

City of Torrington  
Budget Work Session  
May 20, 2020; 4:00 PM  
Via Zoom Webinar link <https://us02web.zoom.us/j/83595636354>

- 1) **Motion to open the meeting – Mayor’s comments**
- 2) **Budget overview**
  - a) Review budget balances (attached)
  - b) Review budget cuts made after May 13<sup>th</sup> Work Session (attached)
  - c) Clarify equipment lease purchase (attached)
- 3) **Wage Committee Proposal – Ted Kinney, Chairperson (See Attached Memo and Policies)**
- 4) **Health Insurance Proposal** – The Health Insurance Committee met on May 18<sup>th</sup> with Brian Hilliar our Benefit Health Advisor and went over our medical plan expenses from January 1, 2020 through April 30, 2020. Currently the City has \$1,299,648 in the Health Insurance Fund. Total claims are down from last year at this time. After reviewing all of the expenses, the committee recommends no change in the budgeted health insurance expense and no change in employee’s portion of health insurance. The medical plan will be reviewed in December upon plan renewal.
- 5) **Liability Insurance** – LGLP renewal is up \$364 for FY21. The current renewal amount is for a deductible of \$1,000 and the premium is \$49,129. We can decrease the premium by increasing the deductible. The amounts are as follows:
  - \$2,000 Deductible - \$46,487
  - \$2,500 Deductible - \$45,431
  - \$5,000 Deductible - \$42,261
- 6) **Property & Casualty Insurance** – We do not have anything from HUB International on our renewal yet. We had very few claims this year (knock on wood) so I do not expect a huge increase. I left the property & casualty insurance expense the same as last year.
- 7) **Discussion of Fireworks Expense**
- 8) **Public Access Fee Allocations** – Currently we have public access fee allocations assessed to enterprise funds that access public streets, alleys and right of ways. These funds include Water, Wastewater, Electric and Sanitation Collection. These fees are calculated as a percentage of revenue collected from accounts located in city limits. Currently all of the enterprise funds are assessed at 4% of revenue except for Sanitation Collection which is assessed at 1%. Does the Council want to consider raising the assessment? Since the General Fund is projected to have a reduction in taxes and revenues that effect its ability to maintain these right of ways, the Council could consider raising this assessment.
- 9) **Other Budget comments and suggestions**
- 10) **Motion to Adjourn**

5/20/2020

**General Fund Balance: \$447,922**

Funds needing transfers from General Fund:

Golf Fund	-\$467,653
Airport Fund	-\$401,710
Swimming Pool	-\$151,017
Ambulance Fund	-\$83,268
Cemetery Fund	-\$204,577
Total	<u>-\$1,308,224</u>

**General Fund After Transfers: -\$860,302**

General Fund After Transfers FY20 \$703,057

**Water Fund Balance \$568,039**

**Sewer Fund Balance \$2,122,749**

**Electric Fund Balance \$4,275,353**

**Sanitation Fund Balance \$849,292**

**All funds budget balance (ending Cash Balance) \$6,955,132**

**Last year's ending Cash Balance estimate - FY20 \$8,186,526**

Reserve Balance needed by Dept.	Reserve Target	Current Bal	Amount (under)/over
General Fund	1,716,623	\$447,922	-\$1,268,701
Water Fund	853,241	\$568,039	-\$285,202
Sewer Fund	418,422	\$2,122,749	\$1,704,327
Electric Fund	2,743,456	\$4,275,353	\$1,531,897
Sanitation Fund	507,788	\$849,292	\$341,504
Airport Fund	40,234	-\$401,710	-\$441,944
Golf Fund	55,195	-\$467,653	-\$522,848
Swimming Pool Fund	18,632	-\$151,017	-\$169,649
Ambulance Fund	177,711	-\$83,268	-\$260,979
Cemetery Fund	20,711	-\$204,577	-\$225,289
	<u>6,552,014</u>	<u>\$6,955,132</u>	<u>\$403,117</u>

**Combined General Fund Reserve Target (Under)/Over -\$2,889,408**

(Includes General Fund, Golf, Ambulance, Cemetery, Airport, Pool)



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## Items in FY 2021 Budget:

List of Equipment	GL #	Department		Purchase Cost	Lease Purchase Cost FY21	Budget (Savings)/Cost	Grant Amount
SUV Patrol Vehicles	10-54-820	Police Department	B	42,000	4,311	0	
Ventrac Mower Split with Parks	10-60-880	Streets		21,000	2,156	2,156	
Mower with Blade	10-60-880	Streets		20,000	2,053	2,053	
Ventrac Mower Split with Streets	10-65-880	Parks		21,000	2,156	2,156	
Ladder Truck - City Portion of Grant Match	10-55-820	Fire Department	B	175,000	17,963	(157,037)	1,225,000
Trailer	52-40-880	Wastewater		3,000	308	308	
3/4 ton 4x4 ext. cab pickup	52-40-860	Wastewater		25,000	2,566	2,566	
3/4 ton 4x4 with Utility Box	51-73-820	Water Metering		53,000	5,440	5,440	
New 1 Ton Truck with Dump bed	54-40-880	Sanitation Collection		36,000	3,695	3,695	
New Bed Knife Grinder	56-40-880	Golf		22,500	2,310	2,310	
<b>Total</b>				<b>418,500</b>	<b>42,957</b>	<b>(136,354)</b>	<b>1,225,000</b>
Equipment eligible for Lease Purchase	\$418,500			Equipment Total			\$1,550,103
FY21 Cost assuming 1% Lease Purchase payments starting in January 2021 with 5 year term	\$42,957						
<b>Net Budget Reduction w/ lease</b>	<b>\$132,043</b>						
Annual cost thereafter	85,914						

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# MEMORANDUM

## CITY OF TORRINGTON

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TO: MAYOR & COUNCIL  
FROM: WAGE COMMITTEE  
SUBJECT: FY21 WAGE COMMITTEE RECOMMENDATIONS  
DATE: 5/20/20

The Wage Committee met throughout the year again this year and would like to recommend the following for your consideration in Fiscal Year 2021:

- **On-Call Compensation Annual Budget Review** – On-Call compensation should be considered annually during the budget process according to the policy. The Mayor and the City Council will make this determination every year. Currently On-Call (Standby) is paid at \$200 per week. The increase to the FY21 budget for an additional \$25 is estimated at \$7,761 with benefits. **Clerk/Treasurer Strecker recommends to defer the increase this fiscal year.**
- **Promotion to Meter Specialist** – The wage committee considered a request for promotion of Luis Correa to **Meter Specialist** after successfully completing his level 1 Water Distribution System operator license and completing the basic and intermediate electrical metering courses through Rocky Mountain Electric Metering Association. Wage committee recommends advancing Luis from Pay Grade 13 to Pay Grade 15 with an increase in pay of 5% or \$0.91 per hour. This will increase the budget by approximately \$2,430.
- **Promotions for Electric Department** – The wage committee considered a request for promotion for **Michael Schuler** who has passed his second year apprentice lineman II test and required OJT hours. The Wage Committee recommends advancing Michael to an apprentice lineman III from Pay Grade 17 to Pay Grade 18 with an increase of 5% or \$1.07/hour. Dana Youtz also requests to fill his vacant Construction/Maintenance Foreman position by promoting **Scott Sides**. This promotion will move Scott from Pay Grade 24 to Pay Grade 26 with an increase in pay of 5% or \$1.45/hour. This will increase the budget by approximately \$6,730.
- **Promotion to Water Systems Operator** – The wage committee considered a request for promotion of Ryan Kelly to **Water Systems Operator** after successfully completing his level 1 Water system operator and level 1 Wastewater certification. Wage committee recommends advancing Ryan from Pay Grade 14 to Pay Grade 17 with an increase in pay of \$2.24/hour per hour. This will increase the budget by approximately \$5,982.

- **Pay adjustment for Emergency Management Coordinator position** – The wage committee reviewed the new job description for the Emergency Management Coordinator position. After evaluating the position the committee recommends an increase in the monthly amount from \$450 per month to \$1,000 per month with a maximum of 50 hours worked per month. This position would be considered a part-time position eligible for PTO. This will increase the budget by **\$7,278**.
- **Pay adjustment for Deputy Treasurer** – The wage committee recommends an adjustment for Dodi Triplett of 2.5% for obtaining certification as a SHRM-CP (Society of Human Resource Management – Certified Professional). The adjustment would give her a \$.69/hour increase and place her in the middle of her pay grade. The cost to the FY21 Budget will be **\$1,843**.
- **Pay Grade Reclassifications** – The Inventory Clerk/Meter Reader position job description was rewritten and retitled to **Purchasing/Metering Assistant**. Since the duties of the job changed, the committee re-evaluated the position and recommend that the position be placed in Pay Grade 12. The committee also re-evaluated the **Ambulance Executive Director** position. After the evaluation it was determined that this position will need to be reclassified to Pay Grade 26. Previously it was placed in Pay Grade 23. The committee also re-evaluated the **Mechanic/Vehicle Service Technician** position and found that the position will need to be reclassified to Pay Grade 17. These reclassifications do not require a wage adjustment, but will place the position in the proper Pay Grade with similar positions. **No effect to FY21 Budget.**
- **COLA and Merit Wage Recommendations** - Based on the 2019 fourth quarter Cost of Living Index for Wyoming as published by the Wyoming Economic Analysis Division, the COLA is 2.5% for the southeast region. After much discussion regarding the uncertainty of revenue projections in FY21 and the long-term economic effects of the COVID19 pandemic, the wage committee **does not** recommend a **COLA or Merit** increase for FY21 at this time. The Committee will re-evaluate the financial condition of the City in December and if warranted may reconsider the implementation of the COLA and/or Merit increase at that time. If the City Council decides to override the recommendation the COLA will increase the budget and estimated \$139,789. The estimated average increase for the Merit Increase is approximately \$81,000 in FY21.
- **Changes to Policy** - Changes made to the **Drug Testing Policy** to comply with new regulations for CDL drivers. Changes made to the **Sick Leave Policy** removing the requirement that sick leave be taken in ½ day increments. New **Funeral/Bereavement Policy** establishing uniform guidelines for providing paid time off to employees for absences related to the death of a family member. Changes were also to the **Military Leave Policy** updating it to comply with State Statutes. The performance appraisal committee brought forward changes to the Performance Evaluation Form which required changes to the **Compensation & Performance Evaluation Policy**. All draft policies and forms are attached.

The total estimated change to the FY21 budget for all of the current requests as recommended by the wage committee is approximately **\$24,263** (includes cost of benefits and does not include increase in standby pay).

Respectfully submitted,

Ted Kinney, Chairman  
Dodi Triplett  
Jeff Harkins  
Chris Powell  
Ex-officio: Mayor Adams

Lynette Strecker  
Mike Matthews  
Kelly Osmera  
Doug Peterson

Public Access Fees  
FY 2021

	Revenue (inside City Limits)	1%	2%	3%	4%	5%
Water Fund	1,491,532	14,915.32	29,830.65	44,745.97	59,661.30	74,576.62
Sewer Fund	1,195,046	11,950.46	23,900.93	35,851.39	47,801.86	59,752.32
Sanitation Fund	987,607	9,876.07	19,752.13	29,628.20	39,504.26	49,380.33
Electric Fund	5,000,216	50,002.16	100,004.32	150,006.48	200,008.64	250,010.80
Total Allocation to GF		86,744.01	173,488.03	260,232.04	346,976.05	433,720.07

Proposal for FY21 Budget

	Revenue (inside City Limits)	P.A.F.
Water Fund 4%	1,491,532	59,661
Sewer Fund 4%	1,195,046	47,802
Sanitation Fund 1%	987,607	9,876
Electric Fund 4%	5,000,216	200,009
Total Allocation to GF		317,348