

OFFICIALS PRESENT: Mayor Karen Cronin presided and conducted the meeting. Esther Montgomery, Toby Wright, James Taylor, Nathan Tueller
OFFICIALS EXCUSED: Brady Lewis
CITY STAFF PRESENT: Greg Westfall, City Administrator
Shanna Johnson, Chief Deputy Recorder
Craig Hall, City Attorney

OTHERS PRESENT: Vicki Call, Steven Pettingill, Ryan Tingey

ITEM 1: CALL TO ORDER

Mayor Cronin called City Council work session to order.

A. FISCAL YEAR 2016-2017 BUDGET WORK SESSION

Shanna Johnson advised of changes to projected revenues for Fiscal Year 2016-2017, explaining that we must now show mass transit tax as revenue and as expenditure. She said for the Fiscal Year 2016 budget will need to be amended to reflect this and it has been added to the Fiscal Year 2017 projections. She reported that the city has been awarded some grant funds from the NRA, and a donation from LW Miller for the new Gun Range brochure, and we have added some monies for a lot that the City plans to sell. She stated that she recalculated anticipated fund balance and the FY2017 General Fund revenues are now anticipated to be \$2,791,295.82.

Shanna reviewed proposed budgets for the following departments:

General Fund:

Department	FY2016 Current Budget	FY2016 Trend	FY2017 Draft Tentative Budget
Judicial	\$31,000.00	\$30,671.25	\$32,000.00
Shanna advised that the City proposes an additional \$1,000 be added to this budget to account for inflation.			

Administration	\$695,599.95	\$661,717.63	\$748,553.58
Shanna reviewed the proposed FY2017 budget detailing the following changes: <ul style="list-style-type: none"> • Payroll & Benefits: increased to account for a wage increase for employees and increases to benefit costs. • Public noticing: reduced by \$800 based off of current trends in spending. • Building Grounds & Maintenance: increased by \$2,900 for some building enhancements including new paint and carpet. • Telephone: increased for inflation and based on trend. • Miscellaneous Supplies: Increased by \$50 for staff pictures. • Elections: reduced by \$4,700 as 2017 is not an election year. • Professional & Technical: Increased to account for new City Attorney contract requirements. 			

Department	FY2016 Current Budget	FY2016 Trend	FY2017 Draft Tentative Budget
Administration (Continued)	\$695,599.95	\$661,717.63	\$748,553.58
<ul style="list-style-type: none"> • Insurance: Increased to allow for insurance cost increases due to liability and workers compensation claims. • Building Fees State Share: increased to allow for additional new construction in the City. • Utopia: Increase based on bond requirements. • Computer Upgrade/IT: Increased to allow for the purchase of Business License Caselle Module, 1/3 of the cost for the City's firewall and to purchase some backup storage. • Fleet Lease: Added depreciation to allow for the purchase of a new office vehicle. 			

Gun Range	\$57,946.00	\$46,328.47	\$58,439.96
<p>Shanna reviewed the proposed FY2017 budget including the following changes:</p> <ul style="list-style-type: none"> • Payroll & Benefits: reduced due to new staff with lower pay and benefits. • Building Grounds & Maintenance: decreased to allow for the building installment payment only. Shanna explained that projects have been allocated on separate line items. • Training & Travel: Increased by \$2,500 to allow for staff to attend an NRA Conference. • Competitions and Events: New line item created to allocate funds for NRA State Championship and other matches. • Tourism Grant 2015 – Shop: New line item created for the tracking of grant and matching funds needed for the installation of a new storage/shop building at the gun range. • Tourism Grant 2016 – Master Plan: New line item created to allocate grant and matching funds needed for the Three Mile Creek Shooting Sports Complex Master Plan. • Tourism Grant 2016 – Parking: New line item created for the tracking of grant and matching funds needed for parking improvements. • NRA Grant – Trap Venue: New line item created to account for grant and matching funds needed for the construction of a trap shooting venue. • RSO Supplies & Recognition: Funds allocated for supplies and recognition items needed for the volunteer Range Safety Officers i.e. safety vests, etc. <p>Mayor Cronin noted that taking into account the \$10,000 payment for the training facility that was encumbered several years ago, the grant funds that are included in the budget numbers, and the approximate \$12,000 brought from usage fees, there is only a minimal amount O&M that needs to be covered from the general fund.</p>			

Department	FY2016 Current Budget	FY2016 Trend	FY2017 Draft Tentative Budget
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Community Development	\$212,800.00	\$424,332.87	\$509,952.28
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Shanna reviewed the proposed FY2017 budget and amendments to FY2016 including the following details:

FY2016& FY2017: Per State requirement added expenditure to account or Mass Transit Tax that is paid directly to UTA.

FY2017

- Payroll & Benefits: Increased to allow for a Part-Time Planner. This role is currently filled by Codey Illum and used to be from the professional & technical line item.
- Inspection Services: Increased to account for projected growth and new construction.
- Economic Development: Increased to pay Hansen Engineering for a wetland study conducted at the Pointe Perry Commercial area.
- Pointe Perry SID Assessment: Increased by \$60,100 to pay for bond assessment. Shanna explained that we have historically replenished the debt reserve fund and utilized these funds to make the bond payment. Last year there was less to replenish than will be required in FY2017. This accounts for replenishing the debt reserve and again utilizing these funds to make the payment.
- Donation Expense: Increased to allow for a \$5,000 donation to the Brigham City Senior & Community Center, which is utilized by many of our residents.

Utility Fund

Shanna advised that projected revenues for FY2017 are \$1,033,480.00 which includes \$260,000 in impact fees and \$110,000 being transferred from unrestricted funds to allow for some improvements to water infrastructure.

Department	FY2016 Current Budget	FY2016 Trend	FY2017 Draft Tentative Budget
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Garbage	\$210,900.00	\$195,940.77	\$199,350.00
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Shanna Johnson explained the FY2017 budget is based on trend and contract requirements.

Water	\$438,981.51	\$320,259.01	\$757,741.49
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Shanna Johnson reviewed FY2017 budget including the following changes:

- Payroll: due to new staff members. This does account for a pay increase for staff.
- Benefits: increased to account for a 2.5% increase to medical and 3% increase to dental costs.
- Telephone: decreased per trend.
- Miscellaneous Supplies: Increased for clothing and gloves.
- Professional & Technical: Increased to allow for projects and GIS Services.
- Water Monitoring: Increased to allow for additional testing required by State.
- Interest Expense: Decreased based on bond requirements.
- Replace Water Line on 900 West: Decreased as this project is not planned to be completed in FY2017.

Department	FY2016 Current Budget	FY2016 Trend	FY2017 Draft Tentative Budget
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Water (Continued)	\$438,981.51	\$320,259.01	\$757,741.49
<ul style="list-style-type: none"> • Replace Water Line on 900 West: Decreased as this project is not planned to be completed in FY2017. • Improvements Other Than Buildings: Decreased as this was allocated in FY2016 to allow for improvements to the Allen Street Well. This project is completed and funds are no longer needed. • Valley View Water Loop: Added \$120,000 to the budget to complete this water loop (this will improve water distribution and increase capacity). • Well #3 Renovations: Added \$150,000 for well improvements needed to ensure water availability. • Well #1 Renovation: Added \$100,000 for well improvements needed to ensure water availability. • City Center Improvements: Added \$30,000 to allow for water infrastructure in the City Center Subdivision. • Depreciation: Decreased based on schedule. • Computer Upgrade: Increased to pay for 1/3 of firewall. <p>Transfer to Fleet Lease: Decreased based off of depreciation schedule.</p>			

Storm Drain	\$66,618.19	\$41,189.92	\$63,957.16
<p>Shanna Johnson reviewed the FY2017 Budget stating that the budget was based off of trend and decreased overall by \$4,661.03. She explained the following changes:</p> <ul style="list-style-type: none"> • Payroll: Decreased based on new staff with lower pay. She explained that this does include a pay increase for staff. • Benefits: Shanna explained that benefits did increase to account for a small increase to medical and dental premiums. 			

ITEM 2: ADJOURNMENT

Mayor Cronin closed the work session.

The meeting adjourned at 6:55pm.

Susan Obray, City Recorder

Karen Cronin, Mayor

Shanna Johnson, Chief Deputy Recorder