

**CITY OF WILLISTON, FLORIDA  
1<sup>st</sup> BUDGET WORKSHOP  
AGENDA**

DATE: THURSDAY, JULY 28, 2022  
TIME: 5:30 P.M.  
PLACE: WILLISTON CITY COUNCIL ROOM

CALL TO ORDER

ROLL CALL

MEMBERS:

Mayor Charles Goodman  
President Debra Jones  
Vice-President Marguerite Robinson  
Councilmember Zach Bullock  
Councilmember Michael Cox  
Councilman Elihu Ross

OTHERS:

City Manager Jackie Gorman  
Dep. City Manager Deanna Nelson  
Finance Director Stephen Bloom  
City Clerk Latricia Wright  
Attorney Kiersten Ballou

ITEM – 1 – OPENING PRAYER AND PLEDGE OF ALLEGIANCE LED BY MAYOR  
CHARLES GOODMAN.

ITEM – 2 - PRESENTATION BY FINANCE DIRECTOR STEPHEN BLOOM.

ITEM - 3 – BUDGET INTRODUCTIONS BY DEPARTMENTS: CITY MANAGER JACKIE  
GORMAN:

- COMMUNITY DEVELOPMENT
- CITY CLERK
- PUBLIC WORKS
- HUMAN RESOURE
- IT DEPARTMENT
- AIRPORT
- POLICE DEPARTMENT
- FIRE DEPARTMENT

ITEM – 4 – DISCUSSION FROM COUNCIL.

ITEM – 5 – PUBLIC PARTICIPATION

ITEM – 6 – DISCUSSION WITH POSSIBLE ACTION: MILEAGE RATE BY FINANCE  
DIRECTOR STEPHEN BLOOM.

ITEM – 7 – PUBLIC PARTICIPATION

ITEM – 8 – ADJOURNMENT

CITY OF WILLISTON, FLORIDA  
CITY COUNCIL MEETING

Agenda

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Council Meeting Procedures for members of the Public

1. All cell phones to be turned off when entering the Council Chambers;
2. Once the audience has taken their seat and the meeting begins, there will be no talking between audience members during the course of the Council meeting. If anyone continues to talk within the audience and is called down 3 times during the course of the meeting, on the third time that person will be escorted out of the Council meeting;
3. The audience must be recognized by the President before being allowed to address the Council;
4. The member of the audience that is recognized will proceed to the podium, state their name for the benefit of the City Clerk, prior to offering comments on a given matter;
5. The audience member will be limited to not more than 5 minutes to speak based on Resolution 2012-07;
6. There will be no personal attacks made by any member in the audience toward a sitting Council member and no personal attacks made by any Council member toward a member of the audience;
7. There will be no conversation between a member of the audience that has been recognized and any other member of the audience when speaking while at the podium;
8. If an audience member wants to speak more than the allotted 5 minutes allowed then that person should make a request to City Hall so that the item may be placed on the agenda.

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Minutes of the City Council meeting may be obtained from the City Clerk's office. The minutes are recorded, but not transcribed verbatim. Persons requiring a verbatim transcript may make arrangements with the City Clerk to duplicate the recordings, or arrange to have a court reporter present at the meeting. The cost of duplication and/or court reporter will be borne by the requesting party.

In accordance with Section 286.0105, Florida Statutes, notice is given that if a person wishes to appeal a decision made by the City Council with respect to any matter considered at this meeting they will need a record of the proceedings, and for such purpose may need to ensure that a verbatim record of the proceeding is made, which record includes the testimony and evidence upon which the appeal is based.

In accordance with Section 286.26, Florida Statutes, persons with disabilities needing special accommodations to participate in this meeting should contact the Mayor through the City Clerk's office no later than 5:00 P.M. on the day prior to the meeting.

# City of Williston

First Budget Workshop  
July 28, 2022



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## Goals for Workshop

- Budget / Department presentations.
- Discussion and Feedback.
- Reach consensus on Preliminary Millage Rate for General Fund and the Date/Time for First Public Hearing.
  - Deadline is August 4.

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## Budget Calendar

- July 28, 2022: First Budget Workshop - Budget presentation and discussion.
- August 2, 2022: Council Meeting - Set time/date and of the first public hearing. Adopt the Preliminary Millage Rate for inclusion in TRIM Notice.
- August 2, 2022: School Board - 1<sup>st</sup> public hearing
- August 23, 2022: Second Budget Workshop - 5:30 p.m.
- September 6, 2022: County Commission- 1<sup>st</sup> public hearing
- September 12, 2022: School Board - Final public hearing
- September 13, 2022: 1<sup>st</sup> Public Hearing - Adopt Tentative Millage Rate & Budget - Starts at 5:30 p.m.
- September 20, 2022: County Commission- 2nd public hearing
- September 25, 2022: Publish Budget Summary & Notice of Budget Hearing
- September 29, 2022: 2<sup>nd</sup> Public Hearing - Adopt Final Millage Rate & Budget - Starts at 5:30 p.m.
- October 3, 2022: Final Millage Rate submitted to County Appraiser, Tax Collector and Department of Revenue.

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## Preliminary Budget Book / Supplemental Schedules

- ▶ Summary Schedules: Pages 1 - 8
- ▶ Staffing Plan: Pages 10 - 14
- ▶ Property Tax Review: Pages 16 - 17
- ▶ Budget by Fund: Pages 19 - 68
- ▶ Supplemental Schedules: Pages 69 - 76
  - ❑ Department Allocations: Pages 69-74
  - ❑ Capital Budget: Page 75
  - ❑ Additional Budget Requests: Page 76 - 78. These requests are not included in the current budget numbers.

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## Budget Overview / Assumptions (continued)

### ▶ Staffing plan

- FY2023 Wages based on Current rates.
- Added Part-Time Animal Shelter Attendant.
- Added Part-Time Accounts Payable Specialist.
- Added Part-Time Crew Worker added to Airport Fund.
- New Police Officer Position requested but not included in budget (Pending discussion with Council).
- Police Reserve Positions (5) requested but not included in budget (Pending discussion with Council).
- Separate List of Salary Adjustments (Pending discussion with Council).

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## Budget Overview / Assumptions (continued)

- ▶ General Employee pension contribution rate - 0%. (current year is 1.94%)
- ▶ Police pension contribution rate - 1.70%. (current year is 19.76%)
- ▶ FRS contribution rate for fire department increased from 25.89% to 27.83%.
- ▶ \*\*12% contingency increase in health and life insurance premiums. 10% estimated increase in worker's compensation premiums. 15% estimated increase in other insurance premiums (GL/Property/Auto).
- ▶ **Increased** transfer amount from Utility fund to General fund - \$925,000. (current year - \$900,000).
- ▶ Approximately \$600K in Cash Reserves would be required for FY2023 Budget.
  - General Fund / Airport Fund / CRA Fund / Utility Fund
- ▶ New Loans - \$400K for Communication Equipment.

\*\* Received Renewal Quote with 5.50% increase.

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## Budget Overview / Assumptions (continued)

- ▶ COWLink budget included.
- ▶ New department for Animal Shelter.
- ▶ New department for Stormwater - \$50k
- ▶ Shared Cost Pages included for following 4 departments:
  - City Manager / City Clerk / HR / IT
- ▶ Airport fuel sales.
  - Avgas Fuel Sales - FY2023 Budget Based on FY2022 projections
  - Jet Fuel Sales - Conservative FY2023 Budget based on approximately 90% of FY2022 projections.
- ▶ \$3.2M in capital spending / purchases included in budget.
- ▶ Millage Rate - same as current year - 6.75.
- ▶ Includes additional revenue for Electric & Gas per rate studies.

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## Budget Overview / Assumptions (continued)

- ▶ Key Components of Budget
  - Personal Services - Staffing Plan
  - Operating Expenses
  - Debt Service
  - Capital Project / Purchases and related Funding
  - Other - (Transfers / Reserves)
- ▶ Budget Process - Preliminary Version of the Budget
  - Department Managers provided opportunity to submit their staffing, operational, and capital requests. All requests were included in the budget except for items included on page 76-78.
- ▶ City-Wide (all funds) - The preliminary budget for FY2022/23 is approximately 1.6% higher than the current year's budget.
- ▶ Excluding capital, the FY2022/23 budget is 12.4% higher than the current year.

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## Budget Overview / Assumptions (continued)

Service/Expense Category	2020	2021	2022	2023	YOY Change (2023 vs 2022)	CAGR *
Personal Services	\$3,564,924	\$3,815,599	\$4,485,382	\$4,589,431	\$104,050	8.8%
Operating Expenses	\$6,157,247	\$5,672,118	\$5,683,310	\$6,798,728	\$1,115,418	3.4%
Debt Service	\$126,746	\$121,507	\$173,472	\$151,593	-\$21,879	6.1%
Capital Outlay / Purchases	\$1,625,114	\$1,904,182	\$4,110,349	\$2,917,489	-\$1,192,851	21.5%
Other	\$929,195	\$1,069,474	\$1,371,907	\$1,627,292	\$255,384	20.5%
<b>Total</b>	<b>\$12,403,227</b>	<b>\$12,582,880</b>	<b>\$15,824,421</b>	<b>\$16,084,543</b>	<b>\$260,122</b>	
				<b>% Change</b>	<b>1.6%</b>	

\* CAGR = Compounded Annual Growth Rate

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## Personal Services - Budget Changes (YOY)

Category	FY2023	FY2022	Change
New Positions / Salary Adjustments	\$3,267,785	\$3,163,299	\$104,486
Life & Health Insurance	\$740,471	\$636,561	\$103,910
Worker's Compensation	\$120,519	\$98,554	\$21,965
Payroll Taxes	\$256,585	\$248,283	\$8,302
Overtime	\$74,810	\$70,060	\$4,750
Unemployment Compensation	\$5,450	\$3,750	\$1,700
Special Pay	\$11,460	\$12,180	(\$720)
Drug Screening / Test	\$2,900	\$5,650	(\$2,750)
Retirement	\$109,451	\$247,043	(\$137,592)
<b>Grand Total</b>	<b>\$4,589,431</b>	<b>\$4,485,382</b>	<b>\$104,050</b>

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## Operating Expenses- Budget Changes (YOY)

Approximately 68% of the increase in Operating expenses is variable cost directly associated with specific services.

Category	FY2023	FY2022	Change
Airport Fuel / Fees	\$1,406,388	\$1,053,985	\$352,403
Building Permit Services	\$200,000	\$60,000	\$140,000
Electricity Purchased	\$1,952,964	\$1,813,336	\$139,628
Gas Purchasing	\$410,000	\$287,000	\$123,000
Professional / Contractual Services	\$847,719	\$756,243	\$91,476
Compliance Program	\$62,500	\$5,000	\$57,500
Contingency	\$58,598	\$15,105	\$43,492
HR Department	\$46,246	\$3,450	\$42,796
Insurance	\$225,111	\$188,500	\$36,611
Marketing / Rebate Program	\$30,000	\$0	\$30,000
IT Department	\$137,280	\$113,319	\$23,961
Vehicle R&M / Fuel	\$227,750	\$191,250	\$36,500
Utility Services	\$228,140	\$218,040	\$10,100
Office Supplies	\$11,500	\$2,700	\$8,800
Repairs To Equipment	\$93,250	\$85,250	\$8,000
Street Repair	\$10,000	\$4,000	\$6,000
Training-Schools & Seminars	\$40,116	\$34,290	\$5,826
Travel & Per Diem	\$14,450	\$8,700	\$5,750
Dues & Subscriptions	\$28,255	\$22,951	\$5,304
Fireworks	\$18,235	\$13,235	\$5,000
Auditing	\$50,700	\$46,000	\$4,700
Materials And Supplies	\$329,750	\$342,350	(\$12,600)
Financial Services	\$120,000	\$168,546	(\$48,546)
All Other	\$249,776	\$250,059	(\$283)
<b>Total</b>	<b>\$6,798,728</b>	<b>\$5,683,310</b>	<b>\$1,115,418</b>

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## FY2023 Capital Projects / Purchases

Department / Project Description	Total Cost	Fund Source
<b>Information Technology</b>		
Edmonds GovTech Software Program (replaces ADG)		
Annual Subscription Cost	\$80,093	Reserves
One-Time Implementation Cost	\$57,250	Reserves
COWLink Expansion Project - Design Phase	\$50,000	Reserves
<b>Subtotal</b>	<b>\$167,343</b>	
<b>Police/Fire</b>		
2 Police Vehicles (Replacement)	\$102,932	USD Grant / Reserves
SCBA/Air Monitors	\$260,000	Grant / Reserves
Communication Radio Consoles (next 18-24 months)	\$400,000	Grant / Loan
<b>Subtotal</b>	<b>\$762,932</b>	
<b>Utility Fund / Public Works</b>		
Squirt Truck	\$250,000	Reserves
Utility Truck	\$25,000	Reserves
<b>Subtotal</b>	<b>\$275,000</b>	
<b>Airport</b>		
Taxiway G Realignment	\$1,425,000	Grant
<b>Subtotal</b>	<b>\$1,425,000</b>	
<b>Community Redevelopment Agency</b>		
Block 12 Parking Lot - Utilities	\$450,000	
Block 12 Parking Lot - Construction & Paving	\$350,000	Bank Loan / Tax Revenue
<b>Subtotal</b>	<b>\$800,000</b>	
<b>TOTAL</b>	<b>\$3,262,932</b>	

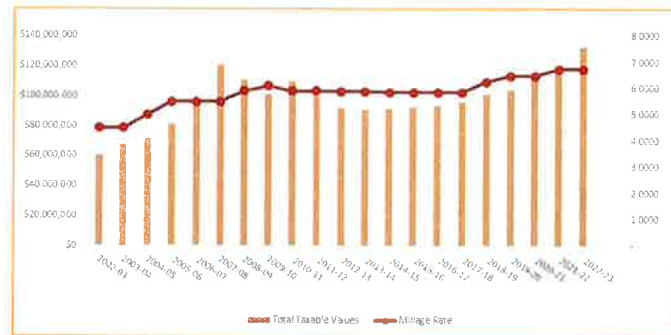
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## Taxable Values / Millage Rate Trend

- FY 2022/2023 taxable property values is \$132,665,498 (increased by \$14,336,949 or 12.12%)
- Using Current year millage rate of 6.75 would result in approximately \$96,774 in additional revenue.



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## Millage Rate Options

Millage Options	Gross Taxable Value	Millage Rate	Gross Tax Revenue (\$)	Change in Revenue Incr. (Decr.)	% Over Roll Back Rate
Roll Back Millage Rate	128,643,638	5.9788	769,136	(29,582)	
Prior Year Millage Rate (FY2021)	132,665,498	6.5000	862,326	63,608	8.72%
Other Millage Rates (option 1)	132,665,498	6.7500	895,492	96,774	12.90%
Other Millage Rates (option 2)	132,665,498	7.0000	928,658	129,941	17.08%
Other Millage Rates (option 3)	132,665,498	7.2500	961,825	163,107	21.26%
Other Millage Rates (option 4)	132,665,498	7.5000	994,991	196,274	25.44%
Other Millage Rates (option 5)	132,665,498	8.0000	1,061,324	262,606	33.81%
<b>Current Year Millage Rate</b>	<b>132,665,498</b>	<b>6.7500</b>	<b>895,492</b>	<b>96,774</b>	<b>12.90%</b>

(1) Gross tax revenue does not include discounts taken for early payment.

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## Impact of Millage Rate

### Property Tax Calculation (Based on Assessed Value of \$100,000)

	<u>6.75 Mills</u>	<u>7.00 Mills</u>	<u>7.25 Mills</u>	<u>7.50 Mills</u>
Assessed Value	100,000	100,000	100,000	100,000
(less) Exemption	(50,000)	(50,000)	(50,000)	(50,000)
Taxable Values	50,000	50,000	50,000	50,000
Divided by 1000	50	50	50	50
<b>Calculated Property Tax</b>	<b>\$337.50</b>	<b>\$350.00</b>	<b>\$362.50</b>	<b>\$375.00</b>
Difference		\$12.50	\$12.50	\$12.50

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## Other Requests - What's Not Included in Budget?

- ▶ FY2023 Wages based on current rates. Separate pages provided for wage adjustments / additional positions.
- ▶ 1 New Position
  - Police Officer - \$42,070
- ▶ Total Amount Requested (including taxes and benefits) - \$512,115

Department / Position	General Fund	Airport Fund	CRA Fund	Utility Fund	COWLink Fund	Total
Police	\$168,822	\$0	\$0	\$0	\$0	\$168,822
Fire	\$243,513	\$0	\$0	\$0	\$0	\$243,513
City Administration	\$1,120	\$0	\$0	\$1,120	\$0	\$2,239
Community Development	\$3,035	\$0	\$1,443	\$0	\$0	\$4,478
Customer Service	\$360	\$1,131	\$0	\$11,908	\$1,156	\$14,555
Public Works / Utilities - Administration	\$0	\$0	\$0	\$2,239	\$0	\$2,239
Utility Service - Electric	\$0	\$0	\$0	\$11,680	\$0	\$11,680
Utility Service - Gas	\$100	\$15	\$0	\$7,491	\$231	\$7,837
Utility Service - Water	\$0	\$0	\$0	\$10,075	\$0	\$10,075
Utility Service - Sewer	\$0	\$0	\$0	\$5,598	\$0	\$5,598
Streets & Parks	\$16,793	\$0	\$0	\$0	\$0	\$16,793
Airport	\$0	\$24,285	\$0	\$0	\$0	\$24,285
<b>TOTAL</b>	<b>\$433,743</b>	<b>\$25,431</b>	<b>\$1,443</b>	<b>\$50,111</b>	<b>\$1,387</b>	<b>\$512,115</b>

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## Funding Sources for Additional Requests

- ▶ General Fund
  - ▢ Increase Millage rate
  - ▢ Increase transfer from Utility Fund
  - ▢ Allocate from other budget line items
  - ▢ Utilize Cash Reserves
- ▶ Utility Fund
  - ▢ Rate Increases - (Electric / Water / Sewer / Gas)
  - ▢ Allocate from other budget line items
  - ▢ Utilize Cash Reserves

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## Available Resources

- ▶ Estimated operating reserve requirements (excludes capital spending)

Fund	***Estimated Reserves	Minimum Amount
General Fund	\$700,000	\$925,000
Utility Fund	\$3,000,000	\$1,600,000

### \*\*\* Notes

- 1.) Additional working capital maintained in pooled cash account due to timing of Airport projects.
- 2.) Amounts assume 100% payback of all interfund loans.

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## Funding Scenario

Below is one of many possible scenarios to fund the additional budget requests.

Department / Position	General Fund	Airport Fund	CRA Fund	Utility Fund	COWLink Fund	Total
<b>AMOUNT REQUESTED</b>	<b>\$433,743</b>	<b>\$25,431</b>	<b>\$1,443</b>	<b>\$50,111</b>	<b>\$1,387</b>	<b>\$512,115</b>
<u>Funding Options</u>						
Additional Property Taxes	\$32,337	\$0	\$0	\$0	\$0	\$32,337
Increase Transfer from Utility Fund	\$0	\$0	\$0	\$0	\$0	\$0
Reallocate Contingency	\$55,000	\$25,431	\$1,443	\$41,957	\$1,387	\$125,218
Reallocate Sinking Fund	\$0	\$0	\$0	\$8,154	\$0	\$8,154
Utilize Cash Reserves	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Funding Options</b>	<b>\$87,337</b>	<b>\$25,431</b>	<b>\$1,443</b>	<b>\$50,111</b>	<b>\$1,387</b>	<b>\$165,709</b>
<b>AMOUNT REMAINING</b>	<b>\$346,405</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$346,405</b>

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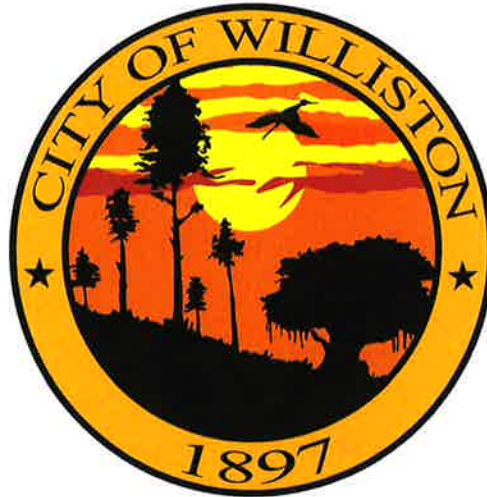
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## Questions

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# **City of Williston**



## **Fiscal Year 2020/2021 Supplemental Budget Schedules**

(Version Date - July 27, 2021)

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## Staffing Plan with Budget Requests (Listed by Department)

Position Title	Name	Current Rate	Proposed Rate	Emp Type	Current Wages	Proposed Wages	Net Change	% Change
<b>CITY COUNCIL</b>								
Council President	Debra Jones	\$500.00	\$500.00	n/a	\$6,000	\$6,000	\$0	0.0%
Mayor	Charles Goodman	\$500.00	\$500.00	n/a	\$6,000	\$6,000	\$0	0.0%
Council Vice-president	Marguerite Robinson	\$400.00	\$400.00	n/a	\$4,800	\$4,800	\$0	0.0%
Councilmember	Michael Cox	\$400.00	\$400.00	n/a	\$4,800	\$4,800	\$0	0.0%
Councilmember	William Bullock	\$400.00	\$400.00	n/a	\$4,800	\$4,800	\$0	0.0%
Councilmember	Elihu Ross	\$400.00	\$400.00	n/a	\$4,800	\$4,800	\$0	0.0%
<b>Subtotal</b>					<b>\$31,200</b>	<b>\$31,200</b>	<b>\$0</b>	<b>0.0%</b>
<b>CITY ADMINISTRATION</b>								
City Manager	Jackie Gorman	\$38.75	\$38.75	FT	\$80,600	\$80,600	\$0	0.0%
Deputy City Manager / HR Director	Deanna Nelson	\$30.37	\$30.37	FT	\$63,174	\$63,174	\$0	0.0%
City Clerk	Latricia Wright	\$25.44	\$26.44	FT	\$52,907	\$54,987	\$2,080	3.9%
Administrative Assistant	Patricia R Nipper	\$18.00	\$18.00	FT	\$37,440	\$37,440	\$0	0.0%
Technology Manager	Aaron Mills	\$28.74	\$28.74	FT	\$59,769	\$59,769	\$0	0.0%
<b>Subtotal</b>					<b>\$293,890</b>	<b>\$295,970</b>	<b>\$2,080</b>	<b>0.7%</b>
<b>COMMUNITY DEVELOPMENT</b>								
Building Permit Technician	Lydia Blank	\$15.15	\$15.15	FT	\$31,512	\$31,512	\$0	0.0%
Planning & Zoning Admin Assistant	Nicole Bouse	\$16.90	\$16.90	FT	\$35,152	\$35,152	\$0	0.0%
City Planner	Laura Jones	\$27.55	\$28.55	FT	\$57,304	\$59,384	\$2,080	3.6%
Animal Control / Code Enf. Officer	Wayne Carson	\$17.52	\$18.52	FT	\$36,442	\$38,522	\$2,080	5.7%
Kennel Technician	Open Position	\$12.98	\$12.98	PT	\$4,050	\$4,050	\$0	0.0%
Animal Shelter Attendant	New Position	\$0.00	\$12.98	PT	\$0	\$5,400	\$5,400	0.0%
<b>Subtotal</b>					<b>\$164,459</b>	<b>\$174,019</b>	<b>\$9,560</b>	<b>5.8%</b>
<b>CUSTOMER SERVICE / BILLING / ACCOUNTS PAYABLE</b>								
Accounts Manager	Selina Leavy	\$19.55	\$24.55	FT	\$40,664	\$51,064	\$10,400	25.6%
Customer Services Representative	Shanon M Blackburn	\$16.00	\$17.00	FT	\$33,280	\$35,360	\$2,080	6.3%
Customer Services Representative	Sierra Walker	\$16.00	\$16.50	FT	\$33,280	\$34,320	\$1,040	3.1%
Accounts Payable Specialist	New Position	\$0.00	\$19.00	PT	\$0	\$29,640	\$29,640	0.0%
<b>Subtotal</b>					<b>\$107,224</b>	<b>\$150,384</b>	<b>\$43,160</b>	<b>40.3%</b>



## Staffing Plan with Budget Requests (Listed by Department)

Position Title	Name	Current Rate	Proposed Rate	Emp Type	Current Wages	Proposed Wages	Net Change	% Change
<b>POLICE</b>								
Chief of Police	Mike Rolls	\$33.65	\$37.69	FT	\$70,000	\$78,395	\$8,395	12.0%
Deputy Chief	Terry Bovaird	\$33.50	\$37.52	FT	\$69,682	\$78,042	\$8,360	12.0%
Police Captain	Matthew Fortney	\$33.29	\$35.29	FT	\$72,705	\$77,073	\$4,368	6.0%
Public Safety Administration Director	Brooke Willis	\$23.57	\$25.01	FT	\$49,026	\$52,021	\$2,995	6.1%
Police Officer	Timothy O'Hara	\$20.11	\$22.46	FT	\$43,920	\$49,053	\$5,132	11.7%
Police Officer	Jose Perez	\$16.49	\$19.24	FT	\$36,014	\$42,020	\$6,006	16.7%
Police Officer	Steven Hunter	\$16.49	\$19.24	FT	\$36,014	\$42,020	\$6,006	16.7%
Police Sergeant	Open Position	\$21.38	\$23.86	FT	\$46,694	\$52,110	\$5,416	11.6%
Police Sergeant	Doreen Casolo	\$20.82	\$23.25	FT	\$45,471	\$50,778	\$5,307	11.7%
Police Sergeant	Alexandra Livengood	\$18.32	\$20.82	FT	\$40,011	\$45,471	\$5,460	13.6%
Police Sergeant	David Johnson	\$22.04	\$24.61	FT	\$48,135	\$53,748	\$5,613	11.7%
Police Officer	Scott Confessore	\$21.08	\$21.08	FT	\$46,039	\$46,039	\$0	0.0%
Police Officer	Stacey Hunter	\$17.62	\$20.56	FT	\$38,482	\$44,903	\$6,421	16.7%
Police Officer	New Position	\$0.00	\$19.24	FT	\$0	\$42,020	\$42,020	0.0%
Dispatcher (Police / Fire)	Colleen Stevens	\$17.55	\$18.69	FT	\$36,504	\$38,875	\$2,371	6.5%
Dispatcher (Police / Fire)	Haley Finnen	\$14.91	\$15.87	FT	\$31,013	\$33,010	\$1,997	6.4%
Dispatcher (Police / Fire)	John Salmeier	\$16.96	\$17.72	FT	\$35,277	\$36,858	\$1,581	4.5%
Dispatcher (Police / Fire)	Melanie Coleman	\$17.05	\$17.82	FT	\$35,464	\$37,066	\$1,602	4.5%
Dispatcher (Police / Fire)	Kim Riddle	\$16.46	\$17.20	FT	\$34,237	\$35,776	\$1,539	4.5%
Dispatcher (Police / Fire)	Open Position	\$14.14	\$14.14	PT	\$14,706	\$14,706	\$0	0.0%
Custodian	Jayne Parise	\$12.02	\$13.02	PT	\$3,005	\$3,255	\$250	8.3%
Crossing Guard	Charles Caudwell	\$12.02	\$13.02	PT	\$10,217	\$11,067	\$850	8.3%
<b>Subtotal</b>					<b>\$842,615</b>	<b>\$986,805</b>	<b>\$144,190</b>	<b>17.1%</b>
<b>FIRE</b>								
Chief	Lamar Stegall	\$28.85	\$34.13	FT	\$60,000	\$71,000	\$11,000	18.3%
Duty Pay	Duty Pay	\$14.94	\$19.80	VOL	\$261,749	\$346,896	\$85,147	32.5%
Firefighter I - Call Pay	Firefighter I - Call Pay	\$16.51	\$16.51	VOL	\$14,859	\$14,859	\$0	0.0%
Firefighter II - Call out rate	Firefighter II - Call Out	\$17.87	\$25.65	VOL	\$17,870	\$25,650	\$7,780	43.5%
Fire Team Leader - Call out Pay	Leader - Call Out	\$21.33	\$26.50	VOL	\$21,330	\$26,500	\$5,170	24.2%
Fire Officer - Call Pay	Fire Officer - Call Pay	\$26.00	\$32.94	VOL	\$10,400	\$13,176	\$2,776	26.7%
Special Duty - Special Events	Special Events	\$14.94	\$19.80	VOL	\$7,470	\$9,900	\$2,430	32.5%
<b>Subtotal</b>					<b>\$393,678</b>	<b>\$507,981</b>	<b>\$114,303</b>	<b>29.0%</b>

## Staffing Plan with Budget Requests (Listed by Department)

Position Title	Name	Current Rate	Proposed Rate	Emp Type	Current Wages	Proposed Wages	Net Change	% Change
<b>UTILITIES / PUBLIC WORKS - ADMINISTRATION</b>								
Utilities Director	Jonathen Bishop	\$30.37	\$30.37	FT	\$63,170	\$63,170	\$0	0.0%
Public Works Supervisor	Donald Barber	\$22.65	\$22.65	FT	\$47,112	\$47,112	\$0	0.0%
Administrative Assistant	Sharon Holcomb	\$18.25	\$19.25	FT	\$37,960	\$40,040	\$2,080	5.5%
Public Works Purchasing / Inventory	Jason Lee	\$15.91	\$15.91	FT	\$33,093	\$33,093	\$0	0.0%
<b>Subtotal</b>					<b>\$181,335</b>	<b>\$183,415</b>	<b>\$2,080</b>	<b>1.1%</b>
<b>UTILITY SERVICE - ELECTRIC</b>								
Electric Supervisor	Mike Miller	\$37.00	\$37.00	FT	\$76,960	\$76,960	\$0	0.0%
Lineman B	Kurt Williams	\$24.06	\$25.06	FT	\$50,045	\$52,125	\$2,080	4.2%
Lineman Apprentice (Electric)	Cody Aukamp	\$17.76	\$18.76	FT	\$36,941	\$39,021	\$2,080	5.6%
Groundman (Electric)	Charles Huguley	\$17.11	\$18.11	FT	\$35,589	\$37,669	\$2,080	5.8%
Groundman (Electric)	Joseph Whitehead	\$15.61	\$16.61	FT	\$32,469	\$34,549	\$2,080	6.4%
Lineman Trimmer	Darrick M Cassels	\$18.64	\$19.64	FT	\$38,771	\$40,851	\$2,080	5.4%
<b>Subtotal</b>					<b>\$270,774</b>	<b>\$281,174</b>	<b>\$10,400</b>	<b>3.8%</b>
<b>UTILITY SERVICE - GAS</b>								
Crew Leader (Gas & Water)	Dallas Lester	\$19.36	\$20.36	FT	\$40,269	\$42,349	\$2,080	5.2%
Gas Technician/Equipment Operator	Open Position	\$15.01	\$16.01	FT	\$31,221	\$33,301	\$2,080	6.7%
IT Tech / Maintenance Worker	Edward Ous Jr.	\$18.00	\$18.50	FT	\$37,440	\$38,480	\$1,040	2.8%
Crew Worker - Gas	Open Position	\$13.91	\$14.91	FT	\$28,933	\$31,013	\$2,080	7.2%
<b>Subtotal</b>					<b>\$137,862</b>	<b>\$145,142</b>	<b>\$7,280</b>	<b>5.3%</b>
<b>UTILITY SERVICE - WATER</b>								
Water Technician Crew Leader	Alex Rodriguez	\$18.61	\$19.61	FT	\$38,709	\$40,789	\$2,080	5.4%
Water Technician	Isiah Moncrief	\$14.91	\$15.91	FT	\$31,013	\$33,093	\$2,080	6.7%
Lead Meter Reader / Gas Compliance	Christy Richardson	\$18.44	\$19.44	FT	\$38,355	\$40,435	\$2,080	5.4%
Assistant Meter Reader/Logistics	Open Position	\$14.91	\$15.91	FT	\$31,013	\$33,093	\$2,080	6.7%
Crew Worker - Water	Melissa Ross	\$14.91	\$15.41	FT	\$31,013	\$32,053	\$1,040	3.4%
<b>Subtotal</b>					<b>\$170,102</b>	<b>\$179,462</b>	<b>\$9,360</b>	<b>5.5%</b>
<b>UTILITY SERVICE - SEWER</b>								
Wastewater Plant Lead Operator	Leo R Dash	\$20.56	\$21.56	FT	\$42,765	\$44,845	\$2,080	4.9%
Wastewater Operator II	Kevin Smith	\$20.56	\$21.06	FT	\$42,765	\$43,805	\$1,040	2.4%
Lift Station Technician	Peter Jacobs	\$14.61	\$15.61	FT	\$30,389	\$32,469	\$2,080	6.8%
<b>Subtotal</b>					<b>\$115,918</b>	<b>\$121,118</b>	<b>\$5,200</b>	<b>4.5%</b>

## FY 2022/23 Budget Requests (Sorted by Department)

### Staffing Adjustments

Department / Position	Wages	Benefits & Taxes	Total Cost
<b><u>Police</u></b>			
Police Officers / Administration	\$69,480	\$6,446	\$75,926
Police Officer (New Position)	\$42,020	\$15,551	\$57,571
Police Reserves	\$22,500	\$1,856	\$24,356
Dispatchers	\$9,090	\$695	\$9,785
Custodian	\$250	\$19	\$269
Crossing Guard	\$850	\$65	\$915
<b>Subtotal</b>	<b>\$144,190</b>	<b>\$24,632</b>	<b>\$168,822</b>
<b><u>Fire</u></b>			
Fire Chief	\$11,000	\$3,903	\$14,903
Duty Hours	\$63,937	\$24,717	\$88,654
Duty Hours - Pay Rate	\$86,647	\$28,710	\$115,357
Call Pay Rate	\$18,156	\$6,442	\$24,598
<b>Subtotal</b>	<b>\$179,740</b>	<b>\$63,772</b>	<b>\$243,513</b>
<b><u>City Administration</u></b>			
City Clerk	\$2,080	\$159	\$2,239
<b>Subtotal</b>	<b>\$2,080</b>	<b>\$159</b>	<b>\$2,239</b>
<b><u>Community Development</u></b>			
City Planner	\$2,080	\$159	\$2,239
Animal Control / Code Officer	\$2,080	\$159	\$2,239
<b>Subtotal</b>	<b>\$4,160</b>	<b>\$318</b>	<b>\$4,478</b>
<b><u>Customer Service</u></b>			
Accounts Manager	\$10,400	\$796	\$11,196
(2) Customer Services Representatives	\$3,120	\$239	\$3,359
<b>Subtotal</b>	<b>\$13,520</b>	<b>\$1,035</b>	<b>\$14,555</b>

## **FY 2022/23 Budget Requests (Sorted by Department)**

### **Staffing Adjustments**

<b>Department / Position</b>	<b>Wages</b>	<b>Benefits &amp; Taxes</b>	<b>Total Cost</b>
<b><u>Public Works / Utilities - Administration</u></b>			
Administrative Assistant	\$2,080	\$159	\$2,239
<b>Subtotal</b>	<b>\$2,080</b>	<b>\$159</b>	<b>\$2,239</b>
<b><u>Utility Service - Electric</u></b>			
Lineman B	\$2,080	\$280	\$2,360
Lineman Apprentice	\$2,080	\$280	\$2,360
(2) Groundman	\$4,160	\$560	\$4,720
Lineman Trimmer	\$2,080	\$159	\$2,239
<b>Subtotal</b>	<b>\$10,400</b>	<b>\$1,280</b>	<b>\$11,680</b>
<b><u>Utility Service - Gas</u></b>			
Crew Leader (Gas & Water)	\$2,080	\$159	\$2,239
Gas Technician/Equip. Operator	\$2,080	\$159	\$2,239
IT Tech / Maintenance Worker	\$1,040	\$80	\$1,120
Crew Worker	\$2,080	\$159	\$2,239
<b>Subtotal</b>	<b>\$7,280</b>	<b>\$557</b>	<b>\$7,837</b>
<b><u>Utility Service - Water</u></b>			
Water Technician Crew Leader	\$2,080	\$159	\$2,239
Water Technician	\$2,080	\$159	\$2,239
Lead Meter Reader / Gas Compliance	\$2,080	\$159	\$2,239
Assistant Meter Reader/Logistics	\$2,080	\$159	\$2,239
Crew Worker	\$1,040	\$80	\$1,120
<b>Subtotal</b>	<b>\$9,360</b>	<b>\$716</b>	<b>\$10,076</b>

## FY 2022/23 Budget Requests (Sorted by Department)

### Staffing Adjustments

Department / Position	Wages	Benefits & Taxes	Total Cost
<b><u>Utility Service - Sewer</u></b>			
Wastewater Plant Lead Operator	\$2,080	\$159	\$2,239
Wastewater Operator II	\$2,080	\$159	\$2,239
Lift Station Technician	\$1,040	\$80	\$1,120
<b>Subtotal</b>	<b>\$5,200</b>	<b>\$398</b>	<b>\$5,598</b>
<b><u>Streets &amp; Parks</u></b>			
(2) Inmate Supervisor	\$3,120	\$239	\$3,359
(2) Park Ranger 2	\$4,160	\$318	\$4,478
(3) Maintenance Worker	\$6,240	\$477	\$6,717
Heavy Equipment Operator	\$2,080	\$159	\$2,239
<b>Subtotal</b>	<b>\$15,600</b>	<b>\$1,193</b>	<b>\$16,793</b>
<b><u>Airport</u></b>			
Airport Facilities Manager	\$12,921	\$988	\$13,909
Administrative Assistant	\$3,120	\$239	\$3,359
(5) Crew Workers/Airport Facilities	\$6,518	\$499	\$7,017
<b>Subtotal</b>	<b>\$22,559</b>	<b>\$1,726</b>	<b>\$24,285</b>
<b>TOTAL</b>	<b>\$416,170</b>	<b>\$95,945</b>	<b>\$512,115</b>

## **FY 2022/23 Capital Budget (Sorted by Department)**

<b>Department / Project Description</b>	<b>Total Cost</b>	<b>Fund Source</b>
<b><u>Information Technology</u></b>		
Edmonds GovTech Software Program (replaces ADG)		
Annual Subscription Cost	\$60,093	Reserves
One-Time Implementation Cost	\$57,250	Reserves
COWLink Expansion Project - Design Phase	\$50,000	Reserves
<b>Subtotal</b>	<b>\$167,343</b>	
<b><u>Police/Fire</u></b>		
2 Police Vehicles (Replacement)	\$102,932	USD Grant / Reserves
SCBA/Air Monitors	\$260,000	Grant / Reserves
Communication Radio Consoles (next 18-24 months)	\$400,000	Grant / Loan
<b>Subtotal</b>	<b>\$762,932</b>	
<b><u>Utility Fund / Public Works</u></b>		
Squirt Truck	\$250,000	Reserves
Utility Truck	\$25,000	Reserves
<b>Subtotal</b>	<b>\$275,000</b>	
<b><u>Airport</u></b>		
Taxiway G Realignment	\$1,425,000	Grant
<b>Subtotal</b>	<b>\$1,425,000</b>	
<b><u>Community Redevelopment Agency</u></b>		
Block 12 Parking Lot - Utilities	\$450,000	
Block 12 Parking Lot - Construction & Paving	\$350,000	Bank Loan / Tax Revenue
<b>Subtotal</b>	<b>\$800,000</b>	
<b>TOTAL</b>	<b>\$3,262,932</b>	

## 5-Year Capital Improvement Plan (Sorted by Department)

Department / Projects	2022 Total	5-Year CIP, Total Project Costs with Annual Cost Escalations				
	Project Cost	2023	2024	2025	2026	2027 +
Utility System Administration						
Meter Replacement Program (AMI) - Annual Fee Year 1 - 10	\$3,624,450	\$362,445	\$362,445	\$362,445	\$362,445	\$2,174,670
Utility System Administration Project Totals	\$3,624,450	\$362,445	\$362,445	\$362,445	\$362,445	\$2,174,670
Wastewater						
Sanitary Sewer Evaluation Study	\$250,000	\$255,000				
SRF Facilities Plan Development	\$125,000	\$128,000				
Upgrade Lift Stations 2 & 7	\$729,600	\$744,000				
Upgrade Lift Stations 1, 3, 14, & 18	\$1,181,000		\$1,229,000			
Replace 6,758 LF of gravity sewer and 22 manholes (Phase 1)	\$2,470,000			\$2,621,000		
Replace 6,758 LF of gravity sewer and 22 manholes (Phase 2)	\$2,470,000				\$2,674,000	
Upgrade Lift Stations 15, 16, & 17	\$586,000				\$634,000	
Replace 13,515 LF of gravity sewer and 44 manholes	\$4,940,000					\$5,454,000
Upgrade Lift Stations 6 & 8	\$400,000					\$442,000
Wastewater Project Totals	\$13,151,600	\$1,127,000	\$1,229,000	\$2,621,000	\$3,308,000	\$5,896,000
Potable Water						
SRF Facilities Plan Development	\$125,000	\$128,000				
2,800 LF of 10-inch WM, and installation of one PRV - Extending along NE 50th St and N Main St	\$671,000	\$684,000				
6,500 LF of 8-inch WM, and installation of one PRV - Extending parallel with Williston Airport runway, and around pond	\$1,352,000		\$1,407,000			
400 LF of 6-inch WM, and installation of one PRV - Extending along SW 7th St	\$103,000			\$109,000		
1,300 LF of 6-inch WM - Extending along SE 5th Ave, from the intersection of S Main St and SE 5th Ave to the intersection of SE 5th Ave and SE 4th St	\$218,000			\$231,000		
1,200 LF of 6-inch WM - Extending along SE 2nd St, from the intersection of SE 5th Ave and SE 2nd St to the intersection of SE 2nd St and SE 2nd Ave	\$200,000			\$212,000		
100 LF of 6-inch WM, and installation of one PRV - Extending intersection of NE 4th Ave and NE 13th St, from the intersection of NE 4th Ave and NE 13th St to the intersection of NE 4th Ave and NE 13th Strales RV Site	\$58,000				\$63,000	
1,300 LF of 8-inch WM - Extending along NE 42nd Pl, from the intersection of NE 13th St and NE 42 Pl to the intersection of NE 42nd Pl and NE 207th Ct	\$306,000				\$331,000	
WTP-2 upgrade, which includes replacement of the well pumping unit (with the new unit providing a capacity of 1,200 GPM), and replacement of the NaOCl treatment facility	\$737,000					\$814,000
WTP-3 upgrade, which includes replacement of the well pumping unit (with a new unit that providing a capacity of 1,200 GPM)	\$570,000					\$629,000
Potable Water Project Totals	\$4,340,000	\$812,000	\$1,407,000	\$552,000	\$394,000	\$1,443,000



## 5-Year Capital Improvement Plan (Sorted by Department)

Department / Projects	2022 Total Project Cost	5-Year CIP, Total Project Costs with Annual Cost Escalations					
		2023	2024	2025	2026	2027 +	
Stormwater							
BMP Alternatives Analysis Project 1	\$800,000	\$816,000					
BMP Alternatives Analysis Project 3	\$172,000		\$179,000				
BMP Alternatives Analysis Project 4	\$546,000			\$579,000			
BMP Alternatives Analysis Project 5	\$438,000				\$474,000		
BMP Alternatives Analysis Projects 6, 7 and 8	\$442,000					\$488,000	
Stormwater Project Totals	\$2,398,000	\$816,000	\$179,000	\$579,000	\$474,000	\$488,000	
Roadways							
3 Miles Full Depth Pavement Reclamation	\$2,113,000	\$2,155,000					
3 Miles Full Depth Pavement Reclamation	\$2,113,000		\$2,198,000				
3 Miles Full Depth Pavement Reclamation	\$2,113,000			\$2,242,000			
3 Miles Full Depth Pavement Reclamation	\$2,113,000				\$2,287,000		
3 Miles Full Depth Pavement Reclamation	\$2,113,000					\$2,333,000	
Roadway Project Totals	\$10,565,000	\$2,155,000	\$2,198,000	\$2,242,000	\$2,287,000	\$2,333,000	
Airport							
Taxiway G Realignment	\$1,425,000	\$1,425,000					
Construct 10 unit T-Hangar	\$2,207,500		\$2,207,500				
Runway 5-23 Edge Lights and Signage Rehabilitation	\$500,000				\$500,000		
Purchase 5,000 gallons fuel truck	\$160,000					\$160,000	
ARFF Facility	\$1,250,000					\$1,250,000	
Construct Wildlife Fence	\$1,000,000					\$1,000,000	
Airport Project Totals	\$6,542,500	\$1,425,000	\$2,207,500	\$0	\$500,000	\$2,410,000	
Community Redevelopment (CRA)							
Block 12 Project - Arcade, Façade and Passive Park (Current Project)	\$761,960	\$761,960					
Block 12 Parking Lot - Utilities done by COW \$450,000	\$800,000	\$800,000					
Parking lot construction and paving \$350,000							
Communtiy Redevelopmen Project Totals	\$1,561,960	\$1,561,960	\$0	\$0	\$0	\$0	
Totals All Projects		\$42,183,510	\$8,259,405	\$7,582,945	\$6,356,445	\$7,325,445	\$14,744,670
5-Year Total						\$44,268,910	