



SYRACUSE CITY
Syracuse City Council Special Meeting Agenda
April 15, 2016 – 2:00 p.m.
City Council Conference Room
Municipal Building, 1979 W. 1900 S.

1. Meeting called to order
Adopt agenda
2. Budget Discussion: Administration, Justice Court, Community & Economic Development, and Information Technology.
3. Adjourn.

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In compliance with the Americans Disabilities Act, persons needing auxiliary communicative aids and services for this meeting should contact the City Offices at 801-825-1477 at least 48 hours in advance of the meeting.

**CERTIFICATE OF POSTING**

The undersigned, duly appointed City Recorder, does hereby certify that the above notice and agenda was posted within the Syracuse City limits on this 14<sup>th</sup> day of April, 2016 at Syracuse City Hall on the City Hall Notice Board and at <http://www.syracuseut.com/>. A copy was also provided to the Standard-Examiner on April 14, 2016.

CASSIE Z. BROWN, CMC  
SYRACUSE CITY RECORDER



# COUNCIL AGENDA

April 15, 2016

Agenda Item #2

## **Budget Discussion for City Council, Administration, Justice Court, Community & Economic Development, and Information Technology**

### ***Factual Summation***

- Any questions about this agenda item may be directed at City Manager Brody Bovero, Finance Director Stephen Marshall, or, for IT – TJ Peace, and Community & Economic Development- Brigham Mellor

Please review the following attachments:

- a. Draft City Council Operating Budget (10-41)
- b. Draft Justice Court Operating Budget (10-42)
- c. Draft Administration Operating Budget (10-44)
- d. Draft Community & Economic Development Operating Budget (10-44)
- e. Current and Proposed CED Dept structure
- f. Draft Information Technology Fund Budget (63-40)
- g. Draft Redevelopment Fund Budget (65-40)
- h. Draft Economic Development Fund Budget (66-40)
- i. Draft Municipal Building Authority Fund Budget (67-40)
- j. Draft Capital Projects Fund Budget (80-40)
- k. Interfund Reimbursement and Internal Service Charge Memo
- l. Memorandum on Utility Charges for General Fund
- m. Draft Utility Fee and Cost Allocation Policy

### ***Background***

#### ***Mission Statement***

“To provide quality, affordable services for its citizens, while promoting community pride, fostering economic development, and preparing for the future.”

- Under the mission of the City, we created a draft budget that outlines the resources to provide the services from these departments effectively.

- In drafting the budget, we followed the guidelines discussed in the November Council Retreat and the following vision statements adopted by Council:

**10-Year City-Wide Vision Statements**

- We are a City with well-maintained infrastructure, including roads, utilities, and parks.
- In preparation for the West Davis Corridor, we will make provisions for interchanges to accommodate commercial businesses to serve the residents' needs and to support economic stability of the City.
- We are a financially stable City, balancing the cost of services with the level of services that we provide. The City will have minimal or no debt.
- The City will incorporate improvements, events, and services that create an overall feeling of connection and pride in the City by its residents.

**Community and Economic Development**

1. Syracuse City has a clear and targeted plan for the development of key areas of the City.
2. The Community & Economic Development Department employees are knowledgeable and positive.
3. The Community & Economic Development Department communicates well with the business community.

**Administration**

1. Syracuse City Administration employees are knowledgeable, courteous, and customer-oriented.
2. Syracuse City Administration demonstrates transparency in conducting City business.

**Information Technology**

1. Syracuse City uses IT to improve communication with residents.
2. Syracuse City provides IT services in an efficient and organized manner.
3. Syracuse City uses technology to improve staff productivity.
4. Syracuse City's IT services are customer-oriented.

**Justice Court**

1. Syracuse City's justice court meets the needs justice in the City.
2. Syracuse City's justice court is administered fairly and efficiently.

***Priority Color Code***

Included with this packet is a color-coded review of the Line-Items requests for the Parks & Recreation Department. The colors correspond with the following categories:

- 1) **Yellow** = Optimal Service: These items are not necessary to fulfill the City's mission or the Council's vision for the Parks & Recreation Department, but do provide an improved level of service to the City.

- 2) **Green** = Mission & Vision Critical: These items are necessary to fulfill the City's mission and the Council's vision for the Parks & Recreation Department.
- 3) **Blue** = Short-term Survival: These items are critical to provide basic services. Without them, the Parks & Recreation Department will be able to operate in the short-term, but will suffer in the long run if additional resources are not provided to support the operations.

### *Overarching Discussion Points*

- **5-10 Year Plan:** Over the next year, the Administration would like to work with the City Council to adopt a 5-10 year level of service and staffing plan for Administration, CED, and IT. The plan would serve as an advisory document that outlines the level of service deemed acceptable to the Council. It also would evaluate the proper staffing levels in order to maintain the acceptable level of service. Finally, the plan would outline measures and triggers that indicate when staffing levels need to be increased or reduced based on service demands.
  - **Additional Cost:** \$0 In-House staff time and minor ancillary costs
- **Bond Refinance Savings:** Due to refinance of MBA Bonds to a lower interest rate, the City will see \$66,000 savings in FY2017.
- **Capital Equipment Expense Options:** Based on the budget requests from all other departments, we have listed the capital equipment expenses in the Capital Improvement Fund Budget. Based on FY2017 revenue alone, the City does not have the funds to cover the entire request; but using the fund balance in the General Fund (approximately \$500k), all of the requests can be purchased. The requests totaled \$1,364,051 and include Fire Department Equipment, Police Vehicles, a Public Works Vehicle, and a storage facility for Parks & Recreation. For details, see Capital Improvement Fund, Account 80 included in the packet.
- **Completion of CED Reorganization:** The plan for the Community & Economic Development Department is geared toward maximizing the Director's ability to focus on economic development in the City. This is a critical function as the City continues through an era of unprecedented growth. Two mid-level supervisory positions are being created, with one already established (Development Services Manager). During FY2017, it is anticipated that the Chief Building Official will be given supervisory duties over the building inspector, code enforcement officer, and building permit technician. This will allow the Director to focus on economic development duties, and still direct the day-to-day functions of the department through the two supervisory positions.
  - **Estimated Additional Cost:**

|                                              |                |
|----------------------------------------------|----------------|
| <i>Promotion of Chief Building Official:</i> | <i>\$4,906</i> |
|----------------------------------------------|----------------|



annual budget process. The accounting intern would be given lower-level tasks, so the Director can focus on high-level issues for the City.

- **Estimated Additional Cost:**  
*New Accounting Intern* \$11,455

- **Utility Rate and Internal Service Allocation Policy:** Based on feedback from the Council in January, we have examined the City’s method and calculations for the internal service allocation for services provided to utility operations (water, sewer, storm, etc). Based on our evaluation of time spent on administrative services for the benefit of utility operations, some changes are proposed in the internal service allocation. These will be discussed in the meeting and at the April 26 work session. Also, as discussed in January, a policy on how utility rates are set, and how the City will determine internal cost pricing, will be presented for the Council’s consideration. Below is a summary of changes in the budget related to the internal service allocation:

- **Increased streets budget for Robert’s time and additional seasonal employee. This is a reduction to the utility funds.** \$ 58,000
- **Increased parks & rec budget for Kathryn’s time as the cemetery sexton. This is a reduction to the utility funds.** \$ 20,612
- **IT allocation change from 40% to 66%** \$ 60,000
- Total:** **\$138,612**

*Draft Budget Proposal*

- Attached you will find the line-item operational budget proposals along with the capital projects budgets for your consideration.



**City Council  
FY 2017 Budget Summary**

*Submitted by Terry Palmer, Mayor*

Department summary:

|                          | <u>FY '15 Actual</u> | <u>FY '16 Budget</u> | <u>FY '17 Request</u> |
|--------------------------|----------------------|----------------------|-----------------------|
| Salaries and benefits    | \$ 36,118            | \$ 36,141            | \$ 36,126             |
| Operating expenditures   | 22,914               | 28,500               | 36,800                |
| Interfund Reimbursements | (20,825)             | (16,682)             | (18,451)              |
| Capital expenditures     | -                    | -                    | -                     |
| Total expenditures       | <u>\$ 38,207</u>     | <u>\$ 47,959</u>     | <u>\$ 54,475</u>      |

Significant changes from prior year:

Moved the City contributions expenses from the administration budget to the City Council Budget. Total of \$6,000.

**CITY COUNCIL**  
**Cost Allocation Detail**

| Account            | Account Description                | FY 2015                 | FY 2016                 | Variance               | FY 2017                 |                    |                    |
|--------------------|------------------------------------|-------------------------|-------------------------|------------------------|-------------------------|--------------------|--------------------|
|                    |                                    | Actual                  | Budget                  | 2016 FY to 2017 FY     | Requested               | Recommended        | Approved           |
| <b>Personnel:</b>  |                                    |                         |                         |                        |                         |                    |                    |
| 10-41-11           | Salaries & wages                   | \$ 32,994               | \$ 32,994               | \$ -                   | \$ 32,994               | \$ -               | \$ -               |
| 10-41-13           | Employee Benefits                  | 3,124                   | 3,147                   | (15)                   | 3,132                   | -                  | -                  |
|                    | Sub-total personnel                | <u>\$ 36,118</u>        | <u>\$ 36,141</u>        | <u>\$ (15)</u>         | <u>\$ 36,126</u>        | <u>\$ -</u>        | <u>\$ -</u>        |
| <b>Operations:</b> |                                    |                         |                         |                        |                         |                    |                    |
| 10-41-21           | Books, subscriptions & memberships | \$ 17,320               | \$ 18,300               | \$ 1,200               | \$ 19,500               | \$ -               | \$ -               |
| 10-41-23           | Travel & training                  | 3,206                   | 5,900                   | 100                    | 6,000                   | -                  | -                  |
| 10-41-24           | Office supplies                    | 388                     | 600                     | -                      | 600                     | -                  | -                  |
| 10-41-54           | Contributions                      | -                       | -                       | 6,000                  | 6,000                   | -                  | -                  |
| 10-41-59           | Sundry                             | 2,000                   | 2,700                   | 1,000                  | 3,700                   | -                  | -                  |
| 10-41-60           | Youth Council                      | -                       | 1,000                   | -                      | 1,000                   | -                  | -                  |
|                    | Sub-total operations               | <u>\$ 22,914</u>        | <u>\$ 28,500</u>        | <u>\$ 8,300</u>        | <u>\$ 36,800</u>        | <u>\$ -</u>        | <u>\$ -</u>        |
| 10-41-90           | Interfund Reimbursements           | (20,825)                | (16,682)                | (1,769)                | (18,451)                | -                  | -                  |
|                    | Total for department               | <u><u>\$ 38,207</u></u> | <u><u>\$ 47,959</u></u> | <u><u>\$ 6,516</u></u> | <u><u>\$ 54,475</u></u> | <u><u>\$ -</u></u> | <u><u>\$ -</u></u> |

**CITY COUNCIL**  
**Fiscal Year Ending June 30, 2017**  
**Line Item Detail**

|                                                        | <u>Requested</u>  | <u>City Manager/Council<br/>Recommendation</u> | <u>Adopted<br/>Budget</u> |
|--------------------------------------------------------|-------------------|------------------------------------------------|---------------------------|
| <b>10-41-21 Books, subscriptions &amp; memberships</b> |                   |                                                |                           |
| Prior year budget, as modified                         |                   |                                                | \$ <u>18,300</u>          |
| Current estimates:                                     |                   |                                                |                           |
| Utah League of Cities & Towns - Annual dues            | \$ 13,500         |                                                |                           |
| EDC Utah Fees                                          | 5,900             |                                                |                           |
| Syracuse Lions Club                                    | 100               |                                                |                           |
|                                                        | <u>          </u> | <u>          </u>                              | <u>          </u>         |
| Total budget for account                               | \$ <u>19,500</u>  | \$ -                                           | \$ -                      |
| Amount changed from request                            |                   |                                                | \$ (19,500)               |
| Increase/(decrease) from prior year modified budget    | \$ 1,200          | \$ (18,300)                                    | \$ (18,300)               |

|                                                     |                   |                   |                   |
|-----------------------------------------------------|-------------------|-------------------|-------------------|
| <b>10-41-23 Travel &amp; training</b>               |                   |                   |                   |
| Prior year budget, as modified                      |                   |                   | \$ <u>5,900</u>   |
| Current estimates:                                  |                   |                   |                   |
| ULCT Trainings                                      | \$ 6,000          |                   |                   |
|                                                     | <u>          </u> | <u>          </u> | <u>          </u> |
| Total budget for account                            | \$ <u>6,000</u>   | \$ -              | \$ -              |
| Amount changed from request                         |                   |                   | \$ (6,000)        |
| Increase/(decrease) from prior year modified budget | \$ 100            | \$ (5,900)        | \$ (5,900)        |

|                                                     |                   |                   |                   |
|-----------------------------------------------------|-------------------|-------------------|-------------------|
| <b>10-41-24 Office supplies</b>                     |                   |                   |                   |
| Prior year budget, as modified                      |                   |                   | \$ <u>600</u>     |
| Current estimates:                                  |                   |                   |                   |
|                                                     | \$ 600            |                   |                   |
|                                                     | <u>          </u> | <u>          </u> | <u>          </u> |
| Total budget for account                            | \$ <u>600</u>     | \$ -              | \$ -              |
| Amount changed from request                         |                   |                   | \$ (600)          |
| Increase/(decrease) from prior year modified budget | \$ -              | \$ (600)          | \$ (600)          |

**CITY COUNCIL**  
**Fiscal Year Ending June 30, 2017**  
**Line Item Detail**

|                                                     | <u>Requested</u>  | <u>City Manager/Council<br/>Recommendation</u> | <u>Adopted<br/>Budget</u> |
|-----------------------------------------------------|-------------------|------------------------------------------------|---------------------------|
| <b>10-41-54 Contributions</b>                       |                   |                                                |                           |
| Prior year budget, as modified                      |                   |                                                | \$ -                      |
| Current estimates:                                  |                   |                                                |                           |
| Arts Council Trust                                  | \$ 1,000          |                                                |                           |
| Miss Syracuse pageant                               | 2,500             |                                                |                           |
| Miss Teen Syracuse                                  | 500               |                                                |                           |
| Youth Court                                         | 1,500             |                                                |                           |
| Museum                                              | 500               |                                                |                           |
|                                                     | <u>          </u> | <u>          </u>                              | <u>          </u>         |
| Total budget for account                            | \$ 6,000          | \$ -                                           | \$ -                      |
| Amount changed from request                         |                   |                                                | \$ (6,000)                |
| Increase/(decrease) from prior year modified budget | \$ 6,000          | \$ -                                           | \$ -                      |

|                                                     |                   |                   |                   |
|-----------------------------------------------------|-------------------|-------------------|-------------------|
| <b>10-41-59 Sundry</b>                              |                   |                   |                   |
| Prior year budget, as modified                      |                   |                   | \$ 2,700          |
| Current estimates:                                  |                   |                   |                   |
| COG meeting                                         | \$ 500            |                   |                   |
| GALA Fundraiser                                     | 1,500             |                   |                   |
| Budget and Goals Retreat                            | 1,000             |                   |                   |
| Lunch with the Mayor                                | 700               |                   |                   |
|                                                     | <u>          </u> | <u>          </u> | <u>          </u> |
| Total budget for account                            | \$ 3,700          | \$ -              | \$ -              |
| Amount changed from request                         |                   |                   | \$ (3,700)        |
| Increase/(decrease) from prior year modified budget | \$ 1,000          | \$ (2,700)        | \$ (2,700)        |

|                                                     |              |                   |                   |
|-----------------------------------------------------|--------------|-------------------|-------------------|
| <b>10-41-60 Youth Council</b>                       |              |                   |                   |
| Prior year budget, as modified                      |              |                   | \$ 1,000          |
| Current estimates:                                  |              |                   |                   |
|                                                     | <u>1,000</u> | <u>          </u> | <u>          </u> |
| Total budget for account                            | \$ 1,000     | \$ -              | \$ -              |
| Amount changed from request                         |              |                   | \$ (1,000)        |
| Increase/(decrease) from prior year modified budget | \$ (1,700)   | \$ (2,700)        | \$ (2,700)        |

|                                          |  |  |             |
|------------------------------------------|--|--|-------------|
| <b>10-41-90 Interfund Reimbursements</b> |  |  |             |
| Prior year budget, as modified           |  |  | \$ (16,682) |
| Current estimates:                       |  |  |             |

**CITY COUNCIL**  
**Fiscal Year Ending June 30, 2017**  
**Line Item Detail**

|                                                     | <b>Requested</b>   | <b>City Manager/Council<br/>Recommendation</b> | <b>Adopted<br/>Budget</b> |
|-----------------------------------------------------|--------------------|------------------------------------------------|---------------------------|
| Council wages & oper. reimb. from Utility Funds     | \$ (18,451)        |                                                |                           |
| Total budget for account                            | <u>\$ (18,451)</u> | <u>\$ -</u>                                    | <u>\$ -</u>               |
| Amount changed from request                         |                    |                                                | \$ 18,451                 |
| Increase/(decrease) from prior year modified budget | \$ (1,769)         | \$ 16,682                                      | \$ 16,682                 |

| <b>Total expenditures</b>                           |                  |             |                  |
|-----------------------------------------------------|------------------|-------------|------------------|
| Prior year budget, as modified                      |                  |             | <u>\$ 28,500</u> |
| Total budget for expenditures                       | <u>\$ 30,800</u> | <u>\$ -</u> | <u>\$ -</u>      |
| Amount changed from request                         |                  |             | \$ (30,800)      |
| Increase/(decrease) from prior year modified budget | \$ 2,300         | \$ (28,500) | \$ (28,500)      |

**City Council  
Salaries and Benefits - FY 2017**

*Changes from prior year (include supplemental personnel sheet):*

| Position               | Name     | Salary           | FICA            | Retirement  | Insurance   | W/C           | Unemploy    | Total            |
|------------------------|----------|------------------|-----------------|-------------|-------------|---------------|-------------|------------------|
| Mayor                  | Palmer   | \$ 10,044        | \$ 769          | \$ -        | \$ -        | \$ 183        | \$ -        | \$ 10,996        |
| Council                | Anderson | \$ 4,590         | \$ 352          | -           | -           | \$ 84         | -           | 5,026            |
| Council                | Gailey   | \$ 4,590         | \$ 352          | -           | -           | \$ 84         | -           | 5,026            |
| Council                | Maughan  | \$ 4,590         | \$ 352          | -           | -           | \$ 84         | -           | 5,026            |
| Council                | Lisonbee | \$ 4,590         | \$ 352          | -           | -           | \$ 84         | -           | 5,026            |
| Council                | Bolduc   | \$ 4,590         | \$ 352          | -           | -           | \$ 84         | -           | 5,026            |
| <b>Total Permanent</b> |          | <b>32,994</b>    | <b>2,529</b>    | <b>-</b>    | <b>-</b>    | <b>603</b>    | <b>-</b>    | <b>36,126</b>    |
|                        |          | -                | -               | -           | -           | -             | -           | -                |
| <b>Total Part-time</b> |          | <b>-</b>         | <b>-</b>        | <b>-</b>    | <b>-</b>    | <b>-</b>      | <b>-</b>    | <b>-</b>         |
| <b>Overtime</b>        |          | <b>-</b>         | <b>-</b>        | <b>-</b>    | <b>-</b>    | <b>-</b>      | <b>-</b>    | <b>-</b>         |
| <b>Total</b>           |          | <b>\$ 32,994</b> | <b>\$ 2,529</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 603</b> | <b>\$ -</b> | <b>\$ 36,126</b> |

|                          |           |          |           |
|--------------------------|-----------|----------|-----------|
| Prior Year (As Modified) | \$ 32,994 | \$ 3,183 | \$ 36,177 |
|--------------------------|-----------|----------|-----------|

|                              |           |          |           |
|------------------------------|-----------|----------|-----------|
| Requested:                   | \$ 32,994 | \$ 3,132 | \$ 36,126 |
| Increase/(decrease) from P/Y | -         | (51)     | (51)      |

|                               |          |         |          |
|-------------------------------|----------|---------|----------|
| Recommended:                  |          |         | \$ -     |
| Amount changed from requested | (32,994) | (3,132) | (36,126) |
| Increase/(decrease) from P/Y  | (32,994) | (3,183) | (36,177) |

|                                 |          |         |          |
|---------------------------------|----------|---------|----------|
| Approved:                       |          |         | \$ -     |
| Amount changed from recommended | -        | -       | -        |
| Increase/(decrease) from P/Y    | (32,994) | (3,183) | (36,177) |

*Changes from requested to approved:*





## Justice Court FY 2017 Budget Summary

*Submitted by Jody Howell, Court Clerk Supervisor*

Department summary:

|                        | <u>FY '15 Actual</u> | <u>FY '16 Budget</u> | <u>FY '17 Request</u> |
|------------------------|----------------------|----------------------|-----------------------|
| Salaries and benefits  | \$ 163,623           | \$ 149,228           | \$ 152,067            |
| Operating expenditures | 26,329               | 27,500               | 34,200                |
| Capital expenditures   | -                    | -                    | -                     |
| Total expenditures     | <u>\$ 189,951</u>    | <u>\$ 176,728</u>    | <u>\$ 186,267</u>     |

Significant changes from prior year:

No significant Changes. Merit Raises = \$2,137, Advancement request = \$0, Career Development = undetermined at this time.

**JUSTICE COURT**  
**Cost Allocation Detail**

| Account            | Account Description               | FY 2015                  | FY 2016                  | Variance               | FY 2017                  |                    |                    |
|--------------------|-----------------------------------|--------------------------|--------------------------|------------------------|--------------------------|--------------------|--------------------|
|                    |                                   | Actual                   | Budget                   | 2016 FY to 2017 FY     | Requested                | Recommended        | Approved           |
| <b>Personnel:</b>  |                                   |                          |                          |                        |                          |                    |                    |
| 10-42-11           | Salaries & wages                  | \$ 110,204               | \$ 106,038               | \$ 2,027               | \$ 108,065               | \$ -               | \$ -               |
| 10-42-13           | Employee Benefits                 | 53,419                   | 43,190                   | 813                    | 44,003                   | -                  | -                  |
|                    | Sub-total personnel               | <u>\$ 163,623</u>        | <u>\$ 149,228</u>        | <u>\$ 2,840</u>        | <u>\$ 152,067</u>        | <u>\$ -</u>        | <u>\$ -</u>        |
| <b>Operations:</b> |                                   |                          |                          |                        |                          |                    |                    |
| 10-42-21           | Books, subscriptions & memb.      | \$ 75                    | \$ 100                   | \$ -                   | \$ 100                   | \$ -               | \$ -               |
| 10-42-23           | Travel & training                 | 1,565                    | 3,000                    | -                      | 3,000                    | -                  | -                  |
| 10-42-24           | Office supplies                   | 2,876                    | 3,500                    | (500)                  | 3,000                    | -                  | -                  |
| 10-42-37           | Professional & technical services | 20,498                   | 11,000                   | 7,500                  | 18,500                   | -                  | -                  |
| 10-42-50           | Juror & witness costs             | -                        | 4,000                    | -                      | 4,000                    | -                  | -                  |
| 10-42-60           | Youth Court                       | 1,315                    | 5,900                    | (300)                  | 5,600                    | -                  | -                  |
| 10-42-70           | Capital Outlay                    | -                        | -                        | -                      | -                        | -                  | -                  |
|                    | Sub-total operations              | <u>\$ 26,329</u>         | <u>\$ 27,500</u>         | <u>\$ 6,700</u>        | <u>\$ 34,200</u>         | <u>\$ -</u>        | <u>\$ -</u>        |
|                    | Total for department              | <u><u>\$ 189,951</u></u> | <u><u>\$ 176,728</u></u> | <u><u>\$ 9,540</u></u> | <u><u>\$ 186,267</u></u> | <u><u>\$ -</u></u> | <u><u>\$ -</u></u> |

**JUSTICE COURT**  
**Fiscal Year Ending June 30, 2017**  
**Line Item Detail**

|                                                    | <u>Requested</u> | <u>City Manager/Council<br/>Recommendation</u> | <u>Adopted<br/>Budget</u> |
|----------------------------------------------------|------------------|------------------------------------------------|---------------------------|
| <b>10-42-21 Books, subscriptions &amp; memb.</b>   |                  |                                                |                           |
| Prior year budget, as modified                     |                  |                                                | \$ <u>100</u>             |
| Current estimates:                                 |                  |                                                |                           |
| Misc.                                              | 100              |                                                |                           |
| Total budget for account                           | \$ <u>100</u>    | \$ -                                           | \$ -                      |
| Amount changed from request                        |                  |                                                | \$ (100)                  |
| Increase/(decrease) from prior year modified budge | \$ -             | \$ (100)                                       | \$ (100)                  |

|                                                    |                 |            |                 |
|----------------------------------------------------|-----------------|------------|-----------------|
| <b>10-42-23 Travel &amp; training</b>              |                 |            |                 |
| Prior year budget, as modified                     |                 |            | \$ <u>3,000</u> |
| Current estimates:                                 |                 |            |                 |
| BCI & Court Clerk conference                       | \$ 1,500        |            |                 |
| Judge conference                                   | 1,500           |            |                 |
| Total budget for account                           | \$ <u>3,000</u> | \$ -       | \$ -            |
| Amount changed from request                        |                 |            | \$ (3,000)      |
| Increase/(decrease) from prior year modified budge | \$ -            | \$ (3,000) | \$ (3,000)      |

|                                                    |                 |            |                 |
|----------------------------------------------------|-----------------|------------|-----------------|
| <b>10-42-24 Office supplies</b>                    |                 |            |                 |
| Prior year budget, as modified                     |                 |            | \$ <u>3,500</u> |
| Current estimates:                                 |                 |            |                 |
| Forms, Stamps, Paper, Misc                         | \$ 3,000        |            |                 |
| Total budget for account                           | \$ <u>3,000</u> | \$ -       | \$ -            |
| Amount changed from request                        |                 |            | \$ (3,000)      |
| Increase/(decrease) from prior year modified budge | \$ (500)        | \$ (3,500) | \$ (3,500)      |

**JUSTICE COURT**  
**Fiscal Year Ending June 30, 2017**  
**Line Item Detail**

|                                                       | <u>Requested</u> | <u>City Manager/Council<br/>Recommendation</u> | <u>Adopted<br/>Budget</u> |
|-------------------------------------------------------|------------------|------------------------------------------------|---------------------------|
| <b>10-42-37 Professional &amp; technical services</b> |                  |                                                |                           |
| Prior year budget, as modified                        |                  |                                                | \$ <u>11,000</u>          |
| Current estimates:                                    |                  |                                                |                           |
| Public defender fees                                  | \$ 3,500         |                                                |                           |
| Bailiff Contract Services                             | \$ 15,000        |                                                |                           |
| Total budget for account                              | <u>\$ 18,500</u> | <u>\$ -</u>                                    | <u>\$ -</u>               |
| Amount changed from request                           |                  |                                                | \$ (18,500)               |
| Increase/(decrease) from prior year modified budge    | \$ 7,500         | \$ (11,000)                                    | \$ (11,000)               |

|                                                    |                 |             |                 |
|----------------------------------------------------|-----------------|-------------|-----------------|
| <b>10-42-60 Youth Court</b>                        |                 |             |                 |
| Prior year budget, as modified                     |                 |             | \$ <u>5,900</u> |
| Current estimates:                                 |                 |             |                 |
| Youth Court Expenses                               | \$ 1,500        |             |                 |
| Youth Court Training - Weber St.                   | \$ 4,100        |             |                 |
| Total budget for account                           | <u>\$ 5,600</u> | <u>\$ -</u> | <u>\$ -</u>     |
| Amount changed from request                        |                 |             | \$ (5,600)      |
| Increase/(decrease) from prior year modified budge | \$ (300)        | \$ (5,900)  | \$ (5,900)      |

|                                                    |                 |             |                 |
|----------------------------------------------------|-----------------|-------------|-----------------|
| <b>10-42-50 Juror &amp; witness costs</b>          |                 |             |                 |
| Prior year budget, as modified                     |                 |             | \$ <u>4,000</u> |
| Current estimates:                                 |                 |             |                 |
| Juror & witness fees                               | \$ 4,000        |             |                 |
| Total budget for account                           | <u>\$ 4,000</u> | <u>\$ -</u> | <u>\$ -</u>     |
| Amount changed from request                        |                 |             | \$ (4,000)      |
| Increase/(decrease) from prior year modified budge | \$ -            | \$ (4,000)  | \$ (4,000)      |

**JUSTICE COURT**  
**Fiscal Year Ending June 30, 2017**  
**Line Item Detail**

|                                                    | <u>Requested</u> | <u>City Manager/Council<br/>Recommendation</u> | <u>Adopted<br/>Budget</u> |
|----------------------------------------------------|------------------|------------------------------------------------|---------------------------|
| <b>10-42-70 Capital Outlay</b>                     |                  |                                                |                           |
| Prior year budget, as modified                     |                  |                                                | \$ -                      |
| Current estimates:                                 | \$ -             |                                                |                           |
| Total budget for account                           | <u>\$ -</u>      | <u>\$ -</u>                                    | <u>\$ -</u>               |
| Amount changed from request                        |                  |                                                | \$ -                      |
| Increase/(decrease) from prior year modified budge | \$ -             | \$ -                                           | \$ -                      |

|                                                    |                  |             |                  |
|----------------------------------------------------|------------------|-------------|------------------|
| <b>Total expenditures</b>                          |                  |             |                  |
| Prior year budget, as modified                     |                  |             | <u>\$ 21,600</u> |
| Total budget for expenditures                      | <u>\$ 28,600</u> | <u>\$ -</u> | <u>\$ -</u>      |
| Amount changed from request                        |                  |             | \$ (28,600)      |
| Increase/(decrease) from prior year modified budge | \$ 7,000         | \$ (21,600) | \$ (21,600)      |

**Justice Court  
Salaries and Benefits - FY 2017**

**Changes from prior year (include supplemental personnel sheet):**

| Position               | Name          | Salary            | FICA            | Retirement       | Insurance        | W/C           | Unemploy      | Total             |
|------------------------|---------------|-------------------|-----------------|------------------|------------------|---------------|---------------|-------------------|
| Judge                  | Hoskins       | \$ 20,460         | \$ 1,566        | \$ -             | \$ -             | \$ 28         | \$ 100        | \$ 22,154         |
| Court Clk Sup          | Howell        | 50,835            | 3,889           | 9,390            | 14,636           | 69            | 100           | 78,920            |
| Admin Prof             | Peeters (50%) | 21,632            | 1,655           | 3,611            | 7,242            | 30            | 100           | 34,270            |
| various                | Raises        | 2,137             | 164             | 395              | 11               | 3             | -             | 2,710             |
| <b>Total Permanent</b> |               | <u>95,065</u>     | <u>7,274</u>    | <u>13,396</u>    | <u>21,890</u>    | <u>130</u>    | <u>300</u>    | <u>138,054</u>    |
| Court Clerk            | Sessions      | 13,000            | 995             | -                | -                | 18            | -             | 14,013            |
| <b>Total Part-time</b> |               | <u>13,000</u>     | <u>995</u>      | <u>-</u>         | <u>-</u>         | <u>18</u>     | <u>-</u>      | <u>14,013</u>     |
| <b>Overtime</b>        |               | <u>-</u>          | <u>-</u>        | <u>-</u>         | <u>-</u>         | <u>-</u>      | <u>-</u>      | <u>-</u>          |
| <b>Total</b>           |               | <u>\$ 108,065</u> | <u>\$ 8,269</u> | <u>\$ 13,396</u> | <u>\$ 21,890</u> | <u>\$ 148</u> | <u>\$ 300</u> | <u>\$ 152,067</u> |

|                          |            |           |            |
|--------------------------|------------|-----------|------------|
| Prior Year (As Modified) | \$ 106,038 | \$ 43,190 | \$ 149,228 |
|--------------------------|------------|-----------|------------|

|                              |            |           |            |
|------------------------------|------------|-----------|------------|
| Requested:                   | \$ 108,065 | \$ 44,003 | \$ 152,067 |
| Increase/(decrease) from P/Y | 2,027      | 813       | 2,839      |

|                               |           |          |           |
|-------------------------------|-----------|----------|-----------|
| Recommended:                  |           |          | \$ -      |
| Amount changed from requested | (108,065) | (44,003) | (152,067) |
| Increase/(decrease) from P/Y  | (106,038) | (43,190) | (149,228) |

|                                 |           |          |           |
|---------------------------------|-----------|----------|-----------|
| Approved:                       |           |          | \$ -      |
| Amount changed from recommendec | -         | -        | -         |
| Increase/(decrease) from P/Y    | (106,038) | (43,190) | (149,228) |

**Changes from requested to approved:**





## Administration Department FY 2017 Budget Summary

*Submitted by Stephen Marshall, Finance Director*

Department summary:

|                          | <u>FY '15 Actual</u> | <u>FY '16 Budget</u> | <u>FY '17 Request</u> |
|--------------------------|----------------------|----------------------|-----------------------|
| Salaries and benefits    | \$ 604,483           | \$ 714,676           | \$ 751,742            |
| Operating expenditures   | 342,590              | 368,487              | 318,418               |
| Interfund reimbursements | (373,297)            | (410,604)            | (375,436)             |
| Capital expenditures     | -                    | -                    | -                     |
| Total expenditures       | <u>\$ 573,777</u>    | <u>\$ 672,559</u>    | <u>\$ 694,724</u>     |

Significant changes from prior year:

Request for an accounting intern = \$11,455 in salary.

Merit Raises = \$11,478, Advancement request = \$0, Career Development = undetermined at this time.

**ADMINISTRATION DEPARTMENT**  
**Cost Allocation Detail**

| Account            | Account Description                | FY 2015           | FY 2016           | Variance              | FY 2017           |             |             |
|--------------------|------------------------------------|-------------------|-------------------|-----------------------|-------------------|-------------|-------------|
|                    |                                    | Actual            | Budget            | 2016 FY<br>to 2017 FY | Requested         | Recommended | Approved    |
| <b>Personnel:</b>  |                                    |                   |                   |                       |                   |             |             |
| 104410-12          | Salaries & wages                   | \$ 423,648        | \$ 501,872        | \$ 29,722             | \$ 531,594        | \$ -        | \$ -        |
| 10-44-13           | Employee Benefits                  | 180,835           | 212,804           | 7,344                 | 220,148           | -           | -           |
|                    | Sub-total personnel                | <u>604,483</u>    | <u>714,676</u>    | <u>37,066</u>         | <u>751,742</u>    | <u>-</u>    | <u>\$ -</u> |
| <b>Operations:</b> |                                    |                   |                   |                       |                   |             |             |
| 10-44-21           | Books, subscriptions & memberships | \$ 8,799          | \$ 9,000          | \$ 575                | \$ 9,575          | \$ -        | \$ -        |
| 10-44-22           | Public notices                     | 4,553             | 7,000             | 500                   | 7,500             | -           | -           |
| 10-44-23           | Travel & training                  | 12,128            | 17,950            | (2,130)               | 15,820            | -           | -           |
| 10-44-24           | Office supplies                    | 13,783            | 16,500            | (1,500)               | 15,000            | -           | -           |
| 10-44-26           | Vehicle expense                    | 1,997             | 1,800             | (500)                 | 1,300             | -           | -           |
| 10-44-27           | Utilities Expense                  | 1,111             | 1,137             | 46                    | 1,183             | -           | -           |
| 10-44-28           | Communications                     | -                 | -                 | 4,240                 | 4,240             | -           | -           |
| 10-44-37           | Professional & technical services  | 84,825            | 63,250            | (18,400)              | 44,850            | -           | -           |
| 10-44-38           | Legal fees                         | -                 | 15,000            | (10,000)              | 5,000             | -           | -           |
| 10-44-39           | Election expenses                  | -                 | 20,000            | (20,000)              | -                 | -           | -           |
| 10-44-51           | Insurance                          | 153,054           | 160,000           | -                     | 160,000           | -           | -           |
| 10-44-55           | Employee Incentive Program         | 9,036             | 20,000            | -                     | 20,000            | -           | -           |
| 10-44-57           | Tuition assistance                 | 6,613             | 10,000            | -                     | 10,000            | -           | -           |
| 10-44-58           | City Newsletter                    | 24,017            | 17,800            | (1,400)               | 16,400            | -           | -           |
| 10-44-59           | Cash over/short                    | (2)               | 50                | -                     | 50                | -           | -           |
| 10-44-60           | Sundry                             | 5,483             | 9,000             | (1,500)               | 7,500             | -           | -           |
| 10-44-70           | Capital Outlay                     | 17,194            | -                 | -                     | -                 | -           | -           |
|                    | Sub-total operations               | <u>\$ 342,590</u> | <u>\$ 368,487</u> | <u>\$ (50,069)</u>    | <u>\$ 318,418</u> | <u>\$ -</u> | <u>\$ -</u> |
| 10-44-90           | Interfund Reimbursements           | (373,297)         | (410,604)         | 35,168                | (375,436)         | -           | -           |
|                    | Total for department               | <u>\$ 573,777</u> | <u>\$ 672,559</u> | <u>\$ 22,165</u>      | <u>\$ 694,724</u> | <u>\$ -</u> | <u>\$ -</u> |

**ADMINISTRATION DEPARTMENT**  
**Fiscal Year Ending June 30, 2017**  
**Line Item Detail**

|                                                        | Requested | City Manager/Council<br>Recommendation | Adopted<br>Budget |
|--------------------------------------------------------|-----------|----------------------------------------|-------------------|
| <b>10-44-21 Books, subscriptions &amp; memberships</b> |           |                                        |                   |
| Prior year budget, as modified                         |           |                                        | \$ 9,000          |
| OPTIMAL SERVICE                                        |           |                                        |                   |
| MISSION & VISION CRITICAL                              |           |                                        |                   |
| SHORT-TERM SURVIVAL                                    |           |                                        |                   |
| Current estimates:                                     |           |                                        |                   |
| <b>City Manager:</b>                                   |           |                                        |                   |
| ICMA Membership                                        | \$ 400    |                                        |                   |
| Utah Benchmarking System                               | 500       |                                        |                   |
| GFOA Membership                                        | 225       |                                        |                   |
| UMCA Membership                                        | 100       |                                        |                   |
| <b>Attorney:</b>                                       |           |                                        |                   |
| West Law Research                                      | 5,200     |                                        |                   |
| Bar Dues - Professional Licensing                      | 500       |                                        |                   |
| <b>Recorder:</b>                                       |           |                                        |                   |
| UMCA, DWMRA, IIMC                                      | 400       |                                        |                   |
| <b>Finance:</b>                                        |           |                                        |                   |
| AGA Membership                                         | 100       |                                        |                   |
| GFOA Membership                                        | 275       |                                        |                   |
| GFOA Financial Award Submission                        | 435       |                                        |                   |
| AICPA Membership                                       | 220       |                                        |                   |
| <b>Payroll:</b>                                        |           |                                        |                   |
| American Payroll Association                           | 220       |                                        |                   |
| <b>HR:</b>                                             |           |                                        |                   |
| SHRM Membership                                        | 200       |                                        |                   |
| Technology Net - Benchmarking                          | 350       |                                        |                   |
| NUHRA Membership                                       | 150       |                                        |                   |
| Notary                                                 | 150       |                                        |                   |
| PHR Membership                                         | 150       |                                        |                   |
| Total budget for account                               | \$ 9,575  | \$ -                                   | \$ -              |
| Amount changed from request                            |           |                                        | \$ (9,575)        |
| Increase/(decrease) from prior year modified budget    | \$ 575    | \$ (9,000)                             | \$ (9,000)        |

**10-44-22 Public notices**

|                                                     |          |            |            |
|-----------------------------------------------------|----------|------------|------------|
| Prior year budget, as modified                      |          |            | \$ 7,000   |
| Current estimates:                                  |          |            |            |
| Advertisements for council meetings                 | 2,000    |            |            |
| Advertisements for RFP's                            | 2,000    |            |            |
| Advertisements for job openings                     | 2,000    |            |            |
| Advertisements for town hall meetings               | 1,500    |            |            |
| Total budget for account                            | \$ 7,500 | \$ -       | \$ -       |
| Amount changed from request                         |          |            | \$ (7,500) |
| Increase/(decrease) from prior year modified budget | \$ 500   | \$ (7,000) | \$ (7,000) |

**ADMINISTRATION DEPARTMENT**  
**Fiscal Year Ending June 30, 2017**  
**Line Item Detail**

|  | Requested | City Manager/Council<br>Recommendation | Adopted<br>Budget |
|--|-----------|----------------------------------------|-------------------|
|--|-----------|----------------------------------------|-------------------|

|                                       |  |  |           |
|---------------------------------------|--|--|-----------|
| <b>10-44-23 Travel &amp; training</b> |  |  |           |
| Prior year budget, as modified        |  |  | \$ 17,950 |

Current estimates:

**City Manager / General Admin:**

|                                   |          |
|-----------------------------------|----------|
| GFOA Conference                   | \$ 1,800 |
| UCMA Conference (Spring and Fall) | \$ 1,500 |
| ULCT Conference                   | \$ 1,000 |
| CPE Trainings                     | \$ 700   |

**Attorney:**

|                         |     |
|-------------------------|-----|
| UMAA Conference         | 830 |
| UPC - Spring Conference | 100 |
| UMPA Conference         | 765 |
| UT Land Use             | 325 |
| Other                   | 300 |

**Recorder:**

|                                     |       |
|-------------------------------------|-------|
| UMCA Conference                     | 750   |
| IIMC Conference                     | 1,500 |
| Other (recorder meetings, seminars) | 750   |

**Finance:**

|                                      |       |
|--------------------------------------|-------|
| Caselle Software Annual Training     | 1,000 |
| GFOA Conferences (spring and summer) | 3,000 |
| AGA Conference                       | 400   |

**Human Resource:**

|                            |     |
|----------------------------|-----|
| Cross Roads Conference     | 200 |
| HR Web/Day Trainings (3-4) | 400 |

**Payroll :**

|                                          |     |
|------------------------------------------|-----|
| Payroll Web/Day Trainings (3-4 per year) | 400 |
| Benefits Training                        | 100 |

|                                                     |            |             |             |
|-----------------------------------------------------|------------|-------------|-------------|
| Total budget for account                            | \$ 15,820  | \$ -        | \$ -        |
| Amount changed from request                         |            |             | \$ (15,820) |
| Increase/(decrease) from prior year modified budget | \$ (2,130) | \$ (17,950) | \$ (17,950) |

**10-44-24 Office supplies**

|                                |  |  |           |
|--------------------------------|--|--|-----------|
| Prior year budget, as modified |  |  | \$ 16,500 |
|--------------------------------|--|--|-----------|

Current estimates:

|                                               |          |
|-----------------------------------------------|----------|
| Postage, Envelopes, Paper, Boxes, Pens Etc.   | \$ 5,000 |
| Ink/Toner, Business cards, printing jobs      | 3,000    |
| Technology - copier contracts, batteries, etc | 4,000    |
| Post Office Supplies - receipts,              | 3,000    |

|                                                     |            |             |             |
|-----------------------------------------------------|------------|-------------|-------------|
| Total budget for account                            | \$ 15,000  | \$ -        | \$ -        |
| Amount changed from request                         |            |             | \$ (15,000) |
| Increase/(decrease) from prior year modified budget | \$ (1,500) | \$ (16,500) | \$ (16,500) |

**ADMINISTRATION DEPARTMENT**  
**Fiscal Year Ending June 30, 2017**  
**Line Item Detail**

|                                                     | <u>Requested</u> | <u>City Manager/Council<br/>Recommendation</u> | <u>Adopted<br/>Budget</u> |
|-----------------------------------------------------|------------------|------------------------------------------------|---------------------------|
| <b>10-44-26 Vehicle expense</b>                     |                  |                                                |                           |
| Prior year budget, as modified                      |                  |                                                | \$ 1,800                  |
| Current estimates:                                  |                  |                                                |                           |
| Fuel (\$100 * 12 months)                            | \$ 1,000         |                                                |                           |
| Oil Changes                                         | 100              |                                                |                           |
| Tires & Misc repairs                                | 200              |                                                |                           |
| Total budget for account                            | <u>\$ 1,300</u>  | <u>\$ -</u>                                    | <u>\$ -</u>               |
| Amount changed from request                         |                  |                                                | \$ (1,300)                |
| Increase/(decrease) from prior year modified budget | \$ (500)         | \$ (1,800)                                     | \$ (1,800)                |

**10-44-27 Utilities Expense**

|                                                       |                 |             |             |
|-------------------------------------------------------|-----------------|-------------|-------------|
| Prior year budget, as modified                        |                 |             | \$ 1,137    |
| Current estimates:                                    |                 |             |             |
| Utilities for City Hall<br>(See memo for calculation) | \$ 1,183        |             |             |
| Total budget for account                              | <u>\$ 1,183</u> | <u>\$ -</u> | <u>\$ -</u> |
| Amount changed from request                           |                 |             | \$ (1,183)  |
| Increase/(decrease) from prior year modified budget   | \$ 46           | \$ (1,137)  | \$ (1,137)  |

**10-44-28 Communications**

|                                                     |                 |             |             |
|-----------------------------------------------------|-----------------|-------------|-------------|
| Prior year budget, as modified                      |                 |             | \$ -        |
| Current estimates:                                  |                 |             |             |
| Verizon Wireless (Cell Phones)                      | \$ 1,900        |             |             |
| Cell Phone Allowance (3 employees)                  | \$ 2,340        |             |             |
| Total budget for account                            | <u>\$ 4,240</u> | <u>\$ -</u> | <u>\$ -</u> |
| Amount changed from request                         |                 |             | \$ (4,240)  |
| Increase/(decrease) from prior year modified budget | \$ 4,240        | \$ -        | \$ -        |

**ADMINISTRATION DEPARTMENT**  
**Fiscal Year Ending June 30, 2017**  
**Line Item Detail**

|                                                       | <u>Requested</u> | <u>City Manager/Council<br/>Recommendation</u> | <u>Adopted<br/>Budget</u> |
|-------------------------------------------------------|------------------|------------------------------------------------|---------------------------|
| <b>10-44-37 Professional &amp; technical services</b> |                  |                                                |                           |
| Prior year budget, as modified                        |                  |                                                | \$ <u>63,250</u>          |
| Current estimates:                                    |                  |                                                |                           |
| Code Updates and Maintenance                          | \$ 3,000         |                                                |                           |
| Background checks & drug screens                      | 7,500            |                                                |                           |
| Document Imaging System Annual Fee                    | 3,900            |                                                |                           |
| Financial Audit Fee                                   | 10,900           |                                                |                           |
| Ecivis - Grant System                                 | 1,950            |                                                |                           |
| GBS - Flex Admin Fee                                  | 600              |                                                |                           |
| Health Equity - HSA Admin Fee                         | 2,000            |                                                |                           |
| Cintas - Shredding Services                           | 1,200            |                                                |                           |
| Consulting - General                                  | 5,000            |                                                |                           |
| HR Hiring Software                                    | 3,800            |                                                |                           |
| Other                                                 | 5,000            |                                                |                           |
| Total budget for account                              | \$ 44,850        | \$ -                                           | \$ -                      |
| Amount changed from request                           |                  |                                                | \$ (44,850)               |
| Increase/(decrease) from prior year modified budget   | \$ (18,400)      | \$ (63,250)                                    | \$ (63,250)               |

|                                                     |             |             |                  |
|-----------------------------------------------------|-------------|-------------|------------------|
| <b>10-44-38 Legal fees</b>                          |             |             |                  |
| Prior year budget, as modified                      |             |             | \$ <u>15,000</u> |
| Current estimates:                                  |             |             |                  |
| Consultation (as needed)                            | \$ 5,000    |             |                  |
| Total budget for account                            | \$ 5,000    | \$ -        | \$ -             |
| Amount changed from request                         |             |             | \$ (5,000)       |
| Increase/(decrease) from prior year modified budget | \$ (10,000) | \$ (15,000) | \$ (15,000)      |

|                                                     |             |             |                  |
|-----------------------------------------------------|-------------|-------------|------------------|
| <b>10-44-39 Election expenses</b>                   |             |             |                  |
| Prior year budget, as modified                      |             |             | \$ <u>20,000</u> |
| Current estimates:                                  |             |             |                  |
| Total budget for account                            | \$ -        | \$ -        | \$ -             |
| Amount changed from request                         |             |             | \$ -             |
| Increase/(decrease) from prior year modified budget | \$ (20,000) | \$ (20,000) | \$ (20,000)      |

**ADMINISTRATION DEPARTMENT**  
**Fiscal Year Ending June 30, 2017**  
**Line Item Detail**

|                                                     | <u>Requested</u>            | <u>City Manager/Council<br/>Recommendation</u> | <u>Adopted<br/>Budget</u>   |
|-----------------------------------------------------|-----------------------------|------------------------------------------------|-----------------------------|
| <b>10-44-51 Insurance</b>                           |                             |                                                |                             |
| Prior year budget, as modified                      |                             |                                                | \$ <u><u>160,000</u></u>    |
| Current estimates:                                  |                             |                                                |                             |
| General Liability Insurance                         | 80,500                      |                                                |                             |
| Property Insurance                                  | 41,500                      |                                                |                             |
| Auto Insurance                                      | 35,000                      |                                                |                             |
| Bonds for employees                                 | 3,000                       |                                                |                             |
|                                                     | <u>                    </u> | <u>                    </u>                    | <u>                    </u> |
| Total budget for account                            | \$ <u><u>160,000</u></u>    | \$ <u><u>-</u></u>                             | \$ <u><u>-</u></u>          |
| Amount changed from request                         |                             |                                                | \$ (160,000)                |
| Increase/(decrease) from prior year modified budget | \$ -                        | \$ (160,000)                                   | \$ (160,000)                |

**ADMINISTRATION DEPARTMENT**  
**Fiscal Year Ending June 30, 2017**  
**Line Item Detail**

|                                                     | <u>Requested</u> | <u>City Manager/Council<br/>Recommendation</u> | <u>Adopted<br/>Budget</u> |
|-----------------------------------------------------|------------------|------------------------------------------------|---------------------------|
| <b>10-44-55 Employee Incentive Program</b>          |                  |                                                |                           |
| Prior year budget, as modified                      |                  |                                                | \$ 20,000                 |
| Current estimates:                                  |                  |                                                |                           |
| Incentive Program                                   | \$ 10,000        |                                                |                           |
| Emergency Supplies Reimbursement                    | \$ 10,000        |                                                |                           |
| Total budget for account                            | \$ 20,000        | \$ -                                           | \$ -                      |
| Amount changed from request                         |                  |                                                | \$ (20,000)               |
| Increase/(decrease) from prior year modified budget | \$ -             | \$ (20,000)                                    | \$ (20,000)               |
| <b>10-44-57 Tuition assistance</b>                  |                  |                                                |                           |
| Prior year budget, as modified                      |                  |                                                | \$ 10,000                 |
| Current estimates:                                  |                  |                                                |                           |
| Tuition assistance                                  | \$ 10,000        |                                                |                           |
| Total budget for account                            | \$ 10,000        | \$ -                                           | \$ -                      |
| Amount changed from request                         |                  |                                                | \$ (10,000)               |
| Increase/(decrease) from prior year modified budget | \$ -             | \$ (10,000)                                    | \$ (10,000)               |
| <b>10-44-58 City Newsletter</b>                     |                  |                                                |                           |
| Prior year budget, as modified                      |                  |                                                | \$ 17,800                 |
| Current estimates:                                  |                  |                                                |                           |
| City newsletter Bi-monthly (700* 12)                | \$ 8,400         |                                                |                           |
| Utility Bill Advertisements                         | 8,000            |                                                |                           |
| Total budget for account                            | \$ 16,400        | \$ -                                           | \$ -                      |
| Amount changed from request                         |                  |                                                | \$ (16,400)               |
| Increase/(decrease) from prior year modified budget | \$ (1,400)       | \$ (17,800)                                    | \$ (17,800)               |
| <b>10-44-59 Cash over/short</b>                     |                  |                                                |                           |
| Prior year budget, as modified                      |                  |                                                | \$ 50                     |
| Current estimates:                                  |                  |                                                |                           |
|                                                     | \$ 50            |                                                |                           |
| Total budget for account                            | \$ 50            | \$ -                                           | \$ -                      |
| Amount changed from request                         |                  |                                                | \$ (50)                   |
| Increase/(decrease) from prior year modified budget | \$ -             | \$ (50)                                        | \$ (50)                   |

**ADMINISTRATION DEPARTMENT**  
**Fiscal Year Ending June 30, 2017**  
**Line Item Detail**

|                                                     | <u>Requested</u>    | <u>City Manager/Council<br/>Recommendation</u> | <u>Adopted<br/>Budget</u> |
|-----------------------------------------------------|---------------------|------------------------------------------------|---------------------------|
| <b>10-44-60 Sundry</b>                              |                     |                                                |                           |
| Prior year budget, as modified                      |                     |                                                | \$ 9,000                  |
| Current estimates:                                  |                     |                                                |                           |
| Christmas Party                                     | \$ 2,500            |                                                |                           |
| Summer Party                                        | 2,000               |                                                |                           |
| Wellness program                                    | 2,000               |                                                |                           |
| Employee Awards                                     | 500                 |                                                |                           |
| Goals Retreat                                       | 500                 |                                                |                           |
| Total budget for account                            | <u>\$ 7,500</u>     | <u>\$ -</u>                                    | <u>\$ -</u>               |
| Amount changed from request                         |                     |                                                | \$ (7,500)                |
| Increase/(decrease) from prior year modified budget | \$ (1,500)          | \$ (9,000)                                     | \$ (9,000)                |
| <b>10-44-70 Capital Outlay</b>                      |                     |                                                |                           |
| Prior year budget, as modified                      |                     |                                                | <u>\$ -</u>               |
| Current estimates:                                  |                     |                                                |                           |
| Total budget for account                            | <u>\$ -</u>         | <u>\$ -</u>                                    | <u>\$ -</u>               |
| Amount changed from request                         |                     |                                                | \$ -                      |
| Increase/(decrease) from prior year modified budget | \$ -                | \$ -                                           | \$ -                      |
| <b>10-44-90 Interfund Reimbursements</b>            |                     |                                                |                           |
| Prior year budget, as modified                      |                     |                                                | <u>\$ -</u>               |
| Current estimates:                                  |                     |                                                |                           |
| Admin wages & oper. reimb. from Utility Funds       | \$ (375,436)        |                                                |                           |
| Total budget for account                            | <u>\$ (375,436)</u> | <u>\$ -</u>                                    | <u>\$ -</u>               |
| Amount changed from request                         |                     |                                                | \$ 375,436                |
| Increase/(decrease) from prior year modified budget | \$ (375,436)        | \$ -                                           | \$ -                      |
| <b>Total expenditures</b>                           |                     |                                                |                           |
| Prior year budget, as modified                      |                     |                                                | <u>\$ 368,487</u>         |
| Total budget for expenditures                       | <u>\$ 318,418</u>   | <u>\$ -</u>                                    | <u>\$ -</u>               |
| Amount changed from request                         |                     |                                                | \$ (318,418)              |
| Increase/(decrease) from prior year modified budget | \$ (50,069)         | \$ (368,487)                                   | \$ (368,487)              |







## Community & Economic Development Department FY 2017 Budget Summary

*Submitted by Brigham Mellor, CED Director*

Department summary:

|                          | <u>FY '15 Actual</u> | <u>FY '16 Budget</u> | <u>FY '17 Request</u> |
|--------------------------|----------------------|----------------------|-----------------------|
| Salaries and benefits    | \$ 593,030           | \$ 687,438           | \$ 705,697            |
| Operating expenditures   | 63,594               | 86,875               | 95,807                |
| Interfund Reimbursements | (107,983)            | (115,337)            | (103,302)             |
| Total expenditures       | <u>\$ 548,641</u>    | <u>\$ 658,976</u>    | <u>\$ 698,201</u>     |

Significant changes from prior year:

No significant changes. Merit Raises = \$11,928, Promotion request = \$4,906, Career Development = undetermined at this time.

**COMMUNITY & ECONOMIC DEVELOPMENT DEPARTMENT**  
**Cost Allocation Detail**

| Account            | Account Description                | FY 2015<br>Actual | FY 2016<br>Budget | Variance<br>2016 FY<br>to 2017 FY | FY 2017           |             |             |
|--------------------|------------------------------------|-------------------|-------------------|-----------------------------------|-------------------|-------------|-------------|
|                    |                                    |                   |                   |                                   | Requested         | Recommended | Approved    |
| <b>Personnel:</b>  |                                    |                   |                   |                                   |                   |             |             |
| 105210-12          | Salaries & wages                   | \$ 389,121        | \$ 442,458        | \$ 12,718                         | \$ 455,176        | \$ -        | \$ -        |
| 10-52-13           | Employee Benefits                  | 203,909           | 244,980           | 5,541                             | 250,521           | -           | \$ -        |
|                    | Sub-total personnel                | <u>\$ 593,030</u> | <u>\$ 687,438</u> | <u>\$ 18,259</u>                  | <u>\$ 705,697</u> | <u>\$ -</u> | <u>\$ -</u> |
| <b>Operations:</b> |                                    |                   |                   |                                   |                   |             |             |
| 10-52-21           | Books, subscriptions & memberships | \$ 3,168          | \$ 4,010          | \$ 2,097                          | \$ 6,107          | \$ -        | \$ -        |
| 10-52-22           | Public notices                     | 1,224             | 1,200             | 360                               | 1,560             | -           | -           |
| 10-52-23           | Travel & training                  | 15,651            | 13,075            | 7,000                             | 20,075            | -           | -           |
| 10-52-24           | Office supplies                    | 3,906             | 4,110             | 990                               | 5,100             | -           | -           |
| 10-52-25           | Equipment, supplies & maintenance  | 12,383            | 9,080             | 743                               | 9,823             | -           | -           |
| 10-52-26           | Vehicle maintenance                | 2,812             | 6,200             | 300                               | 6,500             | -           | -           |
| 10-52-28           | Communications                     | 3,111             | 2,600             | 1,600                             | 4,200             | -           | -           |
| 10-52-29           | Ordinance enforcement              | -                 | 6,500             | -                                 | 6,500             | -           | -           |
| 10-52-37           | Professional & technical services  | 12,966            | 30,500            | (12,500)                          | 18,000            | -           | -           |
| 10-52-40           | Farmer's Market                    | 3,143             | 4,500             | 7,940                             | 12,440            | -           | -           |
| 10-52-60           | Sundry                             | -                 | 100               | 400                               | 500               | -           | -           |
| 10-52-65           | Grant Funded Expenditures          | 5,230             | 5,000             | 2                                 | 5,002             | -           | -           |
|                    | Sub-total operations               | <u>\$ 63,594</u>  | <u>\$ 86,875</u>  | <u>\$ 8,932</u>                   | <u>\$ 95,807</u>  | <u>\$ -</u> | <u>\$ -</u> |
| 10-52-90           | Interfund Reimbursements           | \$ (107,983)      | \$ (115,337)      | \$ 12,035                         | \$ (103,302)      | \$ -        | \$ -        |
|                    | Total for department               | <u>\$ 548,641</u> | <u>\$ 658,976</u> | <u>\$ 39,226</u>                  | <u>\$ 698,201</u> | <u>\$ -</u> | <u>\$ -</u> |

**COMMUNITY & ECONOMIC DEVELOPMENT DEPARTMENT**  
**Fiscal Year Ending June 30, 2017**  
**Line Item Detail**

|                                                        | Requested | City Manager/Council<br>Recommendation | Adopted<br>Budget |
|--------------------------------------------------------|-----------|----------------------------------------|-------------------|
| <b>10-52-21 Books, subscriptions &amp; memberships</b> |           |                                        |                   |
| Prior year budget, as modified                         |           |                                        | \$ 4,010          |
| OPTIMAL SERVICE                                        |           |                                        |                   |
| MISSION & VISION CRITICAL                              |           |                                        |                   |
| SHORT-TERM SURVIVAL                                    |           |                                        |                   |
| Current estimates:                                     |           |                                        |                   |
| Code books                                             | 3,000     |                                        |                   |
| Building memberships                                   | 750       |                                        |                   |
| UBLA/UCMA memberships                                  | 100       |                                        |                   |
| APA membership (N & R)                                 | 507       |                                        |                   |
| ICSC Membership                                        | 150       |                                        |                   |
| Licenses for State of Utah/Certs                       | 300       |                                        |                   |
| Davis Chamber Dues                                     | 600       |                                        |                   |
| Building Inspector Certifications                      | 700       |                                        |                   |
| Total budget for account                               | \$ 6,107  | \$ -                                   | \$ -              |
| Amount changed from request                            |           |                                        | \$ (6,107)        |
| Increase/(decrease) from prior year modified budget    | \$ 2,097  | \$ (4,010)                             | \$ (4,010)        |
| <b>10-52-22 Public notices</b>                         |           |                                        |                   |
| Prior year budget, as modified                         |           |                                        | \$ 1,200          |
| Current estimates:                                     |           |                                        |                   |
| Public Hearings                                        | \$ 1,560  |                                        |                   |
| Total budget for account                               | \$ 1,560  | \$ -                                   | \$ -              |
| Amount changed from request                            |           |                                        | \$ (1,560)        |
| Increase/(decrease) from prior year modified budget    | \$ 360    | \$ (1,200)                             | \$ (1,200)        |
| <b>10-52-23 Travel &amp; training</b>                  |           |                                        |                   |
| Prior year budget, as modified                         |           |                                        | \$ 13,075         |
| Current estimates:                                     |           |                                        |                   |
| ULCT annual conference (Staff & 2 PC Member)           | \$ 700    |                                        |                   |
| UAPA conference (Staff & 2 PC Members)                 | \$ 700    |                                        |                   |
| Mileage                                                | \$ 500    |                                        |                   |
| CD Training-APA/UBLA/UCMA (5 individuals)              | \$ 5,000  |                                        |                   |
| IAEI conference (electrical)                           | \$ 675    |                                        |                   |
| Icc conference (building)                              | \$ 2,500  |                                        |                   |
| Building Inspector Training-local                      | \$ 1,000  |                                        |                   |
| ICSC                                                   | \$ 2,000  |                                        |                   |
| Promotion of city                                      | \$ 5,000  |                                        |                   |
| EDFP                                                   | \$ 2,000  |                                        |                   |
| Total budget for account                               | \$ 20,075 | \$ -                                   | \$ -              |
| Amount changed from request                            |           |                                        | \$ (20,075)       |
| Increase/(decrease) from prior year modified budget    | \$ 7,000  | \$ (13,075)                            | \$ (13,075)       |

**COMMUNITY & ECONOMIC DEVELOPMENT DEPARTMENT**  
**Fiscal Year Ending June 30, 2017**  
**Line Item Detail**

|                                                       | <u>Requested</u> | <u>City Manager/Council<br/>Recommendation</u> | <u>Adopted<br/>Budget</u> |
|-------------------------------------------------------|------------------|------------------------------------------------|---------------------------|
| <b>10-52-24 Office supplies</b>                       |                  |                                                |                           |
| Prior year budget, as modified                        |                  |                                                | \$ <u><u>4,110</u></u>    |
| Current estimates:                                    |                  |                                                |                           |
| Desktop printer ink cartridges                        | 300              |                                                |                           |
| General office supplies                               | 2,000            |                                                |                           |
| Postage                                               | 2,000            |                                                |                           |
| Office equipment                                      | 500              |                                                |                           |
| Printer Debbie                                        | 300              |                                                |                           |
|                                                       | <u>5,100</u>     | <u>-</u>                                       | <u>-</u>                  |
| Total budget for account                              | \$ <u>5,100</u>  | \$ <u>-</u>                                    | \$ <u>-</u>               |
| Amount changed from request                           |                  |                                                | \$ (5,100)                |
| Increase/(decrease) from prior year modified budget   | \$ 990           | \$ (4,110)                                     | \$ (4,110)                |
| <b>10-52-25 Equipment, supplies &amp; maintenance</b> |                  |                                                |                           |
| Prior year budget, as modified                        |                  |                                                | \$ <u><u>9,080</u></u>    |
| Current estimates:                                    |                  |                                                |                           |
| Misc. equipment                                       | \$ 2,000         |                                                |                           |
| Software programs for department                      | 1,000            |                                                |                           |
| Clothing/Uniform (2 inspectors)                       | 1,000            |                                                |                           |
| Clothing/Uniform (Code Enforcement)                   | 500              |                                                |                           |
| IWORQ's System                                        | 5,323            |                                                |                           |
|                                                       | <u>9,823</u>     | <u>-</u>                                       | <u>-</u>                  |
| Total budget for account                              | \$ <u>9,823</u>  | \$ <u>-</u>                                    | \$ <u>-</u>               |
| Amount changed from request                           |                  |                                                | \$ (9,823)                |
| Increase/(decrease) from prior year modified budget   | \$ 743           | \$ (9,080)                                     | \$ (9,080)                |
| <b>10-52-26 Vehicle maintenance</b>                   |                  |                                                |                           |
| Prior year budget, as modified                        |                  |                                                | \$ <u><u>6,200</u></u>    |
| Current estimates:                                    |                  |                                                |                           |
| Fuel (2 inspectors)                                   | \$ 5,500         |                                                |                           |
| Maint & repairs (Oil change, tires, etc)              | 1,000            |                                                |                           |
|                                                       | <u>6,500</u>     | <u>-</u>                                       | <u>-</u>                  |
| Total budget for account                              | \$ <u>6,500</u>  | \$ <u>-</u>                                    | \$ <u>-</u>               |
| Amount changed from request                           |                  |                                                | \$ (6,500)                |
| Increase/(decrease) from prior year modified budget   | \$ 300           | \$ (6,200)                                     | \$ (6,200)                |
| <b>10-52-28 Communications</b>                        |                  |                                                |                           |
| Prior year budget, as modified                        |                  |                                                | \$ <u><u>2,600</u></u>    |
| Current estimates:                                    |                  |                                                |                           |
| Cell phones                                           | \$ 4,200         |                                                |                           |
|                                                       | <u>4,200</u>     | <u>-</u>                                       | <u>-</u>                  |
| Total budget for account                              | \$ <u>4,200</u>  | \$ <u>-</u>                                    | \$ <u>-</u>               |
| Amount changed from request                           |                  |                                                | \$ (4,200)                |
| Increase/(decrease) from prior year modified budget   | \$ 1,600         | \$ (2,600)                                     | \$ (2,600)                |

**COMMUNITY & ECONOMIC DEVELOPMENT DEPARTMENT**  
**Fiscal Year Ending June 30, 2017**  
**Line Item Detail**

|                                                                       | <u>Requested</u> | <u>City Manager/Council<br/>Recommendation</u> | <u>Adopted<br/>Budget</u> |
|-----------------------------------------------------------------------|------------------|------------------------------------------------|---------------------------|
| <b>10-52-29 Ordinance enforcement</b>                                 |                  |                                                |                           |
| Prior year budget, as modified                                        |                  |                                                | \$ <u>6,500</u>           |
| Current estimates:                                                    | <u>6,500</u>     |                                                |                           |
| Total budget for account                                              | \$ <u>6,500</u>  | \$ -                                           | \$ -                      |
| Amount changed from request                                           |                  |                                                | \$ (6,500)                |
| Increase/(decrease) from prior year modified budget                   | \$ -             | \$ (6,500)                                     | \$ (6,500)                |
| <b>10-52-37 Professional &amp; technical services</b>                 |                  |                                                |                           |
| Prior year budget, as modified                                        |                  |                                                | \$ <u>30,500</u>          |
| Current estimates:                                                    |                  |                                                |                           |
| Technical survey reviews<br>(surveying costs, traffic study, geotech) | \$ <u>8,000</u>  |                                                |                           |
| Feasibility Study                                                     | <u>10,000</u>    |                                                |                           |
| Total budget for account                                              | \$ <u>18,000</u> | \$ -                                           | \$ -                      |
| Amount changed from request                                           |                  |                                                | \$ (18,000)               |
| Increase/(decrease) from prior year modified budget                   | \$ (12,500)      | \$ (30,500)                                    | \$ (30,500)               |
| <b>10-52-40 Farmer's Market</b>                                       |                  |                                                |                           |
| Prior year budget, as modified                                        |                  |                                                | \$ <u>4,500</u>           |
| Current estimates:                                                    |                  |                                                |                           |
| Marketing                                                             | <u>3,000</u>     |                                                |                           |
| Entertainment                                                         | <u>8,840</u>     |                                                |                           |
| EBT Wireless Service                                                  | <u>100</u>       |                                                |                           |
| Supplies                                                              | <u>500</u>       |                                                |                           |
| Total budget for account                                              | \$ <u>12,440</u> | \$ -                                           | \$ -                      |
| Amount changed from request                                           |                  |                                                | \$ (12,440)               |
| Increase/(decrease) from prior year modified budget                   | \$ 7,940         | \$ (4,500)                                     | \$ (4,500)                |
| <b>10-52-60 Sundry</b>                                                |                  |                                                |                           |
| Prior year budget, as modified                                        |                  |                                                | \$ <u>100</u>             |
| Current estimates:                                                    |                  |                                                |                           |
| Planning commission supplies                                          | \$ <u>500</u>    |                                                |                           |
| Total budget for account                                              | \$ <u>500</u>    | \$ -                                           | \$ -                      |
| Amount changed from request                                           |                  |                                                | \$ (500)                  |
| Increase/(decrease) from prior year modified budget                   | \$ 400           | \$ (100)                                       | \$ (100)                  |

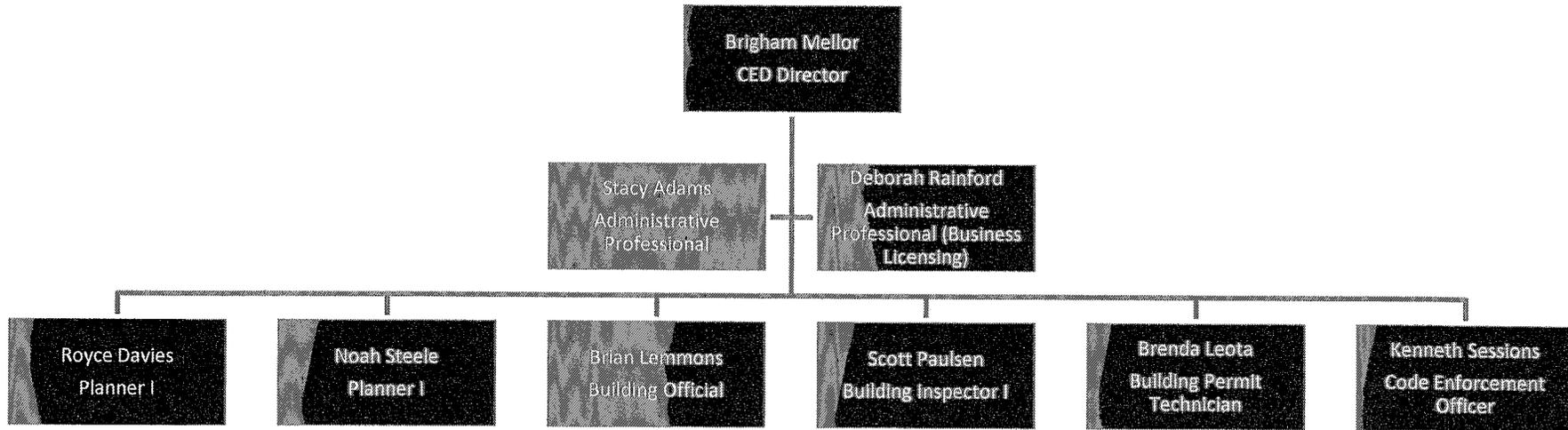
**COMMUNITY & ECONOMIC DEVELOPMENT DEPARTMENT**  
**Fiscal Year Ending June 30, 2017**  
**Line Item Detail**

|                                                     | <u>Requested</u>    | <u>City Manager/Council<br/>Recommendation</u> | <u>Adopted<br/>Budget</u> |
|-----------------------------------------------------|---------------------|------------------------------------------------|---------------------------|
| <b>10-52-65 Grant Funded Expenditures</b>           |                     |                                                |                           |
| Prior year budget, as modified                      |                     |                                                | <u>\$ 5,000</u>           |
| Current estimates:                                  |                     |                                                |                           |
| Economic Development Grant                          | 5,002               |                                                |                           |
| Total budget for account                            | <u>\$ 5,002</u>     | <u>\$ -</u>                                    | <u>\$ -</u>               |
| Amount changed from request                         |                     |                                                | \$ (5,002)                |
| Increase/(decrease) from prior year modified budget | \$ 2                | \$ (5,000)                                     | \$ (5,000)                |
| <b>10-52-90 Interfund Reimbursements</b>            |                     |                                                |                           |
| Prior year budget, as modified                      |                     |                                                | <u>\$ (115,337)</u>       |
| Current estimates:                                  |                     |                                                |                           |
| DCED wages & oper. reimb. from Utility Funds        | (103,302)           | **Not Updated yet                              |                           |
| Total budget for account                            | <u>\$ (103,302)</u> | <u>\$ -</u>                                    | <u>\$ -</u>               |
| Amount changed from request                         |                     |                                                | \$ 103,302                |
| Increase/(decrease) from prior year modified budget | \$ 12,035           | \$ 115,337                                     | \$ 115,337                |
| <b>Total expenditures</b>                           |                     |                                                |                           |
| Prior year budget, as modified                      |                     |                                                | <u>\$ (32,962)</u>        |
| Total budget for expenditures                       | <u>\$ 95,807</u>    | <u>\$ -</u>                                    | <u>\$ -</u>               |
| Amount changed from request                         |                     |                                                | \$ (95,807)               |
| Increase/(decrease) from prior year modified budget | \$ 128,769          | \$ 32,962                                      | \$ 32,962                 |

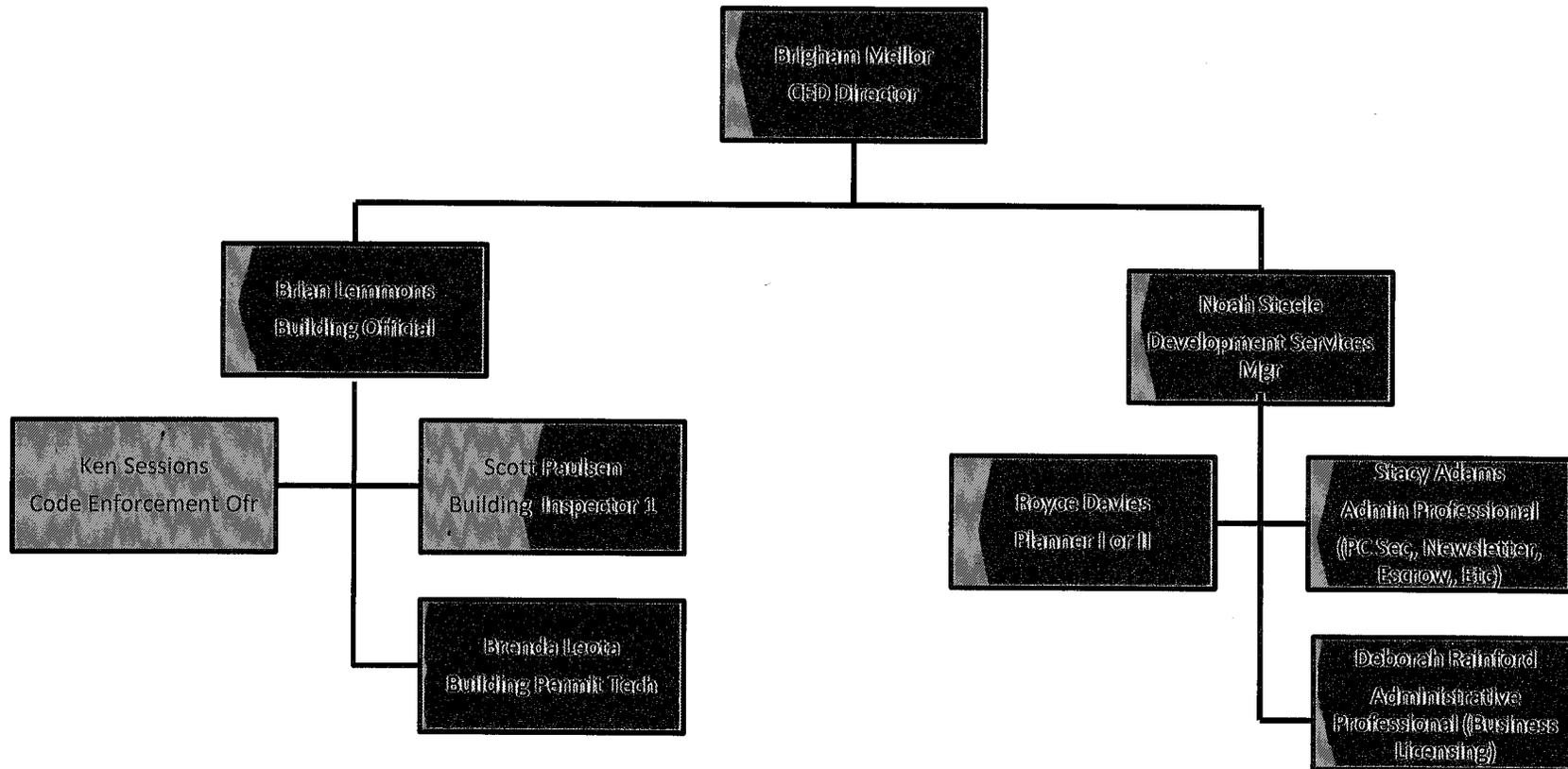




## Community and Economic Development Department (Current)



# Community and Economic Development Department (Proposed)





## Information Technology Fund FY 2017 Budget Summary

*Submitted by T.J. Peace, IT Director*

### Department summary:

|                        | <u>FY '15 Actual</u> | <u>FY '16 Budget</u> | <u>FY '17 Request</u> |
|------------------------|----------------------|----------------------|-----------------------|
| Salaries and benefits  | \$ 143,612           | \$ 149,556           | \$ 169,355            |
| Operating expenditures | 24,941               | 70,425               | 121,894               |
| Capital expenditures   | -                    | -                    | -                     |
| Total expenditures     | <u>\$ 168,552</u>    | <u>\$ 219,981</u>    | <u>\$ 291,249</u>     |

### Significant changes from prior year:

Request for an part time IT technician = \$30,652 in salary and benefits. Also, the cost for internet, phones, and cell phones of \$56,000 were moved to this budget from the building maintenance budget.

Merit Raises = \$2,096, Advancement request = \$0, Career Development = undetermined at this time.

**INFORMATION TECHNOLOGY FUND**  
**Cost Allocation Detail**

| Account                      | Account Description                | FY 2015    | FY 2016    | Variance              | FY 2017    |             |          |
|------------------------------|------------------------------------|------------|------------|-----------------------|------------|-------------|----------|
|                              |                                    | Actual     | Budget     | 2016 FY<br>to 2017 FY | Requested  | Recommended | Approved |
| Estimated beginning balance: |                                    | \$ 18,970  | \$ 14,382  | \$ -                  | \$ 34,551  |             |          |
| <b>Revenue:</b>              |                                    |            |            |                       |            |             |          |
| 63-36-10                     | Interest Earnings                  | \$ 187     | \$ 150     | \$ -                  | \$ 150     |             |          |
| 63-39-91                     | Departmental Charges               | \$ 189,458 | 240,000    | 71,249                | 311,249    |             |          |
|                              | Sub-total revenue                  | 189,645    | 240,150    | 71,249                | 311,399    | -           | -        |
| <b>Personnel:</b>            |                                    |            |            |                       |            |             |          |
| 63-40-11                     | Salaries & wages                   | \$ 98,464  | \$ 103,372 | \$ 17,781             | \$ 121,153 | \$ -        | \$ -     |
| 63-40-13                     | Employee Benefits                  | 45,148     | 46,184     | 2,018                 | 48,202     | -           | \$ -     |
|                              | Sub-total personnel                | \$ 143,612 | \$ 149,556 | \$ 19,799             | \$ 169,355 | \$ -        | \$ -     |
| <b>Operations:</b>           |                                    |            |            |                       |            |             |          |
| 63-40-21                     | Books, subscriptions & memberships | \$ 386     | \$ 1,100   | \$ 249                | \$ 1,349   | \$ -        | \$ -     |
| 63-40-23                     | Travel & training                  | 3,951      | 3,800      | -                     | 3,800      | -           | -        |
| 63-40-24                     | Office supplies                    | 44         | 25         | 50                    | 75         | -           | -        |
| 63-40-25                     | Equipment, supplies & maintenance  | 12,025     | 40,500     | (13,300)              | 27,200     | -           | -        |
| 63-40-26                     | Vehicle Maintenance                | -          | -          | 550                   | 550        | -           | -        |
| 63-40-28                     | Communications                     | -          | -          | 56,000                | 56,000     | -           | -        |
| 63-40-37                     | Professional & technical services  | 8,443      | 24,500     | 7,920                 | 32,420     | -           | -        |
| 63-40-60                     | Sundry                             | 91         | 500        | -                     | 500        | -           | \$ -     |
|                              | Sub-total operations               | \$ 24,941  | \$ 70,425  | \$ 51,469             | \$ 121,894 | \$ -        | \$ -     |
|                              | Total expense                      | \$ 168,552 | \$ 219,981 | \$ (19)               | \$ 291,249 | \$ -        | \$ -     |
| Estimated ending balance:    |                                    | \$ 40,062  | \$ 34,551  | \$ -                  | \$ 54,701  | \$ -        | \$ -     |

**INFORMATION TECHNOLOGY FUND**  
**Fiscal Year Ending June 30, 2017**  
**Line Item Detail**

|                                                        | <u>Requested</u> | <u>City Manager/Council<br/>Recommendation</u> | <u>Adopted<br/>Budget</u> |
|--------------------------------------------------------|------------------|------------------------------------------------|---------------------------|
| <b>63-40-21 Books, subscriptions &amp; memberships</b> |                  |                                                |                           |
| Prior year budget, as modified                         |                  |                                                | \$ 1,100                  |
| OPTIMAL SERVICE                                        |                  |                                                |                           |
| MISSION & VISION CRITICAL                              |                  |                                                |                           |
| SHORT-TERM SURVIVAL                                    |                  |                                                |                           |
| Current estimates:                                     |                  |                                                |                           |
| Experts Exchange                                       | \$ 150           |                                                |                           |
| Logmein                                                | 999              |                                                |                           |
| Other technical books                                  | 200              |                                                |                           |
| Total budget for account                               | <u>\$ 1,349</u>  | <u>\$ -</u>                                    | <u>\$ -</u>               |
| Amount changed from request                            |                  |                                                | \$ (1,349)                |
| Increase/(decrease) from prior year modified budget    | \$ 249           | \$ (1,100)                                     | \$ (1,100)                |
| <b>63-40-23 Travel &amp; training</b>                  |                  |                                                |                           |
| Prior year budget, as modified                         |                  |                                                | \$ 3,800                  |
| Current estimates:                                     |                  |                                                |                           |
| Annual IT Conference                                   | \$ 3,800         |                                                |                           |
| Total budget for account                               | <u>\$ 3,800</u>  | <u>\$ -</u>                                    | <u>\$ -</u>               |
| Amount changed from request                            |                  |                                                | \$ (3,800)                |
| Increase/(decrease) from prior year modified budget    | \$ -             | \$ (3,800)                                     | \$ (3,800)                |
| <b>63-40-24 Office supplies</b>                        |                  |                                                |                           |
| Prior year budget, as modified                         |                  |                                                | \$ 25                     |
| Current estimates:                                     |                  |                                                |                           |
| General office supplies                                | \$ 75            |                                                |                           |
| Total budget for account                               | <u>\$ 75</u>     | <u>\$ -</u>                                    | <u>\$ -</u>               |
| Amount changed from request                            |                  |                                                | \$ (75)                   |
| Increase/(decrease) from prior year modified budget    | \$ 50            | \$ (25)                                        | \$ (25)                   |
| <b>63-40-25 Equipment, supplies &amp; maintenance</b>  |                  |                                                |                           |
| Prior year budget, as modified                         |                  |                                                | \$ 40,500                 |
| Current estimates:                                     |                  |                                                |                           |
| PC Replacement (4 Desktop 2 Laptop)                    | \$ 4,000         |                                                |                           |
| Server Repair                                          | \$ 2,000         |                                                |                           |
| Software Purchases                                     | 5,000            |                                                |                           |
| Monitor Replacement (4 @ 200)                          | 800              |                                                |                           |
| Shoretel Phones (10 @ 300) - EOC Reserve               | 3,000            |                                                |                           |
| Firewall Replacement                                   | 12,400           |                                                |                           |
| Total budget for account                               | <u>\$ 27,200</u> | <u>\$ -</u>                                    | <u>\$ -</u>               |
| Amount changed from request                            |                  |                                                | \$ (27,200)               |
| Increase/(decrease) from prior year modified budget    | \$ (13,300)      | \$ (40,500)                                    | \$ (40,500)               |

**INFORMATION TECHNOLOGY FUND**  
**Fiscal Year Ending June 30, 2017**  
**Line Item Detail**

|                                                       | <u>Requested</u> | <u>City Manager/Council<br/>Recommendation</u> | <u>Adopted<br/>Budget</u> |
|-------------------------------------------------------|------------------|------------------------------------------------|---------------------------|
| <b>63-40-26 Vehicle Maintenance</b>                   |                  |                                                |                           |
| Prior year budget, as modified                        |                  |                                                | \$ -                      |
| Current estimates:                                    |                  |                                                |                           |
| Gas                                                   | \$ 500           |                                                |                           |
| Maintenance, Oil Change                               | \$ 50            |                                                |                           |
| Total budget for account                              | \$ 550           | \$ -                                           | \$ -                      |
| Amount changed from request                           |                  |                                                | \$ (550)                  |
| Increase/(decrease) from prior year modified budget   | \$ 550           | \$ -                                           | \$ -                      |
| <b>63-40-28 Communications</b>                        |                  |                                                |                           |
| Prior year budget, as modified                        |                  |                                                | \$ -                      |
| Current estimates:                                    |                  |                                                |                           |
| Comcast (Desk Phones, Internet)                       | 50,400           |                                                |                           |
| Analog Lines                                          | 3,600            |                                                |                           |
| Verizion - Cell Phones                                | 2,000            |                                                |                           |
| Total budget for account                              | \$ 56,000        | \$ -                                           | \$ -                      |
| Amount changed from request                           |                  |                                                | \$ (56,000)               |
| Increase/(decrease) from prior year modified budget   | \$ 56,000        | \$ -                                           | \$ -                      |
| <b>63-40-37 Professional &amp; technical services</b> |                  |                                                |                           |
| Prior year budget, as modified                        |                  |                                                | \$ 24,500                 |
| Current estimates:                                    |                  |                                                |                           |
| Emergency service calls                               | 3,000            |                                                |                           |
| ShoreTel annual contract                              | 3,500            |                                                |                           |
| ShoreTel Licenses                                     | 1,000            |                                                |                           |
| Office 365                                            | 17,000           |                                                |                           |
| Executech Backstop (52hrs / quarter)                  | 6,720            |                                                |                           |
| HelpDesk System (HappyFox)                            | 1,200            |                                                |                           |
| Total budget for account                              | \$ 32,420        | \$ -                                           | \$ -                      |
| Amount changed from request                           |                  |                                                | \$ (32,420)               |
| Increase/(decrease) from prior year modified budget   | \$ 7,920         | \$ (24,500)                                    | \$ (24,500)               |
| <b>63-40-60 Sundry</b>                                |                  |                                                |                           |
| Prior year budget, as modified                        |                  |                                                | \$ 500                    |
| Current estimates:                                    | 500              |                                                |                           |
| Total budget for account                              | \$ 500           | \$ -                                           | \$ -                      |
| Amount changed from request                           |                  |                                                | \$ (500)                  |
| Increase/(decrease) from prior year modified budget   | \$ -             | \$ (500)                                       | \$ (500)                  |
| <b>Total expenditures</b>                             |                  |                                                |                           |
| Prior year budget, as modified                        |                  |                                                | \$ 70,425                 |
| Total budget for expenditures                         | \$ 65,344        | \$ -                                           | \$ -                      |
| Amount changed from request                           |                  |                                                | \$ (65,344)               |
| Increase/(decrease) from prior year modified budget   | \$ (5,081)       | \$ (70,425)                                    | \$ (70,425)               |

**Information Technology Fund  
Salaries and Benefits - FY 2017**

*Changes from prior year (include supplemental personnel sheet):*

| Position               | Name   | Salary                   | FICA                   | Retirement              | Insurance               | W/C                    | Unemploy             | Total                    |
|------------------------|--------|--------------------------|------------------------|-------------------------|-------------------------|------------------------|----------------------|--------------------------|
| IT Director            | Peace  | \$ 91,146                | \$ 6,973               | \$ 16,835               | \$ 19,307               | \$ 1,652               | \$ 100               | \$ 136,012               |
| -                      | Raises | \$ 2,096                 | \$ 160                 | \$ 387                  | \$ 9                    | \$ 38                  | \$ -                 | \$ 2,691                 |
| <i>Total Permanent</i> |        | <u>93,242</u>            | <u>7,133</u>           | <u>17,222</u>           | <u>19,316</u>           | <u>1,690</u>           | <u>100</u>           | <u>138,703</u>           |
| IT Technician new      |        | \$ 27,911                | \$ 2,135               | \$ -                    | \$ -                    | \$ 506                 | \$ 100               | \$ 30,652                |
| <i>Total Part-time</i> |        | <u>27,911</u>            | <u>2,135</u>           | <u>-</u>                | <u>-</u>                | <u>506</u>             | <u>100</u>           | <u>30,652</u>            |
| <i>Overtime</i>        |        | <u>-</u>                 | <u>-</u>               | <u>-</u>                | <u>-</u>                | <u>-</u>               | <u>-</u>             | <u>-</u>                 |
| <b>Total</b>           |        | <u><u>\$ 121,153</u></u> | <u><u>\$ 9,268</u></u> | <u><u>\$ 17,222</u></u> | <u><u>\$ 19,316</u></u> | <u><u>\$ 2,196</u></u> | <u><u>\$ 200</u></u> | <u><u>\$ 169,355</u></u> |

|                          |            |           |            |
|--------------------------|------------|-----------|------------|
| Prior Year (As Modified) | \$ 103,372 | \$ 46,184 | \$ 149,556 |
|--------------------------|------------|-----------|------------|

|                              |            |           |            |
|------------------------------|------------|-----------|------------|
| Requested:                   | \$ 121,153 | \$ 48,202 | \$ 169,355 |
| Increase/(decrease) from P/Y | 17,781     | 2,018     | 19,799     |

|                               |           |          |           |
|-------------------------------|-----------|----------|-----------|
| Recommended:                  |           |          | \$ -      |
| Amount changed from requested | (121,153) | (48,202) | (169,355) |
| Increase/(decrease) from P/Y  | (103,372) | (46,184) | (149,556) |

|                                 |           |          |           |
|---------------------------------|-----------|----------|-----------|
| Approved:                       |           |          | \$ -      |
| Amount changed from recommended | -         | -        | -         |
| Increase/(decrease) from P/Y    | (103,372) | (46,184) | (149,556) |

*Changes from requested to approved:*

**INFORMATION TECHNOLOGY FUND**

| Name         | Position       | Current Wage | Review Date | Salary Before Review | Salary Increase | Total                | 2% increase         |                       | Not Negotiated at this time |                  |                  |                  |                     |
|--------------|----------------|--------------|-------------|----------------------|-----------------|----------------------|---------------------|-----------------------|-----------------------------|------------------|------------------|------------------|---------------------|
|              |                |              |             |                      |                 |                      | Health Insurance    | Employee Asst Program | City's Portion of Insurance |                  |                  |                  |                     |
|              |                |              |             |                      |                 |                      |                     |                       | Dental Insurance            | Vision Insurance | L/T Disability   | Term Life        | Total Insurance     |
| Peace        | IT Director    | Salary       |             | 91,145.60            |                 | 91,145.60            | 17,836.80           | 30.96                 | 849.84                      | 14.52            | 473.96           | 100.44           | 19,306.52           |
| Raises       |                | 2.30%        |             | 2,096.35             |                 | 2,096.35             | -                   | -                     | -                           | -                | 9.43             | -                | 9.43                |
|              |                |              |             | -                    | -               | -                    | -                   | -                     | -                           | -                | -                | -                | -                   |
|              |                |              |             | -                    | -               | -                    | -                   | -                     | -                           | -                | -                | -                | -                   |
|              |                |              |             | -                    | -               | -                    | -                   | -                     | -                           | -                | -                | -                | -                   |
|              |                |              |             | -                    | -               | -                    | -                   | -                     | -                           | -                | -                | -                | -                   |
|              |                |              |             |                      |                 |                      |                     |                       |                             |                  |                  |                  |                     |
|              |                |              |             | <u>\$ 93,241.95</u>  | <u>\$ -</u>     | <u>\$ 93,241.95</u>  | <u>\$ 17,836.80</u> | <u>\$ 30.96</u>       | <u>\$ 849.84</u>            | <u>\$ 14.52</u>  | <u>\$ 483.39</u> | <u>\$ 100.44</u> | <u>\$ 19,315.95</u> |
|              |                |              | Hours       |                      |                 |                      |                     |                       |                             |                  |                  |                  |                     |
|              |                |              |             | -                    | -               | -                    | -                   | -                     | -                           | -                | -                | -                | -                   |
| new          | IT Technician  | 21.47        |             | 27,911.00            | -               | 27,911.00            |                     |                       |                             |                  |                  |                  |                     |
|              |                |              |             | -                    | -               | -                    |                     |                       |                             |                  |                  |                  |                     |
|              |                |              |             | -                    | -               | -                    |                     |                       |                             |                  |                  |                  |                     |
|              |                |              |             |                      |                 |                      |                     |                       |                             |                  |                  |                  |                     |
|              |                |              |             | <u>\$ 27,911.00</u>  | <u>\$ -</u>     | <u>\$ 27,911.00</u>  | <u>\$ -</u>         | <u>\$ -</u>           | <u>\$ -</u>                 | <u>\$ -</u>      | <u>\$ -</u>      | <u>\$ -</u>      | <u>\$ -</u>         |
| \$ 30,652.00 | New Position   |              |             |                      |                 |                      |                     |                       |                             |                  |                  |                  |                     |
| \$ 2,096.00  | Merit Raises   |              |             |                      |                 |                      |                     |                       |                             |                  |                  |                  |                     |
| \$ 32,748.00 | Total Increase |              |             |                      |                 |                      |                     |                       |                             |                  |                  |                  |                     |
|              |                |              |             | <u>\$ 121,152.95</u> | <u>\$ -</u>     | <u>\$ 121,152.95</u> | <u>\$ 17,836.80</u> | <u>\$ 30.96</u>       | <u>\$ 849.84</u>            | <u>\$ 14.52</u>  | <u>\$ 483.39</u> | <u>\$ 100.44</u> | <u>\$ 19,315.95</u> |



**Redevelopment Agency  
FY 2017 Budget Summary**

*Submitted by Stephen Marshall, Finance Director*

Department summary:

|                        | <u>FY '15 Actual</u> | <u>FY '16 Budget</u> | <u>FY '17 Request</u> |
|------------------------|----------------------|----------------------|-----------------------|
| Salaries and benefits  | \$ -                 | \$ -                 | \$ -                  |
| Operating expenditures | 188,664              | 254,579              | 287,745               |
| Capital expenditures   | -                    | 200,000              | 200,000               |
| Total expenditures     | <u>\$ 188,664</u>    | <u>\$ 454,579</u>    | <u>\$ 487,745</u>     |

Significant changes from prior year:

No significant changes.

**REDEVELOPMENT AGENCY**  
**Cost Allocation Detail**

| Account                      | Account Description               | FY 2015    | FY 2016     | Variance              | FY 2017      |             |          |
|------------------------------|-----------------------------------|------------|-------------|-----------------------|--------------|-------------|----------|
|                              |                                   | Actual     | Budget      | 2016 FY<br>to 2017 FY | Requested    | Recommended | Approved |
| Estimated beginning balance: |                                   | \$ 634,291 | \$ 791,139  | \$ (66,327)           | \$ 724,812   |             | \$ -     |
| <b>Revenue:</b>              |                                   |            |             |                       |              |             |          |
| 65-36-10                     | Interest income                   | \$ 3,500   | \$ 2,000    | \$ -                  | \$ 2,000     | \$ -        | \$ -     |
| 65-36-20                     | Tax increment                     | 277,388    | 300,238     | (23,632)              | 276,606      |             |          |
| 65-39-40                     | Transfer from other funds         | 64,624     | 86,014      | (48,759)              | 37,255       |             |          |
|                              | Total revenue                     | \$ 345,512 | \$ 388,252  | \$ (72,391)           | \$ 315,861   | \$ -        | \$ -     |
| <b>Expenditures:</b>         |                                   |            |             |                       |              |             |          |
| 65-40-23                     | Travel & training                 | \$ -       | \$ -        | \$ -                  | \$ -         | \$ -        | \$ -     |
| 65-40-24                     | Office supplies                   | -          | -           | -                     | -            | -           | -        |
| 65-40-25                     | Supplies & maintenance            | -          | -           | -                     | -            | -           | -        |
| 65-40-36                     | Management fee                    | 15,805     | 17,108      | (1,415)               | 15,693       | -           | -        |
| 65-40-37                     | Professional & technical services | 1,215      | 32,000      | (10,000)              | 22,000       | -           | -        |
| 65-40-41                     | Repayment to financiers           | 171,644    | 205,471     | (5,419)               | 200,052      | -           | -        |
| 65-40-48                     | Transfer to Other Funds           | -          | -           | -                     | -            | -           | -        |
| 65-40-60                     | Sundry                            | -          | -           | -                     | -            | -           | -        |
| 65-40-65                     | Tenant Outreach                   | -          | -           | 50,000                | 50,000       | -           | -        |
| 65-40-70                     | Capital outlay                    | -          | 200,000     | -                     | 200,000      | -           | -        |
|                              | Total expenditures                | \$ 188,664 | \$ 454,579  | \$ 33,166             | \$ 487,745   | \$ -        | \$ -     |
|                              | Total activity                    | \$ 156,848 | \$ (66,327) | \$ (105,557)          | \$ (171,884) | \$ -        | \$ -     |
| Estimated ending balance:    |                                   | \$ 791,139 | \$ 724,812  | \$ (171,884)          | \$ 552,928   | \$ -        | \$ -     |

**REDEVELOPMENT AGENCY**  
**Fiscal Year Ending June 30, 2017**  
**Line Item Detail**

|                                                     | <u>Requested</u> | <u>City Manager/Council<br/>Recommendation</u> | <u>Adopted<br/>Budget</u> |
|-----------------------------------------------------|------------------|------------------------------------------------|---------------------------|
| <b>65-40-23 Travel &amp; training</b>               |                  |                                                |                           |
| Prior year budget, as modified                      |                  |                                                | \$ -                      |
| Current estimates:                                  | \$ -             |                                                | \$ -                      |
| Total budget for account                            | <u>\$ -</u>      | <u>\$ -</u>                                    | <u>\$ -</u>               |
| Amount changed from request                         |                  |                                                | \$ -                      |
| Increase/(decrease) from prior year modified budget | \$ -             | \$ -                                           | \$ -                      |
| <b>65-40-24 Office supplies</b>                     |                  |                                                |                           |
| Prior year budget, as modified                      |                  |                                                | \$ -                      |
| Current estimates:                                  | \$ -             |                                                | \$ -                      |
| Total budget for account                            | <u>\$ -</u>      | <u>\$ -</u>                                    | <u>\$ -</u>               |
| Amount changed from request                         |                  |                                                | \$ -                      |
| Increase/(decrease) from prior year modified budget | \$ -             | \$ -                                           | \$ -                      |
| <b>65-40-25 Supplies &amp; maintenance</b>          |                  |                                                |                           |
| Prior year budget, as modified                      |                  |                                                | \$ -                      |
| Current estimates:                                  |                  |                                                |                           |
| Misc. projects                                      |                  |                                                |                           |
| Total budget for account                            | <u>\$ -</u>      | <u>\$ -</u>                                    | <u>\$ -</u>               |
| Amount changed from request                         |                  |                                                | \$ -                      |
| Increase/(decrease) from prior year modified budget | \$ -             | \$ -                                           | \$ -                      |

**REDEVELOPMENT AGENCY**  
**Fiscal Year Ending June 30, 2017**  
**Line Item Detail**

|                                                             | <u>Requested</u> | <u>City Manager/Council<br/>Recommendation</u> | <u>Adopted<br/>Budget</u> |
|-------------------------------------------------------------|------------------|------------------------------------------------|---------------------------|
| <b>65-40-36 Management fee</b>                              |                  |                                                |                           |
| Prior year budget, as modified                              |                  |                                                | \$ <u>17,108</u>          |
| Current estimates:                                          |                  |                                                |                           |
| Syracuse City Management Fee<br>(5% of total tax increment) | \$ 15,693        |                                                |                           |
| Total budget for account                                    | \$ <u>15,693</u> | \$ -                                           | \$ -                      |
| Amount changed from request                                 |                  |                                                | \$ (15,693)               |
| Increase/(decrease) from prior year modified budget         | \$ (1,415)       | \$ (17,108)                                    | \$ (17,108)               |

|                                                       |                  |             |                  |
|-------------------------------------------------------|------------------|-------------|------------------|
| <b>65-40-37 Professional &amp; technical services</b> |                  |             |                  |
| Prior year budget, as modified                        |                  |             | \$ <u>32,000</u> |
| Current estimates:                                    |                  |             |                  |
| Year End Report                                       | \$ 2,000         |             |                  |
| Legal or other misc.                                  | \$ 20,000        |             |                  |
| Total budget for account                              | \$ <u>22,000</u> | \$ -        | \$ -             |
| Amount changed from request                           |                  |             | \$ (22,000)      |
| Increase/(decrease) from prior year modified budget   | \$ (10,000)      | \$ (32,000) | \$ (32,000)      |

|                                                     |                   |              |                   |
|-----------------------------------------------------|-------------------|--------------|-------------------|
| <b>65-40-41 Repayment to financiers</b>             |                   |              |                   |
| Prior year budget, as modified                      |                   |              | \$ <u>205,471</u> |
| Current estimates:                                  |                   |              |                   |
| Holrob Investments Contract                         | \$ 63,515         |              |                   |
| City Portion - Investment Reimbursement             | 7,930             |              |                   |
| Fun Center - Contract                               | 128,607           |              |                   |
| Total budget for account                            | \$ <u>200,052</u> | \$ -         | \$ -              |
| Amount changed from request                         |                   |              | \$ (200,052)      |
| Increase/(decrease) from prior year modified budget | \$ (5,419)        | \$ (205,471) | \$ (205,471)      |

**REDEVELOPMENT AGENCY**  
**Fiscal Year Ending June 30, 2017**  
**Line Item Detail**

|                                                     | <u>Requested</u> | <u>City Manager/Council<br/>Recommendation</u> | <u>Adopted<br/>Budget</u> |
|-----------------------------------------------------|------------------|------------------------------------------------|---------------------------|
| <b>65-40-48 Transfer to Other Funds</b>             |                  |                                                |                           |
| Prior year budget, as modified                      |                  |                                                | \$ -                      |
| Current estimates:                                  |                  |                                                |                           |
| Total budget for account                            | \$ -             | \$ -                                           | \$ -                      |
| Amount changed from request                         |                  |                                                | \$ -                      |
| Increase/(decrease) from prior year modified budget | \$ (205,471)     | \$ (205,471)                                   | \$ (205,471)              |
| <b>65-40-60 Sundry</b>                              |                  |                                                |                           |
| Prior year budget, as modified                      |                  |                                                | \$ -                      |
| Current estimates:                                  |                  |                                                |                           |
| Total budget for account                            | \$ -             | \$ -                                           | \$ -                      |
| Amount changed from request                         |                  |                                                | \$ -                      |
| Increase/(decrease) from prior year modified budget | \$ -             | \$ -                                           | \$ -                      |
| <b>65-40-65 Tenant Outreach</b>                     |                  |                                                |                           |
| Prior year budget, as modified                      |                  |                                                | \$ -                      |
| Current estimates:                                  |                  |                                                |                           |
| Misc.                                               | \$ 50,000        | \$ -                                           | \$ -                      |
| Total budget for account                            | \$ 50,000        | \$ -                                           | \$ -                      |
| Amount changed from request                         |                  |                                                | \$ (50,000)               |
| Increase/(decrease) from prior year modified budget | \$ 50,000        | \$ -                                           | \$ -                      |
| <b>65-40-70 Capital outlay</b>                      |                  |                                                |                           |
| Prior year budget, as modified                      |                  |                                                | \$ 200,000                |
| Current estimates:                                  |                  |                                                |                           |
| 1700 W RDA - Infrastructure Improvements            | 100,000          |                                                |                           |
| 750 W RDA - Infrastructure Improvements             | \$ 100,000       |                                                |                           |

**REDEVELOPMENT AGENCY**  
**Fiscal Year Ending June 30, 2017**  
**Line Item Detail**

|                                                     | <u>Requested</u> | <u>City Manager/Council<br/>Recommendation</u> | <u>Adopted<br/>Budget</u> |
|-----------------------------------------------------|------------------|------------------------------------------------|---------------------------|
| Total budget for account                            | \$ 200,000       | \$ -                                           | \$ -                      |
| Amount changed from request                         |                  |                                                | \$ (200,000)              |
| Increase/(decrease) from prior year modified budget | \$ -             | \$ (200,000)                                   | \$ (200,000)              |

| <b><i>Total expenditures</i></b>                    |             |              |              |
|-----------------------------------------------------|-------------|--------------|--------------|
| Prior year budget, as modified                      |             |              | \$ 454,579   |
| Total budget for expenditures                       | \$ 437,745  | \$ -         | \$ -         |
| Amount changed from request                         |             |              | \$ (437,745) |
| Increase/(decrease) from prior year modified budget | \$ (16,834) | \$ (454,579) | \$ (454,579) |



**SR-193 Economic Development Agency  
FY 2017 Budget Summary**

*Submitted by Stephen Marshall, Finance Director*

Department summary:

|                        | <u>FY '15 Actual</u> | <u>FY '16 Budget</u> | <u>FY '17 Request</u> |
|------------------------|----------------------|----------------------|-----------------------|
| Salaries and benefits  | \$ -                 | \$ -                 | \$ -                  |
| Operating expenditures | 37,746               | 347,948              | 247,354               |
| Capital expenditures   | -                    | -                    | -                     |
| Total expenditures     | <u>\$ 37,746</u>     | <u>\$ 347,948</u>    | <u>\$ 247,354</u>     |

Significant changes from prior year:

No significant changes.

**SR-193 ECONOMIC DEVELOPMENT AGENCY**  
**Cost Allocation Detail**

| Account                      | Account Description               | FY 2015           | FY 2016           | Variance              | FY 2017           |             |             |
|------------------------------|-----------------------------------|-------------------|-------------------|-----------------------|-------------------|-------------|-------------|
|                              |                                   | Actual            | Budget            | 2016 FY<br>to 2017 FY | Requested         | Recommended | Approved    |
| Estimated beginning balance: |                                   | \$ 3,956          | \$ 84             | \$ (84)               | \$ 106            |             | \$ -        |
| <b>Revenue:</b>              |                                   |                   |                   |                       |                   |             |             |
| 66-36-10                     | Interest income                   | \$ 28             | \$ -              | \$ 750                | \$ 750            |             | \$ -        |
| 66-36-20                     | Tax increment                     | \$ 29,700         | 305,370           | (87,614)              | 217,756           |             | -           |
| 66-39-40                     | Transfer from other funds         | 4,146             | 42,600            | (13,271)              | 29,329            |             | -           |
|                              | Total revenue                     | <u>\$ 33,874</u>  | <u>\$ 347,970</u> | <u>\$ (100,135)</u>   | <u>\$ 247,835</u> | <u>\$ -</u> | <u>\$ -</u> |
| <b>Expenditures:</b>         |                                   |                   |                   |                       |                   |             |             |
| 66-40-24                     | Office supplies                   | -                 | -                 | -                     | -                 | -           | \$ -        |
| 66-40-25                     | Supplies & maintenance            | -                 | -                 | -                     | -                 | -           | -           |
| 66-40-36                     | Management fee                    | 1,692             | 17,396            | (5,042)               | 12,354            | -           | -           |
| 66-40-37                     | Professional & technical services | -                 | -                 | -                     | -                 | -           | -           |
| 66-40-41                     | Repayment to financiers           | 10,154            | 286,452           | (51,453)              | 234,999           | -           | -           |
| 66-40-48                     | Transfer to Other Funds           | 25,900            | 44,100            | (44,100)              | -                 | -           | -           |
| 66-40-60                     | Sundry                            | -                 | -                 | -                     | -                 | -           | -           |
| 66-40-70                     | Capital outlay                    | -                 | -                 | -                     | -                 | -           | -           |
|                              | Total expenditures                | <u>\$ 37,746</u>  | <u>\$ 347,948</u> | <u>\$ (100,595)</u>   | <u>\$ 247,354</u> | <u>\$ -</u> | <u>\$ -</u> |
|                              | Total activity                    | <u>\$ (3,872)</u> | <u>\$ 22</u>      | <u>\$ 460</u>         | <u>\$ 481</u>     | <u>\$ -</u> | <u>\$ -</u> |
| Estimated ending balance:    |                                   | <u>\$ 84</u>      | <u>\$ 106</u>     | <u>\$ 376</u>         | <u>\$ 587</u>     | <u>\$ -</u> | <u>\$ -</u> |

**SR-193 ECONOMIC DEVELOPMENT AGENCY**  
**Fiscal Year Ending June 30, 2017**  
**Line Item Detail**

|                                                       | <u>Requested</u> | <u>City Manager/Council<br/>Recommendation</u> | <u>Adopted<br/>Budget</u> |
|-------------------------------------------------------|------------------|------------------------------------------------|---------------------------|
| <b>66-40-24 Office supplies</b>                       |                  |                                                |                           |
| Prior year budget, as modified                        |                  |                                                | \$ -                      |
| Current estimates:                                    | \$ -             |                                                | \$ -                      |
| Total budget for account                              | <u>\$ -</u>      | <u>\$ -</u>                                    | <u>\$ -</u>               |
| Amount changed from request                           |                  |                                                | \$ -                      |
| Increase/(decrease) from prior year modified budget   | \$ -             | \$ -                                           | \$ -                      |
| <b>66-40-25 Supplies &amp; maintenance</b>            |                  |                                                |                           |
| Prior year budget, as modified                        |                  |                                                | \$ -                      |
| Current estimates:                                    | \$ -             | \$ -                                           |                           |
| Total budget for account                              | <u>\$ -</u>      | <u>\$ -</u>                                    | <u>\$ -</u>               |
| Amount changed from request                           |                  |                                                | \$ -                      |
| Increase/(decrease) from prior year modified budget   | \$ -             | \$ -                                           | \$ -                      |
| <b>66-40-36 Management fee</b>                        |                  |                                                |                           |
| Prior year budget, as modified                        |                  |                                                | \$ 17,396                 |
| Current estimates:                                    |                  |                                                |                           |
| Syracuse City Management Fee                          | \$ 12,354        |                                                |                           |
| Total budget for account                              | <u>\$ 12,354</u> | <u>\$ -</u>                                    | <u>\$ -</u>               |
| Amount changed from request                           |                  |                                                | \$ (12,354)               |
| Increase/(decrease) from prior year modified budget   | \$ (5,042)       | \$ (17,396)                                    | \$ (17,396)               |
| <b>66-40-37 Professional &amp; technical services</b> |                  |                                                |                           |
| Prior year budget, as modified                        |                  |                                                | \$ -                      |
| Current estimates:                                    |                  | \$ -                                           |                           |
| Total budget for account                              | <u>\$ -</u>      | <u>\$ -</u>                                    | <u>\$ -</u>               |
| Amount changed from request                           |                  |                                                | \$ -                      |
| Increase/(decrease) from prior year modified budget   | \$ -             | \$ -                                           | \$ -                      |

**SR-193 ECONOMIC DEVELOPMENT AGENCY**  
**Fiscal Year Ending June 30, 2017**  
**Line Item Detail**

|                                                     | <u>Requested</u> | <u>City Manager/Council<br/>Recommendation</u> | <u>Adopted<br/>Budget</u> |
|-----------------------------------------------------|------------------|------------------------------------------------|---------------------------|
| <b>66-40-41 Repayment to financiers</b>             |                  |                                                |                           |
| Prior year budget, as modified                      |                  |                                                | \$ 286,452                |
| Current estimates:                                  |                  |                                                |                           |
| US Cold - Tenant Outreach                           | \$ 67,999        |                                                |                           |
| Syracuse City (25% of remainder) ~ \$167,000        | \$ 41,750        |                                                |                           |
| Weber Basin ( 15% of remainder) ~ \$167,000         | \$ 25,050        |                                                |                           |
| Ninigret (60% of remainder) ~ \$167,000             | \$ 100,200       |                                                |                           |
| Total budget for account                            | \$ 234,999       | \$ -                                           | \$ -                      |
| Amount changed from request                         |                  |                                                | \$ (234,999)              |
| Increase/(decrease) from prior year modified budget | \$ (51,453)      | \$ (286,452)                                   | \$ (286,452)              |
| <b>66-40-48 Transfer to Other Funds</b>             |                  |                                                |                           |
| Prior year budget, as modified                      |                  |                                                | \$ 44,100                 |
| Current estimates:                                  |                  |                                                |                           |
| Total budget for account                            | \$ -             | \$ -                                           | \$ -                      |
| Amount changed from request                         |                  |                                                | \$ -                      |
| Increase/(decrease) from prior year modified budget | \$ (286,452)     | \$ (286,452)                                   | \$ (286,452)              |
| <b>66-40-60 Sundry</b>                              |                  |                                                |                           |
| Prior year budget, as modified                      |                  |                                                | \$ -                      |
| Current estimates:                                  |                  |                                                |                           |
|                                                     | \$ -             | \$ -                                           | \$ -                      |
| Total budget for account                            | \$ -             | \$ -                                           | \$ -                      |
| Amount changed from request                         |                  |                                                | \$ -                      |
| Increase/(decrease) from prior year modified budget | \$ -             | \$ -                                           | \$ -                      |
| <b>Total expenditures</b>                           |                  |                                                |                           |
| Prior year budget, as modified                      |                  |                                                | \$ 303,848                |
| Total budget for expenditures                       | \$ 247,354       | \$ -                                           | \$ -                      |
| Amount changed from request                         |                  |                                                | \$ (247,354)              |
| Increase/(decrease) from prior year modified budget | \$ (56,494)      | \$ (303,848)                                   | \$ (303,848)              |



## Municipal Building Authority FY 2017 Budget Summary

*Prepared by Stephen Marshall, Finance Director*

Department summary:

|                        | <u>FY '15 Actual</u> | <u>FY '16 Budget</u> | <u>FY '17 Request</u> |
|------------------------|----------------------|----------------------|-----------------------|
| Salaries and benefits  | \$ -                 | \$ -                 | \$ -                  |
| Operating expenditures | 7,614,062            | 1,140,910            | 1,069,210             |
| Capital expenditures   | -                    | -                    | -                     |
| Total expenditures     | <u>\$ 7,614,062</u>  | <u>\$ 1,140,910</u>  | <u>\$ 1,069,210</u>   |

Significant changes from prior year:

Refinanced our 2006, 2012, and 2014 MBA bonds to a lower interest rate. Recognized saving of approximately 66,000.

**MUNICIPAL BUILDING AUTHORITY**  
**Cost Allocation Detail**

| Account                      | Account Description            | FY 2015             | FY 2016             | Variance              | FY 2017             |             |             |
|------------------------------|--------------------------------|---------------------|---------------------|-----------------------|---------------------|-------------|-------------|
|                              |                                | Actual              | Budget              | 2016 FY<br>to 2017 FY | Requested           | Recommended | Approved    |
| Estimated beginning balance: |                                | \$ 8,097            | \$ 8,466            | \$ -                  | \$ 366              |             |             |
| <b>Revenue:</b>              |                                |                     |                     |                       |                     |             |             |
| 67-33-10                     | Federal grants                 | \$ -                | \$ -                | -                     |                     | \$ -        | \$ -        |
| 67-36-10                     | Interest income                | 369                 | 400                 | (400)                 | 500                 |             |             |
| 67-37-60                     | City lease payments            | 1,097,000           | 1,097,410           | (1,097,410)           | 1,020,000           |             |             |
| 67-39-10                     | Bond Proceeds                  | 6,481,000           | -                   | -                     |                     |             |             |
| 67-39-40                     | Transfers from other funds     | 36,062              | 35,000              | (35,000)              | 49,100              |             |             |
|                              | Total revenue                  | <u>\$ 7,614,431</u> | <u>\$ 1,132,810</u> | <u>\$ (1,132,810)</u> | <u>\$ 1,069,600</u> | <u>\$ -</u> | <u>\$ -</u> |
| <b>Expenditures:</b>         |                                |                     |                     |                       |                     |             |             |
| 67-40-24                     | Office supplies                | \$ -                | \$ -                | \$ -                  | \$ -                | \$ -        | \$ -        |
| 67-40-40                     | Bond principal payments        | 6,800,000           | 794,000             | 58,000                | 852,000             | -           | -           |
| 67-40-52                     | Bond interest payments         | 374,802             | 336,300             | (125,100)             | 211,200             | -           | -           |
| 67-40-54                     | Bond fees                      | 439,260             | 10,610              | (4,600)               | 6,010               | -           | -           |
| 67-40-74                     | Construction - Police building | -                   | -                   | -                     | -                   | -           | \$ -        |
| 67-40-76                     | Fremont Fire Station           | -                   | -                   | -                     | -                   | -           | \$ -        |
|                              | Total expenditures             | <u>\$ 7,614,062</u> | <u>\$ 1,140,910</u> | <u>\$ (71,700)</u>    | <u>\$ 1,069,210</u> | <u>\$ -</u> | <u>\$ -</u> |
|                              | Total activity                 | <u>\$ 369</u>       | <u>\$ (8,100)</u>   | <u>\$ (1,061,110)</u> | <u>\$ 390</u>       | <u>\$ -</u> | <u>\$ -</u> |
| Estimated ending balance:    |                                | <u>\$ 8,466</u>     | <u>\$ 366</u>       | <u>\$ (1,061,110)</u> | <u>\$ 756</u>       | <u>\$ -</u> | <u>\$ -</u> |

**MUNICIPAL BUILDING AUTHORITY**  
**Fiscal Year Ending June 30, 2017**  
**Line Item Detail**

|                                                     | <u>Requested</u>  | <u>City Manager/Council<br/>Recommendation</u> | <u>Adopted<br/>Budget</u> |
|-----------------------------------------------------|-------------------|------------------------------------------------|---------------------------|
| <b>67-40-24 Office supplies</b>                     |                   |                                                |                           |
| Prior year budget, as modified                      |                   |                                                | \$ -                      |
| OPTIMAL SERVICE                                     |                   |                                                |                           |
| MISSION & VISION CRITICAL                           |                   |                                                |                           |
| SHORT-TERM SURVIVAL                                 |                   |                                                |                           |
| Current estimates:                                  |                   |                                                |                           |
|                                                     | \$ -              | \$ -                                           | \$ -                      |
| Total budget for account                            | <u>\$ -</u>       | <u>\$ -</u>                                    | <u>\$ -</u>               |
| Amount changed from request                         |                   |                                                | \$ -                      |
| Increase/(decrease) from prior year modified budget | \$ -              | \$ -                                           | \$ -                      |
| <b>67-40-40 Bond principal payments</b>             |                   |                                                |                           |
| Prior year budget, as modified                      |                   |                                                | \$ 794,000                |
| Current estimates:                                  |                   |                                                |                           |
| 2016 Lease Revenue Bonds                            | \$ 852,000        |                                                |                           |
| Total budget for account                            | <u>\$ 852,000</u> | <u>\$ -</u>                                    | <u>\$ -</u>               |
| Amount changed from request                         |                   |                                                | \$ (852,000)              |
| Increase/(decrease) from prior year modified budget | \$ 58,000         | \$ (794,000)                                   | \$ (794,000)              |
| <b>67-40-52 Bond interest payments</b>              |                   |                                                |                           |
| Prior year budget, as modified                      |                   |                                                | \$ 336,300                |
| Current estimates:                                  |                   |                                                |                           |
| 2016 Lease Revenue Bonds                            | \$ 211,200        |                                                |                           |
| Total budget for account                            | <u>\$ 211,200</u> | <u>\$ -</u>                                    | <u>\$ -</u>               |
| Amount changed from request                         |                   |                                                | \$ (211,200)              |
| Increase/(decrease) from prior year modified budget | \$ (125,100)      | \$ (336,300)                                   | \$ (336,300)              |

**MUNICIPAL BUILDING AUTHORITY**  
**Fiscal Year Ending June 30, 2017**  
**Line Item Detail**

|                                                     | <u>Requested</u>           | <u>City Manager/Council<br/>Recommendation</u> | <u>Adopted<br/>Budget</u>  |
|-----------------------------------------------------|----------------------------|------------------------------------------------|----------------------------|
| <b>67-40-54 Bond fees</b>                           |                            |                                                |                            |
| Prior year budget, as modified                      |                            |                                                | \$ <u><u>10,610</u></u>    |
| Current estimates:                                  |                            |                                                |                            |
| Continuing Disclosure Fee                           | \$ 2,500                   |                                                |                            |
| 2016 Annual Trustee Fee                             | 2,500                      |                                                |                            |
| 2016 Agent Fee                                      | 1,000                      |                                                |                            |
| MBA Corp Renewal                                    | 10                         |                                                |                            |
|                                                     | <u>6,010</u>               | <u>-</u>                                       | <u>-</u>                   |
| Total budget for account                            | \$ <u><u>6,010</u></u>     | \$ <u><u>-</u></u>                             | \$ <u><u>-</u></u>         |
| Amount changed from request                         |                            |                                                | \$ (6,010)                 |
| Increase/(decrease) from prior year modified budget | \$ (4,600)                 | \$ (10,610)                                    | \$ (10,610)                |
| <b>Total expenditures</b>                           |                            |                                                |                            |
| Prior year budget, as modified                      |                            |                                                | \$ <u><u>1,140,910</u></u> |
| Total budget for expenditures                       | \$ <u><u>1,069,210</u></u> | \$ <u><u>-</u></u>                             | \$ <u><u>-</u></u>         |
| Amount changed from request                         |                            |                                                | \$ (1,069,210)             |
| Increase/(decrease) from prior year modified budget | \$ (71,700)                | \$ (1,140,910)                                 | \$ (1,140,910)             |



## Capital Improvement Fund FY 2017 Budget Summary

*Submitted by Stephen Marshall, Finance Director*

Department summary:

|                        | <u>FY '15 Actual</u> | <u>FY '16 Budget</u> | <u>FY '17 Request</u> |
|------------------------|----------------------|----------------------|-----------------------|
| Salaries and benefits  | \$ -                 | \$ -                 | \$ -                  |
| Operating expenditures | 2,359,335            | 849,498              | 105,000               |
| Capital expenditures   | -                    | -                    | 1,364,051             |
| Total expenditures     | <u>\$ 2,359,335</u>  | <u>\$ 849,498</u>    | <u>\$ 1,469,051</u>   |

Significant changes from prior year:

I put together this budget showing how we could fund all capital requests for FY2017. We will have a surplus of approximately \$800,000 from the general fund. As an option, we could use that money to fund capital equipment. If we funded all requests capital expenses, we would use approximately \$513,000 of that \$800,000 surplus. It would still leave a remainder of approximately \$300,000 in fund balance in the capital projects funds.

**CAPITAL IMPROVEMENT FUND**  
**Cost Allocation Detail**

| Account                      | Account Description       | FY 2015             | FY 2016            | Variance              | FY 2017             |                   |                   |
|------------------------------|---------------------------|---------------------|--------------------|-----------------------|---------------------|-------------------|-------------------|
|                              |                           | Actual              | Budget             | 2016 FY<br>to 2017 FY | Requested           | Recommended       | Approved          |
| Estimated beginning balance: |                           | \$ 241,571          | \$ 77,166          | \$ -                  | \$ 812,967          | \$ 812,967        | \$ 812,967        |
| <b>Revenue:</b>              |                           |                     |                    |                       |                     |                   |                   |
| 80-31-40                     | Franchise tax             | \$ 1,368,165        | \$ -               | \$ -                  |                     |                   |                   |
| 80-33-10                     | Federal Grant             | 177,244             | 240,299            | -                     | 250,596             |                   |                   |
| 80-33-15                     | State Grant               | 24,000              | -                  | -                     |                     |                   |                   |
| 80-33-20                     | Capital Lease Proceeds    | 400,500             | -                  | -                     |                     |                   |                   |
| 80-36-10                     | Interest income           | 1,154               | -                  | -                     |                     |                   |                   |
| 80-36-40                     | Sale of Capital Assets    | 53,310              | -                  | -                     |                     |                   |                   |
| 80-36-50                     | Cell tower revenue        | 87,573              | -                  | -                     |                     |                   |                   |
| 80-36-90                     | Sundry revenue            | 10,824              | -                  | -                     |                     |                   |                   |
| 80-39-40                     | Transfer from other Funds | -                   | 545,000            | 160,000               | 705,000             |                   |                   |
| 80-39-45                     | Contributions             | 72,160              | -                  | -                     |                     |                   |                   |
|                              | Total revenue             | <u>\$ 2,194,930</u> | <u>\$ 785,299</u>  | <u>\$ 160,000</u>     | <u>\$ 955,596</u>   | <u>\$ -</u>       | <u>\$ -</u>       |
| <b>Expenditures:</b>         |                           |                     |                    |                       |                     |                   |                   |
| 80-40-40                     | MBA Lease payment         | \$ 1,097,000        | \$ -               | \$ -                  | \$ -                | \$ -              | \$ -              |
| 80-40-41                     | Capital Lease payment     | 114,372             | 145,000            | (40,000)              | 105,000             | -                 | -                 |
| 80-40-48                     | Transfer to other funds   | -                   | -                  | -                     | -                   | -                 | -                 |
| 80-40-70                     | Capital equipment         | 778,608             | 704,498            | 659,553               | 1,364,051           | -                 | -                 |
| 80-40-71                     | Capital projects          | 369,355             | -                  | -                     | -                   | -                 | -                 |
|                              | Total expenditures        | <u>\$ 2,359,335</u> | <u>\$ 849,498</u>  | <u>\$ 619,553</u>     | <u>\$ 1,469,051</u> | <u>\$ -</u>       | <u>\$ -</u>       |
|                              | Total activity            | <u>\$ (164,405)</u> | <u>\$ (64,199)</u> | <u>\$ (459,553)</u>   | <u>\$ (513,455)</u> | <u>\$ -</u>       | <u>\$ -</u>       |
| Estimated ending balance*:   |                           | <u>\$ 77,166</u>    | <u>\$ 12,967</u>   | <u>\$ (459,553)</u>   | <u>\$ 299,512</u>   | <u>\$ 812,967</u> | <u>\$ 812,967</u> |

**CAPITAL IMPROVEMENT FUND**  
**Fiscal Year Ending June 30, 2017**  
**Line Item Detail**

|                                                     | Requested  | City Manager/Council<br>Recommendation | Adopted<br>Budget |
|-----------------------------------------------------|------------|----------------------------------------|-------------------|
| <b>80-40-40 MBA Lease payment</b>                   |            |                                        |                   |
| Prior year budget, as modified                      |            |                                        | \$ -              |
| OPTIMAL SERVICE                                     |            |                                        |                   |
| MISSION & VISION CRITICAL                           |            |                                        |                   |
| SHORT-TERM SURVIVAL                                 |            |                                        |                   |
| Current estimates:                                  |            |                                        |                   |
| Paid from General fund in FY2016                    | \$ -       | \$ -                                   |                   |
| Total budget for account                            | \$ -       | \$ -                                   | \$ -              |
| Amount changed from request                         |            |                                        | \$ -              |
| Increase/(decrease) from prior year modified budget | \$ -       | \$ -                                   | \$ -              |
| <b>80-40-41 Capital Lease Payment</b>               |            |                                        |                   |
| Prior year budget, as modified                      |            |                                        | \$ -              |
| Current estimates:                                  |            |                                        |                   |
| Police cars lease payment (2015 Lease)              | \$ 105,000 |                                        |                   |
| Total budget for account                            | \$ 105,000 | \$ -                                   | \$ -              |
| Amount changed from request                         |            |                                        | \$ (105,000)      |
| Increase/(decrease) from prior year modified budget | \$ 105,000 | \$ -                                   | \$ -              |
| <b>80-40-48 Transfer to other funds</b>             |            |                                        |                   |
| Prior year budget, as modified                      |            |                                        | \$ -              |
| Current estimates:                                  |            |                                        |                   |
|                                                     | \$ -       | \$ -                                   | \$ -              |
| Total budget for account                            | \$ -       | \$ -                                   | \$ -              |
| Amount changed from request                         |            |                                        | \$ -              |
| Increase/(decrease) from prior year modified budget | \$ -       | \$ -                                   | \$ -              |

**CAPITAL IMPROVEMENT FUND**  
**Fiscal Year Ending June 30, 2017**  
**Line Item Detail**

|                                                                                                         | Requested    | City Manager/Council<br>Recommendation | Adopted<br>Budget |
|---------------------------------------------------------------------------------------------------------|--------------|----------------------------------------|-------------------|
| <b>80-40-70 Capital equipment</b>                                                                       |              |                                        |                   |
| Prior year budget, as modified                                                                          |              |                                        | \$ 704,498        |
| Current estimates:                                                                                      |              |                                        |                   |
| Fire DHS AFG (move from fire budget)                                                                    | 242,596      |                                        |                   |
| Fire DHS AFG Grant match 10% (move from fire budget)<br>(Request for new breathing apparatus equipment) | 26,955       |                                        |                   |
| Fire Lifepak 15 monitor Defibrillator                                                                   | 8,000        |                                        |                   |
| Fire Lifepak 15 monitor Defibrillator - grant match                                                     | 20,500       |                                        |                   |
| Fire Type 3 Urban Interface Engine                                                                      | 650,000      |                                        |                   |
| Fire Type 6 Brush Truck                                                                                 | 150,000      |                                        |                   |
| Parks Storage Facility - 3 Bay                                                                          | 100,000      |                                        |                   |
| Police Ford Interceptor - new officer                                                                   | 42,000       |                                        |                   |
| Police Ford Interceptor - new officer                                                                   | 42,000       |                                        |                   |
| Police Ford Interceptor - new officer                                                                   | 42,000       |                                        |                   |
| B.M. Truck - new superintendent                                                                         | 40,000       |                                        |                   |
| <br>                                                                                                    |              |                                        |                   |
| Total budget for account                                                                                | \$ 1,364,051 | \$ -                                   | \$ -              |
| Amount changed from request                                                                             |              |                                        | \$ (1,364,051)    |
| Increase/(decrease) from prior year modified budget                                                     | \$ 659,553   | \$ (704,498)                           | \$ (704,498)      |
| <b>80-40-71 Capital projects</b>                                                                        |              |                                        |                   |
| Prior year budget, as modified                                                                          |              |                                        | \$ -              |
| Current estimates:                                                                                      |              |                                        |                   |
| <br>                                                                                                    |              |                                        |                   |
| Total budget for account                                                                                | \$ -         | \$ -                                   | \$ -              |
| Amount changed from request                                                                             |              |                                        | \$ -              |
| Increase/(decrease) from prior year modified budget                                                     | \$ (704,498) | \$ (704,498)                           | \$ (704,498)      |
| <b>Total expenditures</b>                                                                               |              |                                        |                   |
| Prior year budget, as modified                                                                          |              |                                        | \$ 704,498        |
| Total budget for expenditures                                                                           | \$ 659,553   | \$ (704,498)                           | \$ (704,498)      |
| Amount changed from request                                                                             |              |                                        | \$ (1,364,051)    |
| Increase/(decrease) from prior year modified budget                                                     | \$ (44,945)  | \$ (1,408,996)                         | \$ (1,408,996)    |

## Vehicle and Building Expenses - 5 Year Plan

| <u>Category</u>   | <u>Department</u>             | <u>Description</u>                      | <u>Cost Estimate</u> | <u>FY2017</u>          | <u>FY2018</u>       | <u>FY2019</u>       | <u>FY2020</u>        | <u>FY2021</u>        | <u>Notes</u>                   |
|-------------------|-------------------------------|-----------------------------------------|----------------------|------------------------|---------------------|---------------------|----------------------|----------------------|--------------------------------|
| Vehicle           | Parks & Recreation            | 2008 Chevy Silverado                    | \$ 25,000.00         |                        |                     |                     | \$ 25,000.00         |                      |                                |
| Vehicle           | Parks & Recreation            | 2008 Chevy Silverado                    | \$ 25,000.00         |                        |                     |                     | \$ 25,000.00         |                      |                                |
| Vehicle           | Parks & Recreation            | 2008 Chevy Silverado                    | \$ 25,000.00         |                        |                     |                     | \$ 25,000.00         |                      |                                |
| Vehicle           | Parks & Recreation            | 2008 Chevy C-1500                       | \$ 30,000.00         |                        |                     |                     | \$ 30,000.00         |                      |                                |
| Vehicle           | Parks & Recreation            | 2008 Chevy C-1500                       | \$ 35,000.00         |                        |                     |                     |                      |                      |                                |
| <b>Building</b>   | <b>Parks &amp; Recreation</b> | <b>Storage Facility - 3 Bay</b>         | <b>\$ 100,000.00</b> | <b>\$ 100,000.00</b>   |                     |                     |                      |                      |                                |
| Vehicle           | Public Works                  | 2005 Dodge Hemi                         | \$ 40,000.00         |                        | \$ 40,000.00        |                     |                      |                      |                                |
| Vehicle           | Public Works                  | 2006 Dodge Utility Pickup               | \$ 40,000.00         |                        | \$ 40,000.00        |                     |                      |                      |                                |
| Vehicle           | Public Works                  | 2006 Dodge Utility Pickup               | \$ 40,000.00         |                        | \$ 40,000.00        |                     |                      |                      |                                |
| Vehicle           | Public Works                  | 1994 Ten Wheeler                        | \$ 200,000.00        |                        |                     |                     | \$ 200,000.00        |                      |                                |
| Vehicle           | Public Works                  | 2000 Stirling Sweeper                   | \$ 175,000.00        |                        | \$ 175,000.00       |                     |                      |                      |                                |
| Vehicle           | Public Works                  | 2008 F-550 Dump                         | \$ 60,000.00         |                        |                     |                     |                      | \$ 60,000.00         |                                |
| Vehicle           | Public Works                  | Ford F-150 Truck                        | \$ 25,000.00         |                        |                     |                     |                      |                      |                                |
| <b>Vehicle</b>    | <b>Fire</b>                   | <b>Type 3 Urban Interface Engine</b>    | <b>\$ 650,000.00</b> | <b>\$ 650,000.00</b>   |                     |                     |                      |                      |                                |
| <b>Vehicle</b>    | <b>Fire</b>                   | <b>Type 6 Brush Truck</b>               | <b>\$ 150,000.00</b> | <b>\$ 150,000.00</b>   |                     |                     |                      |                      |                                |
| <b>Vehicle</b>    | <b>Fire</b>                   | <b>Ford F450 Ambulance (A-31)</b>       | <b>\$ 125,000.00</b> |                        | \$ 125,000.00       |                     |                      |                      |                                |
| <b>Vehicle</b>    | <b>Fire</b>                   | <b>Pierce Ladder Truck</b>              | <b>\$ 800,000.00</b> |                        |                     |                     |                      |                      |                                |
| <b>Vehicle</b>    | <b>Fire</b>                   | <b>Ford F-150 Truck</b>                 | <b>\$ 40,000.00</b>  |                        |                     |                     |                      |                      |                                |
| <b>Vehicle</b>    | <b>Fire</b>                   | <b>Chevy Silverado</b>                  | <b>\$ 40,000.00</b>  |                        |                     |                     |                      |                      |                                |
| <b>Equipment</b>  | <b>Fire</b>                   | <b>Breathing Apparatus Equipment</b>    | <b>\$ 269,551.00</b> | <b>\$ 26,955.00</b>    |                     |                     |                      |                      | Grant will pay for 90%.        |
| <b>Equipment</b>  | <b>Fire</b>                   | <b>Liefpak 15 Monitor Defibrillator</b> | <b>\$ 28,500.00</b>  | <b>\$ 20,500.00</b>    | <b>\$ 28,500.00</b> |                     |                      |                      | \$8,000 grant possibility      |
| <b>Vehicle</b>    | <b>Police</b>                 | <b>Ford Interceptor</b>                 | <b>\$ 42,000.00</b>  | <b>\$ 42,000.00</b>    |                     |                     |                      |                      |                                |
| <b>Vehicle</b>    | <b>Police</b>                 | <b>Ford Interceptor</b>                 | <b>\$ 42,000.00</b>  | <b>\$ 42,000.00</b>    |                     |                     |                      |                      |                                |
| <b>Vehicle</b>    | <b>Police</b>                 | <b>Ford Interceptor</b>                 | <b>\$ 42,000.00</b>  | <b>\$ 42,000.00</b>    |                     |                     |                      |                      |                                |
| Vehicle           | Police                        | Ford Interceptor                        | \$ 37,000.00         |                        |                     | \$ 37,000.00        |                      |                      | Replace with Ford Interceptors |
| Vehicle           | Police                        | Ford Interceptor                        | \$ 37,000.00         |                        |                     | \$ 37,000.00        |                      |                      | Replace with Ford Interceptors |
| Vehicle           | Police                        | Ford Interceptor                        | \$ 37,000.00         |                        |                     | \$ 37,000.00        |                      |                      | Replace with Ford Interceptors |
| Vehicle           | Police                        | Ford Interceptor                        | \$ 37,000.00         |                        |                     | \$ 37,000.00        |                      |                      | Replace with Ford Interceptors |
| Vehicle           | Police                        | Ford Interceptor                        | \$ 37,000.00         |                        |                     | \$ 37,000.00        |                      |                      | Replace with Ford Interceptors |
| Vehicle           | Police                        | Ford Interceptor                        | \$ 37,000.00         |                        |                     | \$ 37,000.00        |                      |                      | Replace with Ford Interceptors |
| Vehicle           | Police                        | Ford Interceptor                        | \$ 37,000.00         |                        |                     | \$ 37,000.00        |                      |                      | Replace with Ford Interceptors |
| Vehicle           | Police                        | Ford Interceptor                        | \$ 37,000.00         |                        |                     | \$ 37,000.00        |                      |                      | Replace with Ford Interceptors |
| Vehicle           | Police                        | Ford Interceptor                        | \$ 37,000.00         |                        |                     | \$ 37,000.00        |                      |                      | Replace with Ford Interceptors |
| Vehicle           | Police                        | Ford Interceptor                        | \$ 37,000.00         |                        |                     | \$ 37,000.00        |                      |                      | Replace with Ford Interceptors |
| Vehicle           | DCED                          | 2007 Dodge Dakota Truck                 | \$ 25,000.00         |                        |                     |                     | \$ 25,000.00         |                      |                                |
| Vehicle           | DCED                          | 2007 Dodge Dakota Truck                 | \$ 25,000.00         |                        |                     |                     | \$ 25,000.00         |                      |                                |
| <b>Vehicle</b>    | <b>Building Maintenance</b>   | <b>Truck</b>                            | <b>\$ 40,000.00</b>  | <b>\$ 40,000.00</b>    |                     |                     |                      |                      |                                |
| Vehicle           | Building Maintenance          | 2007 Dodge Dakota Truck                 | \$ 25,000.00         |                        |                     |                     | \$ 25,000.00         |                      |                                |
| <b>Total</b>      |                               |                                         |                      | \$ 1,113,455.00        | \$ 408,500.00       | \$ 407,000.00       | \$ 380,000.00        | \$ 60,000.00         | <b>\$2,368,955.00</b>          |
| <b>Budget</b>     |                               |                                         |                      | \$ 600,000.00          | \$ 440,000.00       | \$ 440,000.00       | \$ 545,000.00        | \$ 545,000.00        | <b>\$2,570,000.00</b>          |
| <b>Difference</b> |                               |                                         |                      | <b>\$ (513,455.00)</b> | <b>\$ 31,500.00</b> | <b>\$ 33,000.00</b> | <b>\$ 165,000.00</b> | <b>\$ 485,000.00</b> | <b>\$201,045.00</b>            |

Use \$160k from public safety impact

\*\*Reserve excess for ladder truck

## **Administrative Services Allocation**

This document provides a framework for the allocation of administrative costs charged in the general fund. Generally speaking, the general fund incurs the full cost of administrative staff's time, resources, etc when in practicality that time is spent proportionally administering and overseeing the utility funds. This document breaks down the cost estimates and determines a logical allocation for all funds so that the costs are distributed equally and fairly between the duties of the administrative staff.

As a basis for allocation the administrative expenses, it makes sense to use employees as the barometer in determining a large portion of the expense allocation. Employees drive the costs of the different departments and determine how a lot of the other expenses are incurred. So where possible, we will identify employees as the cost driver for all of the other departmental expenses. For example, salaries and wages make up a lion's share of the departments budgets and the also incur costs such as travel and training, office supplies, vehicle expense, subscriptions, etc.

The first step in this process is to directly identify which departments incur costs that directly benefit the utility funds. We then will identify all costs directly related to the employee including wages, benefits, travel and training, office supplies, vehicle expense, subscriptions, etc. Next, we will determine a breakdown of time spent on projects directly related to utility funds and divide that by the employee's total time. This will give us a percentage breakdown that we can use to allocate all costs driven by employees.

All costs not associated directly with employees will be charged at the same percentage as employee allocations.

Overall, this framework will help distribute the costs equally between the general fund, IT fund, and utility funds. See the other tabs for the calculations.



**CITY COUNCIL ALLOCATION**

All costs in the city council budget are directly driven by employees. The best way to determine the allocation for the city council is to compare the time directly spent on agenda items of utility to the time spent on general fund items. We looked at the last 9 months of council agendas (April 2015 to March 2016) and determined the topics discussed can be broken down into the following areas:

|               | # Topics   |        |
|---------------|------------|--------|
| General Fund  | 117        | 70.48% |
| Utility Funds | 42         | 25.30% |
| RDA& Other    | 7          | 4.22%  |
| <b>Total</b>  | <b>166</b> |        |

Based on the breakdown above we have determined that the time spent by the City Council on utility funds is approximately 24.43% of their total time. This percentage will be used to allocate the total City Council budget on the Summary Tab. It is also provided below:

**Summary**

|                     | <u>Total Cost</u> | <u>Alloc %</u> | <u>Amount allocated to Utility Funds</u> |
|---------------------|-------------------|----------------|------------------------------------------|
| City Council Budget | \$ 72,926.00      | 25.30%         | \$18,451.16                              |

**ADMINISTRATION BUDGET**

The Administration staff's time is charged completely to the general fund when in actuality they spend a good portion of their time supporting activities and functions of the utility funds. The best way to estimate the breakdown is by total expenses of the utility funds to total expenses for the entire government. See the **budget worksheet in excel** below for breakdown of costs.

|          |                                | Budget             | % Allocation | \$ Allocation    |                         |                  |
|----------|--------------------------------|--------------------|--------------|------------------|-------------------------|------------------|
| 10-44-11 | PERMANENT EMPLOYEE WAGES       | \$481,651          | 33.00%       | \$ 158,944.83    | \$ 14,274,415.00        | 55.33% General   |
| 10-44-12 | PART-TIME WAGES                | \$49,942           | 33.00%       | \$ 16,480.86     | \$ 8,821,465.00         | 34.20% Utilities |
| 10-44-13 | EMPLOYEE BENEFITS              | \$220,148          | 33.00%       | \$ 72,648.84     | \$ 2,701,588.00         | 10.47% Other     |
| 10-44-21 | BOOKS, SUBSCRIPTS & MEMBERSHIP | \$9,575            | 33.00%       | \$ 3,159.75      | <b>\$ 25,797,468.00</b> |                  |
| 10-44-22 | PUBLIC NOTICES                 | \$7,500            | 33.00%       | \$ 2,475.00      |                         |                  |
| 10-44-23 | TRAVEL & TRAINING              | \$15,820           | 33.00%       | \$ 5,220.60      |                         |                  |
| 10-44-24 | OFFICE SUPPLIES                | \$17,000           | 33.00%       | \$ 5,610.00      |                         |                  |
| 10-44-26 | VEHICLE EXPENSE                | \$1,300            | 33.00%       | \$ 429.00        |                         |                  |
| 10-44-27 | UTILITIES                      | \$1,183            | 33.00%       | \$ 390.39        |                         |                  |
| 10-44-28 | COMMUNICATIONS                 | \$4,240            | 33.00%       | \$ 1,399.20      |                         |                  |
| 10-44-37 | PROFESSIONAL & TECH SERVICES   | \$40,950           | 33.00%       | \$ 13,513.50     |                         |                  |
| 10-44-38 | LEGAL FEES                     | \$5,000            | 33.00%       | \$ 1,650.00      |                         |                  |
| 10-44-51 | INSURANCE                      | \$160,000          | 47.32%       | \$ 75,710.75     |                         |                  |
| 10-44-55 | EMPLOYEE INCENTIVE PROGRAM     | \$20,000           | 33.00%       | \$ 6,600.00      |                         |                  |
| 10-44-57 | TUITION ASSISTANCE             | \$10,000           | 33.00%       | \$ 3,300.00      |                         |                  |
| 10-44-58 | CITY NEWSLETTER                | \$16,400           | 33.00%       | \$ 5,412.00      |                         |                  |
| 10-44-59 | CASH OVER/SHORT                | \$50               | 33.00%       | \$ 16.50         |                         |                  |
| 10-44-60 | SUNDRY EXPENSE                 | \$7,500            | 33.00%       | \$ 2,475.00      |                         |                  |
|          |                                | <b>\$1,068,259</b> |              | <b>\$375,436</b> |                         | 35.14%           |

|            | % Allocation | Dollar Amount | \$ Allocation |        |
|------------|--------------|---------------|---------------|--------|
| Brody      | 33%          | 94,548.00     | 31,200.84     |        |
| Stephen    | 33%          | 92,826.00     | 30,632.58     |        |
| Paul       | 33%          | 84,000.00     | 27,720.00     |        |
| Cassie     | 33%          | 68,425.00     | 22,580.25     |        |
| LeAnn      | 33%          | 62,650.00     | 20,674.50     |        |
| Shauna     | 33%          | 46,093.00     | 15,210.69     |        |
| Jody (50%) | 33%          | 21,632.00     | 7,138.56      |        |
|            |              | 470,174.00    | 155,157.42    | 33.00% |

|                |                 |                 |        |              |              |
|----------------|-----------------|-----------------|--------|--------------|--------------|
| Auto Insurance | \$ 1,430,871.00 | \$ 4,598,610.00 | 31.12% | \$ 29,996.00 | \$ 9,333.34  |
| Property       | \$ 10,217.00    | \$ 41,487.00    | 24.63% | \$ 41,527.24 | \$ 10,226.91 |
| General        | n/a             | n/a             | 70.00% | \$ 80,215.00 | \$ 56,150.50 |

## GENERAL BUILDING

Our building maintenance workers salary, benefits, travel, training, uniforms, and vehicle usage is completely charged to the general fund, when a portion of his time is spent on the utility funds. He spends approximately 25% of his time on Public Works Projects, Buildings, etc.

|          |                               | Budget         | % Allocation | \$ Allocation  |        |
|----------|-------------------------------|----------------|--------------|----------------|--------|
| 10-51-10 | OVERTIME                      | 2,000.00       | 25%          | 500.00         |        |
| 10-51-11 | PERMANENT EMPLOYEE WAGES      | 86,330.00      | 25%          | 21,582.50      |        |
| 10-51-12 | PART-TIME WAGES               | 17,602.00      | 25%          | 4,400.50       |        |
| 10-51-13 | EMPLOYEE BENEFITS             | 64,730.00      | 25%          | 16,182.50      |        |
| 10-15-15 | UNIFORMS                      | 1,500.00       | 25%          | 375.00         |        |
| 10-51-23 | TRAVEL & TRAINING             | 6,150.00       | 25%          | 1,537.50       |        |
| 10-51-26 | VEHICLE MAINTENANCE           | 4,000.00       | 25%          | 1,000.00       |        |
| 10-51-27 | UTILITIES                     | 140,250.00     | 12.15%       | 17,034.86      |        |
| 10-51-28 | COMMUNICATIONS                | 2,120.00       | 25%          | 530.00         |        |
| 10-51-30 | BUILDING & GROUND MAINTENANCE | 142,000.00     | 25%          | 35,500.00      |        |
| 10-51-37 | PROFESSIONAL & TECH SERVICES  | 32,000.00      | 25%          | 8,000.00       |        |
| 10-51-60 | SUNDRY                        | 500.00         | 25%          | 125.00         |        |
|          |                               | <u>499,182</u> |              | <u>106,268</u> | 21.29% |

|                     | Public Works | Total         | %      |
|---------------------|--------------|---------------|--------|
| Natural Gas - 04/15 | \$ 511.85    | \$ 2,468.46   | 20.74% |
| Natural Gas         | \$ 306.17    | \$ 1,357.35   | 22.56% |
| Natural Gas         | \$ 100.86    | \$ 471.99     | 21.37% |
| Natural Gas         | \$ 53.55     | \$ 307.03     | 17.44% |
| Natural Gas         | \$ 54.05     | \$ 258.69     | 20.89% |
| Natural Gas         | \$ 55.58     | \$ 274.54     | 20.24% |
| Natural Gas         | \$ 79.90     | \$ 408.34     | 19.57% |
| Natural Gas         | \$ 467.71    | \$ 2,386.80   | 19.60% |
| Natural Gas -       | \$ 1,376.09  | \$ 7,492.88   | 18.37% |
| Natural Gas         | \$ 2,210.97  | \$ 10,554.05  | 20.95% |
| Natural Gas         | \$ 1,784.49  | \$ 8,285.52   | 21.54% |
| Natural Gas - 03/16 | \$ 1,349.95  | \$ 5,795.21   | 23.29% |
| Electric - 04/15    | \$ 547.03    | \$ 5,747.55   | 9.52%  |
| Electric            | \$ 445.36    | \$ 6,525.99   | 6.82%  |
| Electric            | \$ 432.23    | \$ 7,547.12   | 5.73%  |
| Electric            | \$ 804.38    | \$ 11,180.22  | 7.19%  |
| Electric            | \$ 889.25    | \$ 7,141.35   | 12.45% |
| Electric            | \$ 656.25    | \$ 10,039.86  | 6.54%  |
| Electric            | \$ 547.98    | \$ 8,495.15   | 6.45%  |
| Electric            | \$ 311.17    | \$ 5,545.62   | 5.61%  |
| Electric            | \$ 683.56    | \$ 6,684.55   | 10.23% |
| Electric            | \$ 702.72    | \$ 6,860.06   | 10.24% |
| Electric            | \$ 661.92    | \$ 6,552.00   | 10.10% |
| Electric - 03/16    | \$ 574.90    | \$ 6,121.51   | 9.39%  |
|                     | \$ 15,607.92 | \$ 128,501.84 | 12.15% |

**Community Development**

The Community Development department is 100% charged to the general fund when in actuality a portion of their time is spent on plan reviews, subdivision reviews, and taking utility payments, etc. The department has a total of 8 employees. I have allocated their estimated time breakdown on utilities below. The average time spent would be 16.60% as shown below. We will allocate the remaining charges with this same percentage as the charges will closely follow the employee time allocation.

|           | % Allocation | Dollar Amount | \$ Allocation |        |
|-----------|--------------|---------------|---------------|--------|
| Brigham   | 5%           | 86,008.00     | 4,300.40      |        |
| Brian L.  | 15%          | 55,520.00     | 8,328.00      |        |
| Scott     | 15%          | 38,480.00     | 5,772.00      |        |
| Royce     | 10%          | 48,651.00     | 4,865.10      |        |
| Noah S.   | 10%          | 57,928.00     | 5,792.80      |        |
| Brenda L. | 25%          | 42,910.00     | 10,727.50     |        |
| Stacey    | 20%          | 36,920.00     | 7,384.00      |        |
| Debbie    | 13.02%       | 41,309.00     | 5,379.93      |        |
|           |              | 407,726.00    | 52,549.73     | 12.89% |

**ACCOUNTS PAYABLE BUDGET ALLOCATION**

Debbie Rainford acts as both a Business License Clerk and also an Accounts Payable Clerk. All of her salary is charged to the Economic Development budget. Therefore, we allocated her time directly spent on Accounts Payable as follows:

|                     |                 |            |        |
|---------------------|-----------------|------------|--------|
| Monday              | DCED duties     | 10 Hours   |        |
| Tuesday             | DCED / AP split | 5/ 5 hours |        |
| Wednesday           | DCED / AP split | 5/ 5 hours |        |
| Thursday            | DCED duties     | 10 Hours   |        |
| Friday              | off             |            |        |
| DCED Hours per week |                 | 30         | 75.00% |
| A/P Hours per week  |                 | 10         | 25.00% |
| <b>Total</b>        |                 | <b>40</b>  |        |

**Breakdown between Utility Funds vs Other Funds**

I broke down the invoice amounts by account number and then calculated a certain percentage to the total to determine how much time Debbie spends on

checks and for what fund. See results below. This was data from 7/14 to 3/15

|               |                       |
|---------------|-----------------------|
| General Fund  | 33.00%                |
| Utility Funds | 52.09%                |
| Other         | <u>14.90%</u>         |
| Total         | <u><u>100.00%</u></u> |

### **Total Time Spent on Utility Funds**

If we then take the total percentage of time spent per week on AP and multiply it by the amount she spends on utility fund expenses then we can determine an estimated allocation of Debbie's payroll, benefits, and indirect expenses such as office

|                  |                      |
|------------------|----------------------|
| A/P Hours spent  | 25.00%               |
| Utility invoices | <u>52.09%</u>        |
| Total            | <u><u>13.02%</u></u> |

## Fire Department

The fire department spends a small portion of its time in reviewing subdivision plans, testing and flushing secondary water hydrants, etc. Based on discussions with Eric, the following information was gathered.

- 1) Time allocated to hydrant testing/flows/rehab-paint, North Davis SD training & orientation – 60 hours
- 2) Time allocated to utility plans reviews/inspections, including contractor/planning commission correlation and sprinkler plans reviews – 80 hours

| <u>Hours Spent on Utilites</u> | <u>Total Hours</u> | <u>% Spent on Utilities</u> |
|--------------------------------|--------------------|-----------------------------|
| 140 per person per year        | 2912               | 2.06%                       |

Based on the 2.06% of time spent for all fire employees on utilities the same percentage was used for all expenses in the fire department.



## MEMORANDUM

### Summary

This memorandum serves as a document in determining and calculating an appropriate charge for utility services for the city buildings and city parks.

### Background & Calculation

The city has five office buildings that incur utility expenses. Each building has its own utilities. The city also has 12 parks that use secondary water for water. The estimated costs of these utilities are as follows:

#### **City Hall = \$1,183 per year**

Culinary Water = \$16.50/month = \$198/year

Secondary Water = \$21.50/month = \$258/ year = 1 inch connection

Garbage Service = \$9.95/month = \$120/ year

Sewer Service = \$23.80/month = \$286/year

Storm Service = \$25.45/month = \$305/ year = 3.4 Acres

Street Lighting = \$1.32/ month = \$16/year

#### **Community Center = \$1,183 per year**

Culinary Water = \$16.50/month = \$198/year

Secondary Water = \$21.50/month = \$258/ year = 1 inch connection

Garbage Service = \$9.95/month = \$120/ year

Sewer Service = \$23.80/month = \$286/year

Storm Service = \$25.45/month = \$305/ year = 3.3 Acres

Street Lighting = \$1.32/ month = \$16/year

#### **Police Station = \$773 per year**

Culinary Water = \$16.50/month = \$198/year

Secondary Water = N/A

Garbage Service = \$9.95/month = \$120/ year

Sewer Service = \$23.80/month = \$286/year

Storm Service = \$12.75/month = \$153/year = 1.7 Acres

Street Lighting = \$1.32/ month = \$16/year

**Fire Station = \$849 per year**

Culinary Water = \$16.50/month = \$198/year

Secondary Water = N/A

Garbage Service = \$9.95/month = \$120/ year

Sewer Service = \$23.80/month = \$286/year

Storm Service = \$19.10/month = \$229/year = 2.2 Acres

Street Lighting = \$1.32/ month = \$16/year

**Public Works = \$925 per year**

Culinary Water = \$16.50/month = \$198/year

Secondary Water = N/A

Garbage Service = \$9.95/month = \$120/ year

Sewer Service = \$23.80/month = \$286/year

Storm Service = \$25.45/month = \$305/ year = 4.0 Acres

Street Lighting = \$1.32/ month = \$16/year

**Total for Buildings = \$4,913 per year**

**Parks = \$26,568 per year**

We have 12 parks with 3" secondary water connections:

= 12 Parks \* 184.50 fee \* 12 months = \$26,568

**Total for Buildings & Parks = \$31,481 per year**

- These revenue will be charged to the utility funds as follows:
  - Culinary = \$990.00
  - Secondary = \$27,084.00
  - Garbage = \$600.00
  - Sewer = \$1,430.00
  - Storm = \$1,297.00
  - Street Lighting = \$80.00

**Total for all utilities = \$31,481 per year**

**Resolution**

The Finance Director will record journal entries to charge the utility expense to the general fund and utility revenue to the utility funds on a periodic (monthly, quarterly, semi-annual, or annual) basis.



## SYRACUSE CITY

### Utility Fees & Cost Allocation Policy

# (DRAFT)

#### **PURPOSE**

The purpose of this policy is to outline the City's policy on the establishment of customer rates for enterprise funds related to public utilities, including water, secondary water, sewer, storm sewer, and solid waste collection.

#### **AUTHORITY**

Under subsection 10-6-135(3)(f) of Utah Code and the provisions of the Uniform Accounting Manual for Utah Cities, the City Council has the authority to establish, through its budgetary process, a reasonable allocation of costs between the enterprise fund and other funds that provide staff or other support to the enterprise fund.

#### **GENERAL UTILITY USER CHARGES POLICY**

User charges for utility services, including water, secondary water, sewer, sewer, and solid waste collection, shall be set at rates sufficient to cover all direct and indirect operating and maintenance, capital, reserve/working capital and debt service costs. Overhead expenses and general government services provided to the enterprise activities shall be included as indirect costs. Rates will be set such that these enterprise fund balance is never below zero during the year.

**Comment [BB1]:** Question 1: Should we cover all of the direct and indirect costs of utilities, or subsidize with tax dollars? If subsidy is desired, this should be outlined in the policy. Also, caps on rates based on competitive pricing with other cities can be instituted.

#### **PERIODIC REVIEW OF RATES**

At least once every three years, the Finance Director will conduct a review of utility rates for each utility provided by the City. The review will include an analysis of the following for each fund:

- Planned capital improvements to be made within the next 5 years

**Comment [BB2]:** Question 2: Similar to the Fund Balance Policy in the General Fund, should the City establish a minimum amount of working capital available in each enterprise fund?

- Projected direct operational and maintenance costs for the next 5 years
- Projected indirect costs for the next 5 years
- Maintenance of minimum working capital
- Projected debt service costs
- Analysis of the extent that projected revenues at current utility rates will cover the projected costs over the next 5 years.

Upon completion of the analysis, the Finance Director will provide a report to the City Council for consideration.

### **PRICING INTERNAL SERVICES**

Internal services include all services provided by the government in support of the utility service operations. For example, the City government may provide accounting, payroll, and human resources services to the utility service. These services come at a cost, which is counted as part of the operational costs of the utility.

At least every 3 years, the basis for pricing of internal services will be reviewed. In determining the methodology for establishing the pricing for these services, the City will weigh the cost and time needed to accurately determine the pricing versus the accuracy of the pricing itself. Extraordinary costs should not be incurred if reasonable pricing structures can otherwise be determined.

The following is an outline on the methodology that will be used to determine the pricing of internal services:

- The Finance Director will conduct an evaluation of the percentage of time each employee has spent, or reasonably will spend, on each of the utility services being provided by the City.
- Based on the allocation of time, the Finance Director will take a percentage of the budgeted wages, benefits, and operating costs associated with each of those employees, and multiply the total budgeted amount by that percentage.
- In addition, the Finance Director will conduct an evaluation of non-personnel expenses that are incurred internally, and are related to the provision of the utility services. An allocated or pro-rated share of those expenses will be applied based on the percentage of such expenses that are related to utility services.
- Both the personnel-related and non-personnel costs are then added together and applied to each utility fund based on the allocation that has been calculated.

**Comment [BB3]:** There are alternative methodologies, including the policy decision of capping the costs of internal services if tax-funded assistance is preferred to pay for utility services.

**Comment [BB4]:** Question 3: This service can be done by the Finance Director, or via consultant services. The difference being cost and dedicated time available to conduct the research. What would the Council's preference be?