

West Point City Policy Priorities

Tier I

- Fiscal Balance and Accountability
- Develop, Plan, and Maintain Infrastructure
- Community-Compatible Economic Development
- Sustainable Growth through Vision and Planning
- Quality Recreation Programs and Regionally-Coordinated Infrastructure and Facilities

Tier 2

- Community Celebrations and Events
- Parks, Trails, and Open Spaces
- Open and Responsive Government
- Regional Cooperation, Coordination, and Involvement by Council and Staff
- Active Emergency Preparedness

Memo

TO: All Department Managers
FROM: Kyle Laws, Assistant City Manager
DATE: January 3, 2012
RE: **FY 2013 Budget Process**

It is time, once again, to look at the City's budget for the upcoming fiscal year (FY2013). Any new request must have a corresponding expense reduction, revenue enhancement or justification as to why the adjustment is required. This means that unless a request addresses a preexisting issue already discussed with the City Manager, is a direct response to direction received from City Council at the Visioning Session, or deals with same-level of service adjustments (ie: inflationary adjustments) or other unforeseen but justifiable needs, no new budget options should be submitted by departments without expense or revenue offsets.

Your budget recommendations should each reflect Council's Policy Priorities, namely:

Tier 1

- Fiscal Balance and Accountability
- Develop, Plan, and Maintain Infrastructure
- Community-Compatible Economic Development
- Sustainable Growth through Vision and Planning
- Quality Recreation Programs and Regionally-Coordinated Infrastructure and Facilities

Tier 2

- Community Celebrations and Events
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- Active Emergency Preparedness

As such, each request must be linked to one (or more) of the ten Council Priorities. You are also strongly encouraged to utilize performance measures or other quantitative justifications as part of the rationale for their options.

Our "Base Budget" for next year will be this year's budget. In other words, unless a line item is increased or decreased through one of the changes discussed above, assume that it will remain the same for FY 2013.

Operating budget changes are due to the Assistant City Manager on or before **Friday, January 20th**.

Budget Meetings with the City Manager & Assistant City Manager

Gary and I would like to meet with each department as defined below between February 8th-10th to discuss your proposed operating budget requests:

Operating Budget Request Sheet

FY 2013

Manager _____

Department _____

Request Amount	_____	_____	_____	\$ -
	Amount	Current Budget	Recommend Budget	Change

Account Description	_____	_____
	Account Name	Account Number

Corresponding Reduction	_____	_____	_____	\$ -
	Number	Current Budget	Recommend Budget	Change

Request Description

Council Policy Priority _____

Capital Project Request Sheet

FY 2013

Manager _____

Department _____

Project No. _____
(indicate if new)

Request Amount	_____	_____	_____	_____	_____	_____
	FY 2012 (adj)	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017

Revenue Source _____

Project Name _____

Project Description _____

Council Policy Priority _____

Summary of Changes for FY 2013

	General Fund	Waste Fund	Water Fund	Storm Water	Net Cost/Savings to Other Funds	Total Cost/Savings
Personnel						
1 Employee Healthcare Benefits	\$0	\$0	\$0	\$0	\$0	\$0
2 Retirement, Workers Comp, etc.	\$13,075	\$4,004	\$4,004	\$493	\$8,501	\$21,576
3 Mayor Retirement	\$2,025					\$2,025
4 Pay Plan Off-year Market Adjustment (2%)	\$12,721	\$2,297	\$2,297	\$842	\$5,436	\$18,157
5 Intern	\$10,000					\$10,000
Subtotal	\$37,821	\$6,301	\$6,301	\$1,335	\$13,937	\$51,758
Administration						
6 City Recorder Training	\$385					\$385
7 IT	\$60		\$1,500		\$1,500	\$1,560
8 Miss West Point Pageant	\$1,000					\$1,000
9 City Celebrations & Events (4th of July)	\$8,000					\$8,000
10 Education Reimbursement	\$2,000					\$2,000
Subtotal	\$11,445	\$0	\$1,500	\$0	\$1,500	\$12,945
General Government						
11 Council Education & Training	\$2,800					\$2,800
Subtotal	\$2,800	\$0	\$0	\$0	\$0	\$2,800
Public Safety						
12 Narcotics Strike Force	\$3,000					\$3,000
13 Police Contract (3.5%)	\$3,750					\$3,750
Subtotal	\$6,750	\$0	\$0	\$0	\$0	\$6,750
Public Works, Emergency Management, and Parks						
14 Fleet Lease	\$0					\$0
15 Water Purchase (Weber Basin)			\$7,137		\$7,137	\$7,137
16 Secondary Water			\$30,000	(\$2,000)	\$28,000	\$28,000
Subtotal	\$0	\$0	\$37,137	(\$2,000)	\$35,137	\$35,137
Recreation						
17 Football Program	\$1,000					\$1,000
18 Soccer Program	\$1,212					\$1,212
19 Baseball/Softball Programs	\$677					\$677
20 Basketball Program	\$600					\$600
Subtotal	\$3,489	\$0	\$0	\$0	\$0	\$3,489
Transfers and Other						
21 Class C Transfer to Special Revenue	\$250,000					\$250,000
22 Debt Service on City Hall	(\$2,246)					(\$2,246)
Subtotal	\$247,754	\$0	\$0	\$0	\$0	\$247,754
	Net Change to General Fund	Waste Fund	Water Fund	Storm Water	Net Change to All Other Funds	Total Cost/Savings
Grand Total	\$310,059	\$6,301	\$44,938	(\$665)	\$50,574	\$360,633
Grand Total (less Class C)	\$60,059	\$6,301	\$44,938	(\$665)	\$50,574	\$110,633

Summary of General Fund Changes Including Revenues

		Excluding Class C
General Fund Changes (FY 2012-FY 2013)		
2012 General Fund Revenue Budget	\$2,020,580	\$2,020,580
Change in GF Revenues	\$313,920	\$63,920
2013 General Fund Revenue Budget	\$2,334,500	\$2,084,500
2012 General Fund Expenditure Budget	\$2,023,507	\$2,023,507
2013 GF Increases	\$312,253	\$62,253
2013 GF Reductions/Offsets	(\$2,246)	(\$2,246)
Change in GF Expenditures	\$310,059	\$60,007
Subtotal	\$2,333,566	\$2,083,514
Total Shortfall/Overage	\$934	\$986

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	1	2	3	4	5
Council Objectives	Stongly supports one or more Council Policy Priority	---	Some coorelation to a Council Policy Priority	---	Minimal to no correlation to a Policy Priority
Funding	Funds are available and likely earmarked for this project.	---	Project competes with other projects for funding.	---	Funds are not available or must be taken from another project.
Necessity	Project builds/improves critical infrastrucute	---	Enhances existing infrasturcture or community amenity	---	Project is considered "nice to have", but is not critical.
Operating Impact	Creates operating savings (or revenue).	---	Minimal impact on operating requirements.	---	Creates or requires a significant operating obligation.
Investment	Project has a positive history of prior investment.	---	Some investment has been made in the project's recent history.	---	New project with no prior funding or support.