

**Heber City Corporation  
City Council Meeting  
March 31, 2014**

**4:30 p.m.**

**SPECIAL MEETING**

The Council of Heber City, Wasatch County, Utah, met in Special Budget Meeting on March 31, 2014, in the City Council Chambers at 75 North Main Street, Heber City, Utah.

**Present:**

<b>Mayor</b>	Alan W. McDonald
<b>Council Member</b>	Robert Patterson
<b>Council Member</b>	Jeffery Bradshaw
<b>Council Member</b>	Erik Rowland
<b>Council Member</b>	Heidi Franco
<b>Council Member</b>	Kelleen Potter

**Also Present:**

<b>City Manager</b>	Mark K. Anderson
<b>City Recorder</b>	Michelle Kellogg
<b>City Engineer</b>	Bart Mumford
<b>Planning Director</b>	Anthony Kohler
<b>Chief of Police</b>	David Booth
<b>Cemetery/Parks Director</b>	Mark Rounds
<b>Building Official</b>	Wesley Greenhalgh
<b>Public Works Director</b>	Stephen Tozier
<b>Senior Accountant</b>	Wesley Bingham

**Others Present:** LuWen Lee, Moana Rowland, and LeNell Heywood

Mayor McDonald opened the meeting and noted that in meeting with the department heads on a weekly basis, he had more appreciation for them and noticed the pride they took with their departments. He stated the most important focus during this budget process was funding the public safety building. With regard to the long term financing for that building, it would be necessary to increase the City's portion of the property tax by 35%, and he recommended not adding any more to that percentage. He knew there was \$1.8 million in surplus and felt there could also be another \$500,000 that could be used instead of further increasing the property tax.

Anderson stated he distributed a new manpower summary sheet that reflected lower costs for the reserve officer and IT requests. The time was turned over to the department heads to present their budget requests to the Council.

Wes Greenhalgh - Building: Greenhalgh stated that in talking with other cities, they were having a difficult time finding building inspector applicants due to flattened salaries and lack of interest in this occupation. He stated his secretary, Monicia Echols, had expressed an interest in becoming an inspector. Currently, 20% of the plans were outsourced to a contract inspector.

Greenhalgh indicated the contract inspector could work for the City up to two and a half days per week. He stated Echols needed to pass four tests and would then need to be field trained, which could be six months or longer, before she would be ready to do inspections on her own.

Mark Rounds - Cemetery/Parks: Rounds stated he wanted to focus on raises for his fulltime employees. He felt that his department should be at the same pay scale as Public Works leads and the department head. He quoted language from the Equal Pay Act which stated that employees in similar positions should receive equal wages.

He explained his capital requests on page six of the packet. Rounds also spoke about his request for an expansion to the shop for equipment storage. He would like to construct a pole barn so he could store things that the cold weather would not affect, such as fertilizer and mowers. He also requested a fuel tank.

Council Member Bradshaw asked how many graves were in use at the cemetery. Rounds responded that there were approximately 7,000 in use and 2,100 unsold. He proposed expanding the cemetery to the east and selling family plots, with one headstone containing the family name in the middle of the plot and eight to ten graves in that plot that would have individual flat markers. He also stated that the pricing for the current plots was very low compared with other cities in the state. Anderson asked Rounds to bring proposed rate changes for the plots. With regard to the additional seasonal worker request, this employee would be mostly working at the cemetery, leveling stones and filling in ruts, and could also help with mowing.

Tony Kohler - Planning: Kohler indicated that he needed to discontinue his IT role in the City due to the increase in planning activity. He requested iPads for the Planning Commission members and laptop computers for Karen Tozier and Ramona Pace. The adobe software request was so Planning Commission members could connect to the meeting when they were unable to be in attendance. Kohler asked to increase code enforcement hours from 20 hours per week to 30 hours per week, and her additional duties would include training businesses. He also requested a new vehicle for code enforcement. The current vehicle was a 1997 with 95,000 miles.

Council Member Franco asked about hiring an administrative law judge. Kohler stated when the proposed ordinances that would make parking and business license violations a civil matter passed, this judge would be required.

Bart Mumford - Engineering/Capital Projects: Mumford stated 600 South next to McDonalds would be closed next week during the public schools' spring break so the road could be cut open. Regarding the budget, he explained he worked with capital projects. There was a 20 year Master Plan which included many projects, and his job was to narrow down the project list to what would happen in the next five years, and then summarize his recommendations. He had no staff

requests because his work overload was contracted to Horrocks Engineers. He reviewed his requests as outlined on page seven of the packet. He requested bike lane striping along four streets. The street widening requests were for 2016, but because of the time needed in planning, he needed to begin now on these 2016 projects. The Daniels Road widening project was mostly covered by a grant, leaving \$700,000 as the City portion of that project. Sidewalks needed to be lifted. He also requested that the City aerial mapping be updated.

Under the Water Fund budget, a pipeline along 500 South would be replaced, with some of the cost being covered by CDBG funds. He would like to extend pressurized irrigation from Walmart to the Rec Center, which would cost \$130,000 from the collected impact fees. Under the sewer system, the land north of Smiths would be developing but there was no sewer pipeline to service that development. Anderson noted there were sufficient sewer impact fees to cover that cost as well.

Mumford requested a citywide traffic study. For years the city put off the study, but it was needed to count traffic and problem areas, as well as for changing out signage with reflective signage. He thought it was also needed to fix the uncontrolled intersections and to look at constructing additional corridors. Anderson stated this was a General Fund request.

Mumford also spoke about the water system in Valley Hills. His goals were to increase efficiency, serve new areas, and improve water pressure in Valley Hills. He referred to the water tanks that serviced the City and indicated he would like to reroute them for more efficiency. Since a new development was coming in, the City could work in conjunction with the development and save money. It was noted that Valley Hills would get chlorinated water. This project would be funded with impact fees. Mumford felt if this project was not done now, there might not be another opportunity.

At this time the Council took a recess. Upon returning, the following departments heads presented their requests:

Stephen Tozier - Public Works: Tozier explained the handout of his department structure and his proposed three new hires that would work in roads, administration and storm drain areas. He stated that because of demand, sometimes his employees helped out in different areas other than their assigned areas. Now, when areas needed extra coverage, there was no extra manpower available. With regard to equipment, it was noted that if the equipment to fix sidewalks was purchased, there would be no need to hire somebody to replace or lift the sidewalks.

Council Member Franco asked why a foreman was needed for two employees. Tozier stated the two existing foremen didn't know what the technology or mechanic areas of the department did and couldn't give those employees performance reviews. He also couldn't send out one man for

a two man job when others took time off. Council Member Franco asked what the backlog was. Tozier stated it was very low. The system had improved and there were very few water leaks. He indicated his department was not being proactive and for that he would like to hire these proposed employees. If he had to prioritize, he would give raises to his existing crew first, then purchase equipment and lastly new hires. Council Member Franco asked if any equipment requests were duplicated with the Cemetery/Parks department. Tozier stated he could share a screener with the Cemetery Department.

David Booth - Police/Animal Services: Chief Booth stated he cut the Animal Services budget by 8%. His requests included miscellaneous equipment in case computers or other items broke, and a new electric gate. He noted the Timpanogos Intermediate School Student Council would be coming to the City Council meeting this Thursday to present \$400 to Animal Services.

For Police equipment requests, Chief Booth prioritized his requests into three tiers, and noted the message board was a third tier request. The baton gear and sim guns were second tier requests, and the other items were his first tier requests, including a voice stress analysis system, vests, and equipment for his three proposed hires, three desktop computers, and cellphone forensic equipment.

Chief Booth passed around a handout comparing Heber City's staff ratio to other cities. The City's sworn officers were 1.1 per thousand residents and that ratio was lower than comparable cities. He proposed hiring three entry level officers and promised the City increased revenue of \$100,000 through tickets. He also requested \$50,000 for reserve officers. He spoke of advancements within the department and a promotion to sergeant.

Chief Booth also reviewed his vehicle equipment requests. Council Member Potter asked if multiple officers could share the same vehicle. Chief Booth stated the vehicles would wear out faster and would cost more in the long run. He indicated only three officers lived outside of the county.

Mark Anderson - Administration/GGB/Airport/Other Issues: Anderson stated staff tried to do what was best for the City. Over the years, the City had been very fiscally conservative and it was not prudent anymore, seeing the shortage in staff and equipment. He noted the software requests and other administrative requests. He stated the FEMA grant did not come through to replace the roof on the social hall, and the roof was currently sagging. He stated the airport runway lighting system should be bid out, but the Airport Advisory Board recommended the project not start until April 2015. The City had the match money in place in the Airport Fund.

Personnel: Anderson stated if the fulltime building secretary was funded, accounts payable would need a new person. Lynsee Sulser might be able to take over that responsibility. The IT

hire might be put off for a year because of so little space in the building to accommodate additional personnel.

Anderson asked when the City would want to issue the bond for the public safety building. The Council agreed to borrow the bond by the first part of July. He stated his concern was that the tax increase wouldn't be passed until August. He was also concerned that some in the City would question the increase a year before the first payment was due. It was noted that interest would not start accruing on the bond until after the project was completed.

At the last budget meeting, there were questions on the impact of the annual water rate increases. Wes Bingham explained if rates were increased 15% every other year, more revenue would be achieved and there would be less pushback than there would be from raising rates every year. He noted that the increased revenue would make the revenues more closely align with the operating expenses. Council Member Bradshaw was in favor of keeping the 7.5% increase each year since that was how the process was communicated to the residents. Council Member Rowland wanted to see how the City was tracking new growth, the projected revenue increases and the ultimate goal of the increases. Anderson indicated the additional expenses from manpower and other costs were a challenge in making headway with aligning the revenues and expenses.

Anderson summarized he would move forward with getting the bond issued, including the 35% tax increase. Council Member Rowland stated a 35% tax increase would not be enough to fund the City's needs. There was discussion on needs versus wants in the City.

Anderson reviewed the surplus and revenue versus the proposed expenditures. Several ideas were given for funding the capital and manpower requests. Anderson proposed not funding Cemetery/Parks wage increases, not funding the reserve officer increase of \$20,000, and cutting the IT position. Chief Booth indicated the discussion tonight had focused on promoting the City to the taxpayers and therefore cutting IT would be doing a disservice to staff. Council Member Patterson stated the City had been understaffed for too long. Council Member Bradshaw wanted to fund the majority of requests for manpower. Anderson stated he would bring some recommended funding of manpower and equipment to the next meeting.

With no further business, the meeting was adjourned.

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Michelle Kellogg, City Recorder