



**A CONTINUED MEETING OF
THE CITY COUNCIL
June 30, 2021, 12:00 P.M.
Library Community Room**

AGENDA

***All items are deemed action items, in that Council may provide direction to staff regarding budget preparations.**

A. CALL TO ORDER

1. Overview of 2021-2022 Financial Plan

Presented by: Troy Tymesen, City Administrator and Vonnie Jensen, Comptroller

2. Updates from Departments with Significant Financial Changes
3. Next Steps

Presented by: Troy Tymesen, City Administrator

B. ADJOURNMENT

Preliminary Financial Plan

Fiscal Year 2021-2022



Significant Expense Changes

Total Increases in General Fund Expenses	\$3,926,995
Merit Increases	\$175,711
COLA Increases	\$666,882
1% Wage Adjustment – Public Safety	\$135,729
Additional Staff	\$1,512,870
Increase to Services and Supplies	\$786,164
Increase to Capital Outlay	\$504,002

Significant Revenue Changes

Total Increase in General Fund Revenue	\$3,926,995
2% Tax Increase	\$467,159
New Growth / Annexation	\$400,000
Increase in Use of Fund Balance	\$1,037,212
Total coming from Fund Balance:	
\$2,227,318	
Increase in State Funding	\$1,846,967

History

Tax Year	Amount Taken of 3% Allowed
2022 Proposed	\$467,159 2%
2021	\$-0-
2020	\$655,361 3%
2019	\$-0-
2018	\$-0-
2017	\$490,553 2.5%
2016	\$-0-
2015	\$-0-
2014	\$-0-
2013	\$329,432 2%

New Construction Year over Year

Tax Year	Tax Dollars
2022 - Estimated	\$400,000
2021	\$454,272
2020	\$404,623
2019	\$492,918
2018	\$375,549
2017	\$325,934
2017 Deannexation	\$538,311
2016	\$827,349
2015	\$669,966

Proposed City-Wide Personnel Changes

Assistant City Attorney	+1 FTE	\$100,002
Legal Assistant	+1 FTE	\$75,388
Police Sergeant	+1 FTE	\$132,586
Police Officers	+4FTE	\$425,360
Police Officer grant funded	+1 FTE	\$106,340
Police – Applications Analyst	+1 FTE	\$67,483
Firefighters	+3 FTE	\$264,795
Assistant Street Director	+1 FTE	\$103,104
Streets – Field Supervisor	+1 FTE	\$85,336
Water – Utility Operators	+2 FTE	\$147,528
Other Changes	-1.55 FTE	\$4,948

Proposed Increase in Personnel Expenses Compared to Increase in Estimated New Growth

Contracted Merit Increase	\$175,711
Contracted COLA Increases - 2.5%	\$666,882
Contracted Wage Adjustment - 1%	\$135,729
Estimated Health Insurance Increase	\$176,000
Total	\$1,154,322
Estimated New Growth	\$400,000

Legislative Changes to Property Tax Levy

Homeowner's Exemption moved to \$125,000

New construction will include 90% of the new construction value and 90% of annexed value

New construction budget capacity calculations are based on the preliminary levy rate

The sum of 3% allowed plus new construction and annexation
must be equal to or less than an 8% increase

URD closures are included in the 8% increase cap

Preliminary Levy Rate

Preliminary Levy Rate
Uses 2021 estimated net taxable value
Uses estimated budget after growth (3%) rate
2 separate levy rates for new growth and annexations

URD Closure

Without HB 389	With HB 389
No cap – can take all growth	3% allowed increase plus new construction plus annexations plus URD closure is now limited to 8% cap above previous year’s budgeted taxes
Previously Estimated at \$2.5 Million	Estimated at \$1 Million

**8% cap on current year’s budget would be \$1,422,543
 – if new construction/annexations amounted to \$400,000
 URD closure would be limited to \$1,000,000**

Other Changes

Limits on usage of Forgone
1% per year allowed for operating expenses
Never expires and once taken 1% portion becomes part of the base for future 3% calculations
3% per year allowed for capital projects
Tracked separately and subtracted upon completion of the project
Forgone that is taken does not count toward 8% cap
Still need resolution to reserve forgone or to recover forgone

Questions?

CITY OF COEUR D'ALENE

2021-22 BUDGET

Budget Changes Year over Year - General Fund & Library

		FY 20-21 Adopted Budget	FY 21-22 Proposed Budget	Increase (Decrease) Over Previous Yr
Mayor / Council				
		251,742	268,441	16,699
	Increase in Insurance - opt out changed to family	15,407		
	Increase to Communications (cell phones)	1,292		
		<u>16,699</u>		
Administration		217,699	222,810	5,111
	2.5% COLA	5,191		
	Decrease in Official Representation	(150)		
	Increase in Dues & Subscriptions	70		
		<u>5,111</u>		
Finance				
	Merit increases	7,369	1,234,784	60,999
	2.5% COLA	14,073		
	Decrease in Insurances	(598)		
	Employee Self Service software	15,600		
	Increase in ICRMP Insurance Premiums	21,805		
	Increase in Audit Services	650		
	Decrease in Actuarial Study - required every other year	3,650		
	Decrease in Other Services and Supplies	(1,550)		
		<u>60,999</u>		
Municipal Services		1,804,906	2,215,682	410,776
	Reduced wages due to turnover offset by merit increases	(16,384)		
	2.5% COLA	24,956		
	Decrease in Insurances	(3,131)		
	Increase in City Wide Automation Plan	265,049		
	Increase in Dues and Subscriptions	4,876		
	Increase in Internet Services	5,212		
	Increase in Anitvirus Software	41,988		
	Increase in Professional Services / Audio Visual	2,631		
	Increase in Software Licensing	93,284		
	Increase in Other Services and Supplies	2,295		
	Decrease in Capital Outlay - Copier Replacement	(10,000)		
		<u>410,776</u>		

CITY OF COEUR D'ALENE

2021-22 BUDGET

Budget Changes Year over Year - General Fund & Library

		FY 20-21 Adopted Budget	FY 21-22 Proposed Budget	Increase (Decrease) Over Previous Yr
Human Resources		418,825	433,513	14,688
Merit Increase	3,962			
2.5% COLA	7,005			
Increase in Insurances	1,444			
Increase in Advertising	1,000			
Increase in Tuition Reimbursement per contract	1,000			
Increase in other services and supplies	277			
	<u>14,688</u>			
Legal Department		1,313,413	1,484,311	170,898
Reduced wages due to turnover offset by merit increases	(44,573)			
2.5% COLA	25,389			
Increase in Insurances	5,992			
Additional Assistant City Attorney	100,002			
Additional Legal Assistant	75,388			
Increase in Office Equipment	7,100			
Increase in Purchased Services	1,600			
	<u>170,898</u>			
Planning		726,892	712,300	(14,592)
Merit Increase	421			
2.5% COLA	13,196			
Decrease in Insurances	(209)			
Decrease in Professional Services - Comp Plan	(28,000)			
	<u>(14,592)</u>			

CITY OF COEUR D'ALENE

2021-22 BUDGET

Budget Changes Year over Year - General Fund & Library

		FY 20-21 Adopted Budget	FY 21-22 Proposed Budget	Increase (Decrease) Over Previous Yr
Building Maintenance		547,526	731,212	183,686
Merit Increase	5,895			
2.5% COLA	5,232			
Decrease in Part-time Janitorial	(62,948)			
Additional Building Maintenance Worker	73,642			
Increase in Insurances	8,416			
Increase in Contract Services	36,000			
Increases in Repair and Maintenance	(7,551)			
Increase in Capital Outlay	125,000			
	<u>183,686</u>			
Police		16,732,158	18,286,432	1,554,274
Merit increases	73,132			
2.5% COLA	266,606			
1.0% Wage Adjustment	86,581			
Increase in Overtime and Holiday Pay	106,598			
Decrease in Insurances	(76,610)			
Additional Sergeant	132,586			
Additional Police Officer - 1 grant funded at 50% for FY 2021-22	106,340			
Additional Police Officers - 4	425,360			
Additional Applications Analyst	67,483			
Increase in Motorcycle Program	49,000			
Increase in Operating Supplies	64,023			
Increase in Repairs and Maintenance	21,850			
Increase in use of drug task force seizure funds	35,000			
Increase in Other Services and Supplies	13,331			
Increase in Patrol Vehicles & Equipment for Vehicles	182,994			
	<u>1,554,274</u>			

CITY OF COEUR D'ALENE

2021-22 BUDGET

Budget Changes Year over Year - General Fund & Library

		FY 20-21 Adopted Budget	FY 21-22 Proposed Budget	Increase (Decrease) Over Previous Yr
Fire		10,710,811	11,564,874	854,063
	Merit Increase	81,121		
	2.5% COLA	170,821		
	1.0% Wage Adjustment	49,148		
	Additional Firefighters - 3	264,795		
	Increase in Constant Manning, Overtime, FLSA, Holiday Pay	174,917		
	Increase in Insurances	37,122		
	Increase in Uniforms	9,600		
	Increase in Protective Clothing	24,000		
	Increase in R/M Building for painting at Fire Station 3	25,004		
	Decrease in Other Services and Supplies	535		
	Increase in Capital Outlay	17,000		
		<u>854,063</u>		
Streets		4,981,197	5,464,740	483,543
	Reduced wages due to turnover offset by merit increases	(33,549)		
	2.5% COLA	58,657		
	Increase in Insurances	2,714		
	Addition of Assistant Street Director	103,104		
	Additional Field Supervisor	85,336		
	Increase in Operating Supplies	36,400		
	Increase in Repair and Maintenance	64,000		
	Decrease in Lease Payments	(8,866)		
	Decrease in other Services and Supplies	(4,253)		
	Increase in Capital Outlay	180,000		
		<u>483,543</u>		

CITY OF COEUR D'ALENE

2021-22 BUDGET

Budget Changes Year over Year - General Fund & Library

		FY 20-21 Adopted Budget	FY 21-22 Proposed Budget	Increase (Decrease) Over Previous Yr
Parks		2,448,730	2,665,136	216,406
	Merit Increase	84,276		
	2.5% COLA	28,209		
	Decrease of 1 Maintenance Worker	(68,476)		
	Mechanic	79,482		
	Increase in Part-Time	25,785		
	Increase in Insurances	11,650		
	Increase in Services and Supplies	480		
	Increase in Capital Outlay	55,000		
		<u>216,406</u>		
Recreation		745,208	753,798	8,590
	Decrease in Sick Leave Repurchase	(695)		
	2.5% COLA	9,348		
	Increase in Insurances	538		
	Increase in Overtime	2,429		
	Decrease in Utilities	(3,000)		
	Decrease in Joint Use Agreement	(30)		
		<u>8,590</u>		
Building Inspection		958,485	1,026,209	67,724
	Merit Increase	14,041		
	2.5% COLA	18,731		
	Increase in Insurances	9,153		
	Decrease in Other Services and Supplies	(201)		
	Increase in Capital Outlay	26,000		
		<u>67,724</u>		
General Government		153,050	47,180	(105,870)
	Decrease in Utilities for East Sherman Properties	(3,270)		
	Decrease in Transfer to Street Lighting Fund	(102,600)		
		<u>(105,870)</u>		
TOTAL GENERAL FUND		<u>43,245,426</u>	<u>47,172,421</u>	<u>3,926,995</u>

CITY OF COEUR D'ALENE

2021-22 BUDGET

Budget Changes Year over Year - General Fund & Library

	FY 20-21 Adopted Budget	FY 21-22 Proposed Budget	Increase (Decrease) Over Previous Yr	
Library	1,736,045	1,790,936	54,891	
Merit Increase	16,907			
2.5% COLA	19,468			
Increase in Insurances	10,518			
Wage Increases for part-time positions	5,998			
Decrease in Reference and Popular Items	(2,000)			
Increase in Dues and Subscriptions	4,000			
	<u>54,891</u>	<u>1,736,045</u>	<u>1,790,936</u>	<u>54,891</u>

City of Coeur d' Alene
General Fund & Library

FY 2021-22 Preliminary Budget	
Total budget General Fund & Library:	\$ 48,963,357
Wages and benefits: (82.7% of budget)	\$ 40,502,155
Property Taxes: (52% of revenue)	\$ 24,225,092

Year	COLA Fire Dept	COLA Police	COLA LCEA	COLA Increase	1% wage adjustment	Merit Increase	Health Insurance Increase	Total COLA, Merit Health	FTE Increase	New Growth Budgeted	URA De-annexation	Property Tax Increase	Property Tax Increase Percentage	Non-Exempt Levy Rate	Valuation of New Growth
2022 Proposed	2.50% 1% wage adj	2.50% 1% wage adj	2.50%	\$666,882	\$135,729	\$175,711	\$ -	\$978,322	13.07	\$ 400,000		\$ 467,159	2.00%	??	??
2021	2.50% 1% wage adj	2.50% 1% wage adj	2.50%	685,758	159,748	527,215	85,918	1,458,639	3.45	454,272			0.00%	0.00297703	105,364,167
2020	2.50% 1% wage adj	2.50% 1% wage adj	2.50%	648,242	153,713	572,325	58,091	1,374,280	3.00	402,945		655,361	3.00%	0.004311454	84,002,589
2019	2.50%	2.50%	2.50%	658,839		495,450	84,357	1,238,646	1.91	492,918			0.00%	0.004796811	92,750,113
2018	2.50%	2.00%	2.00%	549,432		358,789	-	908,221	4.83	375,549			0.00%	0.005314476	65,978,911
2017	2.50%	2.00%	2.00%	463,732		427,455	285,786	1,176,973	8.28	325,934	538,311	490,553	2.50%	0.005691968	147,545,282
2016	2.50%	2.00%	2.00%	457,072		426,656	161,402	1,045,130	20.66	827,349			0.00%	0.005857486	55,643,948
2015	2.50%	2.00%	2.00%	420,171		243,766	190,063	854,000	4.35	669,966			0.00%	0.006087917	135,900,224
2014	2.60%	2.10%	2.10%	418,831		291,435	209,387	919,653	6.81	634,197			0.00%	0.006337419	105,715,923
2013	2.50%	2.00%	2.00%	431,639		230,167	172,042	833,848	1.39	247,304		329,432	2.00%	0.006770779	93,666,763
2012	0.00%	0.00%	0.00%	-		284,552	124,259	408,811	0.60	344,913			0.00%	0.005888913	41,994,809

3% property increase - \$700,738

Foregone Balance - \$6,355,882

FY 2019-20 General Fund Unassigned Fund Balance - \$9,183,668

19.4% of FY 2021-22 Proposed General Fund Expenditures

use of fund balance in the amount \$2,312,318 moves that percentage to 14.6%

CITY OF COEUR D'ALENE

Preliminary Budget 2021-22

Proposed Full Time Equivalent Changes

Description	Department	FTE	Cost
		Increase (Decrease)	Increase (Decrease)
Assistant City Attorney	Legal	1.00	\$ 100,002
Legal Assistant	Legal	1.00	75,388
Building Maintenance Worker	Building Maintenance	1.00	73,642
Decrease in Part-time	Building Maintenance	(1.93)	(62,948)
Sergeant	Police	1.00	132,586
Police Officers	Police	4.00	425,360
Additional Police Officer - grant funded from Oct 2020	Police	1.00	106,340
Applications Analyst	Police	1.00	67,483
Firefighters	Fire	3.00	264,795
Assistant Street Director	Street Dept	1.00	103,104
Field Supervisor	Street Dept	1.00	85,336
Decrease of one Maintenance Worker	Parks	(1.00)	(68,476)
Mechanic	Parks	1.00	79,482
Decrease in Part-time	Cemetery	(0.33)	(9,324)
Utility Operators	Water	2.00	147,528
Decrease in Part-time	Wastewater	(0.29)	7,428
		<u>14.45</u>	<u>\$ 1,527,726</u>

City of Coeur d'Alene - Preliminary 2021-22 Budget
Proposed General Fund Capital expenses

Building Maintenance	HREI Repairs	\$ 30,000
Building Maintenance	Police Chiller Unit	65,000
Building Maintenance	Service Body Truck	30,000
Police Department	Vehicles	228,740
Police Department	Vehicles - equipment	191,000
Fire Dept	Station Flooring	25,000
Streets	Used Surplus Equipment	90,000
Streets	Dump Truck with Plow	225,000
Parks	Turf Vehicles - 2	25,000
Parks	Pickup Truck	30,000
Building Inspection	Vehicle	26,000
		<u>\$ 965,740</u>