

MINUTES OF THE VERNAL CITY COUNCIL SPECIAL BUDGET WORKSHOP HELD MAY 14, 2013 at 4:00 p.m.in the Vernal City Conference room, 374 East Main, Vernal, Utah.

PRESENT: Councilmembers Dave Everett, Bert Clark, JoAnn Cowan, Sonja Norton and Ted Munford and Mayor Gary Showalter.

SPECIAL MEETING ACKNOWLEDGEMENT:

The Council approved the special meeting.

FY2014 BUDGET:

General Fund:

Ken Bassett explained that the Council questioned the amount being paid to the Chamber of Commerce. The amount did decrease from \$65,000 to \$60,000 and will decrease next budget year to \$55,000, then \$50,000 the next year. Councilmember Cowan asked how they are able to operate with less money from the City. Ken Bassett stated that they are enrolling more members.

Utility Funds:

Water Department Budget:

Councilmember JoAnn Cowan asked what is happening with the water filling station. Mike Davis stated that it is on hold due to funding. Ken Bassett stated that \$141,000 was budgeted for it. Mike Davis, finance director, explained that the station materials cost \$70,000 and has already been paid for. Councilmember Cowan asked that this project be finished. Ken Bassett suggested placing \$100,000 in the budget for a total of \$170,000. Mike Davis, water superintendent, stated that the Council will also need to set the fee. He stated that the system can be set up to use a swipe card or a credit card and will fill small and large tanks. The consensus of the Council was to get this project finished. Mike Davis stated he would contact the engineers in the morning. Ken Bassett noticed that the travel budget increased from \$4000 to \$6400. Mike Davis stated his crew alternates going to training which is required to remain certified. Each employee must have 3 ceu's per year or continuing education units. He noted that a six hour class only amounts to .6 ceu's. Ken Bassett explained that the telephone line item increase is for the purchase of smart phones for two water employees who need to transmit data or monitor the water tank levels. Also, other water employees are using their own personal cell phones when they need to contact other employees. Councilmember Cowan asked if the extra cost for water while the raw water line is down has been put in the budget. Mike Davis stated that he has included extra pumping costs. Ken Bassett explained that the City will actually be using Ashley Valley water during that time which will be cheaper. Mike Davis stated that he is asking for a ½ ton truck that can be used for lighter jobs such as reading meters, door hangs or checking valves instead of using the Ford 550. The reasoning is to prolong the life of the larger vehicle. Ken Bassett suggested that any water line projects be lumped together and submitted to the Community Impact Board for funding later in the year rather than depleting the utility fund. Ken asked Mike to explain the pipe saw request. Mike stated that they currently have a gas saw with a round blade, and there is a new diamond bladed saw that works more line a chain saw making

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it easier to use into a trench and cut the pipe. There was some discussion regarding the signage for the water fill station.

Sewer Fund:

Ken Bassett explained that there has not been a lot of changes in this department. There is a need for continual cleaning of the main sewer lines which is an expectation of the City's insurance company. Mike Davis explained that half the lines are usually contracted out, and the rest are cleaned by the crew. Also, the manholes need to be inspected twice a year. Councilmember Clark asked if the cleaning is coordinated with the other sewer system companies. Mike Davis stated that they vacuum out the line while they clean it. Councilmember Clark asked if they were still cleaning the lines belonging to the Bureau of Reclamation. Mike Davis stated they clean them as needed only at the request of the residents. Councilmember Cowan asked Mike to explain his request to reclassify the sewer assistant technician. Mike Davis stated that Mr. Erickson has been with the City for six years and performs the same work as Terry Shiner. He asked the Council to pay them under the same pay scale since there is no promotion program. Councilmember Munford clarified that the only difference between the two employees is the amount of time. Mike Davis answered that was correct. Mayor Gary Showalter asked what the cost would be. Mike Davis stated he thought his wage would increase 10%. Councilmember Dave Everett asked how long Terry Shiner had been working for the City. Mike Davis answered 31 years. The Council discussed the use of the old Bloommaster building.

General Fund

Streets:

Ken Bassett explained that the Uintah Transportation District has already received funding requests and did not include the City this year. The hope is that they will still include City streets in their chip and seal work. Ken asked Glade Allred what was happening with the sidewalk hazard repair program. Glade Allred answered that they are working on that project now, and there are lots of areas that need attention. Bert Clark stated he noticed on 100 North and 700 West some shrubbery was removed which gouged the curb. He asked who has to pay for the repairs. Glade Allred stated that it depends on the damage. If the curb is simply scarred, they are not required to repair the cement. Councilmember Cowan asked if he was still grinding areas that are lifted. Glade stated that there is only one company out of Salt Lake that performs that type of work, and at times it is tough to decide if the cement should be ground down or torn out and replaced. He stated that they are updating the priority list now. Ken Bassett asked Glade to explain the sidewalk maintenance vehicle at a cost of \$70,000. Glade presented pictures of vehicles that can be used for sidewalk maintenance / snow removal. The preferred vehicle has a wider snow plowing blade. Mayor Showalter stated that he needed to check on availability and replacement parts before making a final decision. Glade stated that his workforce is still one man down in the parks department. Ken Bassett noted that when an opening occurs in the water department employees from the street department wants to transfer to receive a higher wage.

Personnel:

Ken Bassett stated that the Administrative Committee discussed merit raises, bonuses, and evaluations. The department heads had mixed feelings regarding providing cash awards for exemplary employees and thought it would hurt morale. However, it is nice to say thank you to

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an employee for doing a good job, and one of the issues is to find a fair way to advance employees through their salary range such as using a merit system fairly across the whole City. He noted that he would have the opportunity to see all the performance evaluations after they are done, and if there is an obvious problem it can be dealt with. The last time the City had a merit program was in 2008. The recommendation of the Administrative Committee is to offer a 2% cost-of-living raise and a merit raise for a maximum total of 3.64%. Chief Dylan Rooks stated he was in favor of the merit system. He stated that if an employee get a stellar evaluation when there have been issues, then the department head is not being honest. Councilmember Cowan stated that may times the supervisors want their employees to get a raise, but have to show integrity to say some employees are better than others. Ken stated that if he is aware of a problem, it will not go unnoticed. Councilmember Cowan stated that often employees do not get the evaluation score they deserve. Ken Bassett stated that no one can argue that point, yet the City has to have a way that employee can work through their wage range. Councilmember JoAnn Cowan asked to see a report of the ratings that are being given for each department, not by name. Mayor Showalter stated that this seems to be the fairest way if the City continues to have the revenue and the supervisors are honest and open. Councilmember Cowan stated that she would like to know the overall criteria that is used for the evaluations. Ken Bassett stated that they are based on the job descriptions. After further discussion, Councilmember Sonja Norton moved to approve a 2% cost-of-living wage increase and a merit increase with a matrix that has a cap of 3.64%. Councilmember Bert Clark seconded the motion. The motion passed with the following roll call vote:

Councilmember Ted Munford.....aye;
Councilmember JoAnn Cowan nay;
Councilmember Dave Everett.....aye;
Councilmember Sonja Norton.....aye;
Councilmember Bert Clark..... aye.

Ken Bassett stated that he also liked the idea of offering incentives to employees or giving them a small bonus for a job well done. He stated that there might even be an instance where the Council wants to recognize an employee, and that reward would be up to the Council. Councilmember JoAnn Cowan suggested putting \$5000 in the budget for this purpose with a portion for the Council. Ken Bassett stated that Mike Davis has also been working on safety awards with the Safety Committee.

Police Department

Chief Dylan Rooks stated that the new officers are up to speed and except for the lawsuits, everything is going well. He stated that he is considering changing patrol to 12 hour shifts and have employees take more specialized training. A community disaster event has been scheduled for June 21st using different scenarios. Also, the DARE program is being transitioned over to NOVA program, and the officers are getting trained to teach that program. Councilmember Clark asked if they were being trained on internet crimes. Dylan answered yes they attend that training when it becomes available. Councilmember Cowan stated that Officer Tribe who was recently hired has an enormous amount of training and has turned out to be a great asset. Councilmember Norton asked about the body worn cameras. Chief Rooks stated that he is still evaluating what will be effective for the department. Some cameras have good audio / video, but they are not resilient. Other brands do not have long battery life. So far, the cheaper \$200 version

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has handled the best. The ballistic vests cost anywhere from \$1750 to \$3000 each. A grant has been applied for to help offset the cost. The Council discussed replacing 1/5th of the vests each year since they only have a five-year life span. Dylan noted that \$3000 should be sufficient. The \$10,000 budgeted for the tactical equipment is to give the officers at least the minimal equipment necessary. There was some discussion about providing specific training for the officers. Councilmember Bert Clark asked if there were any increases for central dispatch. Dylan stated that he was not aware of any increase, however, Naples City does not want to pay to be a voting member which may increase the cost. Chief Rooks stated that if he had additional staffing, he could rotate the patrol shifts more easily. There was some discussion regarding twelve hour shifts. Ken Bassett noted that the police department is asking for one more officer. Dylan stated that he would promote someone to detective to help cover computer crimes, identify theft, and fraud, and a new officer would be hired in patrol. Ken Bassett noted that the Public Safety Committee is recommending approving adding another officer. Mayor Showalter stated he heard the police department were going to try a different vehicle with the lease program. Dylan answered yes there is a police package on the Ford Interceptor.

ADJOURN: There being no further business, Councilmember Ted Munford moved to adjourn. Councilmember JoAnn Cowan seconded the motion. The motion passed and the meeting was adjourned.

Mayor Gary Showalter

ATTEST:

Roxanne Behunin, Deputy Recorder

(S E A L)