



EAGLE MOUNTAIN CITY COUNCIL – SPECIAL SESSION MEETING MINUTES

March 26, 2024, 2:00 P.M.
Eagle Mountain City Council Chambers
1650 East Stagecoach Run, Eagle Mountain, Utah 84005

2:00 P.M. SPECIAL CITY COUNCIL MEETING – CITY COUNCIL CHAMBERS

ELECTED OFFICIALS PRESENT: Mayor Tom Westmoreland, Councilmembers Donna Burnham, Melissa Clark, Jared Gray, Rich Wood, and Brett Wright.

CITY STAFF PRESENT: Steve Mumford, Deputy City Administrator/Community Development Director; Fionnuala Kofoed, Assistant City Administrator/City Recorder; Marcus Draper, City Attorney; Kimberly Ruesch, Finance Director; Angela Valenzuela, Human Resource Manager; Brandon Larsen, Planning Director; Jody Bates, Chief Deputy Recorder; Elizabeth Fewkes, Recording Secretary; Mack Straw, Public Utilities Manager; Zac Hilton, Streets and Storm Drain Manager/Parks and Recreation Manager; Melissa Yates, Purchasing Agent; and Bailey Ensign, Digital Communications Specialist.

1. CALL TO ORDER

Mayor Pro Tempore Gray called the meeting to order at 2:04 p.m.

2. DISCUSSION ITEM

2.A. DISCUSSION – Development of a City Administrator Profile, Application Form, Information Packet, and Determine Total Compensation

Human Resource Manager Angela Valenzuela facilitated a discussion on the item. Councilmembers shared their thoughts on different aspects of the City Administrator profile. Concerns were raised about the employment qualifications, emphasizing the importance of effective communication and experience with rapid growth. It was suggested to exclude the word "fringe" from the benefits description to avoid negative connotations and to also remove the reference to a four-day workweek. A potential requirement for candidates to possess a Master of Public Administration (MPA) degree was debated, with some Councilmembers expressing the preference to also allow for equivalent experience in public administration.

Mayor Westmoreland joined the meeting at 2:08 p.m.

The Council discussed the compensation package details, suggesting possibly increasing the pay range to attract high-caliber candidates. The conversation included the idea of potentially looking at recent City Administrator hires for benchmarking compensation. There was an agreement among the Council that the job role should be advertised as "City Manager" in accordance with the verbiage in State Code and Municipal Code updated accordingly.

The discussion also touched on personal development opportunities for potential candidates and their responsibilities toward employees and stakeholders. There was a consensus on offering incentives

for compensation covering job-related conferences, membership dues, and educational advancement after hiring. The discussion revealed a comprehensive approach towards hiring, with an intent to find candidates committed to long-term employment and growth with the City.

3. MOTION

3.A. MOTION – Professional Service Agreement – Recruitment Consultants

Purchasing Agent Melissa Yates explained the ranking process for the recruitment consulting firms and presented the top three highest-scoring firms based on ranking by the City Council, City Attorney, and Human Resource Manager. The City typically requires the top three candidates to give a presentation, allowing for a more accurate assessment of their skill levels and compatibility, as firms may vary in their written and verbal communication abilities.

Councilmember Burnham stated that she is in favor of having the presentations, however, she is open to the other two options.

Councilmember Gray stated he would like to eliminate the firm that is located outside the State from consideration.

Councilmember Clark suggested having the firms either provide a presentation before or during the next meeting and having the City Council vote at that meeting as she sees value in the presentation and interviews to understand the difference between the firm’s written material and in-person interactions.

Councilmembers Grey, Wright, and Wood expressed concern that meeting with the firms would further delay the process. They prefer to move forward with hiring a recruitment firm as noticed and planned for this meeting.

The discussion considered whether to conduct interviews with firm representatives or to hire a firm during the meeting as planned.

MOTION: *Councilmember Clark moved to have the top three ranked firms give a presentation to the City Council. Councilmember Burnham seconded the motion.*

Donna Burnham	Yes
Melissa Clark	Yes
Jared Gray	No
Rich Wood	No
Brett Wright	No

The motion failed with a vote of 2:3.

MOTION: *Councilmember Wood moved to hire Colin Baenziger & Associates as the recruitment firm for the Eagle Mountain City Manager. Councilmember Wright seconded the motion.*

Donna Burnham	No
Melissa Clark	Yes
Jared Gray	Yes
Rich Wood	Yes
Brett Wright	Yes

The motion passed with a vote of 4:1.

Councilmember Gray stated that he felt the scoring metrics did not allow for the fair evaluation of some of the candidates. He suggested inviting a representative from Colin Baenziger & Associates to attend the April 2, 2024, City Council meeting.

Councilmember Burnham said that she is amenable to having a representative attend the meeting if it does not incur additional costs for the City.

MOTION: *Councilmember Gray moved to recess the meeting at 2:56 p.m. Councilmember Wood seconded the motion.*

Donna Burnham	Yes
Melissa Clark	Yes
Jared Gray	Yes
Rich Wood	Yes
Brett Wright	Yes

The meeting was recessed at 2:56 p.m.

3:00 P.M. WORK SESSION – CITY COUNCIL CHAMBERS

ELECTED OFFICIALS PRESENT: Councilmembers Donna Burnham, Melissa Clark, Jared Gray, Rich Wood, and Brett Wright. Mayor Tom Westmoreland was excused.

CITY STAFF PRESENT: Steve Mumford, Deputy City Administrator/Community Development Director; Fionnuala Kofoed, Assistant City Administrator/City Recorder; Evan Berrett, Economic Development Director; Marcus Draper, City Attorney; Kimberly Ruesch, Finance Director; Alex Palacios, Finance Manager; Maria Loza, Accountant; Tyler Maffitt, Communications Manager; Angela Valenzuela, Human Resource Manager; Terrence Dela Pena, Finance/Management Analyst; Brandon Larsen, Planning Director; Jody Bates, Chief Deputy Recorder; Elizabeth Fewkes, Recording Secretary; Chris Trusty, City Engineer; Mack Straw, Public Utilities Manager; Zac Hilton, Streets and Storm Drain Manager/Parks and Recreation Manager; Brad Hickman, Public Works Director; Eric McDowell, Chief Deputy Sheriff; B.J. Eccles, Sergeant; Melissa Yates, Purchasing Agent; and Bailey Ensign, Digital Communications Specialist.

4. DISCUSSION OF PROPOSED BUDGET

Mayor Pro Tempore Gray called the work session to order at 3:16 p.m.

4.A. DISCUSSION – Proposed Budget

Human Resource Manager Angela Valenzuela presented information regarding the City’s personnel needs and compensation plans with a focus on upcoming budget proposals and adjustments needed based on personnel assessments and market comparisons. She mentioned the need for equitable compensation adjustments, aiming to align salaries within the City's departments through a structured approach. This is part of a broader strategy to ensure competitive pay scales and retain valuable City employees. Medical and vision benefits are proposed to remain the same. Dental benefits will increase by 20% and life insurance by 28.11%. The City sent out a request for proposals and plans to change to Sun Life Insurance for dental.

Finance Director Kimberly Ruesch presented several key components that contribute to job evaluation and salary, citing job knowledge, responsibilities, complexity and variety of work, and work

environment. The compensation study aims to address internal equity and market competitiveness by increasing the target hire to 90% of entry to midpoint level rather than entry-level to track education and experience. The discussion highlights proposed adjustments like a 7% maximum increase for lower-paid employees, a 2% baseline adjustment overall, and equity adjustments for employee retention. The City's compensation structure needs to align with other similar municipalities to ensure the adjustments are compliant with standards. She reviewed changes to retirement benefits and recommended retaining the current package with the inclusion of a stipend for employees to be used towards their contribution.

Councilmember Clark requested that staff send the presentation to the Councilmembers later, to allow further review of the detailed information provided during the meeting.

Discussion ensued regarding ensuring that the proposed adjustments are clear and justified, particularly regarding how the adjustments impact those at lower pay scales versus those already well-compensated and considering a higher percentage of wage adjustments for current entry-level employees than the 7% maximum.

Ms. Valenzuela presented, and the body discussed, the following requests for the following additional personnel:

- Human Resource (HR) Specialist: A full-time specialist is needed to assist with HR duties due to the growth of the City's employee base. This position would work directly with the current HR Manager to address increasing administrative needs.
- Administrative Project Manager: This proposed full-time role would manage various administrative projects, ensuring alignment with Council priorities. There were questions regarding the reporting structure and specific responsibilities of this role, indicating that the organizational structure has yet to be finalized.
- Custodian Lead: A lead custodian role is proposed to manage other custodians and ensure efficient coverage and supply management. This position would help free up managerial staff to focus on broader responsibilities.
- Building Permit Technician: The discussion focused on converting a part-time building permit technician position to full-time. This change aims to handle increased demands in neighborhood improvement and building permit responsibilities effectively.
- Public Works Inspector: The current temporary public works inspector positions are funded by a development agreement set to expire at the fiscal year's end. The request is to make these positions permanent to maintain essential City infrastructure services.
- Engineer I: A new entry-level civil engineer position is necessary to support ongoing residential and commercial development projects. This role is intended for a recent graduate or an individual new to the field.
- GIS Tech Position: This position transitions the GIS tech from a temporary to a permanent role due to expiring development agreement funds. This position is vital for managing data and mapping City infrastructure.
- Street Operator Positions: The discussion about street operator positions centered on the proposal to introduce three new roles within the Streets Department to enhance operational efficiency and manage the City's growing infrastructure needs. These roles would be specialized and led by designated team leads. Funding considerations included potential revenue sources such as intergovernmental revenues and sales tax levies, alongside possibilities for new fee-based revenues to support the department.
- Wastewater Plant Operator: Proposal to make the wastewater plant operator role permanent to ensure continuous operation and maintenance of treatment facilities, previously funded temporarily by a development agreement.

- Part-time and Seasonal Positions:
 - Part-time Finance Clerk: Intended to manage financial aspects related to development agreements and reimbursements.
 - Digital Content Assistant: A part-time role in the communications department to maintain and update web content and manage social media platforms.
 - Seasonal Finance Interns: Aimed at university students to support various municipal projects during peak seasons.
 - Parks Laborers: two seasonal positions

Facility Needs and Space Management Discussion: The municipality faces a shortage of office space with existing facilities at full capacity. Leasing additional space or repurposing existing spaces to meet immediate needs was considered or workspace sharing and remote work as immediate measures to utilize existing space more efficiently until funding is available to construct a new City Hall. The necessity for a strategic, long-term plan to manage personnel and facility needs was emphasized, considering the ongoing growth and development of the municipality.

Chief Deputy Sheriff Eric McDowell explained the Sheriff's department personnel needs:

- Dispatch has received a nearly 2,000 call increase compared to the previous year, indicating a need for more staff to manage the rise in service demands
- An overtime funding increase of \$20,000 was requested
- Current staffing levels are not keeping pace with the population growth, affecting the ratio of officers to residents resulting in reactive rather than proactive services
- The investigative unit has remained unchanged for 17 years despite increasing demands. This unit needs to be expanded to better handle person-to-person crimes, death investigations, and property crimes
- Due to high community demand for better traffic management, there's a plan to add a deputy focused on traffic enforcement to assist the already overwhelmed current staff and address high-profile traffic incidents more effectively
- Personnel requests:
 - Two Patrol Deputies
 - Detective
 - Detective – Special Victims Unit

Discussions included the need for strategic staffing, including office staff, to accommodate City growth while maintaining safety and order. Further increases in personnel might be necessary in the near future to keep up with ongoing residential and retail developments. The City will continue to monitor and evaluate public safety needs to determine the appropriate time to implement a police force and secure personnel funding resources. The possibility of raising property taxes was mentioned due to the importance of public safety and the lack of an increase in 20 years.

5. ADJOURNMENT

MOTION: *Councilmember Wood moved to adjourn at 4:57 p.m. Councilmember Wright seconded the motion.*

Donna Burnham	Yes
Melissa Clark	Yes
Jared Gray	Yes
Rich Wood	Yes
Brett Wright	Yes

The motion passed with a unanimous vote.

The meeting was adjourned at 4:57 p.m.

Approved by the City Council on May 7, 2024.



Fionnuala B. Kofoed, MMC
City Recorder

