

**M**INUTES OF THE VERNAL CITY COUNCIL SPECIAL BUDGET  
WORKSHOP MEETING HELD MAY 19, 2014 at 4:00 p.m. in the Vernal City  
Planning Conference room, 374 East Main, Vernal, Utah 84078.

**PRESENT:** Councilmembers Ted Munford, Dave Everett, Bert Clark, JoAnn Cowan and Samantha Scott and Mayor Sonja Norton.

**FY2015 BUDGET – GENERAL FUND:**

Ken Bassett explained that this tentative budget includes a 3% wage increase in all the departments even though the cost-of-living was only 1.1%. The reason for the 3% is to add a merit increase using the matrix that the City has used in the past. The increase in the health insurance premiums is also included in the budget numbers.

Information Technology:

Mayor Norton noted that this budget actually decreased from last year. Mike Davis explained that the part-time employee was not used as long as expected. Ken Bassett explained that \$10,000 was added to this budget to redesign the City's webpage. The designing takes a lot of skill so it is attractive and easy to navigate. The company that was instrumental in first setting up the City's website was contacted to see what they could do, and they will re-design and help maintain the website for \$137 a month. If it is determined that a more sophisticated design is needed such as mapping with overlays for zoning, flood plains, restaurants, schools etc. the cost is an additional \$1000 for them to do that. Other cities in Utah are using this company and have given a very good recommendation. Ken suggested the budget for this service be changed to \$2500. Councilmember Cowan asked who would be responsible to add weekly activities. Mayor Norton stated that there will be one main calendar, and the information technology department should be able to update that section easily. Councilmember Munford explained that there will be a contact management system set up to give permission or access to certain people or entire departments with the administrator approving what is submitted. The software works like a word processor. Councilmember Cowan suggested a counter to tell how many people are visiting the website. Also, another method of getting information out has to be used as not everyone will visit the website. Mayor Norton stated the City is using Facebook and may start using Twitter as well as radio and newspaper. She suggested a weekly radio announcement at the same time each week to update the public on what is happening with the City. Councilmember Cowan suggested a column in the paper as well. Councilmember Clark stated that there also needs to be a place for suggestions as the citizens come up with good ideas. After further discussion, the consensus was to change that line item to \$3000. Councilmember Ted Munford asked why the telephone costs have increased. GJ Searle explained that the City used to have a plan with shared minutes, and now have gone to data packages for the smart phones.

Justice Court:

Councilmember Ted Munford asked what the equipment supplies and maintenance line item covers. Judge Ray Richards stated that is for the maintenance on the copy machine. Ken Bassett Bassett suggested that amount be the same as last year, \$119 dollars instead of the \$537. Councilmember Munford asked about the request for a tablet. Ray Richards answered that will

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be for his use to add the judicial workspace application which the State of Utah is now using. Councilmember Cowan asked why the departments do not all order the same brand. Ken Bassett commented that he was not sure if all the tablets have to be the same or should be based on the need of the department. Councilmember Munford agreed that if they type a lot the Microsoft Surface is better idea while others need the Apple products. Councilmember Bert Clark asked about the wages listed for the court. Mike Davis explained that the court officer wages is for police officers that are helping with the bailiff duties for the court. Ray Richards stated that he is asking for an additional part-time clerk as the workload has increased. Judge Richards gave the Council the court filings and cases handled for the last few years showing a steady increase in cases. He noted that if this trend continues, the filings will reach 5000 this year. Mike Davis stated that any personnel requests or grade changes have not been added to the budget yet. There was some discussion regarding adding a part-time clerk. The consensus of the Council was to consider this request at a later date.

Judge Ray Richards brought to the Council's attention that the the uniform fine and bail schedule has been increased by the State of Utah. This increase does not apply to the City ordinance fees, and the Council may want to review those fines. Councilmember Munford suggested the Council look at the fee schedule.

### Motor Pool:

Councilmember Munford commented that all the telephone costs are increasing. Also the notebook will be replacing is an older model. Councilmember Cowan asked why the small tools budget is increasing. Rich Green answered that some of the tools have broken or worn out and need replaced.

### Government Buildings:

Councilmember Munford asked for an explanation on the janitorial supplies budget. Ken Bassett stated that the supplies for City Hall have been moved to a new line item. Danny Anderson stated he needs a minimum of \$37,600 between the two line items for janitorial supplies. Ken Bassett suggested \$32,000 for the 2600 line item. Danny Anderson stated that the City office building is no longer under warranty and repairs are expensive. The consensus was to put \$32,000 in that line item leaving \$6,000 in janitorial supplies, and adjust them later if a major repair crops up. Ken Bassett stated there is \$8600 budgeted for several small projects in this budget. Councilmember Cowan asked how critical it is to repair the parking lot at the old City Hall building. Ken Bassett stated that it needs to be sealed or there will be more expensive repairs later. The funds for that project will come out of the parking lot fund. Councilmember Clark asked if the staff is working on the pond at the walking park. Danny Anderson stated they are trying to avoid using culinary water to get the pond up to an acceptable level. Councilmember Clark stated that there is a company willing to donate a pit liner for the pond to keep the water from seeping into the ground. There was some discussion regarding how to get the rocks out of the pond to put the pit liner down. Councilmember Dave Everett stated he would contact Halliburton to see if they would be willing to use this project as their service project for the community.

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Danny Anderson stated that his crew is using the old staff car almost daily and needs a vehicle to carry more equipment. He requested a new pick-up truck. Councilmember Cowan stated that the City used to buy used vehicles to save money. Danny stated as long as the vehicle has a tool box and headache rack for ladders that would be acceptable. There was some discussion regarding buying new versus buying used. Councilmember Cowan moved to allocate \$17,000 for a truck with \$15,000 for the vehicle and \$2,000 for accessories. Councilmember Ted Munford seconded the motion. The motion passed with Councilmembers Cowan, Munford, Everett, Scott and Clark voting in favor. Councilmember Munford asked about the professional services line item. Danny Anderson stated that covers the cost of engineering, cleaning carpets, fire and sprinkler testing, elevator testing and generator maintenance. Councilmember Cowan asked if the City should be paying for carpet cleaning for rental property. Mayor Norton answered that generally not.

### Council:

Ken Bassett explained that the cost of the Mayor's trip to Estonia needs to be added to this budget. Mayor Norton explained that the CEO of Enefit personally asked her to visit as well as the President of the Country. This trip will be more of an ambassador trip with their government. Ken Bassett noted that this trip will show that the City wants to encourage oil shale exploration and create job opportunities. Councilmember Munford suggested adding \$2500 to the budget for this trip.

Ken Bassett explained that there is \$2000 in this budget for incentives for employees. The employees with 10 years of service will get \$100, if 15 years get \$150 with a cap of \$250. Mayor Norton stated she will be hosting a dinner where the employees will be honored for their service.

Councilmember Bert Clark asked about the safety awards line item. Ken Bassett stated this was budgeted, but not spend this year. The Water Superintendent submitted information, but the program was not implemented. The Council discussed the safety program noted that it would apply to public works and public safety only. Councilmember Cowan stated she would rather see a wellness program implemented with incentives to quit smoking, lose weight, etc. She suggested two or three employees be placed on a committee to investigate a wellness program and implement it in the FY2015 budget.

Ken Bassett stated that there are a lot of local event sponsorships in this budget, and the City has received another request for the Paddle fest to be held at Red Fleet Reservoir. Councilmember Clark stated this is the second year for this event, and they can get sponsorships from private enterprise with government entities being a last resort for funds. Councilmember Ted Munford asked if they will be bringing people into the area. Councilmember Everett stated that these events are beneficial to the area. The consensus of the Council was to have them make a presentation.

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Mayor Norton asked if the Council wanted to get their packets electronically. Councilmember Clark stated he may be able to get his packet electronically. Councilmember Munford noted he gets his packet electronically.

City Manager:

Mayor Norton noted that there are no substantial changes to this budget. Ken Bassett stated that he will be getting a smart phone, and will purchase his own family data package.

City Attorney:

Ken Bassett noted that in this budget, the City is paying a civil attorney \$1500 a month for 45 hours of work quarterly. If the hours go over 45, then he bills the \$100 an hour after that. The prosecution attorney contract is now \$7500 a month, with a separate contract for conflict prosecution services at \$100 an hour. The indigent defense contract is \$2250 per month. Ken stated that he had a discussion with Mike Harrington, and his concern is the case load keeps increasing and would like the Council to consider increasing the contract amount or going to a per case cost of \$100 dollars. The consensus of the Council was to pay a specified per month amount. Ken Bassett suggested adding \$500 per month to the contract with the understanding that the contract will be re-evaluated again next April. The Council agreed. Councilmember Cowan asked the staff to do a survey of what other cities are doing and what the cost would be to hire a full-time attorney and a secretary.

Non-Departmental:

Councilmember Munford asked what is covered under the equipment supplies and maintenance line item. Roxanne Behunin answered the maintenance for the large copy machine. Councilmember Ted Munford asked what software is being asked for. Roxanne answered it is the human resource module in Caselle. Roxanne Behunin asked the Council to consider adding a notebook to the budget in the amount of \$1200. After discussion, the Council agreed to add the \$1200 to the budget. Ken Bassett stated that the public notices have gone over budget this year. Roxanne Behunin stated those notices are for recruitments.

**ADJOURN:** There being no further business, Mayor Norton declared the meeting adjourned.

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Mayor Sonja Norton

ATTEST:

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Roxanne Behunin, Deputy Recorder

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