

Heber City Corporation
City Council Meeting
March 30, 2015
5:00 p.m.

SPECIAL BUDGET MEETING

The Council of Heber City, Wasatch County, Utah, met in **Special Budget Meeting** on March 30, 2015, in the City Council Chambers in Heber City, Utah

I. Call to Order

Present: Mayor Alan McDonald
Council Member Robert Patterson
Council Member Jeffery Bradshaw
Council Member Erik Rowland
Council Member Heidi Franco
Council Member Kelleen Potter

Also Present: City Manager Mark Anderson
City Recorder Michelle Kellogg
City Engineer Bart Mumford
City Planner Tony Kohler
Chief of Police David Booth
Justice Court Judge Randy Birch
Cemetery/Parks Director Mark Rounds
Public Works Director Stephen Tozier
Building Official Wes Greenhalgh
Senior Accountant Wes Bingham

1. Discuss 2015-2016 Operating Budget

City Manager Memo
Department Requests
Manpower Requests
Insurance Analysis
CAF Request
Enterprise Funds

Mayor McDonald welcomed the department heads to the budget meeting and noted that they would be presenting their budget requests to the Council. Judge Birch reviewed the Utah Constitution as it pertained to Justice Courts. These courts handled Class B and C misdemeanors, infractions, traffic, civil cases under \$10,000, etc. He stated the infractions had recently been reclassified so there would be more cases in the coming year. Judge Birch requested a part-time employee to help his two court clerks. He praised his two clerks and appreciated all their hard work, noting they were one of the first courts in the State to go paperless in their work. Judge

Birch also requested a new copy machine. Another request concerned raises for the two clerks. Council Member Rowland asked if the clerks were required to be certified. Judge Birch indicated no certifications were required. When asked what type of raise was requested, Anderson explained that Kellogg would do a comparison with other cities, and also indicated that promoting a clerk to a supervisory role may be appropriate. Council Member Rowland asked that the clerks document their job duties. Anderson stated the duties were listed in the job description.

Wes Greenhalgh, Building Official, informed the Council that a new Secretary/Permit Technician accepted a job offer and would begin April 20. In the interim, he had sent work to a contract inspection company to compensate for being a one-person office, and stressed it was urgent to hire another inspector. Council Member Franco suggested offering a scholarship in return for a commitment to work in Heber for a certain number of years. Mayor McDonald asked about the request for two work vehicles. Greenhalgh indicated one would be for the new inspector and his current vehicle was 11 years old.

Mark Rounds, Cemetery/Parks Director, listed updating the old shop restrooms on the southeast corner of the cemetery as a priority. He requested a replacement for the 1995 Ford F-150. Rounds also requested auto locks to replace the deadbolt locks on the shop, so the code could be changed as seasonal workers left after the summer work season. He requested tablets to track work orders among other non-capitalized requests. Rounds also requested funds to replace dead trees on Main Street and Wheeler Park, and for security lights and cameras at the Main Street Park.

Rounds requested funds for fencing a portion of the Muirfield Park for an off-leash dog park. There was discussion on putting in grass or leaving the field grass in this portion of the park. Chief Booth stated he talked with Paws For Life and they wanted to partner with the City for this project and fund the "extras." Council Member Franco asked if Paws For Life liked the 200 x 200 size of the dog park. Chief Booth stated Paws For Life would like the dog park bigger, but they understood it was the City's park. Rounds added that he was excited to work with Paws For Life. He also spoke with the Muirfield HOA, and the president, Larry Newhall, stated the residents were excited to get this dog park.

Rounds updated the Council concerning a resident wanting to donate up to \$70,000 for a splash pad at the Main Street Park. It would be a fresh water facility because a recirculating water system would triple the cost of the project. The water use estimate was 25,000-40,000 gallons per day. Rounds thought this feature would add to the community. In talking with other entities, he was advised that this water feature would require additional sidewalks and an additional restroom, and the park traffic would double. The splash pad alone was estimated to cost \$72,000-\$75,000. Council Member Rowland asked what water costs would be per year. Anderson stated the majority of the cost would be pumping the water out of the ground and treating it. Council Member Rowland asked if the waste water from the splash pad could go towards irrigation. Rounds stated that was possible, but residents might complain about irrigating with chlorinated water. Council Member Patterson asked for lighting for the Olympic statue outside the City Offices. Rounds stated he would check with those over water quality to see if chlorinated water could go in the ditch irrigation system.

Tony Kohler, Planning Director, asked for up to \$200,000 for studies on the revitalization of the City. He felt that was the highest priority for the City. The highest priority for his department was to increase the Code Enforcement employee to 30 hours per week. He also requested a software program that would enable the City to accept forms and applications online. There was discussion on the Code Enforcement Officer's duties. Kohler also explained his equipment requests.

Bart Mumford, City Engineer, stated the bulk of his work dealt with projects that were funded by impact fees, grants, etc. He reviewed the current and future projects for this coming budget year: the Public Safety Building, a pressurized irrigation line on 600 South from Main Street to 500 East, and sewer maintenance and storm drains on 1200 East. He indicated there would be many street projects in the coming year. Mumford stated Kohler was successful in getting a CDBG grant for the 500 South Waterline Project this summer. In reviewing the water projects, Mumford stated a priority was getting water with higher pressure up to the homes that were located high in Valley Hills Subdivision.

There were two projects Mumford explained in detail. The first was the sewer project on the east side of Highway 40, 600 North to 300 North. He asked if the Council was in favor of using the balance of the City's impact fees to build the sewer line in anticipation of the annexation of the Bassett property. Anderson offered another option of having the developer help with the costs of the sewer in lieu of paying impact fees as a condition of annexation. Anderson noted he could find the money from other sources in the budget as well, in order to get this project started this summer. There was discussion on requiring funds to help with the sewer from the annexation petitioner. Mumford stated the second project was on 600 South. The City was working with UDOT to widen the street and put in curb and gutter from Main Street to 500 East. The project would also include installing pressurized irrigation on both sides of the street and possibly adding a trail. If a trail was installed, the ditches would be covered. It was indicated that the intermediate school would be moving next to Old Mill Elementary in the near future so there would not be many students using the 10 foot trail/sidewalk. Council Member Franco was in favor of the trail, noting the accessibility of the high school track, the library and the new development on the old high school property.

Steve Tozier, Public Works Director, indicated 30%-35% of the equipment in his department had been replaced, of which he appreciated greatly. He spoke of current projects his crew was involved with, and noted his department was assisting contractors with projects within the City. Tozier estimated building onto the Public Works facility would cost \$3.5 million-\$5 million. He asserted his crew was using sewer videos to assess the City's deteriorating sewer lines, which would be expensive to replace. He also talked about software that could generate work orders for those employees with smartphones. He requested four additional hires, one being increasing a part-time administrative assistant to full time status.

Council Member Potter asked if Public Works could hire seasonal help since work slowed down during the winter months. Tozier stated the downside of seasonal help was the learning curve involved with the job. Council Member Franco questioned some of the Public Works foremen not being certified, yet they supervised those that had certifications. Tozier stated the foremen

had the most experience and had good people skills. He explained the certification process in some detail. Equipment requests were discussed as outlined in the packet.

Chief Booth stated there were no requests from the Animal Control Department. He indicated the Police Department FTE he requested would work in the schools one day a week. He noted VIPS, reserve officers and volunteers helped with manpower needs in the department. He also requested a graveyard shift and swing shift pay differential to help keep officers working in the department, and noted other cities offered this incentive to their employees. He also explained his office manager request and indicated this person would supervise a secretary, the crossing guards, the evidence tech, and VIPS.

The Police Department equipment requests included cameras, replacement vehicles, and building improvements for the Public Safety Building. Chief Booth talked about the Public Safety Building contingency fund and stated he hoped all items which had been cut from the budget could be covered by this fund, but at the end of the project, he might need a little more money to cover fencing, covered parking and lockers.

Anderson stated the airport requests included increasing the Airport Manager's hours by a couple hours per week. In administration, a Network Administrator had been requested, but Anderson stated many department heads preferred their requests for new hires above hiring this position. Council Member Rowland and others on the Council disagreed and stated the City's IT was mediocre at best. Council Member Bradshaw stated he had been in favor of hiring an on-site IT person since 2006. It was decided to hire a Network Administrator.

Anderson reviewed the bids on insurance coverage. He reviewed the PEHP proposal, but noted the employee's exposure would be greater than it would if the City remained with Select Health's coverage. He recommended changing the dental insurance plan from TDA to Lincoln Insurance.

Anderson indicated there was a financial request for the Commemorative Air Force. The Council agreed to give \$1,500 to the Mustang Event. With regard to water, sewer and utility rates, Anderson reviewed the Zion's Bank Public Finance study compared to actual budget figures. Raises, equipment and additional manpower were higher than projected in the study and the difference was significant. Wes Bingham stated he reviewed the projects that Zion's Bank estimated would be completed. He looked at the net operating budget for projects and felt the projects were not being covered, but indicated sewer projects were close to the Zion's Bank estimates. Council Member Rowland asked that staff take the new figures and project how much would be needed to fund water and sewer in order to determine rates. Anderson stated he was not in favor of funding manpower requests in the Water and Sewer Funds because of this problem, and indicated staff needed to come back with a long-term solution to this problem. Anderson indicated the water and sewer revenue needed to exceed expenses so there would be funds to cover replacement needs for failing infrastructure. Council Member Franco asked if fees could be charged for grease problems in the sewer system. Anderson stated policies needed to be put in place so grease would no longer be a problem in the sewer system. There was discussion on water bills. Anderson felt water rate increases needed to be more than 10%.

Employee wages were discussed. Anderson recommended a wage analysis, which would cost \$2,000. He stated that depending on the results from that study, he would recommend wage

adjustments. Mayor McDonald asked Anderson to estimate the revenue that the City would receive if there were a 15% tax increase.

Anderson recommended reducing the General Fund reserve by funding the Social Hall Roof, a splash pad, and other necessities. He also asked for recommendations from the Council for spending these funds.

Anderson indicated the personnel requests he recommended for approval. Council Member Rowland suggested looking at Public Works for more efficiency, especially in light of the deficiencies in the Water and Sewer Funds. Council Member Patterson was concerned with failing systems and was in favor of giving Public Works all the manpower requests it needed. It was decided to hold another budget meeting on April 27 at 5:00 p.m.

With no further business, the meeting was adjourned.

Michelle Kellogg, City Recorder

APPROVED 04-16-2015