

PERRY CITY COUNCIL BUDGET WORK SESSION
PERRY CITY OFFICES
MARCH 28, 2013

6:05 PM

OFFICIALS PRESENT: Mayor Pro-Tem Karen Cronin presided and conducted the meeting.
Todd Christensen, Karen Cronin, Peter Gerlach,

OFFICIALS EXCUSED: Mayor Jerry Nelson, Marci Satterthwaite, Jana Nelson

CITY STAFF PRESENT: Duncan Murray, City Administrator
Susan Obray, City Recorder
Shanna Johnson, Chief Deputy Recorder
Dale Weese, Police Chief

OTHERS PRESENT: None

CALL TO ORDER

Mayor Pro-Tem Cronin called the meeting to order.

A. BUDGET WORK SESSION (FISCAL YEAR 2012-2013 TENTATIVE DRAFT BUDGET)

o **GENERAL FUND**

Shanna Johnson advised that some changes have been made to plan revenues to include a projected 4.81% increase in Sales Tax. She said this is included in the planned amendment for Fiscal Year 2012-2013 (FY2013) and the proposed budget for Fiscal Year 2013-2014 (FY2014). She stated with this change to the revenues, the City is projected to have an 11% fund balance, or \$225,155.32, at the close out of FY2013. The FY2014 General Fund Budget is almost balanced with \$13,495.62 remaining to be allocated. She said this can be put toward projects, expenses, or contributed to fund balance. Council Member Christensen asked how much fund balance the city can have on hand. Shanna Johnson said the State requires at least 5% and allows up to 25%. She explained that the new Budget Excel Workbook sent to the council earlier in the week now lists the planned amendment on each department's work sheet; this includes all budget line items discussed in the last work session.

Duncan Murray reviewed the below department budgets:

Department	FY2013 Current Budget	FY2013 Draft Amendment	FY2014 Draft Tentative Budget
Judicial:	\$20,000.00	\$25,000.00	\$25,000.00
Duncan advised this budget goes to pay for our prosecuting attorney and other miscellaneous judicial fees. He advised that the amendment includes money to cover higher than anticipated attorney fees. He said if the city moves the justice court to Willard City in FY2014 costs may go down, as it is not required to have a defense attorney on standby. Defense attorneys would be hired as needed.			

Department	FY2013 Current Budget	FY2013 Draft Amendment	FY2014 Draft Tentative Budget
Community Development:	\$43,830.00	\$46,646.00	\$50,241.00
Duncan explained that this budget covers costs for inspection services provided by Box Elder County, Engineering related to community development, and newly added Planning Assistance through Jones & Associates. He said the budget includes training for Business Licensing, Building Permits, and Planning; it also has monies allocated for Economic Development costs associated with BEDA (Box Elder County Economic Development Alliance).			

Susan Obray reviewed the budget for the Administration Department:

Department	FY2013 Current Budget	FY2013 Draft Amendment	FY2014 Draft Tentative Budget
Administration:	\$608,170.00	\$615,324.61	\$642,282.28
Susan reviewed the planned FY2014 budget. She explained it includes costs for office personnel, equipment and supplies used within the department, public notices, costs for utilities in the building, travel and training, professional services (Accountant, Auditor, Engineering, Caselle Financial system and association fees), Council supplies and expenses, property taxes, Utopia, and Elections. She said that this year is an election year and the Election line item has been increased to cover the cost of equipment, supplies, and noticing related to elections.			

Dale Weese reviewed the budget for the Animal Control Department:

Department	FY2013 Current Budget	FY2013 Draft Amendment	FY2014 Draft Tentative Budget
Animal Control	\$1,410.00	No Change	\$1,410.00
Chief Dale Weese explained that the budget includes shelter fees and equipment needed for animal control. He said in an effort to keep costs down, the police department takes care of animal control issues, including Euthanasia. He said he is certified in Euthanasia.			

Shanna Johnson asked if the council had any questions or changes they would like to make at this time. Council Member Christensen said that he would like to review building permit fees. Many people are building elsewhere because the permit fees are much higher than surrounding areas. He said he realizes that the largest portion of the fee is the Sewer Impact fee and this is needed in order to pay back the bond, but recommended reducing the inspection fees for three to four months of the year. Shanna advised this would affect the General Fund budget so this would need to be decided now so adjustments could be made. Council Member Cronin recommended possibly offering an incentive such as a gift card instead of reducing the permit fees. Shanna Johnson said she has also heard that our Parks impact fee may be too high. This is a \$2,000 fee and the City may want to reduce this for a short period of time until the economy gets better. Duncan agreed that it would be better to reduce an impact fee rather than the inspection fees for a short period of time. He said the process is fairly easy and asked if the council would like him to include an item on a future City Council Meeting agenda to consider reducing one or more impact fees. Council Member Christensen said yes.

ITEM 11: ADJOURNMENT

MOTION: Council Member Christensen made a motion close the Budget Work Session. Council Member Christensen seconded the motion.

ROLL CALL: Mayor Pro-Tem Cronin, Yes

Council Member Christensen, Yes

Council Member Gerlach, Yes
Motion Approved. 3 Yes, 0 No

The Work Session adjourned at 7:00 p.m.

Susan O Bray, City Recorder

Karen Cronin, Mayor Pro-Tem

Shanna Johnson, Chief Deputy Recorder