CENTERVILLE CITY COUNCIL AGENDA

NOTICE IS HEREBY GIVEN THAT THE CENTERVILLE CITY COUNCIL WILL HOLD A SPECIAL PUBLIC MEETING AT 5:30 P.M. ON WEDNESDAY, MARCH 23, 2016 AT THE CENTERVILLE CITY COMMUNITY CENTER AND CITY HALL MULTI-PURPOSE ROOM (DOWNSTAIRS), 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.

5:30 **A. ROLL CALL**

B. BUSINESS

5:30 1. Goal-setting Work Session with Planning Commission
   a. City Council and Planning Commission discuss and establish goals relating to community planning and development
   b. City Council discuss and establish other goals after Planning Commission is excused to attend their regular meeting

C. ADJOURNMENT

Marsha L. Morrow, MMC
Centerville City Recorder

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C. ADJOURNMENT

Marsha L. Morrow, MMC
Centerville City Recorder

CENTERVILLE

Staff Backup Report
3/23/2016

Item No. 1.

Short Title: Goal-setting Work Session with Planning Commission

Initiated By:

Scheduled Time: 5:30 p.m.

SUBJECT

a. City Council and Planning Commission discuss and establish goals relating to community planning and development.
b. City Council discuss and establish other goals after Planning Commission is excused to attend their regular meeting.

RECOMMENDATION

BACKGROUND

The first part of the work session the City Council and Planning Commission will discuss and establish goals/priorities relating to community planning and development. The Planning Commission has discussed potential goals in several meetings already and has recommended their priorities in the attachment entitled "Planning Commission and Landmarks Commission Proposed Goals". The City Council Members have been through an exercise in which they each were allowed to submit suggested goals, then they individually rated a consolidated list. The results of those ratings are shown in the attachment, "Compilation of Ratings re Suggested Goals". Some of the suggested goals relate to community planning and development. Therefore, the Planning Commission and City Council should review the Compilation of Ratings to see how it supports or differs from the Planning Commission's submittal.

The Planning Commission will move from the work session into their regular meeting at 7 p.m. and the City Council will continue discussing other potential goals. For this latter discussion, the Council is not limited to the compilation of ratings of their own suggested goals. The various attached documents submitted by department heads and City boards/committees are provided as additional reference material that may influence the Council as they discuss and set goals/priorities. Some of the information submitted from department heads--i.e. 3-year projections of personnel, equipment and projects--is more pertinent for the annual budget process over the next few months, and Council Members should not feel compelled to read all that detail at this time. Some of the department submittals, however, include statements of strategic goals/priorities that may be useful for the Council to read in advance of the work session.

If the Council needs more time to complete this goal-setting process, the discussion could continue to a future meeting.

ATTACHMENTS:

Description

- Compilation of Ratings re Sugessted Goals
- Planning Commission and Landmarks Commission Proposed Goals
- Parks Capital Improvement Plan
- Museum Capital Improvement Plan
- Community Development Department Submittall
- Parks & Recreation Department Submittal
- Public Works Department Submittal
- Police Department Submittal
- City Attorney Submittal
- Justice Court Submittal

Steve Thacker

From:	Steve Thacker
Sent:	Friday, March 18, 2016 2:27 PM
To:	'Paul Cutler'; Tami Fillmore; Bill Ince; Stephanie Ivie; George McEwan; Robyn Mecham; dave@hsblegal.com; Gina Hirst; Cheylynn Hayman (chayman@parrbrown.com); Logan Johnson; Wm Scott Kjar; 'Kevindaly78@gmail.com'; 'B2wright@gmail.com'
Cc:	Cory Snyder; Lisa Romney; 'rksrust@yahoo.com'; Blaine Lutz; 'kjstreadbeck@msn.com'; Marsha Morrow; Jacob Smith
Subject:	Joint CC/PC Work Session Next Wednesday
Attachments:	Planning Commission and Landmark Commission Goals 2016.pdf; Compilation of Ratings re City Council Suggested Goals.pdf

Mayor, Council Members and Planning Commissioners:

Next **Wednesday, March 23, at 5:30 p.m. the City Council and Planning Commission will meet in a work session** in the downstairs training room at City Hall. Dinner will be available beginning at 5:15. The two bodies will discuss the Planning Commission's proposed goals and the City Council's potential goals/priorities relating to community planning and development. At 7:00 p.m. the Planning Commission will move upstairs for their regular meeting while the City Council remains downstairs to continue discussing other potential goals.

I recommend you review the two attachments prior to the work session. The first one contains the Planning Commission's and Landmark Commission's proposed goals. The second attachment is the compilation of ratings for goals suggested by the Mayor and council members. Its content is explained later in this email. The first 14 bullets under "Suggested Goals to be Rated" relate to community planning/development. This allows you to see how the City Council's preliminary ratings match up with the Planning Commission's proposed goals. Please note, however, that the points shown for the goals suggested by the elected officials are based only on their individual ratings without any discussion as a group.

Explanation of Compilation of Ratings

I received ratings back from all six elected officials. You will see the individual letter ratings given to each item—shown in red at the end of each item. For each item I arranged the letters given in descending order—i.e. A, B, C, D. The numbers written in the left hand column represent collectively the points assigned to the letter ratings for each item. The points were assigned as follows:

- A ("very important") – 3 points
- B ("important") – 2 points
- C ("somewhat important") – 1 point
- D ("no rating given") – 0 points

Some of you chose not to rate every item. That is OK—I gave those 0 points as if those were rated "D". I asked you to limit the number of A's and B's per instructions in my earlier email, to force you to prioritize. However, one council member used 5 more B's than allotted, so there are some extra B's in what is shown.

Other Reference Documents

Additional documents will be available on NovusAgenda—hopefully by the end of today:

- Submittals from department heads, containing their proposed strategic goals/priorities and budget "wish list" for the next three years for additional personnel, equipment over $5000, and projects.
- Submittals from City boards/committees expressing their desired goals/priorities.

Being familiar with the goals/priorities proposed by the staff and city boards/committees may be of value to the City Council as they discuss other goals later in the work session without the Planning Commission. The department heads' "wish lists" of personnel, equipment and projects are very ambitious—as normal. I suggest you be familiar with goals/priorities mentioned by the department heads and city committees, but don't get hung up or bogged down on the 3-year budget projections. Those are useful to me as I work with department heads later in the annual budget process.

I hope this is all helpful in your effort to establish common goals and priorities.

Respectfully,
Steve Thacker
City Manager

Goals Suggested by Elected Officials – 2016
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 can still talk about these in the goal-setting work session**, if you wish:

- Complete the evaluation of proposed ADU ordinance
- Review/update Subdivision Ordinance
- Review street maintenance priorities in light of additional funding from transportation sales tax

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

15 • Continue land use planning process for west side; review and consider appropriate changes to West Centerville Neighborhood Plan AAAABC
9 • Review multi-family access and design—parking, streets, sidewalks ABCCCC
13 • Reassess the value and feasibility of the South Main Street Corridor Plan (in addition to the assignment already given to the Planning Commission) AAABCC
13 • Review and update, as appropriate, the City's land use ordinances (zoning, etc.) AAABCC
9 • Review zoning restrictions to address uses not currently covered (e.g. reptiles?) ABBCC
10 • Review/revise accessory building setbacks ABBBC
11 • Revisit flag lot ordinance AABCCC
9 • Better noticing of citizens of zone changes and other matters affecting their neighborhood ABBCC
7 • Revitalize Pages Lane corridor ABCCD
9 • Review and update impact fees; are these adequate? ABBCC
6 • Review all ordinances for unnecessary restrictions, such as youth on motorcycles, 4-wheelers, curfews, etc. ABC
8 • Design/install Historic District signage ABCCC
13 • Review hillside plans and zoning: What is developable? Should it all be preserved as open space? Should we annex to gain more control over it? Etc. AAABB
10 • Work with County on a plan to improve Fire-Break Road, trail access and possibly construct other recreational facilities on the hillside AABB
15 • Plan for the use of RAP Tax revenues AAAABC
8 • Firm up RAP Tax contributions from Bountiful and Centerville for CenterPoint Theatre facility ABCCC
11 • Complete the design, funding plan and timeline for the Community Park expansion project AABBC
12 • Develop plan and cost estimates for renovating/improving Island View Park; involve Parks Committee and Neighborhood Subcommittee AABBCC
13 • Consider options for expanding cemetery capacity (Mausoleum on site? Use City's hillside property? Use portion of Island View Park? Etc.) AABBBC
9 • Break out the fluoridation cost on the water bill as a separate fee ABBCCD
9 • Fund a SWAT Team position for one of our police officers to fill AACCC
14 • Improve the UTOPIA situation—marketing to increase take rates, organizational changes, etc. AAABBC

- 6 Review Fire District's operations vs. OSHA or other standards and how this may affect new development BBCC
- 10 Consider vote-by-mail and electronic voting options offered by County BBBBCC
- 6 Review the Court fine schedule to determine if fine amounts are appropriate BBCC
- 8 Budget for and implement pedestrian safety improvements ABBC
- 9 Study a more permanent fix for Chick-fil-A and Dairy Queen drive-through safety ABBCC
- 10 Develop a bike lane and walking trails master plan to be included in City's General Plan AABCCD
- 8 Plan for improved bus stops (including Post Office area) and pursue grant funding BBBCC
- 7 Complete the improvement of the 1250 West Parrish Lane "Gateway" corners ABCC
- 8 Pursue sidewalk lighting along Parrish Lane west of I-15 BBBCC
- 4 Start on RDA savings account for landscaping betterments for future I-15 interchange replacement CCCC
- 11 Plan extension of 1250 West to Farmington AABCCC
- 5 Create Shorelands Commerce Park Economic Development Area BCCC
- 9 Plan to move to a Health Savings Account (HSA) for employee healthcare benefit ABBCC
- 7 Improve council chambers audio quality ABCC
- 6 Improve cooperation with our neighboring cities—i.e. discussing common issues, consolidating services, sharing equipment, etc. BCCCC

CITY COUNCIL TRANSMITTAL REPORT
COMMUNITY DEVELOPMENT DEPARTMENT

DATE: MARCH 15, 2013

TO: STEVE THACKER, CITY MANAGER

FROM: CORY SNYDER, COMMUNITY DEVELOPMENT DIRECTOR

SUBJECT: PLANNING COMMISSION & LANDMARKS COMMISSION GOALS & OBJECTIVES

PLANNING COMMISSION

The Planning Commission has identified the following goals, which includes them as a prioritized list:

1. **Greater Proactive Planning** – review Administrative decisions and procedures to better define the Planning Commissions role in order to allow more time for proactive planning.
2. **South Main Street Corridor Plan** - including bike lanes & Pages Lane area
3. **West Centerville Neighborhood Plan** – revisiting the area and determine the future of the area with specific focus on the area South of Parrish Lane.

4a. **City Trails & Pathways** – Comprehensive look at future needs and opportunities.

4b. **Foothills Plan** – a focused effort towards future recreational needs and opportunities.

5. **Planning Already Underway**: Subdivision Ordinance & Open Space/Sensitive Land Matters that are in progress.

LANDMARKS COMMISSION

The Landmarks Commission has identified the following goals, which have been divided up by category:

Projects

1. Place one property on the National Register (CLG)
2. Complete an Intensive Level Survey for one property (CLG)
3. Purchase a National Register Sign for the Smoot Home
4. Begin purchasing signage for the Centerville City Deuel Creek Historic District to eventually be located on all streets entering the district

Activities

1. Summer home tour
2. Block party within the district which would be in association with the awards we give each year at the Landmarks Register Social
3. Logo competition for the Centerville City Deuel Creek Historic District
4. Continue printing TIMLINE the Landmarks Register News Letter

Ordinance

1. Complete the Centerville City Deuel Creek Historic District
2. Amend 12-61 to include a section on demolition of Landmarks Registered Homes

Training

1. Attend the Utah Heritage Foundation Preservation Conference
2. Local historic conference in the Fall

11/4/2015

Parks Capital Improvement Plan

All dollar amounts are rough estimates only.

					Impact Fee Eligible
		HIGH TO LOW PRIORITY			
1	Community Park Expansion	phase 4:	Irrigation and seed	$ 600,000	$ 600,000
2	"	phase 5:	Parking and Path (.26 miles)	$ 150,000	$ 150,000
3	"	Small Bowery/restrooms		$ 60,000	$ 60,000
4	Porter-Walton Park	Swingset + Toddler Seat		$ 3,000	
5	Community Park	Additional Lighting in Parking Lots		$ 25,000	
6	Community Park Expansion	Additional Playground		$ 50,000	$ 50,000
7	Commuity Park	Ballfield Lights/Scoreboards		$ 160,000	
8	*Island View Park	Replace Playgrounds		$ 100,000	
9	"	Concept plan/Design Grading		$ 100,000	
10	"	Renovate Tennis Courts		$ 150,000	
11	"	Renovate/Rebuild Lower Level Restrooms		$ 55,000	
12	"	Remove Handball/Build Pickleball courts		$ 150,000	
13	"	New Restroom/Pavilion on Upper Level		$ 60,000	
14	Replace/repair of existing amenities; Playgrounds, pavilions, paths, courts.			$ 300,000	
15	Parrish Creek Pond	Develop nature park		$ 150,000	$ 150,000
16	Location To Be Determined	Splash Pad/interactive water feature		$ 500,000	
17	Additional Park Amenities	2 Tennis Courts		$ 300,000	
18	Location To Be Determined	2 Basketball Courts		$ 150,000	
19	Location To Be Determined	4 Pickleball Courts		$ 150,000	
20	Trail Improvements	Legacy/D&RG Trailhead w/restrooms		$ 100,000	
21	Frontage Road	West Side Landscaping		$ 400,000	
22	Future Park(s) Location TBD	Purchase of Property (7.21 acres)		$ 680,000	$ 205,000
23		Phase 1:	Concept Planning and Design	$ 20,000	$ 6,000
24		Phase 2:	Grading	$ 60,000	$ 18,000
25		Phase 3:	Drainage and Utilities	$ 36,000	$ 12,000
26		Phase 4:	Irrigation and seed	$ 600,000	$ 180,000
27		Phase 5:	Parking and Path	$ 150,000	$ 45,000
28	Additional Park Amenities	Pavillion/Restroom Playground		$ 300,000	$ 190,000
29	City Hall/Founders Park Expansion		Purchase & Improve .98 acres	$ 700,000	$ 700,000
		Total Improvements		$ 6,259,000	$ 2,366,000

* Island View Park Complete Rebuild estimate at $ 141,400 per acre

4.6 acres

$ 650,440

POTENTIAL FUNDING SOURCES

1 Future Park Impact Fees/Developer Contributions
2 Grants
3 General Fund
4 RAP Tax
5 Recreation District
6 Dedicated Property Tax

3/8/2016

The Whitaker Museum Capital Improvement Plan
Three year plan includes # 1 through 4
High to Low Priority

1 Whitaker Exterior Park - Phase 1: Safety & Handicap Accessibility Driveway egress-ingress, hard surface parking (20/30 parking stalls) exterior lighting (driveway, parking, sidewalk) Repair concrete crack at entryway, handicap ramp	**$300,000 -500,000**
2 Physical Facility/Functional - Phase 1: Operations Functional kitchen sink/faucet, sensor lighting on building exterior, laptop for handicap patrons to virtual tour	**$ 4,800**
3 Preservation & Restoration - Phase 1: Interior restoration of Carriage House Repairing (ceiling, lighting, heating, bathroom, including desk, chair, patron table) carriage house for functional director's office and community research	**$ 12,000**
4 Preservation & Restoration - Phase 2: Preservation of Archives/Artifacts a. Digitize Archives and locked file cabinets, protective glass box for 115 year old Whitaker silk wedding dress, appraisals b. Shelving in basement and attic to store artifacts, school house rehabilitation windows, doors, floor, shingles (without proper preservation items are deteriorating in the schoolhouse) c. Grand Room (wood exterior door refinished, period screen door, threshold completed) Hallway (alcove completed and large photo display) Paint interior windows d. Barn (storage for wagon, etc.)	**$ 30,800 (a-c)** **$60,00-500,000(d)**
5 Preservation & Restoration - Phase 3: Exterior Restoration Carriage House Exterior façade of carriage doors , move gas meter, driveway to carriage house	**$ 9,000**
6 Whitaker Exterior Park - Phase 2: Landscaping Master landscape plan, north, west, south flower bed planting/ drip system Sprinkler system/entire yard, landscape around utilities, level north lawn, partial remove of ground cover under trees/plant grass, tree replacement	**$ 15,000**
7 Physical Facility/Utilitarian - Phase 1: Preventative Complete rock foundation on new addition, re-plaster east wall of parlor, re-finish flooring in original building, re-point chimney/seal, seal wood-shake shingles, front rain-gutters	**$ 16,500**
8 Physical Facility/Functional - Phase 2: Operations Functional fireplace, barrel vault ceiling, outdoor picnic table. Period brass plate outlet covers (incl. electrical plugs) Metal exterior calendar display of events, bathroom light fixture, donation box, area rug, plant identification plaques, time period furniture, drinking fountain (outdoor hand pump)	**$ 16,600**
9 One Time Essential Professional Signs (parking at city hall, do not touch, watch your step, etc.) Storytelling Banner on Light Pole, kitchen exterior door (time period) Hooks on the building to hold Story Telling sign, display cabinet (house temporary exhibits) Relocate flagpole (purchase flag) Restore T. Whitaker self-portrait, convert kitchen stove to electrical	**$ 18,725**

COMMUNITY DEVELOPMENT DEPARTMENT
FY 2016/2017 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
  - Historic Preservation Program
- ✓ **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.
- For Building Services Division of the Department, it is expected that we continue to use a private inspection entity rather than hire internal personnel.
- ***Exception***, if an active code enforcement is deemed necessary (this has been an ongoing unresolved issue), 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 continued debate over the South Main Street Corridor 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 continual commercial activity (*tenant finish and some new construction*) and with the 2nd phase with the Legacy Trail Apartments, which includes a significant amount of multi-family construction. The use of a private company seems to still be the prudent approach for providing the state required regulatory inspections.

CENTERVILLE
PARKS & RECREATION

Parks & Recreation
FY 2017, 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
	6 to 8 seasonal concession workers	

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 2015.

- 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 71 burials in 2015.

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".

- Plans and coordinates city employee Christmas and volunteer dinners.

- Runs youth recreation baseball programs.

- Support *South Davis Recreation District* Jr. Jazz basketball, recreation soccer.

- Lisa Summers is also 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 2017

- Parks

Personnel	Seasonal labor to match responsibilities
Capital Projects	As per Capital Improvement Plan as funds are available: -Community Park Expansion Improvement Plan, determine phases, next phase detail plan with cost estimates ready for bid. Replace existing playground. -I.V. park improvement plan with cost estimates and phasing plan.

Capital Equipment	Replace Snow Machine,11yrs	$30,500
	Replace flat-bed, w/plow,11yrs	$48,000
	Replace lawn sweeper, 23yrs	$31,000
	Replace 2 ride-on mowers,10yrs	$24,000
	Replace oldest push mowers, trimmers, edgers & blowers	$ 5,000
	Chipper-12 inch + capability	$39,000

- 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	Paint/carpeting/restroom floors	$ 6,000
	Possible City Hall LED lighting *(Exterior + Sally Port only)*	$10,000
Capital equipment	Carpet Extractor/Rotovac	$ 6,000

FY 2018

- Parks

Personnel	Seasonal labor to match responsibilities.	
Capital Projects	As per Capital Improvement Plan as funds are available: Com. park expansion continued, Irrigation system, seeding, parking lot, walking path, restroom. Continue with Parks Capital improvement Plan priorities as funding is available.	
Capital Equipment	Backhoe three year trade-out	$16,000
	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 2019

- Parks

Personnel	Seasonal labor to match responsibilities.	
Capital Projects	As per Capital Improvement Plan as funds are available: Com. Park Expansion Phases Continued I.V. Park Phases begin as funding permits.	
Capital Equipment		
	Replace oldest truck	$30,000
	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

Centerville City Public Works
2016-17 Strategic Goals

The Public Works Department's overall goal for the upcoming year is to create and implement a dynamic plan for maintenance and replacement of the City's infrastructure that is sustainable and to coordinate with other utilities in their replacement plan.

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.
- The water and GIS department will be mapping the water system and how it functions, so we can make a better transition of the information into the future.

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
- Adopt a water rate that will be appropriate to maintain and support the water system

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 2016 – 2017

We will request another full time employee for the water department this year. This person will need to have an electrical background so they can be trained while I'm still working. It will make a smoother transition after I retire.

Budget Year 2017 - 2018

We will add a full time person in the street department to help with road repairs and snowplowing. This will relieve the water department personnel who are currently first string for snowplowing.

Budget Year 2018 – 2019

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

Public Works Capital Equipment & Projects 3 Year Summary
2016 - 2017

Street Department 3 Year Summary

Capital Equipment

2016 - 2017

Equipment

1. Bobtail Dump Truck Replace 2000 Year		$90,000 State Bid
2. Plow Retrofit		$10,000
3. 550 4x4 Dump w/plow Equipment Replace 1997 4x4 that we sold		$60,000 State Bid
4. Vermeer Brush Chipper		$38,000 State Bid
5. Continuation on Salt Rack Storage		$10,000
6. Backhoe Change Out		$ 6,000
	Total	$214,000

2017 – 2018

Equipment

1. Bobtail dump to replace 2000 International		$100,000 State Bid
2. Plow Retrofit		$11,000
3. 550 4x4 dump truck to replace 2007 Chev. 1 ton		$40,000 State Bid
4. Plow Retrofit		$7,000
5. Backhoe change out		$7,000
6. Salter Racks (3) Salter storage so plow trucks can be used for hauling		$14,000
	Total	$179,000

2018 – 2019

Equipment

1. Bobtail dump to replace 2003 International		$110,000 State Bid
2. Plow Retrofit		$12,000
3. 621D Case loader to replace current 2002 model		$170,000 State Bid
4. 550 4x4 Dump Truck to replace 2012 Chev 1 Ton		$42,000 State Bid
5. Plow Retrofit		$8,000
6. Backhoe change out		$8,000
7. Salter Racks (3) Salter storage so plow trucks can be used for hauling		$14,000
	Total	$364,000

Drainage Utility Department Three Year Summary

Capital Equipment and Projects	**Estimated Cost**
2016-2017	
Equipment (over $5,000)	
Ford F-250(or comparable) to replace 2005 F-150 XLT short bed, unable to adequately tow equipment.	$35,000.00
Projects (over $5,000)	
Washout building to comply with State and Federal Regulations for washing vehicles and disposing solids	$140,000
2017-2018	
Equipment (over $5,000)	
Street Sweeper	$200,000
Projects (over $5,000)	
Covered material storage	$100,000
2018-2019	
Equipment (over $5,000)	
Vactor truck – possible cost share with Water Department	$225,000
Projects (over $5,000)	
See Master Plan	

GIS Department 3 Year Summary

2016 – 2017

2017 - 2018

Equipment
Blue Stake's In-house Custom Programming $5,500

2018 – 2019

Equipment
R-8 Survey Grade GPS Receiver (includes trade in allowance) $17,703

Or

R-10 Survey Grade GPS Receiver (includes trade in allowance) $22,050

Maintenance Department 3 Year Summary

2016-2017

Equipment

Upgrade shop Lift for 1 ton trucks $29,500

2017-2018

2018-2019

Water Department 3 Year Summary

2016 – 2017	**Estimated Cost**
Equipment	
Telemetry Upgrades	$15,000
Scheduled Backhoe Change Replacement	$6,000
Scheduled Truck Replacement (Randy's)	$38,000
Generator	$17,000
Air Compressor Replacement	$25,000
Total	**$ 101,000**
Projects	
Moving Meters to the Curb	$15,000
PRV Repairs	$10,000
Energy un-grade	$ 5,000
Mag- Meters at Wells and Booster Pumps	$8,000.
Commercial Radio Read Meter's 240 Units	$45,000
Duncan Springs Filtration Plant	$60,000
Total	**$ 143,000**
2017 – 2018	
Equipment	
Scheduled Truck Replacement (Mike's)	$39,000
Scheduled Backhoe Change Replacement	$6,200
Telemetry Upgrade	$17,000
Valve Box Vacuum	$18,000
Total	**$ 80,200**
Projects	
Moving Meters to the Curb	$15,000
PRV Repairs	$10,000
Mag- Meters at Wells and Booster Pumps	$8,000
Total	**$ 33,000**
2018 – 2019	
Equipment	
Telemetry Upgrade	$15,000
Scheduled Backhoe Change Replacement (one of two Years)	$6,500
Chlorine monitoring Change out	$5,000
Total	**$ 26,500**
Projects	
Moving Meters to the Curb	$15,000
PRV Replacement	$10,000
Mag- Meter at Wells and Booster pump	$8,000
	$25,000
Total	**$ 58,000**

Centerville Police Department

Strategic Goals

FY 15-16

Chief Paul Child
3-14-2016

Strategic Goals for the Centerville Police Department
FY 2016-2017

Strategic Goals with Budget impact:

Goal #1

Increase effectiveness and availability of patrol officers working the roads and answering calls by reducing time spent doing administrative duties in the office and being called in to do fingerprints.

Goal #2

Increase effectiveness of the Detective Division by reducing time spent by the sergeant managing the evidence room.

Goal #3

Provide assistance to the Dispatch Center by reducing the demand on Debbie Olsen doing emergency management duties and providing a backup to the office for answering calls at the front window and on the phone.

Goal #4

Increase the safety of children walking to school who need to cross the busy intersection at Parrish Lane and Main Street by providing an additional crossing guard in the morning.

Goal #5

Reduce the consumption of fuel and pollution caused by idling of patrol cars by providing a protected area for officers to park at the office during extreme weather conditions.

Goals 1, 2 & 3

The primary goals of the police department is to provide quality and professional police, school related safety, and emergency preparedness services to the citizens of and visitors to Centerville City. To achieve these overall goals the department must maintain a sufficient number of personnel necessary to adequately staff patrol division, investigation division, administrative support divisions, emergency management division and the school crossing guards. Inadequate human resources will invariably lead to reduced services the community has come to expect.

Currently, between the Patrol and Detective Divisions there are 16 sworn officers. The police services provided by these 16 officers include patrol and call response, investigations, DARE, School Resource, and Problem Oriented Policing. These officers are very often taxed to their limits with the current workload and the quality of work that we as a department demand.

Centerville Police Department handles a large share of the load related to emergency preparedness and emergency management for the city. Currently, the Chief is designated as the Emergency Management Director, and a member of the office staff is tasked to do much of the related duties. For the last several years, Centerville City has benefited from a Emergency Management Performance Grant (EMPG) using ¼ of the wages of the Emergency Management Director to qualify for this grant. Now that the Director is also the Chief we can no longer use his wages to qualify for the grant. The City is eligible for $7500 annually when we are able to show that at least ¼ of the time of someone assigned to emergency management is spent on emergency management. The eligible amount raises to $15,000 at ½ time.

There is a significant safety concern for the children who walk to school and utilize the school crossing at Main Street and Parrish Lane while crossing Parrish Lane going southbound in the morning. This is due to vehicles making right turns from southbound Main Street to westbound Parrish Lane. This is a long stretch for children to cross and there is only one crossing guard assisting the children in crossing this dangerous section of road. Some agencies assign two crossing guards for similar intersections.

Centerville Police Department is asking for authorization to hire one fulltime civilian employee to address the concerns outlined above. We believe this will accomplish goals 1-3. The duties of this person would be as follows:

1. Evidence Custodian, handling all evidence booked into the evidence room. Transportation of evidence to and from the crime lab or other analysis locations. Destruction of old evidence. Keeping an adequate supply of evidence-related materials. Orderly and safe storing of all property booked into evidence. Currently, the Detective Sergeant is performing these duties; however, a civilian employee will relieve this sergeant of these duties, giving him more time to work cases.
2. Assist with creating disks containing data related to active cases for court or investigation purposes. Assist with putting together all reports, videos, evidence and other data needed for case filings and court. By doing these duties patrol officers will have additional time to patrol and answer calls and our dispatch personnel will be relieved of some of these duties to better perform their normal duties.
3. Oversee the Crossing Guard Division which will relieve pressure from Administration. This person may also assist in doing crossing guard duty, on a limited basis, if an urgent need arises. We currently use duty officers to cover a zone when there is a need.
4. Spend ½ of his/her time doing Emergency Management duties. This will reduce the work load placed on the Chief and one part time employee. This will allow the city to be eligible for $15,000 from the EMPG grant and will increase our preparedness efforts. The Chief would remain involved in emergency management but would have more time to deal with other pressing department issues. Although Debbie Olsen will still be assisting in emergency management she will not be as time committed which will free her up for typing reports, etc.
5. Assist as needed to back up Dispatch at the front window. Taking fingerprints for those people who walk in requesting them as a service to the community and to avoid calling in an officer off of the road.

Cost Estimate: $64,000 (should receive $15,000 per year from the EMPG to augment this wage)

Goal #4

Centerville Police is asking for authorization to hire one 1/3 time crossing guard to assist with the Parrish Lane crossing. The crossing going from the northwest corner to the southwest corner is very long and requires children to cross six lanes of travel. The crossing guard would only work the morning time when kids are on their way to school. This time frame is the most hazardous because the children are walking southbound entering the crosswalk from the northwest corner. Often drivers turning from southbound to westbound onto Parrish Lane do not see the children because they are in the driver's blind spot. In some cases the children are running towards the crossing when a motorist turns right onto Parrish into the path of the child. Although it is illegal to go across a school crossing when the guard is anywhere in the crosswalk motorists all too often fail to obey this law. We have had numerous near misses of children here, especially during the mornings. The afternoon crossing is also a concern but not as hazardous because motorists can see the children walking northbound in front of them and usually yield to the children. It would be tragic if a child were hit in the crossing when the solution is very simple and inexpensive. Most crossing guards run their zones three times a day, thus this position will only be one third of the normal amount for a crossing guard.

Cost Estimate: $2500

Goal #5

Uniformed officers working patrol answer the majority of calls and perform the majority of law enforcement activities. These officers are issued patrol cars which contain everything they need to do their jobs. Among all the equipment in these cars are power supplies, computers and radars which need to be kept cool. We also have a K9 Unit which has a dog inside. Officers wear a bullet resistant vest that adds a great deal of heat to their bodies. The patrol cars also need to be ready to go at any moment so the batteries need to be fresh and the cars cool for the officers and equipment and free of snow. Officers find it necessary to keep their cars running while in the office. For these reasons the department is requesting that a vehicle awning be built over eight parking stalls in the police parking area with electrical plugs. This will assist in keeping the cars cooler in the warmer months therefore reducing the need to idle cars to keep the air conditioners running. Battery tenders can be installed on the vehicles which will allow the officers to keep their batteries powered up while running all of the electronics in the car. During winter months these stalls are difficult to plow and officers may be required to brush snow off of the cars after leaving the office before responding to a call.

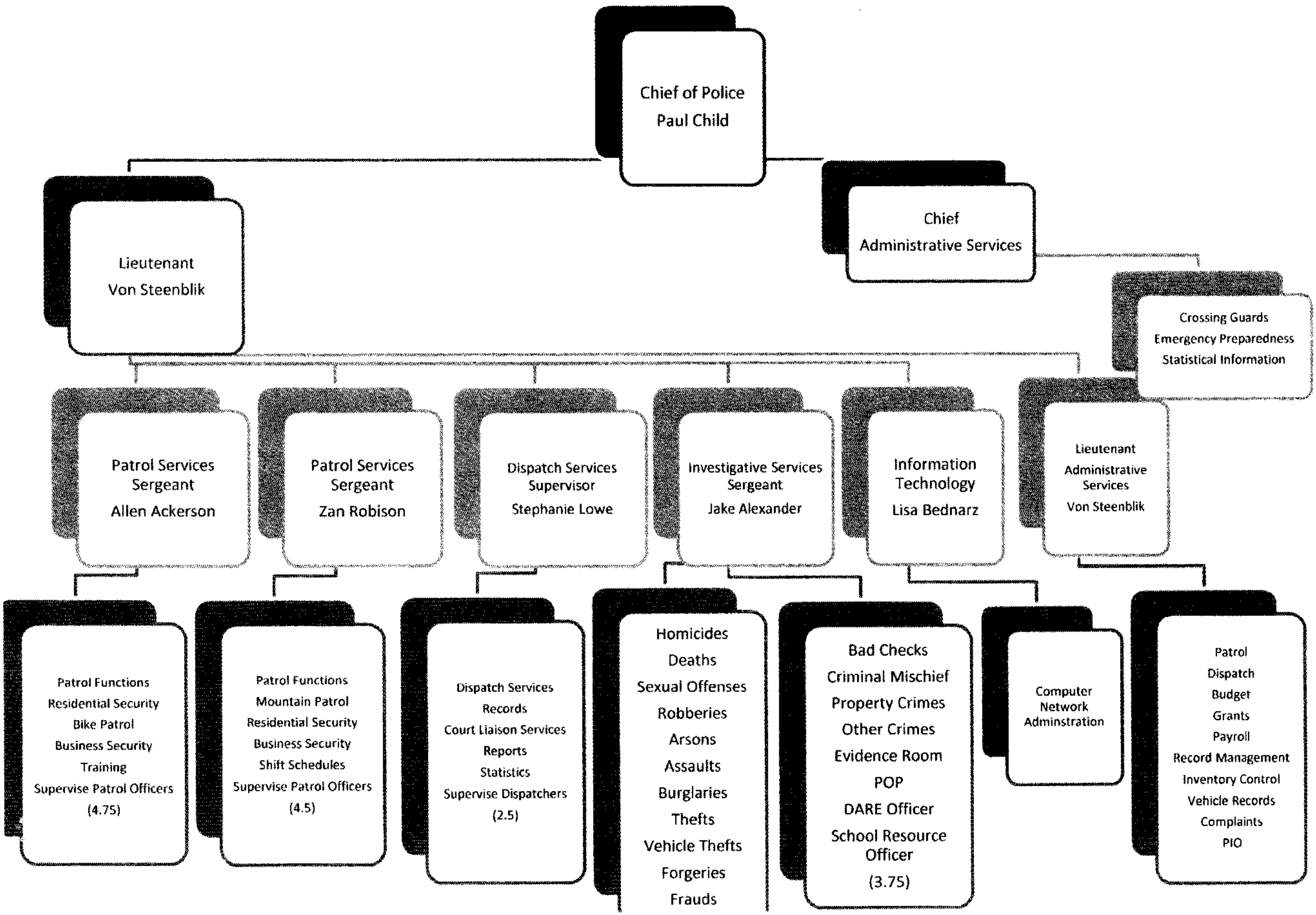
Cost Estimate: $18,750.00

We are currently exploring the possibility of adding additional covered parking stalls, placing a cover over the generator and adding a solar panels to these covers. By doing this the city would have a reduction of power use at city hall and have a battery backup system for emergencies.

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
Updated 3/4/2016



CENTERVILLE POLICE DEPARTMENT

PERSONNEL

2016

Administration	Patrol	Investigations	Dispatch	Crossing Guards
Paul Child – Chief Von Steenblik – Lieutenant	Zan Robison – Sgt. Allen Ackerson – Sgt. Rolynn Snow – POIII Dave Boucher K9 – POIII Mark Taggart – POIII Preston Casey – POII Doug Fackrell – POII Kael Jackson – POII Dave Davis – POII Colton Robinson – POI Marquelle Peters – POI	Jake Alexander – Sgt. *Jason Read (POP) – POIII Mike Dingman – POIII Will Barnes – POIII Jeremy Brown (SRO)- POIII	Stephanie Lowe – DIII Supervisor Lisa Bednarz – Records IT Tech Amanda Henderson – DII Dispatch/Records Debbie Olsen – DI Part Time	Part-Time Limited Vicki Veater Lisa Malmstrom Tashina Jones Louisa McDonald Emilie Arriotti Robin Mecham Ken Mecham Aubrey Vanderlindin Alternates Bethany Christensen Debra Harvey Vern Woodward Kara Hale Rebecca West Ruth Brown
2 Total	**11.25 Total**	***4.75 Total**	**3 Full-Time** **1 Part-Time**	**8 Regular** **6 Alternates**

Centerville Police Department

3 Year Budget Summary

FY 16-17

Chief Paul Child
3-14-2016

Centerville Police Department
Three Year Summary

FY 2016-2017		Estimated Cost
New Personnel		
1/3 Crossing Guard for Parrish & Main		$2,500
Emergency Management/Evidence Custodian		$64,000
EMPG should pay $15,000		-15,000
		$49,000
Equipment over $5,000		
4 New Vehicles, 3 Patrol/1 Detective w/ Emergency Equipment for vehicles		$158,000
8 UCAN Police Band Radios		$22,500
5 Laptop Computers w/printers		$12,000
8 Bay Carport for Southside Police Parking		$18,750
Total		**$262,750**

FY 2017-2018		
New Personnel		
1 Police Officer / Entry Level	Retirement Tier I	$70,100
	Retirement Tier II	$66,044
Equipment over $5000		
4 New Vehicles w/Emergency equipment		$165,000
10 UCAN Police Band Radios		$29,000
15 Replacement Ballistic Body Amor		$15,000
(3 Officers have newer than 5 year old body armor. Body armor should be replaced every 5 years The USDOJ has a 50% grant on all body armor given back to police agencies after purchase making our actual cost $7500		-7500
		$7500**
5 Laptop Computers w/printers		$13,500
Total		**$281,044***

FY 2018-2019

Personnel			
1 Police Officer / Entry Level	Retirement	Tier I	$72,200
	Retirement	Tier II x 2	$68,025
Equipment over $5000			
4 New Vehicles w/Emergency equipment			$170,000
10 UCAN Police Band Radios			$29,500
5 Laptop Computers w/printers			$13,500
Replacement of 20 issued handguns for all officers every 5 years. Glock offers trade-ins for law enforcement making the cost about half of normal.			$5,000
Install a secure metal evidence locker system with a secure Refrigerator for biological material including blood samples. The current lockers do not meet the evidence collection and storage standards. They are made of press board material with substandard locks.			$25,000
Total			**$311,025***

Based on 1 officer under Tier II retirement and using the after-grant amount on the Body armor

** Federal Bullet Proof Vest Partnership Grant will pay half of the total cost

Centerville Police Department

Capital Equipment

FY 16-17

Chief Paul Child
3-14-2016

PROPOSED CAPITAL EQUIPMENT
IN PRIORITY
FY 16-17

Police 10-4210-740

Capital Equipment **Total Cost: $225,870**

1. **Four Replacement Vehicles:** **Cost: $158,000**

   Estimated cost of vehicles includes: 3 Police Interceptor Vehicles for patrol, 1 Detective Vehicle, $116,000. Equipment installation and miscellaneous emergency equipment that cannot be transferred from old vehicles to new, $42,000. The following are the vehicles to be replaced in order to keep pace with our rotation schedule:

   A. ***2011 Ford Taurus: Veh#11-09***
   Projected resale value $5,000

   B. ***2010 Ford Crown Victoria Veh#10-19***
   Projected resale value $2,500

   C. ***2009 Ford Crown Victoria Veh#09-11***
   Projected resale value $2,300

   D. ***2011 Ford Crown Victoria, Veh#11-21***
   Projected resale value $2800

2. **Motorola Portable Radios (8)** **Cost $22,500**

   Many of the current radios we use in our system (Public Safety) are using are old and the FCC is requiring that it be upgraded over time. The cost of the new generation radios is significant, we have been and are continuing to upgrading in preparation for a new system which will not support our current older radios. The cost is too prohibitive to purchase all needed radios in one year.

3. **Lap Top and Desk Computers w/printers:** **Cost:$12,500**

   Five laptops and/or tablets computers with printers, software and licensing, this is necessary to our replacement schedule of laptop computers used by all patrol officers, detectives, and administration.

4. **Taser Electronic Control Devices (12)** **Cost $6,120**

   Tasers purchased last year were under a purchasing plan which saved the department money in FY15-16. Under that plan we agreed to a five year purchasing/warranty plan which will cover Tasers purchased and provide replacements at the end of five years. Tasers have been utilized by the department for several years and have been instrumental in safely taking dangerous or non-compliant subjects into custody. This also includes replacement of 3 older Tasers w/the five year purchasing warranty plan.

5. **Replacement of Police Department Safe** **Cost $3,000**

Replacement of Police Department Safe that secures all weapons, ammunition, and other items that need to be secured. The current safe has been in use for more than 30 years and has been difficult to open. A locksmith has looked at it and it is no longer fixable.
If it were to fail a locksmith would have to drill it open to gain access. The locksmith advised that the safe could fail at any time.

6. **Evidence Camera** **Cost $2,500**

Adding an additional evidence camera, lens, and flash for crime scene investigation.

7. **8 Bay Carport** **Cost $18,750**

Add an 8 bay carport to the police department south side parking area. This would allow police department vehicles to be protected from the elements, (sun, rain, snow) keeping the vehicles ready to be used at a moment's notice; also keeping the vehicles in better condition. This also allows the vehicles to be turned off (idle free) during the extreme heat and cold weather.

8. **Door Control** **Cost $2,500**

Adding Electronic door controls to both evidence doors allowing to track access in and out of the evidence room.

Liquor Law 10-4218-740

Capital Equipment **Total Cost: $12,700**

1. Emergency equipment for Patrol Cars **Cost $2,700**

Apprehension of impaired drivers require our patrol cars to be equipped with ample lighting and confinement equipment. This includes red and blue emergency lights, white "take down" lights, sirens, and prisoner cages. This type of equipment is an approved Liquor Law expense.

2. Three Radars **Cost $10,000**

This purchase is necessary in order to ensure that the department has updated and properly functioning Radars. Speed detection is a great tool for locating persons driving under the influence of alcohol. This is an approved Liquor Law expense.

* Liquor Law funds come directly from the State of Utah and are derived from the Beer Tax Funds. These funds vary from year to year based on a number of factors including the number of establishment that sell alcohol in the city and the number alcohol related arrests made here. We typically do not know the exact amount that the City will receive until late November or early December of each year. All money obtained from this source must be spent in accordance with guidelines established by the State with a focus towards alcohol related enforcement. A report must be filed each year accounting for the use of these funds

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 16, 2016

RE: Strategic Goals and Priorities

As the Department Head of the City Attorney's Office (which I fondly refer to as my "Department of One"), I would like to submit the following 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. Personnel Policy Review and Update

The City Personnel Policies and Procedures are in need of comprehensive updating and revisions. In particularly, I would like to review and revise provisions regarding personnel records, acknowledgment forms, background checks, exempt and non-exempt designations, harassment policies, ADA policies, risk management, performance evaluations, grievances, and discipline. I can do most of this work in-house and can prepare a proposed draft of updated policies, but it would be helpful to have an outside employment law expert review our policies for current issues and prevention. I would like to budget up to $5,000 for this outside review. This task will also assist in meeting our URMMA Inspection Report requirement to review City Personnel Policies and Procedures on an annual basis to ensure legal compliance with state and federal laws.

2. Computer Equipment and Software

I have had quite a bit of trouble with my City-provided laptop. It is sluggish and crashes out of programs such as Word and Westlaw almost every day. The IT Specialist has recently installed extra RAM in the laptop which has helped a little, but not enough. This current computer will be 5 years old in 2017. I would like to request a new laptop and corresponding software for this next budget cycle. Software will include standard programs such as Office Suite (Word, Excel, PowerPoint), Adobe, Security Protection, etc. I suspect this will cost less than $5,000, but wanted to make the request just in case.

Justice Court

Mission Statement

The mission of the Centerville Justice Court is to improve the quality of life in our community through the proper administration of justice. 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 Judicial 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, etc. Justice Court Judges are now able to electronically sign in-court minutes and rulings. They are working on the process to be able to also sign small claims minutes and warrants.

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 court received $6,148 of grant money 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. This system will eventually replace the process that the Police Dept. currently uses for fingerprinting.