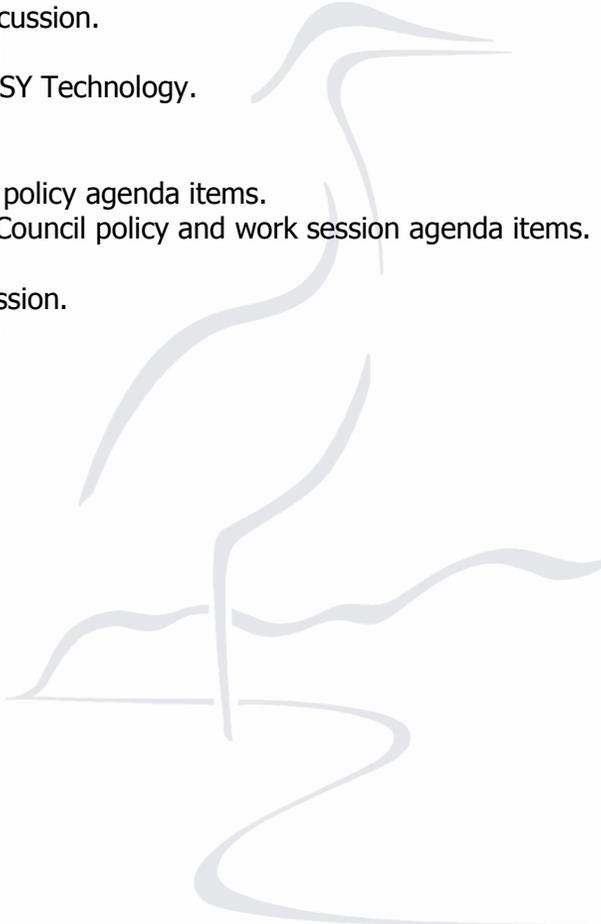


**CITY OF SARATOGA SPRINGS
CITY COUNCIL WORK SESSION AGENDA
Tuesday, March 15, 2016 - 6:15 p.m.**

City of Saratoga Springs City Offices
1307 North Commerce Drive, Suite 200, Saratoga Springs, Utah 84045

1. Budget Review / Discussion.
2. Discussion of BLYNCSY Technology.
3. Agenda Review:
 - a. City Council policy agenda items.
 - b. Future City Council policy and work session agenda items.
4. Adjourn to Policy Session.



SARATOGA SPRINGS

Notice to those in attendance:

- Councilmembers may participate in this meeting electronically.
- The order of the agenda may change by order of the Mayor.
- Please be respectful to others and refrain from disruptions during the meeting and congregating near the door.
- Avoid verbal approval or dissatisfaction of the ongoing discussion (e.g., applauding or booing).

City Council Staff Report

Author: Chelese Rawlings, Finance Manager
Subject: Budget Fiscal Year 2016-2017
Date: March 15, 2016
Type of Item: Discussion



Summary Recommendation: Staff recommends review and discussion of the City Manager tentative recommended budget for fiscal year 2016-17.

Description

A. Topic

City Manager tentative recommended budget for fiscal year 2016-17.

B. Background

Budget requests were requested for fiscal year 2016-17 by all city departments by December 12, 2015. The requests were compiled and reviewed by the Finance Manager by January 5, 2016. During the months of January and February meetings were held with the department head or employee submitting the request, the City Manager, the Assistant City Manager, and the Finance Manager. At this point all budget requests were discussed in great detail to determine if it was a viable request. The attachment of the Budget Request Summary shows all the requests that were submitted and the requests that are tentatively City Manager recommended. Soon to follow is the Tentative Budget Document 2016-2021.

C. Analysis

The budget formalizes the City's resolve to remain fiscally and legally responsible.

Recommendation: Staff recommends review and discussion of the City Manager recommended budget for fiscal year 2016-17.

Departmental Budget Requests for FY2017 & FY2018

Fund	Department	Request	FY 2016 Adjusted Budget	FY 2017 Dept Request	FY2018 Dept Request	Tentative City Manager Recommended	On going/One Time
General	All	Pay Plan		\$350,000		Y	On Going
General	Administration	PT Front Desk/Utility Billing Clerk (0 impact on the GF, allocated to utility funds)		\$25,920		Y	On Going
General	Public Works Admin	Third PT Administrative Assistant		\$34,126		N	On Going
General	Building	FT Plans Examiner		\$89,652		Y	On Going
General	Building	Building Inspector II		\$100,340		Y	On Going and One Time
General	Legal	PT Legal Assistant		\$26,400		N	On Going
	Legal	Convert Assistant City Attorney into FT position		\$66,972		N	On Going
General	Planning	General Plan Update	\$25,000	\$75,000		Y	One Time
General	Planning	Education/Training/Memberships for 4th Planner		\$1,000		Y	On Going
General	Planning	Planning Only Admin Assistant		\$13,918		N	On Going
General	Planning	Planning Intern		\$15,433		N	On Going
General	Planning	Planning Consulting		\$20,000		Y	On Going
General	Communications	Website Redesign		\$34,500		Y	One Time
General	Civic Events	Civic Events Overall Budget		\$26,089		Y	On Going
General	Civic Events	20 Year Celebration		\$21,400		Y	One Time
General	Civic Events	City Float		\$20,000		Y	One Time
General	Civic Events	Splash Concert		\$5,000		Y	On Going
General	Civic Events	Splash Water Party		\$700		N	On Going
General	Civic Events	Music Rights		\$1,000		Y	On Going
General	Court	ACE Court Clerk - PT		\$8,400		Y	On Going
General	Library	PT Library Clerk Staffing		\$30,000		Y	On Going
General	Library	Building Maintenance, Janitorial & Carpet Cleaning	\$1,250	\$2,500		Y	On Going
General	Library	Collection		\$10,000		Y	On Going
General	Library	Annual Software Maintenance		\$3,000		Y	On Going
General	Library	Office Supplies, Misc		\$6,000		Y	One Time
General	Police	Police Officer x3/1 Already Approved		\$421,010		N	On Going
General	Police	Police Sergeant		\$138,220		N	On Going
General	Police	Crossing Guard		\$10,000		Y	On Going
General	Police	Crossing Guard increase in pay		\$8,300		N	On Going
General	Police	Dispatch Fees - Contract Services		\$21,000		Y	On Going
General	Police	Police Detective (Part Time)		\$38,608		N	On Going
General	Police	FY2016 Approval Partial Year (1 Sergeant, 1 POIII, 1/2 detective)	\$90,058	\$270,174		Y	On Going
General	Fire	2nd PT Admin Assistant		\$15,788		N	On Going
General	Fire	3 FT positions - FF/Medics (offset by part-time salaries and		\$102,077		N	On Going

Fund	Department	Request	FY 2016 Adjusted Budget	FY 2017 Dept Request	FY2018 Dept Request	Tentative City Manager Recommended	On going/One Time
General	Fire	New Ambulance		\$82,500		Y	One Time
General	Fire	FY2016 Approval Partial Year (3 FT FF, offset by PT FF salaries and wages)	\$51,034	\$102,077		Y	On Going
General	Streets	FT Streets Supervisor		\$85,278		Y	On Going and One Time
General	Streets	Traffic Signal maintenance training and parts inventory		\$24,085		Y	One Time
General	Streets	ELGIN Sweeper Maintenance		\$22,000		Y	One Time
General	Streets	Salter Replacement		\$25,000		Y	One Time
General	Streets	Curb Gutter and Sidewalk		\$15,000		N	On Going
General	Engineering	Engineer II	\$47,062	\$94,124		Y	On Going
General	Parks	Increase in budget for Riverside Islands		\$1,425		Y	On Going
General	Parks	Increase in budget for Talus B		\$12,072		Y	On Going
General	Parks	62" Zero turn Mower		\$12,000		Y	One Time
General	Parks	62" Zero turn Mower replacement		\$12,000		N	One Time
General	Parks	Z spray ride on fertilizer and sprayer		\$13,000		Y	One Time
General	Parks	Seasonal Personnel Increase		\$36,960		N	On Going
General	Parks	Trencher with Trailer		\$9,832		N	One Time
General	Parks	Weed Mower for Loader		\$25,000		Y	One Time
General	Parks	Self pay credit card machine for Marina		\$7,500		N	One Time