

# **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 17, 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. Department Head Budget Presentations**

Department Heads will continue giving department FY 2020-2021 tentative 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

3/17/2020

Item No. 1.

Short Title: Department Head Budget Presentations

Initiated By:

Scheduled Time:

### **SUBJECT**

Department Heads will continue giving department FY 2020-2021 tentative 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

□ Budget Presentation - Bruce Cox

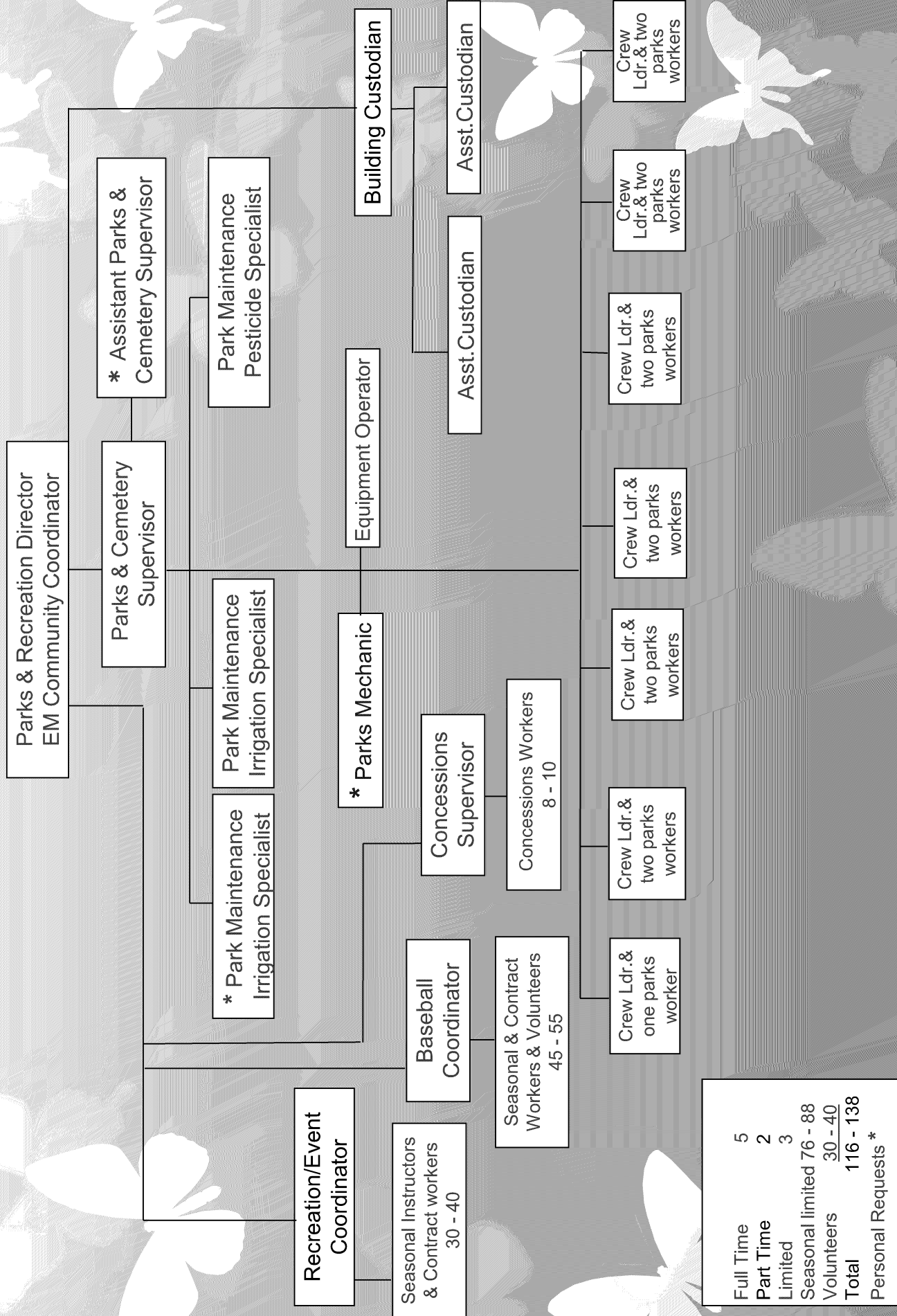
- ▣ Budget Presentation - Jacob
- ▣ Capital Projects 2021
- ▣ Budget Summary

The background of the slide features a repeating pattern of stylized butterflies and foliage in various shades of gray. The butterflies are depicted in flight, with their wings spread, and the foliage consists of broad, rounded leaves. The overall aesthetic is clean and nature-inspired.

# Budget Presentation 2020-2021

## PARKS & RECREATION

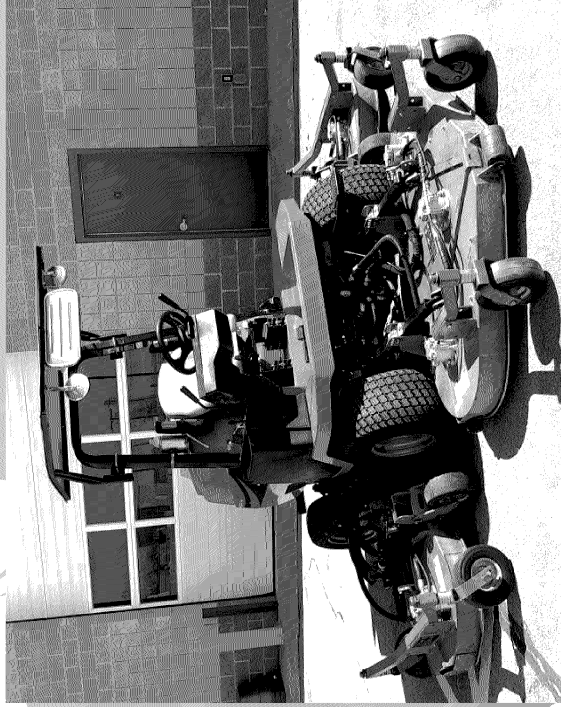




# Parks Capital Equipment

## Replacement Requests

11' cut mower



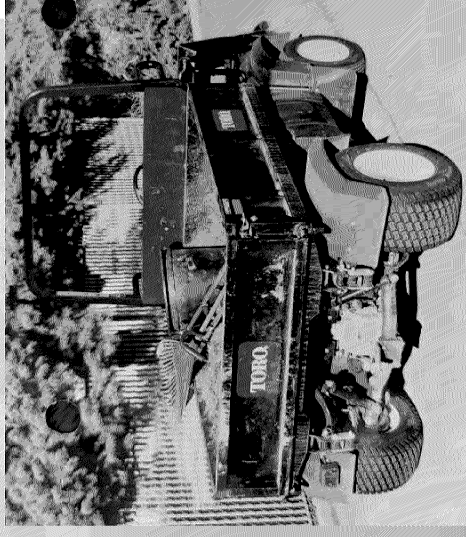
Pickup



(Project)  
Smoot filter



Cemetery  
Utility



1 ton flatbed dump



Small equipment



# Recreation

## Summer Recreation

- City Run Classes
- Community Partner Classes

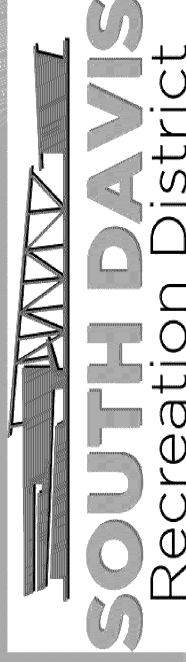


Match funds raised  
\$8,000  
Batting Cages



## Winter Recreation

- Ski School



- Youth Soccer
- Jr. Jazz basketball
- Flag Football
- Swim & Skate Lessons
- Adult Softball



## Little League Football



# BUILDINGS

## City Hall

- Lobby/Reception safety upgrades
- Carpet/paint
- Boilers?



## Public Works

- Upstairs carpet & paint
- Wash bay pressure washer
- Crane repair in welding bay
- Salter rack
- Fuel management equipment



## Parks & Rec. Shop

- Shop equipment lift
- Overhead door opener
- Computer



# BUILDINGS

## (continued)

### Whitaker Museum

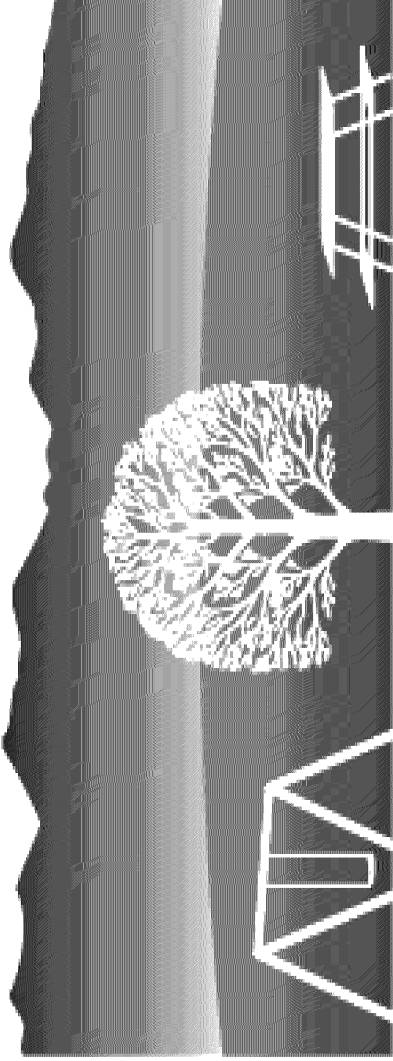
- Rain gutters (west side)
- Exterior self-guided tour
- Photo cell exterior lighting
- ADA curb ramp
- Rehab work
- Carriage house drive/gate rehab



### Public Works Storage Building

- No requests this year





CENTERVILLE  
PARKS & RECREATION

*Happy  
St. Patrick's  
Day*

## COURT

- New Copy Machine – 6,800

## ADMINISTRATION/FINANCE

- Moved Admin Dir from Finance to Admin
- Moved Mayor to Council (& Mayor) budget with related expenses
- Moved IT from Finance to Admin budget
- Computer Reserve – 10,000
- Partial pay for Grant Writer in Admin budget
- Casselle Training for new FD

## PERSONNEL CONTINGENCY

- Anticipating a few employees retiring in FY21

## DEBT SERVICE

- Last payment for Performing Arts Center (Theater)

## PARK FUND

- Only funds available for projects would be park impact fees for FY21; remainder is to pay debt

All else is pretty much the same from last year with some minor tweaks here and there made by Departments, updating contracts, reviewing spending history, reviewing tuition and training requests, etc.

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

|                                                              | <b>Department<br/>Request</b> | <b>Proposed</b>  | <b>Adopted</b> | <b>Notes</b>                                                                                |
|--------------------------------------------------------------|-------------------------------|------------------|----------------|---------------------------------------------------------------------------------------------|
| <b><u>City Council &amp; Mayor</u></b>                       |                               |                  |                |                                                                                             |
| Special Contingency                                          | \$15,000                      | \$15,000         |                |                                                                                             |
| <b><u>Justice Court</u></b>                                  |                               |                  |                |                                                                                             |
| New Copier                                                   | \$6,800                       | \$6,800          |                |                                                                                             |
| <b><u>Administration</u></b>                                 |                               |                  |                |                                                                                             |
| Computer Reserve                                             | \$10,000                      | \$10,000         |                |                                                                                             |
| <b><u>Attorney</u></b>                                       |                               |                  |                |                                                                                             |
| Special Projects                                             | \$5,000                       | \$5,000          |                | For outsourcing support                                                                     |
| <b><u>Emergency Management</u></b>                           |                               |                  |                |                                                                                             |
| 800 MHZ Radio                                                | \$2,500                       | \$2,500          |                |                                                                                             |
| VHF Radio                                                    | \$500                         | \$500            |                |                                                                                             |
| Compensation for PD assistance in exercise                   | \$1,500                       | \$1,500          |                |                                                                                             |
| <b><u>Police</u></b>                                         |                               |                  |                |                                                                                             |
| 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                                                                     |
| <b><u>Liquor Law funds</u></b>                               |                               |                  |                |                                                                                             |
| Watchguard Camera System                                     | \$6,000                       | \$6,000          |                |                                                                                             |
| Misc Equipment                                               | \$4,000                       | \$3,000          |                |                                                                                             |
| Communities that Care                                        | \$1,000                       | \$1,000          |                |                                                                                             |
| <b><u>Public Works Administration</u></b>                    |                               |                  |                |                                                                                             |
| Upgrade Shoplift for 1 Ton                                   | \$56,000                      | \$0              |                |                                                                                             |
| Iron Worker for Steel Work                                   | \$15,000                      | \$15,000         |                |                                                                                             |
| <b><u>Streets</u></b>                                        |                               |                  |                |                                                                                             |
| 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                                                                |
| <b><u>GIS</u></b>                                            |                               |                  |                |                                                                                             |
| Server Hardware Upgrades for GIS Server                      | \$8,500                       | \$0              |                |                                                                                             |
| Aerial Imagery                                               | \$2,900                       | \$2,900          |                |                                                                                             |
| <b><u>Parks</u></b>                                          |                               |                  |                |                                                                                             |
| 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          |                |                                                                                             |
| <b><u>City Hall Building</u></b>                             |                               |                  |                |                                                                                             |
| 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                                                   |
| <b><u>PW Building</u></b>                                    |                               |                  |                |                                                                                             |
| 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              |                |                                                                                             |
| <b><u>Parks Building</u></b>                                 |                               |                  |                |                                                                                             |
| Replace Overhead Door Opener x2                              | \$3,000                       | \$3,000          |                |                                                                                             |
| Shop Equipment Lift                                          | \$12,000                      | \$0              |                |                                                                                             |
| Computer and Equipment                                       | \$1,600                       | \$1,600          |                |                                                                                             |
| <b><u>Whitaker Home</u></b>                                  |                               |                  |                |                                                                                             |
| 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         |                |                                                                                             |
| <b><u>Community Development</u></b>                          |                               |                  |                |                                                                                             |
| Computer Replacement                                         | \$1,500                       | \$1,500          |                |                                                                                             |
| <b>Subtotal General Fund</b>                                 | <b>\$1,375,400</b>            | <b>\$850,900</b> |                |                                                                                             |



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

|                                                  | <b>Department<br/>Request</b> | <b>Proposed</b>           | <b>Adopted</b>    | <b>Notes</b> |
|--------------------------------------------------|-------------------------------|---------------------------|-------------------|--------------|
| <b><u>Cemetery Perpetual Care</u></b>            |                               |                           |                   |              |
| Cemetery Utility Vehicle                         | \$28,000                      | \$28,000                  |                   |              |
| <b><u>Transportation Projects Fund</u></b>       |                               |                           |                   |              |
| 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               |                   |              |
| <b><u>Water Fund</u></b>                         |                               |                           |                   |              |
| 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                   |                   |              |
| <b><u>Projects</u></b>                           |                               |                           |                   |              |
| 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                 |                   |              |
| <b><u>Drainage Utility</u></b>                   |                               |                           |                   |              |
| 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                 |                   |              |
| <b>Subtotal Other Funds</b>                      | <b><u>\$2,845,353</u></b>     | <b><u>\$2,845,353</u></b> | <b><u>\$0</u></b> |              |
| <b>Total</b>                                     | <b><u>\$4,220,753</u></b>     | <b><u>\$3,696,253</u></b> | <b><u>\$0</u></b> |              |

GENERAL FUND  
Revenues & Expenditures  
Summary by Category  
FY 2020/21

|                                  | 2018/19<br>Actual | 2019/20<br>Estimate | 2019/2020<br>Budget | 2020/21<br>Department<br>Request | 2020/21<br>Tentative | 2020/21<br>%Change |
|----------------------------------|-------------------|---------------------|---------------------|----------------------------------|----------------------|--------------------|
| <u>Revenues</u>                  |                   |                     |                     |                                  |                      |                    |
| Taxes                            | \$6,834,574       | \$7,128,269         | \$7,135,769         | \$7,244,375                      | \$7,244,375          | 1.5%               |
| Licenses & Permits               | \$337,506         | \$366,310           | \$360,700           | \$362,350                        | \$362,350            | 0.4%               |
| Intergovernmental                | \$51,293          | \$61,450            | \$54,200            | \$63,750                         | \$63,750             | 17.6%              |
| Charges for Services             | \$1,099,649       | \$1,346,939         | \$1,350,569         | \$1,809,157                      | \$1,809,157          | 33.9%              |
| Fines                            | \$395,121         | \$478,000           | \$450,000           | \$475,000                        | \$475,000            | 5.5%               |
| Miscellaneous                    | \$93,694          | \$73,355            | \$49,550            | \$122,550                        | \$122,550            | 147.3%             |
| Contributions & Transfers        | \$77,055          | \$73,640            | \$247,690           | \$152,040                        | \$152,040            | -38.6%             |
| Total General Fund Revenues      | \$8,888,893       | \$9,527,963         | \$9,648,478         | \$10,229,222                     | \$10,229,222         | 6.0%               |
| Use of Restricted Fund Balance   | \$0               | \$5,000             | \$5,000             | \$8,113                          | \$8,113              | 62.2%              |
| Use of Unrestricted Fund Balance | \$0               | \$0                 | \$0                 | \$0                              | \$0                  |                    |
| Total Sources of Revenues        | \$8,888,893       | \$9,532,963         | \$9,653,478         | \$10,237,335                     | \$10,237,335         | 6.0%               |
| <u>Expenditures</u>              |                   |                     |                     |                                  |                      |                    |
| Government Services              | \$1,345,387       | \$308,627           | \$1,528,820         | \$1,623,898                      | \$1,623,098          | 6.1%               |
| Police                           | \$2,742,965       | \$0                 | \$3,045,984         | \$3,211,197                      | \$3,169,247          | 4.0%               |
| Fire                             | \$894,321         | \$0                 | \$893,720           | \$947,000                        | \$947,000            | 5.9%               |
| Public Works                     | \$1,395,694       | \$0                 | \$1,584,117         | \$2,106,445                      | \$1,819,964          | 14.8%              |
| Parks & Cemetery                 | \$847,485         | \$0                 | \$928,435           | \$1,131,467                      | \$1,039,867          | 12.0%              |
| Public Buildings                 | \$204,827         | \$0                 | \$355,115           | \$496,310                        | \$384,310            | 8.2%               |
| Community Development            | \$337,888         | \$0                 | \$449,800           | \$466,373                        | \$466,273            | 3.6%               |
| Transfers/Non-Departmental       | \$872,798         | \$0                 | \$867,488           | \$787,576                        | \$787,576            | -9.2%              |
| Funds yet to be allocated        |                   |                     |                     |                                  |                      |                    |
| Total General Fund Expenditures  | \$8,641,366       | \$308,627           | \$9,653,479         | \$10,770,265                     | \$10,237,335         | 6.0%               |

OTHER SIGNIFICANT REVENUE SOURCES

SUMMARY

FY 2020/21

|                         | 2018/19     | 2019/20     | 2019/2020   | 2020/21            | 2020/21     | 2020/21 |
|-------------------------|-------------|-------------|-------------|--------------------|-------------|---------|
|                         | Actual      | Estimate    | Budget      | Department Request | Tentative   | %Change |
| RAP Tax                 | \$407,708   | \$430,000   | \$430,000   | \$438,000          | \$438,000   | 1.8     |
| Transportation          | \$1,450,186 | \$1,525,592 | \$1,465,592 | \$1,525,592        | \$1,525,592 | 4.0     |
| <u>UTOPIA</u>           |             |             |             |                    |             |         |
| UTOPIA Rebate           | \$0         | \$0         | \$0         | \$71,723           | \$71,723    | 10      |
| RDA Tax Increment       | \$178,326   | \$236,000   | \$178,000   | \$236,000          | \$236,000   | 32.5    |
| GF Transfer             | \$304,134   | \$255,289   | \$313,289   | \$193,277          | \$193,277   | -38.3   |
| <u>Enterprise Funds</u> |             |             |             |                    |             |         |
| Water                   | \$2,911,399 | \$2,909,500 | \$2,909,500 | \$3,065,500        | \$3,065,500 | 5.3     |
| Sanitation              | \$1,036,198 | \$1,186,000 | \$1,182,000 | \$1,193,000        | \$1,193,000 | 0.9     |
| Drainage                | \$1,323,022 | \$1,341,100 | \$1,341,100 | \$1,333,000        | \$1,333,000 | -0.6    |
| RDA                     | \$1,508,867 | \$1,829,899 | \$1,511,000 | \$1,835,000        | \$1,835,000 | 21.4    |