WORK SESSION OF THE
June 4, 2026
6:00 p.m.

PRESENT:	DJ Bott	Mayor
	Dave Hipp	Councilmember
	Dave Jeffries	Councilmember
	Matthew Jensen	Councilmember
	Ryan Smith	Councilmember
	Robin Troxell	Councilmember
ALSO PRESENT:	Nicole Cottle	City Attorney
	Chris Horsley	Recreation Director
	Tom Kotter	Community and Economic Development Director
	Derek Oyler	City Administrator
	Tyler Pugsley	Power Director
	Kristina Rasmussen	City Recorder
	Chad Reyes	Police Chief
	Jeff Schmitt	Finance Director
	Brandon Thueson	Fire Chief
	Mike Waite	Public Works Director
	Royce Wilkerson	IT Director

The Property Tax Impact Schedule was noticed on the work session agenda and is included at the end of these minutes

Proposed Administrative/IT Sergeant Position – Police Department
City Administrator Derek Oyler introduced discussion regarding a proposed Administrative/IT Sergeant position included in the personnel requests associated with the proposed property tax increase.

Police Chief Chad Reyes explained that the request resulted from several converging needs within the department, including increasing technology demands, expanding state and federal compliance requirements, supervisory responsibilities, and workload distribution challenges.

Chief Reyes outlined the growing number of technology-related responsibilities within law enforcement, including CJIS compliance, body and dash camera management, automated license plate readers, drone reporting requirements, records management systems, vehicle technology, and various state-mandated reporting obligations. He noted that these systems require ongoing oversight, documentation, and compliance monitoring.

Information Technology Director Royce Wilkerson discussed upcoming federal Criminal Justice Information Systems (CJIS) 6.0 requirements, explaining that agencies will transition from periodic audits to continuous compliance monitoring. He stated that the expanded requirements include vulnerability management, risk assessments, security documentation, training records, and ongoing reporting. Mr. Wilkerson noted that implementation efforts are already consuming significant staff time and will continue to increase.

Chief Reyes explained that the department's current Code Enforcement Officer also oversees Animal Services and Crossing Guards while serving as a line-level officer. Although the employee has performed exceptionally well, the workload has become unsustainable, and the employee has requested to return to patrol duties.

Mayor Bott expressed appreciation for the employee's service and noted that he has successfully managed a difficult assignment for several years while maintaining a high level of professionalism.

Chief Reyes further explained that several years ago the department reduced its command staff from four administrators to three in an effort to improve efficiency and reduce costs. While successful initially, growing responsibilities related to accreditation, policy development, technology management, reporting requirements, and supervision have increasingly strained existing staff resources.

The proposed Administrative/IT Sergeant position would:

- Serve as the department's primary technology and compliance liaison.
- Assist with CJIS compliance and technology management.
- Supervise Animal Services and Crossing Guards.
- Support accreditation, policy review, reporting, training, scheduling, and fleet management.
- Provide additional supervisory capacity within the department.

Chief Reyes explained that the position is proposed as a sworn sergeant rather than a civilian IT employee because many law enforcement technology systems require operational knowledge of police procedures, evidence retention requirements, reporting standards, and public safety operations. He noted that many agencies utilize sworn personnel in similar technology-focused assignments. The estimated annual cost of the position, including salary, benefits, equipment, and vehicle expenses, is approximately $205,000.

Councilmembers asked questions regarding supervisory responsibilities, accreditation requirements, AI-assisted police reporting, CJIS compliance deadlines, and the distinction between sworn and civilian positions. Discussion also included the department's specialty assignments and how the proposed position would improve organizational efficiency while allowing the Code Enforcement Officer to focus solely on code enforcement responsibilities.

Councilmember Jeffries expressed support for the position but voiced concerns regarding continued growth in public safety expenditures and the impact of the proposed property tax increase. He encouraged consideration of possible alternatives while acknowledging the importance of the department's technology and staffing needs.

Mayor Bott, Chief Reyes, Mr. Wilkerson, and City Administrator Oyler discussed broader statewide and national trends affecting public safety staffing, recruitment, compensation, and technology demands. Mr. Wilkerson noted that outside assessments have identified the City's IT staffing levels as below recommended standards. Mr. Oyler emphasized that cybersecurity and information technology represent some of the City's most significant operational risks and require continued investment to protect City operations.

Proposed Animal Control Compensation Adjustment

Police Chief Chad Reyes presented a proposal to transition the City's Animal Control Officers and part-time Animal Shelter Technician from the current pay-for-performance system to a step-and-grade compensation structure similar to that used within the Police Department.

Chief Reyes explained that the proposal would establish a ten-step pay plan for Animal Control Officers and a five-step pay plan for the part-time Animal Shelter Technician position. The recommendation resulted from a market analysis conducted by Human Resources comparing compensation levels among 17 similarly sized municipalities.

Chief Reyes reported that Brigham City's Animal Control staff are highly experienced employees who perform a wide range of responsibilities, including:

- Responding to animal-related calls for service, bite investigations, welfare checks, and ordinance enforcement.
- Managing daily shelter operations, animal care, adoptions, and public interactions.
- Supervising volunteers and handling administrative and cash management responsibilities.
- Making time-sensitive decisions regarding injured or neglected animals.
- Providing seven-day-per-week, year-round care for animals housed at the shelter.

The market analysis found that Brigham City's current compensation levels were below comparable municipalities. Animal Control Officers currently earn approximately $23.47 per hour, while the average starting wage among surveyed cities was $24.90 per hour. Chief Reyes stated that the proposed wage schedule would place Brigham City within the market range while improving retention and reducing the risk of losing experienced employees.

Chief Reyes also discussed the challenges associated with animal services work, including exposure to aggressive animals, disease risks, difficult interactions with the public, and the emotional strain associated with animal welfare and euthanasia decisions. He noted that national studies have identified animal services professions among those most affected by compassion fatigue and secondary stress.

The proposal would increase Animal Control Officer wages based on experience and place existing employees within the new step system. The estimated wage impact of the adjustment is approximately $17,347 annually, excluding associated benefit costs.

Councilmembers discussed animal services revenues, licensing fees, and prior fee adjustments. Staff explained that animal service revenues represent a small portion of overall operating costs and that fees had recently been reviewed and adjusted based on a market comparison with other municipalities.

Mayor Bott and Councilmembers discussed the importance of retaining high-quality employees and maintaining competitive compensation levels. Chief Reyes emphasized that Brigham City's Animal Control Officers currently earn less than the average starting wage identified in the market study despite their experience and strong performance.

Proposed Additional Seasonal Parks Hours

Public Works Director Mike Waite presented a request for additional seasonal employee hours within the Parks Department. He explained that the department has operated with approximately 6,100 seasonal hours for several years and has not requested an increase during that time. However, current staffing levels have made it increasingly difficult to keep up with maintenance demands and provide the level of service expected throughout the City's parks and public spaces.

Mr. Waite stated that the department's goal is to maintain parks that are "green, pristine, and clean." He explained that achieving that standard has become more challenging as the City has grown and additional maintenance responsibilities have been added. Recent additions include maintenance responsibilities along 400 South, the 1200 West corridor, and several storm water detention basins, including Beaton Path, Cardamine, and Spring Creek.

The proposal would increase seasonal staffing by approximately 5,780 hours, allowing the department to improve early-season irrigation repairs, preseason maintenance, grounds upkeep during peak usage periods, and end-of-season shutdown activities. Mr. Waite emphasized that properly winterizing irrigation systems and completing seasonal maintenance directly impacts the department's ability to begin the following spring in good condition.

Mr. Waite explained that the additional hours would provide greater flexibility in assigning seasonal crews to work alongside full-time staff, allowing the department to respond more quickly to irrigation issues, park maintenance concerns, and other operational needs. He noted that parks can deteriorate quickly if problems such as broken sprinkler heads or irrigation failures are not addressed immediately.

Councilmembers asked about seasonal staffing levels and hiring practices. Mr. Waite explained that the department typically employs between eight and eleven seasonal workers, depending on availability, and that the proposed increase would allow for approximately six additional seasonal employees. Seasonal employees generally work full-time during the summer months, and the department begins recruiting as early as February to secure qualified applicants.

Discussion also included the value of retaining returning seasonal employees who are already trained and familiar with the City's parks, equipment, and irrigation systems. Staff noted that employee availability can vary from year to year depending on school schedules, workforce trends, and other factors.

Staff acknowledged that some parks and public spaces have not met the City's desired standard this spring and explained that additional seasonal staffing has been discussed during multiple budget cycles. He stated that staff have attempted to manage increasing maintenance responsibilities within existing resources, but current demands have exceeded available staffing levels.

Mayor Bott added that City staff have historically worked within existing budget constraints and often found ways to absorb additional responsibilities without requesting additional funding. He stated that the current request reflects a point where increased staffing is needed to properly maintain City assets and meet community expectations.

Additional Budget Discussion and Future Meetings

Following the personnel presentations, City Administrator Derek Oyler noted that the personnel requests represented the entirety of the proposed property tax increase discussed in the Mayor’s budget. Council briefly discussed whether additional review of capital projects was needed before continuing budget discussions.

Councilmember Troxell commented that she had reviewed the proposed capital projects list and felt comfortable with the priorities identified by staff. Discussion followed regarding the Council’s role in reviewing and approving capital projects as part of the budget process. Staff explained that while Council has the authority to modify budget priorities, capital projects often involve multiple funding sources and restrictions that limit how funds may be transferred between projects or departments.

Councilmember Jeffries expressed concerns regarding the overall size of the proposed property tax increase and discussed the importance of evaluating priorities within available resources. He noted that while he understood the needs presented by staff, the Council must ultimately determine which items should receive funding.

Mayor Bott, City Administrator Oyler, and Councilmembers discussed the complexity of municipal budgeting, including the use of restricted funds, grants, utility revenues, and other funding sources that cannot always be redirected to unrelated purposes. Councilmembers emphasized the importance of having these discussions publicly so residents could better understand how budget decisions are made and how priorities are established.

Councilmember Troxell stated that a budget serves as a policy document that reflects the priorities of the City and its elected officials. She expressed appreciation for the information provided by staff and the effort invested in developing the proposed budget.

Discussion also focused on the proposed property tax increase and the need to evaluate competing priorities. Councilmember Jeffries stated that while he recognized the value of the requests presented, he remained concerned about the overall tax increase and encouraged staff to explore possible alternatives and scenarios that could reduce the impact on taxpayers.

Staff explained that additional information, including the certified tax rate and updated sales tax data, was expected to be available prior to the next budget discussion. Councilmembers indicated that having those figures would assist in evaluating budget options and determining potential adjustments.

Council discussed scheduling an additional budget work session for June 10, 2026, to review updated financial information, discuss water rates, evaluate property tax scenarios, and further consider budget priorities before tentative budget adoption.

During the discussion, Councilmember Jeffries asked about the proposed transition from a contracted City Attorney arrangement to a full-time City Attorney position. City Attorney Nicole Cottle addressed the Council and explained that Brigham City's operations involve a level of legal complexity that exceeds many municipalities due to its utility systems, development activity, land use matters, and other municipal functions. She stated that the City requires experienced legal counsel whether services are provided through a contract arrangement or a full-time position and noted the value of having administrative support available to assist with legal operations. Staff explained that the budget already includes allocations that distribute a portion of legal costs among various City funds based on services provided.

At 8:27 PM Councilmember Smith made a motion to move back into open session. The motion was seconded by Councilmember Jeffries. Motion passed unanimously.

Councilmember Hipp made a motion to move into closed session. Councilmember Jeffries seconded the motion.

> **ROLE CALL**: Councilmember Jensen – aye; Councilmember Jeffries – aye; Councilmember Hipp – aye; Councilmember Troxell – aye; Councilmember Smith; aye

At 8:54 PM council returned to an open session. Councilmember Jensen made a motion to adjourn. Councilmember Smith seconded the motion. Motion passed unanimously.

The undersigned duly appointed Recorder for Brigham City Corporation hereby certifies that the foregoing is a true, accurate and complete record of the June 4, 2026 City Council Work Session

Dated this 22nd of June, 2026.

Kristina Rasmussen

Kristina Rasmussen, City Recorder

** These meeting minutes were generated with the assistance of artificial intelligence and have been reviewed, edited and approved by Brigham City Staff.

Pursuant to 59-2-919(4)(a)(i) and 59-2-924(8)(b), the proposed tax rate increase is summarized as follows:

Revenue Impact

- Estimated additional property tax revenue: $455,000
- Percentage increase in total property tax revenue: 12.93%

Taxpayer Impact

- Average residential property ($400,000):
  - Prior year tax: $370.80
  - Proposed tax: $418.76
  - Annual Increase: $47.96
  - Percentage Increase: 12.93%

- Average commercial property ($1,200,000):
  - Prior year tax: $2,022.31
  - Proposed tax: $2,283.87
  - Annual Increase: $261.56
  - Percentage Increase: 12.93%

Departmental Budget and Operational Impact
The proposed tax rate increase will impact the following departments:

<u>Mayor's Office</u>
Budget Impact ($140,000): This change is attributable to personnel costs associated with transitioning from a contracted attorney to a full-time City Attorney position, including wages and benefits that were not previously provided under the contract arrangement.

Operational Impact: Approval of the proposed tax rate increase will allow the City to maintain consistent legal services following the anticipated conclusion of the current contract. While the City has greatly benefited from a highly effective contracted attorney, the transition to a full-time City Attorney is intended to provide dedicated, on-site legal support and ensure continuity of services moving forward.

A full-time attorney will offer increased day-to-day availability, more direct integration with City staff and operations, and the ability to provide timely review of contracts, ordinances, and policies. This position will also support ongoing legal needs related to economic development, personnel matters, and regulatory compliance.

Without the proposed increase, the City would need to secure alternative contracted legal services, which may result in variability in availability, higher hourly costs over time, or reduced consistency depending on the provider.

<u>Parks Department</u>
Budget Impact ($110,000): This change is due to increased temporary wage costs to address seasonal staffing needs and rising service demands.

Operational Impact: Approval of the proposed tax rate increase will allow the department to enhance service levels by adding temporary staff to better maintain the City's parks system. This includes improved mowing schedules, landscaping, cleanliness, and overall park appearance. Additional staffing will help the department keep pace with increased usage and expectations as the City continues to grow.

Without the proposed increase, the department would likely continue to fall behind on routine maintenance and upkeep, resulting in declining park conditions, reduced aesthetic quality, and potential impacts to public use and community satisfaction.

<u>Police Department</u>
Budget Impact ($205,000): This increase is driven by personnel costs related to adding an Administrative Sergeant position, as well as market-based wage adjustments for animal control officers and staff.

Operational Impact: Approval of the proposed tax rate increase will allow the department to enhance service levels by adding an Administrative Sergeant to oversee animal control, school crossing guards, IT functions, and key administrative responsibilities, including policy updates and accreditation standards. Adjustments to animal control wages will help the City remain competitive in the labor market and support retention of qualified staff. These changes will improve overall operational efficiency and allow sworn officers to focus more directly on core public safety duties.

Without the proposed increase, the department would likely need to delay or forego adding the Administrative Sergeant and may face challenges in retaining animal control staff, resulting in continued strain on existing personnel and reduced capacity to effectively manage administrative and support functions.