

CENTERVILLE WORK SESSION AGENDA

NOTICE IS HEREBY GIVEN THAT THE CENTERVILLE CITY COUNCIL WILL HOLD ITS WORK SESSION MEETING AT 5:30 PM ON MARCH 4, 2020 AT THE CENTERVILLE CITY HALL COUNCIL CHAMBERS, 250 NORTH MAIN STREET, CENTERVILLE, UTAH. THE AGENDA IS SHOWN BELOW.

Meetings of the City Council of Centerville City may be conducted via electronic means pursuant to Utah Code Ann. 52-4-207, as amended. In such circumstances, contact will be established and maintained via electronic means and the meeting will be conducted pursuant to the Electronic Meetings Policy established by the City Council for electronic meetings.

Centerville City, in compliance with the Americans With Disabilities Act, provides accommodations and auxiliary communicative aids and services for all those citizens in need of assistance, including hearing devices. Persons requesting these accommodations for City-sponsored public meetings, services, programs, or events should call Jacob Smith, Administrative Services Director, at 801-295-3477, giving at least 24 hours notice prior to the meeting.

The full packet of backups materials can be found at <http://centerville.novusagenda.com/agendapublic>.

A. ROLL CALL

B. BUSINESS

1. Introduction of the Tentative Budget and Department Head Presentations

Staff will introduce the FY 2020-2021 tentative budget and Department Heads will begin giving department budget presentations to City Council.

C. CLOSED SESSION (Closed Meeting, if necessary, for reasons allowed by State Law, including, but not limited to, the provisions of section 52-4-205 of the Utah Open and Public Meetings Act, and for the Attorney-Client matters that are privileged pursuant to Utah Code ann. 78B-1-137, as amended)

D. ADJOURNMENT

Leah Romero
Centerville City Recorder

CENTERVILLE

Staff Backup Report

3/4/2020

Item No. 1.

Short Title: Introduction of the Tentative Budget and Department Head Presentations

Initiated By:

Scheduled Time:

SUBJECT

Staff will introduce the FY 2020-2021 tentative budget and Department Heads will begin giving department budget presentations to City Council.

RECOMMENDATION

BACKGROUND

Budget Process:

The process for developing the FY21 Centerville City Budget began early this year - December 2019. This has been the schedule so far:

1/10 - Budget requests by department heads submitted

1/13 to 1/17 - Department budget meetings to review requests, establish priorities, discuss city's financial position

2/19 to 2/20 - Department budget meetings to review balanced budget, refine/update requests, departmental approval of proposed budget

We will now have department heads meet with the City Council during March to present their individual budgets, answer any questions, discuss priorities, go over revenue projections, structural changes, personnel, etc. giving the City Council a good framework to consider when reviewing and finalizing the city's budget.

Budget Structural Changes:

To accommodate recent changes or changes coming for FY21, we have structured the budget differently:

CITY COUNCIL: The Mayor and related budget items have been moved out of the Executive budget into the City Council Budget and renamed the City Council and Mayor budget

ADMINISTRATION: Now includes the Admin Services Director and IT Budget. Next year, we would like to and will work on pulling all IT related expenses/contracts/personnel into a separate IT Budget

MANAGEMENT SERVICES: Changed the title to FINANCE, moved some items to administration including IT

YOUTH COUNCIL: More itemization of events

WHITAKER HOME: For now and until a final decision is made, the Whitaker fund has been divided with the programs, personnel and events in a Whitaker budget under the general Government Services category. The building related expenses are now under Whitaker Home as a separate general fund budget along with the other buildings – City Hall, Public Works, Parks & Rec facilities and the Public Works storage facilities.

ATTACHMENTS:

Description

□ Capital Projects 2021

**Capital Equipment & Projects, One Time Funding
FY 2020-2021**

	Department Request	Proposed	Adopted	Notes
<u>City Council & Mayor</u>				
Special Contingency	\$15,000	\$15,000		
<u>Justice Court</u>				
New Copier	\$6,800	\$6,800		
<u>Administration</u>				
Computer Reserve	\$10,000	\$10,000		
<u>Attorney</u>				
Special Projects	\$5,000	\$5,000		For outsourcing support
<u>Emergency Management</u>				
800 MHZ Radio	\$2,500	\$2,500		
VHF Radio	\$500	\$500		
Compensation for PD assistance in exercise	\$1,500	\$1,500		
<u>Police</u>				
2 Vehicles and Equipment	\$95,000	\$95,000		
New Evidence Room	\$60,000	\$40,000		
Carport	\$21,500	\$0		
2 Shipping Containers	\$5,000	\$5,000		
Night Vision Goggles	\$4,000	\$0		
Computers	\$6,000	\$6,000		
Crime Scene Camera	\$3,200	\$0		
Furniture	\$1,800	\$0		Taken care of this year
<u>Liquor Law funds</u>				
Watchguard Camera System	\$6,000	\$6,000		
Misc Equipment	\$4,000	\$3,000		
Communities that Care	\$1,000	\$1,000		
<u>Public Works Administration</u>				
Upgrade Shoplift for 1 Ton	\$56,000	\$0		
Iron Worker for Steel Work	\$15,000	\$15,000		
<u>Streets</u>				
Bobtail Dump Truck w/ Plow (Clean Diesel Grant partial fund)	\$215,000	\$215,000		
F550 w/Plow	\$100,000	\$100,000		
F250 Crew Truck	\$42,000	\$0		
938M Loader	\$167,000	\$0		Marc is researching grant opps to fund this one in the future
Barricades, Signs and Cones	\$4,500	\$4,500		
Snowplow Blades	\$10,000	\$10,000		
Update Street Masterplan/Road Assessment	\$2,500	\$0		Moved to transportation fund
<u>GIS</u>				
Server Hardware Upgrades for GIS Server	\$8,500	\$0		
Aerial Imagery	\$2,900	\$2,900		
<u>Parks</u>				
Cemetery Utility Vehicle	\$28,000	\$0		Moved to Cemetery Perp. Fund
11 Ft cut Mower	\$90,000	\$90,000		
1 Ton Flatbed Dumptruck	\$52,000	\$0		
Small Equipment	\$5,000	\$0		
Replace Crew/Equipment Truck	\$34,000	\$34,000		
Utility Trailer	\$5,000	\$5,000		
Replace Smoot Park Irrigation Filter	\$6,500	\$6,500		
<u>City Hall Building</u>				
Replace Stacking Chairs and 8' folding tables	\$13,000	\$13,000		
Carpet and Paint	\$5,000	\$5,000		
Admin/Finance Lobby Security, ADA, Front door Remodel	\$90,000	\$90,000		Moved from FY20 to 21 due to lack of bids
<u>PW Building</u>				
Carpet/Tile/Paint	\$5,000	\$5,000		Upstairs hallway
Welding Bay Repair	\$500	\$500		
Fuel Management Equipment/Software	\$10,000	\$0		
Salt Rack (2 of 4)	\$12,000	\$12,000		
Wash Bay Pressure Washer	\$7,200	\$7,200		
Security Upgrades to Lobby	\$90,000	\$0		
<u>Parks Building</u>				
Replace Overhead Door Opener x2	\$3,000	\$3,000		
Shop Equipment Lift	\$12,000	\$0		
Computer and Equipment	\$1,600	\$1,600		
<u>Whitaker Home</u>				
Rain Gutters (West Side)	\$2,750	\$2,750		Most projects funded by a historical grant and the assumption of some of the RAP Tax monies
Exterior Self-Guided Tour	\$3,200	\$3,200		
Photo Cell Exterior Lighting	\$600	\$600		
ADA Curb Ramp	\$2,400	\$2,400		
Restoration of Chimney	\$400	\$400		
Additional Photo Cell Exterior Sign Lighting	\$3,200	\$3,200		
Carriage House Drive/Gate Rehabilitation	\$5,000	\$5,000		
Other Rehabilitation Work	\$14,350	\$14,350		
<u>Community Development</u>				
Computer Replacement	\$1,500	\$1,500		
Subtotal General Fund	\$1,375,400	\$850,900		

**Capital Equipment & Projects, One Time Funding
FY 2020-2021**

	Department Request	Proposed	Adopted	Notes
<u>Cemetery Perpetual Care</u>				
Cemetery Utility Vehicle	\$28,000	\$28,000		
<u>Transportation Projects Fund</u>				
Streets Master Plan and Assessment	\$25,000	\$25,000		
Sidewalk Repair/Active Transportation	\$100,000	\$100,000		
Street Projects TBD	\$1,378,592	\$1,378,592		
<u>Water Fund</u>				
Crew Truck	\$40,000	\$40,000		
Telemetry Upgrade/Equipment Change Out	\$17,000	\$17,000		
Computer Changeout	\$2,000	\$2,000		
Earthquake Fire Hose 2 of 3	\$10,000	\$10,000		
Line Locator for Electrician	\$3,500	\$3,500		
Ipad Upgrade	\$1,200	\$1,200		
New Generator Stationary	\$25,000	\$25,000		
Chlorine Equipment	\$5,000	\$5,000		
Load Test for Generators	\$5,000	\$5,000		
Earthquake Ramps 1 of 3	\$4,000	\$4,000		
<u>Projects</u>				
Energy upgrade	\$5,000	\$5,000		
Moving Meters to the Curb	\$15,000	\$15,000		
PRV Changeout	\$10,000	\$10,000		
Duncan Springs Filtration Plant	\$60,000	\$60,000		
Meter Change Outs	\$45,000	\$45,000		
Painting Fire Hydrants	\$15,000	\$15,000		
Oakridge Reservoir Land Purchase	\$300,000	\$300,000		
Other Water Line Projects/Contr. To Fund Balance	\$264,899	\$264,899		
<u>Drainage Utility</u>				
Grate retrofits	\$5,000	\$5,000		
Inspection Documentation Program	\$3,500	\$3,500		
Truck Replacement	\$39,000	\$39,000		
MS4 Training Program	\$3,500	\$3,500		
Projects TBD/Contr. To Fund Balance	\$435,162	\$435,162		
Subtotal Other Funds	<u>\$2,845,353</u>	<u>\$2,845,353</u>	<u>\$0</u>	
Total	<u>\$4,220,753</u>	<u>\$3,696,253</u>	<u>\$0</u>	