



COUNCIL WORK MEETING MINUTES

Wednesday, January 15, 2014

Approved February 13, 2014

6:00 PM

Attendance:

Mayor, Carmen Freeman

Council Members Present:

Mike Day, Matt Robinson, Craig B. Tischner and Coralee Wessman-Moser

Staff Present:

John Brems, City Attorney
Cindy Quick, Deputy City Recorder
Brett geo. Wood, City Manager
Gordon M. Haight II, Asst. City Manager
Shauna DeKorver, Finance Director
Monte Johnson, Operations Director
Ed Blackett, Streets Manager
Bryn McCarty, Planning Supervisor
Heather Upshaw, Planner II
Blake Thomas, City Engineer
Justun Edwards, Water Director
Wade Sharp, Parks Manager
Tami Moody, Executive Administrative Manager/PIO
Cheeryl Jeppson, Human Resource Director
Luke Sieverts, Water Manager
Danie Bills, Events Director

Welcome~

Mayor, Carmen Freeman called the Herriman City Work Meeting to order at [6:12:29 PM](#) and welcomed those in attendance. Mayor briefly asks Council Members if they have questions regarding tonight's meeting.

1. Items for Discussion

a) Budget for fiscal year 2014-2015.

[6:13:12 PM](#) Mayor Freeman begins the meeting and asks the council to give Shauna direction and turns the time over to her [Shauna DeKorver](#), Finance Director, comments that department heads are here tonight to hear your opinions and your input on this coming years' budget. She begins with a question for the council regarding level of service and asks if the level of service is where the council wants to see it.

[Coralee Wessman-Moser](#) begins the discussion and reminds the council about Zion's assessment on level of service - payment management is falling short.

[Mike Day](#) made a comment regarding the parks and how they aren't up to the same level of service as we've seen in the past. He is looking forward to see how the parks will look in 2014 with our new management. He is thrilled with black ridge reservoir and the outcome there with park and ride and the snack shack up and running.

Brett Wood comments about the parks struggling. He describes some difficulties (a break in sprinkler lines and a new fertilization crew) that contributed to some of the look of our parks last season. Brett also applauds Wade for jumping into this position during this time.

Mike Day asks if Ed is comfortable with 300 per year for streets (\$300,000 budget for overlays and slurry seal). Gordon Haight responds that will be discussed tomorrow during the capital projects discussion.

Mayor Freeman asks for clarification on the level of service topic being discussed. Questions if this level of service referred to is in the way of, do we have enough man power for these areas?

Shauna DeKorver concurs with the perspective of Mayor Freeman.

Gordon Haight advised that Jesse Bullock, former Building Official, maintained a certain level of service for the building department by taking a lot of work home. He compares that level of service to new interviewees for this position and expresses his desire for that not to continue and expresses concern at keeping up that level of service (with current staffing levels).

Brett Wood mentions thanks to Cathryn and Lon for continuing with reviews and keeping the level of service high for the building department.

Matt Robinson communicated his biggest concern is roads. Indicates we are well below a C for level of service on some of the roads. He'd like to see the same level of service across the board for all areas of the city. As far as City Events go, we do a lot of activities and it's a fabulous part of the city, there is something for everybody. However, if there is an area that might absorb some impact, this would be it. He would like to see the city tier the activities we do, keep the ones that are more essential and be more discretionary with others.

Craig Tischner requests documentation to justify adding additional staff. As for the fee structure change, he feels the city can manage that. He is cautious about it and wants to be able to maintain the same level of service. He is concerned with city roads being maintained – he echoes Matt Robinson's comments. Regarding City Events, instead of the city operating those events and hoping for the return of investment, he would like to look at another company that would operate their own rides and they could do their own business by taking care of it and handling the money. If they profit, they profit; if they don't, they don't. He'd like to see another company handle that instead of the city managing it.

Mayor Freeman re-directs the council to go item by item regarding level of service.

Shauna DeKorver requests council to go by department and start with administration.

Mike Day requests a document from the last survey done so they can go line item by line item.

6:29:15 PM Grading Levels.

Shauna DeKorver reads through the level of service from the previous survey done and gives a grade for each department.

Administration A	Building B+	Cemetery A	Courts C	Economic Development B
Engineering B	Events & Arts C	Facilities C	Fleet C	Human Resources C
ITS B	Parks C	Planning A	Recorder A	Storm Drain C
Streetlights C	Street Signs C	Streets C		

Bryn McCarty asks if this grade refers to what the council graded the department at (level of service wise) or is this grade referring to what they want (the level of service) to be.

Mike Day responds. The council discussed what the cost was for a C or for a B. For example, the Recorder being an A. The cost was minimal compared to Streets. The council looked at the numbers and looked at the budget and each of the council responded and then the responses were averaged. A small discussion ensued regarding the grading system.

Shauna DeKorver asks the council if there is an area we need to fund for better service.

Coralee Wessman-Moser expresses concern with the Building Department. She understands they are performing very well but wonders at what expense. Questions if we need one full-time person or do we need more (staff) or should we contract business out?

Mike Day likes the idea of contracting (services) out as opposed to hiring (more staff).

Shauna DeKorver agrees that contracting out can be good because it's on an as needed basis.

Mayor Freeman would like to see a performance audit done.

Coralee Wessman-Moser agrees with Mayor Freeman.

Mike Day says his only concern is are we (currently) at a level C (level of service) in streets? Ed expresses that he feels we are.

Matt Robinson asserted his concern about streets (level of service). We probably are at a C (level of service) for parts of the city and even at an A (level of service) in others but in some areas we are definitely at an F (level of service).

A small discussion ensued between council and staff.

6:37:25 PM Snow Plowing:

Craig Tischner asks regarding the new truck (for snow plowing) and new blade if it is coming in February and will that one truck be a great improvement for (the level of service in this department).

Monte Johnson responds that it's like two 10 wheelers, in one truck. That will probably increase our ability (for service) on the roads 25-30% with one truck.

Mayor Freeman asks for staff to provide this survey to council. Asks that each council member take time to re-evaluate the survey for this year.

Matt Robinson explained that he wouldn't change anything.

Mike Day concurs with Matt. He feels like we're trying to find out if we're at that level of service in each of these areas. A small discussion ensued regarding grading levels of service for each topic.

6:41:39 PM Staffing Levels:

Shauna DeKorver explains her understanding and direction from the council, that if our managers are requesting additional staff personnel, they have been asked to provide justification as to why.

6:42:42 PM Employee Increases:

Mayor Freeman begins this discussion, asks for direction from council and when increases occur.

Brett Wood responds that increases are on a fiscal basis not on the anniversary and reviews happen the first of July.

Mayor Freeman asks for explanation of the process and a small discussion ensued between council and staff.

Craig Tischner disclosed that he favours an increase up to 2% based off of merit. He explains that gives the employees something to work towards.

Brett Wood comments that for the last three years it's been 3% - a cluster of merit and cost of living.

Mike Day wishes it was merit based at his job. He likes a hybrid and an option to give to top performers who go above and beyond.

Mayor Freeman expresses concern for confidentiality with increases and procedures because it can be very devastating to a department.

The City Council explains that in government employees' wages can be GRAMA requested and further discussion continues.

Mayor Freeman solicits direction from the council regarding employee increases.

Brett Wood solicits direction from council and asks them if they are open to increases this year?

Matt Robinson responds that he is open to increases this year. He explains that we've had a good year financially speaking and the employees have done a good job this year. He explains that when he is asked for raises, he typically polls different people and places and asks them what their increases are looking like. If he sees in the industry that there's not a lot of raises, that weighs in on his decision. He feels that government should never be out of cycle with the private sector. He is not a fan of giving everybody a blanket raise, he would like to see it almost 100% based on merit.

Brett Wood explains that it's not been a flat raise across the board; it's usually a combination, a merit increase and cost of living increase.

Mayor Freeman said that he wants it to be based on merit and allow for those employees who go above and beyond to be recognized for their work.

Matt Robinson explains that he likes the idea of three ones. The idea is to take a number say 2% or 3% and then approve raises based on merit. Some may get 1% and maybe some may get 5% or 6%. As a council I would feel concerned if anyone was getting 0% increase and if anyone were getting above 5% or 6%.

Brett Wood reports that is not happening. He explains that this is normally 'the Mayor's budget.' He is glad to know the Mayor will be involved on a daily basis. Therefore, this year, this will truly be 'the Mayor's budget.'

Craig Tischner replied that's good news (about the involvement of the Mayor) and he does support that idea. He'd like the Mayor to provide information to the council so they can be involved.

Mayor Freeman appreciates what's been said but he values the input of the council and wants their support. He feels this is their budget too.

Council Members Matt, Mike and Coralee all comment that budget meetings are actually fun. They enjoy being involved in the process.

Coralee Moser requests that the Mayor receive a final breakdown of every employee increase and what their percentage is this year as compared to their last increase.

Mayor Freeman solicits what percentage the council would like to give Shauna so she can prepare a budget. Do they want a set percentage? Should we do 2-3%?

Craig Tischner feels that since the Mayor will be directly involved in the process he could present it to the council and they could offer direction.

Mike Day thinks that 2-3% is wonderful; he'd love to do 4% if the market dictates it. He'd like to keep us in the market. He'd like to keep our people wanting to stay here. This last year has been painful to watch people leave.

Mayor Freeman wants to have Shauna look at the business sector to see where the trends are going and see if we're aligned. If there are increases, we can try to mirror or stay in the standard.

Matt Robinson asks when the last employee market analysis was completed. Cheeryl responds, two years ago. Matt requests (an employee market analysis) be completed every 3-5 years to make sure we're on par.

Coralee Wessman-Moser suggests 2.5% if the market dictates it, but if we're not doing well because of building fees decreasing then maybe we have to cut back.

Brett Wood would like to see a 5-6% increase because he feels we have probably a third of our employees who go way beyond.

Craig Tischner asks if there are any employees who are capped out and can't get an increase.

Brett Wood responded no. He thought our city building official was maxed out, but we're mid range there or maybe even on the low end.

Mayor Freeman directs council to the next category.

7:03:35 PM Events: Shauna asks if the council is okay with the events that the city is holding right now and asks if they want to add events or do away with any events. Would you like to see any different type of events?

Matt Robinson says when it comes to events we do a lot and it builds community but he feels we should tier our events with essential events and with those events that maybe we really like but aren't essential or we aren't able to budget for this year.

Brett Wood reminds the council about their vision for the city with regards to events. Events are going to grow; there will be a lot more running events, and more events at the park. Brett mentions discussions with Danie regarding events and direction from the council for events. He wonders if the council would like to keep the events growing to match our population as long as the money is there. Brett responds to Craig's idea of getting someone else to run the carnival by explaining that it's hard to get anyone to come (to Herriman). He feels that Danie has done a great job of managing this event and is trying to get a new carnival company to come here. He feels confident that we will have a new carnival company for this year's event.

Craig Tischner asks how far in advance we need to schedule a carnival company.

Brett Wood responds a year. Because the day she's done with our carnival she's on the phone recruiting for the next year.

Danie Bills comments that they cancelled with us in February last year because they got a better offer.

Matt Robinson suggests that we try making a counter offer. When they cancel on us we offer them maybe \$2,000 more or \$5,000 more, would that change their commitment to us?

Danie Bills explains that it's complicated because they were already working another other event, they'd had a long term relationship with this other event and that year the other even increased and it would be necessary to use all their rides. They were willing to cancel the city event to meet the needs of the other event.

Matt Robinson says it sounds like we're just too small.

Danie Bills explains that she does have a company scheduled for this year and as long as they don't cancel on us, we will be able to move forward.

Craig Tischner asks if it's the same company.

Danie Bills responds no.

Brett Wood reports that it's a different company and asks Danie how long she's been working on this now.

Danie Bills replies almost four years.

Mayor Freeman asks before we move on to the next topic, are we status quo with events?

Matt Robinson thinks that with the loss of building fees, this is an area we can tweak.

Shauna DeKorver suggests to the council for Danie to put a priority list together as Matt requested and bring it back to present to the council.

Matt Robinson feels that the council needs to help with the right balance for city events.

Mayor Freeman responds to keep it status quo but remember this may be an area that's more negotiable.

Gordon Haight Has joined in the efforts of the "buy local" packet and he's trying to sell city events as part of that program. He asks council for direction if he should continue selling city events.

Coralee Wessman-Moser gives direction that we are through Fort Herriman Days with this year's budget, which is our big event that we are pitching to our vendors right now, so that event is safe. She feels this would be a longer term discussion if we do need to pare things back it would be for next year, after which we could review those choices and see if it is needed the following year.

7:11:53 PM Black Ridge: asks the council if they thought the events and activities at Black Ridge went well.

Mike Day said he received a lot less complaints. He'd imagine that UPD said the same thing.

Matt Robinson asks if black ridge operated at a loss.

Shauna DeKorver confirms it was a loss.

Brett Wood asks the council for direction regarding concessions.

Mike Day wants to make drinks available. Comments it can be sold to the people at a loss. He thinks it's critical that we have "eyes" on the lake. He likes how city employees are respectful and represent Herriman well when they remind people about closing the park.

Brett Wood asked again, if the council wants the city to have hamburgers and hotdogs and try to make it a money maker or are they okay to have just a few supplies and drinks and have the employees picking up garbage and monitoring the area?

Craig Tischner asks for a list of what still needs to be done to complete this park. Gordon tells Craig that a list will be provided at the capital projects discussion. Craig believes that if we're going to do a park, let's do it and do it right. Craig requests that staff focus on the park and get it done. Brett agrees and wants to get it wrapped up. He feels the project is 90% complete.

Mayor Freeman communicates to council that when we're talking about events and black ridge reservoir, let's talk about it with our residents. Talk about how we're losing money in these areas and these are all benefits the residents are getting. This may help open their eyes that the city is doing something for the community.

Brett Wood agrees and it also affects our staff. If we stop doing events, we stop inviting people into our community but he realizes it's the council's call.

Danie Bills comments that the reason we get running events here is because of how our city looks. We have great roads and our city is so clean and well maintained.

Coralee Wessman-Moser Wonders if we should consider an increase in cost to those types of events that come in to our city, so that we cover our budget.

Mayor Freeman challenges anyone to compare us to our neighboring cities. He believes Herriman does a great job.

Coralee Wessman-Moser asks Danie, in regards to her staff, if there are any big problems that she needs to know about for the budget. Are they having problems manning events, are they too busy or not busy enough?

Danie Bills answered that from her point of view she wants to figure out if we really want our employees working 12 hours a day or should we scale back. Concessions were pretty light but if we're going to add hotdogs, hamburgers and snow cones, and all those different things and still clean the park and the restrooms, then 2 people may not be enough. She wants to know how the council wants that staffed. Do we still want park employees to do concessions and the cleaning or do we want to bring in someone else to do the cleaning? What level do you want?

Mike Day responds we could scale back the hours. Consider our start times and our closing times. Come to the council with a proposal to scale it. The council doesn't want to micro manage it.

Coralee Wessman-Moser requests a recommendation on shortening the hours. She would like to see the times that we're selling concessions to be only during peak times.

Mayor Freeman inquires about volunteerism of scout groups or church groups for service projects. Danie Bills explained that she'd like to have Wade Sharp be over the scouts and Danie would be over the community. A brief discussion between staff and council ensued and Danie asked council to send her their suggestions for scout projects.

Shauna DeKorver thought that Black Ridge accomplished the goal from council. Reiterates that black ridge will not make money, it's an amenity that requires a higher level of impact. Reports that we don't have a life guard there, however, having eyes there has been a win.

7:29:04 PM Suggestions from Council regarding the upcoming budget? Does the council have any suggestions or direction, other than capital projects for items on the budget?

Matt Robinson wants attention to roads.

Mike Day informed staff that road projects need to be funded.

Monte Johnson inquires about spring cleanup or fall cleanup from the city?

Coralee Wessman-Moser reports that Wasatch Front is doing a spring cleanup this year. They also offer coupons for a free load at the dump. It costs the city \$20,000 - \$25,000 for this service. She suggests downsizing it a little bit and requests not so many days at each park. She suggests perhaps a 4 day instead of a 7 day schedule. Recommends spending 75% of what we've previously spent. She has had comments that the residents missed this service and were glad to see it back. She instructed staff to do a better job advertising this service. A brief discussion on this topic continued between council and staff.

Monte Johnson inquires about level of service regarding snow plowing.

Mike Day comments that he is happy.

Coralee Wessman-Moser thinks that we can communicate better regarding what's happening during a storm. That way our residents know we've pulled all trucks to the main roads and it will be some time until the subdivision streets and cul-de-sacs will be completed. A brief discussion about service and communicating that service ensued.

Coralee Wessman-Moser asks Monte if he sees a future need to budget (to prepare) for another plow to handle the increase we may have.

Brett Wood responded yes.

Coralee Wessman-Moser asks him what the right size is.

Brett Wood says it depends on the off season need as well. The water department is requesting another 10-wheeler. We buy a truck when we need it year round, otherwise we don't buy it. Brett would love to have another 10-wheeler with wings on it for plowing. A brief discussion between staff and council regarding plowing took place.

Ed Blackett expresses a desire to budget for a piece of equipment to take care of the sidewalks.

2. Other

Shauna DeKorver asks for any other questions before we end.

Being none Mayor Freeman thanks everyone and closes the meeting.

3. Adjournment **7:40:53 PM**

*This document along with the digital recording constitute the official minutes for the
Herriman City Council Meeting held on Thursday, January 15, 2014.*

I Cindy M. Quick, do hereby certify that I am the duly appointed, qualified, and acting Deputy Recorder for Herriman City, of Salt Lake County, State of Utah. I do hereby certify that the foregoing minutes represent a true and accurate, and complete record of this meeting held on this date of Thursday, January 15, 2014.



Cindy Quick, Deputy Recorder

LOS Survey Results

Department	Mayor	Mike	Coralee	Craig	Matt	Average	Council Scenario (Scenario #)
Administration	4	4	4	4	4	4	A
Building	4	3	3	3	3	3.2	B
Cemetery	4	4	4	4	4	4	A
Courts	2	3	2	3	2	2.4	C
Economic Development	4	3	3	2	3	3	B
Engineering	3	3	3	3	3	3	B
Events and Arts	2	3	2	1	3	2.2	C
Facilities	2	3	2	3	2	2.4	C
Fleet	3	3	2	2	2	2.4	C
Human Resources	2	3	3	2	3	2.6	C
ITS	3	3	3	2	3	2.8	B
Parks	2	2	2	1	2	1.8	C
Planning	4	4	4	4	4	4	A
Recorder	4	4	4	4	4	4	A
Storm Drain	2	2	2	2	2	2	C
Street Lights	3	2	2	2	2	2.2	C
Street Signs	2	2	2	2	2	2	C
Streets	3	3	3	3	2	2.8	C

A=4
 B=3
 C=2
 D=1
 F=0

Department	Scenario 1 LOS A	Scenario 2 LOS G	Scenario 3 LOS F	Scenario 4 Gordon	Scenario 5 Bratt	Scenario 6 Council
Administration	A	C	F	A	A	A
Building	A	C	F	A	A	B
Cemetery	A	C	F	A	A	A
Courts	A	C	F	B	B	C
Economic Development	A	C	F	A	B	B
Engineering	A	C	F	B	B	B
Events and Arts	A	C	F	B	B	C
Facilities	A	C	F	B	A	C
Fleet	A	C	F	B	B	C
Human Resources	A	C	F	A	A	C
ITS	A	C	F	A	B	B
Parks	A	C	F	B	B	C
Planning	A	C	F	A	A	A
Recorder	A	C	F	A	A	A
Storm Drain	A	C	F	B	B	C
Street Lights	A	C	F	B	B	C
Street Signs	A	C	F	B	B	C
Streets	A	C	F	C	B	C