

City Council Budget Work Session Minutes
Monday, August 30, 6:00 p.m.
Conference Room 1A/1B

Council members present: Mayor McDavid, Paul Sturtz, Jason Thornhill, Gary Kespohl, Daryl Dudley, Laura Nauser and Barabara Hoppe

Absent: None

List of follow-up items:

Allan Moore, Vice Chair, SBD; and Carrie Gartner were present to review the SBD budget - which is fairly flat this year. They pointed out the big issues which are a clean and safe environment, economic development, public art, and downtown cameras.

CDBG – review staff and agency requests, CDC proposal and CM recommendation. Similar recommendations, with one notable exception, proposed using significantly more money on east side sidewalks, Phase III.

CM reviewed issues and suggestions raised at Saturday's work session and explained that tonight's goal was to determine what budget amendments will be introduced at Tuesday night's meeting (see handout).

He pointed out that the reduction/elimination of council reserve and contingency has contributed to our carry forward of next budget year and this act will reduce carry forward for 2012.

Council was provided follow-up information from Saturday's budget session and asked for the following changes to the amendment sheet:

- City Council reduce food budget - (\$11,500)
- The City Manager reviewed the travel and training comments from various departments – reduce travel and training (\$128,798).
- City Manager reviewed list of non-accountable auto allowance – city manager's proposal. City Manager's proposal saves \$11,416.28 in general fund. Change non-accountable auto allowance to include: Reduce non-accountable auto allowance by 25% for those over \$250 (general fund and enterprise fund).
- Add Additional (2) Police Officers plus of one vehicle - \$204,000.
- Reduce Council printing budget – (\$14,000)
- (Dudley) Trash bags – spend \$300,000/annually on trash bags; consider switch to bins – pros/cons.
- (Hoppe) Are there reasonable cost savings in uniforms and, if so, what are they?
- (Kespohl) Social Security – over budgeted by approximately \$20,000 – Fleming will rerun calculations.

City Manager and staff will revise the amendment sheet based on tonight's discussion and prepare a draft set of budget amendments for introduction at next week's Council meeting.

Meeting adjourned at 7:30 p.m.

Kespdul

Travel and Training

Department	2009	2009	2010	2010	2011
	Budget	Actual	Budget	Actual 31-Mar	Budget
City Council	47,753	33,219	53,613	22,803	57,060
City Clerk	1,463	454	2,037	15	2,637
City Manager	20,000	17,920	16,200	4,907	16,200
Financial Services	27,983	17,959	28,030	9,168	27,930
Human Resources	15,210	6,430	15,210	3,916	15,210
Volunteer Services	3,700	2,205	5,920	1,055	5,920
City Counselor	4,534	2,054	4,809	318	4,809
Public Works Admin	12,410	7,587	26,168	2,545	26,168
Police Department	130,943	104,648	132,143	100,755	127,643
City Prosecutor	607	466	9,016		9,016
Fire Department	53,642	36,520	38,642	10,068	38,642
Animal Control	3,906	1,786	3,906	10	3,828
Municipal Court	8,936	4,628	13,329	1,514	13,329
Emergency Mgt	5,338	3,612	6,500	247	7,000
Joint Comn m.	16,913	15,969	28,100	3,002	34,450
Streets & Sidewalks	4,039	194	4,039	1,387	4,039
Traffic	3,219	50	3,219	1,238	3,219
Health Services	55,039	29,303	69,546	16,834	60,947
Planning	13,036	5,026	15,364	2,322	15,364
Economic & Develop	5,543		5,543		5,543
Protective Inspect.	8,400	2,647	8,400	2,206	8,400
Parks & Rec	14,210	11,918	9,447		9,447
Cultural Affairs	4,700	3,613	4,700	1,107	4,700
Community Services	6,945	993	6,945	1,024	6,945
Law	2,529		13,825		13,825
	482,304	311,730	520,651	186,801	522,271
Finance Admin	4,261		5,100		5,100
Finance Accounting	1,217		6,100		6,100
Finance Treasury	4,599		5,800		5,700
Finance Purchasing	6,623		9,400		9,400
Finance Bus license	1,259		1,630		1,630
Finance Util Cust.	2,080		16,000		14,000
Finance Self Ins	4,524		7,340		7,340
I.T.		38988	98,337		98,950
	24,563		147,616		148,229

2009 actual divided by 2009 budget equals 65% 35% reduction equals \$ 170,574

2010 estimated actual divided by 2010 budget equals 71% 29% reduction equals \$ 150,988

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	Perm Positions	Social Security Temp Positions	Step Up Pay	Overtime	Sick Leave	Social Sec	Calculated	Change
City Council						657	657	
City Clerk	9317					713	713	
City Manager	1901		1500		-2878	-103	40	\$143
Fiannce Dept	-10345				-927		-839	-\$839
Utility Customer	-2770				244	-193	230	\$423
Self Insurance					82	6	6	
Human Resources	41				1865	146	146	
Law	-17005				86	-1317	-1317	
Municipal Court	69762				1667	944	5464	\$4,520
Police	73836			-25970	2434	9285	3847	-\$5,438
Fire	-129788				4725	-2017	-9567	-\$7,550
PSJC	-15016	27850		525	-33	702	979	\$277
Health	-33744	-253606			-3382	-27610	-22241	\$5,369
Planning	1084				105	94	94	
CDBG	699				1172	143	143	
Economic Develop.	1151				1683	218	217	
Cultural Affairs	920		850		178	149	149	
Neighborhood Serv	32054		1200		1761	7642	2678	\$4,964
Park & Rec Operation	-10138	14760			-1054	55	272	-\$217
Rec Services	980	269			1449	5110	206	-\$4,904
Public Works	-288981	-60000			6021	-9289	-26236	-\$16,947
								-\$19,865
Transportation	2550	90635		-18740	-616	5660	5660	
Airport	-10573	-10527		10000	1587	-689	-689	
San Sewer	434637				-7297	19745	32691	\$12,946
Parking	22984		-500	-8072	-909	988	1032	\$44
Solid Waste	59112	676		12500	-6355	6243	5043	-\$1,200
Storm Water	891				-406	37	37	
Custodial Maint	76499				-1442	5742	5742	
Fleet Operations	104056	-6000	2704		-945	8279	7635	\$644
Railroad	-4152				-161	78	-329	-\$407
Water Utility	109316		-91	-28000	-7396	5061	5647	\$586

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)

PURPOSE

This fund accounts for and disburses funds received by the City from the Dept. of Housing and Urban Development's Community Development Block Grant Program. These funds are to be used to provide facilities and assistance to low and moderate income citizens of the City such as housing programs, neighborhood improvements and community facilities. After receiving recommendations from the Community Development Commission, the staff, and public hearings, the Council adopts this budget and submits it to HUD for final approval. Following that approval, the funds become available in the spring of 2010.

In 2009 the City Council adopted the following guidelines for the expenditure of the annual allocation of Community Development Block Grant funds: 30-45% for Housing Programs, 30-50% for Public Improvements, 0-30% for Community Facilities, Community Services and Economic Development and 10-16% for Planning and Administration.

RESOURCES

	Proposed FY 2011
Reprogrammed Funds	
Entitlement Amount Estimate	\$ 925,000
Total Resources	\$ 925,000

EXPENDITURES

	Staff and Agency Requests	Community Development Commission Proposal	City Manager Recommended	Council Adopted
Housing Programs:				
Housing Rehabilitation	60,000	40,000	40,000	
Code Deficiency Abatement Program	30,000	30,000	30,000	
Emergency Repair	30,000	30,000	30,000	
NRT Code Enforcement	15,000	15,000	15,000	
NRT Demolition	100,000	50,000	50,000	
Homebuyers Classes	7,000	7,044	7,000	
Boone County Council on Aging	15,000	15,000	15,000	
Realty House Transitional Housing	115,000	75,000	60,000	
RAMP Program	50,000	50,000	43,500	
Community Housing Options	25,000	0	0	
Subtotal (Council Policy 30-40%)	447,000	312,044	290,500	0
	37.6%	33.7%	31.4%	
Public Improvements:				
East Side Sidewalks Phase III	392,000	326,956	392,000	
Subtotal (Council Policy 40-55%)	392,000	326,956	392,000	0
	33.0%	35.3%	42.4%	
Community Facilities, Services and Economic Development:				
CHA Park Avenue Head Start	12,000	0	0	
Enterprise Development Corporation	18,750	0	6,500	
Disabilities Media Inc.	25,000	0	0	
Centro Latino	145,000	138,000	88,000	
Subtotal (Council Policy 0-35%)	200,750	138,000	94,500	0
	16.9%	14.9%	10.2%	
Administration and Planning				
Planning	55,000	55,000	55,000	
Administration	93,000	93,000	93,000	
Subtotal (Council Policy 10-16%)	148,000	148,000	148,000	0
	12.5%	16.0%	16.0%	
	\$1,187,750	\$925,000	\$925,000	\$0

HOME REQUESTS

PURPOSE

This fund accounts for and disburses funds received by the City from the HOME Investment Partnership Act Program from the Department of Housing and Urban Development. HUD allows funding to be provided in four six basic categories: Owner Occupied Housing Rehabilitation, Homebuyer Assistance, Community Housing Development Organizations (15% required set aside), Rental Housing, Tenant-Based Rental Assistance, and Administration (10% Maximum). All funds must be spent on projects that are defined by HUD as meeting their definition of "affordable." After receiving recommendations from the Community Development Commission, the staff, and public hearings, the Council adopts this budget and submits it to HUD for final approval. Following that approval, the funds usually are available by the middle of the fiscal year.

RESOURCES

		<u>Proposed FY 2011</u>
Reprogrammed Funds		
Entitlement Amount Estimate	\$	650,000
Total Resources	\$	650,000

EXPENDITURES

	Staff and Agency Requests	City Manager Recommend	Alloc.	Community Development Commission Recommend	Alloc.
Projects:					
Owner Occupied Housing Rehab	\$300,000	\$300,000		\$300,000	
Homeownership Assistance **	\$150,000	\$37,500		\$37,500	
Rental Production *	\$0	\$0		\$0	
Tenant Based Rental Assistance	\$153,000	\$150,000		\$150,000	
Subtotal Projects	\$603,000	\$487,500	75.0%	\$487,500	75.0%
CHDO Set aside	\$97,500	\$97,500	15.0%	\$97,500	15.0%
Administration Set aside***	\$65,000	\$65,000	10.0%	\$65,000	10.0%
Grand Total	\$765,500	\$650,000	100.00%	\$650,000	100.00%

* Total Funding Requests in the Pipeline

** Includes: Neighborhood Development Homeownership Assistance Activities

*** Includes: Administration funding for (TBRA) - Tenant-Based Rental Assistance

FY 2010 Budget Amendments
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Council Reserve and Council Decisions:

Comments

Reduce Council Reserve Amount	(\$75,000)	
Reduce Contingency Account	(\$100,000)	
Reduce Leadership for Performance Excellence	(\$60,000)	
City Council - Reduce Food Budget in half	(\$15,000)	(1) (11,500)
Boards and Commission Cuts:		(2)
Reduce Citizens Police Review Board back to 2010 level	(\$18,600)	
Reduce Board of Adjustment to \$4,000	(\$1,760)	
Reduce Planning and Zoning Commission to 2010 level	(\$2,847)	
Travel and Training - Reduce General Fund by half	(\$239,404)	(3) (128,743)
Reduce Non-Accountable Auto Allowance by 50%	(\$62,625)	(4)
Reinstate (4) firefighters and required upgrades to staff speciality vehicle at Fire Station 2	\$344,000	(5)
Various Fire Department reductions to partially offset cost	(\$150,000)	(5)
Additional Police Officers	?	(5)
Changes to Uniform/Clothing Budgets	?	(6)
Total General Fund Reductions	<u><u>(\$381,236)</u></u>	
Revised Council Reserve Amount	<u><u>\$25,000</u></u>	
Travel and Training - Reduce all other funds by half	(\$237,729)	(3)
Reduce Non-Accountable Auto Allowance - Other Funds	(\$32,100)	(4)
Total Other Fund Changes	<u><u>(\$269,829)</u></u>	

Staff Administrative Requests:

General Fund:

Health and Human Services:

State WIC will provide the Health Dept with an additional computer and the appropriate software. With additional state WIC revenue funds, the Health Dept will pay the IT fees associated with this additional computer.

Additional State WIC Revenues:	\$2,816
Expenses: IT Network, Maintenance, and Replacement Fees for add'l computer	\$2,816
Net Change	<u><u>\$0</u></u>

Office of Neighborhood Services:

Expenses: Allocate 50% of Sr. Building Inspector to CDBG	(\$34,735)
Revenues: Reduce General Fund revenues in Appropriated Fund Balance*	(\$34,735)
	<u><u>\$0</u></u>

Cultural Affairs:

Revenues: Increase in State grant amount received	\$12,644
Revenues: Reduce General Fund revenues in Appropriated Fund Balance *	(\$12,644)
	<u><u>\$0</u></u>

* Reduced the use of Appropriated Fund Balance by \$47,379 from \$2,955,170 to \$2,907,791

Parks and Recreation

Trim Grant from the Missouri Department of Conservation

Revenues	\$10,000
Expenses	\$10,000
	<u><u>\$0</u></u>

Total General Fund Impact \$0 (\$428,615)

**FY 2010 Budget Amendments
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Other Funds:

CDBG:

Expenses: Allocate 50% of Sr. Building Inspector to CDBG	<u>\$34,735</u>
Net Change	<u>\$34,735</u>

Special Road District Tax Fund:

Expenses: Delete duplicate transfer amount to Capital Projects Fund	<u>(\$1,400,000)</u>
Net Change	<u>(\$1,400,000)</u>

Transportation Sales Tax Fund:

Expenses: Decrease Transfer to Public Transportation Fund due to higher Federal grant being received in Public Transportation Fund	(\$200,000)
Net Change	<u>(\$200,000)</u>

Public Transportation Fund:

Revenues: Increase Federal grant amount	\$200,000
Revenues: Decrease transfer from Transportation Sales Tax Fund	(\$200,000)
Expenses: Delete CIP project ID 1243 Seal Limestone - Wabash Station	<u>(\$7,000)</u>
Net Change	<u>(\$7,000)</u>

Railroad Fund:

Expenses: Increase Interest Expense - Purchase of Transload Facility from Electric Fund	\$12,820
Net Change	<u>\$12,820</u>

Electric Fund:

Revenues: Street Lighting Revenues - budget decreased amount charged to the General Fund but did not reflect the loss of revenue in the Electric Fund	(\$200,000)
Net Change	<u>(\$200,000)</u>

CIP Changes:

Streets and Sidewalks:

Projects Changed:

Broadway - Garth Ave to West Blvd - C00396 - moved construction from 2013 to 2012. Project is still unfunded.

Public Safety:

Projects Changed:

Records Management System (ID 1307) - move from current projects list to 2012. Project is still unfunded.

Public Transportation:

Delete Project:

Seal Limestone - Exterior Façade - Wabash Station (ID 1243) - project is being funded and completed in 2010.

CDBG Changes:

see page 539 for Council Adopted CDBG changes

Comments:

(1) City Council - Food Budget:

The Council food budget funds meals and drinks for all Council meetings and most work sessions (except weekend work sessions - which the CMO handles). It also funds the April reception to honor outgoing and incoming Council Members. Finally, it also fun funds the board and commission appreciation reception, which had been held in the fall until this past year, when it was held in the spring.

The proposed food budget is \$15,000.

If Council wants to eliminate everything - just go ahead and reduce the budget to zero. If Council wants to eliminate everything but drinks - i.e. water, soda and coffee, reduce the budget to \$1,000. If the Council wants to still do the two receptions, but eliminate everything else, reduce the budget to \$3,500. If Council wants everything to remain the same, but would still like to reduce the budget some, I would recommend reducing it to \$10,000, but not less than that as it would make it difficult on staff to find establishments that could be used since the cost of food is going up.

(2) Boards and Commissions

2007 A	2008 A	2009 A	2010	2011	Board/Commission
\$1,488	\$1,084	\$1,239	\$5,760	\$5,760	Board of Adjustment
\$1,618	\$1,737	\$1,852	\$1,600	\$2,100	Airport Advisory Board
\$0	\$82	\$14	\$1,190	\$1,190	Bicycle/Pedestrian Commission
\$5,704	\$8,984	\$7,137	\$11,217	\$11,217	Historic Preservation Commission
\$4,451	\$2,417	\$1,782	\$4,270	\$4,270	Parks and Recreation Commission
\$4,740	\$3,419	\$2,631	\$5,053	\$7,900	Planning and Zoning Commission
\$693	\$0	\$0	\$7,850	\$7,850	Sister Cities
\$46	\$0	\$10	\$4,000	\$4,000	Commissions - General
\$398	\$0	\$0	\$8,020	\$8,020	Other Boards
\$6,429	\$5,763	\$5,536	\$6,448	\$6,448	Mayor's Committee on Physical Fitness
\$244	\$738	\$0	\$1,300	\$1,300	Disabilities Commission
\$5,000	\$4,750	\$0	\$5,000	\$5,000	Bike Walk & Wheel Week
\$0	\$0	\$0	\$4,600	\$23,200	Citizens Police Review Board
\$30,811	\$28,974	\$20,201	\$66,308	\$88,255	Total

Details by Board/Commission and Category

2009A	2010	2011	
			Board of Adjustment
\$639	\$860	\$860	Materials & Supplies
\$600	\$4,900	\$4,900	Utilities, Services, & Misc.
\$1,239	\$5,760	\$5,760	
			Airport Advisory Board
\$1,852	\$1,600	\$2,100	Materials & Supplies
			Bicycle/Pedestrian Commission
\$8	\$490	\$490	Materials & Supplies
\$6	\$700	\$700	Utilities, Services, & Misc.
\$14	\$1,190	\$1,190	

2009A	2010	2011	Historic Preservation Commission
\$2,367	\$4,317	\$4,317	Materials & Supplies
	\$1,400	\$1,400	Travel & Training
\$4,770	\$5,500	\$5,500	Utilities, Services, & Misc.
\$7,137	\$11,217	\$11,217	

Parks and Rec Commission			
\$403	\$330	\$330	Materials & Supplies
\$829	\$3,040	\$3,040	Travel & Training
\$550	\$900	\$900	Utilities, Services, & Misc.
\$1,782	\$4,270	\$4,270	

Planning & Zoning Commission			
\$2,326	\$2,500	\$3,600	Materials & Supplies
\$305	\$2,553	\$4,300	Travel & Training
\$2,631	\$5,053	\$7,900	

Sister Cities			
\$0	\$800	\$800	Materials & Supplies
\$0	\$7,050	\$7,050	Utilities, Services, & Misc.
\$0	\$7,850	\$7,850	

Commissions-General			
\$10	\$1,000	\$1,000	Materials & Supplies
\$0	\$3,000	\$3,000	Utilities, Services, & Misc.
\$10	\$4,000	\$4,000	

Other Boards			
\$0	\$5,500	\$5,500	Materials & Supplies
\$0	\$2,520	\$2,520	Travel & Training
\$0	\$8,020	\$8,020	

Mayor's Committee on Physical Fitness			
\$1,428	\$3,550	\$3,550	Materials & Supplies
\$4,108	\$2,898	\$2,898	Utilities, Services, & Misc.
\$5,536	\$6,448	\$6,448	

Disabilities Commission			
\$0	\$1,300	\$1,300	Utilities, Services, & Misc.

Bike Walk & Wheel Week			
\$0	\$5,000	\$5,000	Utilities, Services, & Misc.

Citizens Police Review Board			
	\$1,000	\$3,050	Materials & Supplies
	\$3,600	\$5,300	Travel & Training
		\$14,850	Utilities, Services, & Misc.
\$0	\$4,600	\$23,200	

\$20,201	\$66,308	\$88,255	Total
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(3) **Travel and Training Comments from Departments:**

City Manager:

City Auditor spends approximately \$1,500 per year on travel, training, licenses and certifications that are required to meet job description qualifications and to ensure city compliance with federal grant requirements which can add \$500 to this total.

City Clerk:

The Clerk's budget can live with a 50 percent reduction

Human Resources:

I'd ask for consideration to not cut HR travel and training by 50%. 25% would hurt, but we could work with that if you have to take some from our budget.

Need to make sure we can train staff as employment laws change. We are extremely frugal as it is, and have not asked for increases. This year I tried to reallocate dollars from other places so that we can actually get compliance training through the EEO office in St. Louis, I-9/e-verify training, etc. What we don't know can have significant ramifications to the city.

We attend MoPELRA since that conference has been in Columbia the last few years. Cost for four attendees is \$600. Staff has been unable to attend general HR training conferences because of costs. We try to utilize webinars when we can.

Kathy Baker is MQA examiner. Department is responsible this year for travel costs. There will be one week for the site visit in St. Louis. Assuming we continue that, estimate that week will cost \$1200.

One to two staff attend LAGERS annual meeting. Cost including registration (\$100 per person) is about \$400 per attendee.

Law Department:

Missouri lawyers are required to have 15 hours of continuing legal education every year in order to maintain a license to practice law. Because of extra funds that were added to the prosecutor's budget last year, the department will be able to have the required training with a 50% cut in the department's travel/training expenses.

Municipal Court:

Required travel/training:

Mo. Supreme Court Rules 15 and 18 require each Missouri Bar member who serves in the judiciary to have 15 hours of continuing legal education per year. Five of those hours must be judicial training and some of the hours must include a judicial ethics component. Without this training we would be suspended from the bench and the practice of law. Costs for this three day training are:

Missouri Municipal and Associate Circuit Court Judge's Conference: \$1350 (3 judges)

I instituted a goal of having the Municipal Court Clerk and Deputy Municipal Court Clerks attain and then maintain certification as Certified Court Administrators through the Missouri Training Institute and Missouri Association For Court Administration. Costs for this five day annual training and certification are:

M.A.C.A. Clerk's Conference: \$2150 (4 clerks)

We are evaluating upgrading our current Justware court software to the newer edition of Justware to continue our efforts to streamline our date entry, allow the use of more electronic signatures and electronic documents which will be a cost-saving to the This upgrade would be free, but we need to send one person to Justware's headquarters for training and evaluation purposes. JustWare User Training In Utah: \$1600

For the training of my other seven employees we would expect to spend approximately \$700 dollars. This is one hundred dollars for each entry level clerk.

I have one employee who is enrolled in the City of Columbia College Reimbursement Program. She is taking classes in Judicial Administration at Mineral Area College in Park Hill, Missouri. She has completed 27 hours towards her degree. The maximum allowed by ordinance is \$1,200 per year. I would consider this course of study a clear advantage to the professionalism and mission of this court. She has agreed to stay with the city for at least two years after graduation in return for this opportunity.

This would be a total of \$7,000 from the budgeted \$13,329. I did not ask for any contingency money for unexpected training or travel which might occur due to new legislative or Missouri Supreme Court rules or laws during the 2011 budget year. For example, this year all of the judges were required by the Missouri Supreme Court to attend a special half day training session for Municipal Court Judges on the new DWI legislation in Jefferson City, MO.

Police Department:

If it must be cut I think we could manage a 10-15% reduction.

All police officers are required to attend 48 hours of training every 3 years to maintain their Missouri P.O.S.T certification and be licensed as a police officer in the State. By P.O.S.T rule, half of this training (24 hours) must be provided by a source outside the Department which means the Department must obtain and pay for approximately 1,280 hours of outside training per year on the average. (160 Officers x 24 hours = 3840 hours / 3 years = 1280 hours) The cost of this training varies by cost and location, and in many cases the financial effects are multiplied by having to "cover" for the officer while they are training to maintain minimum staffing.

It is already a challenge to maintain adequate staffing for all Units in the Department and allow Officers to attend training and complete the mandatory 48 hours. We frequently have to use overtime to maintain minimum staffing on Patrol during mandatory Department training such as Legal Updates, firearms and other weapons certifications, etc. It is my view that under-funding training this year only postpones some of our required training to the next 2 years. This will likely have the negative effect of increasing the overall cost of training due to the minimum staffing issues it will create as we try to catch up.

I have listed several additional training needs that I consider critical to Department operations, or that are required "certifications" or for officers to maintain specific core competencies in a specialty assignment. Due to the short response time, please do not consider this list all inclusive.

1. Certification training for Narcotics K-9 Leah and handler in Virginia two times per year for four days at approximately \$1000 per session plus room and board.
2. Our Mounted Team is required to have 40 hours of training every two years by policy. We train with St. Charles PD as they have a certified trainer. The cost is approximately \$200 per officer (\$1200) plus room and board at approx. \$1200. We didn't attend in 2010 so will need to go in 2011.
3. Two Patrol K9's and handlers, quarterly training/certification in Cape Girardeau week long course. Course is approximately \$400 plus room and board.
4. Crisis Negotiation Team- Four (4) negotiators to Basic negotiation training/certification in Las Vegas \$325 per person plus room and board.
5. Drug Recognition Expert re-certifications for 5 Officers. Training is usually provided and paid for by State but room and board is not.
6. Accident Reconstruction Officers (4) updates and re-certifications. Training cost varies plus room and

board.

7. Forensic Evidence Team training and re-certifications and training for 8 Officers. 4 Officers in need of basic school at approximately \$3000.00 plus room and board.

8. Advanced management training for 5 Lieutenants. Sending 2 per year at cost of \$9000.00 each. (3 weeks in Boston at the Senior Management Institute for Police)

9. Computerized Voice Stress Analysts: Re-certifications are three day classes at \$500 plus room and board. We presently have three operators.

10. Explosive Ordnance Technician- Requires twenty-seven hours of annual training to maintain certification. \$3000 including room and board

Fire Department:

It will be close, but the CFD will survive a 50% cut in travel and training.

PSJC/Emergency Management:

There are a few of the conferences/training sessions listed that we did not go to this past year because of budget. That hurts us in not knowing what is going on in our world of dispatch/emergency management. I suppose those are considered 'extra' and n I would estimate approximately 75-85% is mandated as most of our money often goes towards new operators/supervisors.

Please note: where we lower our expenses, we will also need to lower the user agency revenues

I've attached some info regarding some of the certification and training requirements for our Communication Operators that must be completed to be a certified Operator. Many of these are governed by law as well.

In addition, it is important employees of our department attend various conferences/training sessions directly related to our department to include:

- NAED (National Academies of Emergency Dispatch)
- EnRoute (our CAD provider)
- Geo Spatial (taken on line to save travel costs)
- Mo GIS Training (has been paid for out of the City Manager's budget)
- APCO (Association of Public Safety Communication Officials)
- MOAPCO
- NENA (National Emergency Number Association)
- MONENA
- MARC Training (Mid-America Regional Council)
- IAEM (International Association for Emergency Managers)
- Crisis Communications Conference (emergency management side of things)
- Supervisory Training (for new supervisors and step-up supervisors, when needed)

Costs of these conferences change every year due to location of the conference. In an effort to save budget money, many of our employees did not attend these conferences in the last four months of FY09 and FY10. That is why we added a small percentage to our travel and training this year anticipating new hires and trying to get folks to these much needed conferences in FY11.

There are various ICS classes our employees need to attend for Emergency Management as they function in a dual role with PSJC and OEM purposes. Depends on the location if travel/food is paid for or not. This also goes for me as well. I have to have certain classes as an EMD through SEMA to maintain our eligibility for grants we currently receive.

I routinely travel to many different cities to attend emergency management related meetings throughout our 13 county Region F. These include meetings in reference to EM functions (ie pet sheltering, special needs), SEMA meetings in regards to radio initiatives and Area F meetings, RHSOC meetings, etc. I also regularly meet with the Region 911 Directors and with the newly formed Missouri 911 Directors Association. I do not ask for reimbursement for these trips when I take my personal car trying to be prudent and saving budget money. This ties in to the car allowance they want to cut as well. If that money is cut, and with gas prices so high, I will most likely not be able to attend these meetings.

The main conferences I attend are related to Special Olympics. However, expenses are paid by SOMO due to the amount of money raised by me and CPD and are at no cost to the City. I also attend three FBI NAA Conferences as I am currently on the Executive Board for the Kansas/Wester Mo Chapter. I paid for the spring conference myself in 2010. I was able to secure free lodging through the FBI for the Boston conference in July. I will be paying for all meals myself in the fall conference at the Lake.

In summary, we are extremely cautious and careful with our travel and training budget. I make sure all out of state trips and training sessions are legitimate, approved by Tony, and sent up the chain as you requested many years ago.

Health Department:

Realizing that we attempted to reduce (12% department-wide) these costs this year in light of what we knew were hard times, I really don't think I can maintain minimum standards with a 50% reduction on top of what we already reduced. The total amount I would propose across the department is 42%.

We will have to get very creative in keeping our staff up-to-date to meet the standards we expect, the continual changes in knowledge requirements and emerging issues across the department, prepare for accreditation, implement our quality improvement initiative, and protect ourselves from liability in the clinic area.

Based on what I am proposing, we would need to reduce the revenues from the county by \$7,761.

	<u>Orig 2011</u>	<u>Required</u>	<u>Proposed</u>	
Administration	12,800	2,486	6,400	Already reduced by 18.56%
Animal Control	3,828	600	1,915	Already reduced by 2%
Environmental Health	9,915	3,807	6,586	Already reduced by 2%
Community Health	21,512	4,507	10,809	
Social Services	3,238	60	2,100	Already reduced by 42.57% for 2011
WIC	5,709	3,451	4,579	
OCS Support	1,875	100	1,575	Already reduced by 63.64%
Human Rights	2,070	0	1,370	Already reduced by 59.17%
Department	60,947	15,011	35,334	Departmentwide- 2011 Request was reduced by 12%
Department Reduction				

County Revenue Impact

Admin	(\$1,370)
Animal Control	(\$632)
Environmental Health	(\$1,581)
Comm Health	(\$3,783)
WIC	(\$395)
Total Revenue Adjustment	(\$7,761)

Planning Department:

Our proposed travel and training budget for FY2011 is \$15,364 for Planning Div. and \$3,490 for Community Development Div. = \$18,854

Bottom line: What we consider essential to continuing education and skills development is \$14,375 for Planning and \$3,490 for CD Div - a reduction of only \$1,000 +/- from proposed

Training needs:

American Institute of Certified Planners (AICP) certification: credential that is helpful though not explicitly required. Three planners are pursuing AICP certification this year, two additional are pursuing certification maintenance. Estimated cost of preparation and exam is and certification maintenance in misc. seminars/webinars is \$3,875 for five employees. CEUs are typically obtained through attendance at seminars in the region (ICMA, MARC Govt Training. Institute, Lorman Seminars, DOT/HUD/EPA, Missouri Chapter APA, National APA, are typical hosts).

General training in Land Use and Transportation planning to keep skills current:

We would like to send Development Services Manager to American Planning Association (APA) National Conference (Boston, MA) in Spring estimated \$3,500 cost.

Send three staff to form-based code 1 day courses (1 beginning, 2 intermediate): Estimated \$2,000 registration + travel/lodging, course offered in region (e.g., Oklahoma City in fall rotation) by Form-based Codes Institute. Need to train staff in this area in view of Vision plan direction.

Send two transportation planners to MPO-planning related training events (expectation of MPOs), preferably by National Transportation Institute (courses are often free or discount): estimated cost \$1,500 of which net cost is \$300 due to CPG grant

HTE user training (SUGA conference): Send Admin Secretary to SUGA conference \$3,500

For CD Division staff:

We have a goal of sending 4 staff persons to HUD-sponsored or HUD-related training once a year. Expenses for HUD-sponsored training consists mostly of travel and lodging, usually regionally offered

The CD Coordinator and Housing Rehabilitation Coordinator need HOME program administration certifications from HUD

The Housing Planner should attend the National Development Council housing developer certification courses est \$600 per course

CD travel and training paid 100% by CDBG/HOME grants

Economic Development:

We are ok with a 50% reduction in travel. We will cover through REDI's budget.

Cultural Affairs:

Our overall travel budget has not increased in ten years. In the past two years we have gotten two grants to cover portions of two staff trips even though we had enough to cover the costs in our budget. The 50% cut of \$2,350 would severely limit our travel and training opportunities.

Neighborhood Services:

I would like to try to keep funds in the neighborhood services side so that we can ensure that the building inspectors can maintain their certifications. This year we spent \$1,542. We have budgeted \$3,753 for FY 2011, so we can survive with a 50% cut and still get some training in.

Travel and Training on the Volunteer Programs side can be trimmed - those are accounts 110-0710-536.

Parks and Recreation:

We have put together the following list of certification/licenses that we require and/or believe are highly desirable for our Park and Recreation staff (see below).

In analyzing our travel and training expenses for the last two years (FY09 and FY10), we have spent somewhere between 55%-67% of our total travel and training budget. Historically, we have spent a higher percentage of our general fund travel training budget than our recreation services budget. Given that the 55-67% expenditure includes both the expenses necessary to maintain required certifications and discretionary training opportunities, I believe the Department could absorb the 50% reduction and maintain all of the required certifications. Discretionary training opportunities (workshops, conferences, etc.) would however be significantly impacted and would likely be reduced by more than 50%.

If the 50% per cent reductions are implemented, staff would need the flexibility to reallocate the remaining funds among different areas of the Department to insure that the highest priority training needs are met.

Required/Desired Certifications/Licenses

Missouri Pesticide Applicator License: Expected of our Park Natural Resource Supervisor, Golf and Athletic Field Supervisor, Horticulturist, Forester, Golf Course Specialists, Groundskeeper II's and Groundskeeper I's.

Missouri Commercial Driver's License: required of nearly all of our Park Services Division field employees as they drive dump trucks, use trailers, busses, and operate other pieces of large equipment.

Aquatic Facility Operators and the Certified Pool Operator certification: Required of our Parks and Grounds Supervisor, Aquatics Supervisor, Aquatics Specialists, Park Maintenance Specialists, and Park Maintenance Mechanics. They are certified as either a AFO or a CPO but not both. Different aquatic organizations that use our pools prefer or require this certification.

Licensed Certified Playground Safety Inspector: with new guidelines as established by the Consumer Product Safety Commission, all playgrounds must be inspected on an established schedule. Required of our Parks and Grounds Supervisor, Park Planners (only one), Park Maintenance Specialists, and Park Maintenance Mechanics.

Licensed Certified Park & Recreation Professional: This is the only recognized certification of established parks and recreation professionals. It requires graduation from an accredited university, passing a CPRP exam, and maintaining 20 hours of Continuing Education Units every two years. Currently, the Parks and Recreation Director, Parks and Recreation Manager and the Parks and Grounds Supervisor have their certification.

Licensed Registered Landscape Architect: Park Planning and Development Supt is a registered Landscape Architect. Requires 20 hours of CEU's every two years.

International Society of Arboriculture Certified Arborist: Park Natural Resource Supervisor and Forester. Usually requires attending a Mo Community Forestry Council every year in order to maintain 45 hours of CEU's every three years. Requirement of many grants and assists with TreeCity USA certification.

Public Works:

Division	Budget	Budget Adjustment	Comments
Admin	\$5,085	\$5,085	Retain this budget amount. Director attends APWA National Congress once a year along with conferences and training that provide Professional Development Hours (PDH's) for Engineering license that are required for position.
Eng.	\$7,125	\$4,350	Engineer positions require PDH's for Engineering license that are required for their positions. These hours are provided through APWA click, listen & learns. There are also Traffic conferences, Survey conferences and APWA spring & fall conferences.
Streets	\$6,958	\$3,000	Overall- required training for (2) Traffic Signal Technicians, IMSA certification, work zone safety, signals, LTAP safety training, plus travel expenses due to location of training.
Protective Inspection	\$6,500	\$6,500	Cutting PI training will have a direct effect on our ISO evaluation and could cost us in our current rating.
Parking Enf	\$0	\$0	
	\$25,668	\$18,935	
		\$6,733	General Fund Cut Amount

Transit	\$6,161	\$3,081	No requirements for training.
Airport	\$29,352	\$17,447	Overall- Airport Safety Officers are required to have mandatory annual training.
Sanitary Sewer	\$16,485	\$8,250	Overall: Sewer has 23 utility positions that are required to have a MO Dept. of Natural Resources issued operator's license, in which these individuals are required to have 30 hours of technical training for each 3 year period of license. In addition, there are Engineers that require PDH's for Engineering license that are required for their positions.
Parking	\$286	\$0	No requirements for training
Solid Waste	\$25,592	\$12,796	50% reduction is acceptable with hopes of it being returned to their budget in future years.
Storm Water	\$3,365	\$1,683	Engineers that require PDH's for Engineering license that are required for their positions.
Building Maintenance	\$1,900	\$1,900	With the new DBB HVAC system, this can not be reduced due to needing the proper training of how to maintain and repair
Fleet Ops	\$5,980	\$2,990	New supervisor training for personnel and welder certification training
	\$89,121	\$48,147	
		\$40,974	Total Other PW Funds Cut Amount

Water & Light

Divison	Budget	Must	Should	Could	Comments
RR	\$6,600	\$3,000	\$1,000	\$2,600	Locomotive Engineer Certification; Current Railroad Regulations; Association Meeting
WP	\$9,700	\$4,500	\$3,000	\$2,000	Water Treatment Operator and Laboratory Liscences; Associations and Conferences; Industry Meetings
WD	\$10,900	\$6,600	\$2,300	\$0	Distribution Service and Backflow Certifications; Associations and conferences;
EP	\$63,930	\$60,000	\$4,000	\$0	System Operator Certifications, Compliance Committees;Maintenance Training;
ED	\$66,236	\$33,000	\$10,000	\$23,000	Apprentice Program; Records Management; Associations and Concerences; Maintenance and Technical Training;
WE	\$6,864	\$7,000	\$0	\$0	MoDNR Distribution Liscences, PE requirements;;
EE	\$17,850	\$18,000	\$0	\$0	SERC Compliance; SCADA training;;
USE	\$25,700	\$17,700	\$4,500	\$3,500	Energy and efficiency Inspector Certifications; Meeting Support; Industry Association Meetings
ADE	\$12,610	\$0	\$13,000	\$0	;Directors travel and training, Business Travel;
ER	\$10,679	\$0	\$10,500	\$0	;Training in Cost of Service and FERC Accounting, Business Travel;
Total	\$231,069	\$149,800	\$48,300	\$31,100	
Percentage		65%	21%	13%	

Must These items have the risk of compliance or other audit and/or regulatory requirements.

Should These items are necessary to provide the training and updates needed to perform duties .

Could These items we feel are a benefit to the customer, but could function with out for awhile.

Employee Benefit Fund:

Have already budgeted a 27.62% reduction in that category for FY 2011. Would appreciate consideration to not cut it anymore.

Drug and alcohol training is hard to find in Missouri. Have to get training because of federal audits of our drug and alcohol program (Omnibus Transportation Employee Testing Act of 1991).

FRA drug and alcohol training required - railroad program is in Oct. in Kansas City- have to send one nurse for compliance purposes. Estimate \$460 which includes travel and registration for two days.

FTA drug and alcohol training required - conference is in April in St. Louis - have to send one nurse, would like to send both nurses Estimate for one is \$630 which includes travel and registration for three days. Cost for two would increase that amount to \$880.

Health Care Reform - extremely important to learn and comply; will try to do as much as possible by webinar. Regulations are coming out monthly and we have to keep up. Webinars run \$199 to \$300 each. Costs will be ongoing, at least one every other month. Estimate expense could run \$1,350 for the year.

Sustainability Fund:

The travel budget is either grant funded or city funds for required funds for matches for grants.

Convention and Visitors Bureau:

We will reduce our travel/training (any meetings not for the specific purpose of selling Columbia as a destination for meetings/events) by 50% which would be approximately \$3,500. I can reduce it further if required but need to leave in, if possible, a budget for those meetings for which attendance is required due to one one or more of our staff having positions on the boards of the organizations for which the travel is budgeted. These are, however, in-state.

Public Communications Fund:

We are o.k. to reduce our travel and training by 50%.

Travel & Training Accounts By Department

	2008A	2009A	2010BWAT	2010 EB	2011 TB	50% Reduction
City Council	\$34,600	\$33,219	\$53,613	\$53,613	\$57,060	\$28,530
City Clerk	\$609	\$454	\$2,637	\$900	\$2,637	\$1,319
City Manager	\$17,062	\$17,920	\$16,700	\$17,750	\$16,200	\$8,100
Neighborhood Services	\$1,598	\$2,205	\$9,703	\$4,950	\$9,703	\$4,852
Finance	\$15,479	\$17,959	\$28,030	\$28,030	\$27,930	\$13,965
Human Resources	\$9,608	\$6,430	\$15,210	\$15,210	\$15,210	\$7,605
Total Law	\$3,809	\$2,529	\$13,825	\$6,329	\$13,825	\$6,913
Municipal Court	\$9,081	\$4,628	\$13,329	\$12,324	\$13,329	\$6,665
Police	\$73,073	\$104,648	\$132,143	\$140,151	\$127,643	\$63,822
Fire	\$34,960	\$36,520	\$38,642	\$24,881	\$38,642	\$19,321
PSJC/EM	\$20,015	\$19,581	\$28,100	\$28,250	\$34,450	\$17,225
Health & Human Serv	\$39,225	\$32,082	\$69,546	\$66,454	\$60,947	\$30,474
Planning	\$3,092	\$5,026	\$15,364	\$15,364	\$15,364	\$7,682
Economic Development	\$0	\$0	\$5,543	\$0	\$5,543	\$2,772
Cultural Affairs	\$1,926	\$3,613	\$4,700	\$3,400	\$4,700	\$2,350
Parks and Rec	\$8,888	\$11,918	\$9,447	\$8,570	\$9,447	\$4,724
PW Admin	\$2,345	\$4,883	\$5,085	\$5,085	\$5,085	\$2,543
PW Engineering	\$3,875	\$2,704	\$7,125	\$6,983	\$7,125	\$3,563
PW Non-Motorized	\$121	\$0	\$200	\$0	\$200	\$100
PW Streets and Sidewalks	\$10,786	\$2,891	\$13,758	\$13,818	\$13,758	\$6,879
Total General Fund	\$290,152	\$309,802	\$482,700	\$452,062	\$478,798	\$239,404
CVB	\$9,688	\$5,477	\$9,200	\$6,987	\$8,220	\$4,110
Sustainability	\$0	\$0	\$2,600	\$2,000	\$2,600	\$1,300
CDBG	(\$966)	(\$335)	\$3,490	\$3,574	\$3,490	\$1,746
Capital Projects	\$27	\$791	\$0	\$0	\$0	\$0
Railroad	\$4,040	\$3,986	\$6,660	\$6,545	\$6,660	\$3,330
Water	\$16,501	\$24,054	\$27,464	\$27,034	\$27,464	\$13,733
Electric	\$146,498	\$133,068	\$191,605	\$156,075	\$197,005	\$98,504
Recreation Services	\$9,014	\$8,544	\$12,669	\$6,392	\$12,665	\$6,336
Transit	\$3,309	\$4,469	\$6,161	\$6,040	\$6,161	\$3,081
Airport	\$10,754	\$12,595	\$25,970	\$23,470	\$25,970	\$12,987
Sewer	\$5,586	\$5,673	\$16,265	\$15,623	\$15,865	\$7,934
Parking	\$0	\$0	\$286	\$0	\$286	\$144
Solid Waste	\$11,250	\$14,740	\$25,492	\$25,092	\$28,508	\$14,256
Storm Water	\$65	\$1,340	\$3,365	\$2,540	\$3,365	\$1,683
Employee Benefit Fd	\$588	\$2,427	\$8,075	\$5,865	\$5,845	\$2,923
Self Insurance	\$3,627	\$4,524	\$7,340	\$7,340	\$7,340	\$3,671
Custodial/BM	\$1,477	\$508	\$1,900	\$1,843	\$1,900	\$950
Fleet Operations	\$5,669	\$2,177	\$5,980	\$5,980	\$5,980	\$2,990
Information Technologies	\$46,557	\$38,988	\$126,781	\$98,337	\$98,950	\$49,476
Public Communications	\$2,088	\$5,421	\$4,850	\$3,350	\$3,150	\$1,575
UCS	\$1,290	\$2,080	\$16,000	\$11,000	\$14,000	\$7,000
Total All Funds	\$567,214	\$580,329	\$984,853	\$867,149	\$954,222	\$477,133

(4)

Mr. 250, reduced 2570

Non-Accountable Auto Allowance - City Manager's Proposal

	Annual Amount	Proposed Annual	GM Proposed Savings
BLATTEL, JOHN INTERNAL AUDITOR *	\$2,400.00	\$2,400.00	\$0.00
HERTWIG HOPKINS, PAULA ASSISTANT CITY MANAGER	\$3,900.00	\$3,315.00	\$585.00
ST ROMAINE, ANTONY ASSISTANT CITY MANAGER	\$3,900.00	\$3,315.00	\$585.00
WATKINS III, HIRAM CITY MANAGER	\$4,500.00	\$3,825.00	\$675.00
BRITT, LEIGH MANAGER OF NEIGHBORHOOD SVCS	\$4,200.00	\$3,570.00	\$630.00
STILL, ROGER TRUST SPECIALIST *	\$1,800.00	\$1,800.00	\$0.00
FINLEY, JANICE BUSINESS SVCS & PENSION MGR	\$3,000.00	\$3,000.00	\$0.00
STARKE, MARILYN PURCHASING AGENT	\$3,000.00	\$3,000.00	\$0.00
BURTON, KENNETH POLICE CHIEF*	\$4,500.00	\$3,825.00	\$675.00
SCHWARTZE, IRENE POLICE CAPTAIN LEMP **	\$3,900.00	\$3,315.00	\$585.00
CASSIL, TERRY FIRE DIVISION CHIEF	\$3,000.00	\$3,000.00	\$0.00
MARKGRAF, WILLIAM FIRE CHIEF	\$4,500.00	\$3,825.00	\$675.00
WITT JR, CHARLES DEPUTY FIRE CHIEF	\$3,000.00	\$3,000.00	\$0.00
FARR JR, CLAYTON FIRE LIEUTENANT	\$2,700.00	\$2,700.00	\$0.00
ALEXANDER, GENALEE PUBLIC INFORMATION SPECIALIST **	\$1,200.00	\$1,200.00	\$0.00
BROWNING, STEPHANIE DIR OF PUBLIC HTH & HUMAN SVCS **	\$3,900.00	\$3,315.00	\$585.00
WORLEY, GERALD ENVIRONMENTAL HEALTH MANAGER **	\$3,000.00	\$3,000.00	\$0.00
DAVIDSON, CAROLYN PUBLIC HEALTH NURSE **	\$840.00	\$840.00	\$0.00
MARTIN, MARY PUBLIC HEALTH MANAGER **	\$3,000.00	\$3,000.00	\$0.00
HOLLIS, STEVEN COMMUNITY & SOC SVCS MANAGER **	\$3,000.00	\$3,000.00	\$0.00
TEDDY, TIMOTHY DIRECTOR OF PLAN & DEVELOPMENT	\$3,900.00	\$3,315.00	\$585.00
ANDREWS, BERNARD ASST DIRECTOR OF ECON DEV	\$4,500.00	\$3,825.00	\$675.00
BROOKS, JAMES DIRECTOR OF ECON DEVELOPMENT *	\$4,500.00	\$3,825.00	\$675.00
HOLMES, MICHELE ADMINISTRATIVE ASSISTANT	\$1,500.00	\$1,500.00	\$0.00
HUNTER, MARIE MANAGER OF CULTURAL AFFAIRS	\$2,700.00	\$2,700.00	\$0.00
HOOD, MICHAEL DIRECTOR OF PARKS AND REC	\$4,500.00	\$3,825.00	\$675.00
SAITTA, STEVEN PARKS DEVELOPMENT SUPT.	\$3,000.00	\$3,000.00	\$0.00
SNYDER, MICHAEL SR PARKS PLANNER ***	\$3,271.44	\$2,780.72	\$490.72
SCOLARO, PAUL CONSTRUCTION SUPERVISOR ***	\$3,887.04	\$3,303.98	\$583.06
GRIGGS, MICHAEL PARKS & RECREATION MANAGER	\$3,000.00	\$3,000.00	\$0.00
KOTTWITZ, MARK PARKS SUPERVISOR ***	\$4,750.08	\$4,037.57	\$712.51
GLASCOCK, JOHN DIRECTOR OF PUBLIC WORKS	\$4,500.00	\$3,825.00	\$675.00
ACTON, RANDY RIGHT OF WAY AGENT	\$3,000.00	\$3,000.00	\$0.00
LISTER, WENDY PROPERTY ACQUISITION MANAGER	\$3,000.00	\$3,000.00	\$0.00
NICHOLS, DAVID ASST PUBLIC WORKS DIRECTOR	\$3,000.00	\$3,000.00	\$0.00
LEA, MARY ELLEN OPERATIONS MANAGER	\$3,000.00	\$3,000.00	\$0.00
THOMAS, SAMUEL STREET & STORMWATER MAINT MGR	\$3,000.00	\$3,000.00	\$0.00
SUDDUTH, JOHN BUILDING REG SUPERVISOR	\$3,000.00	\$3,000.00	\$0.00
Total General Fund	\$125,248.56	\$115,182.28	\$10,066.28
STEINER, LORAH DIRECTOR CONVISITOR BUREAU	\$4,500.00	\$3,825.00	\$675.00
JOHNSEN, TAD DIRECTOR OF WATER & LIGHT	\$4,500.00	\$3,825.00	\$675.00
WILLIAMS, RYAN ASST DIRECTOR OF WATER & LIGHT	\$3,000.00	\$3,000.00	\$0.00
HASHEIDER, ROBERT ENERGY SERVICES SUPERINTENDENT	\$3,000.00	\$3,000.00	\$0.00
WORLEY, CHRISTINA UTILITY SERVICES MANAGER	\$3,000.00	\$3,000.00	\$0.00
STORVICK, DAVID ENGINEERING MGR 10% PREMIUM	\$3,000.00	\$3,000.00	\$0.00
TURNER, FLOYD MANAGER OF WATER OPERATIONS	\$3,000.00	\$3,000.00	\$0.00
STOKES, DANIEL ENERGY SERVICES SUPERINTENDENT	\$3,000.00	\$3,000.00	\$0.00
Total Water and Electric	\$22,500.00	\$21,825.00	\$675.00
HUFFINGTON, GABE PARKS SUPERVISOR ***	\$2,599.92	\$2,599.92	\$0.00
COFFMAN, ERIKA PARKS & RECREATION MANAGER	\$3,000.00	\$3,000.00	\$0.00
RAMEY, KAREN SUPT OF REC & COMM PROGRAMS	\$3,000.00	\$3,000.00	\$0.00
RINEY, CAROL RECREATION SUPERVISOR	\$720.00	\$720.00	\$0.00
COLE, RICHARD RECREATION SUPERVISOR ***	\$3,882.48	\$3,882.48	\$0.00
Total Recreation Services	\$13,202.40	\$13,202.40	\$0.00
KOOPMANS, KENNETH TRANSPORTATION MANAGER	\$3,000.00	\$3,000.00	\$0.00
FRERKING, KATHERINE AIRPORT MANAGER	\$3,000.00	\$3,000.00	\$0.00
SORRELL, DAVID SEWER UTILITY MANAGER	\$3,000.00	\$3,000.00	\$0.00
HUNT, STEVE MANAGER OF ENVIRONMENTAL SVCS	\$3,000.00	\$3,000.00	\$0.00
WIEMAN, RICHARD SOLID WASTE MANAGER	\$3,000.00	\$3,000.00	\$0.00
EVANS, ERIC FLEET OPERATIONS MANAGER	\$3,000.00	\$3,000.00	\$0.00
Total Other Public Works	\$18,000.00	\$18,000.00	\$0.00
HAMPTON, GEORGE RISK MANAGEMENT SPECIALIST	\$3,000.00	\$3,000.00	\$0.00
PERRY, SARAH RISK MANAGER	\$3,000.00	\$3,000.00	\$0.00
Total Risk Management	\$6,000.00	\$6,000.00	\$0.00
Total All Funds	\$189,450.96	\$178,034.68	\$11,416.28

* Employees Auto Allowance negotiated as part of employment offer.

** Employee Costs partially funded through grants or other agencies.

*** Actual amount of Auto Allowance adjusted annually based on actual work related miles driven.

(5)

Cost to add (4) Fire Fighters and Staff Station # 2 (11 months)

FTE		
4	Add (4) Fire Fighters back into the budget - Using Firefighter II Costs for 11 months (Salary + Benefits)	\$240,000
<i>Reclassify(6) FF II to (3) Lieutenants and (3) Engineers for 8 months</i>		
3	Reclassify 3 FF II' to Lieutenants - 8 months	\$72,000
3	Reclassify 3 FF II' to Engineers - 8 months	\$32,000
Total Cost to Fund (6) FF II's, (3) Lts & (3) Eng		<u>\$104,000</u>
Total Cost to Fund (4) FF II's, Reclassify (3) Lts & (3) Eng to staff Station #2		<u><u>\$344,000</u></u>

Administration	(\$3,928)
Emergency Services	(\$131,540)
Training Division	(\$4,100)
Code Enforcement	(\$3,800)
Public Education	(\$7,233)
Total Cuts within Fire Department to help fund additional staff	<u><u>(\$150,601)</u></u>

Cost to Add a Police Officer

Salary + Benefits	\$74,519
Uniform and Other Equipment	\$5,275
	<u>\$79,794</u>
Fully Equipped Vehicle	\$44,325
Cost of (1) Officer and Vehicle	<u><u>\$124,119</u></u>

Combined Totals for Uniform and Clothing

Department	FY 2007	FY 2008	FY 2009	FY 2010	FY 2011	
	Actual	Actual	Actual	BWAT	FY 2010 EB	Prop
Neighborhood Serv.	\$4,424	\$7,395	\$6,069	\$6,219	\$6,219	\$6,219
Police	\$159,915	\$190,105	\$164,158	\$189,459	\$175,850	\$145,908
Fire	\$53,111	\$144,333	\$77,045	\$143,732	\$139,892	\$143,732
Health	\$903	\$758	\$1,138	\$1,550	\$1,519	\$1,519
PSJC	\$3,123	\$2,237	\$4,046	\$3,300	\$2,500	\$3,300
P&R	\$16,278	\$14,954	\$15,736	\$20,076	\$18,900	\$19,626
PW -GF	\$17,624	\$10,681	\$8,345	\$27,753	\$20,831	\$37,649
Total General Fund	\$255,378	\$370,463	\$276,537	\$392,089	\$365,711	\$357,953
Railroad	\$1,671	\$1,599	\$2,461	\$1,550	\$1,995	\$1,900
Water	\$26,913	\$28,832	\$36,196	\$31,606	\$30,000	\$31,606
Electric	\$70,446	\$68,421	\$69,342	\$76,701	\$71,940	\$77,566
Rec Services	\$11,029	\$21,854	\$11,395	\$21,628	\$15,649	\$21,778
Transit	\$14,427	\$12,106	\$15,976	\$19,323	\$18,600	\$19,323
Airport	\$4,058	\$2,714	\$5,103	\$11,289	\$10,240	\$8,706
Sewer	\$10,445	\$9,415	\$12,959	\$16,716	\$16,733	\$16,873
Parking	\$665	\$461	\$826	\$1,373	\$870	\$1,573
Solid Waste	\$16,743	\$18,426	\$24,194	\$38,144	\$35,412	\$34,130
Storm Water	\$1,330	\$1,352	\$1,050	\$2,136	\$2,080	\$2,136
Cust & Bldg Maint	\$1,565	\$1,799	\$2,817	\$5,171	\$5,015	\$6,416
Fleet	\$4,467	\$4,944	\$8,111	\$8,650	\$8,700	\$8,900
Information Tech	\$0	\$1,151	\$0	\$0	\$0	\$0
Public Comm.	\$605	\$109	\$518	\$830	\$889	\$990
Total	\$419,742	\$543,646	\$467,485	\$627,206	\$583,834	\$589,850

19-107 of City Code

If we require uniform, we provide it as decided by each department. City pay to dry clean police uniforms. Plain clothes police assignments get a \$0.44/hour clothing allowance. Employees required to wear jeans on the job get up to 8 pair per year with a max. of \$35 per pair. Departments can allot more for certain jobs (like sewer). Local 773 employees required to work outside in winter get \$50 per year for winter outerwear, with a max. accrual of \$100. Department heads can allot more.

Public Works Operations employees uniforms and jean allowance have been provided following the ordinance. The uniforms are provided to those employees that routinely each day have a job that requires them to get dirty. These are mechanics, landfill operators and refuse collectors, sewer plant and maintenance operators, street operators, parking maintenance personnel, building maintenance and janitorial staff.

Transit drivers have been provided uniforms, however, they do not routinely get dirty. The uniforms provide an "identity" to city employees for the public.

The operational budget amounts for these employees is not the allowance amount for the total number of employees each year. The amounts budgeted are based on historical expenditures. Not every single employee uses their uniform or jean allowance every year.

Fire Department - has proposed cutting uniforms \$45,300 to fund the additional positions.

Actual Section 19-107 attached.

Sec. 19-107. Uniform clothing allowance.

(a) Employees required to wear uniform clothing, specifically those individuals readily visible to the general public, will be provided with such clothing allocations as deemed appropriate by the department head. If allocations are provided, the employee shall be required to wear the uniform clothing, to maintain the garments in a clean and maintained fashion, and to return the full allocation of garments upon separation from city service (or be docked the fair value of missing articles from the final paycheck). The city shall replace uniform clothing damaged through natural wear on the job, but not due to negligence by the employee. The employee shall wear uniform clothing only en route to and from work and while on duty, and police and fire personnel shall be subject to specific departmental policies concerning clothing allotments and/or allowances. Uniformed police officers will have uniforms dry cleaned at city expense within limits of the annual department budget allocation for such purpose. Upon the expiration of available funds, the individual employee will be responsible for dry cleaning of the uniforms. Rules and procedures for dry cleaning of uniforms by the city may be established by the police chief, and when established must be followed by the employee. Commissioned police assigned to plain clothes operations, as specified and defined by the police chief, working a forty-hour week, shall receive additional compensation not to exceed forty-four cents (\$0.44) per hour, to be added to their regular rate of pay, for obtaining necessary clothing.

(b) An employee required to wear standard dark blue denim jeans on the job shall be reimbursed for the cost of up to eight (8) pairs of jeans per year with a maximum reimbursement amount of thirty-five dollars (\$35.00) per pair. Department heads may allot a different number of jeans for certain jobs. In order to be reimbursed, an employee must present a receipt which shows the cost of the jeans and states that they are blue denim. Additionally, if jeans are purchased through a city approved contract (as established by the city's purchasing division), jean purchases may be made in accordance with department head established procedures.

(c) Employees represented by Laborers' International Union of North America, Local 773 whose job duties require them to work outdoors or in unheated areas in the winter shall be reimbursed for the cost of winter outerwear up to a maximum of fifty dollars (\$50.00) per fiscal year. Unused winter clothing allowance may be carried over to subsequent fiscal years with a maximum accrual of one hundred dollars (\$100.00). Department heads may allot extra amounts for winter clothing for certain positions.

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