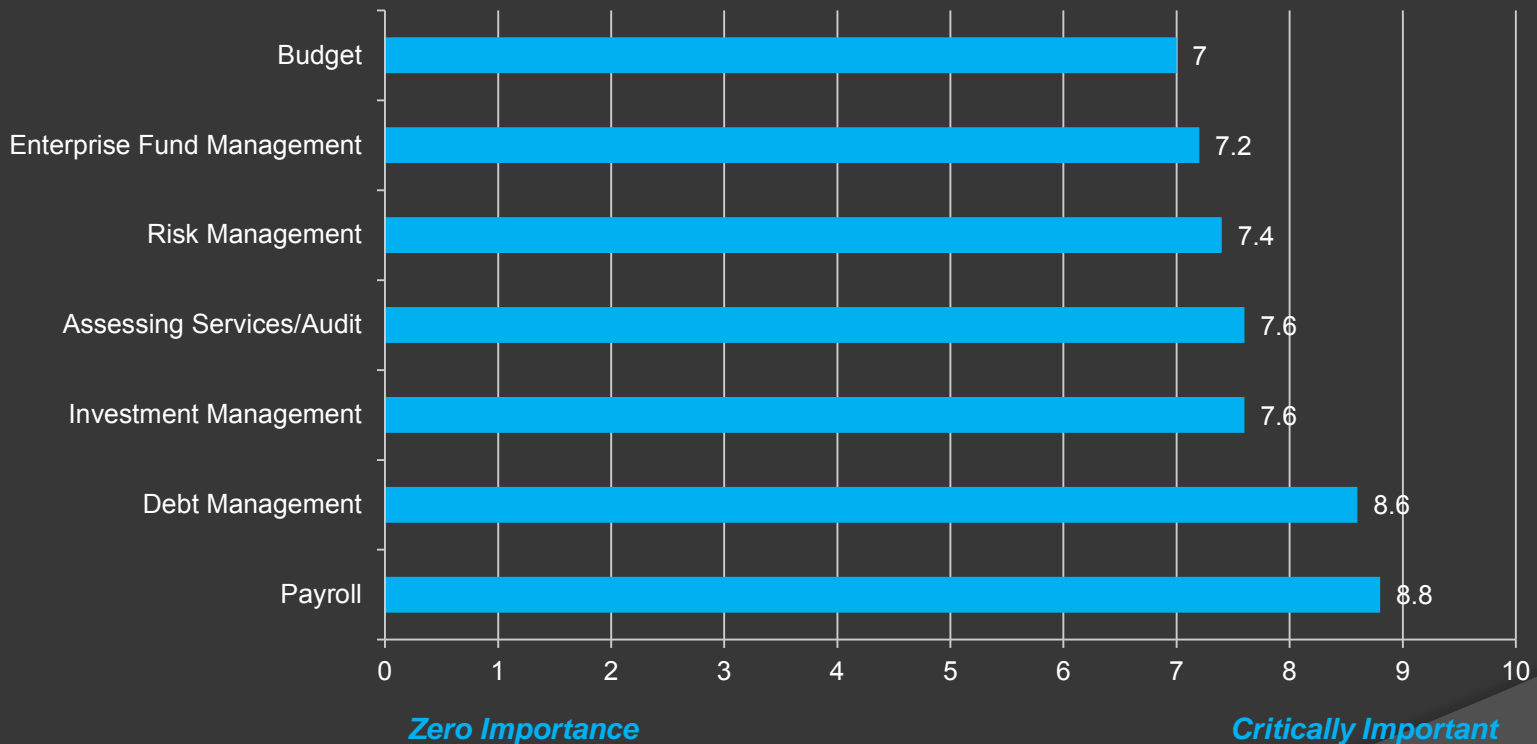


Online Survey: Evaluations of City Functions (5 council member responses)



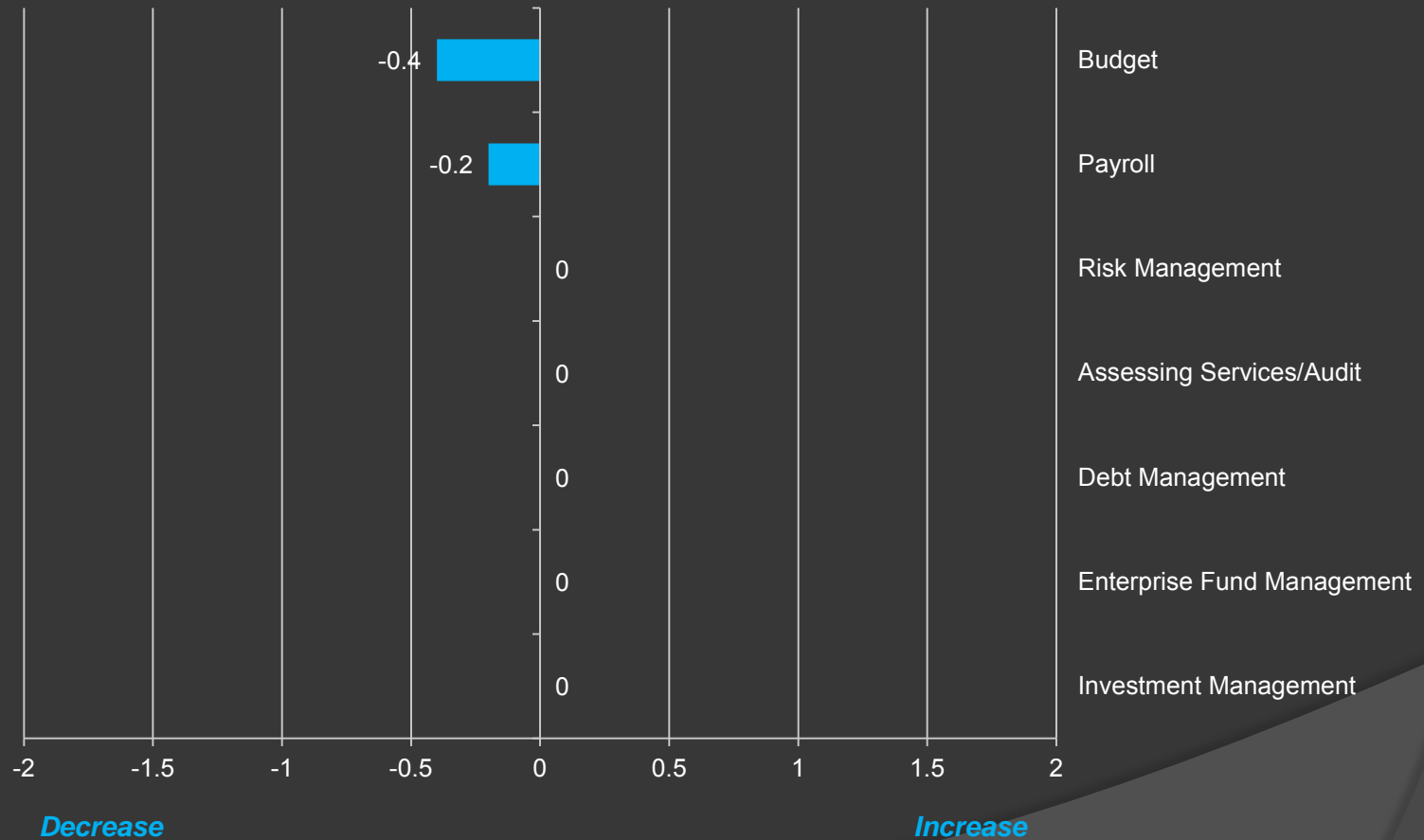
CITY FUNCTIONS SURVEY (5 of 10)

FINANCE: IMPORTANCE



CITY FUNCTIONS SURVEY (6 of 10)

FINANCE: DESIRED CHANGES

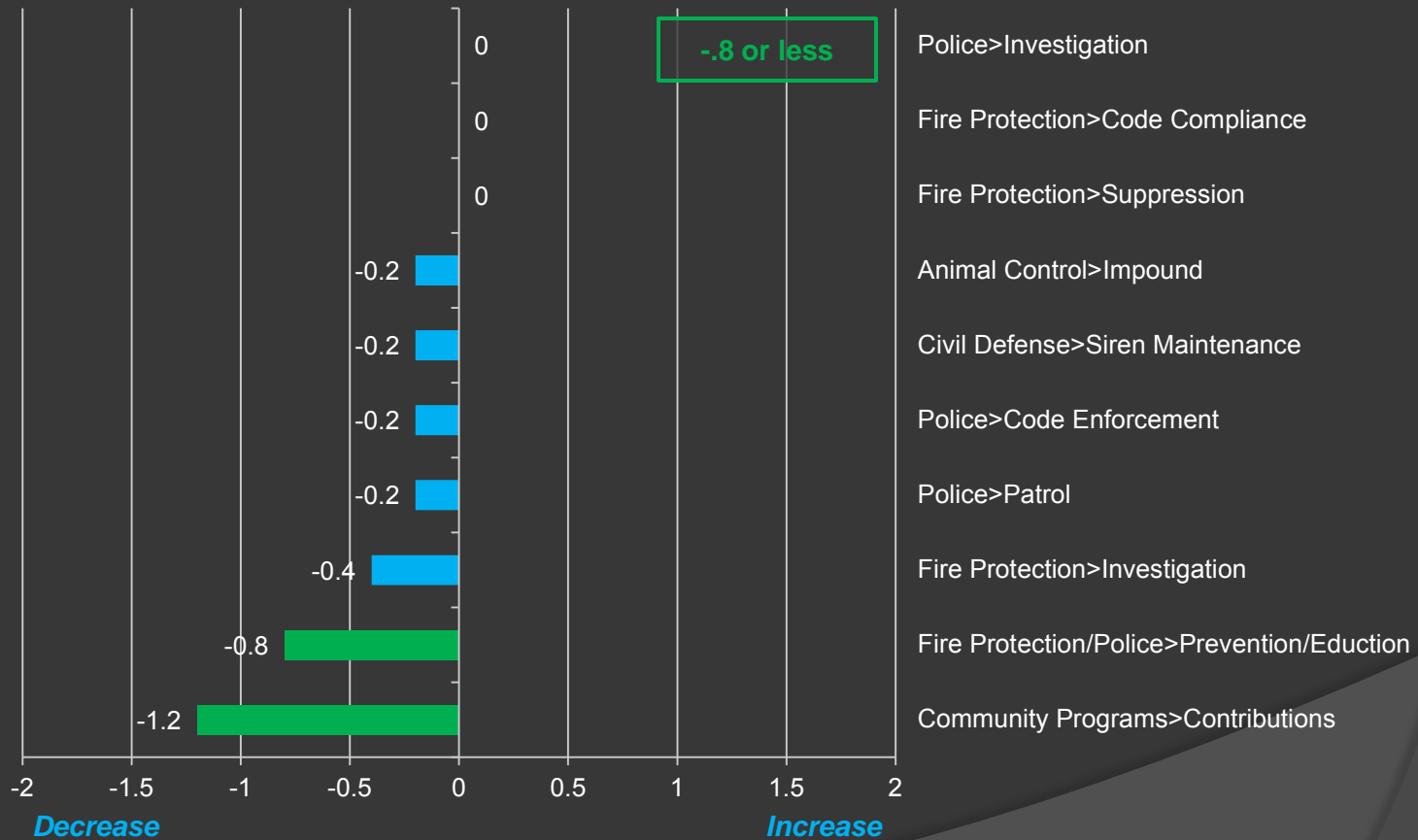


CITY FUNCTIONS SURVEY (7 of 10)

PUBLIC SAFETY: IMPORTANCE



CITY FUNCTIONS SURVEY (8 of 10) PUBLIC SAFETY: DESIRED CHANGES

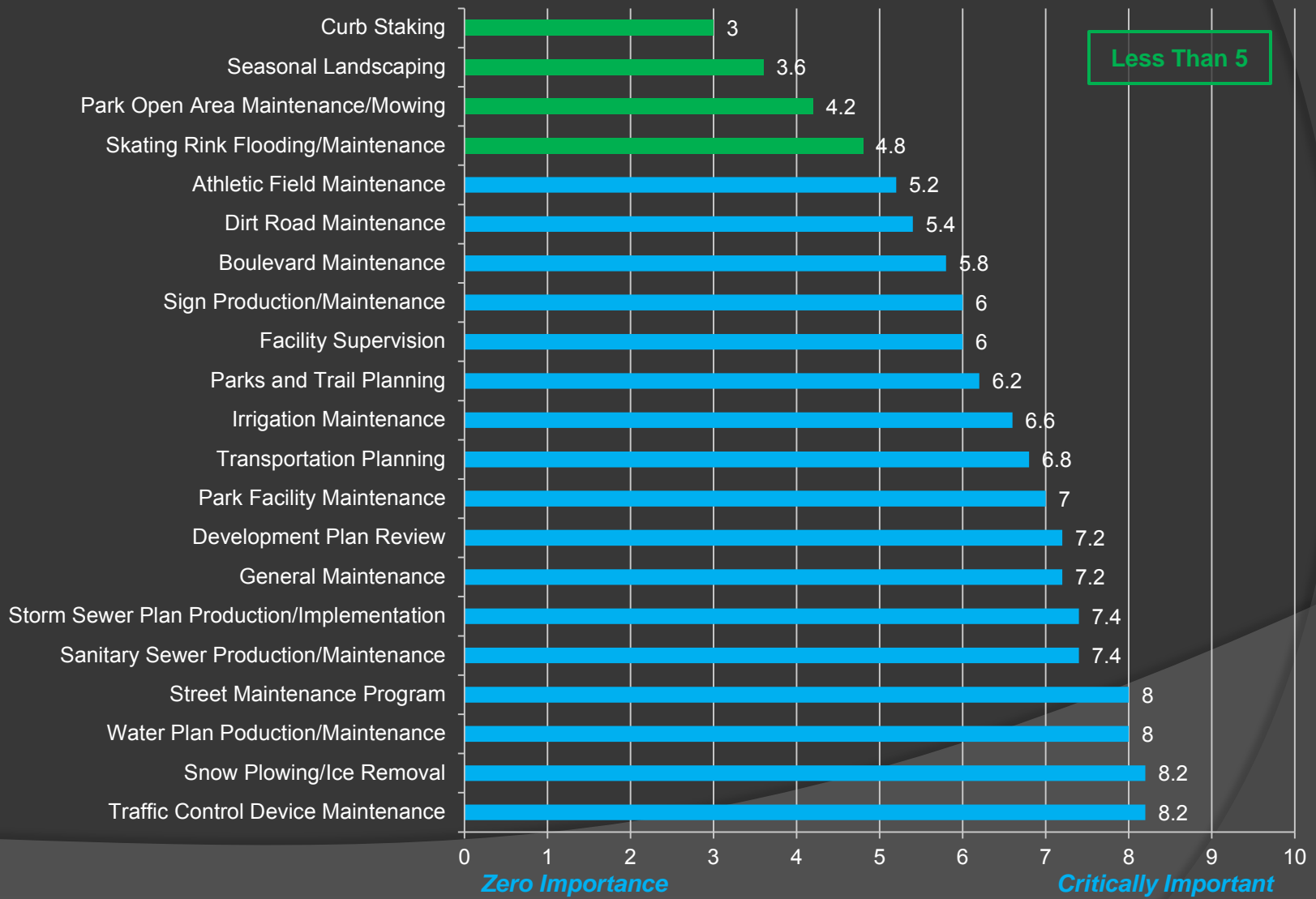


Online Survey: Evaluations of City Functions (5 council member responses)

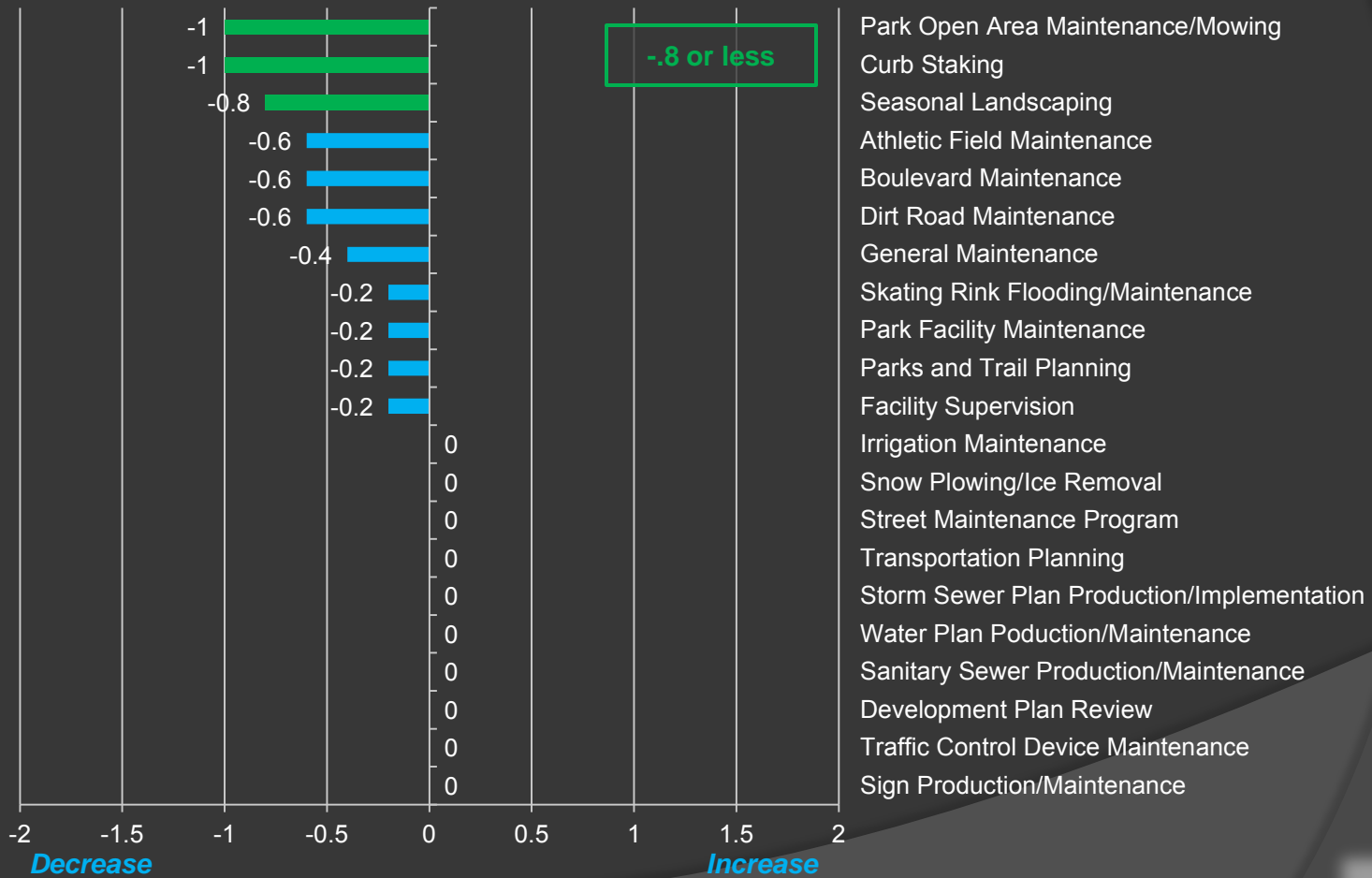


CITY FUNCTIONS SURVEY (9 of 10)

PUBLIC WORKS: IMPORTANCE



CITY FUNCTIONS SURVEY (10 of 10) PUBLIC WORKS: DESIRED CHANGES



Online Survey: Evaluations of City Functions (5 council member responses)



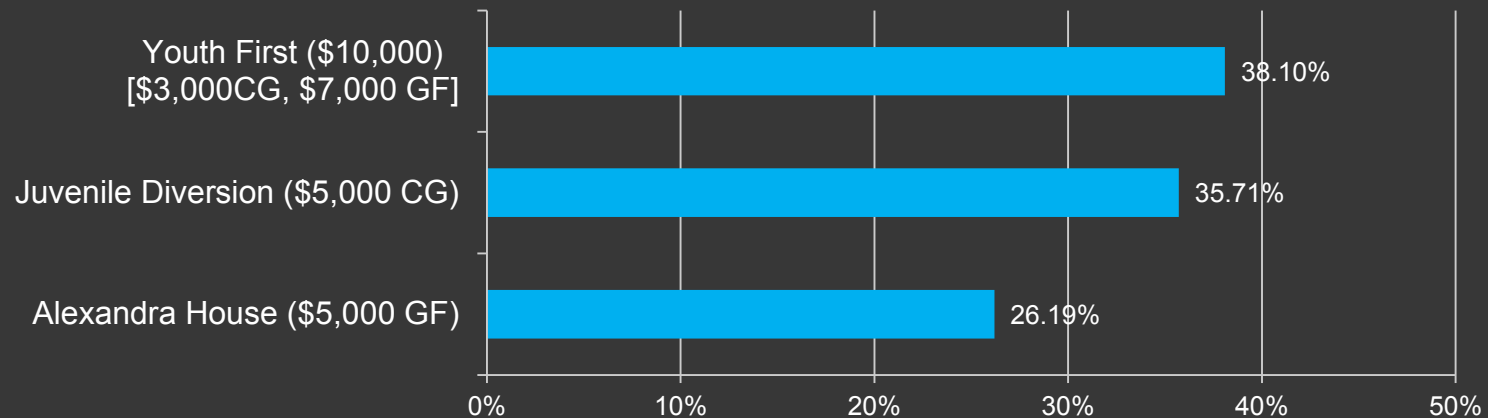
SECTION 2

COMM. PROGRAMS, ORG. MEMBERSHIPS & EVENT CONTRIBUTIONS

The next four slides reflect City Council prioritization of the following three items:

- Community programs/service contributions
- Organizational memberships
- Event contributions

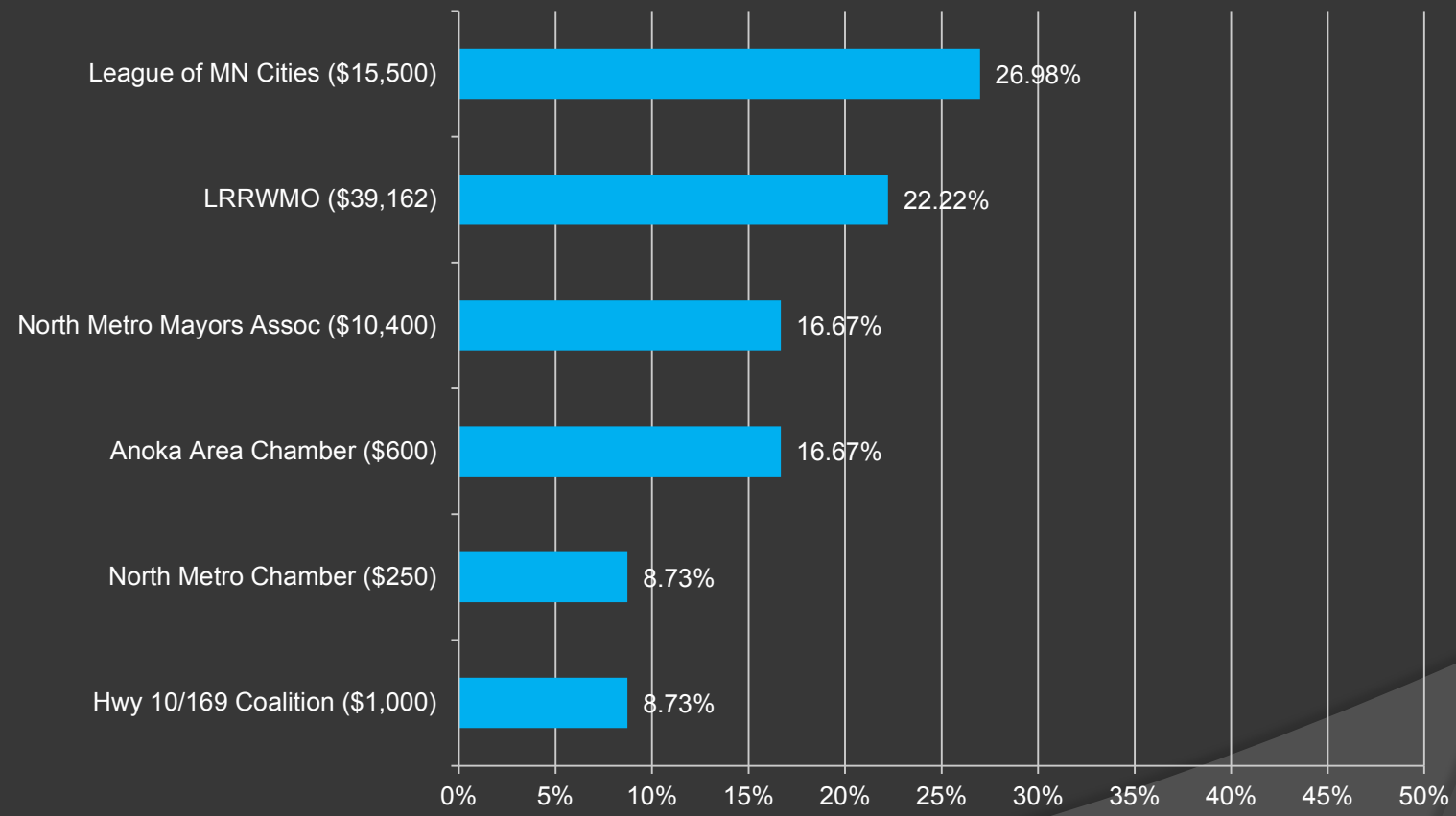
GENERAL PRIORITIZATION (1 of 4): COMM. PROGRAMS & SERVICE CONTRIBUTIONS



Results are weighted averages—7 voters, 3 votes each

GENERAL PRIORITIZATION (2 of 4):

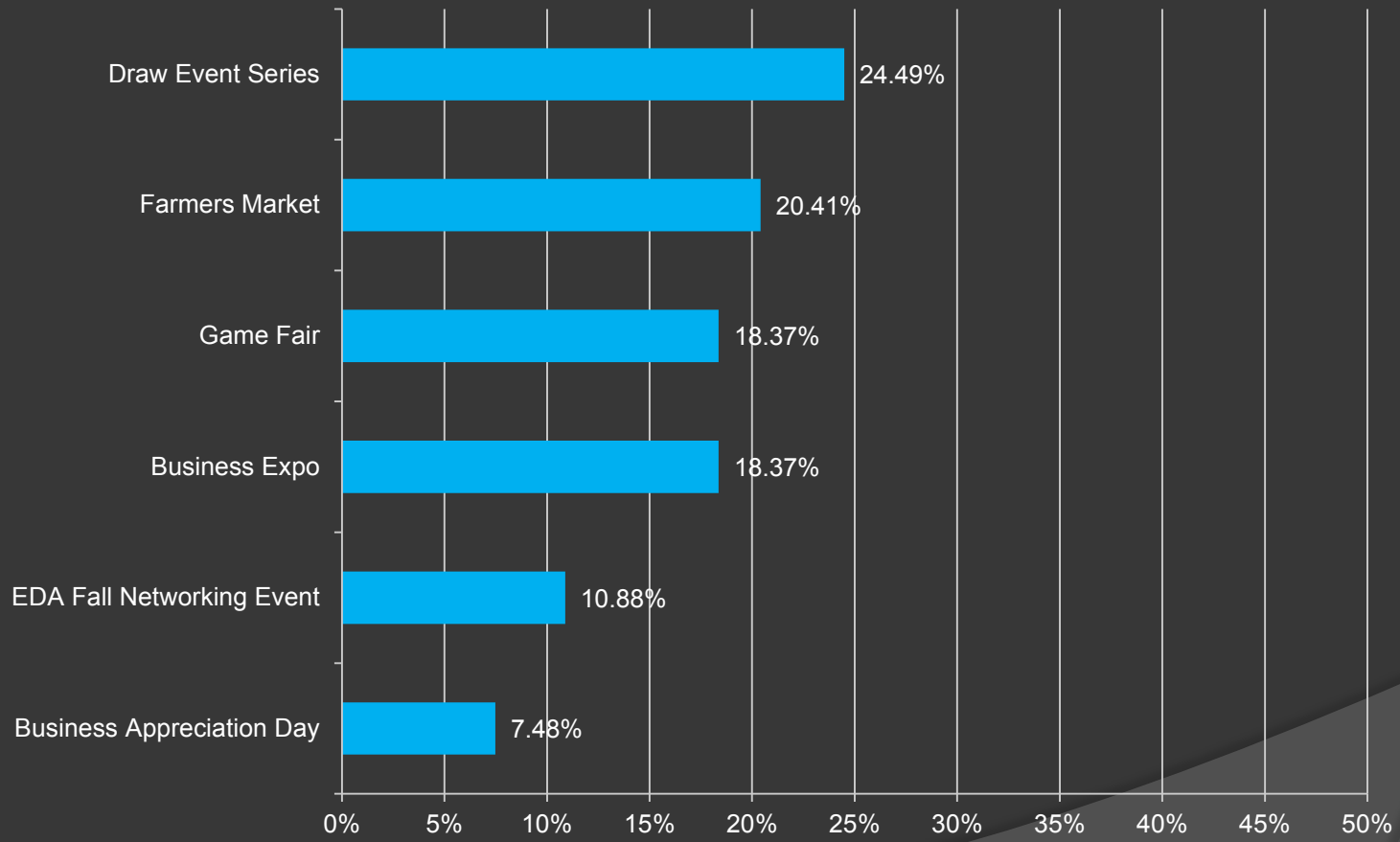
ORGANIZATIONAL MEMBERSHIPS



Results are weighted averages—7 voters, 6 votes each

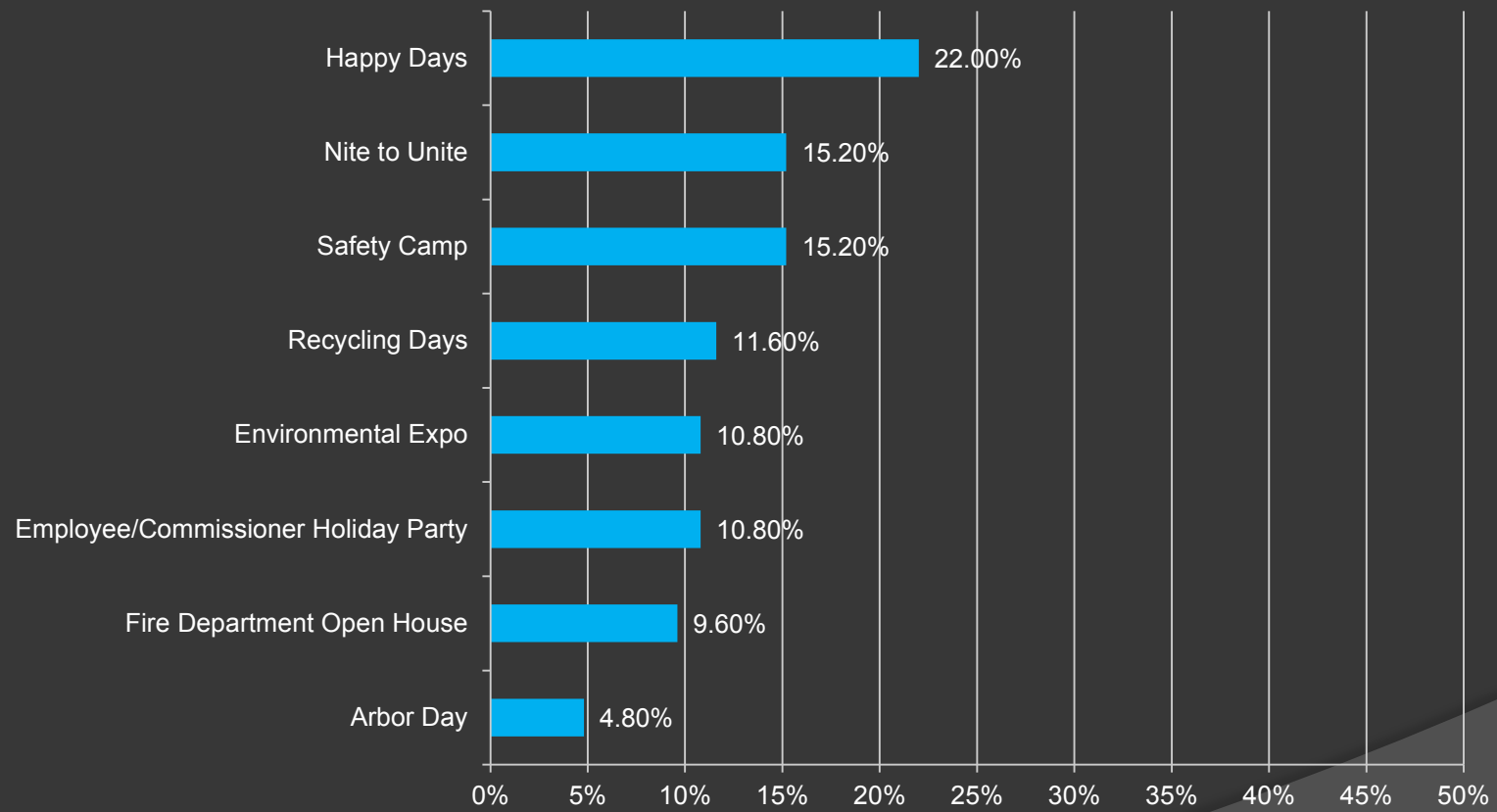


GENERAL PRIORITIZATION (3 of 4): EVENT CONTRIBUTIONS



Results are weighted averages—7 voters, 8 votes each

GENERAL PRIORITIZATION (4 of 4): EVENT CONTRIBUTIONS (cont.)



Results are weighted averages—7 voters, 6 votes each

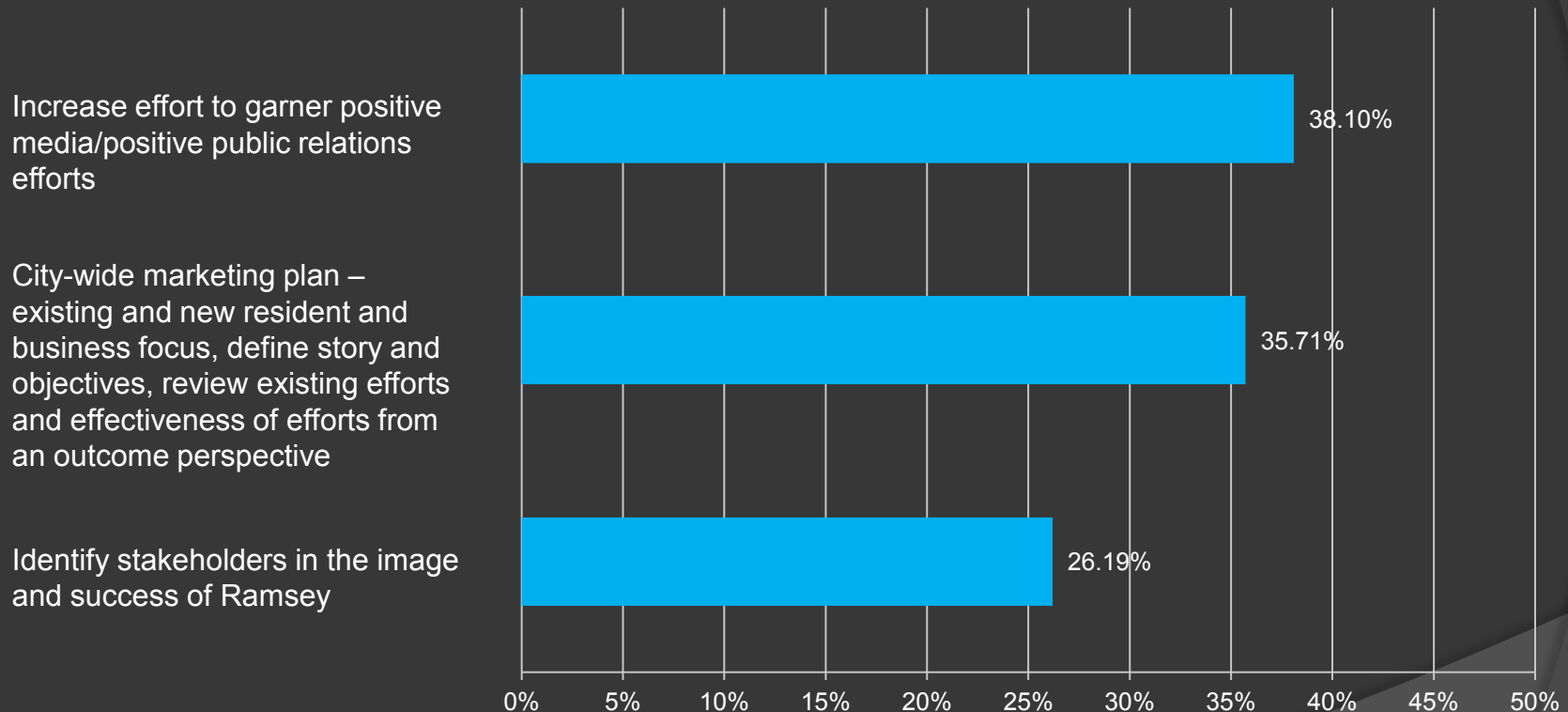


SECTION 3:

SERVICES/FUNCTIONS PRIORITIES

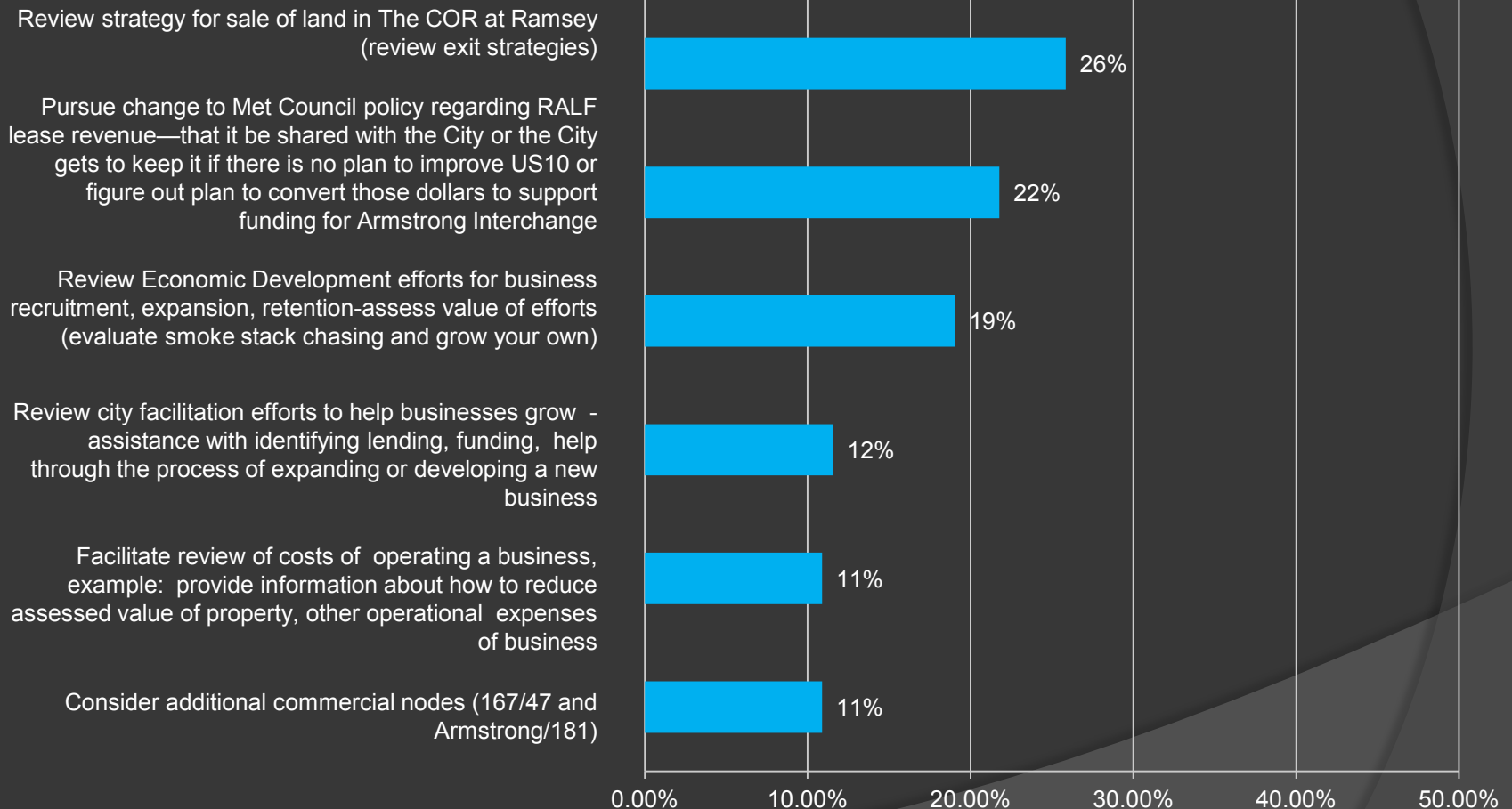
- The following six slides contain priorities developed by the City Council. Listed below are the six priority categories:
 - Marketing
 - Development
 - Transportation
 - Housing
 - Budget/Finance
 - Policies/Programs/Services

SERVICES & FUNCTIONS PRIORITIZATIONS(1 OF 6): MARKETING



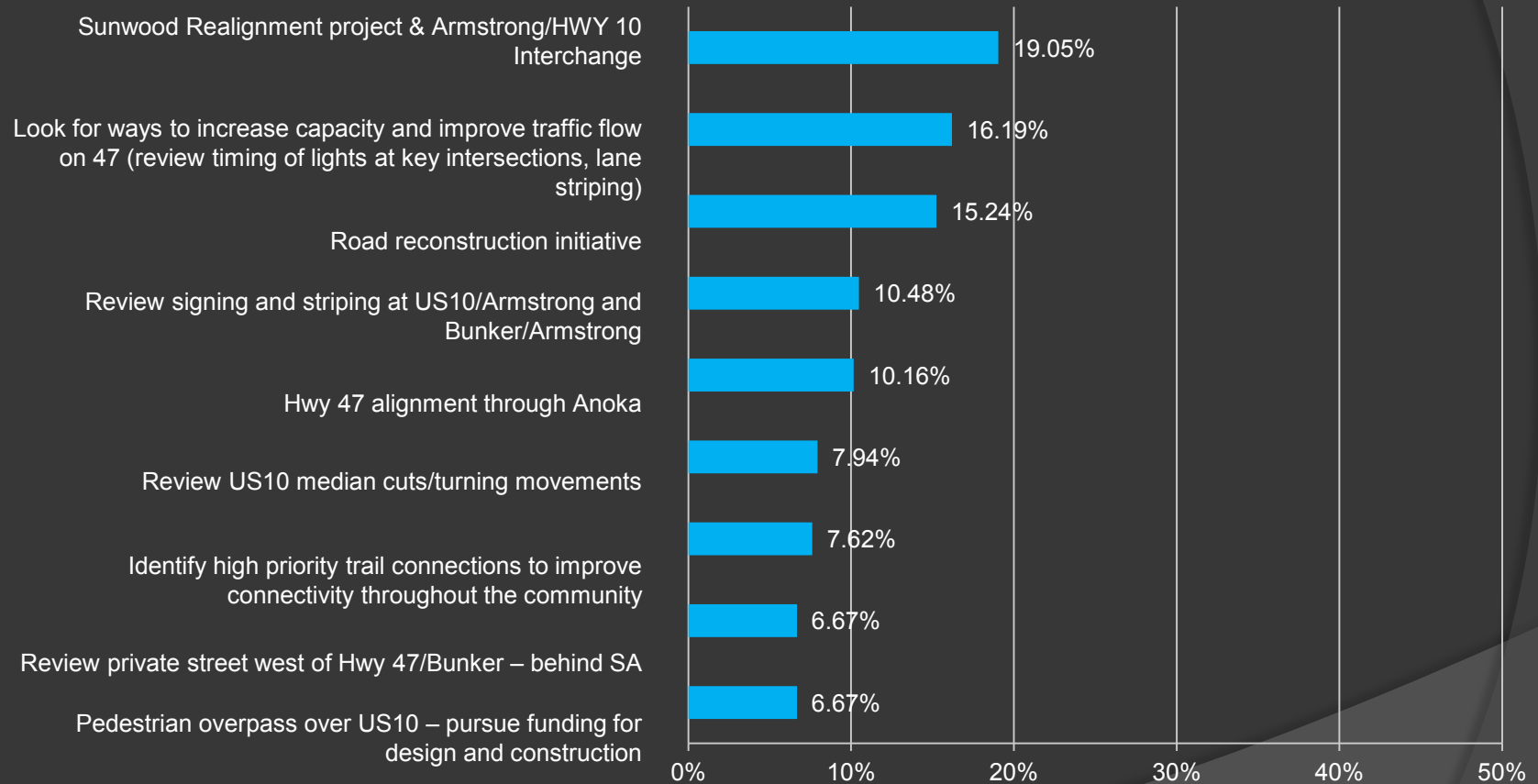
Results are weighted averages—7 voters, 3 votes each

SERVICES & FUNCTIONS PRIORITIZATIONS(2 OF 6): DEVELOPMENT



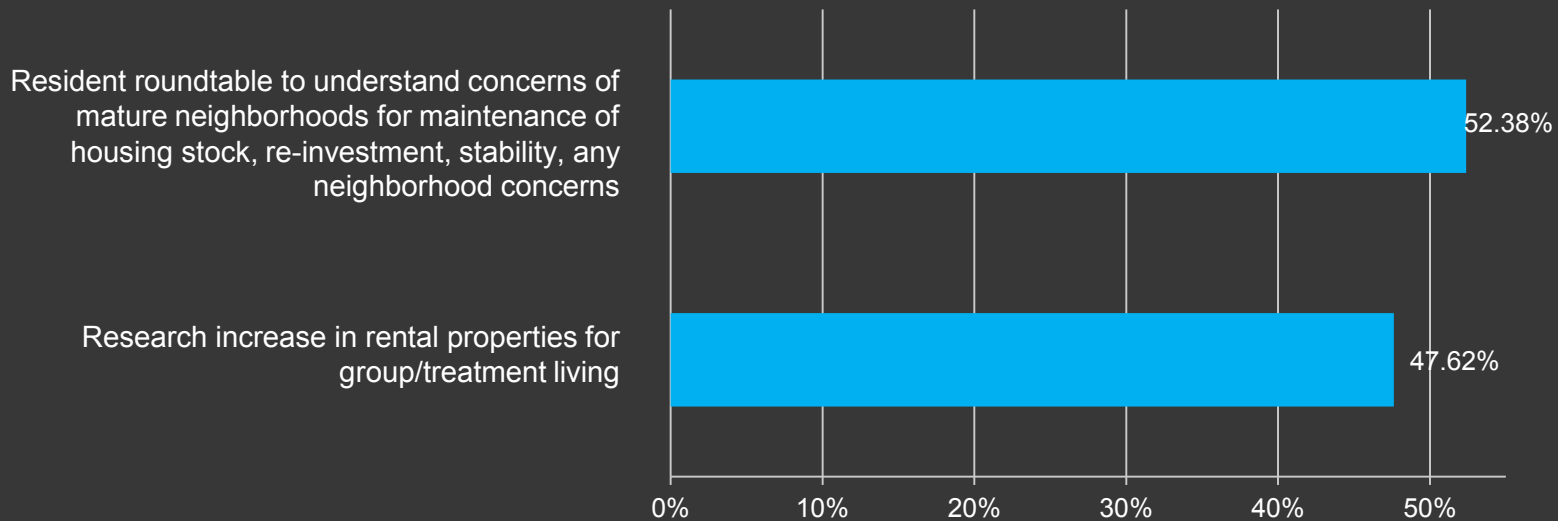
Results are weighted averages—7 voters, 6 votes each

SERVICES & FUNCTIONS PRIORITIZATIONS(3 OF 6): TRANSPORTATION



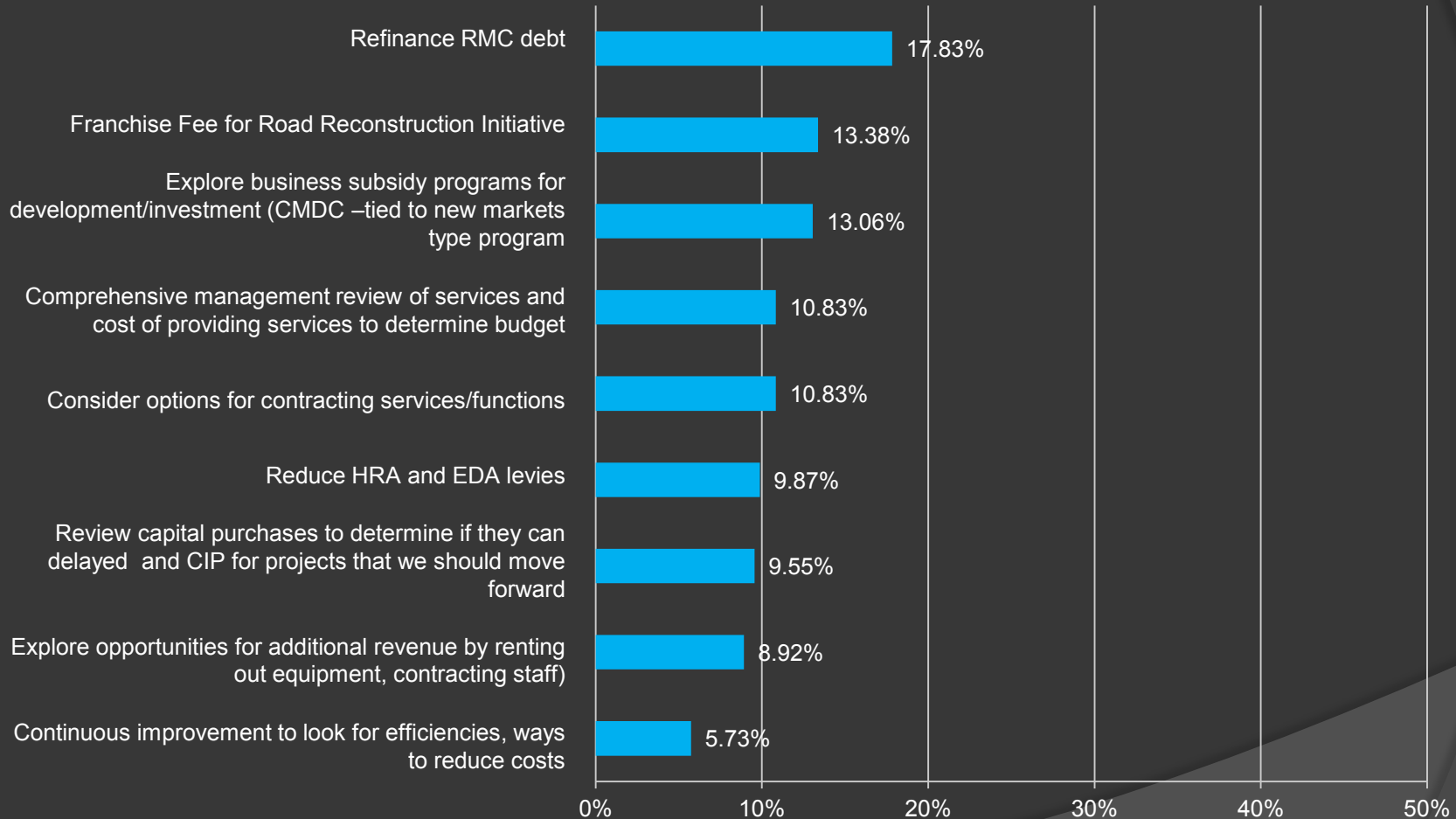
Results are weighted averages—7 voters, 9 votes each

SERVICES & FUNCTIONS PRIORITIZATIONS(4 OF 6): HOUSING



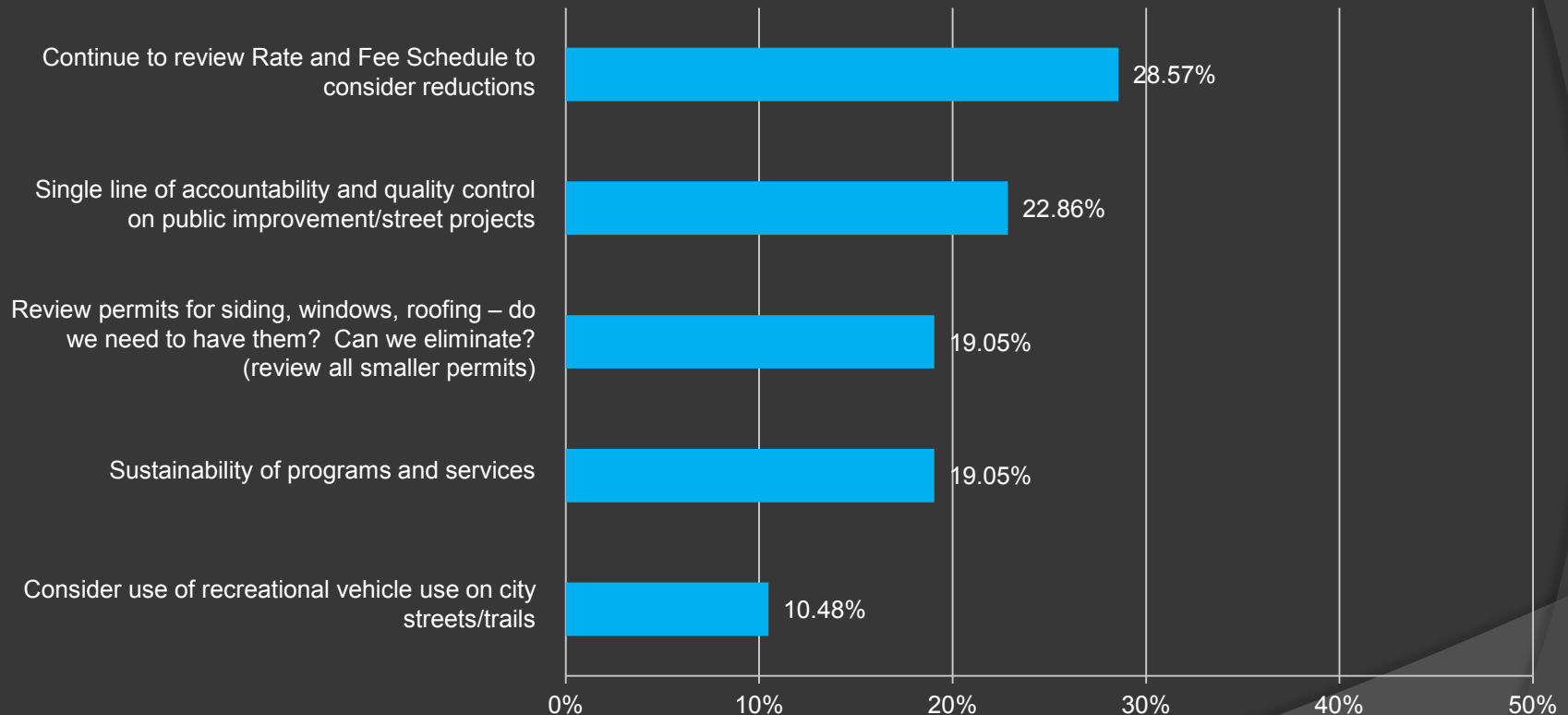
Results are weighted averages—7 voters, 2 votes each

SERVICES & FUNCTIONS PRIORITIZATIONS (5 OF 6): BUDGET/FINANCE



Results are weighted averages—7 voters, 9 votes each

SERVICES & FUNCTIONS PRIORITIZATIONS (6 OF 6): POLICIES/PROGRAMS/SERVICES



Results are weighted averages—7 voters, 5 votes each

CC Work Session

2. 2.

Meeting Date: 02/14/2012

By: Jo Thieling, Administrative Services

Title:

Review 2013 Budget Options

Background:

Attached are the documents related to the continued discussion of the 2013 Budget:

- Projections for refinancing scenarios on the Municipal Center debt (City Financial Adviser Paul Donna)
- Proposal for Voluntary Separation Program (City Human Resources Representative Colleen Lasher)
- Budget Cash Flow Projections/Budget Modifications/Impacts

Funding Source:

N/A

Council Action:

Based upon discussion. Council action this evening calls for scheduling of a hearing on the refinancing of the Municipal Center debt.

Attachments

Refunding Update

Vol. Early Separation

Budget Cash Flow

Budget Reduction

Copy of Impact

Form Review

Inbox

Kurt Ulrich

Form Started By: Jo Thieling

Reviewed By

Kurt Ulrich

Date

02/09/2012 04:40 PM

Started On: 02/09/2012 03:19 PM

Final Approval Date: 02/09/2012

City of Ramsey EDA, Minnesota**Scenario A**

G.O. Refunding Bonds, Series 2012 (Level Savings)

2005A (Assumes Old Reserve Earnings at 2.50%)

Debt Service Comparison

Date	Total P+I	Net New D/S	Old Net D/S	Savings
12/15/2012	1,383,054.44	1,378,950.39	1,489,406.77	110,456.38
12/15/2013	1,382,050.00	1,382,050.00	1,473,516.50	91,466.50
12/15/2014	1,387,590.00	1,387,590.00	1,476,841.50	89,251.50
12/15/2015	1,381,402.50	1,381,402.50	1,470,504.00	89,101.50
12/15/2016	1,383,527.50	1,383,527.50	1,472,891.50	89,364.00
12/15/2017	1,378,880.00	1,378,880.00	1,468,579.00	89,699.00
12/15/2018	1,351,910.00	1,351,910.00	1,442,779.00	90,869.00
12/15/2019	1,342,285.00	1,342,285.00	1,436,341.50	94,056.50
12/15/2020	1,364,770.00	1,364,770.00	1,455,941.50	91,171.50
12/15/2021	1,319,295.00	1,319,295.00	1,411,001.50	91,706.50
12/15/2022	1,271,967.50	1,271,967.50	1,361,061.50	89,094.00
12/15/2023	1,342,887.50	1,342,887.50	1,436,331.50	93,444.00
12/15/2024	1,354,942.50	1,354,942.50	1,444,784.00	89,841.50
12/15/2025	1,364,195.00	1,364,195.00	1,455,626.50	91,431.50
12/15/2026	1,401,172.50	1,401,172.50	1,493,641.50	92,469.00
12/15/2027	-	-	(25,118.50)	(25,118.50)
Total	\$20,409,929.44	\$20,405,825.39	\$21,764,129.27	\$1,358,303.88

PV Analysis Summary (Net to Net)

Gross PV Debt Service Savings.....	2,834,582.44
Effects of changes in DSR investments.....	(1,642,442.24)
Net PV Cashflow Savings @ 1.962%(Bond Yield).....	1,192,140.19
Contingency or Rounding Amount.....	4,104.05
Net Present Value Benefit	\$1,196,244.24
Net PV Benefit / \$20,509,582.44 PV Refunded Debt Service	5.833%
Net PV Benefit / \$17,040,000 Refunded Principal...	7.020%
Net PV Benefit / \$17,675,000 Refunding Principal..	6.768%

Refunding Bond Information

Refunding Dated Date	5/01/2012
Refunding Delivery Date	5/01/2012

City of Ramsey EDA, Minnesota**Scenario B**

G.O. Refunding Bonds, Series 2012 (Level DS to 2031)

2005A (Assumes Old Reserve Earnings at 2.50%)

Debt Service Comparison

Date	Total P+I	Net New D/S	Old Net D/S	Savings
12/15/2012	1,121,114.89	1,119,828.34	1,489,406.77	369,578.43
12/15/2013	1,120,065.00	1,120,065.00	1,473,516.50	353,451.50
12/15/2014	1,121,965.00	1,121,965.00	1,476,841.50	354,876.50
12/15/2015	1,117,675.00	1,117,675.00	1,470,504.00	352,829.00
12/15/2016	1,117,215.00	1,117,215.00	1,472,891.50	355,676.50
12/15/2017	1,120,542.50	1,120,542.50	1,468,579.00	348,036.50
12/15/2018	1,117,195.00	1,117,195.00	1,442,779.00	325,584.00
12/15/2019	1,121,795.00	1,121,795.00	1,436,341.50	314,546.50
12/15/2020	1,119,162.50	1,119,162.50	1,455,941.50	336,779.00
12/15/2021	1,119,725.00	1,119,725.00	1,411,001.50	291,276.50
12/15/2022	1,118,345.00	1,118,345.00	1,361,061.50	242,716.50
12/15/2023	1,119,962.50	1,119,962.50	1,436,331.50	316,369.00
12/15/2024	1,119,837.50	1,119,837.50	1,444,784.00	324,946.50
12/15/2025	1,117,910.00	1,117,910.00	1,455,626.50	337,716.50
12/15/2026	1,119,577.50	1,119,577.50	1,493,641.50	374,064.00
12/15/2027	1,119,667.50	1,119,667.50	(25,118.50)	(1,144,786.00)
12/15/2028	1,117,647.50	1,117,647.50	-	(1,117,647.50)
12/15/2029	1,118,937.50	1,118,937.50	-	(1,118,937.50)
12/15/2030	1,118,337.50	1,118,337.50	-	(1,118,337.50)
12/15/2031	1,120,262.50	1,120,262.50	-	(1,120,262.50)
Total	\$22,386,939.89	\$22,385,653.34	\$21,764,129.27	(621,524.07)

PV Analysis Summary (Net to Net)

Gross PV Debt Service Savings.....	2,081,843.02
Effects of changes in DSR investments.....	(1,541,517.49)
Net PV Cashflow Savings @ 2.452%(Bond Yield).....	540,325.53
Contingency or Rounding Amount.....	1,286.55
Net Present Value Benefit	\$541,612.08
Net PV Benefit / \$19,771,843.02 PV Refunded Debt Service	2.739%
Net PV Benefit / \$17,040,000 Refunded Principal...	3.178%
Net PV Benefit / \$17,690,000 Refunding Principal..	3.062%

Refunding Bond Information

Refunding Dated Date	5/01/2012
Refunding Delivery Date	5/01/2012

City of Ramsey EDA, Minnesota**Scenario C**

G.O. Refunding Bonds, Series 2012 (Ascending Debt Service)

2005A (Assumes Old Reserve Earnings at 2.50%)

Debt Service Comparison

Date	Total P+I	Net New D/S	Old Net D/S	Savings
12/15/2012	997,740.00	996,453.45	1,489,406.77	492,953.32
12/15/2013	1,016,037.50	1,016,037.50	1,473,516.50	457,479.00
12/15/2014	1,038,397.50	1,038,397.50	1,476,841.50	438,444.00
12/15/2015	1,059,630.00	1,059,630.00	1,470,504.00	410,874.00
12/15/2016	1,079,660.00	1,079,660.00	1,472,891.50	393,231.50
12/15/2017	1,098,412.50	1,098,412.50	1,468,579.00	370,166.50
12/15/2018	1,115,432.50	1,115,432.50	1,442,779.00	327,346.50
12/15/2019	1,135,227.50	1,135,227.50	1,436,341.50	301,114.00
12/15/2020	1,157,595.00	1,157,595.00	1,455,941.50	298,346.50
12/15/2021	1,172,720.00	1,172,720.00	1,411,001.50	238,281.50
12/15/2022	1,170,560.00	1,170,560.00	1,361,061.50	190,501.50
12/15/2023	1,171,317.50	1,171,317.50	1,436,331.50	265,014.00
12/15/2024	1,170,272.50	1,170,272.50	1,444,784.00	274,511.50
12/15/2025	1,172,365.00	1,172,365.00	1,455,626.50	283,261.50
12/15/2026	1,172,885.00	1,172,885.00	1,493,641.50	320,756.50
12/15/2027	1,171,782.50	1,171,782.50	(25,118.50)	(1,196,901.00)
12/15/2028	1,168,502.50	1,168,502.50	-	(1,168,502.50)
12/15/2029	1,168,487.50	1,168,487.50	-	(1,168,487.50)
12/15/2030	1,171,537.50	1,171,537.50	-	(1,171,537.50)
12/15/2031	1,171,887.50	1,171,887.50	-	(1,171,887.50)
Total	\$22,580,450.00	\$22,579,163.45	\$21,764,129.27	(815,034.18)

PV Analysis Summary (Net to Net)

Gross PV Debt Service Savings.....	2,048,617.05
Effects of changes in DSR investments.....	(1,537,020.85)
Net PV Cashflow Savings @ 2.474%(Bond Yield).....	511,596.20
Contingency or Rounding Amount.....	1,286.55
Net Present Value Benefit	\$512,882.75
Net PV Benefit / \$19,738,617.05 PV Refunded Debt Service	2.598%
Net PV Benefit / \$17,040,000 Refunded Principal...	3.010%
Net PV Benefit / \$17,690,000 Refunding Principal..	2.899%

Refunding Bond Information

Refunding Dated Date	5/01/2012
Refunding Delivery Date	5/01/2012

City of Ramsey EDA, Minnesota**Scenario D**

G.O. Refunding Bonds, Series 2012 (Level DS to 2035)

2005A (Assumes Old Reserve Earnings at 2.50%)

Debt Service Comparison

Date	Total P+I	Net New D/S	Old Net D/S	Savings
12/15/2012	1,011,256.44	1,009,969.89	1,489,406.77	479,436.88
12/15/2013	1,011,905.00	1,011,905.00	1,473,516.50	461,611.50
12/15/2014	1,009,465.00	1,009,465.00	1,476,841.50	467,376.50
12/15/2015	1,011,110.00	1,011,110.00	1,470,504.00	459,394.00
12/15/2016	1,011,805.00	1,011,805.00	1,472,891.50	461,086.50
12/15/2017	1,011,535.00	1,011,535.00	1,468,579.00	457,044.00
12/15/2018	1,009,972.50	1,009,972.50	1,442,779.00	432,806.50
12/15/2019	1,011,782.50	1,011,782.50	1,436,341.50	424,559.00
12/15/2020	1,011,862.50	1,011,862.50	1,455,941.50	444,079.00
12/15/2021	1,010,487.50	1,010,487.50	1,411,001.50	400,514.00
12/15/2022	1,012,617.50	1,012,617.50	1,361,061.50	348,444.00
12/15/2023	1,013,105.00	1,013,105.00	1,436,331.50	423,226.50
12/15/2024	1,012,235.00	1,012,235.00	1,444,784.00	432,549.00
12/15/2025	1,009,962.50	1,009,962.50	1,455,626.50	445,664.00
12/15/2026	1,011,602.50	1,011,602.50	1,493,641.50	482,039.00
12/15/2027	1,011,992.50	1,011,992.50	(25,118.50)	(1,037,111.00)
12/15/2028	1,010,712.50	1,010,712.50	-	(1,010,712.50)
12/15/2029	1,013,092.50	1,013,092.50	-	(1,013,092.50)
12/15/2030	1,013,942.50	1,013,942.50	-	(1,013,942.50)
12/15/2031	1,012,797.50	1,012,797.50	-	(1,012,797.50)
12/15/2032	1,010,010.00	1,010,010.00	-	(1,010,010.00)
12/15/2033	1,010,530.00	1,010,530.00	-	(1,010,530.00)
12/15/2034	1,014,135.00	1,014,135.00	-	(1,014,135.00)
12/15/2035	1,010,587.50	1,010,587.50	-	(1,010,587.50)
Total	\$24,278,503.94	\$24,277,217.39	\$21,764,129.27	(2,513,088.12)

PV Analysis Summary (Net to Net)

Gross PV Debt Service Savings.....	1,582,471.88
Effects of changes in DSR investments.....	(1,474,388.18)
Net PV Cashflow Savings @ 2.799%(Bond Yield)....	108,083.70
Contingency or Rounding Amount.....	1,286.55
Net Present Value Benefit	\$109,370.25
Net PV Benefit / \$19,272,471.88 PV Refunded Debt Service	0.567%
Net PV Benefit / \$17,040,000 Refunded Principal...	0.642%
Net PV Benefit / \$17,690,000 Refunding Principal..	0.618%

Refunding Bond Information

Refunding Dated Date	5/01/2012
Refunding Delivery Date	5/01/2012

Memo

To: Mayor and City Council
 From: Kurt Ulrich, City Administrator
 Date: February 9, 2012
 Re: Consideration of a Voluntary Early Separation Program

Due to budget concerns, the city of Ramsey may wish to establish a voluntary early separation program in order to reduce salary expenses and to meet business needs in tough economic times. Staff analyzed several program design options and has determined the following program to be the most cost-effective. If approved, the program would be strictly voluntary and open only to those City employees who meet the requirements listed below:

- Must be a regular employee of the City with a minimum of 10 years of regular service
AND:
 - Who is at least age 55 years and eligible for a full or reduced PERA Coordinated Plan annuity; or
 - Who is at least age 50 years and eligible for a full or reduced PERA Police and Fire Plan annuity; or
 - Meet the above age requirement for your PERA plan and are receiving PERA disability benefits.

If a voluntary early separation program were to be established, based on the City’s 2012 personnel budget, the following table demonstrates possible estimated savings by participation levels:

2012 Annual Budget

Costs \$1,264,832

for 15 eligible employees

	<u>Annual Budget</u>	<u>Pay-out</u>	<u>**Annual Savings 1st year.</u>	<u>**Annual Savings Sub. Years</u>
100% Participation	\$1,264,832	\$306,254	\$958,578	\$1,264,832
75% Participation	\$948,624	\$229,691	\$718,933	\$948,624
50% Participation	\$632,416	\$153,127	\$479,289	\$632,416
25% Participation	\$316,208	\$76,564	\$239,644	\$316,208
10% Participation	\$126,483	\$30,625	\$95,858	\$126,483

Scenario is based on a minimum of 10 years of service and PERA eligibility at the full or reduced rate and subject to union agreements.

Costs for eligible employees not currently on the City health plan have been calculated at the \$290 monthly benefit which is paid by the City to employees hired prior to 2001 for waiving health insurance.

****Assumes no rehire or contracted service expenses**

The numbers listed on page 1 of this memo were derived from the guidelines listed below, as proposed by the League of Minnesota Cities, as well as Anoka County; subject to City Council authorization.

- **10 to 19 years of service at time of termination** (includes cumulative total for non-consecutive service and/or pro-rated part-time service)
 - The City will provide the terminating employee, a payout of \$10,000. For each additional full year of service above 10 years, an employee will receive an additional \$500 for each year of service, to a total maximum of \$22,500 (35 years of service) and,
 - The cash equivalent of nine (9) months of the city's contribution towards the employee's selected health premium in effect at the time the incentive program is adopted.

20+ years of service at time of termination (includes cumulative total for non-consecutive service and/or part-time service)

- The City will provide the terminating employee, a payout of \$10,000. For each additional full year of service above 10 years, an employee will receive an additional \$500 for each year of service, to a total maximum of \$22,500 (35 years of service) and,
- The cash equivalent of nine (9) months of the city's contribution towards the employee's selected health premium in effect at the time the incentive program is adopted.

If authorized, all employees approved for this program would continue to receive the normal separation benefits available through current labor agreements or the non-represented vacation and sick leave program.

Note: If too many employees were to choose to retire from one department and it created a hardship for the department to operate, employees may be required to stagger their retirement date as determined by their department.

If Refinanced Debt to reduce annual payment to \$1.10M Extends final date to 12/2031

	2009	2010	2011	2012	2013*	2014*	2015*	2016*	
General Fund	\$ 8,092,034	\$ 7,194,194	\$ 6,992,127	\$ 6,997,150	\$ 7,037,320	\$ 7,019,619	\$ 6,998,386	\$ 6,978,357	
EDA	\$ 291,705	\$ 291,705	\$ 291,705	\$ 169,853	\$ 169,853	\$ 169,853	\$ 169,853	\$ 169,853	
Debt Service:									
Fire Station #1	\$ 152,024	\$ 153,925	\$ 150,121	\$ 151,386	\$ 152,289	\$ 147,630	\$ 147,630	\$ 147,630	Debt Completed
Capital Equip Cert	\$ 490,613	\$ 405,891	\$ 186,441	\$ 185,194	\$ -	\$ -	\$ -	\$ -	Debt Completed
Muni Center Debt	\$ 449,362	\$ 496,615	\$ 508,215	\$ 910,215	\$ 1,511,815	\$ 1,515,140	\$ 1,508,803	\$ 1,511,190	Debt Completed 2027
Muni debt 12/31 ref	\$ -	\$ -	\$ -	\$ -	\$ (457,479)	\$ (438,444)	\$ (410,874)	\$ (393,232)	Debt Completed 2031
Total Levy	\$ 9,475,738	\$ 8,542,330	\$ 8,128,609	\$ 8,413,798	\$ 8,413,798	\$ 8,413,798	\$ 8,413,798	\$ 8,413,798	
*Assumes Holding Levy Constant With 2012 Levy									
Reduction in General Fund Levy (Net Reduction from 2012 General Fund Levy)					\$ 40,170	\$ 22,469	\$ 1,236	\$ (18,793)	
Refinancing in 2012: Savings on 2012 Debt Payment					\$ 492,953				
TIF Districts Coming Back on Line Estimated:									
TIF 10					\$ 64,870	\$ 64,870	\$ 64,870	\$ 64,870	
TIF 2						\$ 547,662	\$ 547,662	\$ 547,662	
TIF 4						\$ 153,244	\$ 153,244	\$ 153,244	
Net TIF Funding					\$ 64,870	\$ 765,776	\$ 765,776	\$ 765,776	
Net Income (reduction) Needed to hold levy constant at 2012 Rates					\$ 597,993	\$ 788,245	\$ 767,012	\$ 746,983	

2013 Budget Additions: (Based on 2012 Budget Numbers)

Wage Increases (0% COLA)	\$ -			
Step Increases	\$ (33,400)	\$ (30,000)	\$ (30,000)	\$ (30,000)
Non-Election Year	\$ 25,000			
Health Insurance - 5% Increase	\$ (32,000)	\$ (65,300)	\$ (107,435)	\$ (152,103)
Assoc Plann/Envir Coor Funded from Landfill Tip		\$ (25,000)	\$ (90,000)	\$ (90,000)
Inflationary on Contracted Services, Gas Electric (\$768,000 x .05) 5% annual inflation	\$ (38,500)	\$ (78,825)	\$ (121,056)	\$ (165,509)
Anoka County System Admin - Katers removed	\$ (25,000)	\$ (50,000)	\$ (50,000)	\$ (50,000)
Total Budget Revenue (Additional Cuts) needed	\$ 494,093	\$ 539,120	\$ 368,521	\$ 259,371

Possible Budget Reductions or Revenue: (Based on 2012 Budget Numbers)

Add'l Code Enforcement from 2012 Budget	\$ 14,820			
PW Position Reclass from 2012 Budget	\$ 11,548			
Park N Ride Transfer Complete	\$ 10,868	\$ 10,868	\$ 10,868	\$ 10,868
Alpine Park Tower Lease	\$ 18,000	\$ 18,000	\$ 18,000	\$ 18,000
Decrease Parks Seasonal Labor to 2011 Levels	\$ 10,885			
Title Change to Captain in PD	\$ 4,323			
HR intern	\$ 6,507			
Engineering Intern	\$ 7,485			
Planning Consultant Prof Services Reduction	\$ 10,000			
Contracted Building Official	\$ 20,000			
Park Budget-Trail Overlay	\$ 15,000			
Engineering Revenue from Projects	\$ 236,000			
Use of Park Fund for Park Maintenance	\$ 36,507	\$ 36,507	\$ 36,507	\$ -
Employee Buyouts/Early Separation	\$ 100,000			
Reduce HRA Levy	\$ 70,000	\$ 70,000	\$ 70,000	\$ 70,000
Newsletter-4 printed; 2 u/b inserts	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
Total Misc Reductions	\$ 581,943	\$ 145,375	\$ 145,375	\$ 108,868

Possible Staffing Reductions: (Based on 2012 Budget Numbers)

Secretary (Fire Department)	\$ 62,376	\$ 62,376	\$ 62,376	\$ 62,376
Crime Prevention Officer (PD)	\$ 71,288	\$ 71,288	\$ 71,288	\$ 71,288
Reduce Acct. Clerk to 3/4 time (Finance)	\$ 19,960	\$ 19,960	\$ 19,960	\$ 19,960
ED/Marketing Manager (Admin)	\$ 73,797	\$ 73,797	\$ 73,797	\$ 73,797
IT Intern (Admin)	\$ 12,756	\$ 12,756	\$ 12,756	\$ 12,756
Receptionist (FT) (Admin)	\$ 56,587	\$ 56,587	\$ 56,587	\$ 56,587
Total Current Staffing Reductions	\$ 296,764	\$ 296,764	\$ 296,764	\$ 296,764

Excess Revenue Over 2012 Target Budget:

\$ 1,372,800	\$ 981,259	\$ 810,660	\$ 665,003
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Budget Reductions

Total Budget Reductions needed \$ (456,339)

Possible Budget Reductions or revenue:

	General/EDA Funding	
Refinance Muni Debt-Lower Interest Rate	\$ 492,953	2012 Savings - Change In Term 2031
Refinance Muni Debt-Lower Interest Rate	\$ 457,479	2013 Savings - Change in Term 2031
Add'l Code Enforcement from 2012 Budget	\$ 14,820	
PW Position Reclass from 2012 Budget	\$ 11,548	
Park N Ride Transfer Complete	\$ 10,868	
Alpine Park Tower Lease	\$ 18,000	
Decrease ParksSeasonal Labor to 2011 Levels	\$ 10,885	
Title Change to Captain in PD	\$ 4,323	
HR intern	\$ 6,507	
Engineering Intern	\$ 7,485	
Planning Consultant Prof Services Reduction	\$ 10,000	
Contracted Building Official	\$ 20,000	
Park Budget-Trail Overlay	\$ 15,000	
Engineering Revenue from Projects	\$ 236,000	
Use of Park Fund for Park Maintenance	\$ 36,507	
Employee Buyouts/Early Separation	\$ 100,000	
Reduce HRA Levy	\$ 70,000	
Newsletter-4 printed; 2 u/b inserts	\$ 10,000	
Total Misc Reductions	<u>\$ 1,532,375</u>	

Current Staffing	Secretary (Fire Department)	\$ 62,376	
	Crime Prevention Officer (PD)	\$ 71,288	
	Reduce Acct. Clerk to 3/4 time (Finance)	\$ 19,960	
	ED/Marketing Manager (Admin)	\$ 73,797	\$ 24,599 TIF
	IT Intern (Admin)	\$ 12,756	
	Receptionist (FT) (Admin)	\$ 56,587	
	Total Current Staffing Reductions	<u>\$ 296,764</u>	<u>\$ 24,599</u>

Total General fund/EDA reductions \$ 1,853,738
 Total All reductions

Excess Revenue over target budget cuts \$ 1,397,399

Possible Additional Revenue

- Park Land Sales
- Additional Water Tower Leases
- Joint Fire Services
- Bill boards on Hwy 10
- Rent Out Muni Center- 4,000 Sq ft
- Rent Municipal Center for Private Events (e.g., banquets, weddings)
- Reduce meetings, commissions, committees

Additional Cost

Replace current street maintenance funding (\$595,000)

Budget Reductions

			<u>Impact If Item is Reduced/Eliminated</u>
Refi. Muni Debt-Lower Interest Rate, extend term	\$	492,953	Cost Savings Only
Refi. Muni Debt-Lower Interest Rate, extend term	\$	457,479	Cost Savings Only
Add'l Code Enforcement from 2012 Budget	\$	14,820	This was added in 2012 budget so no detriment if not continued Cons: CSO & Officers would be taking & following up on complaints.
PW Position Reclass from 2012 Budget	\$	11,548	This was added in 2012 budget so no detriment if not continued Postpones or eliminates additional supervision for PW's seasonals
Park N Ride Transfer Complete	\$	10,868	No Impact. Loan is done in 2012.
Alpine Park Tower Lease	\$	18,000	Currently being deposited to park trust fund
Decrease Seasonal Labor to 2011 Levels	\$	10,885	Pros: Cost Savings Cons: Reduced mowing in parks Reduced maintenance on streetscape, landscape beds in parks Noticeable decline in aesthetics/trash in parks
Title Change to Captain in PD	\$	4,323	This was added in 2012 budget so no detriment if not continued Delays succession planning for PD leadership
HR intern	\$	6,507	This was added in 2012 budget to offset the loss of the HR Manager
Engineering Intern	\$	7,485	Pros: Cost Savings

Cons:

Decreased ability to respond to residents

Planning Consultant Contract \$ 10,000

Reduction based on current activity

Contracted Building Official \$ 20,000

Reduction based on salaried position vs contract

Park Budget - Trail Overlay delay \$ 15,000

Pros:

Short-term budget savings

Cons:

Deteriorated look on worst trail segments

Trails could become hazardous

Newsletter - 4 printed; 2 u/b inserts \$ 10,000

Charter requires 6 forms of newsletters

CURRENT STAFFING REDUCTIONS:

Fire Department Secretary	\$	62,376	Pros: Move operations to police dept and utilize admin services Ease of communication with police & fire Cost Savings Cons: Possible delay in fire reports due to police workload by admin staff Additional training needed on fire software for payroll, incident documentation Ease of public entry: police area is secured and not as welcoming
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Crime Prevention Officer	\$	71,288	Pros: If position is cut, would have least impact on the department Cost Savings Duties such as compliance checks & comm programs would be taken over by officers Duties such as PD statistic reports & Police area on city web site would be handled by Office Supervisor Chief & Captain would apply for grants which is currently being done Officer would check in on Youth First activities Officer could possibly do work on Night to Unite & Safety Camp Cons: Discontinuation of Night to Unite and Safety Camp Less involvement with Youth First
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Accounting Clerk reduced to 3/4 time	\$	19,960	Pros: Cost Savings Cons: With loss of Receptionist: transfer of 1st floor receiving to finance
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No staff at front counter for 10 hrs week - direct U/B contact
Delay in invoice: billing & escrow processing
Delay in scanning of invoices

Marketing Manager \$ 73,797 \$ 24,599 TIF

Pros:

Cost Savings

Cons:

Reduction and/or elimination of business expansion, recruitment and retention efforts
Impact to coordination of three annual EDA events
Consider consolidating EDA and HRA Authorities to reduce management of two boards

IT Intern \$ 12,756

Pros:

Cost Savings

Cons:

Loss of IT support for applications and hardware/software
City has moved many of its processors to an electronic or web-based system which require add'l support
With loss of Receptionist/Office Support position and transfer of newsletter to Deputy City Clerk,
this position loss eliminates backup for web and other e-media management

Receptionist (FT) \$ 56,587

Pros:

Cost Savings

Automated phone system

Cons:

Automated phone system
No reception service at front desk
Transfer office supply ordering to each department
Transfer 1st Floor receipting to finance
Other staff would need to absorb booking of meeting rooms/athletic fields

CC Work Session

3. 1.

Meeting Date: 02/14/2012

By: Jo Thieling, Administrative Services

Title:

Review Future Topics/Calendar

Background:

Attached is a list of future work session topics.

Funding Source:

N/A

Council Action:

No formal action necessary.

Attachments

Future Topics/Calendar

Form Review

Inbox

Kurt Ulrich

Form Started By: Jo Thieling

Reviewed By

Kurt Ulrich

Final Approval Date: 02/09/2012

Date

02/09/2012 03:03 PM

Started On: 02/08/2012 04:04 PM

**Work Session Calendars
2011**

Month	Date	Topics for Discussion
February	28	<ul style="list-style-type: none"> • Update on Redistricting (TG/JT) • Consider Community and Business Event Participation (Jo) • Customer Request Management (CRM) Proposal (Kurt) • Review Fire Station 2 Project (Dean K.) • Discuss Sunwood Drive Realignment Financing (Brian?) • Discuss Federal Legislative Consultant Proposals (Kurt)
March	6	<ul style="list-style-type: none"> • Interviews for Boards and Commissions (Colleen)
March	13	<ul style="list-style-type: none"> • Review Proposal from Podawiltz Development for Town Center Gardens 3rd
Others on List – including 2011 Strategic Planning Items		<ul style="list-style-type: none"> • Residential Uses Permitted by State Statute (Tim G.) • Update Animal Ordinance (Tim G.) • Discuss Leash Law (JW) • 167th & 47 Water Services Extension/Master Planning • Review pilot programs (e.g. volunteer programs – low maintenance options) • Build on outdoors/sportsmen’s market (e.g. stock pond/lake) • Develop community center/indoor sports complex • Old Town Hall relocation • Strategic Action Plan Update • Seek grant funding for transportation projects and service delivery • Complete US 10/ County Road 83 interchange design – pursue funding • Establish position on TH #47 South of Bunker to Highway #10 <p><u>Public Works</u></p> <ul style="list-style-type: none"> • Review plan for US Highway #10 pedestrian overpass and connection with Municipal Center ramp • Consider opportunities for four-wheeler & golf cart use • Review Project Management Issues (e.g. 151st & 167th Projects)
March 6, 2012		<ul style="list-style-type: none"> • Interviews for Boards and Commissions