

**CITY OF POCATELLO**  
**CITY COUNCIL STUDY SESSION AGENDA**

February 11, 2016 · 9:00 AM  
Council Chambers | 911 N 7th Avenue

1. ROLL CALL
2. AIRPORT COMMISSION UPDATE  
Representatives from the Airport Commission will discuss the Commission's goals and projects, as well as Council's policies and expectations.
3. ANIMAL SHELTER ADVISORY BOARD UPDATE  
Representatives from the Animal Shelter Advisory Board will discuss the Board's goals and projects, as well as Council's policies and expectations.
4. ZOO PROJECTS UPDATES  
Parks and Recreation staff, as well as, Pocatello Zoo staff will be present to update the Council regarding Zoo projects. Staff would like to seek direction from the Council for the following requests:
  - (a) Changing the name of the Pocatello Zoo to Zoo Idaho;
  - (b) Community Free Day at the Zoo on June 11, 2016; and
  - (c) Seek Council's direction regarding the Zoo Entrance building design efforts.

(Pertinent information attached.)

Documents: [AGENDA-ITEM4.PDF](#)
5. EMPLOYEE COMPENSATION STUDY UPDATE  
Finance and Human Resource staff will be present to give an update on the Employee Compensation Study and costs to implement the results of the study.  
  
(Pertinent information attached.)  
  
Documents: [AGENDA-ITEM5.PDF](#)
6. ENHANCED BUDGET STRATEGY PROPOSAL  
Finance staff will be present to introduce an Enhanced Budget Strategy Proposal for Council to use as a guideline for determining the Fiscal Year 2017 Budget.  
  
(Pertinent information attached.)  
  
Documents: [AGENDA-ITEM6.PDF](#)
7. COUNCIL WORKING LUNCH  
Members of the Council may choose to participate in a working lunch in the Paradise Conference Room to discuss general City topics. No formal action will be voted on.

**AGENDA**

**ITEM**

**NO. 4**

**Date: February 11, 2016**



**TO: Mayor Blad and Council Members**

**From: John Banks, Parks & Recreation Director  
Peter Pruett, Zoo Superintendent**

**RE: Zoo Name Change Request,  
City Sponsored Free Day Request,  
and Entrance Project Update**

**Pocatello Zoo – Proposed Name Change Request**

**The Parks & Recreation Department and Pocatello Zoo request that City Council consider changing the name of the Pocatello Zoo to “Zoo Idaho”.**

The Pocatello Zoo is one of a handful of indigenous zoos, specializing in strictly native Idaho species. The present name, Pocatello Zoo, reflects the strong support found throughout the community. However, the Zoo and Parks & Recreation Dept. feel that a re-branding effort and name change to “Zoo Idaho” would:

- Better describe the zoo in regards to native animal species.
- Make a bold commentary on being Idaho’s Zoo.
- Be easily memorized, repeatable & identifiable.
- Create a renewed excitement for and interest in the Zoo within, as well as outside of the community.
- Connect directly and seamlessly with the Zoo’s mission statement of ‘Preserving Intermountain West wildlife and habitat through conservation and education.’

The name change also drastically increases the zoo’s marketing opportunities, and brings increased/new attention beyond southeast Idaho to the Pocatello Community. Zoo Idaho is simple, yet strong statement for the Zoo, which carries with it a potential for wide ranging interest and recognition.

Regarding marketing specifically, Google searches are a very common source of information for many, particularly those not familiar with a particular area, region or City. Currently, if one google “zoos in Idaho”, the Pocatello Zoo is the fourth tag that appears, and is mentioned only twice on the initial page. Googling “Idaho zoos”, one will not find reference to the Pocatello Zoo until the third page, in the Searches Related to Idaho Zoos section. However, using the search term “Zoo Idaho” one would see the Pocatello Zoo on 4 of 13 tags, and on the first page. The Zoo Idaho re-branding & name change would guarantee more tags on the first page for all of the above search terms. A very powerful potential tool in attracting new or vacationing Zoo patrons.

In 2015, Yellowstone National Park received 1.4 million visitors with 41% of those visitors accessing the park through the west entrance. There is a very high probability that a majority of the 41% travelled directly through Pocatello on the I-15 corridor. Zoo Idaho provides a greater potential to attract many of these vacationers by advertising along the interstate, in airports – including Salt Lake City, and using radio ads. One initial marketing campaign that Staff would propose to implement would be working in conjunction with the Zoological Society to advertise at key interstate locations a message of “See the animals you didn’t in Yellowstone at Zoo Idaho.”

Lastly, logos are always a vital component to brand recognition. For example, the Nike “swoosh” and Apple logos are immediately recognizable. Careful development of a Zoo Idaho logo could bring instant recognition. Staff envisions building the Zoo Idaho (Where Idaho Lives...) logo around a silhouette of the state of Idaho, allowing the Zoo to build brand recognition and a strong connection whenever someone sees Idaho.

The Pocatello Zoo is poised for strategic & rapid growth and improvement over the next several fiscal years, which is expected to generate vast amounts of renewed excitement and community support. A fresh re-branding effort and name change to Zoo Idaho is a statement of confidence, as well as a recognition of support and pride in both the Pocatello community, and our beautiful state of Idaho.

It is requested that the City Council consider changing the name of the Pocatello Zoo to Zoo Idaho. If approved, the change would occur as of opening day April 1, 2016.

### **Request for City Sponsored Free Day at the Zoo**

**The Parks & Recreation Department and Pocatello Zoo request that City Council consider offering a community Free Day at the Zoo on June 11, 2016.**

A City sponsored free day acknowledges the City's sincere appreciation for the community's support of the Zoo, recognizes how important the community is for the Zoo's success in the future, and is an excellent way for the City & Zoo to say “Thank You” to the community for their support.

In conjunction with the free day, the Zoo would be conducting its first annual Outdoor Adventure Day. The event will celebrate outdoor activities throughout Idaho, inform the community on outdoor activities, present information on how to be active environmental stewards, and inspire people to care for & preserve our habitat for all to enjoy. Possible participants include: The City of Pocatello, Parks & Recreation Dept., ISU Outdoor Adventure Center, Cooperative Wilderness Handicap Outdoor Group, Visit Idaho, Be Outside, and many other local outdoor enthusiast groups.

The Zoo would use the free day for fundraising & revenue generating purposes as well, by setting up multiple membership tables and donation opportunities for the Capital Zoo Entrance Project. The Zoo is also in the process of designing new development & marketing strategies, including opportunities for local/regional entities to sponsor a Zoo

Day of their own. Businesses, corporations and individuals will be able to purchase ½ price or free zoo days for set prices. These opportunities would also be introduced at the City sponsored free day, which in addition would enable Staff to realize accurate attendance count estimates to help market the zoo day sponsorships program.

It is requested that the City Council consider offering a community Free Day at the Zoo on June 11, 2016.

## **Zoo Entrance Project Update**

At the May 14, 2015 Study Session meeting, Council directed Staff to proceed with a revised direction for the Zoo Entrance Project, as follows:

- Discontinue use of the original design for the buildings portion of the project.
- Continue with implementation of designed site work and native landscape.
- Incorporate existing restrooms on the north-west side of the lower zoo into the entrance project.
- Re-design the Zoo Entrance Building to be more cost feasible, while still meeting zoo needs.

## **Site Work**

At the August 13, 2015 Study Session, Council granted Staff permission to continue with and complete implementation of the designed site work, which includes the ADA pathways and native landscapes essential for the remainder of the project. Cost estimate for all site work/grading/utilities, etc. is \$267,581, which includes everything except a new admissions/gift shop/concession/restrooms building.

Remaining site work commenced in October, 2015. Current work status is as follows:

- All needed tree removals have been completed.
- Grading for the eventual building pad location is complete.
- Perimeter fencing has been re-located and installed as needed, including an improved vehicle access gate.
- Restroom renovations are in progress: upgraded walls, doors and windows are in place, facility will be ADA accessible when complete. Floors will also be re-finished and fixtures replaced. With the exception of plumbing work which needs to be completed using a licensed plumber, all work is being done using in-house Staff. When completed, restroom access design will continue to allow general Ross park use during times when the Zoo is closed.
- ADA pathway grading is underway, to be followed by installation of pathways.
- Zoo has partnered with the BLM and Jackson Land Design to develop site landscaping and a fire-wise native educational garden.

Weather permitting, and Staff anticipates a completion date of April/May, 2016.

## Zoo Entrance Building – Future Steps

Zoo Superintendent Peter Pruett has been exploring options for a re-designed Zoo Entrance building plan that will meet zoo needs both now and in the future, as well as be significantly more cost feasible.

Initial inquiries with custom built and aesthetically superior pre-fabricated building manufacturers indicated that a significant cost savings could be realized by using a pre-fab building. A preliminary plan provided by Romtec Pre-Engineered Buildings indicated a cost of approximately \$250,000, including building, delivery, architect/engineering plan fees and installation.

Further exploration of has yielded another potential building design option that Staff is excited to present to Council for consideration, a log cabin style building designed to seamlessly blend with and take advantage of the existing native landscape & topography, and capitalize on the inherent natural beauty of the Zoo site. A preliminary plan provided by Lodge Log and Timber Products indicates a log building cost of approximately \$84,000. This cost does not include delivery, architect/engineering plan fees or installation. Conservatively, Staff estimates that the total cost of the Lodge Log and Timber Building would be approximately \$200,000.

Architect cost estimates for the Zoo Entrance building as originally designed ranged from \$637,200 to \$763,500.

Staff is requesting Council input and direction regarding Zoo Entrance building design efforts.

# Pocatello Zoo Outdoor Adventure Day

## Program/Event Description

Idaho supports forests, grasslands, deserts and wetlands throughout its varied geographical features. Due to this wide range of features Idaho is well known for outdoor recreational activities. The Pocatello Zoo would like to celebrate all the amazing nature activities in Idaho, educate the community on the opportunities to be active outdoor participants, stewards and inspire folks to care for and preserve our habitat for all to enjoy.

The event will be used to celebrate the Parks & Recreation Departments Outdoor Recreation programs, as well as the Zoo. There is also an opportunity to use the event to focus the Parks & Recreation Departments "Play Often, Live Better" campaign. The event will also be the opportunity to announce the change from Pocatello Zoo to Zoo Idaho (if approved).

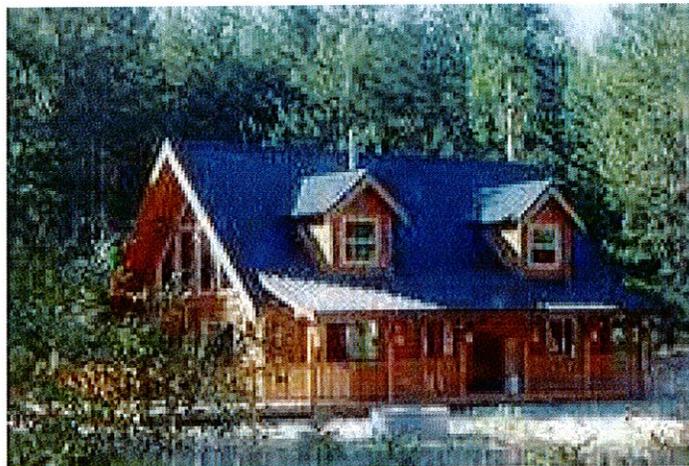
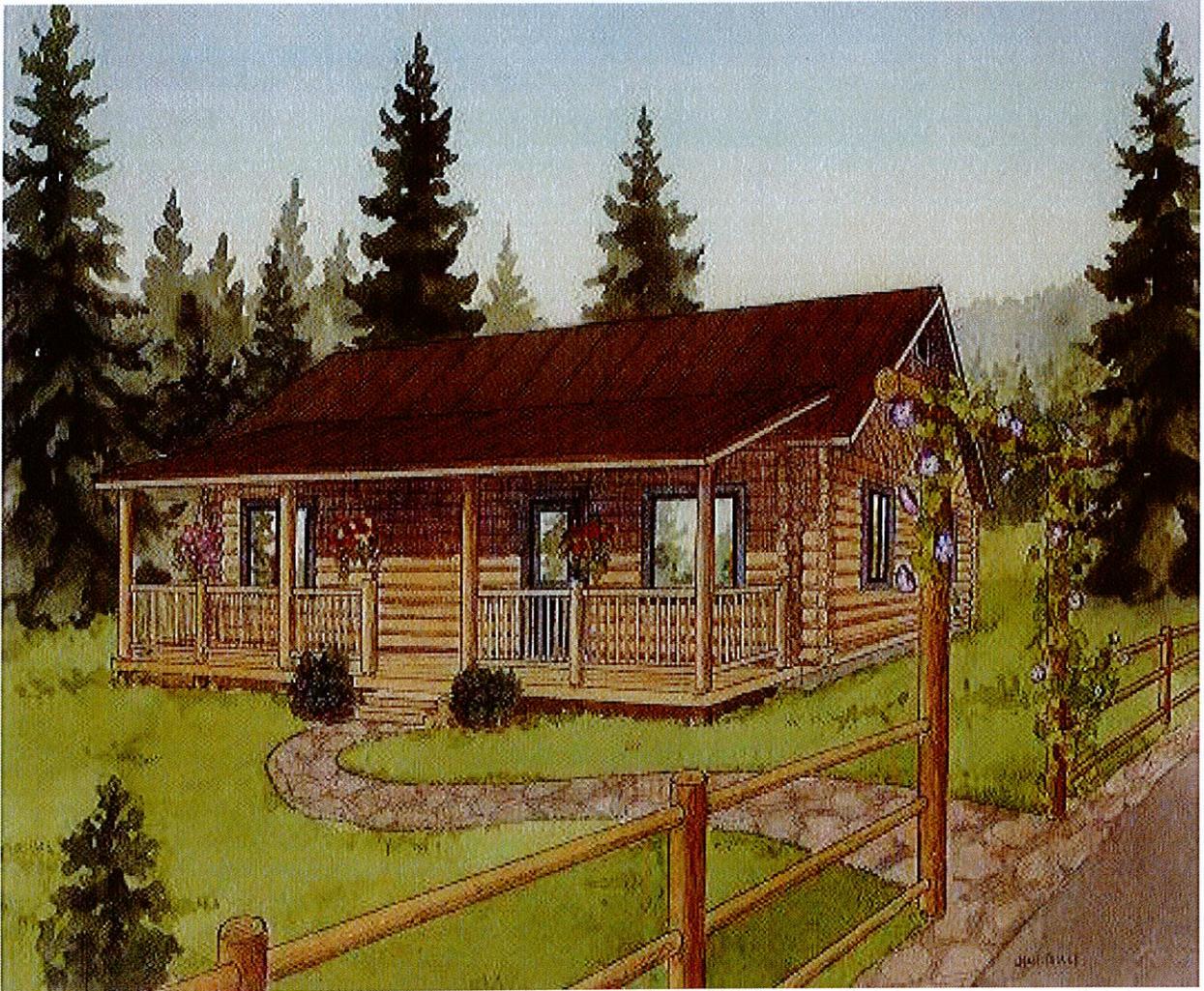
The Zoo is considering **Saturday June 11<sup>th</sup>, 2016** as the day of the event.

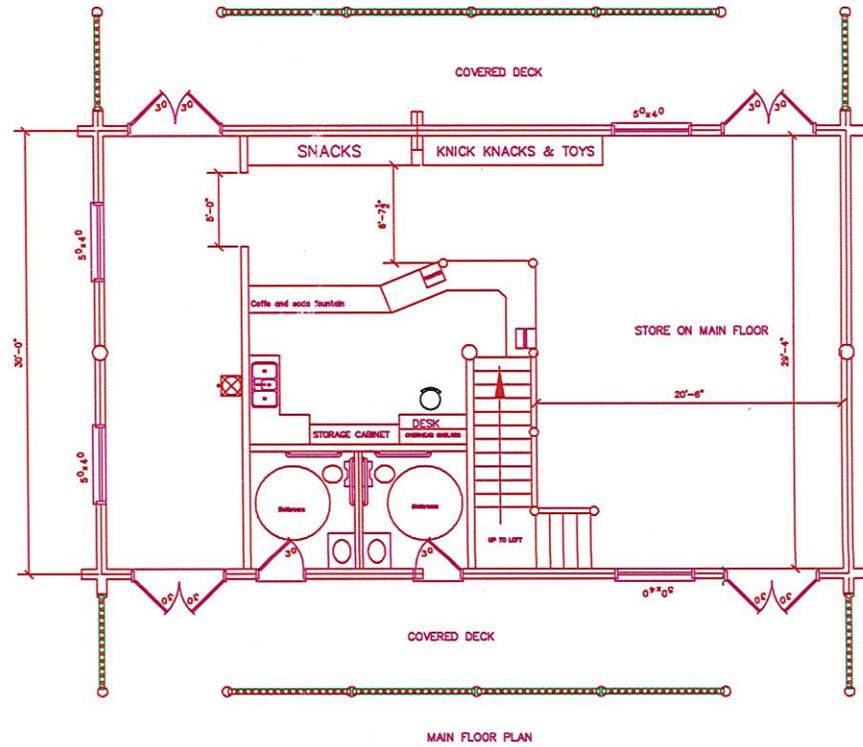
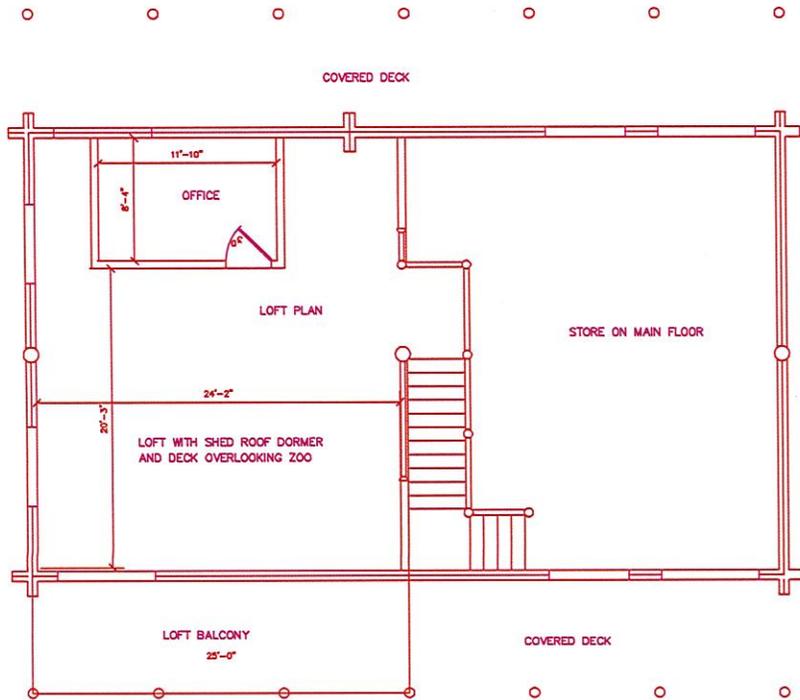
## Possible Participants:

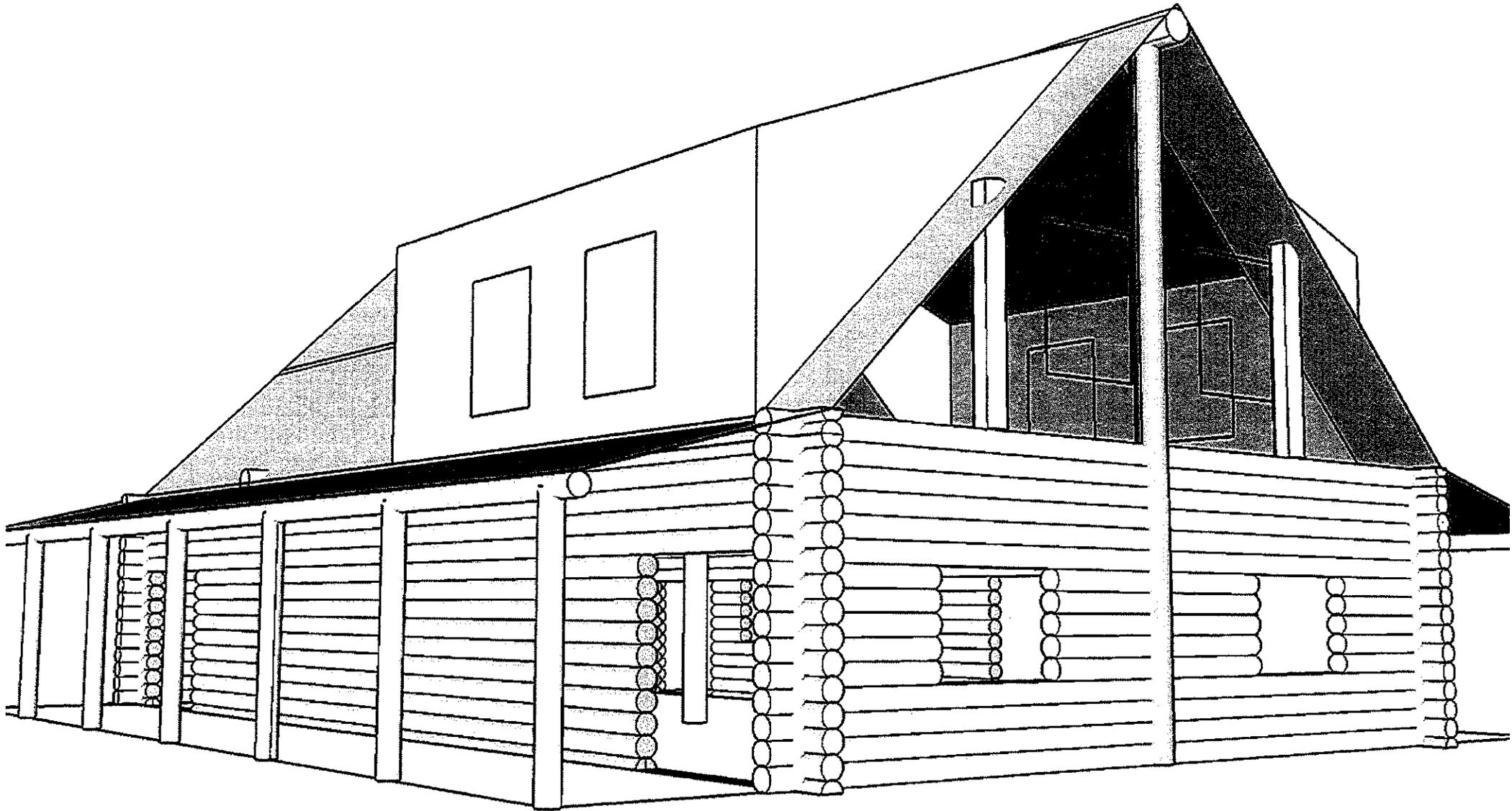
City of Pocatello  
Pocatello Zoo  
Pocatello Parks and Rec  
Pocatello Outdoor Rec  
Pocatello Chamber of Commerce  
Portneuf Greenway Foundation  
Element Outfitters  
Idaho State University Outdoor Adventure Center  
Cooperative Wilderness Handicap Outdoor Group  
Pebble Creek  
Pocatello X-country Ski Foundation  
Portneuf Valley Disc Golf Club  
Snake River Mountain Bike Club  
South East Idaho Fly Fishers  
Visit Idaho  
Idaho Natural Resource Foundation  
Idaho Canoe Kayak Club SUP (Boise)  
Cliff Bar

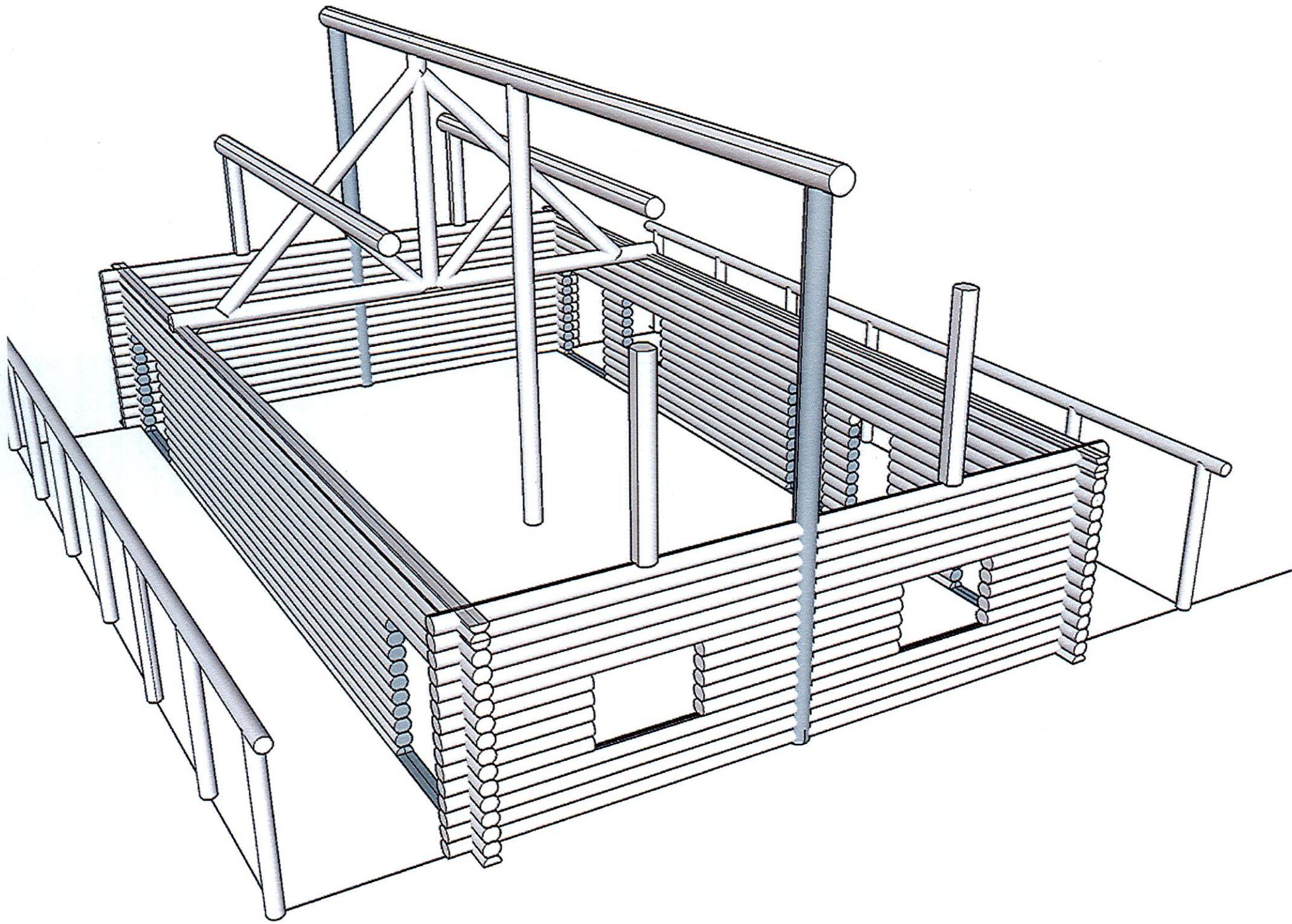
Sponsorship: \$500 sponsorships will include recognition on advertisements, social media and banners.

The Zoo is requesting a City sponsored free day for the Zoo in conjunction with the event. Sponsorships will be sought as well as donation opportunities that can be geared towards finishing the entrance building or other capital improvement projects. Attendance will be monitored carefully and be used as a selling point for corporate zoo day sponsorships.









# Cutting Edge Logs

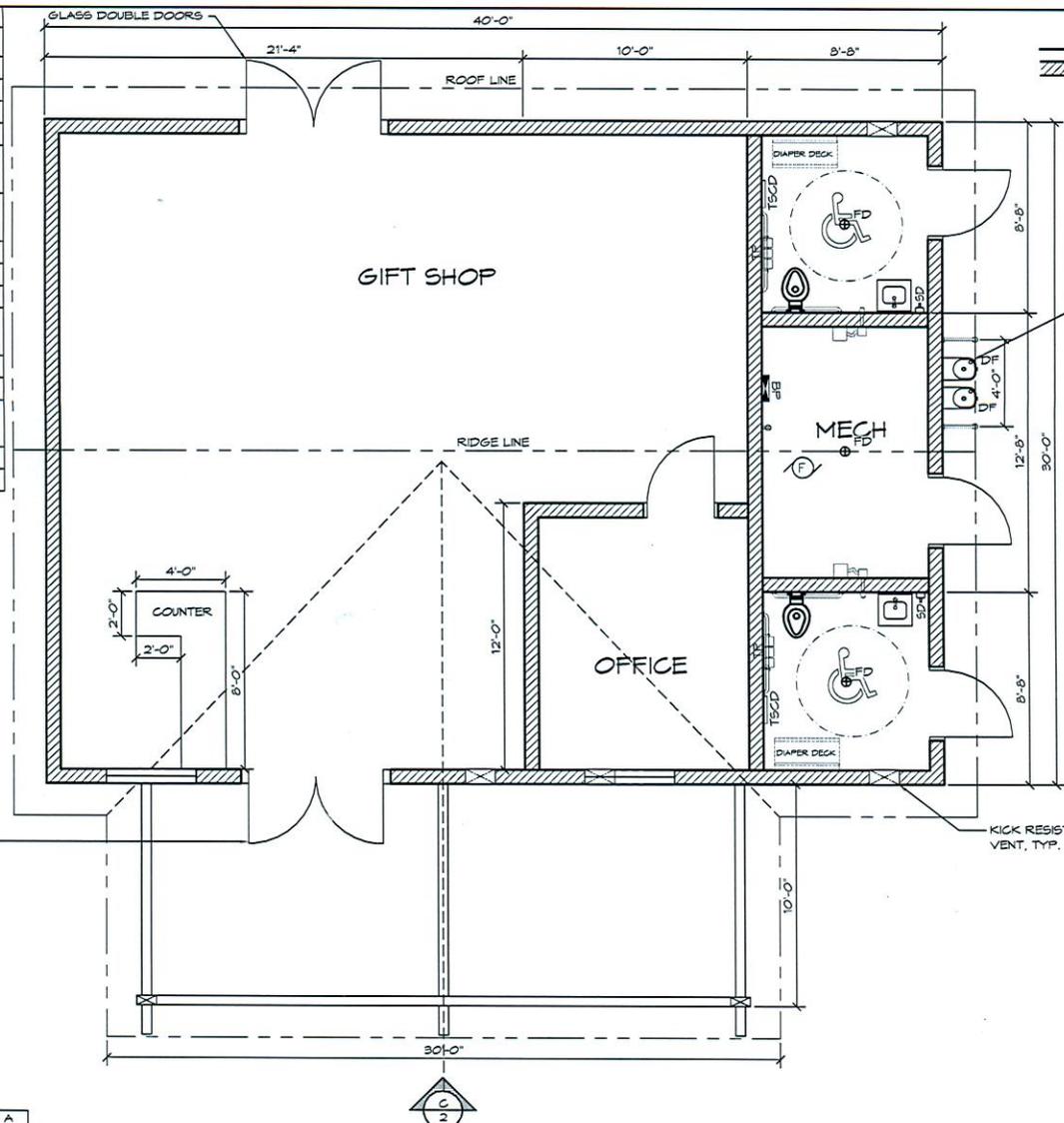
1/20/2016

|              |               |
|--------------|---------------|
| <b>DATE:</b> | 01/20/16      |
| <b>NAME:</b> | Pocatello Zoo |

|                |                 |
|----------------|-----------------|
| <b>FILE #:</b> | Estimated Quote |
|----------------|-----------------|

| <b>ESTIMATED TOTALS</b>                     |   |                     |
|---|---|---------------------|
| <i>Full Round<br/>10" Western Whitewood</i> |   |                     |
| Log Walls                                   | 11 courses tall   | \$35,803.75         |
| Half Log Siding                             |   | 1,743.18            |
|   |   | N/A                 |
| Gables                                      |   | 5,497.66            |
| Gable Siding                                |   | 7,929.60            |
| Dormers                                     |   | N/A                 |
| Dormer Siding                               |   | N/A                 |
| Roof Members                                |   | 6,529.92            |
| Trusses & Labor/Hardware                    |   | 5,016.00            |
| Log Floor Joists                            |   | N/A                 |
| Exterior Poles & Headers                    |   | 8,766.92            |
| Log Stairs                                  |   | 2,650.34            |
| Treads Only                                 |   | N/A                 |
| Log Railing exterior only                   |   | 4,656.96            |
| Log Mantles                                 |   | N/A                 |
|   |   | N/A                 |
| Log Stacker                                 | # of Cases<br>Desired   | 4.00<br>300.00      |
| TPI Grading Charge                          | <input type="checkbox"/> House <input type="checkbox"/> Poles in excess of 3000 | N/A                 |
|   |   | N/A                 |
|   |   | N/A                 |
| Tools <input checked="" type="checkbox"/>   |   | 200.00              |
| <i>Total Taxable Materials</i>              |   | 79,094.33           |
| Sales Tax                                   | 6.00%   | 4,745.66            |
| <b>Sub-Total</b>                            |   | <b>83,839.99</b>    |
|   |   | N/A                 |
|   |   | N/A                 |
| Less Preliminary Drawing Deposit            |   | N/A                 |
| Engineering Fees                            |   | N/A                 |
| Freight Charges                             |   | N/A                 |
| Technical Assistant                         |   | N/A                 |
| <b>Balance Due</b>                          |   | <b>\$ 83,839.99</b> |

| LEGEND |                                |                   |
|--------|--------------------------------|-------------------|
| SYMBOL | DESCRIPTION                    | AREA/<br>QUANTITY |
|        | 2x8 WOOD FILLER WALL           |                   |
|        | EXTERIOR WALL LIGHTS           | 7                 |
|        | INTERIOR WALL LIGHTS           | 2                 |
|        | INTERIOR CEILING LIGHTS        | 9                 |
|        | 16' x 24' KICKPROOF WALL VENT  | 4                 |
|        | ROMTEC 4.1 VENTILATION PACKAGE | 1                 |
|        | FLOOR DRAIN                    | 3                 |
|        | 3 - TOILET PAPER ROLL          | 2                 |
|        | TOWEL DISPENSER                | 2                 |
|        | FAST AIR HAND DRYER            | 2                 |
|        | SEAT COVER DISPENSER           | 2                 |
|        | SOAP DISPENSER                 | 2                 |
|        | DIAPER DECK                    | 2                 |
|        | WALL FAUCET                    | 1                 |
|        | ELECTRICAL OUTLET              | 1                 |



| WALL TYPE SCHEDULE |   |
|--------------------|---|
|                    | 8" REINFORCED CONCRETE MASONRY BLOCK WALL WITH MORTAR JOINTS, GROUTED SOLID ALL CELLS RUNNING BOND PATTERN. |

THESE PLAN VIEW AND ELEVATION DRAWINGS ARE A PRELIMINARY ARCHITECTURAL REPRESENTATION OF THE BUILDING. ALL DIMENSIONS, FEATURES AND COMPONENTS SHOWN ON THESE PRELIMINARY DRAWINGS MAY OR MAY NOT BE PART OF THE QUOTE. PLEASE REFER TO THE 'SCOPE OF SUPPLY AND SERVICES' LETTER PROVIDED WITH YOUR QUOTE FOR ROMTEC'S PROPOSED SCOPE OF SUPPLY.

**1 FLOOR PLAN**  
SCALE: 3/16" = 1'-0"



18240 NORTH BANK ROAD - ROSEBURG, OR 97470  
(541) 996-3341 FAX (541) 996-0880

PRELIMINARY

PROJECT: MODEL 2649 BUILDING 30' x 40' CUSTOM RV EXTENSION

POCATELLO ZOO GIFT SHOP

POCATELLO ZOO GIFT SHOP

POCATELLO, IDAHO

SHEET TITLE: FLOOR PLAN

PROJECT NO. 312

MODEL NO. 2649

DATE: 5/04/2015

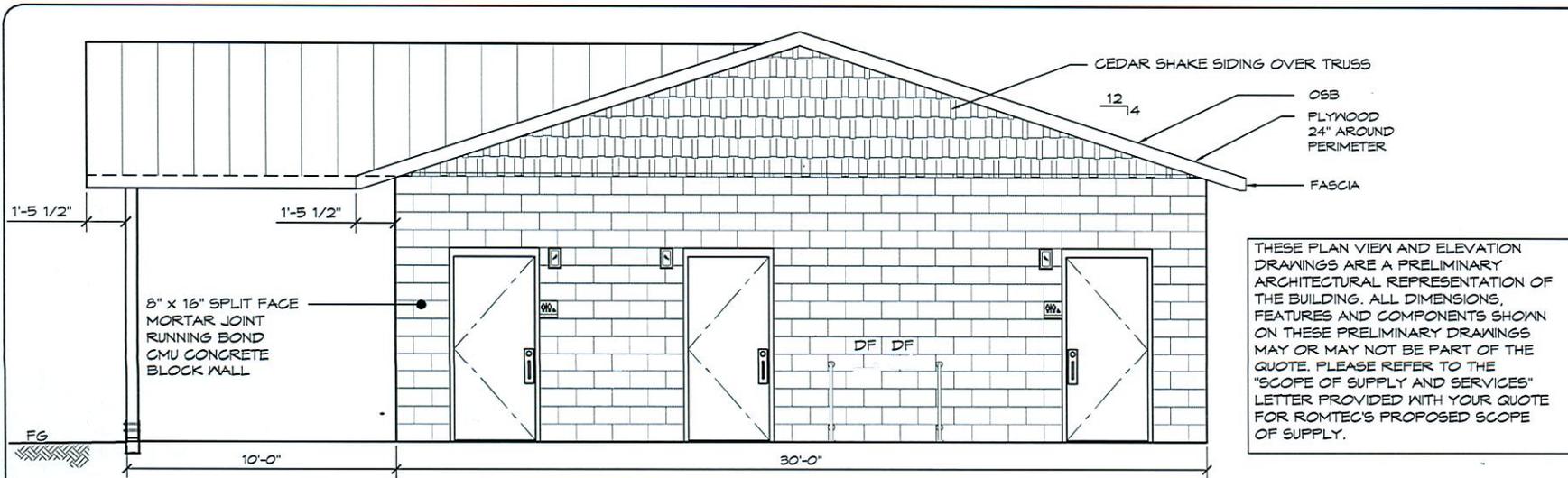
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| REV. | DATE | BY |
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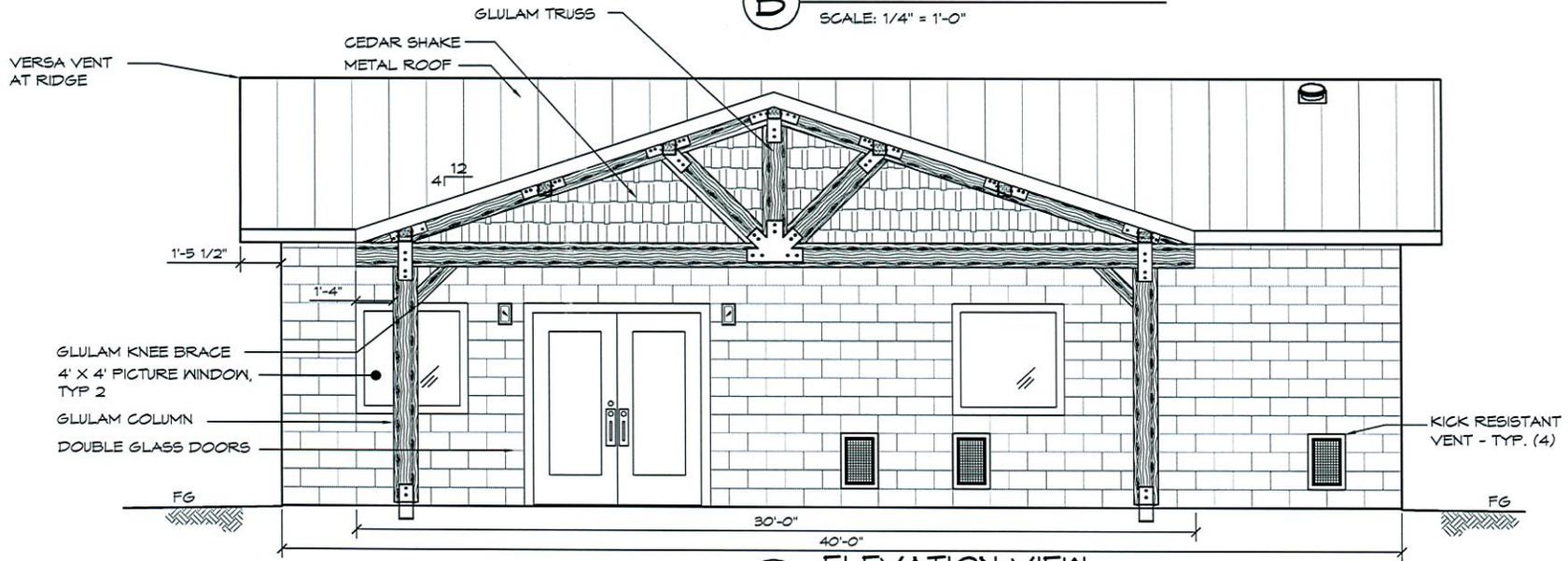
SHEET NO. 1

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**B** ELEVATION VIEW  
SCALE: 1/4" = 1'-0"



**C** ELEVATION VIEW  
SCALE: 1/4" = 1'-0"

**ROMTEC**  
18240 NORTH BANK ROAD - ROSEBURG, OR 97470  
(503) 996-3341 FAX (503) 996-0803

PRELIMINARY

PROJECT: MODEL 2649 BUILDING 30' x 40' CUSTOM IV EXTENSION  
POCATELLO ZOO GIFT SHOP  
POCATELLO ZOO GIFT SHOP  
POCATELLO, IDAHO

PROJECT#: 372  
MODEL#: 2649  
DATE: 5/04/2015  
REVISIONS

| REV. | DATE | BY |
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DESIGNED BY: TH  
SHEET NO. 2

**AGENDA**

**ITEM**

**NO. 5**

# Compensation

Pay Plan Costs for Implementation in  
Fiscal Year 2017

# Agenda

- Finance was requested to project cost of new pay plan.
- Implementation of the plan required employees to be labeled for their percent of market based on years of services to determine compensation.
- Financial Impact on Funds
- Summary of Financial Impact

# Implementation for FY2017

- Each employee has been labeled based on hire/promotion date to determine their percent of market pay for this implementation
- Label A = Hired or promoted in FY 2015
  - % of Market varies
- Label B = Hired or promoted in FY 2013 or FY 2014
  - % of Market is at least 88%
- Label C = Hired or promoted in FY 2011 or FY 2012
  - % of Market is at least 91%
- Label D = Hired or promoted in FY 2010 or earlier
  - % of Market is at least 96%

# Financial Impact on Funds

- General Fund – Tax funded

| Fund | Dept/Div               | Budget Increase   |
|------|------------------------|-------------------|
| 001  | 0100 Mayor and Council | \$ 2,924          |
| 001  | 0200 Finance           | \$ 18,193         |
| 001  | 0300 City Hall         | \$ 6,215          |
| 001  | 0500 Building          | \$ 17,376         |
| 001  | 0600 Planning          | \$ 10,072         |
| 001  | 0601 Engineering       | \$ 37,148         |
| 001  | 0602 GIS Engineering   | \$ 635            |
| 001  | 0700 Human Resources   | \$ 26,057         |
| 001  | 0900 Legal             | \$ 11,321         |
| 001  | 1000 Police            | \$ 132,780        |
| 001  | 1100 Fire              | \$ 189,505        |
| 001  | 1200 Animal Control    | \$ 11,625         |
| 001  | 1301 Parks             | \$ 8,070          |
| 001  | 1302 Parks Admin       | \$ 12,843         |
| 001  | 1303 Zoo               | \$ 27,435         |
| 001  | <b>General Fund</b>    | <b>\$ 512,199</b> |

# Financial Impact on Funds

- Other Tax Funds

| Fund | Dept/Div                  | Budget Increase  |
|------|---------------------------|------------------|
| 003  | 2001 Street               | \$ 14,945        |
| 004  | 1304 Outdoor Recreation   | \$ 10,101        |
| 004  | 1305 Team Sports          | \$ 1,333         |
| 004  | 1306 Ross Park Aquatic    | \$ -             |
| 004  | 1307 Community Rec Center | \$ 7,699         |
| 004  | 1311 Fort Hall Replica    | \$ -             |
| 005  | 9901 Cemetery             | \$ 2,989         |
| 006  | 9902 Aiport               | \$ 899           |
| 007  | 9903 Library              | \$ 53,660        |
|      |                           | <b>\$ 91,626</b> |

# Financial Impact on Funds

- Funds – funded by both tax and fees

| Fund | Dept/Div                    | Budget Increase  |
|------|-----------------------------|------------------|
| 002  | 9900 Risk Management        | \$ 1,034         |
| 012  | 9908 Video Services         | \$ 1,080         |
| 050  | 5000 Information Technology | \$ 23,762        |
| 054  | 5400 Public Works Director  | \$ 10,590        |
|      |                             | <b>\$ 36,466</b> |

- Transit Fund – Urban \$9,880
  - 50% of the Urban Fund amount will be funded with tax and the remainder with grants
  - Note: **Rural** is self funded with grants and program revenue **\$8,193**
- CDBG – grant and program revenue \$712

# Financial Impact on Funds

## Fee Supported Funds

| Fund | Department /Division    | Budget Increase |
|------|-------------------------|-----------------|
| 030  | Sanitation              | \$9,994         |
| 031  | Water                   | \$40,958        |
| 032  | Water Pollution Control | \$1,958         |
| 035  | Ambulance               | \$103,640       |
| 017  | Environmental Science   | \$1,875         |
| 052  | Utility Billing         | \$22,820        |

# Financial Impact on Funds Summary

| Type of Financial Support     | Budget Increase  |
|-------------------------------|------------------|
| Tax Supported Funds           | \$603,825        |
| Tax and Fee Supported Funds   | \$46,346         |
| Fee Supported Funds           | \$181,245        |
| <b>Total Cost for FY 2017</b> | <b>\$831,416</b> |

# Questions?



**AGENDA**

**ITEM**

**NO. 6**



# Budget Development Strategy

Budget Direction for 2017 Budget Development

# Vision Statement

- The City's Budget process is a decision making tool to effectively use our limited resources to provide the needed and desired services to our citizens.
- The City's approach to budgeting is to develop a concise process to clearly relate financial resources to the services to be provided in the coming fiscal year.

# Goal and Objective

- To develop a budget process which allows the governing body to determine the services to be provided with the available resources.
- The start of the process will develop a budget with acceptable funding and increase services as additional revenues become apparent.

# Today's Situation

- Current Budget Approach
  - Develop inter-funds and transfers
  - Develop Salary Projections
    - Update projections for personnel changes related to promotions/Health insurance
    - Develop proposals for new personnel
    - Potential pay increases are not addressed
  - Department budget developed with all requested needs and wants of the department
  - Revenue analysis completed in May and early June
  - Develop tax solution to attempt to balance tax fund budgets
    - Difficult process when resources are not available to match the requested needs and wants

# Proposed New Process

- Review Revenue for Council direction
  - Review Reserve Fund Balances for the end of fiscal year 2015
  - Impact of one time monies in prior budget
  - Property tax review of dollars and rate
  - Property tax distribution of resources to services

# Proposed New Process - Continued

- Department budget guidance
  - Tax Funds – budget development
    - Decrease, flat, increase
  - Enterprise Funds – budget guidance
    - Rate Study – follow adopted plan

# Proposed New Process - Continued

- Salary projections
  - Review with departments – personnel changes from promotions/family changes
  - Develop new personnel requests
    - Tax Funds vs Enterprise Funds
- Compensation
  - New pay plan or existing step plan/longevity
- Health care benefits
  - City's adopted provider for the next fiscal year
  - Discuss distribution application

# Proposed New Process - Continued

- Department Budget Development
  - Based on guidance
  
- Department Presentations
  - Based on budget guidance include service impact
  - List of department additional needs
  - Additional needs will be added to tax solution worksheet

# Proposed New Process - Continued

- Revenue Analysis
  - Revenues above initial development applied to department needs
  - Compare to initial revenue build for excess revenues for additional service
- Tax Solution
  - Application of additional revenues on additional department needs

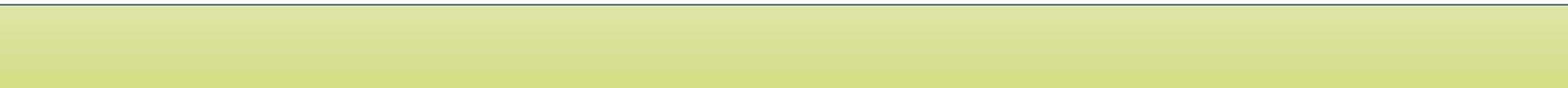


Questions??



# Budget Guidance

For Fiscal Year 2017 Budget Development



# Agenda

- Budget Reserve Policy
- Union Negotiation Policy
- Property Tax
- Property Tax Distribution
- Tax Funds Initial Budget Development Guidance
- Enterprise Funds Initial Budget Development Guidance
- Salary Projections
- Health Benefits
- Summarize

# Reserve Policy

The City shall strive to maintain the reserve balance for all tax supported funds equal to 3 months of expenditures of the ensuing fiscal year. This allows for adequate cash flow needs until bi-annual major property tax revenues are received. At the end of each fiscal year, after completion of the annual audit, any amount above the required reserve balance will be available for use in the coming fiscal year budget process for one time capital needs as approved by the Mayor and City Council.

Enterprise Funds will build reserves according to the rate study plan for use in planned capital projects.

The capital project funds, debt service funds, and grant funds are not required to maintain reserves due to how these funds operate. The funds expenditures are met with transfers and current grant monies. The Retirement Payout, Capital Acquisition, Building Renovation, Fire Apparatus, and Street Capital Funds will build reserves for future needs. The Workman's Comp Fund will build a reserve level of \$1,500,000 for possible claims.

# Union Negotiation Policy

## Union Negotiation Policy

The City will delay until the next fiscal year implementation of negotiated Union terms if negotiations have concluded after the completion of the budget process. Once the budget is published for the public hearing, the budget cannot be increased.

# One time monies FY2016 Budget

- General Fund

|  |             |
|--|-------------|
| ● Finance – Freeze open position for FY 2016         | \$ 100,000  |
| ● City Hall – Capital improvement budget             | \$ 80,000   |
| ● CDBG – Division Manager reduce funding 16%         | \$ 17,280   |
| ● Close Sidewalk Fund – transfer residual monies     | \$ 12,645   |
| ● Video Services – government access position        | \$ 17,358   |
| ● PDA – HOKU land conveyance                         | \$ 300,000  |
| ● Palisades Water Lease revenue- (option-4 more yrs) | \$ 400,000  |
|  | <hr/>       |
|  | \$1,017,283 |

# One time monies FY2016 Budget - continued

|   |            |
|---|------------|
| ● Street Fund – Paint Stripper          | \$ 90,000  |
| ● Cemetery Fund – Use of Reserves       | \$ 186,375 |
| ● Airport Fund – Use of Reserves        | \$ 30,495  |
| ● Library Fund – Use of Reserves        | \$ 167,733 |
| ●                                       | <hr/>      |
| ● Total other tax funds one time monies | \$ 474,603 |

# Property Tax History

| Fiscal Year | Levy Dollars  | Tax Rate    | Other Considerations   | CPI   |
|-------------|---------------|-------------|--|-------|
| 2016        | \$ 26,495,490 | 0.010760620 | Used one time revenues to manage increases and spent excess reserves                       | 1.66% |
| 2015        | \$ 26,769,193 | 0.010789914 | Loss of PILOT Transfer \$2.4 million   | 1.58% |
| 2014        | \$ 24,838,920 | 0.010061450 | PILOT Transfer \$206,904 - Court order to stop Transfers Nov 2013                          | 1.59% |
| 2013        | \$ 24,147,038 | 0.009732519 | Reduced PILOT Transfer \$2,265,330   | 2.93% |
| 2012        | \$ 22,878,818 | 0.008955293 | Central Corridor TIF Distric Closed and <i>Reduced PILOT transfer \$2,458,814 (\$1.4M)</i> | 1.63% |
| 2011        | \$ 21,931,741 | 0.009736060 | PILOT Transfer \$3,842,503 to General Fund   | 2.63% |
| 2010        | \$ 21,222,708 | 0.009577781 | PILOT Transfer \$3,842,503 to General Fund   | 0.03% |
| 2009        | \$ 20,375,325 | 0.009757247 | PILOT Transfer \$3,842,503 to General Fund   | 4.28% |
| 2008        | \$ 19,119,733 | 0.010010883 | PILOT Transfer \$3,828,132 to General Fund   | 2.08% |
| 2007        | \$ 17,604,300 | 0.010385065 | PILOT Transfer \$4,021,272 to General Fund   | 3.99% |
| 2006        | \$ 16,631,566 | 0.010000108 | PILOT Transfer \$4,021,272 to General Fund   | 2.97% |

Change 2012-2016  
\$3,616,672  
(pilot transfer stopped  
Nov 2014)

Change 2006-2012  
\$6,247,252  
(pilot transfer active)

Note the increase in property tax levied from 2012 to 2016 equals \$3,616,672. This amount is almost equivalent to the pilot transfer of \$3,842,503 which indicates that we did not increase services, but were compensating for the loss of the pilot revenue.

# Property Tax History - continued

|         | Year | Tax Levy      | PILOT Transfer | ROW Maintenance | Total         | Growth       |
|---------|------|---------------|----------------|-----------------|---------------|--------------|
| 5 years | 2016 | \$ 26,495,490 | \$ -           | \$ -            | \$ 26,495,490 | \$ 721,246   |
|         | 2015 | \$ 26,769,193 | \$ -           | \$ -            | \$ 26,769,193 |              |
|         | 2014 | \$ 24,838,920 | \$ 206,904     | \$ 991,015      | \$ 26,036,839 |              |
|         | 2013 | \$ 24,147,038 | \$ 2,265,330   | \$ 1,231,452    | \$ 27,643,820 |              |
|         | 2012 | \$ 22,878,818 | \$ 2,458,814   | \$ 1,187,691    | \$ 26,525,323 |              |
| 6 years | 2011 | \$ 21,931,741 | \$ 3,842,503   |                 | \$ 25,774,244 | \$ 5,121,406 |
|         | 2010 | \$ 21,222,708 | \$ 3,842,503   |                 | \$ 25,065,211 |              |
|         | 2009 | \$ 20,375,325 | \$ 3,842,503   |                 | \$ 24,217,828 |              |
|         | 2008 | \$ 19,119,733 | \$ 3,828,132   |                 | \$ 22,947,865 |              |
|         | 2007 | \$ 17,604,300 | \$ 4,021,272   |                 | \$ 21,625,572 |              |
|         | 2006 | \$ 16,631,566 | \$ 4,021,272   |                 | \$ 20,652,838 |              |

# Property Tax

- Review past levy information

Additional Dollars  
available only with  
increased market  
valuation

| Fund       | Balance to Levy | Levy rate   | Levy Limit |
|------------|-----------------|-------------|------------|
| General    | \$ 22,136,863   | 0.008998262 | 0.0090     |
| Street     | \$ 1,345,273    | 0.000546831 | No Limit   |
| Recreation | \$ 635,452      | 0.000258301 | 0.0006     |
| Cemetery   | \$ 17,382       | 0.000007065 | 0.0004     |
| Airport    | \$ 652,857      | 0.000265375 | 0.0006     |
| Library    | \$ 1,486,423    | 0.000604206 | 0.0010     |
| Bond       | \$ 221,240      | 0.000086542 | No Limit   |
|            | \$ 26,495,490   | 0.01076062  |            |

# Property Tax Distribution

## Property Tax Dollars in Rank Order

| Fund              | Dollars              | %of Total      | Reserves used in FY 2016 |
|-------------------|----------------------|----------------|--------------------------|
| General Fund      | \$ 22,511,863        | 84.96%         |                          |
| Street Fund       | \$ 970,273           | 3.66%          |                          |
| Recreation        | \$ 635,452           | 2.40%          |                          |
| Cemetery Fund     | \$ 17,382            | 0.07%          | \$ 186,375               |
| Airport Fund      | \$ 652,857           | 2.46%          | \$ 30,495                |
| Library Fund      | \$ 1,486,423         | 5.61%          | \$ 167,733               |
| Debt Service Fund | \$ 221,240           | 0.84%          |                          |
|                   | <b>\$ 26,495,490</b> | <b>100.00%</b> | <b>\$ 384,603</b>        |

# General Fund Property Tax Distribution

Acceptable distribution  
or do we need to adjust

| Fund         | Division     | Dollars              | % of Total    |
|--------------|--------------|----------------------|---------------|
| General Fund | Police       | \$ 10,539,360        | 39.78%        |
| General Fund | Fire         | \$ 5,822,583         | 21.98%        |
| General Fund | Parks        | \$ 1,550,628         | 5.85%         |
| General Fund | Non-Dept     | \$ 1,069,486         | 4.04%         |
| General Fund | Engineering  | \$ 816,546           | 3.08%         |
| General Fund | Animal Contr | \$ 649,018           | 2.45%         |
| General Fund | Zoo          | \$ 510,310           | 1.93%         |
| General Fund | Planning     | \$ 480,328           | 1.81%         |
| General Fund | Mayor & Cou  | \$ 468,063           | 1.77%         |
| General Fund | Legal        | \$ 381,503           | 1.44%         |
| General Fund | Parks Admin  | \$ 149,141           | 0.56%         |
| General Fund | GIS          | \$ 30,859            | 0.12%         |
| General Fund | Finance      | \$ 20,465            | 0.08%         |
| General Fund | Human Resou  | \$ 11,229            | 0.04%         |
| General Fund | Building     | \$ 8,945             | 0.03%         |
| General Fund | City Hall    | \$ 3,399             | 0.01%         |
|              |              | <b>\$ 22,511,863</b> | <b>84.96%</b> |

# Tax Increase and Foregone Amount

- 3% Property Tax Increase available for FY 2017
  - \$807,026
- Foregone amount available for FY 2017
  - \$1,460,725

# General Fund Levy Limitation

- Move Zoo Division to Recreation Fund \$510,310
- Add Legal Division into Administrative Support Calculation
  - Move Magistrate Court Revenue into Police Division Revenue
- Add administrative items from Non-Departmental Division into Administrative Support Calculation
- Move Electric Franchise Fee Revenue back to General Fund \$430,000
  - Note: these monies are unrestricted so this limits the projects the Street Fund can complete that are not allowable with Highway User Revenue
- Levy direct for risk management insurance for the general fund \$365,764

# Tax Funds Initial Budget Development Guidance

- General Fund Levy limitation solutions
- Policy Decisions
- Property tax amount to be levied
  - Planned reduction
  - 3% increase and foregone
- Property tax distribution
- Department request for additional personnel
- Employee compensation direction
  - Plan to follow
  - implementation
- Health Benefits
  - Provider for FY 2017

# Fee Supported Funds Initial Budget Development Guidance

- Budget development guidance
  - Build according to rate study plan
- Department request for personnel
  - Must be included as part of the rate study plan
- Pay Plan
  - Decision will mirror Tax Fund budget development guidance
- Health Benefits
  - Decision will mirror Tax Fund budget development guidance

# Salary Projection Development

- Request for new personnel
  - Tax funds
  - Enterprise funds
- Adopted pay plan
  - Current pay grade step/longevity
  - Market approach

# Health Benefits

- Which Health Care provider for service in FY 2017?
  - Rate information will be available in March
- Distribution for employee share
  - Current distribution
    - Single 6%
    - Two Party 8%
    - Family 10%

# Summarize

- Complete Budget Strategy Checklist for guidance
  - Use timelines in checklist

|   |
|---|
| <b>Budget Strategy Checklist<br/>for Fiscal Year 2017</b> |
|---|

|   | Initial<br>Budget<br>Build<br>Guidance     | Final<br>Guidance |
|---|--|-------------------|
| <b>General Fund Levy Limitation</b>                 |  |                   |
| Move Zoo Division to Recreation Fund                | 03/10/16                                   |                   |
| Add Legal Division to Admin Support Calculation     | 03/10/16                                   |                   |
| Move Magistrate Court Revenue /Legal Move           | 03/10/16                                   |                   |
| Add administrative support items from Non-dept      | 03/10/16                                   |                   |
| Electric Franchise Fee revenue to General Fund      | 03/10/16                                   |                   |
| Risk management insurance General fund -levy direct | 03/10/16                                   |                   |
| <b>Policy Decisions</b>                             |  |                   |
| Fund - Reserves policy                              | 03/10/16                                   |                   |
| Union Negotiation policy                            | 03/10/16                                   |                   |
| <b>Property Tax Levy</b>                            |  |                   |
| Initial budget build (decrease or flat)             | 03/10/16                                   |                   |
| 3% increase   | 03/10/16                                   | 06/16/16          |
| Foregone Tax  | 03/10/16                                   | 06/16/16          |
|   | <i>(only increases or minor decreases)</i> |                   |
| <b>Property Tax Distribution</b>                    |  |                   |
| adjust distribution                                 | 03/10/16                                   | 06/16/16          |
| <b>100% Fee Supported Funds</b>                     |  |                   |
| Build budget according to rate study                | 03/10/16                                   |                   |
| <b>Department request for additional personnel</b>  |  |                   |
| Tax funds   | 02/25/16                                   |                   |
| 100% Fee supported funds                            | 02/25/16                                   |                   |
| <b>Employee Compensation</b>                        |  |                   |
| Pay plan for fiscal year 2017                       | 03/10/16                                   |                   |
| <b>Health Benefits</b>                              |  |                   |
| Insurance provider for FY 2017                      | 04/14/16                                   |                   |
| Distribution for employee share                     | 04/14/16                                   | 06/16/16          |
| <b>Revenue Analysis</b>                             |  |                   |
| Determination of additional revenues                | 06/02/16                                   | 06/16/16          |