



CLINTON CITY COUNCIL MINUTES
5:00 pm Special Budget Work Session
Community Development Conference Room
2267 North 1500 W Clinton UT 84015

MAYOR

Brandon Stanger

CITY COUNCIL MEMBERS

Anna Stanton

Gary Tyler

Barbara Patterson

TJ Mitchell

Marie Dougherty

Date of Meeting: April 26, 2023		Call to Order: 4:07 pm
Staff Present	City Manager Dennis Cluff, Community Development Director Peter Matson, Treasurer Steve Hubbard, Fire Chief Dave Olsen, Court Administrator Shannon Mullins, Recreation Director Brooke Mitchell, Police Chief Shawn Stoker, Public Works Director David Williams and Lisa Titensor recorded the minutes.	
Citizens Present	There were none.	
Roll Call & Attendance	Present were: Councilmember Dougherty arrived at 4:10 pm, Councilmember Patterson, Councilmember Stanton, Councilmember Tyler, Councilmember Mitchell and Mayor Stanger	
A. TENTATIVE BUDGET REVIEW		
Petitioner	Dennis Cluff	
	<p>The Draft Tentative Budget was presented to the Council for review prior to the meeting which included the following summary.</p> <p style="text-align: center;">CLINTON CITY BUDGET MESSAGE FISCAL YEAR 2023-2024</p> <p>I. Fiscal Health of the City</p> <p>The anticipated revenue generation for Clinton City in the future fiscal year is positive. In particular, Sales Tax and building related activities are strong. This last fiscal year's anticipated revenues saw reductions in recreation activity fees and court fine revenues, both probably related to continuing attitudes of the public related to the pandemic.</p> <p>The City Property Taxes designated for street maintenance, repairs and reconstruction for this new fiscal year is approximately \$500,650. These funds will be transferred into the #37 Special Roadways/Street Projects Fund for street construction/maintenance/repair purposes. Additionally \$423,560 of funds from the gasoline sales tax will be transferred into the same #37 fund. The \$4.50 per household Water increase started in May 2017 is expected to generate over \$440,800. These funds will be transferred to the Ductile Iron Water Pipe replacement fund #50 to further rehabilitate our water distribution system.</p> <p>The two tranches of the new federal funding for the American Rescue Plan were received in FY 21-22 and FY 22-23. As allowed by the Federal Treasury guidelines we designated these funds to the General Fund, transferred the entire \$2.66 million to the Capital Improvements Projects fund and have now transferred this amount plus more to the 2000 West Waterline replacement project which is in conjunction with UDOT's upcoming widening project.</p> <p>The Sewer, Storm Drain and Solid Waste Enterprise Funds could each use a rate increase this new Fiscal Year and are using fund balances to fully fund their operations. Fund balances are sufficient to account for the new fiscal year's expenses but using the</p>	

fund balance jeopardizes the ability for future projects and for any emergency situations that may arise in the future. Inflation and operation cost increases are the main driving forces in the increased need of increased revenues. In addition, the Dispatch Fee needs to be increased by \$0.15per month to cover the Public Safety Dispatch costs from the County.

The following is a brief explanation of our various funds:

A. General Fund. The General fund is the major fund with the City. It covers four areas of services: administration; public safety; public works; and, recreation.

- 1. Administration. The increases in this fund area are mainly due to costs of doing business and personnel.
- 2. Public Safety. Three new Police vehicles will be added this upcoming fiscal year. Personnel cost increases are the major impact this new fiscal year. The second payment on a new Fire ambulance is included as the main new vehicle expense in the Motor Pool budget. The expansion of the Police and Fire Departments buildings should be starting this summer. So far we will have allocated \$3million for this expansion.
- 3. Public Works. Major public works projects planned for this fiscal year are: Fund #37 Special Street Construction Projects; Fund #43 for 800 N from 1000 W to 450 W; Fund #45for the 1300 North Improvement project jointly with Sunset City; Fund #47 for water line and betterments on 2000 W; Fund #48 for water line and betterments on 1800 N; Fund #49 for new well and reservoir; Fund #50 for Ductile Iron Water Pipe replacement; and, in each of the Enterprise Funds. Additionally we have flashing lights planned for pedestrian crossings at four of our round-a-bouts.
- 4. Recreation. Year round Recreation programs are again planned for the upcoming seasons with several new activities and classes being offered. Heritage Days is also currently scheduled for June of 2024.

B. Internal Service Fund (Motor Pool). The Motor Pool is responsible for the care of the rolling stock and equipment used by City personnel. Three new Police vehicles, a field groomer tractor and ½ of the new ambulance cost are all currently scheduled for purchase this new fiscal year.

C. Enterprise Funds. Enterprise funds are set up in principle to be self sufficient and be run as business like as possible. As mentioned earlier, three of the utility enterprise funds need monthly fee increases to offset the increased costs of providing services.

1. Water. The cost of buying water from Weber Basin is increasing by 4% (\$18,207) this new Fiscal Year. Water purchase costs alone have increased 28% (\$105,488) over the last five years. We continue to set aside some Water Impact Fees for the new Well and Reservoir and have an approved grant with the contract pending for an additional \$2 million to help the construction. We may want to start the test well this summer. UDOT’s 2000 W project will begin this new fiscal year. The City’s water line replacement for this project is estimated at \$3.9 million for the 2000 W water pipe and other street side improvements. These improvements will not be eligible for Impact Fees and with the new fiscal year funding we will have nearly \$3 million allocated to this project. We are seeking County or State funding for the remaining anticipated expenses. The 1800 N water line project in conjunction with the UDOT road widening will be the next area of large funding need in 2024-25.

2. Sewer. Continuing maintenance of the sewer collection and land drain lines is part of this Fiscal Year’s budget. We have one Sewer project planned for this fiscal year, the continuation of the sewer lining on 2000 W in anticipation of the UDOT widening project. Sewer costs have required the use of Sewer fund balance over the last four years. An increase of \$2 per month is needed to help reestablish the fund balance which is kept for maintenance projects and emergencies. Our last fee increase was 9 years ago.

3. Storm Drain. Planned impact fee funded projects include: fencing, landscaping and connecting channel to the new 1300 N detention pond and future park area; 1300 N (550 W to 1000 W); Shady Grove pond expansion; and, 2300 N to western city limits. Impact fees cannot be used for operations or maintenance, which costs have increased. Limited fund balance revenues have been needed to cover these basic costs. We need an additional \$1.50 per month added to the basic \$4.50 fee. Our last fee increase was 12 years ago.

4. Solid Waste. Robinson Collection Services provides the solid waste collection for the City. Clean-up days are planned for the Spring and the Fall. Also, our four community trailers continue to be heavily used by our residents about 8 months of the year. Cost of operation and maintenance has also greatly increased since the last fee increase of 5 years ago. We could use a new fee increase of \$1.50 in order to cover our costs and not use as much fund balance as we currently must in order to balance the budget.

5. Cemetery Perpetual Care Fund. This is a trust-like account, with the intent that sometime in the future interest from the account’s principal will annually cover the costs of Cemetery maintenance. The funds are being held in the State Pool account. The fund balance as of March 30, 2023 was \$774,952.

D. Personnel. A 4% COLA and a merit step (2%) increases are included in this FY 23-24 Budget for all employees, except the Police have a 3% merit step scheduled. There is no increase in medical benefit costs this next year. Through these difficult times our employees have done a great job in continuing a high level of service and are the ones who daily help make this City special.

E. Capital Projects. As previously mentioned a number of Water, Sewer and Storm Drain projects are planned and listed above. Street projects include: 2300 N (2000 W to 2225 W); 2225 W (1800 N to 1520 N); 1630 N (2000 W to 2225 W); and, 1740 N (1600 W to 1700 W- connection); 2300 N @ Cranefield Round-a-bout; Shop Yard by salt shed; and, street surface treatments.

The Capital Improvement Projects #38 Fund balance is projected to be \$2,656,049 for FY 23-24, with \$1,400,000 of these funds being transferred to the #46 fund for Police/Fire Bldg Expansion.

II. Conclusion.

This FY 23-24 budget has been carefully reviewed and constructed to maximize the use of every budgeted dollar. There are still some unknowns dealing with federal funds, potential grants and future Enterprise fund fees increases.

For ease of review, the RDA, Sanitary Sewer Special Service District and PARCs budgets have been included in this City Budget packet, even though they are separate and distinct entities.

Special thanks is extended to all department heads for their help in putting together this very difficult budget, Lisa Titensor for her help in number checking and budget packet preparation, and to and to the Mayor and City Council for their reviews, input and approval.

Dennis W. Cluff
City Manager

The City Council reviewed the following budgets with each department head.

CITY COUNCIL

The City Council Budget includes membership fees, meetings and training, Youth Council and special funds for Council projects and special department supplies.

COURT

Court Administrator Shannon Mullins reported she is saving costs wherever possible.

Currently there are 448 active warrants. The State has a program where tax returns can be collected for warrants.

Small claims are currently down.

FIRE

Fire Chief Dave Olsen reported he has requested an increase in the uniform budget.

The Fire Department is participating in online training when possible.

Some other increases in the Fire budget are due to inflation.

The ladder truck is getting older and needs a major maintenance overview to save costs for repairs in the future.

Utah Communication Authority – making some huge upgrades on infrastructure. Have anticipate some radio costs - 100 % digital

Clearfield & Layton Dispatch will be joining together, there may be some costs involved for Clinton in the future related to this merge. IT could be one of the issues.

Mayor asked about overtime in the Fire Department.

Chief Olsen explained they are short on staff. It is difficult to hire and keep the positions fully staffed in the current employment climate.

Chief Olsen briefly addressed future equipment needs. He reported a down payment has been put down on an ambulance which will be funded over the next few years.

Chief Olsen also explained that in the next few years a bay discharge (exhaust) for approximately \$100,000 and Jaws of Life for \$50,000 will be needed.

Chief Olsen presented a Fire Department Comparison Study to the Council and explained that to remain competitive and to keep good firefighters and paramedics, pay for Fire personnel will need to be evaluated.

RECREATION

Mayor Stanger commented he has been very impressed with the job Recreation Director Brooke Mitchell has been doing.

Recreation Director Brooke Mitchell stated she feels some very positive changes have been made to the Recreation budget to track expenses more easily.

Because the buildings are getting older she is requesting 3 heating and air units for the upcoming FY. There are a total of 8 in all the buildings that will be upgraded over the

next few years.

The walls in the community room need some repair.

She has requested AED machines for all the ball fields.

Ms. Mitchell reported the majority of cost increases in Recreation are due to inflation.

Mayor Stanger stated he would like the Council to consider combining Parks & Recreation into one department.

Ms. Mitchell reported that Heritage Days plans are complete.

POLICE

Police Chief Shawn Stoker reported the Police Department is doing well. They have been proactive in providing training for officers.

He stated that he feels the Police Department is sufficiently staffed for right now and asked the City Council to consider giving all the Clinton Employee a higher cost of living raise this year in lieu of hiring a new officer.

Fourteen body camera's need to be replaced in this FY as well as the Police Department intends to purchase a drone.

During the expansion of the Police and Fire buildings he would like the Council to consider installing a security fence and an out building for storage and/or training.

Chief Stoker also stated he would like to add another Lieutenant position for the Police Department.

TREASURER

Treasurer Steve Hubbard reported on credit card transaction fees and utility billing.

COMMUNITY DEVELOPMENT

Community Development Director Peter Matson reported Community Development is doing well and sufficiently staffed.

They are working with new software.

Staff is being encouraged to complete training.

PUBLIC WORKS

Public Works Director David Williams addressed the items related to Public Works.

Mayor Stanger asked if the lights on the tennis courts could have a switch installed so they could be turned off manually rather than just running on a timer.

Mr. Williams reported Public Works staff takes on responsibilities to save the City money when possible such as pest control on the trails which will now be done in house.

The Council discussed the Cemetery. They are concerned that the spaces are becoming

	<p>limited.</p> <p>They went onto discuss the following funds also included in the budget:</p> <p><u>INTERNAL SERVICE FUND (MOTOR POOL)</u></p> <p><u>WATER</u></p> <p><u>SEWER</u> Mr. Cluff reported that this fund needs an increase.</p> <p><u>STORM DRAIN</u> Mr. Cluff reported this funds also needs and increase of \$1.50.</p> <p><u>SOLID WASTE</u></p> <p><u>CAPITAL IMPROVEMENT PROJECTS</u></p> <p><u>CEMETERY PERPETUAL CARE FUND</u></p> <p><u>MOTORPOOL</u></p> <p><u>STREET PROJECTS</u> Mr. Williams stated PW’s would like to eventually relocate the fuel station in a more convenient location. They will need to purchase the land to accommodate this.</p> <p>In the next 3 to 5 years Clinton will need to purchase a new sewer truck gang mower.</p> <p><u>CITY MANAGER</u> City Manager Cluff reviewed the City Manager portion of the budget, the revenues and the personnel information identified in the budget.</p> <p>The Council stated they appreciate the effort that staff puts into the budget. All the Departments are doing a great job for the City.</p> <p>Councilmember Stanton stated that the Youth Council needs an increase of \$9,000.</p> <p>The Council was in consensus to increase the proposed cost of living allowance for employees to 5%.</p>
<p>CONCLUSION</p>	<p>Councilmember Mitchell moved to tentatively adopt the proposed Tentative Budget and set a public hearing to adopt the Tentative Budget for May 9, 2023 at 7 pm. Councilmember Stanton seconded the motion. Voting by roll call is as follows: Councilmember Dougherty, aye; Councilmember Stanton, aye; Councilmember Mitchell, aye; Councilmember Patterson, aye; Councilmember Tyler, aye.</p>
<p>ADJOURN</p>	<p>Councilmember Mitchell moved to adjourn. Councilmember Stanton seconded the motion. Councilmember’s Dougherty, Patterson, Stanton, Tyler and Mitchell voted in favor. The meeting adjourned at 11:28 p.m.</p>

 Lisa Titensor, Clinton City Recorder