



**CORVALLIS
CITY COUNCIL WORK SESSION
AGENDA**

**February 12, 2013
7:00 pm**

**Madison Avenue Meeting Room
500 SW Madison Avenue**

COUNCIL ACTION

I. ROLL CALL

II. UNFINISHED BUSINESS

- A. Department Budget Presentations
- Public Works, Library, Fire, City Manager's Office
- B. Next Steps

III. ADJOURNMENT

For the hearing impaired, a sign language interpreter can be provided with 48 hours' notice prior to the meeting. Please call 541-766-6901 or the Oregon Communications Relay Service at 7-1-1 to arrange for TTY services. A large print agenda can be available by calling 541-766-6901.

A Community That Honors Diversity

City Manager's Office Budget Presentation

February 12, 2013



MISSION: *The City Manager's Office provides leadership, coordination, and management for the affairs of the City to ensure effective community service.*

Administrative Services Fund						
	Actual FY 2009-10	Actual FY 2010-11	Adopted FY 2011-12	Actual FY 2011-12	Adopted FY 2012-13	% CHANGE BUDGETED 11-12 TO 12-13
Expenditures	\$2,003,998	\$2,122,104	\$2,100,260	\$1,931,726	\$1,920,720	-8.55%
FTE	10.00	10.00	9.75		8.80	-9.74%

Risk Management Fund						
	Actual FY 2009-10	Actual FY 2010-11	Adopted FY 2011-12	Actual FY 2011-12	Adopted FY 2012-13	% CHANGE BUDGETED 11-12 TO 12-13
Expenditures	\$957,646	\$955,591	\$959,950	\$923,092	\$1,001,950	4.38%
FTE	0.00	0.00	0.00		0.00	n/a

General Fund						
	Actual FY 2009-10	Actual FY 2010-11	Adopted FY 2011-12	Actual FY 2011-12	Adopted FY 2012-13	% CHANGE BUDGETED 11-12 TO 12-13
Expenditures					\$380,000	
FTE	n/a	n/a	n/a		2.00	n/a

Significant changes 11-12 and 12-13

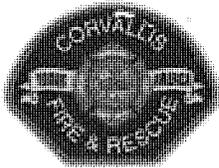
- * Asst City Mgr position dropped; HR Manager position added
- * Added Economic Development Program
- * Added back Council Meeting Videotaping
- * Added Benefits Consultant contract
- * New 2013-2014 City Council Term
- * Citywide Management Training Program
- * City newsletter change from quarterly to monthly online
- * Citizen Survey coordinated in-house

Looking to the Future

- * 2013-2014 Council Goals
- * Economic Development Strategy
- * Collaboration Corvallis
- * Elections
- * 2013 Oregon Mayors Assn Conference
- * Labor negotiations

Challenges

- * Ability to meet deadlines and expectations within available resources



City of Corvallis Fire Department Budget Presentation Summary

Courage, Honor, Commitment, and Teamwork

	Adopted FY 10/11	Actual FY 10/11	Adopted FY 11/12	Actual FY 11/12	Adopted FY 12/13
Operating Expenditures	\$10,626,930	\$10,413,153	\$11,384,830	\$11,015,259	\$10,499,720
Operating Revenue	\$ 3,267,530	\$ 3,408,219	\$ 3,489,490	\$3,522,466	\$ 3,540,780
Expenditures					
Personal Services	\$ 8,297,920	\$ 8,317,495	\$ 8,760,020	\$ 8,660,128	\$ 8,577,900
Non-Personal Services	\$ 842,510	\$ 793,935	\$ 890,520	\$ 793,144	\$ 865,200
Internal Service Charges	\$ 890,190	\$ 862,489	\$ 877,130	\$ 843,038	\$ 831,200
9-1-1 Cost Share	\$ 134,360	\$ 134,360	\$ 137,410	\$ 137,410	\$ 138,610
Special Projects	\$ 461,950	\$ 304,874	\$ 719,750	\$ 581,539	\$ 36,810
FTE	69	69	69	69	66
Number unfunded	2	2	1	1	0

Divisions: Hazard Abatement
Transport Ambulance
Fire and Rescue Operations
Management Services

Area of service:
City of Corvallis: 15 sq. mi.
Rural Fire District: 30 sq. mi.
Ambulance Service Area: 765 sq. mi.

Adjustments Made to Budgets, Programs, and Plans:

- Eliminate the replacement of the 1991 Grumman Engine: \$601,470
- Held additional positions vacant to meet budgetary targets (FY 10/11 and FY 11/12)
- Closed Zimbrick Fire Station 5 in FY 12/13 \$325,810
- Reduce contributions to Vehicle Reserves:
 FY 10/11: \$321,000 FY 11/12: \$350,000 FY 12/13: \$149,310
- Reduce/eliminate supplies, maintenance, and training (hose, EMS disposable supplies, technology, apparatus maintenance, etc.)

Significant Challenges Faced by the Department in Past, Present, and Future Years:

- Secure adequate funding for Vehicle Reserves
- Delay hiring consultant, as recommended in the Strategic Plan: \$60,000
 - Station relocations: Station 2 and Station 3
 - Identified need to increase staffing for Prevention and Training
- Unfunded: Seismic upgrades/ roof/attic space repairs at Station 2 and Station 3: \$300,000
- Delay Station 2 and Station 3 partial roof replacements to FY 15/16: \$26,000
- Operating with additional vacancies contributes to escalating overtime costs
- Unfunded potential retirements: FY 12/13: \$663,000
- Secure additional revenue to re-open Fire Station 5 and address other staffing issues

Mission Statement:

To protect the lives, safety, property, and environment of all persons in the community and surrounding areas we serve; to educate, inform, and enforce life safety with knowledge and fairness; to give the fullest measure of service for the cost.

CORVALLIS-BENTON COUNTY PUBLIC LIBRARY
"Bringing People and Information Together"
 January 2013

- County-wide service with 3 branches and bookmobile
- Library Service District funds branches, bookmobile and part of the Corvallis Library
- Major role in resident well-being. Typical comment: "I love the Library!"

Service Priorities:

- Books and other library materials
- Youth programs
- Public computing and online services
- Public space and meeting rooms
- Maintain Corvallis Library
- Continue to implement efficiencies

Budget Reductions since FY 09-10
• 3.9 regular FTE and 2.5 (equivalent) casual cut, plus management reorganization
• FTE from 46.65+ casual to 42.75 and almost no casual; staffing level below 1996 level but activity 30% greater
• Fewest FTE among national comparator libraries, but highest activity level per FTE
• \$219,000 less for books and materials

REVENUES	Actual FY 09-10	Actual FY 10-11	Actual FY 11-12	FY 12-13 Budget
Levy	NA	NA	\$920,252	\$1,009,360
Library District	\$2,227,600	\$2,336,447	2,412,300	2,443,370
Other Revenue	287,553	287,016	183,906	264,790
Total Dedicated Revenue	\$2,515,153	\$2,623,463	\$3,516,458	\$3,717,520
EXPENDITURES	Actual FY 09-10	Actual FY 10-11	Actual FY 11-12	FY 12-13 Budget
Personnel Services	\$3,786,941	\$3,770,588	\$3,853,068	\$4,038,890
Supplies & Services	2,224,359	2,051,392	2,014,862	1,998,120
Capital Outlay	126,558	85,604	33,542	17,000
Total Operating Expenditures	\$6,137,393	\$5,907,437	\$5,901,472	\$6,053,510
FTE	46.65	45.375	45.375	42.75

Numerous vacancies in 10-11 and 11-12 because of levy are now filled.

	Library Hours and Usage		
	FY 02-03	FY 09-10	FY 11-12
Open Hours	75	69	56
Checkouts	1,525,303	1,674,365	1,682,083
Physical Visits	755,278	926,028	755,747**
Total Visits	755,278*	1,885,582	1,512,697
*didn't count online visits		**new people counters	

Hours cut 25% since FY 02-03 and are now "below adequate" per library standards. FY 10-11 hours cuts impacted usage. Tough reduction choice between materials (our primary purpose) and hours.

Upcoming:

- New Monroe Community Library in 2013! Funded by community fundraising and grants. Library Friends and Foundation to provide furnishings; library to provide computers, collection, and staff (existing).
- Levy renewal in 2013-2014
- Library Foundation "Complete the Block" fundraising nearing its goal. The City signed an option agreement in 2007 with John Fenner to buy the adjoining property from his estate when the time comes. The Foundation wants to ensure the Library does not lose the chance for future expansion on our current site.

City of Corvallis
Public Works Department
Presentation to February 2013 City Council Work Session

Total Public Works FY 12-13 Revenue Budget (all funds) \$34,124,890
 Total Public Works FY 12-13 Operating Expenditure Budget (all funds) \$29,651,700
 (does not include capital projects)
 Total Public Works FY 12-13 Budgeted FTE (all funds) 117.50

Department FY 12-13 Expenditure Budget in the General Fund \$ 1,218,900 4.11%
 Department FY 12-13 Expenditure Budget in all other Funds \$28,432,800 95.89%

Fund	FY 12-13 Budgeted Expenditures	Portion Funded by Property Taxes	FTE	Main Services
General	\$ 1,218,900	\$ 571,310	2.83	Sustainability; street lighting (50%); government and public access programming (PEG)
Street	\$ 4,003,730	\$ -	20.71	Street maintenance; bike facilities; street lighting (50%)
Parking	\$ 184,280	\$ -	1.10	Parking meters; pay stations; residential parking district
Transit	\$ 4,080,490	\$ -	3.62	Bus service; paratransit service; Beaver Bus
Water	\$ 7,840,490	\$ -	33.69	Drinking water treatment and distribution; Corvallis Forest and watershed management
Wastewater	\$ 7,608,910	\$ -	34.37	Wastewater collection and treatment
Storm Water	\$ 2,216,440	\$ -	12.36	Rain water runoff control; urban stream maintenance
Airport	\$ 664,940	\$ -	1.70	Airport operation; industrial park management
Fleet	\$ 823,610	\$ 97,210	2.21	Vehicle and equipment maintenance
Facility	\$ 799,160	\$ 360,720	4.22	Building maintenance
Technology	\$ 210,750	\$ 104,020	0.70	Telephone system maintenance
TOTAL	\$ 29,651,700	\$ 1,133,260	117.50	

General Fund	FY 12-13 Budgeted Expenditures	Portion of Total Program in the General Fund	Dedicated Revenues (other than property tax)	FTE	Main Core Responsibility
Street Lighting	\$ 265,240	50.10%	\$ -	0.155	Safety for community
GIS/Mapping	\$ 81,000	14.81%	\$ -	0.550	Support for infrastructure activities
Engineering	\$ 104,400	7.98%	\$ -	0.950	Support for infrastructure projects
Admin	\$ 95,410	1.84%	\$ -	0.070	
Sustainability	\$ 67,010	100%	\$ 41,750	1.000	Organization and community livability
PEG-Inet	\$ 230,390	100%	\$ 230,390	0.100	
Special Projects	\$ 375,450	100%	\$ 375,450	0	Community livability (federal sustainability grant programs)
TOTAL	\$ 1,218,900			2.825	

Significant recent actions to reduce department reliance on property taxes by \$1,104,380:

- FY 10-11** Eliminated property tax support to the Transit Fund by creating the Transit Operations Fee
 Reduced by 15% the portion of street light program funded by property taxes
 Eliminated 1.0 FTE (Administrative Specialist)
 Eliminated radio maintenance program
 Deferred building maintenance projects that were not related to health and safety
- FY 11-12** Eliminated 0.5 FTE (Fleet Services Specialist)
- FY 12-13** Eliminated 0.625 FTE in the Sustainability program
 Eliminated property tax support for the Surveyor position