CENTERVILLE CITY COUNCIL AGENDA

NOTICE IS HEREBY GIVEN THAT THE CENTERVILLE CITY COUNCIL WILL HOLD ITS WORK SESSION MEETING AT 5:00 P.M. ON WEDNESDAY, MARCH 25, 2015 AT THE CENTERVILLE CITY COMMUNITY CENTER AND CITY HALL COUNCIL CHAMBERS, 250 NORTH MAIN STREET, CENTERVILLE, UTAH. THE AGENDA IS SHOWN BELOW.

Meetings of the City Council of Centerville City may be conducted via electronic means pursuant to Utah Code Ann. § 52-4-207, as amended. In such circumstances, contact will be established and maintained via electronic means and the meeting will be conducted pursuant to the Electronic Meetings Policy established by the City Council for electronic meetings.

Centerville City, in compliance with the Americans With Disabilities Act, provides accommodations and auxiliary communicative aids and services for all those citizens in need of assistance, including hearing devices. Persons requesting these accommodations for City-sponsored public meetings, services, programs, or events should call Blaine Lutz, Centerville Finance Director, at 295-3477, giving at least 24 hours notice prior to the meeting.

A notebook containing supporting materials for the business agenda items is available for public inspection and review at City Hall and will be available for review at the meeting. Upon request, a citizen may obtain (without charge) the City Manager's memo summarizing the agenda business, **or may read this memo on the City's website: http://centerville.novusagenda.com/agendapublic.**

Tentative Time: - The times shown below are tentative and are subject to change during the meeting.

5:00 **A. ROLL CALL**

B. BUSINESS

1. Joint City Council/Planning Commission work session

5:00 a. Presentation by Blaine Lutz: Fundamentals of how the Redevelopment Agency (RDA) works and can assist in achieving community development goals (5:00 p.m. – 5:30 p.m.)

5:45 b. Discuss and agree upon community planning and development goals and work program priorities (5:45 p.m. to 6:55 p.m.)

7:00 c. City Council remains downstairs to continue its goal-setting process (7:00 p.m. – 8:00 p.m.) while Planning Commission moves upstairs at 7:00 p.m. to the Council Chambers to begin their regular Planning Commission meeting

C. ADJOURNMENT

Marsha L. Morrow, MMC
Centerville City Recorder

CENTERVILLE WORK SESSION AGENDA

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A. ROLL CALL

B. NEW BUSINESS

5:00 1. Joint City Council/Planing Commission work session

a. Presentation by Blaine Lutz: Fundamentals of how the Redevelopment Agency (RDA) works and can assist in achieving community development goals (5:00 p.m. - 5:30 p.m.)

b. Discuss and agree upon community planning and development goals and work program priorities (5:45 p.m. - 6:55 p.m.)

c. City Council remains downstairs to continue its goal-setting process (7:00 p.m. to 8:00 p.m.) while Planning Commission moves upstairs at 7:00 p.m. to the Council Chambers to begin their regular Planning Commission meeting.

C. ADJOURNMENT

Marsha L. Morrow, MMC
Centerville City Recorder

CENTERVILLE
WORK SESSION
Staff Backup Report
3/25/2015

Item No. 1.

Short Title: Joint City Council/Planing Commission work session

Initiated By:

Scheduled Time: 5:00

SUBJECT

a. Presentation by Blaine Lutz: Fundamentals of how the Redevelopment Agency (RDA) works and can assist in achieving community development goals (5:00 p.m. - 5:30 p.m.)

b. Discuss and agree upon community planning and development goals and work program priorities (5:45 p.m. - 6:55 p.m.)

c. City Council remains downstairs to continue its goal-setting process (7:00 p.m. to 8:00 p.m.) while Planning Commission moves upstairs at 7:00 p.m. to the Council Chambers to begin their regular Planning Commission meeting.

RECOMMENDATION

BACKGROUND

This work session takes the place of two work sessions scheduled for March 17 and March 24. The first 30 minutes--from 5:00 to 5:30--is primarily to educate the Planning Commission about RDA basics and the RDA's potential role in achieving community development goals. The City Council is welcome to come at 5 p.m., but is not expected until 5:30 p.m.

At 5:30 the two bodies will take a few minutes to get some food (Chinese food, per the City Council's request), then by 5:45 begin the discussion of potential goals/priorities relating to community planning and development. The City Council will react to the four recommended priorities submitted by the Planning Commission--identified in the first attachment. Some time will likely be used to discuss more in-depth the nature and scope of the continuing/redirected planning process for the City's west side. The Planning Commission may also want to comment on any other potential goals being considered by the City Council that relate to community planning and development. These are included in the long list of potential goals identified in the second attachment. The Council members each submitted suggested goals, then rated the consolidated list. The letters after each item indicate relative importance--A, B, C or D--as rated individually by the Council members. The numbers written in the left column represent the total points assigned based on the letter ratings given (A=3 pts., B=2 pts., C=1 pt., D=0 pts.). Several of these suggested goals relate to community planning and development.

When the Planning Commission moves upstairs at 7 p.m. to begin their regular meeting, the City Council will continue their goal-setting discussion until the Centennial Committee needs the downstairs training room at 8 p.m.

The other attachments are for the City Council's advance reading and reference during their goal-setting process. Department heads were asked to submit:

- a summary of their department's mission, organizational structure and services provided;
- strategic goals/priorities for the next year(s)
- 3-year projections of budget impacts--i.e. new personnel, equipment over $5000, and capital projects.

The City Manager will be discussing these projections--especially the projections for FY 2015/16--during budget sessions with each department head during April, prior to submitting his Proposed Budget for FY 2015/16 by May 5 to the City Council. City Committees were also invited to submit recommended priorities relating to their work for consideration by the City Council. The Whitaker Museum Board submitted the last attachment shown below.

ATTACHMENTS:

Description

- Planning Commission Recommended Priorities
- Rating of Goals Suggested by City Council
- Justice Court Submittal
- City Attorney Submittal
- Police Department Submittal
- Public Works Submittal
- Parks & Recreation Submittal
- Community Development Submittal
- Whitaker Museum Board Submittal

CITY COUNCIL TRANSMITTAL REPORT
COMMUNITY DEVELOPMENT DEPARTMENT

DATE: **MARCH 12, 2013**

TO: **STEVE THACKER, CITY MANAGER**

FROM: **CORY SNYDER, COMMUNITY DEVELOPMENT DIRECTOR**

SUBJECT: **PLANNING COMMISSION REVIEW OF WORK PROGRAM COMMISSION'S RECOMMENDED PRIORITES**

BACKGROUND

On March 11, 2013 in preparation of the Joint Work Session scheduled for March 17th, the Planning Commission reviewed previous work program and goals. The Commission identified what they thought were the four (4) top most projects that should be considered by the City Council.

a. ***West Centerville Neighborhood Plan*** *(High Priority)* - a plan should be developed and adopted to guide the future land use for the area
b. ***Re-development of Pages Lane*** *(old Dick's Market area)* – The Zoning for the area should be assessed to identify opportunities to facilitate more immediate reuse.
c. ***Comprehensive City Trails & Pathways Element*** – ensure that such facilities are developed and implemented in a coordinated manner.
d. ***Re-write of the City's Subdivision Ordinance*** *(a staff recommendation)*– Recently, the state has made several significant amendments to such statutes and other changes are needed to bring the regulations up to date (e.g. public notice and hearings), as previously done with portions of the Zoning Ordinance

Goals Suggested by Elected Officials – 2015
Compilation of Ratings

Suggested goals that are already in progress—or have been initiated but are waiting on the actions of others—are listed below. **Do not rate these, but you may want to talk about these in the goal-setting work session:**

- RAP Tax renewal
- UDOT traffic signal at 1250 West & Parrish
- Shorelands Commerce Park concept plan & creation of Economic Development Area
- Extend 1250 West to Farmington
- Complete evaluation/consideration of Accessory Dwelling Units as a housing option
- Publish performance metrics on City webpage
- Complete Community Park expansion
- Seek increased paramedic funding from County
- Improve Frontage Road with federal funds already awarded

Suggested Goals to be Rated -- per the instructions in the email message:

5 • Tennis courts at Community Park BBCDD
6 • Add dog park to Parks Master Plan BBCCD
8 • Replace soil in Community Park infield that has not yet been replaced BBBCC
8 • Extend Ford Canyon trail via easement to access the Ricks Creek waterfall ABCCC
12 • Create a long-term plan for cemetery expansion, either at Island View Park or other location AAABCD
10 • Upgrade Island View Park and playground equipment ABBCCC
11 • Adopt a Complete Streets Policy AA*BBC
12 • Budget for and implement pedestrian safety improvements each year AAA*BC
7 • Consider the possibility of constructing visible, low-impact speed bumps on 400 West as an effective traffic-calming strategy AACD
9 • Improve smoothness and width of Frontage Road ABBD
2 • Improve smoothness of Parrish & Main intersection CCCD
4 • Add more "betterments" or enhancements to Parrish & Main intersection BCCDD
11 • Construct bus shelter on north end of Post Office property ABBBB
8 • Prepare and adopt a public space plan for South Main Street corridor AABDD
10 • Revitalize Pages Lane corridor, including potential creation of RDA project area AA**BBD
10 • Study potential creation of RDA project area for South Main Street corridor AA**BCC
14 • Continue/complete land use planning process for west side AAAAB
7 • Create historic district ABCCD
7 • Improve code enforcement program by moving from complaint-based enforcement to proactive/uniform enforcement and possibly hiring part-time code enforcement officer AACD

6 • Add decorative pole-mounted banners to Parrish Lane commercial area and possibly South Main BCCCC

5 • Support formation of taxing district for fire services to enable bonding, even if Centerville does not join ABDDDD

8 • Look at options for funding additional full-time or part-time police officer(s) ABCCCD

13 • Evaluate cost/benefit to Centerville of expanding Justice Court to service other cities AABBBC

8 • Evaluate solar power at City facilities to reduce operating expense A***BCCC

10 • Become a debt-free city. Develop a plan to make Centerville a debt-free city; possibly find ways to pay off existing debt more quickly. AABCC

12 • Relocate overhead utility poles to underground. This would beautify the City, reduce damage/hazards due to windstorms, and improve mobility of emergency responders during disaster events. AABBBD

6 • Look at transitioning from Rocky Mountain Power to Bountiful Power for electric service; could be part of a long-range plan to move overhead utility lines to underground. ABCD

9 • Print the cost of fluoridation on the monthly utility bill—as a separate fee along with other fees AABCD

8 • Become a model green city. Focus on actions/projects that will be environmentally friendly, economically feasible and cost efficient. A***BCCC

7 • Implement water conservation plan for City use and educate residents re water conservation BBCCC

4 • Begin a formal exploratory study to examine the feasibility of creating a South Davis City ACD

10 • Look at opportunities for Centerville to cooperate with other cities on potential cost-saving initiatives ABBBC

8 • Pursue cost-saving opportunities in purchasing activities by establishing contracts or "preferred customer" status with specific stores/vendors, etc. BBBCC

Justice Court

Mission Statement

The mission of the Centerville Justice Court is to improve the quality of life in our community. We provide professional and courteous service to all people that have dealings with the Centerville Justice Court.

Organization and Personnel

The Centerville Justice Court and Court Clerk's office currently consists of one part-time judge, one full-time Justice Court Clerk Supervisor, one full-time clerk, one part-time clerk, and one limited clerk. The Judge also has the position of Department Head. The Justice Court Clerk Supervisor is responsible for day to day activities and operations of the court and clerks.

Summary of Services Provided

The Centerville Justice Court provides a service for the City of Centerville by providing due process for those that have been cited with misdemeanor traffic violations within the City or those filing small claims.

The due process begins when a person receives a citation from a police officer. The citations are then filed with the court; both electronic filing and paper citation are received for each case. A clerk matches the paper citation to the case opened by the electronic filing. Occasionally, there is an error in the filing of an electronic citation. When this happens, the clerk notifies the proper department to have the officer fix the error(s).

If the case is a forfeitable offense (e.g. speeding), it is then automatically tracked with a due date 21 days from the date of citation. If the case is not paid by the due date, a clerk must begin the process of issuing a delinquent letter. This letter adds $50 fee to the case. The defendant then has approximately 14 days to pay the case with the additional fees before a warrant is issued. If the case remains unpaid, the warrant is prepared by a clerk, signed by the Judge and issued by clerk.

If the case is a mandatory court appearance (e.g. no insurance, DUI), the case is scheduled for a court date by a clerk. Notice of the date is sent to the defendant at the address on the citation. If the defendant does not appear for the scheduled court appearance, the case is then reviewed by the judge for issuance of a bench warrant or other action.

When a defendant appears for court and is sentenced, the case is set for various tracking: payments, counseling, probation, final payment, Plea in Abeyance, etc. The tracking is monitored and verified by clerks.

If a case is on a monthly payment plan and is not timely paid, the clerk then sends a "Debt collection letter" to the defendant informing of the delinquency. This letter adds an additional $20 to the case on second and subsequent violations of the payment plan. If the case is not paid within 14 days of the late letter, the case is then scheduled for a warrant to be issued.

When there is need for the Judge to speak with the defendant about violations of the probation and other conditions of their sentence, an Order to Show Cause hearing (OSC) is scheduled. Notice is mailed to defendant's last known address stating the reason the court date was scheduled. An OSC could also be scheduled if a person has paid but has not complied with the other conditions of probation.

If a defendant fails to appear for any scheduled court date (even if the defendant requested the court date), an arrest warrant may be issued.

For those defendants that have a warrant when they file their Utah Income Taxes, the Utah State Tax Commission will send the court as much bail as possible from the defendant's state tax refund. These "Finders" checks are primarily received during the first half of every year. Finders checks must be applied to the court trust account until the statutory waiting period of 40 days is complete then the court may then forfeit the funds to the case's balance, court costs, and so forth.

All other bail paid by defendants (to be released from jail, recall warrant prior to appearing before judge, etc.) is held in trust account until the defendant appears, or may be ordered forfeit. Forfeiture of bail is a process completed by clerks.

The Court's diligence in tracking cases is fundamental in accounting for the revenue generated by the Court.

Personnel 3-Year Projection and Justification

Currently, One Part-time Judge, two full-time clerks (40+ hours per week), one part-time clerk (20 hours per week), and one limited clerk (18-20 hours per week) are employed by the Centerville Justice Court. This personnel level is necessary to maintain case management and have coverage for Court days.

Capital Projects, 3 Years

The Centerville Justice Court is now scanning all documents to a network server through a program called My Workspace. This attaches any filings to the case to view or print when needed. This will save money on the purchase of paper and ink/toner used for printing files, criminal histories.

Capital Equipment over $5000, 3 Years

The court does not believe it has the need for Capital Equipment over $5000.

Other Significant Budget Impacts – 3 Years

The court will need to replace or upgrade any computers that the Judge and employees use. The computer used at the window counter cannot be replaced until we purchase a newer receipt printer. The one we currently have is not compatible with the newer computer

Public Works Employees built an add-on to the bench for a second clerk to have workspace and a computer. Having this will has cut down time we are in court on Thursdays by being able to have the clerks enter every other case and not have so much downtime waiting for one clerk to update minutes before calling the next case.

The court received $1,000 of grant money for a flat screen TV that was purchased for the court room and used for videos which defendants are seen from the jails by the Judge.

For this year's grant we are going to be asking for Live Scan fingerprint equipment which will help with getting fingerprints attached to cases correctly and correct information to BCI for accurate criminal records/history.

CENTERVILLE CITY ATTORNEY'S OFFICE

250 North Main Street
Centerville, Utah 84014
801.335.8842

MEMORANDUM

Privileged and Confidential under Attorney/Client Privilege

TO: Steve Thacker, City Manager

FROM: Lisa G. Romney, City Attorney

DATE: March 18, 2015

RE: Strategic Goals and Priorities

As the Department Head of the City Attorney's Office (which I fondly refer to as my "Department of 1"), I would like to submit two requests this year for consideration by the City Council as part of the strategic priorities and 3-year projection of significant budget issues for the City Attorney's Office.

1. Update and Recodification of the City Subdivision Ordinance.

The City Subdivision Ordinance as set forth in Title 15 of the Centerville Municipal Code needs substantial updating and revisions. Such updates are necessary to bring the Subdivision Ordinance up to date with significant changes in State law regarding the subdivision process, bonding requirements and limitations, lot line adjustments and lot splits, public noticing requirements, subdivision plat amendments, development and impact fees, appeals, etc. The Subdivision Ordinance also needs updating to reflect current application and review procedures. It is my recommendation that the City hire a land use consultant to assist us in updating and redrafting the City Subdivision Ordinance. While I would like to undertake the redrafting, I consider this a major undertaking and am concerned that I will not have the time to commit to this project given other priorities and the upcoming municipal election. I do see this project as a priority given the statutory updates and potential legal issues. In addition, I think the City would be well served to hire an expert in the land use arena. I could oversee the project perhaps in conjunction with the creation of a subcommittee (to include the Community Development Director and a couple members of the Planning Commission). Obviously the estimated budget for this project could vary widely depending upon direction, public process, etc. In discussing this matter with an outside consultant, estimated costs for the project could range from $30,000 - $35,000. In order to keep costs down, however, we could hire the consultant to draft the new Subdivision Ordinance with input from the subcommittee and then shepherd the project through the public hearing process in-house (i.e. Planning Commission and City Council public hearings and meetings). Based on this more limited scope of work, such a project is estimated to cost between $10,000 and $20,000. I believe this project is a priority in order to bring our Subdivision Ordinance up to date with current State law provisions and internal practices and respectfully request budget consideration for the funding of this project either in the City Attorney's Office budget or the Community Development Department budget in the amount deemed sufficient by the Council.

2. Municipal Code Software.

The City Recorder and I are interested in purchasing a web-based software program for codification, access and management of our municipal ordinances. We are interested in purchasing software developed and maintained by a Utah company called Municipal Code Online (MCO).[1] Some code codifiers can be very expensive (and sometimes quite slow in providing updates to municipal codes). With MCO, the City has the option to input ordinance updates directly and keep this task in-house. We recommend this option (to codify in-house) which keeps the costs down while providing all the benefits of the web-based code.

Currently, the Centerville Municipal Code is a Word (or Wordperfect) document of various titles and chapters that are converted to a pdf and posted on the City's website. Such ordinances must be searched chapter by chapter (or title by title in some instances). Formatting and numbering throughout the current code varies. Use of the MCO program would transition the Centerville Municipal Code to a more uniform online web-based version accessible to all employees, residents, businesses and developers. The MCO program would also transition the paper version of the Municipal Code used by City employees and

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[1] MCO is a Utah company that has been in business for almost 2 years. They currently provide code services for over 20 cities in Utah. MCO has partnered with ULCT as part of the League's transparency in government initiative. MCO representatives are happy to provide the Council with a demonstration of the software if the Council is interested.

Department Heads who currently maintain a three-ring binder version of the Code that must be updated by the City Recorder. With a web-based system, the current code would be completely searchable and can be updated online by the City Recorder shortly after adoption of amendments by the City Council (and without having to send the paper updates around to employees and officials). The software program also allows legislative history to be stored for all amendments to the Code by attaching a link to the enabling ordinance. This is a very nice feature that provides a snapshot of the history of amendments for any given section of the Code. Overall, with the MCO software, it is our opinion that access to our ordinances would be more user friendly and accessible. In addition, it is our opinion that the MCO software provides Staff with the tools to do our jobs better, more efficiently and with transparency.

The cost of the MCO software and web-hosting consists of a three-tiered price list based on City population. For a city the size of Centerville with a population between 15,000-30,000, the cost is $3,500 per year (based on a 5-year contract). If the City purchases the software program in 2015, MCO has agreed to provide the software and services the annual rate for a city with a population of less than 15,000, which cost is $1,500 per year (based on a 5-year contract). This cost includes converting our entire current code into html and converting it to the MCO framework for use with the software. The cost also includes supporting a number of "books" that can be offered on the platform, such as ordinances, general plan, zoning code, public works standards and specifications, personnel policies, administrative rules, fee schedule, resolutions and executive orders. We respectfully request the budgeting of $1,500 for the 2015/2016 fiscal year (either in the City Administration or City Attorney budget) for purchase and implementation of web-based code software and services.

Police Department
Strategic Goals
FY 15-16

The strategic goals for FY 15 - 16 are traffic related with the intent of reducing accidents within the city.

Traffic accidents for the year 2012 were 284, 2013 were 306, and 2014 were 274. The intent of the police department is to reduce the number of accidents by partnering with the Federal Highway Department.

Sergeant Ackerson was able to secure a grant for $20,000 to combat distracted drivers which has proven to be as dangerous as people driving under the influence. This grant is also renewable at P315597252$20,000 a year for two additional years.

The program involves education and enforcement related to distracted driving. The education component is directed towards drivers who are using their cellphones by getting them to sign a commitment not to text and drive. The department also gives small incentive gifts to remind drivers about their commitment not to text and drive. This program is mobile and can be taught at various locations such as LH Miller Megaplex, Target, and Walmart.

The enforcement portion right now is being done on an overtime basis using two officers in a vehicle for additional observation. Enforcement action will be citation or a verbal warning based on officers observation and discretion. This enforcement needs to carry over to all of our regular patrol shifts as a part of our routine traffic enforcement.

With the addition of two new electronic speed signs, which can be moved and have the ability to complete traffic studies, the department will be able to analyze speeds and vehicle counts in a number of problem areas. After the data collection, we will be able to determine what resources to be deployed, if needed, to the studied area.

MISSION STATEMENT

The mission of the Centerville Police Department is to enhance the quality of life in our community through preventing, detecting, and controlling crime, preserving the peace, and securing a safe environment for all residents, businesses, and guests of Centerville. We recognize the necessity to treat all persons with dignity and respect, dedicating ourselves to integrity, professionalism, and the non-prejudicial delivery of police services throughout the community.

Centerville police department
Cpd.org update 3/18/2015

CHIEF OF POLICE
NEAL WORSLEY

*ASSISTANT CHIEF
PAUL CHILD

*EMERGENCY MANAGEMENT AND STAFF

PATROL SERVICES SERGEANT

- PATROL FUNCTIONS
- RESIDENTIAL SECURITY
- BIKE PATROL
- BUSINESS SECURITY
- TRAINING
- SUPERVISE OFFICERS
  - DARE OFFICER
  - SCHOOL RESCOURCE OFICER
  - PATROL OFFICERS

6

PATROL SERVICES SERGEANT

- PATROL FUNCTIONS
- MOTORCYCLE PATROL
- RESIDENTIAL SECURITY
- BUSINESS SECURITY
- SHIFT SCHEDULES
- SUPERVISE OFFICERS
  - PATROL OFFICERS

6

DISPATCH SERVICES SUPERVISOR

- DISPATCH SERVICES
- RECORDS
- EMERGENCY SERVICES
- COURT LIASION SERVICES
- REPORTS
- COMPUTER NETWORK ADMIN.
- STATISTICS
  - Dispatchers 3
  - Records 1

***ADMINISTRATIVE SERVICES ASST CHIEF**

- PATROL
- DISPATCH
- CROSSING GUARDS
- EMERGENCY PREPAREDNESS
- STATISTICAL INFORMATION
- BUDGET
- GRANTS
- PAYROLL
- RECORD MANAGEMENT
- INVENTORY CONTROL
- VEHICLE RECORDS
- TRAINING
- COMPLAINTS
- PIO

INVESTIGATIVE SERVICES SERGEANT

- HOMICIDES
- DEATHS
- SEXUAL OFFENSES
- ROBBERY
- ARSONS
- ASSUALTS
- BURGLARIES
- THEFTS
- VEHICLE THEFTS
- FORGERIES
- FRAUDS
- BAD CHECKS
- CRIMINAL MISCHIEF
- PROPERTY CRIMES
- OTHER CRIMES
- EVIDENCE ROOM
- POP

3 Detective/1 POP

CENTERVILLE POLICE DEPARTMENT
PERSONNEL
2015

Administration	**Patrol**	**Investigations**	**Dispatch**	**Crossing Guards**
Neal Worsley - Chief Paul Child - Asst. Chief	Zan Robison - Sgt Allen Ackerson Sgt Gary Thomas/PIII Jason Read - PIII Rolynn Snow - PIII David Boucher – K9 Jeremy Brown - DARE Mark Taggart PI Preston Casey PI Doug Fackrell PII Kael Jackson PI David Davis PI	Von Steenblik - Sgt. Jake Alexander -PIII Mike Dingman – PIII Will Barnes POP	Stephanie Lowe DIII Supervisor Lisa Bednarz IT Tech/Records Amanda Henderson DII Dispatch Debbie Olsen - Clerk Part-Time	Part-Time Limited Vicki Veater Lisa Malmstrom Tashina Jones Louisa McDonald Emilie Arriotti Robin/Ken Mecham Aubrey Vanderlindin Alternates Bethany Christensen Debra Harvey Louisa McDonald Vern Woodward Kara Hale Rebecca West
2 Total	**Total 12**	**4 Total**	**3 Full-Time** **1 Part-Time**	**7 Regular** **6 Alternates**

3 Year Police Department
Budget Summary
FY 15-16

Centerville Police Department
Three Year Summary

FY 2015-2016

	Estimated Cost
Equipment over $5,000	
3 New Patrol Vehicles	$91,000
Emergency Equipment for vehicles	$25,000
8 Police Radios	$22,000
5 Laptop Computers w/printers	$12,000
Total	**$150,000**

FY 2016-2017

	Estimated Cost
New Personnel	
None	0
Equipment over $5000	
4 Vehicles w/equipment	$155,000
12 UCAN Police band radios	$33,000
5 Laptop computers w/printers	$12,000
Total	**$200,000**

FY 2017-2018	Estimated Cost
New Personnel None	$0
Equipment over $5000 4 Vehicles w/equipment	$165,000
10 UCAN Police Band Radios	$28,500
1 Motorcycle for Traffic enforcement Including all associated equipment	$30,000
5 Laptop Computers w/printers	$12,000
Total	**$235,500**

Centerville City Public Works
2015-16 Strategic Goals

The Public Works Department's overall goal for the upcoming year is to focus on our basic core duties which serve the whole community. This will allow our manpower and finances to be utilized in the best possible way and conserve our budgeted money.

WATER SYSTEM:

Provide the quality and the quantity of drinking water required for the City's projected build-out population.

Quality

- Implement new energy savings program
- Adhere to current water master plan. Review current master plan and update as needed for the city's evolving infrastructure
- Analyze funding needs required to fulfill water master plan; increase funding as needed
- Develop ways to extend the life of our existing info-structure
- Train all water employees on how our water system functions.

Quantity

- Put in filtration system for Duncan Spring, so we can use it in the water system
- Maintain and secure existing water rights for future
- Utilize the water source within creeks and streams

STREET SYSTEM:

Maintain a quality street system that adequately provides traffic flow for the City's projected build-out population. Blend street replacement and maintenance plans with all utilities for the most efficient use of funding.

Quality

- Maintain the integrity of current road system by adhering to current master street plan, which includes a road condition rating system that determines the maintenance schedule for all roadways
- Increase funding, which is required to fulfill street system master plan and as needed
- Oversee all asphalt cuts required for utility installation, repair, and improvement

Traffic Flow

- Create a master plan that provides sufficient traffic flow throughout the city at build-out. Include project designs, time frames, and funding needed to implement the plan
- Continue to provide quality snow removal to preserve traffic flow, while reducing overall costs of providing this service.

STORM DRAIN SYSTEM / WATER QUALITY:

Improve and maintain water quality that enters and exits the city's drainage system and to reduce flooding and minimize property damage.

Water Quality

- We will be implementing state regulations from our last inspection
- Build a new decant building
- Implement new funding plan for storm drains and sub drains
- Reduce the amount of particulates that flow in our streams by increasing the frequency of street sweeping each year. Currently, street sweeping is done approximately five times a year.
- Inspection of all commercial and industrial lots to ensure they are implementing BMP
- Continue to follow a schedule to clean-out all existing storm drain lines

Storm Drains

- Continue to take necessary nonstructural and structural measures to prevent water from creating property damage
- Adhere to current storm drain master plan. Review current master plan and update as needed.
- Video storm drain system
- Replace sub drains and storm drains according to this year's master plan

3 YEAR OUTLOOK FOR PERSONNEL

Budget Year 2015 – 2016

Public Works will not recommend hiring any additional full time employees this fiscal year.

Budget Year 2016 - 2017

Public Works will not recommend hiring any additional full time employees this fiscal year.

Budget Year 2017 – 2018

Public Works will not recommend hiring any additional full time employees this fiscal year.

Public Works Capital Equipment & Projects 3 Year Summary

Street Department 3 Year Summary

Capital Equipment

2015 – 2016

Equipment

1. Bobtail Dump Truck w/Plow Equipment Replace 2000 Model	$163,000	State Bid
2. 550 4x4 Dump Truck w/Plow Equipment Replace 1997 & 1999 Chev 1 Ton	$55,000	State Bid
3. Salt Rack for Storage of 10 Wheeler's Salter (no place to store it) so the truck can be used year round.	$10,000	Mesco
4. Backhoe Change Out	$5,700	
Total	$233,700	

2016 – 2017

Equipment

1. Bobtail dump w/plow equipment to replace 2000 International	$165,000	State Bid
2. 550 4x4 dump truck w/plow equipment to replace 2007 Chev. 1 ton	$57,000	State Bid
3. Asphalt / concrete saw to replace 1998 model	$6,400	State Bid
4. Backhoe change out	$5,700	
5. Salter Racks (3) Salter storage so plow trucks can be used for hauling	$14,000	
Total	$248,100	

2017 – 2018

Equipment

1. Bobtail dump w/plow equipment to replace 2003 International	$167,000	State Bid
2. 621D Case loader to replace current 2002 model	$166,000	State Bid
3. 560 4x4 Dump Truck w/plow equipment to replace 2012 Chev 1 Ton	$59,000	State Bid
4. Backhoe change out	$5,700	
5. Salter Racks (3) Salter storage so plow trucks can be used for hauling	$14,000	
Total	$411,700	

Drainage 3 Year Summary

2015 – 2016

Equipment

Project

Equipment Wash Building $100,000

2016 – 2017

2017 -2018

GIS 3 Year Summary

2014 – 2016

Equipment

R-10 Survey Grade GPS Receiver		$24,000
Cost doesn't reflect trade-in allowance	Total	$24,000

2016 - 2017

Equipment

2017 – 2018

Equipment

ArcGis Server License (Enterprise Standard Edition 4 Core)		$18,100
Server Hardware / Upgrades		$6,000
SQL DBMS Licensing		$5,000
	Total	$29,100

Maintenance 3 Year Summary

2016-2017

Equipment

Miscellaneous Tools & Shop Supplies		$6,500
Upgrade shop Lift for 1 ton trucks		$20,500
LED Lights for Public Works Building & West Shop		$8,000
	Total	$35,000

2017-2018

2018-2019

Water Department 3 Year Summary

2015 – 2016	**Estimated Cost**
Equipment	
Telemetry Upgrades	$15,000

Backhoe Change Out		$5,500
New Truck, replace 09 truck (Sam's)		$31,000
Air Compressor Replacement		$16,900
Generator		$23,000
Valve Box Vacuum		$17,000
	Total	$108,400
Projects		
Duncan Springs Filtration Plant		$60,000
PRV Repair		$10,000
Moving Meters to the Curb		$15,000
	Total	$85,000

2016 – 2017

Equipment		
Backhoe Change Out		$5,800
Telemetry Upgrade		$15,000
New Truck Replacing 2009 Truck (Sam's)		$30,000
	Total	$50,800
Projects		
Moving Meters to the Curb		$15,000
PRV Repair		$10,000
Scada Upgrade		$160,000
	Total	$185,000

2017 – 2018

Equipment		
Telemetry Upgrade		$15,000
Backhoe Change Out		$6,000
New Truck Replacing 2011 Truck (Mike's)		$39,000
	Total	$60,000
Projects		
Moving Meters to the Curb		$15,000
PRV Repair		$10,000
		$25,000

CENTERVILLE CITY

PARKS & RECREATION DEPARTMENT
689 North 1250 West
Centerville, Utah 84014
(801) 292-8232

W. Bruce Cox
Parks & Recreation Director

STRATEGIC GOALS

2015-16

1. Efficient use of irrigation water and improved appearance of city managed properties.
   - Make necessary adjustments to central-control irrigation equipment to implement new fiber optic communications using ET based data when weather station information is available; then evaluate.
   - Continue to train irrigation staff, to meet irrigation demands.

2. Maintain city parks, parkways, & trails and enhance recreation opportunities.
   - Maintain improvements to Community Park expansion project as budget allows, minimize construction impacts until next phase.
   - Maintain necessary equipment and labor to accommodate park areas and facilities.
   - Support Trails Committee events, Trail Chief organization, maintenance and trail improvements. Coordinate bicycle/pedestrian accessibility and connectivity.
   - Support Parks & Rec. Committee with "Movie in the Park" and Centennial Celebration events.
   - Manage Centerville's share of Legacy Parkway Trail maintenance and new ped-bridge
   - Manage use of sports fields and park facilities by other agencies and groups.

3. Maintain quality recreation programs as supported by community
   - Continue to provide recreation classes to meet demand of community that do not compete with the SDRD or private industry.
   - Continue to run and improve recreation baseball program.

4. Maintain & Improve functionality/serviceability of city buildings.
   - Evaluate routines of new custodial maintenance schedule to see what if any changes need to be made.

5. Meet training & skill development needs of newer employees.
   - Assist department full-time staff in meeting requirements for needed credentials to advance in department series i.e. pesticide applicators license, Commercial driver's license, Journeymen level skill in equipment operation.

CENTERVILLE
PARKS & RECREATION

Parks & Recreation

FY 2016, 3yr Projection Budget Summary

Mission Statement

Centerville City Parks & Recreation departments strive to enhance the quality of life of its citizens by providing professional service in both recreation programs and maintenance of facilities.

Organization

Parks:	Parks and Recreation Director	Bruce Cox
	Parks & Cemetery Supervisor	Michael Higgins
	Parks Maint. Worker (Irrigation Specialist)	Tyler West
	Parks Maint. Worker (Pest Specialist)	Burke Jackson
	Parks Maint. Worker (Irrigation Specialist)	Cameron Woodbury
	Seasonal Help (20+ workers)	
Recreation:	Recreation Coordinator	Lisa Summers
	Seasonal & Contract instructors	
	Baseball Coordinator	Matt Layton
	Umpire Coordinator	Bryan Hurst
	Seasonal & Contract Help + Volunteers	
Buildings:	Custodian	Kimber Bristow
	Assistant Custodian	Laura Poulsen
	Assistant Custodian (Floor Specialist)	Dale Burgland
	Seasonal Concessions Supervisor	Sarah Adams
	4 to 5 concession workers + volunteers	

Summary of services provided

Parks

- Maintain 200+ acres of public grounds and parks, mowing over 80 acres of turf weekly.
- Irrigation design, installation, repair and maintenance.
- Maintenance of all park facilities including 15 public restrooms, 8 pavilions, 7 playgrounds, 4 tennis courts, 3 handball courts, 1 basketball court, 5 baseball diamonds including several turf areas also used for soccer and football fields.
- Snow removal and maintenance of nine parking lots, cemetery roads and about six miles of park and parkway sidewalks and paths.
- Hosted 203 park reservations in 2014.

- Host/Support all city celebrations and events including Easter egg hunt, Fourth of July, Festival of Lights, Movies in the Park, Pumpkin Walk, Trails Committee & Museum events.

- Coordinate dozens of volunteer service projects annually.

- Prepare sports fields for various organizations and city recreation programs. Hosting hundreds of soccer, football, baseball and softball games annually.

Cemetery

- All maintenance operations and 66 burials in 2014.

Recreation

- Offers hundreds of ever-evolving classes, year round for all ages and interests with an intensive summer rec. program that includes two sessions of "Kids Camp" held at Smoot and Founders Parks.

- Plans and coordinates City Employee Christmas and volunteer dinners.

- Runs youth recreation baseball programs.

- Support *South Davis Recreation District* Jr. Jazz basketball, recreation soccer and adult softball programs along with *Bountiful (Girls) Softball.*

- Lisa Summers Also is the Advisor over the Youth Council that is responsible for several community events including the Easter Egg Hunt, Pumpkin Walk, Coloring Contest & Bake sale.

Building Maintenance

- Perform Routine cleaning, event support, building health & safety upkeep, monitoring and minor maintenance of city building systems.
- Coordinate/oversee all major building maintenance.

Three Year Projection Summary

FY 2016

- Parks

Personnel	Seasonal labor to match responsibilities
Capital Projects	As per Capital Improvement Plan as funds are available: Com. park expansion improvement plan, irrigation & turf. I.V. park improvements Bowery/restrooms Parrish creek pond improvements

	Replace Island view top level playground	$45,000
	Replace Community Park NE field Infield soil	$10,000
Capital Equipment	Replace 14 yr. old gang mower	$94,000
	Replace flat-bed, plow truck	$48,000
	Replace lawn sweeper (22yrs)	$31,000
	Replace oldest push mowers, trimmers, edgers & blowers	$ 5,000

- Recreation
  - Personnel — Seasonal labor to match recreation program needs to be covered by program registration fees.

  No Capital Projects or Equipment over $5,000 to fund.

- Buildings
  - Personnel — Labor to match building usage and responsibilities.
  - Capital Projects
    - City Hall Roof — $ 75,000
    - Paint/carpeting/restroom floors — $ 6,000

  No capital equipment over $5,000.

FY 2017

- Parks
  - Personnel — Seasonal labor to match responsibilities.
  - Capital Projects — As per Capital Improvement Plan as funds are available:
    Com. park expansion continued, parking lot, walking path, restroom.
    Replace existing playground.
    Parrish creek pond improvements cont.
    Legacy parkway trail head.
  - Capital Equipment
    - Replace13yr old Gang Mower — $45,000
    - Replace two oldest trucks ½ ton 2X4 pick-ups — $40,000
    - Replace oldest push mowers, trimmers, edgers & blowers — $ 5,000

- Recreation

Personnel	Seasonal labor to match recreation program needs to be covered by program fees.	

No Capital Projects or Equipment over $5,000.

- Buildings

Personnel	Increase or decrease to match building usage.	
Capital Projects	Paint/carpeting/restroom floors	$6,000

No Capital Equipment

FY 2018

- Parks

Personnel	Seasonal labor to match responsibilities.	
Capital Projects	As per Capital Improvement Plan as funds are available: Expansion continued, playground	
Capital Equipment	Backhoe three year trade-out	$16,000
	Replace oldest truck	$28,000
	Replace oldest push mowers, trimmers, edgers & blowers	$ 5,000

- Recreation

Personnel	Seasonal labor to match recreation program needs to be covered by program fees.	

No Capital Projects or Equipment over $5,000 to fund.

- Buildings

Personnel	Increase or decrease to match building usage.	
Capital Projects	Paint/carpeting/restroom floors	$ 6,000

No Capital equipment

COMMUNITY DEVELOPMENT DEPARTMENT
FY 2015/2016 Three (3) Year Projections

Organization:

- Community Development Director – Corvin M. Snyder, AICP
- Assistant City Planner – Brandon Toponce
- Planning & Zoning Technician – Donna Wilkinson
- Chief Building Official/Inspector – Sunrise Engineering

Services Provided:

- ✓ **Planning & Zoning**
  - General Plan Policy Creation & Review
  - Zoning Ordinance Interpretation & Regulation
  - Development Review Processing
  - Subdivision Review Processing
  - Administrative Appeal Procedures
- ✓ **Building Permit Review**
  - Building Plan Review & Code Checks
  - Building Permit Processing & Issuance
  - Permit Inspection & Compliance Services
  - Inter-Agency Tracking & Information Services
- ✓ **Business License**
  - Business Licensing Application Processing
  - Business Licensing Renewal Collection
  - Alcohol Licensing & Compliance Services
  - Inter-Agency Tracking & Information Services
- ✓ **Code Enforcement**
  - Zoning Regulation Complaint & Enforcement
  - Building Permit Complaint & Enforcement
  - Business License Complaint & Enforcement
  - Weed Control Complaint & Enforcement
  - Other Nuisance Complaint & Enforcement

Strategic Department Goals:

- **Continued support the growth and development of the City** – the success of a city can be tied directly to the sustainability of its future land use pattern. There are three (3) legs of a stool to support a city; residential stabilization, commercial vitality, and job creation. Centerville has been quite successful with two (2) of the legs; residential and commercial.

The next task is to develop a job creation center, which is currently planned for in the Shorelands Commerce Park

- **Support and promote sustainable land development policies and regulations** – There are several terms or plans used to describe this topic, such as smart growth, Wasatch Choice 2014, Envision Utah, etc. Our future land use patterns will have an impact on the quality of life of the future generations. The City is part of a larger regional area, which affects our expected quality of life. We need to take a disciplined look at our travel patterns, housing needs, health behaviors and necessities, and so forth, as we make plans for the future.
- **Maintain and keep up to date on the land use laws and regulations** – from a legal liability perspective, it is important to be consistent in the use and application of the state and local land use policies and regulations. All of staff's processing efforts and reports from the Community Development Department are performed or written in a manner to disclose or follow proper procedure, identify applicable land use regulations, and assist the Board of Adjustment, Planning Commission, Landmarks Commission, and City Council in making proper and prudent land use decisions.

Personnel Projections (3-years):

- There are no active plans to hire additional personnel for the next three (3) years.
- ***Exception***, if an active code enforcement is deemed necessary, funds to assist such program may be needed to pay for consistent investigation, collection of fines, or outside help in the prosecution of violations (***est. $10,000 to 20,000 annually***).

Capital Projects Over 5K (3-years):

- **Continuation of the Code Enforcement Mitigation Fund (*est. $3,000 to 5,000*)** – This funding needs to be made available to perform some types of code enforcement action, particularly with nuisances related to weeds and junk.
- **Establish a Professional Services Fund (*est. $10,000-20,000*)** – The Council continues to express the need to have more data and information to support making appropriate land use decisions. To date, the Department staff has used available in-house skills and local grants (*e.g. WFRC*) to assist in such planning efforts. In order to perform a more thorough analysis and generate the associated data, additional funds to hire outside assistance may at times be needed to meet such expectations. Potential projects are the South Main Street Public Space Plan, Comprehensive Pathways & Trail Element, Geologic & Wildland Fire Ordinances for the Foothills, West Centerville Neighborhood, etc.

Capital Equipment Over 5K (3-years):

- There are no plans for capital equipment over 5K for the next three (3) years.

Other Significant Budget Impacts (3-years):

- **Contract Building Inspector** ***(est. cost $80,000 + annually)*** – Currently, the City utilizes this contract service to cover permit review and inspections. The current rate is $66.00 per hour for just inspections and $92.00 per hour for plan review. The cost for this service has consistently been covered by the fees associated with issuance of building permits. Additionally for the past few years, multi-family residential has been the primary residential construction activity. We have seen much less in the way of permitting of single-family subdivisions. However, for the upcoming year we anticipate an increase of commercial activity with the Legacy Trail Apartments, which includes a significant amount of multi-family construction.

Steve Thacker

From: Nancy Smith <nancy_cobblestone@yahoo.com>
Sent: Thursday, March 19, 2015 10:54 AM
To: whitaker home; Steve Thacker; L Wright
Cc: Spencer Packer; *Diane Chamberlain (dnchamberlain649@gmail.com); bridgethlee@gmail.com; Paul Thomas Smith (paul.paulthomassmith@gmail.com)
Subject: Re: Goals for City Council

Steve,
I spoke with Lisa and since she would have to make a special trip to the museum to add this in, I mentioned I would send this for her. We need to add in the goal that goes along with the pictures that were attached. Please include under the first item 1) Lighting and Landscape, b. Flower bed maintenance.

Thank you,
Nancy

From: whitaker home <whitaker@centervilleut.com>
To: Steve Thacker <stevet@centervilleut.com>
Cc: whitaker home <whitaker@centervilleut.com>; "Nancy Smith (Nancy_cobblestone@yahoo.com)" <Nancy_cobblestone@yahoo.com>; Spencer Packer <hiwchief@msn.com>; "*Diane Chamberlain (dnchamberlain649@gmail.com)" <dnchamberlain649@gmail.com>; "bridgethlee@gmail.com" <bridgethlee@gmail.com>; "Paul Thomas Smith (paul.paulthomassmith@gmail.com)" <paul.paulthomassmith@gmail.com>
Sent: Wednesday, March 18, 2015 10:05 PM
Subject: Goals for City Council

Hello Steve;

The WMB decided to submit the following goals for the City Council to review.

1) Lighting and Landscape:
   a. Safety, At the March 10 storytelling event, Mr. Packer had to walk each guest across the walk to their car. The walks were slippery due to gravel on the pavers.
   b. They had a difficult time seeing their way due to lack of outside lighting.

2) A Second Recording Device:
   a. Allow the Whitaker Museum Board to have their meeting on a night that accommodates
   the members better.
   b. Tuesday evenings are better for the board members.

3) Parking and Sprinkler System:
   a. Sit down with Bruce Cox and the Parks department to review and plan a revised parking lot and sprinkler system.

Thank you for forwarding this to the City Council. Attached you will find photos of the safety concerns the board members have. Mr. Wright will have photos to share with the council at the work meeting.

Lisa