

CITY COUNCIL AGENDA REQUEST FORM

Today's date: 07 / 13 / 17

Date of meeting 07 / 19 / 17

(City Council meetings are held the 1<sup>st</sup> and 3<sup>rd</sup> Wednesday of each month.)

Name of Citizen, Organization, Elected Official, or Department Head making request:  
CITY FINANCE DIRECTOR/TREASURER, SHANNON SYTH/SARAH LYNDS

Address: 1123 Lake Street

Phone number and email address: ssyth@sandpointidaho.gov, slynds@sandpointidaho.gov

Authorized by: Shannon Syth/Sarah Lynds

*name of City official*

*City official's signature*

*(Department Heads, City Council members, and the Mayor are City officials.)*

Subject: FY 18 Preliminary Annual Budget

Summary of what is being requested: To set a public hearing for the preliminary  
fiscal year 2018 budget.

**The following information MUST be completed before submitting your request to the City Clerk:**

1. Would there be any financial impact to the city?  Yes  No

If yes, in what way? Not at this time

2. Name(s) of any individual(s) or group(s) that will be directly affected by this action:

Have they been contacted?  
**Yes or No**

The public

No

3. Is there a need for a general public information or public involvement plan? **Yes or No**

If yes, please specify and suggest a method to accomplish the plan:  Yes  No

The public will have an opportunity to testify at the public hearing.

4. Is an enforcement plan needed? **Yes or No** Additional funds needed? **Yes or No**  
 Yes  No  Yes  No

5. Have all the affected departments been informed about this agenda item? **Yes or No**  
 Yes  No

**This form must be submitted no later than 6 working days prior to the scheduled meeting. All pertinent paperwork to be distributed to City Council must be attached.**

**ITEMS WILL NOT BE AGENDIZED WITHOUT THIS FORM**

# City of Sandpoint Agenda Report

**DATE:** July 13, 2017

**TO:** MAYOR AND CITY COUNCIL

**FROM:** City Administrator Jennifer Stapleton

**SUBJECT:** 2018 Preliminary Budget

**DESCRIPTION/BACKGROUND:** The preliminary budget establishes the maximum level of expenditures that cannot be exceeded after adoption. Upon adoption, the council will also set the date for a public hearing where you will hear public testimony regarding elements of the proposed budget. The Budget and the Budget narrative have been posted to the City's website and a budget workshop has been set for the following date:

**August 2<sup>nd</sup> – Staffing levels, wages and other benefits, Capital Projects, and Departmental Operations Budgets**

Public Hearing and Final adoption is scheduled for the August 16<sup>th</sup> City Council Meeting.

The proposed budget is \$40,136,717, which is an increase of \$716,897 or 1.8% from the current year's budget. This increase is related in part to the Downtown Sewer main replacement in the Sewer Capital Projects. The budget contains a 2% market adjustment to keep the employees in-line with benchmarking of regional agencies and funds to cover the increased costs of health insurance.

The majority of individual departments expenses, excluding wages and benefits, either decreased or were consistent with FY17. The budget includes bring the Municipal Enforcement/Community Relations Program back in house under the Police division.

Several departments, including Finance, budgeted to purchase cloud based, data driven, dashboards and reporting modules that will enhance reporting capabilities and include performance management and activity based information to council and the public.

The budget reflects a decrease in the Water Capital projects as the Sandcreek Waterline will be substantially completed by fiscal year end, requiring only a proportional amount in next year's budget.

**A few of the Capital projects located in the General Fund include;**

**Downtown Revitalization Phases 1 and 2**

**Baldy Pedestrian Path**

**Oak Street Bike Path**

**Property tax portion of the budget is \$3,981,342, an increase of \$66,394 over last year's levied amount. Of this amount \$42,121 is related to new construction values reported by the County and \$20,709 from foregone levying authority.**

**If all property values in Sandpoint remained the same as last year's value this increase would result in additional property taxes of \$27.16 per \$100,000 of net market value (after the homeowner's exemption has been applied).**

**STAFF RECOMMENDATION: to approve the Preliminary Budget for Fiscal Year 2018 and set a date for the public hearing - August 16<sup>th</sup>.**

**ACTION: Council adoption of the proposed budget for 2018 and to set a public hearing for August 16<sup>th</sup>.**

**WILL THERE BE ANY FINANCIAL IMPACT? YES**

**HAS THE ITEM BEEN BUDGETED? N/A**

**ATTACHMENTS: Budget Summary and Notice of Public Hearing for Proposed Budget for Fiscal Year 2017-2018 and Resolution for Intent to Use of Foregone Levying Authority.**

**NOTICE OF PUBLIC HEARING  
USE OF FOREGONE LEVYING AUTHORITY AND  
PROPOSED BUDGET FOR FISCAL YEAR 2017-18  
CITY OF SANDPOINT, IDAHO**

The public hearing for the City of Sandpoint proposed budget for Fiscal Year 2017-2018 and the proposed use of the City's foregone levying authority will be held at City Hall, 1123 Lake St., Sandpoint, Idaho, at **5:30 P.M. on Wednesday, August 16, 2017**. All interested persons are invited to appear and show cause, if any, why such budget should or should not be adopted. Copies of the proposed City budget in detail are available at City Hall during regular office hours.

	<b>Proposed Expenditures</b>		
	2015/2016 Actual	2016/2017 Budget	2017/2018 Proposed
<b>General Fund</b>			
Administration	1,706,466	2,257,399	2,476,560
Public Safety	3,107,836	3,775,187	3,971,149
Streets	875,165	1,407,675	1,339,107
Planning & Community Development	230,731	257,508	289,997
Culture & Recreation	792,075	921,541	958,585
Capital Projects	998,050	8,844,268	8,755,782
General Fund Totals	7,710,323	17,463,578	\$17,791,180
<b>Special Revenue Funds</b>			
Bonner Business Ctr Fund			
Fiber Optic Network Fund	-	743,500	114,400
Capital Impact Fee Fund	44,973	600,000	537,000
Recreation Fund	263,238	333,652	410,553
Local Option Tax Fund	118,911	4,488,016	3,900,997
Parks Capital Improvement Fund	854,271	501,943	665,496
Special Revenue Funds Total	1,281,393	6,667,111	\$5,628,446
<b>Enterprise Funds</b>			
Street Light Fund	12,670	-	-
Sanitation Services	321,281	355,677	353,987
Water	1,772,044	5,106,259	4,576,123
Sewer	1,551,322	3,785,001	5,261,200
Enterprise Funds Total	3,657,317	9,246,937	\$10,191,313
<b>Debt Service Funds</b>			
Debt Service Fund	724,955	1,620,452	1,751,777
Debt Service Funds Totals	724,955	1,620,452	\$1,751,777
<b>Agency Funds</b>			
Business Improvement Fund	-	160,000	160,000
LID Funds (combined)	42,739	1,077,743	1,077,743
Agency Fund Totals	42,739	1,237,743	\$1,237,743
Intergovernmental Transfers	3,179,165	3,183,999	\$3,536,258
Total Expenditures - All Funds	\$16,595,892	\$39,419,820	\$40,136,717

	<b>Proposed Revenues</b>		
	2015/2016	2016/2017	2017/2018
	Actual	Budget	Proposed
<b>Property Tax Levy</b>			
General Fund	3,511,762	3,719,991	3,871,862
Foregone Levying Authority to fund Fire Dept		15,797	20,709
Recreation Fund	165,561	176,032	183,420
Property Tax Levy Total	3,841,684	3,911,820	4,075,991
<b>Revenue Sources Other than Property Tax</b>			
General Fund	3,471,169	7,221,856	8,035,512
Grant Revenue	421,383	4,104,584	2,395,964
BBC Fund	82	-	
Fiber Optic Network Fund	-	693,500	114,400
Capital Improvement Fund (Impact Fees)	170,479	93,000	519,000
Recreation Fund	109,909	108,816	116,319
LOT Fund	929,043	3,253,016	3,900,997
Parks Improvement Fund	311,724	377,943	414,161
Street Light Fund	1,241	-	-
Garbage Fund	433,731	426,732	432,500
Water Fund	3,632,931	3,439,478	3,634,783
Water Reserves	286,900	231,000	250,000
Sewer Fund	3,826,990	3,803,500	3,888,787
Sewer Reserves	255,070	200,000	280,000
Debt Service Fund	15,085	-	
Business Improvement District	190,214	160,000	160,000
LID Guarantee Fund	145	-	
LID Funds	45,964	1,021,655	1,019,214
Intergovernmental Transfers	3,179,165	3,183,998	3,536,422
Beginning Cash	0	6,725,559	7,362,667
Other Revenue Sources Total	17,281,225	35,508,000	36,060,726
Total Revenues - All Funds	\$20,958,549	\$39,419,820	\$40,136,717

I, Maree Peck, City Clerk of the City of Sandpoint, Idaho, do hereby certify that the above is a true and correct statement of the proposed expenditures, revenues and foregone amount for Fiscal Year 2017-18, all of which have been tentatively approved and entered at length in the journal of proceedings. Citizens are invited to attend the public hearing above referenced.

A copy of the proposed city budget is available for inspection at the City Clerk's office, City Hall, 1123 Lake St., during regular office hours, 8:00 A.M. to 5:00 P.M., Monday through Friday.

Dated this            day of July, 2017.

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Maree Peck, City Clerk

Publish: August 2 and August 9, 2017