



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

Date of Meeting	March 30, 2017	Call to Order	5:00 p.m.
Staff Present	City Manager Dennis Cluff, Community Development Director Will Wright, Treasurer Steve Hubbard, Fire Chief Dave Olsen, Court Administrator Shannon Mullins, Recreation Director Bruce Logan, Police Lieutenant Shawn Stoker, Public Works Director Mike Child, Engineer Bryce Wilcox and Lisa Titensor recorded the minutes.		
Citizens Present	There were none.		
Roll Call & Attendance	Present were: Councilmember Patterson, Councilmember K. Peterson, Councilmember Stanton, Councilmember M. Petersen, Councilmember TJ Mitchell and Mayor Adams		
A. TENTATIVE BUDGET REVIEW			
Petitioner	Dennis Cluff		
	<p><u>COMMUNITY DEVELOPMENT</u></p> <p>Community Development Director Will Wright reviewed the Community Development Department Budget with the City Council.</p> <p>He identified the City has entered into a non-binding contract with WC3, a commercial plan review company to help review commercial plans when Building Official Mike Fisher is overwhelmed with residential plans. The City will pay them 60% of the fee the City collects.</p> <p>Mr. Cluff stated this is an efficient way to accommodate increased demand without hiring an additional employee.</p> <p>Councilmember K. Peterson said she feels that outsourcing is a good option for the City.</p> <p>Mr. Wright stated that the Community Development Department is doing well; they are very busy with both residential and commercial development.</p> <p>Mayor Adams stated both he and the Council are pleased with his efforts of Mr. Wright and his staff.</p> <p><u>COURT</u></p> <p>Court Administrator Shannon Mullins explained warrant services are down; after an evaluation of the process last year, she determined it is more cost effective for the off duty officers to serve warrants rather than hire constables.</p> <p>Ms. Mullins reported the current Judge is doing a great job. Judge Hoskins is creative with her rulings. She charges offenders a reasonable fee when possible so they can afford to pay their fine immediately to avoid going thru the warrant process. She works very well with the public.</p> <p>She identified the Judge will attend a National training for Search & Seizure in 2017-18,</p>		

the cost for travel and the conference is split with Syracuse.

The Council expressed appreciation for the great work Ms. Mullins and the court staff do.

FIRE

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

Chief Olsen explained that wages for the Fire Department continues to be an issue. Keeping trained personnel on staff is increasingly difficult because there is a shortage of qualified individuals to fill the demand. Some City's are luring trained personnel away with higher wages.

He and the Council discussed the need to educate personnel on the value of their benefit package compared to other cities that offer a higher hourly rate.

Chief Olsen identified the budget in 2016-17 included the purchase of new self contained breathing apparatus (SCBA). This year, funds are being requested to purchase a Cascade Breathing Air System (air compressor) to refill the bottles with air.

Chief Olsen discussed a need in the near future to purchase a new ambulance. He asked if it would be possible to offset the purchase of a new ambulance with revenue funds from the ambulance service.

Mr. Cluff clarified the ambulance revenue offsets the current Fire and Ambulance costs and if the revenue was used for an ambulance then the cost to the General Fund would be increased.

Mr. Cluff clarified for the Council how the depreciation process over time provides a portion of necessary funds to assist with new vehicle purchases. He explained that a percentage of each Department budget is applied to the depreciation; the current system works well for the City and the Auditors approve of the process. The equipment is used for a maximum time period before being replaced.

Mr. Olsen addressed the Fire Department wages with the Council. He explained that in general the number of public safety workers across the state of Utah is declining. The Department provides a good service and needs to maintain a good skill mix, long term employees are valuable. Other cities are recruiting our experienced firefighters with higher wages.

Mr. Cluff stated he and Chief Olsen have discussed and plan to implement a new program to promote three firefighters to senior fireman positions.

He said if the City can't afford to keep fire personnel, there may eventually be a need to contract with the Davis County Fire District for fire and ambulance services.

Councilmember K. Peterson commented she would like to make sure the employees are educated on the value of the benefits the City offers. She likes the idea of the Senior Fireman program to offer incentives within the Department. And the idea of offering a shift incentive for experienced part time Firefighters who step up and take on more shifts or supervisory roles.

Mr. Olsen reported that the Ambulance program is functioning 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.

Mayor Adams said the Fire and Ambulance are doing a great job for the City.

Mr. Olsen expressed appreciation for the support of Mr. Cluff and the City Council.

RECREATION

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

He said his Department is working hard to continue to decrease costs wherever possible. They are evaluating their programs to be as efficient as possible. They are using temporary employees and streamlining employee responsibilities.

The concession program seems to be working well.

Youth Sports have declined some in Little League Football due to the concern over concussions. However, Flag Football appears to be increasing in participation.

The Council expressed appreciation to Bruce for the great job he has done with the Recreation Department. They appreciate the trend in expanding the program to family events as well as sports.

Mr. Cluff said Bruce not only has improved the efficiency of the Recreation Department but improved the morale in the City as well.

POLICE

Lieutenant Shawn Stoker discussed the Police, Crossing Guards and DUI portions of the budget.

The 2017-18 Police Department budget includes:

- Ventilation fan for the evidence room
- Ballistic shield (3 ½' x 2') with window for the protection of officers
- The promotion of one additional officer to Sergeant

The City Council discussed the potential need for additional officers with Lt. Stoker.

Lt. Stoker explained that the biggest concern is the safety of the officers especially when they are responding to domestic violence and suicide calls without back up. He said these types of calls are consistently increasing year after year. The City has incredible officers in addition to multi agency agreements to help with calls when necessary; however at least one other officer would be very beneficial to the City. He feels it is time to have double patrol coverage 24 hours a day in Clinton.

Councilmember Stanton commented it is important to stay competitive especially with the increased call statistics and shortage of officers; it may be the time to consider hiring a new officer to stay proactive and keep our officers safe.

Councilmember K. Peterson agreed and commented that the increase in calls will most likely continue with more residential and commercial development.

Lt Stoker said the following equipment would be needed for a new officer:

- Laptop
- Tazer
- Tazer camera
- Body camera

He also explained that previously when new vehicles were purchased, the equipment from the older vehicles was transferred to the new vehicles; however the equipment is now too old and needs to be replaced and is included in the bids for the new vehicles.

Mr. Cluff clarified the cost to hire new officers would be approximately \$95,000 per officer per year.

CROSSING GUARDS

Lt. Stoker identified that an additional Crossing Guard is needed and included in the budget.

DUI

Lt. Stoker also reported that the Police Department will receive two cameras from the DUI Task Force, the dash cams cost approximately \$5,000 and the body cams cost approximately \$400, he clarified there are also maintenance costs involved. There may be an additional need of up to four more dash cams to supply all the officers including he and the Chief with them.

He reported that Spillman Dispatch fees will increase to approximately \$11,120.00.

In addition, the Police Department is looking to replace the 2008 Charger and the 2010 Explorer.

Lt Stoker said the Police Department is grateful for the support of the City Council. They are doing their best to continue to be pro active.

The Council asked Lt. Stoker to express their appreciation to all the officers for their good work.

TREASURER

Treasurer Steve Hubbard said he has been pleased with the reorganization of the Treasurer Department. He feels it has increased flexibility and decreased overhead.

He reported that for 2017-18 the Casselle annual support needs to be increased to \$16,000.00 in addition to an increase in the Professional/Technical budget for IT Services.

The Council expressed a desire to have Mr. Bauer take over IT services for the Police Department as well as the other Departments to streamline the service.

Mayor Adams asked Mr. Hubbard to express the Council's appreciation for the great work of the Treasurer Department employees.

PUBLIC WORKS

Public Works Director Mike Child and City Engineer Bryce Wilcox addressed the Public Works budgets.

EQUIPMENT SUPPLIES AND MAINTENANCE

- Trail maintenance - elm seed bugs have been a huge problem along the trail – the budget includes 3 treatments throughout the year to control the problem.

STREETS AND ROADS

- Slurry treatments are holding up well so far.

PARKS

- Overtime has been adjusted down.

CEMETERY

- Head stone repair
- Fire safe to keep historical records
- Expansion improvements are continuing
- Research on Columbarium's identify the cost to be between \$500 -\$700 per space.

The Council directed staff to bring this forward in a future City Council meeting.

MOTORPOOL

- 2 grasshopper mowers
- F350 truck for the parks crew
- F550 truck w/bed, plow & spreader for the storm drain crew

These two additions will also be used as snow plows.

Mr. Child then reviewed the following sections of the Public Works Budget as identified in the budget message prepared by Mr. Cluff:

WATER

Included in the 2017-18 budget are the following:

- A Weber Basin increase of 11.2% for the cost for water (\$34,821);
- Dual check valve installation and chlorination system programs;
- The shop building expansion will continue;
- A rehabilitation of the water line project on a section of 1300 North;
- Major water line replacement and new installation projects both for our ongoing maintenance program as well as line replacement for major UDOT street construction projects on 1800 N and 2000 W which are approaching in the next few years;
- A major new water feeder line project for 2300 N to both provide a parallel water line during the 1800 N reconstruction (I-15 ramp system, railroad overpass and street widening) and to provide a needed emergency backup for the future. In conjunction with the 2300 N water line is the development of the new well and future water reservoir at the well site. Funding for these one-time and ongoing projects may need water rate increases equivalent to as much as \$6/month per household.

SEWER

- Continuing maintenance of the sewer collection and land drain lines;
- North Davis Sewer District is increasing their rates by another \$3/per month;
- Continuing participation in the costs of the shop building expansion.

STORM DRAIN

- Planned projects include: paybacks to developers;
- Some catch basin reconstruction;
- SWPPP piping at the City Shops
- Continuing participation in the costs of the shop building expansion.

SOLID WASTE

- Robinson Waste Collection Services provides the solid waste collection for the City. Their contract expires June 30, 2017, so either re-negotiation or a new bid process will be accomplished before the new fiscal year.
- Clean-up days are planned for the spring and the fall.
- The four community trailers continue to be used by residents 8 months of the year.
- Continuing participation in the costs of the shop building expansion.

CEMETERY PERPETUAL CARE FUND

- This is a trust-like account; the intent is for the future interest from the account’s principal to annually cover the costs of Cemetery maintenance. The funds are being held in the State Pool account due to current low interest rates at banks. The fund balance as of February 28, 2017 is \$493,696. No transfers are anticipated from this fund for this fiscal year.

STREET PROJECTS

• 1000 W & 1300 N intersection signalization	190,000
• 890 W (2350 N to 2550 N)	96,000
• 2150 N @ 630 W cul-de-sac	33,000
• 2250 N @ 630 W cul-de-sac	33,000
• 770 W @2550 N to Roy border	52,000
• 1300 N @ 3280 W to West Point border	120,000
• 2300 N @ 1000 W to Sunset border (concrete only)	55,000
• Slurry Seal surface treatment	80,000

The Council expressed appreciation to the Public Works Department and Bryce Wilcox of JUB Engineers.

Mayor Adams clarified with the Council that they are in consensus to add the following items to the budget and pay for them with money freed up from the payoff of the bond:

\$95,000.00 - Police Officer

\$20,000.00 - 4 Dash Cameras

\$42,000.00 - Streets

2300 N project

Councilmember K. Peterson said now that the civic buildings are ten years old it may be time to start setting money aside for city building maintenance.

RDA

Normal maintenance costs are included in the budget.

SSSSD

The \$3 increase from the North Davis Sewer Fee is included in the SSSSD budget.

CITY MANAGER

The budget includes a 1½% cost of living increase as well as a merit step increase for employees. The cost of the benefits increase has not been determined yet.

The Council expressed appreciation to Mr. Cluff for the great job he did on this budget.

CONCLUSION	Councilmember Stanton moved to tentatively adopt the tentative budget and set the Tentative Budget Hearing for May 9, 2017 at 7:00 p.m. Councilmember Patterson seconded the motion. Councilmember's K. Peterson, Patterson, M. Petersen, Stanton and Mitchell all voted in favor the of the motion.
ADJOURN	Councilmember Stanton moved to adjourn. Councilmember Patterson seconded the motion. Councilmember's K. Peterson, Patterson, M. Petersen, Stanton and Mitchell all voted in favor. The meeting adjourned at 10:06 p.m.