

City of Green River, City Council Workshop Proceedings for May 26, 2020, 6:30 pm, Council Chambers, Mayor Pete Rust called the meeting to order. The following Council Members were present: Gary Killpack, Robert Berg, Lisa Maes, Tom Murphy and Jim Zimmerman. The following were present representing the City: City Administrator Reed Clevenger, Director of Finance Chris Meats, Director of Human Resources Cari Kragovich, Director of Public Works Mark Westenskow, Assistant Fire Chief Larry Erdmann and Parks & Recreation Director Brad Raney. Discussion on the Fiscal Year 2021 Budget. Reed gave a brief overview of the Fiscal Year 2021 Draft Budget (see attached documents). **Adjournment:** The meeting adjourned at 7:36 pm.

Pete Rust, Mayor

Attest:

Chris Meats, City Clerk

CITY OF GREEN RIVER – BUDGET SUMMARY FY 2021

We began this budget year by reflecting upon the changing local and regional economic conditions that have occurred this past year. We had been seeing a consistent gradual upward trend over the past 24 months of sales tax revenue collections. This trend was expected to continue as we distanced ourselves from the past years of budget cycles that saw double digit decreases and hampered funding efforts across all departments. Then, a couple months into the budget process for 2021, COVID-19 hit globally, nationally, and locally. It completely stalled the budget process as there were now too many questions with little answers on how the pandemic would impact us and the longevity of those impacts.

The budgeting process is done over a period of approximately five months. Beginning mid-January, we take a look at our mid-year review. We see where we stand with spending to date as well as looking at collections the first half of the fiscal year compared to forecast. By lowering our monthly expenditures these past couple years, we had been able to prioritize and address additional needs and create sinking funds through a mid-year review. While we were just hearing of COVID-19, it hadn't impacted our revenues or the expected narratives. In February, budget reviews were sent out to Department Heads for their review, and by March, they turned in specific budget narratives for their department. We also sent out community service grants requests at that time allowing those entities a few weeks to put their requests together. All Department Heads got together in March to review their budget needs and discuss their priorities so that everyone understood each other's needs. We discussed revenue forecasts and gave some direction from the Finance Committee meetings that had taken place. This year, however, a lot of uncertainty began to creep in to our decision processes as the pandemic began to take hold. In early April we then had one-on-one meetings with Department Heads to dive deeper into the direction of the department and how they were prioritizing their needs and hinting that we were going to do a wait and see approach on sales tax revenues in May and June. We had the same discussions with the Finance Committee as we went over the narratives and possible projections of what that meant to the budget. Our goal now is to present a balanced draft budget at the workshop at the end of May for governing body review. We will then wait to see the initial sales tax numbers early June and adjust accordingly so that we can put forth a final budget for adoption in the second meeting of June.

Through a couple months of lockdowns and implementing adaptive work schedules to continue to move city services forward, we are challenged to come up with a balanced budget when there are so many unknowns. Questions about staggered lifting of restrictions, social distancing impacts, limited air travel, states requiring travel bans and quarantines, and how to handle second and third waves throw additional uncertainties into the equations. Wyoming, being a mineral and gas extraction state, survives heavily on those industries for funding and the people who work in them. These industries have taken serious hits and it is unknown if they will ever come back to a level of sustainability. Southwest Wyoming has these industries and has Trona. While Trona has taken a slight hit because of global demand slowing until companies that buy and manufacture products with Trona byproducts can get

back to full capacity, and until the ports can open up fully, it will still be an industry that helps us survive this pandemic. Some of the plants still have expansion plans underway and moving forward while others are being more patient. Bottom line, as a city working to budget services to its residents, we need to be cautious as we go through this process and be prepared for a longer turnaround than what was thought to be the case.

The proposed budget reflects the efforts of many of our dedicated employees to balance requests and needs while working towards a lower set of general fund sales tax revenues in relation to those needs and requests. We had narratives for needs and wants for this year that recently have, for the most part, been put on hold. This direction of a wait and see approach aligns with what we have been doing in the two previous years of budgeting conservatively and waiting to address additional needs through a mid-year resolution process. This time our focus was to cut budgets and lower expectations on what will be provided and look to two dates during the first two quarters of the fiscal year to see what direction we would take the budget.

To get to our balanced budget this year we have cut \$4,100,000 out of our \$4,500,000 in budget requests. We then cut an additional 12% out of our monthly sales tax projections knowing that the turnaround will take a few months. Since lockdown measures have been getting relaxed these past couple weeks we have decided to leave it at this level to see how the economy reacts. This number may have to be looked at again if the turnaround is slower or if there are more restrictions placed on the actions, activities, or work of our residents that would impact their spending which directly correlates to our revenues and what we can provide as a City.

The City of Green River had been budgeting conservatively the past couple of years and had set up multiple sinking funds. The sinking funds were like savings and emergency accounts for departments with goals to be able to put some monies aside each year towards bigger projects. For example, the Fire Department Fire Truck replacement sinking fund. We had been putting between \$100k and \$200k per year in this fund to be able to purchase and replace an older truck. This budget year we will not be placing funds into these sinking funds, but we will be leaving them intact with their current balances. If we get into the first or second quarter and find that revenues are trending positive to our budget, then we will make the calls on what narratives have priority and what monies will be added to sinking funds. We are also currently reviewing if the opposite were to occur. If there are deeper drops in our sales tax revenues than projected, we will have the priorities laid out of what gets cut or what funds get pulled to balance the budget. We do have some options, including our risk management fund, that we can pull from. We also fully believe that this is a short-term trend (even if it lasts through the budget year) and that we will bounce back to normal levels. Our past budgeting process has allowed us to be flexible and has prepared us for the cyclical nature of our funding base.

Our budgeting model has worked well these past couple years and has allowed us to continue to support community service organizations as well as address benefit changes for our employees. The small increase in Wyoming Retirement plan and the medical health care increase have been absorbed.

We have continued to address long term compression and salary issues that have improved employee morale while setting up a long-term plan for sustaining salary and wage progression and competitiveness. However, with the uncertainties, we are not able to address other issues like COLA. We did not implement cuts to the service organizations as they maintained their ask for funds at the same level as the previous budget year.

The 2021 budget re-emphasizes spending within our means, especially in these uncertain times, and targeting available resources to identified priorities across all departments, while meeting the Governing Body's stated mandates to maintain expected service levels, help community service organizations, follow and adhere to the enterprise fund model developed for managing our water, wastewater and stormwater services, and take care of our number one resource, our employees. This year's budget mirrors the format and content from the last couple of years' budget documents. Working together across all departments and then individually with each Department Director, we developed a budget document that focuses on maintaining services and service levels, prioritizing funding needs within each department, allocation of resources for those services and needs, and making sure it meets the priorities of the Governing Body and our directional goals.

Each Fund and Department budget that was reviewed included narratives describing primary services, any proposed changes to prior year activities, a summary expenditure and revenue comparison to prior years, and the proposed budget request. Each of the narratives were pre-prioritized by the Department Director and then with the Finance Director and the City Administrator, before review with the finance committee. We will continue to review these priorities to be able to support them during the first or second quarter review. The summary data also defined authorized positions, part time resource and overtime allocations providing impacts to the budget. This year, with so many uncertainties, the normal planning of where we are going to improve the City moving forward was geared more towards what is sustainable for the City for this next year. There will be a lot of programs that will not move forward or be very limited due to COVID-19. Items like Flaming Gorge Days, Summer Day Camp, Swim Lessons, the Overland Stage Stampede, the Sweetwater County Fair, and the list continues. Many of these will be missed and we have to adjust people being hired, regular and overtime hours worked, and how those impact budgets. We will have to be adaptable if restrictions continue to be maintained, loosened, or tightened.

We believe staff and the Finance Committee have made the tough choices to bring the budget down to a sustainable level. However, it is completely understood that this is more of a moving target when it comes to projected revenues than we have ever seen. We have cut almost all requests this year, cut capital infrastructure, and have held current approved hires longer through the current budget year to carry it forward. We still have a couple people we intend to bring on and those have been budgeted this fiscal and future fiscal years. Positions in IT, grants and government, and marketing, will be key to moving ahead and maintaining our systems, as well as working with local, county, state, and federal programs and people. Continuing to be adaptable will bring us success and move us forward.

**2020-2021 Preliminary Budget Changes
Initial Budget Review as 5/22/2020**

Department	Priority	Added	Description	Request	On Going	1st Adjustment	2nd Adjustment	Finance Committee	Council	Final Changes
DS	A		I-Doc Subscription	\$1,500		0.00				1,500
DS	B		Sidewalk 50/50 Program	\$20,000		0.00		(20,000.00)		0
DS			Uniform Development Code	\$200,000		(125,000.00)		(25,000.00)		50,000
DS			Aerial Mapping	\$75,000		(75,000.00)				0
CAP			2021 Slurry Seal Project	\$100,000		(100,000.00)				0
CAP			2021 Asphalt Overlay Project	\$650,000		(250,000.00)	(400,000.00)			0
CAP			Airport Capital Projects	10,000		0.00				10,000
PW-Fleet			Circular Metal Cutting Chop Saw	6,500		0.00				6,500
Finance			Elections	15,000		10,000.00	10,000.00			35,000
Finance			Travel and Training to Attend New World Confernce	8,000		0.00				8,000
IT			Contractor for Wireless System	80,000		0.00	(80,000.00)			0
IT			Wireless System equipment repair	25,000		0.00				25,000
IT			Software moving to SAS and maintenance increases	25,000		0.00				25,000
IT			Engineering and Dept Head Computer Replacement	15,000		(15,000.00)				0
IT			Storage Array for Video Cameras	100,000		0.00	(100,000.00)			0
P -Parks			Operator to Tech Promotion Per Job Description							0
P- Leisure			Birthday Party Staffing (Budget cleanup Item)							0
P - Rec			Cell Phone Allowance (2)	850						850
P - Rec			Cell Phones	800						800
P - Rec			FT evening coordinator at the Rec. Center							0
P- Forest			Forestry Division							0
P- Leisure			Summer Day Camp Transportation Grant	12,000		(12,000.00)				0
P- Leisure			Replace Gymnastics Equipment	8,000		(8,000.00)				0
P- Leisure			Light the Night Holiday Event	18,500		(18,500.00)				0
CAP			Riverside Pathway Replacement	365,000				(365,000.00)		0
CAP			TAP grant for Riverside Pathway Grant Reserve Match	73,000				27,000.00		100,000
CAP			LCWF Grant Reserve	125,000			(125,000.00)			0
CAP			Rec. Center Sinking Fund	250,000		(250,000.00)				0
CAP			Playground replacement	100,000		(100,000.00)				0
CAP			Parks Maintenance Building	350,000			(350,000.00)			0
CAP			River Feature and Bank Repair	500,000		(250,000.00)		(250,000.00)		0
P -Parks			Create Parks Asset Maintenance Program	20,000						20,000
P -Parks			O&M Increase for water	20,000						20,000
P -Parks			Small Equipment Replacement							0
P -Parks			Replace East Flaming Gorge Way Decorations, add decorations to 2nd South.	25,000		(10,000.00)				15,000
P -Parks			Weed Mitigation Contract	30,000		(30,000.00)				0
P -Parks			Irrigation Infrastructure for Upland Way	8,000				(8,000.00)		0
P- Cemetary			Pave New Cemetery Section Road	29,200		(29,200.00)				0
P- Cemetary			Acquire Compact Fertilizer Spreader	4,600				(4,600.00)		0
P- Buildings			Rear Steps at PD Building	8,000			(8,000.00)			0

City of Green River

Statement of Revenues, Expenditures, and Estimated Changes in Fund Balance General Fund 10 For the Year Ended June 30, 2021

Operating Revenues *	\$ 13,547,766	
Operating Expenditures	16,617,758	
Operating Net Income/(Loss)		\$ (3,069,992)
Less: Asset Acquisitions	\$ -	
Add: One-Time Funding Revenues	\$ 782,000	
Excess (deficiency) of revenues over (under) expenditures		\$ (2,287,992)
Other financing sources		
Other financing uses:		
Operating Transfers Out - Fund 15 (Projects)		\$ (1,671,135)
Operating Transfers Out - Fund 85 (Insurance)		\$ (280,000)
Operating Transfers In - Admin Fee		\$ 728,211
Operating Transfers In -Risk MGT		\$ -
		\$ (1,222,924)
Excess (deficiency) of revenues and other financing sources over expenditures and other financing uses		\$ (3,510,916)
Estimated beginning fund balance, July 1, 2020		\$ 13,406,352
Less:		
Designations/Reservations		\$ 9,402,000
Operating Reserve		\$ 24,350
		\$ 9,426,350
Estimated ending fund balance, June 30, 2021		\$ 469,086

* Consists of a levy of 8 mils Property Tax



General Fund

	General/Admin Government		Police Department		Fire Department		Community Development		Public Works Department		Parks Department		General Fund Totals								
Total Personnel - Benefited	\$	2,170,964	63.6%	\$	3,983,669	91.1%	\$	835,516	81.5%	\$	770,738	83.3%	\$	1,938,285	75.5%	\$	2,814,800	68.4%	\$	12,513,972	76.2%
Operations & Maintenance		1,243,586	36.4%	\$	387,902	8.9%	\$	189,794	18.5%	\$	154,645	16.7%	\$	627,858	24.5%	\$	1,298,137	31.6%		3,901,922	23.8%
Assets		-	0.0%	\$	-	0.0%	\$	-	0.0%	\$	-	0.0%	\$	-	0.0%	\$	-	0.0%		-	0.0%
Total	\$	3,414,550		\$	4,371,571		\$	1,025,310		\$	925,383		\$	2,566,143		\$	4,112,937		\$	16,415,894	



General Government

	Legislative		Municipal Court		City Administrator		Legal Services		Prosecutor		Human Resources		Accounting		Information Technology		Totals	
	100	110	100	120	100	130	100	170	100	175	140	140	150	150	150	155		
Total Personnel - Benefited	\$ 96,885	33.5%	\$ 245,054	88.0%	\$ 529,471	70.1%	\$ -	0.0%	\$ 112,317	93.9%	\$ 186,785	55.8%	\$ 655,937	81.2%	\$ 344,515	50.7%	\$ 2,170,964	63.6%
Operations & Maintenance	\$ 192,705	66.5%	\$ 33,491	12.0%	\$ 225,878	29.9%	\$ 149,250	100.0%	\$ 7,340	6.1%	\$ 148,021	44.2%	\$ 152,200	18.8%	\$ 334,701	49.3%	\$ 1,243,586	36.4%
Assets		0.0%	\$ -	0.0%	\$ -	0.0%	\$ -	0.0%	\$ -	0.0%	\$ -	0.0%	\$ -	0.0%	\$ -	0.0%	\$ -	0.0%
Total	\$ 289,590		\$ 278,545		\$ 755,349		\$ 149,250		\$ 119,657		\$ 334,806		\$ 808,137		\$ 679,216		\$ 3,414,550	



	Police Admin.		Criminal Investigation		Meth. Grant		Patrol & Traffic					
	210		220		227		230					
Total Personnel - Benefited	\$	435,012	82.3%	\$	740,338	94.2%	\$	147,677	98.3%	\$	1,921,313	91.5%
Operations & Maintenance	\$	93,295	17.7%	\$	45,448	5.8%	\$	2,522	1.7%	\$	179,269	8.5%
Assets	\$	-	0.0%	\$	-	0.0%	\$	-	0.0%	\$	-	0.0%
Total	<u>\$</u>	<u>528,307</u>		<u>\$</u>	<u>785,786</u>		<u>\$</u>	<u>150,199</u>		<u>\$</u>	<u>2,100,582</u>	

Continued:

	Records		Animal Control		Crossing Guards		Totals					
	240		260		270							
Total Personnel - Benefited	\$	362,374	95.4%	\$	323,617	87.0%	\$	53,338	97.3%	\$	3,983,669	91.1%
Operations & Maintenance	\$	17,472	4.6%	\$	48,396	13.0%	\$	1,500	2.7%	\$	387,902	8.9%
Assets	\$	-	0.0%	\$	-	0.0%	\$	-	0.0%	\$	-	0.0%
Total	<u>\$</u>	<u>379,846</u>		<u>\$</u>	<u>372,013</u>		<u>\$</u>	<u>54,838</u>		<u>\$</u>	<u>4,371,571</u>	



	Emer. Mgt. Admin.		Fire Suppression		Fire Prevention		Totals	
	310		320		330			
Total Personnel - Benefited	\$ 428,120	93.5%	\$ 407,396	72.3%	\$ -	0.0%	\$ 835,516	81.5%
Operations & Maintenance	\$ 29,821	6.5%	\$ 156,435	27.7%	\$ 3,538	100.0%	189,794	18.5%
Assets	\$ -	0.0%	\$ -	0.0%	\$ -	0.0%	-	0.0%
Total	\$ 457,941		\$ 563,831		\$ 3,538		\$ 1,025,310	



Revised:4/27/20

	Comm. Dev. Admin.		Building Inspection		URA/ Main Street		Totals	
	410		420		440			
Total Personnel - Benefited	\$ 288,649	81.5%	\$ 345,094		\$ 136,995	92.1%	\$ 770,738	69.6%
Operations & Maintenance	\$ 65,350	18.5%	\$ 29,495		\$ 59,800	7.9%	154,645	30.4%
Assets		0.0%			\$ -	0.0%	-	0.0%
Total	<u><u>\$ 353,999</u></u>		<u><u>\$ 374,589</u></u>		<u><u>\$ 196,795</u></u>		<u><u>\$ 925,383</u></u>	



	P.W. Admin.		Street Maintenance		Engineering/ Utilities		Fleet Maintenance		Totals						
	510		520		555		580								
Total Personnel - Benefited	\$	407,884	93.1%	\$	759,690	63.5%	\$	242,488	74.8%	\$	528,223	86.8%	\$	1,938,285	75.5%
Operations & Maintenance	\$	30,286	6.9%	\$	435,820	36.5%	\$	81,771	25.2%	\$	79,981	13.2%	\$	627,858	24.5%
Assets	\$	-	0.0%			0.0%			0.0%	\$	-	0.0%	\$	-	0.0%
Total	<u>\$</u>	<u>438,170</u>		<u>\$</u>	<u>1,195,510</u>		<u>\$</u>	<u>324,259</u>	\$ -	<u>\$</u>	<u>608,204</u>		<u>\$</u>	<u>2,566,143</u>	



	P & R Admin.		Leisure Programs		Pavilion Operations		Parks Development		Mosquito Control		Cemetery Operations		Buildings & Structures		Recreation Center		Totals	
	610		620		630		640		645		650		660		680			
Total Personnel - Benefited	\$ 304,356	97.3%	\$ 659,397	85.2%	\$ -	0.0%	\$ 786,603	67.5%	\$ -	0.0%	\$ 86,806	50.4%	\$ 295,520	61.8%	\$ 682,118	61.8%	\$ 2,814,800	68.4%
Operations & Maintenance	\$ 8,383	2.7%	\$ 114,943	14.8%	\$ 26,991	100.0%	\$ 378,656	32.5%	\$ 80,424	100.0%	\$ 85,477	49.6%	\$ 182,425	38.2%	\$ 420,838	38.2%	\$ 1,298,137	31.6%
Assets	\$ -	0.0%	\$ -	0.0%	\$ -	0.0%	\$ -	0.0%	\$ -	0.0%	\$ -	0.0%	\$ -	0.0%	\$ -	0.0%	\$ -	0.0%
Total	<u>\$ 312,739</u>		<u>\$ 774,340</u>		<u>\$ 26,991</u>	\$ -	<u>\$ 1,165,259</u>		<u>\$ 80,424</u>		<u>\$ 172,283</u>		<u>\$ 477,945</u>		<u>\$ 1,102,956</u>		<u>\$ 4,112,937</u>	

