

OFFICIALS PRESENT: Mayor Karen Cronin presided and conducted the meeting.
Esther Montgomery, Toby Wright, Nathan Tueller, Brady Lewis

OFFICIALS EXCUSED: James Taylor

CITY STAFF PRESENT: Greg Westfall, City Administrator
Shanna Johnson, Chief Deputy Recorder

OTHERS PRESENT:

ITEM 1: CALL TO ORDER

Mayor Cronin called City Council work session to order.

A. FISCAL YEAR 2016-2017 BUDGET WORK SESSION

Mayor Cronin introduced Monica Taylor First Responder Asst. Chief and asked Shanna to review the First Responder Budget, explaining that Monica had to leave for some training.

Department	FY2016 Current Budget	FY2016 Trend	FY2017 Draft Tentative Budget
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First Responders	\$33,894.00	\$30,908.51	\$37,312.00
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- Shanna reviewed the proposed FY2017 budget including the following changes:
- Equipment Supplies & Maintenance: increased to allow for savings of \$5,000 over 4 years, \$20,000 total for a piece of equipment called a Lifepak.
 - Personal Protective Equipment: increased by \$1,390
 - Communications: increased \$920 for the purchase of additional radios.
 - Miscellaneous Supplies: increased \$250 based on projected need.
 - Professional & Technical: reduced by \$1,800 due to the completion of the capital facilities plan and impact fee study.
 - Fire & First Responders Expense: was rounded up (adding \$53) to \$6500.
 - Fuel & Maintenance: was reduced slightly based on projected need.

Council Member Lewis asked for additional information on the Lifepak. Monica Taylor said that this is the main piece of equipment that they First Responders use. It is an AED and a heart monitor. With the equipment they can see 12 different stats, test blood pressure, and CO2 levels. She said that they have an older model that they pay to be serviced every year. She advised that in 3-4 years they will no longer be able to service this model and the City will need a replacement. The additional money added to the budget will allow for this. Council Member Wright asked when it is used. Monica said it is currently used on every single patient. She explained that it tracks all vitals and stores the information, which can be printed later and provides a history. She stated it has been used a lot to save a lot of lives in Perry and it is the most crucial piece of equipment that they have. Council Member Wright asked if the current Lifepak will last 4 years. Monica said that is what they are hoping for.

Mayor Cronin went back to revenues explaining that we had thought we were sitting well with a 10% fund balance, but we found that a revenue cell within the Excel workbook that was being counted twice. Once the formula was corrected we came down to short fall of \$78,000. The Mayor stated that not all is lost we have done some creative things to solve the issue.

Shanna Johnson reported that some restricted fund revenues that are being transferred in were being counted twice. This has been corrected but projected revenues decreased from \$2,791,000 to \$2,723,994.76, which caused a shortfall. Shanna stated that Mayor Cronin went to the department heads and asked them to make some cuts to their budgets. The goal was to get the City to 10% fund balance. Shanna reviewed the cuts made by the department heads:

Dept.	GL Code	Description	Amt
Judicial	1042004337	Prof & Tech	-\$1,000.00
Comm. Dev.	1046004337	Prof & Tech	-\$1,000.00
	1046004338	Inspections	-\$2,000.00
	1046004341	Economic Development	-\$1,000.00
	1046004444	Holiday Events	-\$2,400.00
	1046004600	Donation Expense	-\$300.00
Administration	1048004111	Wages: Social Media	-\$1,400.00
	1048004226	Bldg Grounds Maint: Bldg Enhancements	-\$4,100.00
	1048004335	Training & Travel	-\$2,000.00
	1048004337	Prof & Tech.: Engineer	-\$500.00
	1048004443	City Council	-\$650.00
	1048004447	Youth City Council	-\$100.00
	1048004801	Computer/IT: Caselle Module (-4000) Back Up Storage (-1000)	-\$5,000.00
Parks	1048004999	Fleet Lease	-\$3,000.00
	1064004230	Training & Travel	-\$100.00
Police	1064004446	Anderson Park: Fence	-\$2,000.00
	1054004225	Equip Supplies & Maint	-\$3,300.00
	1054004229	Misc. Supplies	-\$80.00
	1054004336	Uniforms	-\$1,000.00
	1054004572	Ammunition/Tactical	-\$3,000.00
First Resp.	1054004999	Fleet Lease: New Truck	-\$6,000.00
	1055004227	Personal Protective Equip	-\$800.00
Animal Cont.	1055004442	Fuel & Maintenance	-\$75.00
	1056004339	Animal Control Expense	-\$100.00
TMC Range	1057004113	Benefits: reimburse volunteer expenses vs. hiring employee	-\$310.00
	1057004225	Equip. Supplies & Maint.	-\$150.00
	1057004335	Training & Travel	-\$400.00
	1057004502	Tourism Grant 2016: Parking	-\$500.00
Fire	1065004339	Fire Contract Fee: Writeoffs	-\$1,000.00
Streets	1060004225	Equip Supplies & Maint.	-\$700.00

Streets	1060004330	Streetlight Purchase/Maint.	-\$1,500.00
	1060004331	Road Salt	-\$2,000.00
	1060004339	Street Signs	-\$1,250.00
	1060004551	Shop Equipment	-\$750.00

Shanna stated that the Mayor felt that a few of the items cut were important and she brought them back into the budget (see items highlighted above). The items added back to the budget include:

- A new vehicle for the Administration Department. Shanna explained that the office is currently using a 2002 Durango that is getting pretty old.
- New Police Vehicle
- Personal Protect Equipment for First Responders, which will allow steel toed boots to be purchased.
- Road Salt

Shanna Johnson advised that after these adjustments the city will have 8.65% fund balance remaining after expenses. The requirement by the State is 5%, so the fund balance is still healthy.

Shanna reviewed the proposed budgets for the following departments:

General Fund:

Department	FY2016 Current Budget	FY2016 Trend	FY2017 Draft Tentative Budget
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Community Development	\$212,800	\$424,996.00	\$503,252.28
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Shanna reviewed the proposed budget explaining that this includes a budget amendment for Fiscal Year 2016 to add a Mass Transit Expense that records the Mass Transit Sales Tax being transferred to Utah Transit Authority (UTA). This line item is also added in Fiscal Year 2017. Shanna reviewed the FY17 budget, explaining that this was also discussed in the last work session.

Police	\$540,643.49	\$496,414.55	\$587,268.22
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Shanna reviewed the proposed FY2017 budget detailing the following changes:

- Payroll & Benefits: Increased to allow for a Full-Time Officer to replace a previous Part-Time officer.
- Office Expenses and Supplies: decreased based on trend.
- Equipment Supplies and Maintenance: decreased based on trend.
- Fuel and Fleet Maintenance: decreased based lower fuel costs and a new vehicle which will require less maintenance.
- Miscellaneous Supplies: increased to allow for grant monies to be expended for National Night Out.
- Police Grant Expenses: decreased to meet projected JAG grant funds.
- Liquor Control Expense: increased to meet projected funding.
- Uniforms: decreased to \$3,000 based on trend and projected need.

Police (Cont'd.)	\$540,643.49	\$496,414.55	\$587,268.22
<p>Shanna reviewed the proposed FY2017 budget detailing the following changes:</p> <ul style="list-style-type: none"> • Professional & Technical: increased by \$3,200 for a new Policies and Procedures Software (Lexipol). Mayor Cronin said that Lexipol takes all Supreme Court Rulings and new State laws and instantly updates them into the policies. It also provides online training that the officers are required to take on almost a daily basis. She said this limits the City's liability. Mayor Cronin said that this is software that Interim Chief Hancey recommended we get and she has talked to many other agencies that use the system. • Ammunition and Tactical: reduced to meet trend. • Transfer to Fleet Lease: Shanna explained that this line item represents depreciation of vehicles and includes funds for a new vehicle to be purchased. <p>Council Member Wright asked what the liquor control funds are used for. Shanna explained it can be used for education materials and tools. It can also be used for DUI check points. Mayor Cronin said the City has used this for patrolling Perry Canyon for illegal use of alcohol.</p>			

Parks	\$135,828.77	\$92,596.20	\$87,910.49
<p>Shanna reviewed the proposed FY2017 budget detailing the following changes:</p> <ul style="list-style-type: none"> • Payroll & Benefits: decreased due to new staff. The budget still includes a pay increase for the employees and accounts for the benefit cost increase. • Office Supplies & Maintenance: decreased to \$650; still meets trend and projected need. • Equipment Supplies & Maintenance: based on trend and includes monies for a new tractor implement. • Miscellaneous Supplies: decreased as not being utilized, still allows for \$2,500 in supplies. • Training and Travel: slightly decreased based on need. • Professional and Technical: increased by \$300 for engineering and GIS mapping. • Miscellaneous Services: decreased by \$100 based on need. • Park Restroom Expense: decreased due to no longer needing a portable restroom at Dale Young Nature Park. • Anderson Park: increased by \$300 for park maintenance. • Dale Young Nature Park: decreased due to the fact that the construction of bowery will be completed in Fiscal Year 2016. \$5,000 remains for general park maintenance and trail improvements. • Bowery: decreased based on need. • Irrigation: increased slightly based on trend. 			

Streets	\$360,892.40	\$333,570.38	\$269,335.20
<p>Shanna reviewed the proposed FY2017 budget detailing the following changes:</p> <ul style="list-style-type: none"> • Full-Time Payroll: this increased based on allocation of staff. It includes a standard pay increase for employees. • Part-Time Payroll: decreased based on staffing needs. • Benefits: increased based on staff, a 2.5% benefit increase for medical and a 3% increased for dental. • Office Expenses & Supplies: decreased based on trend. 			

Streets (Cont'd.)	\$360,892.40	\$333,570.38	\$269,335.20
<p>Shanna reviewed the proposed FY2017 budget detailing the following changes:</p> <ul style="list-style-type: none"> • Equipment Supplies & Maintenance: decreased based trend and projected needs. • Utilities: decreased based on trend. • Telephone: decreased based on February trend, may need to be increased. • Streetlight Purchase/Maintenance: decrease to allow for 1 new streetlight. • Street Signs: decreased as the streets sign standardization has been completed. • Shop Equipment: was cut by \$900, but should allow for essentials. • Road Repair: Mayor Cronin advised that she asked Greg Braegger to come up with a list of his top 15 road projects. She advised with the City getting approximately \$180,000 each year the City is not able to even maintain roads let alone do projects. She said she asked Greg Braegger to use what funds he could in the current year to get as many projects as he can done. She said this includes repairing 2 large sections on 1200 West and a section of road by Three Mile Creek Elementary School (heading toward Promontory School). Mayor Cronin said that this year the City will plan to complete some crack seal and some repairs on 2325 South. She stated the monies not used in FY2016 will be carried over to FY2017. Mayor Cronin reported that the City also plans to put \$57,500 in a capital projects fund for the 1200 West South road project, and \$60,000 will be placed in a capital projects fund for the 1200 West North trail project, which will be saved overtime to meet the required matching funds for the grants that were recently awarded to the City. Mayor Cronin said that this uses saved monies really fast. If we want to be more proactive and do large projects. The City needs to be able to either save up funds over time or look at a different way to bring in additional revenues that would be restricted to road projects. She said that many communities are implementing a street maintenance fee, which funds are earmarked specifically for road projects. She asked the Council what they would like to do. Council Member Tueller asked how we inform the public. Mayor Cronin said the City can have a town hall meeting, put information in our newsletter and on Facebook. Council Member Tueller agreed that servicing the roads is important, but the challenge is getting the public to understand. Greg Westfall said that this is a problem that many communities are facing. He said that even if we use every cent of money we have on roads we would still fall short. He said many rural communities are going back to gravel or dirt roads because they do not have enough money to maintain paved streets. He said that we are at the point where we need to put more money toward keeping and maintaining our roads, especially because many of our roads were constructed all at the same time, therefore they are all going to need to be maintained at the same time. Greg Westfall reviewed different maintenance options i.e. chip seal, crack seal, overlay. He explained the maintenance needed depends on the age and condition of the road. Mayor Cronin said that if the City was to look at implementing a fee, we would work with an engineer that would put together project estimates over a 5 year period and come up with an appropriate fee that could be used along with B&C road funds to complete the projects. Council Member Lewis asked what other cities have done to fund projects. Shanna said that you can raise property tax. Mayor Cronin said that you can use sales tax. She said that Provo, Fruit Heights, Pleasant View, and North Ogden have implemented a utility fee. Greg said the challenge is that taxes are general fund monies and can 			

Streets (Cont'd.)	\$360,892.40	\$333,570.38	\$269,335.20
<p>be used anywhere within the General Fund. Council Member Tueller and Lewis asked how much the average fee is. Greg said \$3 to \$5 a month. Mayor Cronin said if the City was to implement a \$5 fee it would generate approximately \$100,000 more a year for road projects. Council Member Lewis asked how to increase sales tax. Shanna said in order to generate more sales tax we would need more businesses. Greg explained that typically the sales tax rate is set by the State. Mayor Cronin said a City can change it a little bit, but the higher you increase sales tax the less competitive you become for commercial development. She said the way that Riverdale got so many businesses is by reducing their sales tax rate. If you want to encourage business to come, you do not want to increase your sales tax. Greg cautioned against depending on sales tax because that is what got cities in trouble during the onset of the recession. Council Member Lewis said he would be interested of looking at some preliminary estimates on what a tax increase could generate. Greg said that a property tax increase would require truth in taxation and we would need to meet the timeframe required by the State. Council Member Lewis advised that with a fee we would be charging all residents and they may not see any improvements on their roads for years.</p>			

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Animal Control	\$1,450.00	\$496.87	\$1,350.00
<p>Shanna explained that the majority of this budget is shelter fees. There is a small amount for equipment. The budget was reduced based on projected need and trend.</p>			

Fire	\$28,310.00	\$19,612.24	\$30,160.00
<p>Shanna reviewed the proposed FY2017 she explained that the bulk of the budget is made up of the Brigham City Fire contract fee. There is some monies for fire bill write offs if needed. The budget was increased to allow additional C.E.R.T. money for:</p> <ul style="list-style-type: none"> • Purchase of a C.E.R.T. Trailer. • Recognition dinner/items for volunteers. 			

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3 **ITEM 2: ADJOURNMENT**

4 Mayor Cronin closed the work session.

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6 The meeting adjourned at 6:55pm.

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Susan Obray, City Recorder

_____ Karen Cronin, Mayor

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_____ Shanna Johnson, Chief Deputy Recorder