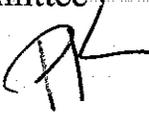


City of Cascade Locks

STAFF REPORT

Date: May 16, 2012
TO: City Budget Committee
FROM: Paul Koch, ICA 
SUBJECT: Supplemental Budget Information

Since the Budget Committee Orientation, I have received some questions from Budget Committee members. So that everyone has access to the same information, here is the response.

1. Listing of Personnel salaries by fund and department. (Att. A)

The attached sheet entitled Personnel Services Summary provides the Budget committee with a listing of all full time and some part time or contract positions, the salary or pay range and the allocation throughout each fund.

2. Capital Outlay Proposed Purchases: (Att. B)

The Proposed Capital Outlay for 2012-13 is attached.

3. Parks Capital Outlay:

There is budgeted \$31,000 SDC funds listed for Parks. There are no projects to be completed in Parks, but because these are SDC's they can only be used in the Park system.

4. Accounting Software:

This listing was in error and has been removed from the updated list attached.

5. Sensus meter handheld:

This item was inadvertently left off the proposed budget for Electric Dept. and has now been added in.

Exhibit A

6. Paving Projects:

There is \$20,000 listed for paving projects in the budget. There are no specific paving projects identified, but those may come out of the staff street analysis that will be completed later this summer.

7. Electric Sub-Station Issue:

The City has not resolved this issue as of yet. The City is aware that BPA would like for the City take over the sub-station and there are concerns over the age of the sub-station, the equipment and other issues. The analysis of this issue is included in the electric rate study that is planned to get underway in June.

8. Electric Upgrades:

There are no specific projects identified at this point in time. This merely prepares the City to be able to deal with unanticipated problems.

9. New Bucket Truck:

The City is already going through the purchase process for a new Bucket Truck that should be delivered early next budget year. The existing Bucket Truck will be used as trade in for the new truck or surplus it and sold off. We think at this time it has more value as a trade in.

10. Oil Spill Protection:

The oil spill protection equipment and program are being researched now, but the City needs to meet the requirements and be prepared for such contingencies.

Should you have any questions on any matter regarding the budget, please feel free to contact me.

Thank you.

B

Planned Expenditures from Capital Reserve FY12/13

Department	Amount	Description
Admin	10,000	Computer Network Upgrade/Replacement (Spread)
Admin	10,000	Office Equip Upgrade/Replacement (Computers, Printers, cameras, mic etc.)
Admin	1,500	New desk for Receptionist (1 desks @ \$1,500 each)
Admin	5,000	Move Modular Building
Admin	2,500	AED - Defibulator (Spread)
Property	5,000	Key System Entry System For Entire Building (Security Upgrade)
Property	5,000	Council Chamber Improvements
Water	15,000	SCADA Telemetry Upgrade
Water	8,000	Security Fencing Around Reservoirs
Water	45,000	Waterline Replacement (Regulator)
Water	5,000	Sensus Meter Handheld Reader (1/2 cost, Elec will pick-up other 1/2 in Budget)
Streets	20,000	Paving Project
CATV	5,000	Infrastructure to add 2 new channels
Elec	5,000	Sensus Meter Handheld Reader (1/2 cost, Water will pick-up other 1/2 in Budget)
Elec	1,000	Replace Computer
Elec	10,000	Upgrade old brush truck for vault clean out & mower fire protection
Elec	100,000	Possible acquisition of Sub Station
Elec	30,000	System Upgrade/Replacement
Elec	20,000	Middle Mile Fiber Project
Elec	220,000	Bucket Truck - Vehicle Replacement
Elec	50,000	Oil Spill Protection
TOTAL CAPITAL OUTLAY	573,000	

B

**City of Cascade Locks
Proposed Capital Outlay FY 12/13**

Department	Item	Amount
Admin	Office Furniture	\$ 300.00
Total Admin		\$ 300.00
Property	Radio Equipment	\$ 1,000.00
Property	Push Mower	\$ 800.00
Total Property		\$ 1,800.00
Street	Street Signs	\$ 500.00
Total Street		\$ 500.00
Water	Pipe/fittings	\$ 1,000.00
Water	Water Meters	\$ 1,500.00
Total Water		\$ 2,500.00
Sewer	Lift Station Pump	\$ 5,500.00
Sewer	Gas Detector	\$ 2,000.00
Sewer	High Pres. Jet Cleaner	\$ 10,000.00
Total Sewer		\$ 17,500.00
Broadband	Equip - CALEA Required	\$ 450.00
Total BB		\$ 450.00
CL Elec	Meter Interrogator	\$ 15,000.00
CL Elec	Electrical Conductors	\$ 7,000.00
CL Elec	Hot Lines Tools & Rope	\$ 3,500.00
CL Elec	Testing Equipment/Tools	\$ 3,000.00
CL Elec	Insulators & Hardware	\$ 1,500.00
CL Elec	Transformers	\$ 8,000.00
CL Elec	Poles/Crossarms	\$ 14,000.00
CL Elec	Radio Upgrade	\$ 10,500.00
CL Elec	Office Furniture	\$ 500.00
CL Elec	Conduit	\$ 8,000.00
CL Elec	Terminators	\$ 1,000.00
Total CL Elec		\$ 72,000.00
SB Elec	Meter Interrogator/Meters	\$ 5,000.00
SB Elec	Electrical Conductors	\$ 5,000.00
SB Elec	Hot Lines Tools & Rope	\$ 2,000.00
SB Elec	Testing Equipment/Tools	\$ 2,000.00
SB Elec	Insulators & Hardware	\$ 1,500.00
SB Elec	Transformers	\$ 10,000.00
SB Elec	Vaults	\$ 6,000.00
SB Elec	Poles/Crossarms	\$ 8,000.00
SB Elec	Radio Upgrade	\$ 6,000.00
SB Elec	Conduit	\$ 6,000.00
Total SB Elec		\$ 51,500.00
EMS	Medical Equipment (Ambulance Cot Contract)	\$ 2,430.00
EMS	Vehicle Tires	\$ 3,000.00
Total EMS		\$ 5,430.00
Grand Total:		\$ 151,980.00

PERSONAL SERVICES SUMMARY
SUPPLEMENTAL INFORMATION
SALARIES/WAGES PAID FROM MORE THAN ONE SOURCE

POSITION DESCRIPTION	FTE	Range	Total Salary	General - Admin		Planning		Property		Street		Water		Sewer		Cemetery		CATV/BB		Light		Emergency Services		TOURISM		Total %	
				%	Amount	%	Amount	%	Amount	%	Amount	%	Amount	%	Amount	%	Amount	%	Amount	%	Amount	%	Amount	%	Amount		
1 City Administrator (Jan-June)	1	60,000 - 70,000	\$36,764	10%	3,676	5%	1,838			5%	1,838	13%	4,772	12%	4,419			10%	3,676	40%	14,706	5%	1,838			100%	1
2 Interim City Administrator (July-Dec)		Contracted Svc.	\$36,000	16%	5,828	5%	1,800			5%	1,800	12%	4,306	12%	4,316			8%	2,981	37%	13,277	5%	1,692			100%	2
3 Finance Officer/HR/IT	1	48,277 - 64,210	\$55,307	10%	5,531							14%	7,743	14%	7,743			14%	7,743	44%	24,335	4%	2,212			100%	3
4 City Recorder	1	48,277 - 64,210	\$58,427	35%	20,450	35%	20,450					5%	2,921	5%	2,921			5%	2,921	15%	8,764					100%	4
5 Accounting Clerk	1	28,163 - 37,461	\$37,357	3%	1,121							19%	7,098	13%	4,856			10%	3,736	50%	18,678	5%	1,868			100%	5
6 Receptionist/Cashier	1	24,336 - 32,365	\$28,912	4%	1,156	5%	1,446					10%	2,891	10%	2,891			24%	6,939	45%	13,010	2%	578			100%	6
7 Field Maintenance Supervisor	1	20.55	\$49,115					44%	21,578	21%	10,275	28%	13,770	6%	3,083	1%	411									100%	7
8 Utility Maintenance Worker II	1	17.17	\$36,916					35%	12,878	23%	8,585	33%	12,362	7%	2,404	2%	687									100%	8
9 Utility Maintenance Worker I	1	14.22	\$30,573					35%	10,665	23%	7,110	33%	10,238	7%	1,991	2%	569									100%	9
10 Light Superintendent	1	42.35	\$94,864																							100%	10
11 Lead Lineman	1	39.42	\$88,302																							100%	11
12 Journeyman Lineman	1	38.38	\$85,972																							100%	12
13 Groundman/Truckdriver	1	29.20	\$60,736																							100%	13
Unforeseen Outages (OT/Comp)			\$24,876																								
CATV/BB			\$6,000																6,000								
14 Interim Fire Chief (July-Sept)		Contracted Svc.	\$7,500																							100%	14
15 Part Time Fire Chief (July-June)		Contracted Svc.	48,400																							100%	15
16 Camera Operator	1	12.60	\$3,566	35%	1,260	29%	1,046					7%	252	7%	252			7%	252	7%	252	7%	252			100%	16
17 Deputy Recorder	1	14.94-19.87	\$18,086	10%	1,809	56%	10,128					10%	1,809	10%	1,809			4%	723	10%	1,809		-			100%	17
18 TOTAL			\$807,673	5%	\$40,831	5%	\$36,708	6%	\$45,121	4%	\$29,608	8%	68,162	5%	\$36,685	0.21%	\$1,667	4%	\$34,971	56%	\$449,581	8%	\$64,340	0.00%	\$0	100%	18

The hourly rates listed in the range column are preliminary and will be finalized through council action.