

CENTERVILLE WORK SESSION AGENDA

NOTICE IS HEREBY GIVEN THAT THE CENTERVILLE CITY COUNCIL WILL HOLD ITS WORK SESSION MEETING AT 5:30 PM ON August 6, 2019 AT THE CENTERVILLE CITY COMMUNITY CENTER, 250 NORTH MAIN STREET, CENTERVILLE, UTAH. THE AGENDA IS SHOWN BELOW.

A. ROLL CALL

B. NEW BUSINESS

1. Finance Director Position Discussion
2. Sidewalk Replacement and Repair Discussion

C. ADJOURNMENT

Leah Romero
Centerville City Recorder

CENTERVILLE

Staff Backup Report 8/6/2019

Item No. 1

Short Title: Finance Director Position Discussion

Initiated By:

Scheduled Time:

SUBJECT

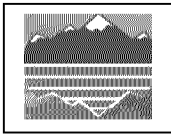
RECOMMENDATION

BACKGROUND

ATTACHMENTS:

Description

- ▣ Job Description - Finance Director
- ▣ Ordinance No. 2019-14 - Finance Director
- ▣ Ordinance No. 2019-15 - Compensation Schedule Amendments
- ▣ Utah Code 10-6-157 - Finance Director



Centerville City

Job Description

Job Title	Finance Director	FLSA Status	Exempt
Department	Finance	Employment	At-Will
Job Code		Job Value	
Last Update: 6/27/2019			

GENERAL PURPOSE

Serves as the Finance Director of the City and is designated to perform or oversee the performance of all powers and duties of the Finance Director under Utah statutes. Performs specific responsibilities and supervisory duties for administering and maintaining the financial integrity of the City. Performs a variety of professional, administrative and managerial duties related to the operations of the Finance Department.

SUPERVISION RECEIVED

Reports directly to the City Manager and works under the broad policy guidance and direction of the City Manager.

SUPERVISION EXERCISED

Provides general supervision to personnel within the Finance Department

ESSENTIAL FUNCTIONS

Management & Administration: Serves as member of City executive staff; contributes to strategic planning and policy development to further the mission of the city; plans, coordinates, supervises and evaluates finance operations; establishes policy, goals and objectives for finance in response to directives from the City Manager and City Council; administers direct day-to-day activities of budget and finance.

Supervision: Provides administrative supervision of finance and budget related functions and personnel including the treasurer, accountant, technical, and clerical staff. Recommends hiring department personnel, monitors training needs and arranges for training, approves leave, evaluates performance, and administers disciplinary or corrective action as needed for finance personnel.

Finance: The Finance Director performs all the financial duties and responsibilities of the City Recorder as set forth in the Uniform Fiscal Procedures Act, pursuant to the provisions of Utah Code 10-6-157, and performs such powers and duties as set forth in City Ordinances and as otherwise assigned by the City Council.

Serves as the principal staff liaison with the City's contracted CPA firm. Ensures the timely execution of finance related functions including maintaining the general ledger, fixed asset schedules, bank account reconciliations, debt service schedules and the preparation and submission of financial records and reports in accordance with the Uniform Accounting Manual for Utah Cities. Coordinates the activities of external auditors, and presents an independent auditor's report to City Council by December 31 each year. Designated as "Chief Financial Officer" under the Financial Reporting Act as set forth in Utah Code 11-50-201.

Ensures City-wide compliance with Procurement Policy. Reviews and approves purchases in the role of Finance Director per Procurement Policy.

Budget: Coordinates the development and preparation of the City's budget by submitting a detail of past revenues and expenditures and the estimated revenues and expenditures of the current year and next succeeding year, to the City Manager and department heads. Assists City Manager in evaluating budget requests from department heads. Prepares final budget documents per direction of City Manager. Responsible for noticing and reporting requirements regarding adoption, amendments, and administration of municipal budgets in accordance with applicable State law.

Prepares regular budget status reports for use by the City Manager, department heads and City Council and monitors compliance with approved budgets.

Redevelopment Agency: Works with the Executive Director of the Redevelopment Agency in negotiations using tax increment financing and other financial tools available to the City. Maintains financial and legal reports of the RDA, and submits such reports to RDA Board and State agencies, as required by law. Monitors developers' compliance with tax increment agreements and ensures timely and accurate payment of tax increment obligations.

Administrative Assistance: Assists with special projects as requested and directed by the City Manager, and makes recommendations that promote effective management of the City and its finances. Provides additional assistance to other City officials and department heads as requested or directed by City Manager. Attends City Council meetings to apprise and advise City officials regarding various City finances, programs, services, policies and procedures as assigned or requested by the City Manager.

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:
 - A. Graduation from college with a bachelor's degree in accounting, finance, public administration, business management or a related field. Master's degree and/or CPA preferred.

AND

B. Six (6) years of progressively responsible experience performing above or related duties.

OR

C. An equivalent combination of education and experience.

2. Knowledge, Skills, and Abilities:

Considerable knowledge of issues related to operations and performance of city finances and activities, city management and council processes, procedures and the political environment as it relates to budget development and fiscal management. **Considerable knowledge of** municipal and fiscal accounting principles, practices and procedures and applicable laws and regulations, including the Uniform Fiscal Procedures Act for Utah Cities.

Considerable skills in creative problem-solving and interpersonal communications; quantitative analysis; business or technical writing; use of computer software for recording, organizing and analyzing data and producing formal documents and reports.

Ability to analyze a variety of operational and organizational problems and make recommendations; plan, organize and draft technical reports, documents and agreements; develop effective working relationships with local officials, the public and city employees; ability to communicate effectively, verbally and in writing; and work effectively under stress and deadlines.

3. Special Qualifications:

4. Work Environment:

Performs in a typical office setting with appropriate climate controls. Tasks require variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, talking, hearing and seeing. Common eye, hand, finger dexterity required. Mental application utilizes memory for details, verbal instructions, emotional stability, mathematics, complex thinking and creative problem-solving skills. Periodic travel required in normal course of job performance. Regular computer use is required, including typing and online research. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

FLSA AND AT-WILL STATUS

The Finance Director position is an at-will position and is exempt from the protections of Utah Code Ann. 10-3-1105. As such, the Finance Director may be terminated with or without cause and shall not be entitled to due process appeal procedures as set forth in Utah Code 10-3-1106.

The Finance Director position is an exempt position under the Fair Labor Standards Act as an administrative, executive and/or professional position.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the employee(s) assigned to this job. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date _____
(Employee)

ORDINANCE NO. 2019-14

AN ORDINANCE REPEALING, ENACTING, AND AMENDING PROVISIONS OF CHAPTER 3.02 OF THE CENTERVILLE MUNICIPAL CODE TO CREATE THE FINANCE DEPARTMENT AND THE POSITION OF FINANCE DIRECTOR

WHEREAS, the City Council has previously adopted provisions of Chapter 3.02 of the Centerville Municipal Code regarding various departments and divisions within the City organization; and

WHEREAS, the City Council desires to create the Finance Department and the position of Finance Director, as more particularly set forth herein.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF CENTERVILLE CITY, STATE OF UTAH, AS FOLLOWS:

Section 1. Enactment. Section 3.02.090 of the Centerville Municipal Code regarding the Finance Department is hereby enacted as follows:

3.02.090 Finance Department

There is a Finance Department within Centerville City responsible for maintaining and managing all accounts and investments, preparing financial reports and budgets, monitoring expenditures, and advising the City Manager and Council on financial matters.

Section 2. Enactment. Section 3.02.100 of the Centerville Municipal Code regarding the Finance Director is hereby enacted as follows:

3.02.100 Finance Director

The Finance Director is the Department Head of the Finance Department. The Finance Director performs all the financial duties and responsibilities of the City Recorder as set forth in the Uniform Fiscal Procedures Act, pursuant to the provisions of Utah Code § 10-6-157, and performs such powers and duties as set forth in City Ordinances and as otherwise assigned to him or her by the City Council. The Finance Director shall perform all the duties set forth in the applicable job description and the financial administrative duties as prescribed in the Uniform Accounting Manual for Utah Cities. Notwithstanding the provisions of CMC 3.02.020, the Finance Director shall be appointed and removed by the Mayor, with the advice and consent of the City Council, pursuant to Utah Code § 10-6-157. The Finance Director may not assume the statutory duties of the City Treasurer. The Finance Director position is an at-will position and is exempt from the protections of Utah Code § 10-3-1105. As such, the Finance Director may be terminated with or without cause and shall not be entitled to due process appeal procedures as set forth in Utah Code § 10-3-1106.

Section 3. Severability. If any section, part or provision of this Ordinance is held invalid or unenforceable, such invalidity or unenforceability shall not affect any other portion of this Ordinance, and all sections, parts and provisions of this Ordinance shall be severable.

Section 4. Effective Date. This Ordinance shall become effective immediately upon publication or posting, or thirty (30) days after passage, which occurs first.

PASSED AND ADOPTED BY THE CITY COUNCIL OF CENTERVILLE CITY, STATE OF UTAH, THIS ____ DAY OF _____, 2019.

ATTEST:

CENTERVILLE CITY

Leah Romero, City Recorder

By: _____
Mayor Clark A. Wilkinson

Voting by the City Council:

	“AYE”	“NAY”
Councilmember Fillmore	_____	_____
Councilmember Ince	_____	_____
Councilmember Ivie	_____	_____
Councilmember McEwan	_____	_____
Councilmember Mecham	_____	_____

CERTIFICATE OF PASSAGE AND PUBLICATION OR POSTING

According to the provisions of the U.C.A. § 10-3-713, as amended, I, the municipal recorder of Centerville City, hereby certify that foregoing ordinance was duly passed by the City Council and published, or posted at: (1) 250 North Main; (2) 655 North 1250 West; and (3) RB's Gas Station, on the foregoing referenced dates.

LEAH ROMERO, City Recorder

DATE: _____

RECORDED this ____ day of _____, 2019.

PUBLISHED OR POSTED this ____ of _____, 2019.

ORDINANCE NO. 2019-15

AN ORDINANCE AMENDING THE CENTERVILLE CITY JOB VALUE AND COMPENSATION SCHEDULE TO ADD THE POSITION OF FINANCE DIRECTOR

WHEREAS, the City Council recently updated and adopted the Job Value and Compensation Schedule based on information and input received from a consultant hired to conduct a pay equity and market study analysis regarding the City's current compensation plan, including an analysis of the market competitiveness of the City's compensation rates; and

WHEREAS, the City Council desires to amend the Job Value and Compensation Schedule to add the position of Finance Director with the corresponding job value and compensation range as recommended by the City's consultant; and

WHEREAS, the City has provided notice and held a public hearing on the proposed Job Value and Compensation Schedule in accordance with Utah Code Ann. § 10-3-818 for appointed officers.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF CENTERVILLE CITY, STATE OF UTAH, AS FOLLOWS:

Section 1. Amendment. The "Centerville Job Value and Compensation Schedule" is hereby amended to add the position of Finance Director with the corresponding job value and compensation range as more particularly set forth in Exhibit A, attached hereto and incorporated by this reference.

Section 2. Severability. If any section, part or provision of this Ordinance is held invalid or unenforceable, such invalidity or unenforceability shall not affect any other portion of this Ordinance, and all sections, parts and provisions of this Ordinance shall be severable.

Section 3. Effective Date. This Ordinance shall become effective immediately upon publication or posting, or thirty (30) days after passage, which occurs first.

PASSED AND ADOPTED BY THE CITY COUNCIL OF CENTERVILLE CITY, STATE OF UTAH, THIS _____ DAY OF _____, 2019.

CENTERVILLE CITY

ATTEST:

Leah Romero, City Recorder

Mayor Clark A. Wilkinson

Voting by the City Council

	"AYE"	"NAY"
Councilmember Ince	_____	_____
Councilmember Ivie	_____	_____
Councilmember Fillmore	_____	_____
Councilmember McEwan	_____	_____
Councilmember Mecham	_____	_____

CERTIFICATE OF PASSAGE AND PUBLICATION OR POSTING

According to the provisions of the U.C.A. 9 10-3-713, as amended, I, the municipal recorder of Centerville City, hereby certify that foregoing ordinance was duly passed by the City Council and published, or posted at: (1) 250 North Main; (2) 655 North 1250 West; and (3) RB's Gas Station, on the foregoing referenced dates.

LEAH ROMERO, City Recorder

DATE: _____

RECORDED this _____ day of _____, 2019.

PUBLISHED OR POSTED this _____ day of _____, 2019.

EXHIBIT A
CENTERVILLE JOB VALUE AND COMPENSATION SCHEDULE



10-6-157 Director of finance in certain cities and towns.

- (1) The legislative body of a city of the third, fourth, or fifth class or of a town may, by resolution or ordinance, create a director of finance position to perform the financial duties and responsibilities of the city recorder or town clerk, as the case may be, as established by this chapter.
- (2) A director of finance:
 - (a) shall be:
 - (i) a qualified person; and
 - (ii) appointed and removed by the mayor, with the advice and consent of the legislative body; and
 - (b) may not assume the duties of the city or town treasurer.
- (3) The legislative body may adopt the financial administrative duties of the director of finance prescribed in the Uniform Accounting Manual for Utah Cities.

Amended by Chapter 375, 2010 General Session

**CENTERVILLE
WORK SESSION
Staff Backup Report
8/6/2019**

Item No. 2.

Short Title: Sidewalk Replacement and Repair Discussion

Initiated By:

Scheduled Time:

SUBJECT

RECOMMENDATION

BACKGROUND

A 2018 Vertical Faults map is attached for reference. A 2019 version will be provided prior to the work session.

ATTACHMENTS:

Description

- ☐ Sidewalk Work Session Memo - Marc Marchant
- ☐ 2019 Vertical Faults Map
- ☐ 2018 Vertical Faults Map

memo

Company name

To: Brant Hanson, Mayor and City Council
From: Marc Marchant
CC: Randy Randall
Date: 8/1/19
Re: Sidewalk Work Session 2019

Comments: During the 2018/19 fiscal year 235 sections of sidewalk with faults greater than one inch, which were not related to trees were replaced. Only 12 sections of sidewalk out of the entire city wide project were part of the initial “cost share” program. There were 184 letters sent out to residents and businesses. We had 30 people respond to the letters. The total cost for the project was \$79,678.50

As we move forward it is imperative that we create a plan that maximizes progress with the city’s sidewalk replacement program. First we must have unwavering support and clear direction.

Centerville has 92.3 miles of sidewalk throughout the city. We must provide a safe and passable system for all pedestrians to use. There is no question that trees cause damage to the public infrastructure, and create a liability for pedestrian traffic. It is the Public Works Departments recommendation that this year’s focus be on trees in the park strip, which are causing the most displacement to the sidewalk system and damage to the public right-of-way. This may include trees that home owners may not want removed.

As we move forward creating a sidewalk replacement plan, it is important that we consider the input from the “tree board”, to help create a realistic program that continues to be progressive year after year improving the quality of our infrastructure.

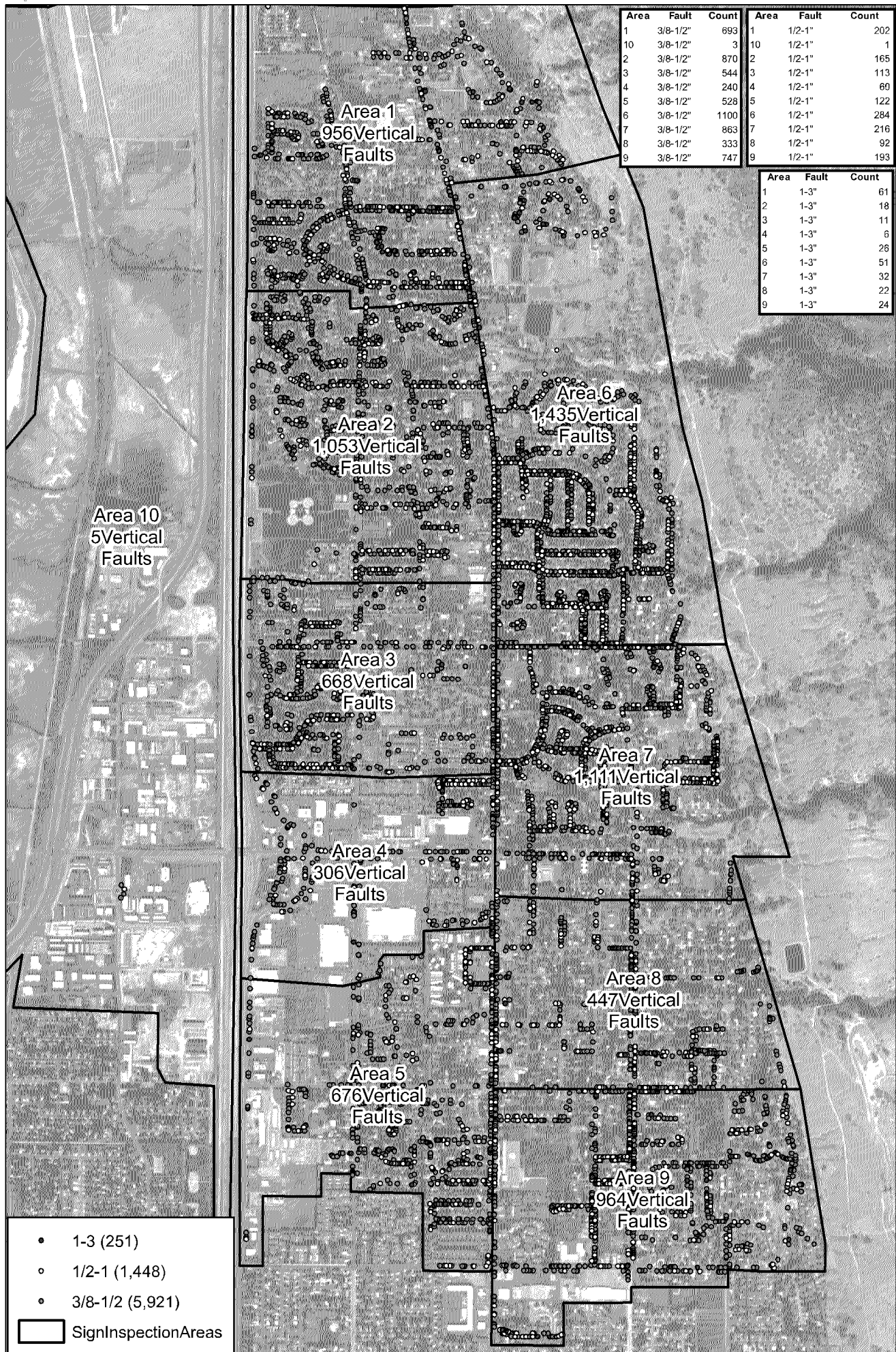


8/2/19

0.5

Miles

Sidewalk Inspection Areas - Count Per Vertical Fault Type





2/28/18

0.4

Miles

Sidewalk Inspection Areas - Count Per Vertical Fault Type

