



**CLINTON CITY COUNCIL MINUTES**  
**Special Budget Work Session**  
**Community Development Conference Room**  
**2267 North 1500 W Clinton UT 84015**

**MAYOR**  
*L. Mitch Adams*

**CITY COUNCIL MEMBERS**  
*Anna Stanton*  
*Karen Peterson*  
*Mike Petersen*  
*Barbara Patterson*  
*TJ Mitchell*

<b>Date of Meeting</b>	<b>April 21, 2016</b>	<b>Call to Order</b>	<b>5:00 p.m.</b>
<b>Staff Present</b>	City Manager Dennis Cluff, Community Development Director Will Wright, Treasurer Carla Parsons, Fire Chief Dave Olsen, Court Administrator Shannon Mullins, Recreation Director Bruce Logan, Police Chief Bill Chilson, Public Works Zac Martinez, and Lisa Titensor recorded the minutes.		
<b>Citizens Present</b>	There were none.		
<b>Roll Call &amp; Attendance</b>	Present were: Councilmember Patterson, Councilmember K. Peterson, Councilmember Stanton, Councilmember M. Petersen, Councilmember TJ Mitchell and Mayor Adams		
<b>A. TENTATIVE BUDGET REVIEW</b>			
<b>Petitioner</b>	Dennis Cluff		
	<p><b><u>TREASURER</u></b></p> <p>Treasurer Carla Parsons reviewed the Treasurer Department and City Building portions of the budget.</p> <p>She identified: Funds are being budgeted for a new computer server and program upgrades.</p> <p>Transaction fees will most likely increase due to as much as a 60% increase of citizens now using this service.</p> <p>The City has hired a part time janitorial staff which seems to be working well both financially and with the quality of the cleaning for the City.</p> <p>Mr. Cluff clarified the City Building budget reflects the final payment on the bond.</p> <p>He suggested the City Council hold a work session in the Fall to discuss where the funds currently being paid toward the bond could potentially be allocated after the final payment.</p> <p>The Council requested staff follow up on the following:</p> <p><b>Ms. Parsons:</b></p> <ul style="list-style-type: none"> <li>• <i>Research the possibility and cost/savings of providing a discount to customers who pay with their checking card vs. a credit card.</i></li> <li>• <i>Verify that the revenues from the late fees for utility payments are being deposited to the correct account in the budget.</i></li> </ul> <p><b>Mr. Cluff</b></p> <ul style="list-style-type: none"> <li>• <i>Look into the possibility of paying the bond off early to save in interest costs.</i></li> </ul> <p>The Council expressed their appreciation for the great job Ms. Parsons does for the</p>		

City.

### **FIRE**

Fire Chief Dave Olsen reviewed the Fire and Ambulance portions of the budget with the Council.

Mr. Cluff explained it has become difficult to hire part time firefighters; there is a need to increase starting wages to attract qualified individuals. He is proposing a 5% increase for starting wages plus the 1 ½% COLA and a 2 % merit step (which is budgeted for all employees) which would be an over all increase of 8 ½% by the end of the fiscal year. For part time it is a 2 salary step increase.

Councilmember Stanton said she feels that retaining our fire fighters is important.

Mr. Olsen said he appreciates how hard Mr. Cluff has worked to come up with this solution. This should help Clinton be more competitive.

He identified the budget includes the purchase of new self contained breathing apparatus (SCBA) equipment which the City has an opportunity to purchase at a significant discount of approximately 34% for a total cost of \$63,000. A grant has been submitted for the unit that fills the SCBA units. The SCBA equipment has a high seaburn rating, includes automatic backups, and has masks with a higher standard of heat grazing than the current units.

He also indicated the Fire Department is looking at an option of a new position – Senior Fireman.

Mr. Olsen also reported that the Ambulance program is doing well.

The Council expressed appreciation to Fire Chief Olsen for his hard work and efforts in trying to save the City money where ever possible.

### **COURT**

Court Administrator Shannon Mullins said she has been very impressed with the new Judge. She has witnessed some unique techniques she has used in dealing with offenders that have had positive outcomes.

She explained the Court budget includes an increase for legal services. Court hours will be extended to reduce the waiting time for a court appearance. Beginning in July, court will be held all day on Tuesdays.

Office supplies should continue to decrease because the Court continues to work to become completely paperless.

***The Council asked Mr. Cluff to move the payment for the prosecutors from the Court budget to the professional/technical budget.***

The Council expressed appreciation for the great job Ms. Mullins does for the Clinton Court.

Ms. Mullins reported that warrants are down; she is evaluating if it might be more efficient to once again hire an off duty police officer to serve warrants.

**RECREATION**

Recreation Director Bruce Logan addressed Recreation, Recreation Programs and Heritage Days budgets.

He explained that salaries are down for Heritage Days due to a reduction in the number of days of the event from 5 days to 2 days. The carnival will still be open from Wednesday to Saturday.

Mr. Logan said his Department is working hard to track, evaluate and trim costs wherever possible. They are evaluating their programs to be as efficient as possible.

The Council expressed appreciation for the hard work Mr. Logan and the Recreation Department staff do on behalf of the City.

**POLICE**

Police Chief Bill Chilson discussed the Police, Crossing Guards and DUI portions of the budget.

Mr. Cluff identified that in order to stay competitive; the City will also need to increase wages for the Police Officers with an overall increase of 8 1/2%.

Councilmember Stanton said she feels strongly that adjustments need to be made in salaries for the police officers.

Mayor Adams stated that longevity should be a factor, knowledge and experience about Clinton City is valuable.

Mr. Cluff said he feels an obligation to be fair to all employees in the City.

Chief Chilson stated that the budget includes standard increases for Davis Metro Narcotics, Lexipol and Spillman.

There are now two canine officers, the 2<sup>nd</sup> dog was donated.

The Police Department is requesting to replace two vehicles.

***The Council asked Mr. Chilson to look into the cost of a video system for a safe sell zone outside the police building.***

The Council expressed appreciation to the Police Department for their good work.

**COMMUNITY DEVELOPMENT**

Community Development Director Will Wright reviewed the Community Development budget.

They are asking for a new computer in addition to the possibility of a newer larger more fuel efficient vehicle for the building inspector.

***The Council directed Mr. Wright to look at consolidating their paper work to save time and money on all their forms.***

**PUBLIC WORKS**

Zac Martinez addressed the budgets for public works.

He explained the temporary employees have been adjusted because the Department will be hiring out trail maintenance rather than doing it in house.

As far as equipment, there is a need for a new boiler.

*The Council asked staff to prepare a cost break down of the expenses for the public works building improvements.*

**STREETS/PARKS/CEMETERY/MOTOR POOL/WATER/SEWER/STORM/GARBAGE**

The purchase of new snow removal equipment and a sander is included in the budget.

**PARKS**

There is an increase in this budget for temporary employees because in order to find enough temporary applicants for the summer, the wage had to be increased.

It also includes the addition of a sidewalk safety line program.

Mr. Cluff clarified it is not just for the parks but throughout the City for sidewalk safety and improvement.

**CEMETERY**

The cemetery staff has requested a new fire safe for safe records storage in addition to a shed to be placed at the cemetery to store equipment.

**MOTORPOOL**

Vehicles included in the Motorpool budget are as follows:

- 2-Police vehicles & equipment
- Line Stripper
- Crack Sealer & equipment
- Pick-up Truck (Streets)
- Pick-up Truck (Water)
- Pick-up Truck (Sewer )
- Pick-up Truck (Fire) + equipment
- Sedan (Comm Development)

Mr. Martinez explained that the cracksealer and equipment should save the City money in the long run by allowing staff to mitigate issues when they first become an issue.

**WATER**

The increase in temporary employees is to deal with the cross contamination issues and the installation of dual check valves.

The City Council discussed the potential for a work session in the near future to discuss water improvement needs.

**SEWER**

An impact fee study is included in this budget.

	<p><b><u>STORM DRAIN</u></b> Mr. Martinez explained there may be some Swppp changes.</p> <p><b><u>SOLID WASTE</u></b> The Solid Waste budget includes a slight increase for garbage cans.</p> <p><b><u>PARK CONSTRUCTION</u></b> No special purchase budgeted this year.</p> <p><b><u>SPECIAL ROADWAY STREET PROJECTS</u></b> The following projects and engineering costs are included in the streets budget:</p> <p>Canal Crossing (Meadows South) 950 N (1000 W to 1235 W &amp; cul-de-sacs) 1225 W (1850 N to 2050 W) 1300 N (1500 W to 1950 W+-) 2300 N (2250 W to 2500 W) Onyx surface treatment HAS surface treatment</p> <p><b><u>RDA</u></b> Normal maintenance costs are included in the budget.</p> <p><b><u>SSSSD</u></b> An increase in North Davis Sewer Fees is included in the SSSSD budget.</p> <p><b><u>CITY MANAGER</u></b> Mr. Cluff discussed General Fund Revenues. He stated that sales tax revenue appears to be up this year. There also appears to be an increase in building permits. Overall, the revenue balances with the expenses.</p> <p>Councilmember K. Petersen stated she feels it is time to evaluate employee health benefits and consider ceasing to pay the employees deductibles and putting that money instead into the pay scale for all employees.</p> <p><i>The Council asked Mr. Cluff to look into what the cost difference in premiums would be for the City to increase the deductible.</i></p> <p>The Council expressed appreciation to Mr. Cluff for the great job he did on this budget.</p>
<p><b>CONCLUSION</b></p>	<p><b>Councilmember Patterson moved to tentatively adopt the tentative budget with direction to staff to address the following action items:</b></p> <ul style="list-style-type: none"> <li>• <i>Evaluate utility payment options for e-check payments;</i></li> <li>• <i>Police pay and compression issues;</i></li> <li>• <i>Review Health Insurance options;</i></li> <li>• <i>Provide a cost break down of the expenses for the public works building improvements;</i></li> <li>• <i>Feasibility of potential water projects;</i></li> <li>• <i>Feasibility of increasing dual check valve installations;</i></li> <li>• <i>Move prosecutors to the professional/technical budget;</i></li> <li>• <i>Motorpool – evaluate vehicle needs;</i></li> <li>• <i>Look into the possibility of early payment of the bond</i></li> </ul>

	<p>Councilmember K. Petersen seconded the motion. Voting by roll call is as follows:</p> <p>Councilmember Mitchell moved to set the Tentative Budget Hearing for may 10, 2016 at 7:00 p.m. Councilmember Stanton seconded the motion. Councilmember's Peterson, Patterson, Petersen, Stanton and Mitchell all voted in favor the of the motion.</p>
<b>ADJOURN</b>	<p>Councilmember Stanton moved to adjourn. Councilmember Mitchell seconded the motion. Councilmember's Peterson, Patterson, Petersen, Stanton and Mitchell all voted in favor. The meeting adjourned at 11:45 p.m.</p>