



SPECIAL CITY COUNCIL WORK MEETING MINUTES

Wednesday, April 23, 2014
Approved May 8, 2014

The following are the minutes of the Special City Council Work Meeting of the Herriman City Council. The meeting was held on **Wednesday, April 23, 2014 at 5:00 p.m.** in the Herriman City Community Center Council Chambers, 13011 South Pioneer Street (6000 West), Herriman, Utah. Adequate notice of this meeting, as required by law, was posted in the Community Center, the City's website, and delivered to members of the Council, media, and interested citizens.

Attendance:

Mayor Carmen Freeman

Council Members Present:

Mike Day, Matt Robinson, Craig B. Tischner and Coralee Wessman-Moser

Staff Present:

Brett geo. Wood, City Manager
Gordon M. Haight II, Asst. City Manager
Tami Moody, Executive Administrative Manager/PIO
Jackie Nostrom, City Recorder
Cindy Quick, Deputy City Recorder
Shauna DeKorver, Finance Director
Cheeryl Jeppson, Human Resource Director
Monte Johnson, Operation Director
Blake Thomas, City Engineer
Danie Bills, Event Coordinator
Justun Edwards, Water Director
Cathryn Nelson, Building Official
Debbie Radzinski, Court Clerk
Luke Sieverts, Water Manager
Wade Sharp, Parks Manager
Bryn McCarty, Planning Supervisor

5:00 PM - Welcome

COUNCIL BUSINESS

- a. **5:12:57 PM** Discussion of the 2014-2015 Herriman City Budget – Shauna DeKorver, Finance Director

Shaunna gave a brief overview of how the department heads were advised to address the budget. She noted that if the department was requesting a substantial change, they were advised to bring that to the attention of the Council. She urged the Council to ask questions if desired.

5:14:10 PM **Water Administration Budget**

Water Director Justun Edwards observed the four different budgets that include: Administration, Maintenance, Blue Stakes, and Secondary Water. He noted that he would begin the discussion with the Administrative Water Budget. He advised the Council that the salary and wage line item were staying equal with the exception of the recommended salary increases. He observed the increase in the training and travel accommodations due to an additional employee that requires mandatory training to keep certifications current.

He commented that printing will increase due to additional billings. Councilmember Moser asked how often the City rebids for printing services. Finance Director Shauna DeKorver responded that estimates are received approximately every two years, and added that our current provider has been very competitive. Director Edwards continued with the Employee business relations account and noted the requested budget would increase \$500. Councilmember Moser asked about the reduction of the budget for attorney fees. Director Edwards responded attorney's fees were reduced because of the 2013-2014 Special Assessment Area contract. City Manager Brett Wood informed the Council that this year the City will make a more detailed accounting of employees being paid out of the General Fund and the Enterprise Funds. Councilmember Moser asked about the City being charged for water usage. Director Edwards confirmed the bill at the Legislature that addressed that issue did not pass; however, the City is beginning to start account for water usage. Finance Director Shauna DeKorver commented that at a recent conference it was suggested to request a public hearing for consideration to waive the fee for the City. City Manager Brett Wood cautioned the Council in waiving the fees because he felt that it would be better to show there is an equal trade-off.

Director Edwards addressed the line item of bank charges increase to allow customers to pay for their water bill via credit cards. He noted that credit cards consist of the majority of the utility billing payment methods. He examined the public notice budget may require an increase in anticipation of another special assessment area, but currently it is not recognized in the proposed budget. Director Edwards observed the liability insurance decrease, but was not sure of the change. Councilmember Moser requested clarification of the budget line. Director Edwards responded that he would gather the information for the Council.

Director Edwards explained the software increase to expand the SCADA and water system modeling software. He explained the water conservation budget line and observed that Jordan Valley has historically published the noticing for

conserving water; however, if the City is required to notice the conservation the funds are already allocated.

5:25:35 PM Water Maintenance Budget

Water Director Edwards explained the salaries and wages increase for the water maintenance budget is due to the commercial driver's license compensation for seven employees, reimbursements for four employees for water maintenance certifications, and an additional proposed full-time employee. He observed the lack of personnel due to additional projects in the Water Department.

Finance Director Shauna DeKorver informed the Council of the reduction of the line item by \$48,000 to reallocate secondary water wages to the appropriate line item. Director Edwards offered a brief overview of the employee overtime procedures. Councilmember Day asked if the overtime hours fluctuate on an annual basis. Director Edwards responded that the hours vary drastically, and added that hiring an additional employee would reduce the amount of overtime. Mayor Freeman asked if the additional employee request was in anticipation of the SLR project. Director Edwards explained that the request for an additional employee is due to the increasing number of facilities throughout the City. He noted that the water system is deteriorating which requires additional call outs to repair broken water lines.

Director Edwards noted that an additional generator will be added, which will increase the budget for fuel. General supplies line item is for safety equipment for the employees. Councilmember Craig Tischner asked about the difference in the safety budget line as opposed to the general supplies. Water Manager Luke Sieverts responded that the Water Department has implemented additional safety equipment to keep it separate from personnel safety equipment. Director Edwards explained to the Council that the department is in need to replace dilapidated equipment, and have proposed an increase in the budget to account for that. Director Edwards continued with the utility fund for electricity. He disclosed to the Council that due to the addition of Stillman Well, the electricity budget line will have to increase.

Director Edwards briefly explained the process of the vehicle lease, and how the lease payments are reimbursed. Mayor Freeman asked for clarification of the vehicle lease line item. Director Edwards responded that the City is required to show the total cost of the vehicle plus the first years' payment, then the budget would show a reimbursement to the City on lease proceeds to show revenue to offset the cost. Director DeKorver confirmed.

Director Edwards conveyed to the Council about the equipment insurance increase is due to the additional generator. Councilmember Craig Tischner asked if the generator would be purchased in the next budget year. Director Edwards explained that the generator has been purchased; the budget adjustment is to accommodate the insurance for the equipment. He examined the increase of the Building and Grounds supply increase to add air system at the Rosecrest Pump

Station and to install retaining walls as well as a concrete pad to house the on-site back-up generator. Continuing on with meters and meter replacement, the meters are aging and replacement is necessary to prevent revenue loss. The new meters that have been purchased will reflect in revenue when a building permit is secured. He observed a meter fee increase has not been instigated since 2006.

Director Edwards observed the reduction of the Jordan Valley Contract reduction based on the anticipation of what the Stillman Well production. Councilmember Robinson asked if growth is factored into the proposed budget. Director Edwards responded that growth cannot be projected. City Manager Brett Wood commended the installation of the well and the benefit it will bring to the community. Director Edwards continued with the maintenance budget line item for new service connection. He explained to the Council that builders can contract with the City to install the water service. Distribution Repairs and Repairs services will increase slightly based on current year repairs due to aging system. Repairs Sources budget item will increase in order to have the funding available in the event a well motor goes out, the #4 well motor control panel that needs to be replaced, and the spring redevelopment construction.

Director Edwards explained that the last two line item increases are for the Chlorine budget item due to the addition of the Stillman Well, and C O Equipment for the Rosecrest Booster Pump Station and the backup pump. He informed the Council of his desire to purchase an additional back up at each location. City Manager Wood commended Director Edwards for implementing a risk management plan in regards to the backup pump at each site.

Director Edwards explained the budget increase to upgrade radios and SCADA integration. He noted the radios are becoming obsolete and the system needs to be upgraded.

[5:50:03 PM](#) **Blue Stakes Budget**

Water Director Justun Edwards notified the Council that the budget for blue stakes doesn't fluctuate very much annually. He examined the decrease in the salary budget due to retirement of personnel. He offered an explanation of overtime and call out necessities due to the four-day work week. Director Edwards noted the increase in the blue stakes budget for general supplies and notifications because of increasing requests from contractors to install marking flags in addition to painting the utilities.

[5:53:38 PM](#) **Secondary Water Budget**

Water Director Justun Edwards examined a more accurate accounting of labor for secondary water. He noted that the previous year the City started tracking and allocating costs to the secondary water fund. He observed the increase to purchase of water from Riverton to 650 acre feet of water.

Director Edwards continued with the increase of repairs for secondary water distribution. Actual current budget is \$38,000 due to the 30" waterline main

break, and explained his thought process of the budget proposal for that specific line item. He offered a brief overview of the budget increase to allow a chlorine injection after the end of the season to kill snails, and to insert herbicides to reduce the moss in the Blackridge reservoir.

6:00:46 PM **Engineering Budget**

City Engineer Blake Thomas presented the Council with a budget handout. He offered an explanation of the increase of the engineering budget to accommodate hiring an Assistant City Engineer. Councilmember Robinson asked about the continuing education requirements. Engineer Thomas responded that 24 credits are required every two years to maintain certifications. Engineer contract budget decreased significantly due to hiring and additional engineer; however, services for geotechnical studies and surveys will have to be contracted.

Engineer Thomas explained the auto repair and maintenance increase. Mayor Freeman asked if the vehicle lease is for replacement vehicles or new vehicles. Engineer Thomas responded that the money is being budget for replacement vehicles. City Manager Wood added that during the recession the City ceased replacement of vehicles in order to save money. He expressed his concern of downtime due to unreliable vehicles. Councilmember Tischner asked about the resale value of the surplus fleet. City Manager Wood offered a brief overview of the government purchase and surplus arrangements of vehicles.

6:15:03 PM **Human Resource**

Human Resource Director Cheeryl Jeppson noted that she increased memberships and subscriptions to allow HR Assistant Milly Park to attend. She observed the increase of the seminar budget line to accommodate attendance to the national conference. Councilmember Robinson asked about salary increases for completion of college degrees. Director Jeppson responded that the City does allocate a 5% raise for degree completions.

Director Jeppson continued with an explanation of “Mayor Money” and how employees can earn this benefit. She relayed a concern that a consultant informed her that employees should be taxed on a monetary gift. City Manager Wood informed the Council that he has been in contact with jurisdictions that have recently been involved in an IRS audit to see what the auditor was researching in preparation of an audit in Herriman. Director Jeppson recommended an internal audit be conducted. She elaborated on the increase of the drug testing and Department of Transportation physicals. City Manager Wood enlightened the Council of what the City policy is regarding post accident drug tests.

Director Jeppson conveyed the increase of the employee service award to the Council and offered an itemized list for their reference. City Manager Wood expressed his desire to have a discussion with the Council regarding this benefit. Councilmember Robinson expressed his feeling of having positive employee morale in the workplace, and added that he would be in favor to allocate funds for

as deemed necessary. Director Jeppson observed the attendance decrease at the awards banquet. City Manager Wood reported to the Council that as he converses with employees, they would be willing to give up the dinner in order to maintain other benefits. Director Jeppson expressed her concern of the unintended consequences. Councilmember Robinson responded that employee morale ultimately is the responsibility of HR and the City Manager.

Director Jeppson observed the last budget line increase in the Human Resource Department is for contracted HR services. Councilmember Robinson asked if the increase was specifically for an additional survey. Director Jeppson responded yes. Mayor Freeman questioned the services provided by Technology Net consultant. Director Jeppson answered they are the third party consultant that provides salary updates and changes throughout the market. City Manager Wood added that the consultant also compares job descriptions throughout the market are consistent. Mayor Freeman clarified that the services provided by Libby Lowther & Associates are for special circumstances. Director Jeppson confirmed, and noted that she is paid by incident. City Manager Wood acknowledged her well documented reputation. Councilmember Robinson asked how often the City utilized her services in the previous year. Director Jeppson estimated three times, but noted that each incident is not a flat rate; that is how we budget the service.

[6:54:30 PM](#) **Building Services Budget**

Building Official Cathryn Nelson offered a brief overview of the Building Services budget. She elaborated on the budget increase in anticipation of hiring the technical position of Building Inspector III/Plans Examiner. Building Official Nelson reported to the Council of the trainings and seminars that attendance is mandatory for building inspectors. She made a special mention of the emergency preparedness training that she is requiring the department to become certified in. Councilmember Moser commended Building Official Nelson for her proactive approach in emergency preparedness.

Building Official Nelson notes the proposed purchase of a vehicle as well as the replacement of the F-150. Mayor Freeman asked if the proposed vehicle purchase is for the new position. Building Official Nelson explained that the vehicle would be shared by two employees. Councilmember Robinson clarified the total budget increase is \$250,000. Building Official Nelson confirmed.

[7:03:52 PM](#) **Planning Budget**

Planning Supervisor Bryn McCarty presented a handout to give the Council a brief overview of the department. She began the discussion by notifying the Council that Sandra Llewellyn was reassigned to the Planning Department in lieu of hiring an additional employee. She recognized the budget increase in anticipation that Heather Upshaw will take her AICP test this November. Supervisor McCarty offered an explanation of the training budget increase to allow two employees to attend the national conference, and to accommodate training for the new position.

Supervisor McCarty observed the increase in auto maintenance for the Code Enforcement Officer. Councilmember Robinson observed that an analysis be conducted of all fleet vehicles. City Manager Wood responded that he is currently reviewing the fleet. Supervisor McCarty continued with the abatement line item that was recently implemented. She informed the Council that this budget line is for placing liens on properties, and in theory, would be eventually compensated. Councilmember Tischner asked if the City has ever been in a position to have the funds returned. Supervisor McCarty answered no. Councilmember Moser commented that the property would have to change ownership at some point, and reimbursement would be inevitable.

7:10:31 PM Community Events and Recreation Budget

Event Coordinator Danie Bills explained the proposal for wage increases and promotions. City Manager Wood complimented Coordinator Bills on her employee, Lori Vollmer. Events Coordinator Bills applauded the incredible employees that she works with. She briefed the Council of the decrease of the payroll burden due to a compensation reporting error that part time employees are not eligible to receive.

Events Coordinator Bills continued with the overtime budget noting this allocation is for the ten parades the City is involved with annually. Councilmember Robinson asked if the Herriman City Royalty attend parades. Coordinator Bills confirmed. Councilmember Robinson expressed his admiration of the history elements associated with parades and what it brings to the community. City Manager Wood extended his appreciation on the stellar attitude of the previous years' royalty.

Coordinator Bills reported the increase of licenses due to the additional food handler permits for Blackridge and Herriman City concessions. She informed the Council of the proposed increase of equipment to purchase hanging banners to display at the Fire Station for the Unified Fire Authority, Unified Police Department, and Herriman City. She revealed the needed replacement of the snow cone and cotton candy machines.

Events Coordinator Danie Bills observed the reduction in the Fort Herriman Days Festival budget due to the replacement of the carnival vendor. She offered a brief explanation of the Enduro Challenge, and the associated changes. She reviewed the budget for the Senior Citizen Development. Councilmember Robinson asked if the individuals that utilize the facility were Herriman Residents. Coordinator Bills responded that most of the senior citizens are from Herriman; however, some Riverton residents do utilize the center. Councilmember Robinson noted that few departments are significant revenue generators, and recommended to have a report produced for residents that outline revenue compared to the expense lines.

Councilmember Robinson asked of any changes in seasonal employment. Coordinator Bills responded that the City has anticipated hiring four additional employees because of Blackridge. Councilmember Robinson expressed his concern of burning out employees.

[7:35:39 PM](#) **Arts and Cultural Development Budget**

Events Coordinator Danie Bills apologized for the absence of James Crane, and hoped that he would be available to answer any questions the Council may have regarding this budget. She informed the Council of Mr. Crane's feeling that the budget is too lean, and reported that the Arts Council is considering purchasing microphones and a sound system for Herriman Harmonix. Councilmember Robinson reported that he spoke to the Historical Committee, and they requested for the budget to remain the same in anticipation of the completion of the book for the next budget year. Councilmember Moser observed their lack of keeping commitments annually, and suggested reducing the budgeted amount due to the lack of results. Councilmember Matt Robinson recommended extending a formal invitation for each committee to present to Council and request budgeted funds; however, suggested that time be limited. Councilmember Tischner concurred that the presentation be limited. Finance Director DeKorver asked if the Council wanted the committees to present at the next budget work meeting. The Council agreed.

[7:46:14 PM](#) Councilmember Mike Day Arrived

Events Coordinator Danie Bills reported that the horse and wagon budget needs to be increased. Water Manager Luke Sieverts added that the wagon needs minor repairs. Mayor Freeman asked how often the horses are used. Coordinator Bills offered a review of the events the horses attend, and elaborated that they are worked with more often. Manager Sieverts requested suggestions of utilizing the horses to benefit the City.

[7:52:02 PM](#) **Cemetery Budget**

Parks Manager Wade Sharp summarized the cemetery budget. He noted the overtime adjustment out of the salary category in order to track overtime hours more accurately. City Manager Wood identified the increase of burials. Mayor Freeman asked about the overtime. Manager Sharp responded that the overtime occurs for weekend and holiday burials. Councilmember Mike Day asked if the cemetery was an enterprise fund. City Manager Wood responded that it was part of the general fund as a service to the City. Councilmember Day asked about the expense to service the cemetery. Manager Sharp answered the City subsidizes the expenses.

Parks Manager Sharp continued with the fuel line item for the cemetery. He noted the increase of fuel charges and maintenance because of the additional burials. Councilmember Day asked if the vehicle lease request is for a new vehicle or a replacement. Manager Sharp responded a new vehicle would be purchased. He brought to the attention of the Council the anticipated 4% power increase imposed by Rocky Mountain Power.

Manager Sharp reviewed improvements that need to be conducted at the cemetery that included: crack seal, slurry seal, and marker hubs. Councilmember Moser was pleased to her of the installation of the markers.

8:02:40 PM Parks Department Budget

Parks Manager Wade Sharp reported to the Council that the department is understaffed, and explained that staff has been working flex time to have a crew here six days a week. Events Coordinator Danie Bills extended her gratitude of having a crew available to help. Parks Manager Sharp believed coverage for the department is excellent even with having personnel working a four day work week. City Manager Brett Wood informed the Council of the cost savings and additional service provided to the community by allowing the longer shifts. Mayor Freeman noted that he would like to have a discussion regarding the work hours at a future work meeting.

Parks Manager Sharp explained the need to increase the budgeted overtime as we continuously are going over the allotment. He reviewed all of the overtime drivers. Councilmember Day asked if depreciation is factored into the budget. City Manager Wood explained that the City would like to work towards having depreciation reflect in the budget; however, the City doesn't have that luxury.

Manager Sharp continued with the Arborist position that is vacant, and he informed the Council of the potential of promoting someone to fill the vacancy. Councilmember Robinson asked if the salary reduction is reflected in the budget for the loss. Manager Sharp responded that the salary is reported in the proposed budget. He explained that in the event that the promotion doesn't work out, the funds need to be in place to fill the position. Councilmember Robinson requested for Manager Sharp to update the Council on the transition in about six months.

Parks Manager Sharp presented the fuel and maintenance increases. Councilmember Day asked about the transmission issues. Manager Sharp responded that with the aging fleet, concerns rise. He mentioned the water truck is having engine troubles. Councilmember Day asked if the City has an in-house mechanic. Water Manager Luke Sieverts answered that a mechanic is on staff; however, wouldn't have the time or the equipment to complete that type of work. Mayor Freeman asked if the truck is worth repairing. City Manager Wood responded that a new water truck will cost approximately \$50,000.

Parks Manager Sharp summarized the playground maintenance budget. Mayor Freeman asked about the replacement time-frame for the equipment. Manager Sharp responded that the equipment is typically good for 10-12 years, and will replace a piece of equipment every year. City Manager Wood elaborated on some of the deteriorating park facilities. Parks Manager Sharp offered an overview of a potential work program that could be an asset for the community.

Manager Sharp reported that the department is proposing to replace three vehicles that are 2007 or older and one additional vehicle. Director Justun Edwards reiterated to the Council that the cost displayed in the budget is the

purchase price of the vehicle plus the first year's payments. Manager Sharp informed the Council of the proposal to purchase a track skidster. Councilmember Moser recognized the \$25,000 budget carryover on the budget line.

Manager Sharp reported of the W&M Butterfield Park Budget improvements include: increase replacement of soft fall materials in the park, tree replacements, and to install a dumpster at Blackridge. He informed the Council of some changes in condensing the budget line items and to allocate them into two different categories: Multi-Use, and Pocket Parks. Councilmember Moser asked for a definition of Multi-Use Parks. Manager Sharp responded that multi-use parks are facilities that can be utilized for more than one activity. Manager Sharp observed the increase in contracted mowing. He explained that the City has increased over four acres of park area. The dump fees will increase with accumulation of additional facilities.

Manager Sharp expressed his frustration of the incorrectly installed projects. He noted that if plans were followed as approved, maintenance would be easier to handle. Councilmember Day asked if a standard was set in the City. City Manager Wood explained that originally there wasn't a set standard, and some parks were annexed into the City from the County. He acknowledged and commended Manager Sharp for the tough standard that has been implemented.

[8:56:48 PM](#) Finance Director Shauna DeKorver gave a brief summary of the revenue projections. She noted the increase of property and sales tax revenue. Mayor Freeman asked who tracked the businesses to make sure they are paying sales tax. Finance Director DeKorver responded that the responsibility of the audit would be in the Business Licensing Department.

[9:07:27 PM](#) **Arts and Cultural Development Budget (Continued)**

Mr. James Crane with the Arts Commission presented to the Council a brief synopsis of the Arts and Cultural Development Budget. He gave a detailed report of the Arts Production and requested for the budget to increase of \$1,000 to be able to sell mementos at the productions. He observed the costs of sound rental, and the frustration of the funds coming out of the initial budget for that. City Manager Wood asked about the pricing for a sound system. Events Coordinator Bills responded that it would be dependent on the quality of the system, and estimated a smaller system would cost approximately \$75,000 for the speakers alone. City Manager Wood recognized that the cost would be recouped over a ten year period, and asked if the system could be used for the PRCA Rodeo. Coordinator Bills responded that it was not the appropriate type of system to accommodate the rodeo. City Manager Wood recommended a proposal be brought before the Council.

Mr. Crane relayed the Herriman Harmonix request of purchasing wireless microphone in hope to expand performance base. He noted the group is compromised of volunteers, so all proceeds will come back to Herriman City.

Councilmember Moser agreed that the group is considered ambassadors for the City. Mayor Freeman agreed.

Mr. Crane notified the Council that the Orchestra Conductor became frustrated with the political environment and the orchestra grew too large to the stage, and she tendered her resignation. He observed the amazing talent in Herriman. Councilmember Day asked if the orchestra would lose talent due to her resignation. Mr. Crane responded yes. Councilmember Moser added that the orchestra practiced in the Conductor's home, and extended her gratitude to Events Coordinator Bills for finding an alternative location for the orchestra to practice in City Hall. Councilmember Tischner suggested recognition for the conductor. Mr. Crane responded that it would be well deserved for her investment to the community.

ADJOURNMENT

9:57:38 PM Council adjourned by consensus.

I, Jackie Nostrom, do hereby certify that I am the duly appointed, qualified, and acting City Recorder for Herriman City, of Salt Lake County, State of Utah. I do hereby certify that the foregoing minutes represent a true and accurate, and complete record of this meeting held on Wednesday, April 23, 2014.



Jackie Nostrom, City Recorder