

**MINUTES OF THE VERNAL CITY COUNCIL SPECIAL BUDGET WORKSHOP MEETING HELD MAY 17, 2011** at 4:00 p.m. in the Vernal City Council room, 447 East Main, Vernal, Utah 84078.

**PRESENT:** Councilmembers Cal Dee Reynolds, Ted Munford, JoAnn Cowan, Bert Clark and Sonja Norton and Mayor Gary Showalter.

**STAFF PRESENT:** Mike Davis, Ken Bassett, Pat McRae, Dylan Rooks, Danny Anderson, Rick Green.

**ACKNOWLEDGEMENT AND APPROVAL OF SPECIAL MEETING:** Councilmember Clark moved to acknowledge and approve this special meeting. Councilmember Norton seconded the motion. The motion passed with a unanimous vote with Councilmembers Reynolds, Munford, Cowan, Clark and Norton voting in favor.

**ADMINISTRATIVE REPORTS:**

Cemetery: Ken Bassett explained that there will be a dedication of the cemetery administration building on May 24<sup>th</sup> at noon at the Vernal Memorial Cemetery.

UDOT Meeting: Ken Bassett explained he recently attended a meeting with UDOT and was informed that Main Street will be completely repaved next spring starting at 1500 South on the west side of Vernal to 1500 East in Naples City. The Council discussed requesting to have UDOT move the stop bars back on Vernal Avenue and Main Street to allow big rigs to be able to maneuver around stopped traffic easier. There is also a Safety Sidewalk program where UDOT will install sidewalks in critical areas with a local financial match of 25%. The director of UDOT has indicated that he will support an application to install sidewalk from Ashley Elementary to 1500 West on Highway 121 on the south side of the road. Uintah County is willing to pay ½ the matching cost with Vernal City, and the projected local match will be \$25,000. The funds for this project will come out of the Street Construction Fund.

City Hall Move In Date:

The new City Hall flush out period will not begin until the building is cleaned and ready to go which is expected within the next few weeks. After the building is cleaned, there will be one week where no one can enter the building and another two weeks where limited number of people can enter. However, there are several things that need to be completed such as the phone system, art work and computer systems before the staff actually moves in.

**FY2012 BUDGET WORKSHOP:** Ken Bassett explained that the City is sitting in a stable financial position by only using approximately \$70,000 of unappropriated funds to balance the FY2012 budget. This budget including the payment for the new City Hall, but does not include any increases for health insurance for the employees or salary increases. A meeting is scheduled with the Administrative Committee to go over these issues before a recommendation is made to the Council. The departments have not included any significant capital items except the police car leasing program, which comes out the Equipment Fund, and one vehicle in the Public Works Administration budget.

## **GENERAL FUND:**

Ken Bassett explained that the Council Committees have gone through the budget requests for each department. He noted that each department will be coming in to explain their budget requests for the entire Council.

Justice Court: Ken Bassett stated that there are no major changes to this budget. Judge Pat McRae explained that the Court Administrator's office has implemented a new computer system to be used by the courts, and the Vernal Court is scheduled to go live on the new system June 27<sup>th</sup>. She explained that the courts are mandated to record all court sessions and there could be a cost to order necessary storage equipment.

Motor Pool: Rick Green explained that the vehicle scanners must be updated for new vehicles. Councilmember Norton asked why the office supply line item was higher. Ken Bassett stated that the history of this line item shows a slight increase.

Government Buildings: Ken Bassett reminded the Council that the carpenter and his staff were moved to the government facilities department from the public works administration. He noted that under "other rent", that line item has increased to cover the utility costs for the new City Hall building and cleaning that building. The utilities have been separated out for each building based on if the building was financed by the Municipal Building Authority or Vernal City. Mike Davis stated that the cost to clean the windows is estimated to be \$2500. Mayor Showalter stated that the front windows will need to be cleaned more often with a solution that will not freeze because of the slush from the roadway. Councilmember Norton asked what uniforms are purchased in this department. Danny Anderson stated they purchase Vernal City logo shirts, coveralls and steel toed shoes. Danny recounted that the building behind 7-11 does not have automatic garage openers which make them hard to open. The building is used for impounded property, and a key pad can be installed or a key can be used for the small door with an opener on the inside. Ken Bassett indicated that all the police department items will be moved to the new ancillary building, and possibly this building can be used by the public works department moving items from behind the fire department, then allowing the fire department to use that building. The street department has also asked to use that building to house the street sweepers. There was some discussion regarding heating that building. Councilmember Cowan remarked that the Fire District wanted to add on to the fire station, however, it would be easier if they simply use the storage building behind the fire station. Mayor Showalter voiced his concern that the City retain these buildings. The consensus was to have the Fire District move forward with adding on to the fire station. Danny Anderson explained that no lighting was added to the salt storage buildings which if added would make it safer to load at night. The cost for that the lighting is \$1600. The Council agreed that if the street sweepers are stored in the impound building, the garage openers are necessary. Danny Anderson expressed his concern regarding the use of his cell phone for notification of functions of the new building. He asked if it would be worthwhile to purchase an upgraded phone with a data package so he can get the information necessary. Councilmember Munford suggested that Strata be contacted for special pricing. Ken Bassett suggested adding the cost for Danny and GJ Searle data package for their cell phones to the budget. Councilmember Munford stated that at least two employees in government facilities should be familiar with how the systems in the new building work.

Planning & Zoning: Allen Parker explained that employees from public works will be moved to this budget. Councilmember Cowan asked if the increase in personnel will be reflected as a decrease in the public works administration budget. Mike Davis agreed those figures are fairly close. Mayor Showalter asked about the downtown merchants line item. Ken Bassett responded that those funds are now in the revitalization fund. Allen Parker stated that a new truck is needed for the fire inspector whose vehicle is in need of major repairs. The Council and Mayor concluded that a smaller, regular cab, 4 x 4 truck is all that is needed. There was some discussion regarding the professional services line item which is used for review of large plans including the future new library. That cost will be passed on to the County as part of their building permit. Ken Bassett noted that out-of-state travel has been frozen again this year.

Ken Bassett brought up the fact that the part-time administrative clerk will be brought over to cover the front office. When she is not available, other staff will cover the counter. Councilmember Cowan suggested a school-to-career employee be hired as a receptionist. Councilmember Clark stated that Workforce Services also has programs to train employees. Mayor Showalter noted that normally those programs want the recipient to transition to full-time.

Police Department: Chief Dylan Rooks reported that the director over the Dispatch Center has asked the entities to support a 5% wage increase for the dispatchers. There is an E911 revenue source available, however, the director is still requesting the local entities cover the entire cost. Councilmember Munford stated that the Governing Board decided to use the E911 funds for this year. He noted that next year there may be an additional expenditure for dispatch services. Chief Rooks explained that this year CDC has been able to fund several training sessions so travel expenses have been lighter than usual. The capital equipment expenditures include one taser, in-car cameras, ballistic vests and laptop computers. Currently, there is an issue with the installation and servicing of the in-car cameras making it necessary to have a certified technician maintain the systems. A different brand of camera will be purchased over the years to replace the I-cop systems. All the ballistic vests have been replaced within the last four years, and only six need to be replaced this year.

IT Department: GJ Searle explained that the professional services line item covers the internet costs. The software upgrade expense will cover the GIS software. Ken Bassett explained to GJ that his cell phone will be upgraded with a data package. The staff suggested he check into different packages to see what would be the best. Ken expressed his appreciation for GJ's diligence working on the new building.

City Council: Ken Bassett reminded the Council there will be an election this year, and funds have been added for that item. The largest expenditure in this budget is the sponsorships. Ken presented a breakdown of the events that are generally being supported. From time to time a new event crops up, and there is an additional \$5000 in that budget to cover those items. Ken reminded the Council that the visitors center has been funded through the 1% room tax and now the State will be charging the City 2.5% of the tax to collect the funds. Also, the City still has an agreement with the Chamber of Commerce at a cost of \$65,000. Mayor Showalter reminded the Council that Naples City stopped contributing to the Chamber last year, and the Chamber does not receive enough money from their membership to continue to operate. The Chamber is

actively soliciting new members and have added 32 this year. The goal is to get the Chamber to be self-supporting and be more involved in community events. Their annual banquet will be held next month. Mayor Showalter stated that he has requested a tri-fold display for events highlighting Vernal City at a cost of \$500. He suggested that the Holly Day's event will be scaled back to offset the cost of the smaller events that will be held throughout the year.

Mayor Showalter suggested that trash cans be placed along the walking path on 1500 West. Councilmember Clark suggested the staff contact Uintah Recreation to install receptacles. He also suggested that the graduating Youth Council be invited to the Council meeting to receive congratulations on their accomplishments.

City Manager: Ken Bassett noted there are not many changes to this budget. Councilmember Clark asked what the mileage was on the city manager car. Ken Bassett stated that it has 107,000 miles.

Finance: Mike Davis stated that this budget has also not changed much except a Tax Anticipation Note may be needed.

City Attorney: Ken Bassett stated that the attorney's will not change for this fiscal year, and the prosecuting attorney has an additional person helping with their work load. A good part of the special legal services costs are for the US General arbitration.

**ADJOURN:** There being no further business, Councilmember Bert Clark moved to adjourn. Councilmember Cal Dee Reynolds seconded the motion. The motion passed with a unanimous vote and the meeting was declared adjourned.

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Mayor Gary Showalter

ATTEST:

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Roxanne Behunin, Deputy Recorder

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