

1 Minutes of the Centerville City Council **work session** held Tuesday, June 2, 2015 at 5:00 p.m.  
2 at the City Hall Council Chambers, 250 North Main Street, Centerville, Utah.

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4 **MEMBERS PRESENT**

5  
6 Mayor Paul A. Cutler

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8 Council Members Ken S. Averett  
9 Tamilyn Fillmore  
10 John T. Higginson (arrived at 6:10 p.m.)  
11 Stephanie Ivie  
12 Lawrence Wright

13  
14 **STAFF PRESENT**

15 Steve Thacker, City Manager  
16 Bruce Cox, Parks and Recreation Director  
17 Randy Randall, Public Works Director  
18 Neal Worsley, Centerville Police Chief  
19 Katie Rust, Recording Secretary

20 **STAFF ABSENT**

21 Blaine Lutz, Finance Director/Assistant City Manager  
22 Lisa Romney, City Attorney

23 **VISITOR**

24 Jeff Bassett, South Davis Metro Fire Chief

25 **BUDGET WORK SESSION**

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27 **Employee Compensation** – Steve Thacker, City Manager, explained that City employee  
28 compensation is based on the principles of internal equity, external equity, and individual equity.  
29 Internal equity is determined using a point factoring system. External equity is determined with  
30 annual benchmarking. Staff will prepare a three-part ordinance including salary administration  
31 guidelines and a position pay grade schedule, based on direction given by the Council. The  
32 City's goal has been to pay employees and keep benefits somewhat better than average  
33 compared to other cities in order to attract and retain employees. Mr. Thacker stated he is  
34 recommending a 1% increase (market adjustment) to all pay ranges (the FY 2015 market  
35 adjustment was 2%). He continued that he is recommending the same pay raise matrix  
36 percentages as last year, equal to 3% of the total of all employee salaries (2.5% to fund raises  
37 for employees who meet or exceed expectation, and an additional 0.5% to reward exceptional  
38 performance). Mr. Thacker provided comparative data for increases approved by other  
39 agencies.

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41 City Manager Thacker said he is expecting increased pressure from the job market this  
42 year. Councilman Averett asked how much turnover the City had in the last year. Mr. Thacker  
43 responded that the Police Department had one retirement. Councilman Averett commented that  
44 the Fire Agency recently lost half of its part-time recruits, which means the Fire Chief will need  
45 to begin the recruitment process again. Councilwoman Fillmore said she views that as an  
46 argument against part-time officers. Training is expensive. Councilman Wright argued in favor  
47 of hiring part-time officers.

48  
49 **Justice Court Judge** – The City has explored the idea of allowing West Bountiful or  
50 Farmington to bring their cases to the Centerville Court. The caseload that Farmington would  
51 bring would move the City from a level two to a level one court, which would require a dedicated  
52 court room. The West Bountiful caseload would put the City very close to that threshold. Mr.  
53 Thacker reminded the Council that the Justice Court Judge must receive an increase each year  
54 equivalent to the average increase of other City employees. He recommended a 2.5% increase

1 in Judge Miller's salary, to comply with State law. Centerville Court revenues continue to  
2 exceed operating expenses.

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4 Elected Officials Compensation – Last year the Council increased elected official  
5 compensation, to be reviewed every four years by ordinance. Therefore, no increase is  
6 recommended this year.

7  
8 Planning Commission Compensation – Mr. Thacker provided comparative data of  
9 Planning Commission compensation provided by other Davis County cities. Councilwoman  
10 Fillmore suggested incentivizing attendance at training meetings by compensating  
11 Commissioners for training meetings attended. The Commissioners are currently able to  
12 receive mileage reimbursement and per diem for meals, but no payment for their time at  
13 training. Staff reported that Planning Commissioners do not always take advantage of the  
14 compensation for mileage and meals. Councilwoman Fillmore expressed a desire to recognize  
15 the importance of, and show appreciation for the time they spend in training. Following brief  
16 discussion, a majority of the Council indicated they would approve compensating the Planning  
17 Commission \$35 (the compensation for one Planning Commission meeting) for a half-day or  
18 more spent in training. Staff will prepare a resolution to alter the Fee Schedule.

19  
20 Positions Recommended For Compensation Review – Mr. Thacker stated that he feels  
21 the City's two technology-related positions – the GIS Specialist, and the technology position in  
22 the Police Department – merit a pay grade review. He also said he would like to increase the  
23 responsibilities of the Management Assistant position to include H.R. Specialist and possibly  
24 other duties. Councilman Wright suggested also adding a SPHR certification requirement to the  
25 Management Assistant position. Mr. Thacker said he would like to engage an independent  
26 hourly consultant to help review the three positions. Mayor Cutler recommended forming a  
27 subcommittee to review certain management positions, which the benchmark data indicates  
28 may be below market. Councilmen Wright and Averett will serve on that committee with the  
29 Mayor.

30  
31 Benefits – There is no increase in the retirement system contribution rate or employee  
32 health insurance rates for FY 2016. The Council discussed the need to cap the City's paid  
33 leave liability. Mr. Thacker stated the employee committee studying paid leave liability will have  
34 a proposal for the Council within the next 3-6 months.

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36 At 6:10 p.m. Councilman Higginson arrived, and the City department heads and Fire  
37 Chief joined the discussion. Councilman Wright asked Police Chief Worsley if he does indeed  
38 plan to retire this year. Chief Worsley responded that he does.

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40 **FIREWORKS RESTRICTION AREA**

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42 Fire Chief Bassett said he feels the restricted area in the proposed fireworks ordinance  
43 is sufficient. Both he and Police Chief Worsley indicated they would be in favor of a standing  
44 ordinance for the July celebration period. Council members Ivie and Wright both stated they  
45 would be in favor of a standing ordinance.

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47 **DISCUSSION WITH DEPARTMENT HEADS REGARDING TENTATIVE BUDGET**

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49 South Davis Metro Fire Agency Staffing – Fire Chief Bassett stated that part-time officers  
50 are heavily used in Davis County. They recently lost many part-time officers to full-time  
51 positions with different agencies. He explained the staffing changes that are being implemented  
52 within the Fire Agency. Councilman Wright asked about citizen education regarding fireworks  
53 restrictions. Mr. Thacker responded that information will be included in a mailer sent out by the

1 City. Councilman Wright suggested sending a reverse 911 call, and the Council discussed  
2 using the Peachjar option through the School District.  
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4 Public Works and Parks and Recreation – Randy Randall, Public Works Director, and  
5 Bruce Cox, Parks and Recreation Director, discussed needs in their departments with the  
6 Council. Councilwoman Fillmore stated she knows the Parks and Recreation Department relies  
7 heavily on college students for seasonal help, and asked if it would be helpful to have another  
8 full-time team member. Mr. Cox responded that it would be nice, but he does not think there  
9 would necessarily be enough work to keep an additional full-time team member busy year-  
10 round. Mr. Randall said he is concerned about the work load in his department. The scope of  
11 work is becoming more complex, with increased Federal requirements and City requirements  
12 and needs. Mr. Randall said he would like to see the City move in the other direction by cost-  
13 effectively focusing on what can be done long-term, making do with what we have, and being as  
14 fiscally responsible as possible. He expressed the concern that the Complete Streets Policy will  
15 have the opposite effect, creating a need for more man-power or cost.  
16

17 Mr. Randall and Mr. Cox both indicated they feel the Tentative Budget is reasonable.  
18 Councilwoman Fillmore pointed out that after making do year after year a breaking point is  
19 reached. The Council wants to know what is needed in the budget to maintain quality in the  
20 City. Mr. Randall expressed the opinion that Centerville has some of the best streets in the  
21 State, but there has to be a balance between having perfect streets and having reasonable  
22 streets. The Council agreed. Mr. Randall stated that as he gets closer to retirement age and  
23 looks around for someone who could replace him, he is looking for someone with specific skill  
24 sets willing to put in the time that is required. The Council and department heads discussed the  
25 need for succession planning. Mayor Cutler said he feels Chief Worsley has done a good job of  
26 grooming people to take on leadership roles in the Police Department. They discussed the  
27 possibility of hiring employees with the idea of training them for leadership. Chief Worsley said  
28 he feels it is a good idea to train existing employees for leadership positions, and Councilman  
29 Wright suggested that the needed skills might be available in other departments within the City,  
30 and over time there may be employees interested in switching departments.  
31

32 Mayor Cutler said he would like the departments to think about how technology or  
33 productivity increases could be utilized to control the need for additional personnel long-term.  
34 Mr. Thacker pointed out that each year the department heads submit a three-year list of needs  
35 to anticipate what will be needed. Councilwoman Fillmore emphasized that she appreciates a  
36 fiscal conservative approach, but she does not want the City to get too far behind. Councilman  
37 Wright stated it will be important to maintain strong emergency management leadership as  
38 restructuring within the Police Department occurs. He also recommended it would be valuable  
39 for the City or the Fire Agency to purchase a drone for emergency management purposes.  
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41 **ADJOURNMENT**

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43 Mayor Cutler adjourned the work session at 6:56 p.m.  
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48 Marsha L. Morrow, City Recorder

6-16-15  
\_\_\_\_\_  
Date Approved

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53 Katie Rust, Recording Secretary

