

SPECIAL COUNCIL WORK MINUTES
MAY 12, 2015

The City Council held a meeting on Tuesday May 12, 2015, at 1:00 p.m., in the Council Chambers, 10 North Main Street, Cedar City, Utah.

MEMBERS PRESENT: Mayor Maile Wilson; Councilmembers: Ron Adams; John Black; Don Marchant; Fred Rowley.

STAFF PRESENT: City Manager Rick Holman; City Attorney Paul Bittmenn; City Recorder, Renon Savage; Finance Director Jason Norris; Police Chief Robert D. Allinson; Economic Development Director Danny Stewart; Library Director Steve Decker; Heritage Center Manager Jason Clark; HR Specialist Natasha Hirschi; Parks Superintendent Austin Bingham; Lieutenant Darin Adams; Building Official Larry Palmer; Sports & Recreation Manager Jennifer Weaver; Golf Division Head Jared Barnes; Golf Supervisor of Maintenance Steve Carter; Aquatic Facility Manger Chris Hudson; Cross Hollow Event Center Manager Larry Olds; Project Engineer Trevor McDonald.

OTHERS PRESENT: Doug Hall.

BUDGET PRESENTATIONS:

Events/Heritage Center: Jason Clark – we remain busy and on track for 2 events a day. I would like to submit current usage, Exhibit “A”. In the final column for 2015, the numbers are what we currently have on the books, especially for Festival Hall. The YTD, May 11 previous year 56, we are at 88. At this time last year we were at 129 bookings, we have already had that. I received an email from Wayne Christensen from the State for Rental and Leasing Contracts, they would like to renew their contract with us for DCFS. We are trying to fill and meet our obligations. With increased use has come the need for increased staffing. I have over the years had part-time technical and maintenance staff. I have asked for some help. Mayor has put forth a technical assistance to help with computers, box office software and fill in for me. We have reached a point for a need for additional staffing to provide the services. Many of the events are weekend, evening and holiday. That is the major increase we are looking for. Before the recession we had 3 full-time staff along with some part-time staff. Since David Nyman retired I am the only full-time staff. Things have changed and we have branched out and reached out to the community. The State contract with DCFS is one of those. We approached the council to change some weekend rates to make it more affordable for use, and they pay full rate. One change as we have increased the load, we need hands on deck. The other minor adjustments are based on historical trends. Rowley – does the new position require a degree? Jason – a degree or hands on work. My previous job was technical director; assistance is to help with web pages, updating, etc. Rowley – would this person be in charge of bookings? Jason – I have part-time office staff, we all can book. I have reserved for myself for booking of the Theatre, the others can hold the theatre, but I have to approve it. I would retain the oversight of the theatre.

Rowley – I see you packing chairs and tables, etc., would this person help relieve you of this? Jason – yes, but I do help when needed. When we have back to back bookings, all hands are on deck. I do allow the other staff to do a lot, but there are some things that only I can do. Rowley – this shows the full-time person as approved? Mayor – yes. Rick – once we put together an accurate job description we will get the appropriate title. Black – Jason N., is the recommend salary not included in the line item of the budget? Jason N. – I believe it is. Black – does it include the taxes? Rick – the budget does include the position in the Heritage Center budget. Jason – you see the increase of \$29,000 and the taxes, insurance are on other line items. Black – how are the sound systems? Jason C. – we have addressed some of the issues we had in the past. I have acquired part-time technical staff that can also repair. Marchant – are you able to use any of the Technical Students at SUU? Jason C. – in years past I used a lot of students, but the workload was a lot lighter and I was able to do hands on training. Our issue is if we proceed forward we need a more formal arrangement that is more structured. Marchant – you want them to come prepared. Jason – some level of competency and we can build on that. There is a possibility of an internship program with SUU, we may reexamine that. Black – one capital items, wireless body mics. Jason – this is additional mics, it is an expansion of our current system. Marchant – how many do we have? Jason – 12, it will hold 15. We built the largest system we could and purchased as many as we could. When we hit 16, it is hard to have that many on stages and control them effectively. We try to minimize switching mics during a show. An additional 4 would provide back-up and allow us to do show that are a stretch for us now.

Building: Rick – because of the increased demand on Larry and Drew we are proposing to hire an hourly clerical person, 20 hours a week and Larry had proposed in the budget to do some software to track building permits, we are going to try and do that as well. Black - \$12,000 for personnel? Rick – hourly are around \$10. Jason – I will provide a budget revision in a few weeks, they say they need to be available quicker, we determined that a solution we can implement right-of-way is spend \$20,000 for a software package, we will do it as a revision, it will allow them to compile information in a way that a clerical person can take phone calls and use the software. Rowley – it isn't shown as approved because you are doing it in this budget? Jason – yes. We haven't budgeted all the building permit revenue, it has been higher. Rowley – what is the building permit surcharge? Larry – it is State for education and training. The fee is based on the revenue that comes in. The software can do multiple things; will schedule inspections am or pm. It will give the ability to ship out correction notices via email or text message. It will do the monthly and quarterly reports. Rowley – the new person can do this. Larry – yes and they will get plans and do a preliminary review and put information in the program. It doesn't require education; there is a checklist of what they will need. Mayor – it tracks it through the entire process. Larry – yes if there are corrections it will notify us. Black – how close to needing another inspector. Larry – if this can put me in the field 4 hours a day we will be ok for now. Marchant – what percentage of time do you spend now, half time? Yes. Rick – when we talked about this with Larry and Kit, Kit indicated that Michal would have a few hours a day to use the software as well. Paul – would it have email information for contractors? Larry – yes.

Police: Bob – we look at having 29,000 residents to address, Cedar City is recognized as a micropolitan area and as a regional shopping area, we look at about 80,000 from surrounding communities shopping and going to SUU, we police the 80,000. With that number coming we have a lot of traffic issues and crimes against property, we have thefts and shoplifting and more crimes against persons. That is what we look at when we look for policing needs. National average per 1,000 for 25,000 – 49,000 is 1.6 officers, the State of Utah is 1.5 officers per 1,000, Iron County Sheriff has 3.7, we have 1.2 per 1,000 officers this is based on 29,000. During 2014 we had 24,264 calls for service, about 66 police responses a day. Out of those we write 4,500 cases, we pick and choose on liability, follow up. There are times I hear about something and nothing is written other than on their daily logs. We also see that cases are not finished during a shift. The nature of our calls is getting more involved, internet and fraud causes increases. Sex offenses take a lot of time. We made 1,608 arrests in 2014. Most are made on Sunday, then Saturday. Time of day for most involvements is between 10-11PM. Busiest month was January, July and May. Most cases written between 1 – 2 PM. 9 AM -7 PM are the business time frame. Thursday's are the busiest day.

Back in 2,000 we looked at manpower, the number on shift, the minimum was 3 officers on shift, which is bare bones, that is what we try and maintain. We try to have 4 per shift, but that affects our overtime budget. We haven't hired additional officers since 2006.

Priorities this year, number 1 is a detective, I have the same number that they had in 1986. We have 3 and a detective/sergeant. Because of the nature of the charges, they are more involved to investigate. The Patrolman take the call, they don't have time to follow-up so the detectives do that. Each detective has about 30 cases to manage and they have to prioritize. We have cases that are months old, it is frustrating for detectives and victims. We have a rotating position, one thing that Lt. Adams and Sgt. Barney are trying to work on solvability factors; we have to close out cases. We are still trying to fine tune that. Rowley – do the detectives have to testify in court as well? Chief – yes. Since 2012 we have 10 homicide cases, 5 dead bodies and 5 attempted homicides. For June, Thad Robertson case, all detectives and crime scene are in court for one week. Rowley – how have we done with the evidence, are we keeping the crime scenes clean enough? Chief – they keep everything cataloged correctly, the evidence room is quite full. We have not had any cases thrown out for that reason. The homicides are coming through the court process. The one in June happened February 2013. We feel strongly for this need. Mayor – that is why we have the detective funded. Chief – it has taken a toll on the detectives, they take this home with them. Some are children in sex offense cases; you don't turn that stuff off. They get called out average 76 times per year, not time they stay late. Black – are they called out after a crime scene is stabilized? Chief – yes, they get them out as well as crime scene.

The other personnel is additional SRO (School Resource Officer), there is Federal funding coming out, I will look at that and see what they are offering. The last grant was paid for 3 years. We will look at that option. I have asked for additional programs such as incentive pay for assignments, Taser instructors, drug recognition experts, a lot is substance, not just alcohol anymore, SWAT, 2 week of additional training and then

monthly training, police service dogs. All are services we give without additional pay. Also DARE instructors, hostage negotiators, phlebotomist, armor, computer voice are all areas to look at. We would like to put a program in place, identify officers, after 5 years give additional pay. We are looking at \$45,000 additional dollars. The other area I feel strongly about, based on experience, is additional pay for college educated and bilingual. We have officers, 5 that are Spanish speaking. College educated officers are more rounded, better diversity, etc. Right now we don't give additional compensation other than the City helps pay for their tuition. Other agencies range 4-10% for additional compensation. We would like to make it a flat amount, associates 3%, bachelors 5%, masters 7%, bilingual 3%, all of that is a little over \$50,000.

Capital – we have 3 cars we would like replaced this year, they will have between 95,000 – 110,000 miles. One is SRO at Cedar High. The School District will pay ½ the cost of the replacement. We are looking at \$147,000 with equipment. We would like to get computers and software, Lt. Adams has been working with Chief Phillips to get office space at fire stations. We would like 4 lap top computers; there is a lot of work in the field they could use these. Marchant – are there grants available in this area? Chief – they are not as available as they used to be. If we had people to focus we may find more, but I am on the computer and don't see that. Laptops are \$1,800 each. A lot of time when we replace cars the equipment is antiquated so we get new. Some equipment can move to a new car, but not always. We put in a price to replace equipment. We are asking for storage for body cameras, we found a funding source for cameras through the beer excise tax; the State said it would be appropriate expenditure, but we need storage. We have been studying this, we are looking at utilizing a server and add more storage to that, it will be enough initially. The body camera is on board, but the issues are how long to we have to store the data, privacy issues, etc. We have had the money to buy the cameras, but we want some issues resolved. We want to have policies to protect the officers and the community.

SWAT Team with long guns would like suppressors on them; it is hard on the ears and distracting. Also for flashlights for rifles, additional software for mobile computing, long field interview forms, SWAT would like pole cameras, tactical blanket, training mat for arrest training, and additional lockers. Two other things, in talking with Chief Phillips, we need equipment for emergency, in case of mass catastrophe. Rowley – it concerns me that we don't have a backup generator for this building. Rick – we could do that or go to a Fire Station, they have one. Chief - Weed abatement, trying to get people to clean up their lots, a lot are from out of state. The \$5,000 is a seed fund to abate it and then go after the people to get it paid back. Rowley – can you get in trouble for spraying someone else's weeds? Paul – we have the ability to abate a nuisance. On the north end of town we have tried to go after for a year. The owners live in Coeur d'Alene, Idaho, we would have everything hauled away and abate weeds and then lien the property for the costs. We would hire someone to haul off cars, junk, landscaping, etc. Rick – Jeff Hunter hires someone in the spring to do noxious weeds. Chief – Code Enforcement Officers start by sending letters to property owners.

Animal Control: Bob – personnel we have 2 full-time officers and 2 part-time assistants, they average 900-1,000 animals per year. We would like to make one part-time assistant a full-time position for consistency in coordinating adoptions with rescue groups. They would also be able to make more calls. The other need is trying to figure out what to do with the shelter, it is extremely inadequate. We have done everything we can. We have 30 cats and 21 dogs. If we get parvo or distemper there is nowhere to quarantine. Mayor – One option would be to do a ballot initiative to fund it that way. Black – are we still talking with Enoch? Chief – Enoch has a lease agreement they have to be out in 1 or 2 years. They would like to join, but they don't have money. Chief – there is no reason we can't share a shelter, we do need our own animal control officers. Mayor – we have identified a good location for a shelter, we own the location, and it is the cost of building the shelter. Marchant – at some point it won't be a choice. Chief – there will be pressure put on us for a no kill shelter. Rowley – could you have volunteers build and donate? Marchant – the problem is they are specific in how things need to be constructed, volunteering doesn't get that done. Chief – if you get the proper design it makes things a lot easier. Mayor – we don't have to reinvent the wheel for design. We have volunteers to feed, etc., but this is something we need to deal with. Rick – would anyone consider naming rights?

Adams – on the purchase of vehicles are you going to trucks or cars? Chief – trucks, we look at what is most versatile. We have so much equipment; the chargers are not big enough. I would like the Tahoe, but they are too expensive. Ford has an Explorer coming out with a police package. For this year we are buying the Dodge trucks. We will look at the Explorer for next year.

Marchant – my concern is keeping the officers safe. Chief – with current atmosphere I am as concerned with the emotional and mental issues. Darin has been working at getting emotional stuff in for training.

Parks: Austin – As an update, we have had 300 pavilion reservations, events we have had a lot of support from service groups, 6 Eagle projects and 3 in progress. We got rid of prairie dogs.

Operating – I asked for a little more in temp salaries and wages, our aging facilities, Skate Park and Park Discovery needs constant attention, we are always fixing things, and I have asked for overtime for temporary employees. We have an increase in funerals. There were a few weekends we had 6 or 7 funerals. Black – on the temp hourly employees, these people have done a fabulous job in screening who comes to work, it is very inexpensive, I would like to keep them and give an incentive to bring them back. Austin - I hired a lot of people in April, I have already lost 5 of my part-time employees to others that are paying higher wages. It is nice to have people that are trained and come back every year.

Cemetery, proposed fee changes, there is an overtime fee listed, it looks like stage fees, but it is a proposed fee for cemetery, it is in the policy for after 3pm or on weekends.

When we have a Saturday with 6 or 7 funerals, they schedule our funerals later because they know we don't charge a fee. After 3 there would be an extra \$100 fee.

Stage fee, we have had it a year or so, we have determined the costs, and the old structure does not cover costs. It doesn't cover all costs, in the summer we have part-time help to do that, but not in the winter. Marchant – what is the current rate for a cemetery plot? \$300.00.

Operating – I asked more for equipment maintenance, things are requiring a lot of repair. The biggest chunk is for asphalt maintenance. I took \$20,000 out of building and grounds maintenance to do crack seal on trails, Bi-Centennial Park and cemetery. We should be \$40,000 this year in parks according to engineering. Rick – that is a justification for the 10%. Austin - Last is we have added the soccer complex and the Field at the Hills and the special department supplies have gone down since that came on and it is a struggle to get the right point for supplies, fertilizer. I asked for additional \$3,400 for fertilizer and infield mix.

Capital – I had a hefty list, these are needs not wishes. The Mayor had included a 4 wheel driving riding lawn mower. We have parks with hills; it can't be done with a two-wheel drive mower. You can put a lot of attachments on the 4-wheel drive mower. Black – I would like to address #1 that was not funded, I invite you all to come to the fields and watch a ball game. Mayor – we will go to RAP for this. Austin – most can be RAP funded, but the dump truck, we have two trucks, one at cemetery and one at parks, they both have about 200,000 miles on them. Rowley – does that fall into the vehicle replacement at some point? Jason – yes, in the future Corey would tell you who would need vehicles and the departments would not have to. Austin – 12 of our 17 vehicles are beyond what Corey would keep. We also brought up relocation of Cemetery Office. The Mayor has put this in at the south end of the cemetery on the corner, Sexton and my office, small office, but nice. Rowley – an animal shelter is \$900,000 and an office for these guys is \$120,000. Mayor – we are envisioning a front entrance that is nice that can double as a receptionist office and a bathroom. We are working on a real cost on animal shelter. Austin – we are thinking a 900 square foot building. With this happening, eventually the old house will have to come down and we will need a new shop for staff. The shop is not feasible for working; it has no heat or insulation. With the prairie dog fence we can rock over it like the other fence. The road is not included; it would have to be another item. Black – will there be parking? Austin – yes, there would be parking in front and the staff will be by the old building. We have a floor plan that Troy has drawn up.

I want to mention that I put in for new personnel, a mechanic, with trails, parks, playgrounds, south interchange and additional cemetery, it is a strain on the guys to keep equipment running. We use part-time help now, but they get their training with us and then they are gone. Rick – can Corey's crew maintain the equipment? Austin – he doesn't want to do mowers or tractors.

Recreation: Jason – Rick and I have sat down with Jen and talked through the budget, you see big changes that net out to not be any changes. We realigned the line items to work better for her. There was a transitional phase when Aquatic Center came on line. We are narrowing recreation for her needs, but they are not increases.

Jennifer – specifically what Jason is talking about, towards the bottom there is a line for recreational programs and special department supplies, the numbers were reversed. Dan, Ruth, and I were all in a joint effort and it was hard to keep track of. Ruth will be over special department supplies and the recreational program services are solely for my equipment and things to run my programs. We have fine-tuned that. The building rental went up, so we foresee that we will need the gyms more. This is just for basketball and volleyball season. Rowley – when they look at the gyms for North Elementary should we have discussion with their gym? Jen – I use the high schools, middle schools, and two elementary gyms; they have to be deemed community schools. That would be wonderful. As we were going through last year's gym rental, we upped it, and there has been an account error and we have been undercharged by \$5,000 - \$6,000, we paid the full amount, they were not billing accurately. When the prices went up one of the schools was not aware or something. My worry is with the increase will not be enough. I am going to try and be creative, after this year we will revisit that.

Capital – there were a few items like volleyball poles, basketballs, etc. and try and take it out of recreational services. Jason – we funded it in equipment maintenance. Jen - I rely on Austin a lot; he takes care of the things I use. We will need scoreboards in the next few years. He has been wonderful to work with, he maintains what I program and I appreciate him taking that headache. Marchant – how do you feel about things? Jen – I love doing this type of stuff, I have created more work, pitch, hit and run tripled in size this year, I am up 200 kids in machine pitch and t-ball. The organization and equipment for teams is more. We are at 650 kids for that program. Rick – we have given her \$5,000 in temporary help to help with this. Jen – I rely on my staff for those programs, they are awesome.

Golf: Jared – in last 24 hours we have had a major break and a water feature and a pool on #16. I enjoy working in this department and Rick helping us out the last few months, it has been very refreshing.

Operating – there is some salary proposals which would be fantastic. Year to date, I have one line item that is out of whack; I just need a budget revision. A lot of people see the billboard, now we have a sign on Main Street. We had someone going to Richfield and drove down Main Street, saw the sign and decided to stop and play 9 holes. With all of your help the prairie dog situation, thanks for the help in stepping up. For those of you that saw what the bids were, and the decision was to do it in house, Steve and his guys did it, we did it quicker and a lot less money. As far as we know they are gone, the squirrels are using the holes. Repairing that will be an ongoing situation. Steve showed up today with a big list and has spent his day on his knees fixing irrigation issues. We get 120 players every Thursday for men's league; I hope to get 50 to show up on work nights. The club house landscaping turned out really well, that was with RAP funds, and

Steve and his guys did a ton of the work. Rowley – with the remodeling of the Club House I was hoping to see increased revenue projections. Do you feel business has picked up. I fully expect revenue to be better. Our opening ice breaker we had 92 players with 44 last year. I will give full credit to Mother Nature, we are a weather job. We were doing well, and the last few weeks have slowed with wind and rain. I would hope that it will go up and the subsidy numbers go down. As word gets out that the prairie dog situation is gone, it will be better. We want people to feel welcome and want to be there and provide as good of conditions as we can.

Capital – it has been talked about that RAP on replacing. Our front 9 sprinkler system is 52 years old, galvanized pipe. I sent the Mayor a text with a picture of the break last night. I have never been at a Golf Course where our superintendent has to put out so many fires. Steve – we are using pex, you cut out the part leaking and use brass couplings, and you just chase it. They are 1” laterals and then 1 ¼ on the main line. These are all band aids, we can't put anything in that we can reuse. The company that a would come in would use ditch witches and back hoes, mostly backhoe. The irrigation is outdated, and our Golf Course is the only one I am aware of that is not on a central control system, there is no way for Steve to get on his computer and see what happens. We irrigate at night. Rowley – we have to save all the water we can. Jared – we draw from a well that is not the best water; it is good enough for us so it is good enough for other parks. Anytime Steve and his guys need to make a change it is hours of labor, they drive to every box. We have asked for a central control system for the entire golf course. We need to have a master plan. As we talked Steve and his guys, we need to get an expert in to map that out for us and it is included in the capital budget as well as the central control system and the greens on the front 9. Jason – there is a general fund transfer. Mayor – then the irrigation and design are on capital improvements. Jared is aware that he didn't get the irrigation funded without the master plan. Cozzens – how is the back 9 irrigation. Steve – it was put in 1991, we fix a lot leaks, it is pvc. The back is the main lines are not the right size, it can't take and produce the water in the time we need. The water in the back is much better than the front. Jared – a good friend of mine runs the golf course at Brigham City and they are looking at a way to redo their irrigation. Rowley – do you have water hammer problems? Steve – we have air release vents to help with that. The way the program is now to water a green he has to water everything, that goes to conserve water or a low spot with a puddle or a high spot that needs more water. This is a great start.

RAP Tax items, tomorrow we have Rotary tournament with 128 players, come by and watch them try and eat on 5 picnic tables. We would love to expand the awning and get a bigger area for score boards. There is not enough room for large groups. I will also ask for equipment for golfing in schools. We had 130 in Junior Golf last year. Getting and keeping the junior golfers would be great. We also need more ladies; we want to build that group.

Rick – the Airport has a dilemma with prairie dogs, I got an email from Nathan Brown, he is going to be talking with the FAA and get back with us. Cozzens – we can't shoot them? Rick – correct. When DWR was working with us, because we are federally

funded through FAA they say you don't have authorization to shoot them. Cozzens – have them do what they used to do, have fishing pole, put a lasso around the hole. Rick – it is the lethal take. Adams – can they trap? Rick – yes, they will do it toward the south end of the runway. Our dilemma is with our recent inspection, Jeremy had bladed off the day before the inspection and the day of a prairie dog burrowed up and we can't have anything in the safety area over 3" tall and we got written up.

Aquatic Center: Rowley – Jason shouldn't the Iron County School District be up to about \$128,000 this year? Chris – that is what it should be. Jason – I have had mixed feelings about it, I have made an effort to establish a fund balance while we can. The funds that don't break even, there is some logic in establishing a fund balance, even if it is \$5,000. We can budget all the revenue and budget to spend it. If my revenue projections are wrong, then it brings it closer. Cozzens - \$456,739 is that what we are subsidizing? Jason – yes. We were concerned that admission fees were wrong, and so we budgeted to transfer \$470,000 but we were wrong and didn't transfer the entire amount. If earned revenue comes in better then I transfer less or leave some in a fund balance. Cozzens from 11-12 we are way off. Jason – in the beginning people were super excited and then it dropped off and then flattened out. Cozzens – you think the \$456,000 may be leveling out? Yes. Jason - \$713,000 is the debt service; it does not run through this fund, it is about 20 years out. Cozzens –what is the heating bill at Aquatic Center? Jason – we brought YETI on, we did a light retrofit project we thought would reduce utilities, I think I have the right budget number with YETI and 5% increase from Rocky Mountain Power. Hopefully the number is more accurate and we can work on efficiency. Cozzens – can you differentiate heating the building and the water? No. Cozzens – the chillers from YETI produce a lot of heat, can we not use that in the building. Rowley – can we not use gas powered generator and use the cooling the generator to heat the water. Cozzens – you would have to talk to an engineer. Chris – it would be worth the investment. Jason – this is a challenging budget, we have done an energy audit at the Fire Department, and we should at Aquatic Center.

Chris – there was not much that I saw. I was under the mind set to keep things status quo so we can see where we are trending. We have been opened for 5 fiscal years, the trend has been back and forth and it is starting to level off. The only thing I am looking at is the labor, we have tried to cut hours, but there are state requirements on lifeguarding a pool for open swim, when I came in we were one short which added \$10-\$15 thousand. The biggest concern is I am a service based organization. In order to generate revenue I have to provide service. I have gotten with Rick; we have some ideas of making hours more patron sense. We have been opening at 3PM to 8PM. We are thinking of condensing the hours next year. We can also expand lap swimming during the day. Everything else is straight forward. I think we can make the concessions jump. Rowley – you should consider changing the concession window, it seems like it wasn't designed for food service. Chris – we are looking at different things to offer. We are looking at a pizza rotisserie such as 5 Buck Pizza. Rowley – you should also look at hot chocolate for YETI. Chris – we need to work with them to put it outside so people don't have to take skates off. Jason – either the Aquatic Center takes that on, or allow YETI and have them pay a commission to the Aquatic Center. Before the season starts the entities need to

numbers. Black – are we still on the radar for the fabrication plant? Danny – yes, they say we are still on the radar and they hope to announce in a year. The osteopathic school the accreditation meeting is in August; their plans are still moving forward. Port 15 there is talk of someone who needs track. Adams – what do you see on a smaller scale for downtown? Danny – I have been contacting a lot of companies that look at smaller markets, I have spoken with some on the phone and will meet with them in Las Vegas. With ICSC, I am partnering with EDC Utah. Adams – I know we have the fire house working on one the other day, I heard one the other day and I hope they are not looking at downtown. Rowley – does the City own property that abuts the rail or have rail access. Rick – yes in the cul-de-sac. Rowley – we should lease that to someone. Danny – I have asked an engineering company to let me know how much property they need.

Library: Steve – Thank you for looking at the compensation study that is a boost of morale for my employees. We get 250,000 visits a year and the soft chairs are worn out, we discarded one for fleas, they are getting worn, and will address them as we have money to do it. Exhibit “B” was reviewed, red are things we need to look at, green is the mean of libraries our size. I took a range of population from 25,000 – 50,000. We do well in the green area, not as well in the red area. On the back side are things the library is rated on, green things we did well, and the orange we are squeaking by. We are asked if libraries will continue to need print. Our e-books are only about 3.5%. We certify annually with the State Library, it is not required by law; it is if we receive State or Federal grants. We have never been certified as a quality library, but we are close. Instead of going through a certification process every year, it would be every 2 years. With passport series we could become certified as a quality library this year or next. Luene, the assistant librarian is involved in Utah Kids Ready to Read. We would need to pay dues for the board chair. Rowley – have we gotten the legal issues with the County resolved? Paul – I have sent them two different agreements and they are not interested. Black – are we receiving our full legal allotment? Paul – are we receiving back as much as our residents are putting in? I don’t think so. Jason – Rick and I went to the County Offices and met with Mr. Adams and Cindy Bulloch, they still have the Bookmobile which is the primary library and they get to decide what to do with their tax. They have been distributing \$80,000 to us but are willing to give us \$100,000, but the logic of population is just philosophy. Cozzens – what are our options; do we say this is now a County library? Paul – we could but we would want to send them a hefty bill. They could wake up and say we no longer want the bookmobile so they would repeal the tax. We would have to go through truth in taxation and levy the tax and then we would levy the county residents a higher tax than city residents. Rick – if we increased the fees for county residents they could drop our tax back to \$80,000 from the \$100,000. Black – didn’t we calculate around \$130,000? Steve – I can’t remember if it was that high, I was thinking around \$113,000, but I am not sure. Rowley – they are kicking it up \$20,000. Jason – they said \$110,000 and then it wasn’t and went back to \$80,000 and now they say \$100,000. We bill them, but I don’t know how it was decided because the stories vary. Paul – we do get bookmobile services. Steve – we do get some bookmobile in Cedar.

Legal: Paul – we asked for no capital, we would like us or Police Department money for enforcement, it went in the Police Department. In upcoming years or year there will be a

request for some software and maybe a server, the courts are converting to electronic filing, the software we have does not support a platform to integrate with the Courts. We are fortunate; we have talented people that do a great job with not a lot of support staff. HR and Records offices in other cities were two or three times the size we have, so show appreciation to Natasha and Renon, they do a lot of work.

Administration: Rick – one of the things you heard today from Chief Allinson is officers per thousand, I think you are all aware of what our staff does in terms of the number of positions, such as Renon not having an assistant recorder, we have one utility billing, some have collections and plant manager, we have one Darrell. We have a great work force. Black – they do a lot, well and friendly.

Operating – based on our experience with Jason's efforts with the Audit, we put in money for professional services for the audit. The Community Promotions section we took the \$10,000 from City Image Campaign, we have \$20,000 remaining and that is sufficient to continue progress with the branding efforts. We increased the amount for Chamber contribution and since it looks like we have a community effort for the unplugged program, we put it as a line item. We did not ask for any capital or personnel. We mention to you a few months ago that we would implement an answering system, we have seen that as a big help to Laurel. Marchant – how is it received by the public? I like the personal touch. Rick – I haven't heard any complaints. We started with offices in this building; we have added public works and leisure services. Black – do we have a choice of voice? Yes. Black – you put in an hourly utility billing, are you not doing it? Rick – we are giving the phone system a chance. We have had voice over IP for phone in the past, Trevor has done some research on what we pay for typical phone systems and what we can use for voice over IP. We have not budgeted anything. Cozzens – I have that at my business and love it and it saves me a ton of money.

Trevor – we looked at where technology and where utilities are around the facility. We have been working to get a ball park estimate, there is a lot involved with the City as a whole, do we do it in phases. We are looking at a ball park if we combine internet and voice over IP and have it unified where we can transfer to different buildings and to access information. The rough estimate is \$31,220 to do the whole thing. See Exhibit "C". It would cost about \$2,700 a month; we are currently paying \$3,370. Over time it will pay for itself, in just under 4 years. Cozzens – I have an employee that lives in Logan and I am so much more productive with this system. I can get 5 people on a call and they can access any information on our computers. Rowley – you get free long distance? Trevor – it depends on who provides it. Rowley – we do pay long distance right now. Yes. Cozzens – do we have the ability to budget that this year? Jason – yes. Trevor – there are options. Rowley – does it have to be a computer? Cozzens – no, but you can dial from your computer or with the phone. Rick – does it include new equipment? Trevor – this is a Sysco phone. Cozzens – mine is Suretel. Marchant – along with the expense, look at the improved productivity in the community for things we use. Cozzens – you link this with your outlook, it all syncs, it is efficient. Trevor – if you can't do the entire thing, do phase 1 for Public works and Wastewater Treatment. Cozzens – I think we should do the entire thing. Rick – we will have Trevor put together

a scope. Cozzens – if you want to talk to someone that has a huge system, talk with Mike Green as a resource.

Rick – we want to float some other ideas while we are in a position to reevaluate. In Jen's budget there was a decrease because we are not planning to fill Leisure Services Director position. We want to look at Events with Byron resigning. We want to throw out some concepts that would give us something to think about and discuss.

We looked at with Events and Heritage Center, we put a lot of pressure on the Events Coordinator position to be out and about, Byron did that well. Having Jason report to him, an idea we have come up with the cultural nature of the Heritage Center and Library, we would like to have the Heritage Center report to Library Director, he has great knowledge with theatre functions and his involvement in that. We would propose that change. We have spoken with Steve about this today and we think that more permanent local involvement with that department head and Jason would be a benefit. We have also looked at creating the new position for the Heritage Center.

We are also proposing that the Events position report to Economic Development, it was proposed by staff after Brennan left, we think with the use of Cameron's position those two positions would make more since in reporting to Economic Development.

We are proposing a few changes in Leisure Service divisions, currently Austin has Cemetery Sexton report to him, and we would like the Cross Hollows Event Center to report to him as well. They help Larry and we think that reporting relationship would take some efforts away from the City Manager position, and give Austin a direct contact. We also propose that by not filling the leisure services position now, we would have Ruth report to the Aquatic Center Manager, this is based on where she is located, she will still provide assistance to Austin, Larry and Jen, the onsite supervisor makes since to report to the Aquatic Center Manager. The budget does reflect this in terms of Leisure Services. We want to review the Events job description. It would be a good time to evaluate what Byron's efforts were and types of events, and I think the Council should be involved in and if you want more sporting events then allow that.

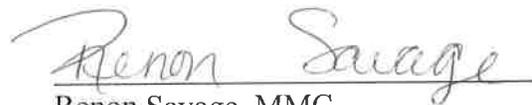
John – I would hope there is another option to consider. I feel that Leisure and Events can be combined. I would propose that the Leisure Services Director position, if we haven't learned what we need shame on us, it is a more facilitator position. We need to review the Events Coordinator to see what scope. My proposal is to combine those two positions. There is an immediate cost savings. Events tie into almost every Leisure Service division. I agree with the arena under Austin and I think the Golf should report to you directly. I recommend Leisure/Events director with park maintenance, Cemetery, Recreation and Pool and the Golf Course under you. I think it fits better in what we want to do with Recreation and Events. I can see some cost savings in that also. Rick – maybe the Mayor, I and John talk and look at pros and cons. Marchant – I would like discussion with both options on the table. Rowley – at some point we need someone that is removed with daily and do more with long term planning so others can have their support, they say this is the long term plan for parks and events. Mayor – I have got the impression over

the past year that you guys have wanted to do a lot of the long term vision policy making things, where would this person fit in relationship to the council making these. Rowley – we had Dan and Byron both saying here are people that may want to come to the City and have their event. Austin has broken pipes every day and Chris has people slipping at the pool so they don't have time to put together the events, if Leisure Services and Events were together, they can say come bring your event and I can put it together with my people. Marchant – the Council is more overall, strategic plan and this person would fit into the category in visualize and implement what we want. I don't know that we want to get in the nuts and bolts of what goes on and I don't think you want us to. Rick – the working relationship between the policy makers and the workers are going well. I would like to set down and go over the observations. Mayor – we would like to set down in groups of two and talk about different thoughts and options now that we have got through these meetings. Rowley – start with two and if it gets too angry bring in others. Mayor – are there other comments on the Heritage Center/Library, do you want to think about it? Black – in that it works better. Adams – I think you should share with all of us.

Marchant – I appreciate them coming in and going over this with us, this group of people have been very responsive and responsible.

Rick – a few departments have mentioned that 20 minutes is not a lot of time to share. Maybe we do a Council/Department Head retreat the first of the year to spend a few days to have thorough discussions. Marchant – any time we can improve the lines of communication. Rowley – I think most got what they wanted.

ADJOURN: Councilmember Rowley moved to adjourn at 5:12 p.m.; second by Councilmember Marchant; vote unanimous.


Renon Savage, MMC
City Recorder

Heritage Theater and Festival Hall Usage

Heritage Theater		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	YTD
2009	12	20	8	13	7	4	25	13	9	8	21	26	166	53	
2010	6	10	11	9	9	2	25	20	6	11	13	13	136	37	
2011	7	13	15	12	5	4	29	19	10	10	9	15	148	47	
2012	9	17	9	15	14	19	31	28	22	17	18	17	216	50	
2013	19	20	20	17	19	8	31	34	26	28	21	17	260	76	
2014	8	15	16	17	20	21	33	32	28	20	15	19	244	56	
2015	28	23	10	27	21	20	31	28	10	13	12	18	241	88	

Festival Hall		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	YTD
2009	10	9	12	21	26	18	17	17	21	21	16	17	18	19	209
2010	17	12	26	27	20	20	20	12	22	22	17	13	20	11	217
2011	16	16	22	24	24	25	22	9	32	32	21	26	26	23	262
2012	14	20	24	12	37	18	13	24	38	24	38	21	15	14	250
2013	19	23	22	24	20	15	14	20	22	20	34	26	23	23	262
2014	32	36	28	33	23	39	26	33	32	33	24	24	25	25	364
2015	29	32	36	32	33	23	13	19	14	12	17	7	7	7	267

Bookings
As of May 11th

Total for FH and HT

2009	375
2010	353
2011	410
2012	466
2013	522
2014	608
2015	508

EXHIBIT "B"
SPECIAL COUNCIL MEETING, MAY 12, 2015

Fact Sheet



Thank you for addressing:

1. The compensation discrepancies between Cedar City and similar communities!
2. The Library's capital furniture needs!

Municipal Libraries: Populations 25,000 to 50,000

Total Operating Budget, 2013 (latest year for comparable figures)

Municipal Libraries for populations ranging from 25,000 to 50,000

American Fork: \$735,215
Cedar City: \$469,575
Springville: \$916,129
Tooele: \$673,656
Pleasant Grove: \$586,200
Spanish Fork: \$517,957
Murray: \$1,525,016
Logan: \$1,681,497
Mean = \$888,156 (52.9%)
Median = \$704,436 (66.7%)

Total FTE

American Fork: 11.95
Cedar City: 9.45
Springville: 14.3
Tooele: 10.35
Pleasant Grove: 16.8
Spanish Fork: 9.5
Murray: 19
Logan: 22.6
Mean = 14.24 (63.4%)
Median = 13.13 (72%)

Visits (per capita)

American Fork: 175,344 (6.46)
Cedar City: 248,939 (8.55)
Springville: 308,531 (10.08)
Tooele: 155,000 (4.83)
Pleasant Grove: 165,775 (4.8)
Spanish Fork: 254,327 (7.01)
Murray: 274,617 (5.69)
Logan: 261,048 (5.34)
Mean = 230,448 (108.02%)
Median = 251,633 (98.93%)

Computer workstations

American Fork: 13
Cedar City: 45
Springville: 50
Tooele: 14
Pleasant Grove: 10
Spanish Fork: 15
Murray: 31
Logan: 19
Mean = 25
Median = 17

Library Certification Standards

- 1) Community Support Standards
 - a) Library Visits
 - i) Per Capita Benchmark: 4
 - ii) Cedar City Library: 8.55*
 - b) Circulation
 - i) Per Capita Benchmark: 7
 - ii) Cedar City Library: 10.52
 - c) Technology Access
 - i) Per Capita Benchmark: 0.6 users
 - ii) Cedar City Library: 2.25*
 - d) Programming
 - i) Per Capita Benchmark: 0.2 attendees
 - ii) Cedar City Library: 0.23
 - e) Turnover Rate
 - i) Benchmark: 0.50
 - ii) Cedar City Library: 2.98*
- 2) Governing Body Support
 - i) Collections Budget
 - (1) Benchmark (Percent of Total Operating Budget): 8%
 - (2) Cedar City Library: 14.2%
 - ii) Local Operating Expenditures
 - (1) Per Capita Benchmark: \$13
 - (2) Cedar City Library: \$16.13
 - iii) Staffing Levels
 - (1) Per Capita Benchmark: 0.0003
 - (2) Cedar City Library: 0.00032
 - iv) Technology Access
 - (1) Per Capita Benchmark (Workstations): 0.0005
 - (2) Cedar City Library: 0.0015
 - v) Programming
 - (1) Per Capita Benchmark (Programs): 0.01
 - (2) Cedar City Library: 0.01

Quality Library Standards – Need 5

Library reaches beyond physical space. Homebound service, pick up/drop at external location, external programming.	User based collection: Exceed median ILL requests; need to track patron requests received and filled (online or manually)	Training and workshops for patrons. 12 workshops on Pioneer and 12 on topics of community interest.
Meets/exceeds 70th percentile of 5 or more key measures. We meet only 3, marked with an *.	Pay ULA dues for 50% of full-time staff and Board Chair.	Substantial, ongoing, multi-faceted collaboration with other libraries (40% funded) resulting in “significant public participation.”
Online Experience: Access to eBook and eAudio from home page (yes); three social media links (currently 2); dynamic front page content (no).	Participate in literacy experiences like Utah Kids Ready to Read. Provide ongoing parent training about emergent literacy (not story times, literacy experiences).	Substantial, ongoing, multi-faceted collaboration community organizations (50% funded) resulting in “significant public participation.”

EXHIBIT "C"
SPECIAL COUNCIL MEETING, MAY 12, 2015

City Unified Network with Voice over IP Phone

Simple Payback 3.88 Years

Capital Expenditures		\$31,220.00	
Radio Links	10	\$1,000.00	\$10,000.00
New Phones	100	\$190.00	\$19,000.00
P.O.E. to Phones	100	\$10.00	\$1,000.00
Routers/Switches	10	\$50.00	\$500.00
Battery Backups	4	\$180.00	\$720.00
Internet Con. Fee	1	\$1,000.00	\$1,000.00
 Services		 \$2,700.00 per mo.	
Internet	3	300	\$900.00 per mo.
Voice Over IP	100	\$18.00	\$1,800.00 per mo.
IT Services	0	\$1,500.00	\$0.00 per mo.
 Existing Costs		 \$3,370.33	
Internet			\$915.40 per mo.
	Admin		\$412.50
	Animal Control		\$29.95
	Fire		\$49.95
	Heritage/Festiva		\$0.00
	WWTP		\$72.20
	Aquatic Center		\$54.95
	Cemetery		\$39.95
	Cross hollow		\$39.95
	Airport		\$50.95
	Public Works		\$90.00
	Fire #2		\$30.00
	Golf		\$45.00
Phone			\$2,454.93 per mo.

Excluded:

Police Cruisers Data 45 \$29.99 \$1,349.55 per mo.

Phase I

Fiber connections

PW 1

IP Phones

PW 8

WWTP 3

Capital Expenditures

\$2,610.00

Radio Links 0 \$1,000.00 \$0.00

New Phones 11 \$190.00 \$2,090.00

P.O.E. to Phones 11 \$10.00 \$110.00

Routers/Switches 1 \$50.00 \$50.00

Battery Backups 2 \$180.00 \$360.00

Internet Con. Fee 0.3 \$1,000.00 \$250.00

Services

\$498.00 per mo.

Internet 1 300 \$300.00 per mo.

Voice Over IP 11 \$18.00 \$198.00 per mo.

IT Services 0 \$1,500.00 \$0.00 per mo.

Existing Costs

\$567.20 per mo.

Internet \$162.20 per mo.

WWTP \$72.20

Public Works \$90.00

Phone 15 \$27.00 \$405.00 per mo.