

# CITY OF POLSON COMMISSION WORKSHOP

Commission Chambers

July 28, 2016

6:00 p.m.

**ATTENDANCE:** Mayor Knutson, Commissioners Erickson, Siler, Southerland, Turner  
City Manager Mark Shrives, and City Clerk Cora Pritt

**ABSENT:** Commissioners Coutts, Donovan

**CITY DEPARTMENT HEADS:** Clint Cottle, Cindy Dooley, Terry Gembala, Wade Nash, Pat Nowlen,  
Tony Porrazzo, Kyle Roberts and David Simons Jr.

**OTHERS PRESENT** (who voluntarily signed in): Bonnie Manicke

**CALL TO ORDER: (00:04)** Mayor Knutson called the meeting to order. The Pledge of Allegiance was recited. Roll call was taken.

**FISCAL YEAR 2017 BUDGET WORKSHOP WITH CITY DEPARTMENT HEADS (00:45)-** City Manager Shrives began the workshop by explaining that this workshop would be an informational power point presentation given by each department with a brief explanation. The budget numbers will be given with the Preliminary Budget. The speakers were in the following order: Cindy Dooley, Finance Officer, Police Chief Wade Nash, Fire Chief Clint Cottle, David Simons Jr., Building Official, Kyle Roberts, City Planner, Terry Gembala, Streets Superintendent, Tony Porrazzo, Water/Sewer Superintendent, and Pat Nowlen, Parks & Recreation. Each speaker gave a brief presentation as to the needs of the department and the goals for Fiscal Year 2017. There was also discussion about the future plans that were outlined in the Strategic Plan.

The power point presentation is included on the following pages and will also be post to the City website in its entirety.

City Manager Shrives thanked everyone for all their hard work. City Finance Officer Cindy Dooley commented that this presentation was a real team effort and she thanked Fire Chief Cottle for his assistance in helping to create some of the power points.

Mayor Knutson also thanked everyone for all of their hard work and time to put the presentation together. It was helpful to know what to expect in the next year and the coming years. It is very helpful to have a direction and goals to work towards. Commissioner Southerland commented that the presentation was very creatively done and it was enjoyable.

**Adjourn. (02:54:31) Commissioner Turner motion to adjourn. Commissioner Erickson second.**  
Commission discussion: none Public Comment: none **VOTE: Unanimous Motion carried.**

**ADJOURN: 8:54 p.m.**

**ATTEST:** \_\_\_\_\_

\_\_\_\_\_  
**Mayor Heather Knutson**

\_\_\_\_\_  
**Cora E. Pritt, City Clerk**

# BUDGET WORKSHOP

CITY OF POLSON  
FISCAL YEAR JULY 1, 2016 – JUNE 30, 2017

## STRATEGIC PLAN

**MISSION STATEMENT**  
We provide essential and nonessential services through responsible financial and environmental stewardship for our citizens, businesses, and visitors.

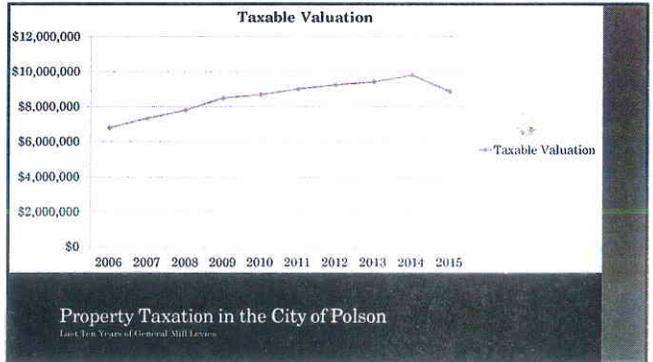
**VISION STATEMENT**  
Polson – A vibrant and well-planned destination, growing as a regional center for quality of life, recreation, and career opportunities. Promoting cultural diversity and fostering partnerships for economic development and opportunity in a clean, safe, welcoming environment.

- Integrity
- Accountability
- Leadership
- Customer Service
- Stewardship
- Communication

## THE BALANCING ACT

- WE NEED TO FIND WAYS TO INCREASE REVENUES...
- AND HOLD EXPENDITURES DOWN UNTIL WE DO
- EXPENDITURES = REVENUES + CASH RESERVES
- GROW GENERAL FUND CASH RESERVES

*I'm an accountant and not a politician*



### General Fund Revenue Sources

The General Fund has 6 major categories of revenue source:

- Taxes
- Licenses and Permits
- Intergovernmental Revenues
- Charges for Services
- Fines and Forfeitures
- Miscellaneous Revenues

#### General Fund Revenues

- Taxes
- Intergovt. Revenues
- Charges for Services
- Fines and Forfeits
- Miscellaneous
- Licenses & Permits

## FY2017 BUDGET CALENDAR

- February 2016 – Developed Strategic Plan
- March 2016 – Began budget talks with Department Heads
- June 2016 – Develop Department Budget Proposals
- June 2016 – Meet with Health Insurance Commission Committee
- July 26, 2016 – Meet with Commission Salary Committee
- July 28, 2016 – Budget Workshop with Commission & Staff
- August 1, 2016 – Certified Values due from the Department of Revenue
- August 15, 2016 – Public Hearing on Preliminary Budget (5:30 pm)
- Sept. 7, 2016 – Approve Final Budget
- October 7, 2016 – Send Budget Report to State of Montana



# ADMINISTRATION

EXECUTIVE, COURT, ADMIN, FINANCE, LEGAL AND FACILITIES

## FY17 BUDGET HIGHLIGHTS

**WORKING ON STAFFING ISSUES**  
 Departure of Payroll Clerk  
 Position will not be re-hired  
 Datto - has been split between City Manager, City Clerk, Finance Officer & Police Captain  
 Hire a half-time Administrative Assistant  
 Hire a front office Clerk with accounting experience  
**Court Clerk**  
 The Usual Clerk and Court Clerk positions must be separated  
 Hire a half-time Court Clerk position will be confirmed with Administrative Assistant

**CAPITAL OUTLAY**  
 Finish Front Office Remodel  
 We are getting a new copier!!!




# PUBLIC SAFETY

POLICE, FIRE, BUILDING AND PLANNING

## POLICE DEPARTMENT

POLSON POLICE DEPARTMENT



**BUDGET**  
 2016 - 2017

CHIEF OF POLICE WADE NASH

### Our Mission in a Nutshell




EARN THE PUBLIC'S TRUST BY CREATING A PEACEFUL HARMONY IN OUR COMMUNITY

MAKE POLSON A SAFE & PLEASANT PLACE TO LIVE, WORK, LEARN, AND PLAY

PRESERVE THE PEACE, PREVENT CRIME AND DISORDER

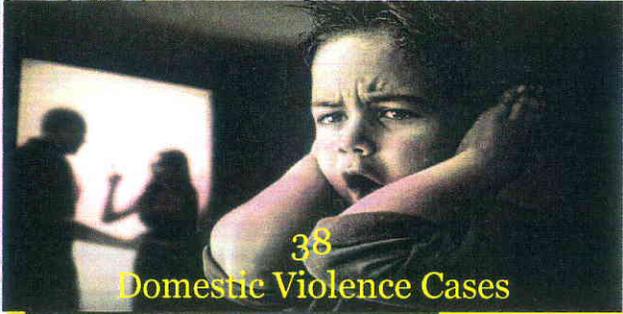
SAFE GUARD THE PERSONAL LIBERTIES, DIGNITY AND INDIVIDUALITY OF ALL PEOPLE

## We Produce Positive

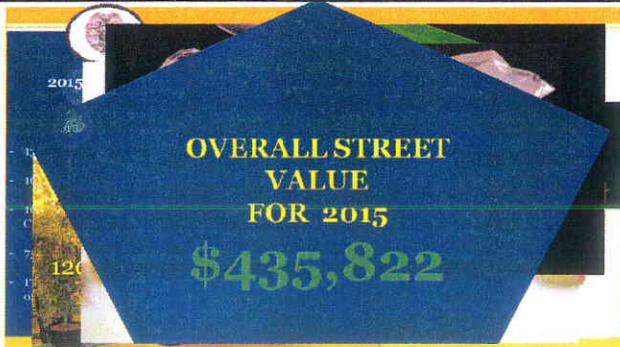


WE TAKE FULL ADVANTAGE OF EVERY RESOURCE AVAILABLE TO US AND INFORM THE COMMUNITY ON THEIR INVESTMENT

YOU MAY REMEMBER THE "2015 YEAR IN REVIEW" PRESENTATION I GAVE IN JANUARY

**38**  
Domestic Violence Cases

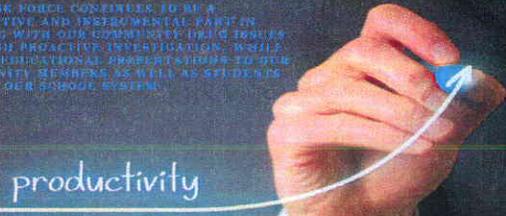


**OVERALL STREET VALUE FOR 2015**  
**\$435,822**

## Community Focused

THE TASK FORCE CONTINUES TO BE A PRODUCTIVE AND INSTRUMENTAL PART IN DEALING WITH OUR COMMUNITY DRUG ISSUES THROUGH PROACTIVE INTERVENTION, WHILE GIVING EDUCATIONAL PRESENTATIONS TO OUR COMMUNITY MEMBERS AS WELL AS STUDENTS WITHIN OUR SCHOOLS SYSTEM.

productivity




## The Problem



MOST RECENTLY WE HAVE HAD THE SHERIFF'S OFFICE ISOLATING THEIR DRUG INVESTIGATOR FOR THEIR OWN NEEDS, WHICH MEANS OUR COMMUNITY SUFFERS FROM LACK OF PERSONNEL WORKING AS A TEAM

**TEAMWORK**



## WE SAW A 50% DECLINE IN ASSET FORFEITURES AND CASH INVOLVING DRUG CASES





**Assets**

2015 CASH VALUE **\$45,749**  
COMPARED TO  
2016 CASH VALUE **\$21,574**

THIS IS LARGELY DUE TO NOT HAVING A SUFFICIENT TEAM TO PROPERLY HANDLE DRUG INVESTIGATIONS

### The Solution

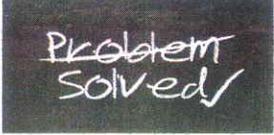


**NEW HIRE- DRUG TASK FORCE/DETECTIVE POSITION**

THIS WILL BE A POSITION THAT WILL HELP CONTRIBUTE TO OUR DRUG TASK FORCE, AS WELL AS ASSIST IN FELONY CRIMES WITH OUR REGULAR DETECTIVE POSITION

### The Solution

I PROPOSE THAT WE CREATE THE POSITION USING 50% DRUG TASK FORCE FUNDS, 25% MILL LEVY FUNDS AND 25% GENERAL FUNDS



### Expired Bullet Proof Vests

Need 5 new ballistic vests

The Federal BVP Program reimburses half of original purchase price

Each vest is roughly \$900 - \$1,000

\$5,000 Total



**They Save Lives**

### Geographical Information System

GIS Crime Mapping

GIS Crime mapping program for the City of Polson- \$1500 estimated to start program

Minimal to maintain after startup costs



### Essential Equipment

2 Constables - \$4000 (Police Clerk and Sergeant Simpson)

4 Police radios - \$8000

Technology and equipment - funded out of Police levy

Clothing allowance \$1,700 - would increase each officers clothing allowances by \$700 annually

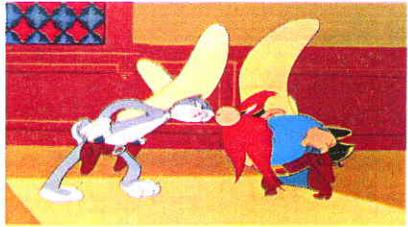


### Training Needs

Firearms

Shooting range donation - \$600

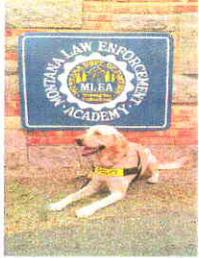
This allows our officers to annually qualify with their weapons



**K-9 Brndy**

K-9 Brndy has a new handler and we will have to get him trained and certified within this budget year  
Sooner than later!

**Training Needs**



**Employee Wages**

TO BE ABLE TO STRUCTURE OUR PAY MATRIX FROM THE TOP TO THE BOTTOM, WE IMPLEMENTED THE CURRENT PAY MATRIX FOR THE OFFICERS AND SUPERVISOR STAFF LAST YEAR



*Thank you*



**Employee Wages**

*The perfect Employee*

- hard worker
- team player
- skilled
- loyal
- honest

TO BE ABLE TO BREAK UP THE COST OVER A TWO YEAR SPAN RATHER THAN TAKING A BIG HIT LAST YEAR, WE DID NOT COMPENSATE MY ADMINISTRATIVE STAFF



So I Propose This Year My Staff  
Receives Compensation Based Off My Annual Salary

ASSISTANT CHIEF STEVENS WILL RECEIVE 90% OF MY BASE PAY



JOHN HAS 28 YEARS OF SERVICE WITH THE CITY OF POLSON

So I Propose This Year My Staff  
Receives Compensation Based Off My Annual Salary

CAPTAIN BOOTH WILL RECEIVE 85% OF MY BASE PAY



ALAN HAS 15 YEARS OF SERVICE WITH THE CITY OF POLSON

What Will This Mean

THIS WILL PLACE BOTH POSITIONS ON A SALARY POSITION

\*\*\*

THIS WILL ELIMINATE OVERTIME EXPENSES





The Future of Polson's Public Safety



RECENTLY, WE AS A CITY ADOPTED A STRATEGIC PLAN ONE OF THE STANDOUT ISSUES THAT WE IDENTIFIED AS A MAJOR CONCERN, WAS A PUBLIC SAFETY BUILDING



All Your Public Safety Needs



THIS BUILDING WILL BE SHARED BY POLICE, FIRE AND POLSON CITY COURTS



Investing in Our Future



POLICE WOULD SET ASIDE \$10,000 FOR ARCHITECT/CONCEPT DRAWINGS



I CUT \$10,000 OUT OF OUR POLICE GAS LINE ITEM TO OFFSET THE COST




WE CANNOT BE EFFECTIVE IN OUR JOBS, IF WE DON'T HAVE YOUR SUPPORT, THE SUPPORT OF THE CITY MANAGER, AS WELL AS THE CITIZENS OF POLSON WHO WE SERVE.

WE HAVE BEEN VERY RESPONSIBLE IN OUR EFFORTS WHEN SPENDING CITIZENS' TAX DOLLARS TO PROTECT OUR COMMUNITY.

WE BRING A SAFE, RESPONSIBLE AND EFFECTIVE PRODUCT TO OUR CITIZEN'S YEAR AFTER YEAR TO ENSURE THE QUALITY OF LIFE AND SAFETY OF POLSON

TOGETHER WE WILL  
CONTINUE TO



MAKE POLSON A SAFE & PLEASANT PLACE TO LIVE, WORK, LEARN, AND PLAY

THANK YOU  
CHIEF OF POLICE WADE NASH

FIRE DEPARTMENT



## 2016/2017 Polson Fire Department Budget Presentation

- Walmart's Association & Relief Association
- Additional 2016/17 Budget Considerations
- Department Goals with Budgetary Implications Long Term
- Department Activity Report & Accomplishments

## Department Activity Reports & Accomplishments

- The Fire Department currently has 23 volunteers, two of which are on three month work related leaves of absence.
- From January 1 – June 30, 2016 the Department has:
  - Responded to 70 calls for service, totaling 705 man hours
  - Completed 1630 hours of training
- From March 1 to June 30:
  - Volunteers have spent 1119 hours at the station:
    - On standby
    - Doing maintenance
    - For special events
    - Anything else that has needed done

## Department Activity Report & Accomplishments

- 2015 / 2016 Accomplishments:
  - Mission Statement
    - With a new administration and new organizational blueprint brought about by a change in our protection area, a new Mission Statement was born.
  - Software
    - Fire Department reporting, maintenance, record keeping, inventory, and daily activities tracking have all been made easier by the implementation of Fire Station Software.
  - Type 5 Engine
    - A new type 5 engine was added to the department with the hard work of the volunteers putting it together. The truck came in under the \$60,000 that was budgeted for it last year.

The Polson Fire Department is committed to providing the highest level of public safety services to our community. All types of fire and emergency services are provided. Our firefighters will be prepared, respect their, finish the task and serve with dignity and respect.

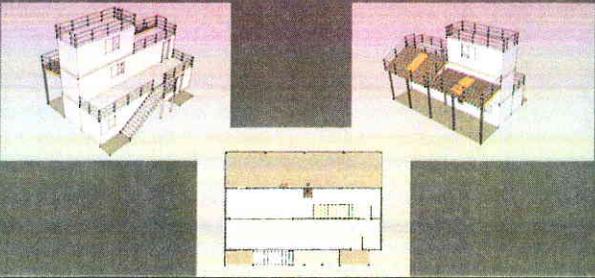


## Department Goals with Budgetary Implications – Short Term

- The Department is working towards being able to host our own Fire Fighter 1 Academy.
  - Currently the Department has 3 firefighters that are Fire Fighter 1 Certified.
  - Cost to send someone to the State Academy is \$1550.00 & there's a waiting list of nearly a year.
  - Working with our regional Fire Training School staff, we can host our own Academy & Certify our firefighters at a much lower cost & on our time schedule.
  - A training facility will need to be built that will handle the practical exercises of the academy & the final testing.
  - We currently have \$19,000 in a donation fund.
    - These donations were made with a training facility in mind.
    - Most of the donations came from Walmart & some from private citizens.
    - We are in the process of design and will be working on a total project cost.
  - A training facility like this would also help with our ISO rating as credit is given to departments that have a facility such as this to train in.
  - By partnering with the Police Department, both agencies would have the benefit of a realistic, hands on facility to conduct realistic worthwhile training.



## Training Building Design



## Department Goals with Budgetary Implications – Short Term

### ISO RATING

- ISO Rating
  - In preparation for what was thought to be a 2017 ISO schedule the Department has implemented a lot of changes to, at a minimum keep our rating the same, & hopefully improve the rating. (We have since learned our ISO Survey will take place in **September of 2016**)
    - Record Keeping
    - Hose Testing
    - Working towards a training facility
    - Meeting required training objectives
  - One important factor in maintaining our current ISO rating is having a certified aerial apparatus. Currently our Aerial truck is out of service and is in the process of being fixed & ultimately certified.
    - The first bills to fix the truck were paid out of last year's budget & we are asking for a budget of another \$25,000 to complete the project.
    - The goal is to have the truck completed & certified prior to the upcoming ISO Survey.





**Department Goals with Budgetary Implications – Long Term**

- **Fire Marshal / Firefighter position:**
  - With the growth that Polson is experiencing there will be a time where full time staffing of the Fire Department will need to be considered. Pre-planning for that day now & slowly adding full time firefighters will make this type of change manageable.
  - Currently the Fire Department doesn't have a formal inspection program for current businesses in town. For the safety & benefit of our community an inspection program is needed
  - Other areas that a full time firefighter would be able to assist with:
    - Fire prevention program & Community Outreach
    - Station maintenance and minor apparatus maintenance
    - Training schedule & preparation
    - Hose testing & Safety inspections of equipment
    - Inventory
    - Dedicated daytime firefighter to help with response times & crew staffing
      - For ISO purposes, one paid, fulltime firefighter is equal to 4 volunteers.
  - FEMA Safer Grant is a potential funding source.



**Department Goals with Budgetary Implications – Long Term**

- **Replacement of front line engine:**
  - Our current front line engine is a 2003 Pierce. This engine is currently in great working order & serves our Department & community well.
  - By 2023 we will need to have a new front line engine & move the current one to a back up role. This will cost somewhere in the neighborhood of \$500,000 depending upon options.

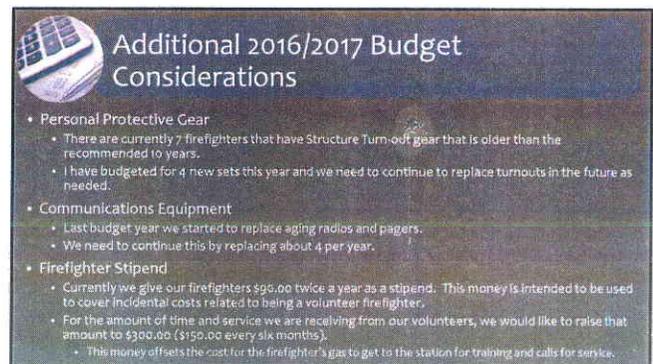


- If growth continues the way it has been going, impact fees would be a large consideration for purchasing the new engine.



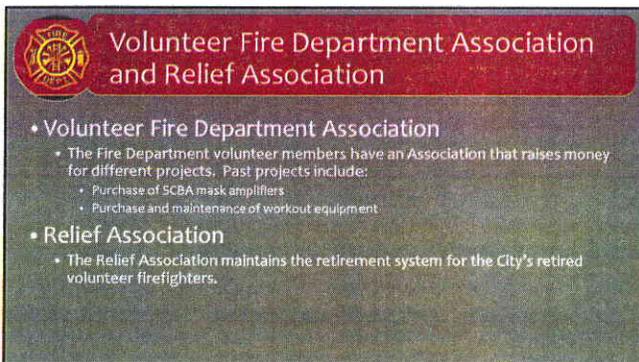
**Department Goals with Budgetary Implications – Long Term**

- **Replacement of expiring SCBA equipment**
  - The department currently has 16 SCBA packs. These packs are currently at the end of the life cycle that NFPA recommends. Replacement SCBA packs cost in the neighborhood of \$5,000 apiece depending upon options.
- **Public Safety Building**
  - Teaming with the Police Department & Court's to build a public safety building is a long term goal. The Fire Dept. is over full with the current apparatus we have. The size of the bays & doors are very tight and difficult to get into.
  - We currently don't have facilities such as locker room/bathroom that accommodate both male & female firefighters.
  - A central location would better serve the community, as response times to the far ends of town would improve.
- **Grant Writer**
  - The Fire Dept. is asking to add \$50,000 to our budget to team with other departments in hiring a grant writer.
  - All of the aforementioned long term goals have potential to be accomplished by using a professional grant writer to assist with acquiring grants for:
    - Full time firefighter
    - Equipment replacement
    - Public Safety Building

**Additional 2016/2017 Budget Considerations**

- **Personal Protective Gear**
  - There are currently 7 firefighters that have Structure Turn-out gear that is older than the recommended 10 years.
  - I have budgeted for 4 new sets this year and we need to continue to replace turnouts in the future as needed.
- **Communications Equipment**
  - Last budget year we started to replace aging radios and pagers.
  - We need to continue this by replacing about 4 per year.
- **Firefighter Stipend**
  - Currently we give our firefighters \$90.00 twice a year as a stipend. This money is intended to be used to cover incidental costs related to being a volunteer firefighter.
  - For the amount of time and service we are receiving from our volunteers, we would like to raise that amount to \$300.00 (\$150.00 every six months).
    - This money offsets the cost for the firefighter's gas to get to the station for training and calls for service.



**Volunteer Fire Department Association and Relief Association**

- **Volunteer Fire Department Association**
  - The Fire Department volunteer members have an Association that raises money for different projects. Past projects include:
    - Purchase of SCBA mask amplifiers
    - Purchase and maintenance of workout equipment
- **Relief Association**
  - The Relief Association maintains the retirement system for the City's retired volunteer firefighters.

**BUILDING DEPARTMENT**

## 2016/2017 Building Dept. Budget Presentation



2015/2016 Review and Accomplishments

- Department Review
- Current Projects
- Accomplishments

2016/2017 Budget Priorities and Considerations

- Software
- Web Based Permitting
- Continued Education

Building Department Forecast & Goals

- Forecast
- Goals

## 2015/2016 Review and Accomplishments Department Review




- The Building Department is comprised of a Building Official and a Permit Technician and works in conjunction with the Planning department on all commercial and residential projects within the City of Polson.
- The Building Department is equipped to do:
  - Commercial & Residential Plan Review
  - Commercial & Residential Building Inspections
  - Residential Electrical Inspections
  - Commercial & Residential Mechanical Inspections
  - Commercial & Residential Plumbing Inspections
  - ADA Inspections – Commercial Building and Sites
- During Fiscal Year 2015/2016 the Building Department was involved in:
  - Issuing 84 Building Permits
  - Issuing 31 Electrical Permits
  - Issuing 28 Mechanical Permits
  - Issuing 37 Plumbing Permits
  - Performed more than 500 Site Inspections

## 2015/2016 Review and Accomplishments Current Projects & Accomplishments

- There is a healthy combination of Commercial, Residential and Recreational Projects currently underway in Polson.



- Currently about 40% of the projects are Commercial in nature with the remaining 60% Residential.

## 2016/2017 Budget Priorities and Considerations



- The Department is in need of a permit tracking software program that would be used in conjunction with the Planning Department to track projects.
  - This would streamline the permitting and inspection process for both the inspector and the applicants, ultimately saving time and money.
  - Such programs are available at a cost between \$8,000 to \$30,000.
- Continuing education for the Building Official.
  - In order to maintain a department that is capable of providing the current level of service to our community, continuing education is necessary, and required to maintain certifications.
- Web-based Permitting
  - For most types of permits (electrical, mechanical, & plumbing) a web-based permitting system would provide a easier, faster and more efficient process.
  - This would allow applicants to fill out an application on line and make a payment with a credit or debit card.



## Building Department Forecast and Goals

- Forecast:
  - The future of growth in Polson at this time looks positive and strong. There are many projects that are in the initial concept stage. These projects appear to have a good balance of both Commercial and Residential building.
- Goals:
  - Provide a fair, honest and respectful service to the community.
  - Finding ways to create a streamline and efficient service.





- Wade's Remote Office (WiFi Available)

# PLANNING DEPARTMENT

## Planning Department Budget Presentation



### 2015/2016 Accomplishments

- New Development Code
- Growth Policy Update
- 5 Special Use Permits processed
- 3 Sub-divisions finalized
- 3 Annexations
- 1 Boundary Line Adjustment
- 1 Lake Shore Permit
- Procedures review and clean-up
- Greater enforcement of PDC



### 2016/2017 Budget Overview

- Planning Department budget overall increase of 5%
- By in large, recommended Planning Department budget is the same as FY 15-16:

- Increases:**
  - 125 Compensated Absences (+1,633%)
  - 354 Engineer Services (+67%)
  - 375 Education, Travel, Dues (+67%)
  - 900 Capital Outlay (+9,000%)
- Decreases:**
  - 420549 Zoning Update (-9,374)
  - 328 Growth Policy Update (-9,813)



### 2016/2017 Budget Line Increases

- Increases:**
  - 125 Compensated Absences (+1,633%)
  - 354 Engineer Services (+67%)
    - Engineering costs have gone up with greater enforcement of the development code.
  - 375 Education, Travel, Dues (+67%)
    - Goal 2 of the City of Polson Strategic Plan – Increase education within the Planning Department
  - 900 Capital Outlay (+9,000%)
    - Growth Policy – Goal 18, Objective 2: Link and expand existing lake paths, parks and recreational areas

### 2016/2017 Goals and Objectives

- Planning Department goals for the upcoming year:
  - Complete Growth Policy Update
  - Annexation Plan
  - Sign ordinance



- Recreational Trails Grant (Extend Carol Sherick Trail)
- CDBG Grant (Downtown Master Plan)
- MDT Alternative Transportation Grant (Boardwalk along Hwy 93)??
- Develop Economic Incentives to attract businesses??

# PUBLIC WORKS

STREETS & WATER/SEWER/STORM

# STREET DEPARTMENT

## Polson Street Department



2016/2017 Budget Presentation

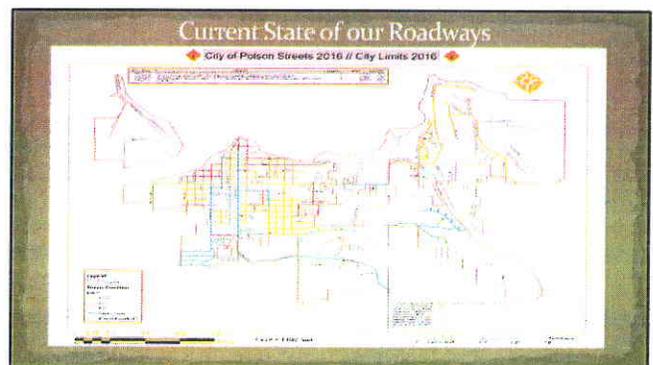
## 2015/2016 Review

- The Street Department is made up of 9 Street Superintendent and 2 Street employees
- The Department maintains 51 miles of streets within the City of Polson
  - Snow Removal
  - Storage
  - Painting
  - Data patching
  - Right of way maintenance (mowing and weed spraying)
  - Alley maintenance
- The Department also maintains a 25,000 square foot shop building and several pieces of equipment, to include:
  - 3 Dump trucks
  - 2 Front end loaders
  - 4 Snow Plows & Sanders
  - 2 Street Sweepers
  - Grader
  - Tram-patches
  - Roller
  - Paint Machine
  - Weed Sprayer



## 2015/2016 Review

- The following are a list of projects worked on over the past fiscal year:
  - Cooperative effort with the residents of Mhuon, Ind. to upgrade Hawk Drive was completed.
  - Many street signs have been upgraded and maintained. This is an ongoing project.
  - Expanded weed program by helping the Parks, Water & Sewer by taking care of City owned property and right of ways.
  - 20 pallets of anti-ice material chips were used in preparation.
  - 200 gallons of yellow paint was used to update the curb/stop striping and curbs.
  - 2000 gallons of de-ice as well as 20,000 chips were used to keep the streets safe during the slick winter months.
  - Upgrades to the electrical system inside the shop was completed.
  - Safety upgrades were made, as the shop to include:
    - Hand railing
    - Deck upgrade for the Shop
  - Updated a main storage door and 2 walk doors.

### Current State of our Roadways

### Current Condition of our Equipment

- Dump Trucks:** We have 3 dump trucks with the newest one being a 2004 and oldest being a 2003. These trucks are coming to the end of their life cycle and are in need of replacement.
- Other Equipment:** The majority of our equipment is in good working order. A replacement schedule and plan for future replacement needs to be put into place.

### 2016/2017 Budget Requests

- Replace our 2007 Dodge 3/4 ton pickup with a 1/2 ton or 1 ton that would be more useful. A good used vehicle would suit our needs.
- Self propelled paint machine. Painting would become a single person operation, lowering labor costs and using less manpower. Current paint machine is over 20 years old and in need of repair.
- Purchase of remaining building at the City Shop complex that isn't owned by the City. Currently, CTR has a building at the south end of the shop complex that would be suitable for several departments within the City. This building could be used for storage of items that are currently being held at public storage facilities. Current asking price for this building is \$250,000.
- Build a storage facility for the used oil that is used to heat the shop. Currently we heat the shop with waste oil that is gathered from various places around town and the surrounding area. A holding tank is needed to store the oil through the year and currently this tank is inside the shop and leaks occasionally. The proposed tank holds 10,000 gallons of oil. Storing this tank outside of the building would be safer and free up space within the shop. Safety concerns could be partially solved by an auto spill kit.

## WATER/SEWER/STORM DEPT.

### WORK LOAD FOR FY17

- SEWER MAINTENANCE PROGRAM
- BRANDON PARKER TO BEGIN TRANSITIONING TO WASTEWATER TREATMENT PLANT OPERATOR
- WILL BE ADVERTISING FOR WATER/SEWER MAINTENANCE EMPLOYEE SOON
- SERVICE WORK ORDER LOAD
  - 1,056 CALLS IN 2015 - 260 WORK DAYS - OR APPROXIMATELY 1 PER DAY

*Water Department*

### CAPITAL PROJECTS

- WASTEWATER TREATMENT PLANT
  - CONSTRUCTION CONTRACT BIDDING THIS FALL
  - CONSTRUCTION STARTUP IN SPRING 2017
  - COMPLETION SLATED FOR SPRING 2018
- UTILITY SYSTEM UPGRADES
  - FINISH CENTER ADDITION UPGRADE
  - SEWER MAINTENANCE PROGRAM
  - WATER SYSTEM PER
- RESERVOIR REPLACEMENT

# CULTURE & RECREATION

PARKS AND GOLF

# PARKS DEPARTMENT

## PARKS FY17 GOALS

### GREENER GRASS

The budgets have been increased for irrigation, fertilizer and chemicals and will be separately tracked

### REORGANIZING THE WORKFORCE FOR MORE EFFICIENCY

Shared employees between Parks and Golf

### FINISH EXISTING PROJECTS BEFORE TAKING ON ANY NEW ONES

Interpretive Signs



## Capital Outlay for FY17

Major purchase will be a mower. This will be purchased from the Parkland Subdivision Cash-in-Lieu fund



# GOLF DEPARTMENT

## LONG RANGE PLANNING

Category	Item	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	
GOLF DEPARTMENT	Operating Expenses	1,200,000	1,250,000	1,300,000	1,350,000	1,400,000	1,450,000	1,500,000	1,550,000	1,600,000	1,650,000	1,700,000	1,750,000	1,800,000	1,850,000	1,900,000	1,950,000	
	Capital Expenses	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	
	Total	1,250,000	1,300,000	1,350,000	1,400,000	1,450,000	1,500,000	1,550,000	1,600,000	1,650,000	1,700,000	1,750,000	1,800,000	1,850,000	1,900,000	1,950,000	2,000,000	
PARKS DEPARTMENT	Operating Expenses	2,000,000	2,100,000	2,200,000	2,300,000	2,400,000	2,500,000	2,600,000	2,700,000	2,800,000	2,900,000	3,000,000	3,100,000	3,200,000	3,300,000	3,400,000	3,500,000	3,600,000
	Capital Expenses	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000
	Total	2,100,000	2,200,000	2,300,000	2,400,000	2,500,000	2,600,000	2,700,000	2,800,000	2,900,000	3,000,000	3,100,000	3,200,000	3,300,000	3,400,000	3,500,000	3,600,000	3,700,000

## LONG RANGE PLANNING (CONT.)

Category	2015-16	2016-17	2017-18	2018-19
Operating	1,728,000	1,728,000	1,728,000	1,728,000
Capital	1,400,000	1,400,000	1,400,000	1,400,000
Total	3,128,000	3,128,000	3,128,000	3,128,000



## IRRIGATION SYSTEM PROJECT

- Fall 2016 – develop a loan package and market to area banks  
 (include payback of sewer fund loan, golf cart storage buildings, equipment purchases, and irrigation system project)
- December 2016 – Go out for construction bids
- April 2017 – Make final payment on outstanding debt with Glacier Bank
- April 2017 – Take portion of financing to pay back sewer fund loan
- Late summer 2017 – Construction of irrigation system on Olde Nine



## GOLF COURSE REVENUES

- \$40,000 MORE IN GOLF GENERATED REVENUE OVER FY15/16 ACTUALS
- FY 15/16 HAD APPROXIMATELY 3 WEEKS OF "SMOKE EFFECTED" DAYS DURING THE PEAK SEASON – HAVING AN ADVERSE EFFECT ON DAILY FEE REVENUE
- SCHEDULED FOR A 5% INCREASE IN SEASON PASS FEES FOR FY16/17 (\$650 SINGLE)
- REVENUES CURRENTLY RUNNING 5% AHEAD OF FY15/16. VERY LITTLE ADVERSE EFFECT FROM DOWNTURN IN CANADIAN ECONOMY

