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 20, 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. Drainage Maintenance Discussion
2. Finance Director Position Discussion
3. Closed meeting, if necessary, for reasons allowed by state law, including, but not limited to, the provisions of Section 52-4-205 of the Utah Open and Public Meetings Act, and for attorney-client matters that are privileged pursuant to Utah Code Ann. 78B-1-137, as amended

C. ADJOURNMENT

Leah Romero
Centerville City Recorder

CENTERVILLE
WORK SESSION
Staff Backup Report
8/20/2019

Item No. 1.

Short Title: Drainage Maintenance Discussion

Initiated By: Dave Walker, Drainage Supervisor

Scheduled Time:

SUBJECT

RECOMMENDATION

BACKGROUND

It was requested at the August 6th City Council meeting that there be further explanation regarding the services that the Drainage Maintenance Project 2019-2020 Notice of Award to Twin "D" Environmental Services paid for.

ATTACHMENTS:

Description

- Drain Lines Cleaned by Twin D 2017-2018
- Drain Lines Cleaned by Twin D 2018-2019

Drain Lines Cleaned by Twin D 2017-2018

Drain Lines Cleaned by Twin D 2018-2019

CENTERVILLE
WORK SESSION
Staff Backup Report
8/20/2019

Item No. 2.

Short Title: Finance Director Position Discussion

Initiated By: Brant Hanson

Scheduled Time:

SUBJECT

RECOMMENDATION

BACKGROUND

ATTACHMENTS:

Description

- Job Description - Finance Director
- Job Description - Administrative Services Director
- Ordinance No. 2019-14 - Finance Director
- 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**	17.85
Last Update: 8/15/2019			

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

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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)

Centerville City
Job Description

Job Title	Administrative Services Director	**FLSA Status**	Exempt
Department	Administration	**Employment**	At-Will
Job Code	110	**Job Value**	17.52
Last Update: 8/15/19			

GENERAL PURPOSE

Performs a variety of **professional, administrative and managerial duties** related to administrative services, economic development, and the management of special projects assigned by the City Manager. Supervises the general operations, planning, and personnel dealing with economic development, administration, IT, public outreach, risk management and municipal court.

SUPERVISION RECEIVED

Works under the broad policy guidance and direction of the City Manager.

SUPERVISION EXERCISED

Provides general supervision to programs/departments as assigned by the City Manager.

ESSENTIAL FUNCTIONS

Management & Administration: Serves as member of City's executive team; contributes to strategic planning and policy development to further the mission of the City; plans, coordinates, supervises and evaluates department operations; participates in the establishment of policy, goals, and objectives for the City in order to implement directives from the City Manager and City Council.

Represents the City Manager at various meetings and participates on various boards and commissions, outside government agencies, and other citizen groups relative to goals, actions, and activities of the City.

Provides administrative support for City Manager. Conducts various studies and researches subjects as assigned by the City Manager. Assists City Manager to develop, implement, and enforce city policies.

Economic Development: Coordinates and monitors economic development and redevelopment programs of the City with developers, contractors, property owners, and other interested parties.

Oversees and implements the City's long-term economic development strategic plan; prepares all federal, state and local economic development and redevelopment reports; generates specific studies and reports, including statistical information pertinent to current economic development and redevelopment needs and trends in the City.

Participates as the City's representative with the Davis County Chamber of Commerce; participates as the City's representative with the Utah Economic Development Corporation (EDCUtah) and stays abreast of current trends and methods of economic development.

Maintains communication with Mayor, City Council, and City Manager to keep them informed of current economic development and redevelopment matters; promotes new development programs.

Maintains files of all potential economic developers with whom contracts are made and all potential economic development property in the City; prepares appropriate information for presentations to potential developers and designing and implementing public relations programs promoting a positive image of the City; monitors locations within the City for possible land acquisition by the City; monitors status of City properties and lease or rental payments.

Manages the work of economic development and redevelopment consultants and associated projects and contracts.

Human Resources: Serves as the City's HR specialist. Advises the City Manager regarding human resource practices and techniques to effectively plan for and manage the City's workforce. Researches, compiles, analyzes and evaluates information about selection procedures, recruitment methods, benefits administration, compensation, job descriptions, and related human resource practices.

Makes recommendations to the City Manager regarding the creation or revision of personnel policies and procedures. Provides updates on personnel policy changes to all employees.

Administers the City's compensation plan including writing/updating job descriptions, classification/reclassification of positions, salary studies and benefit analyses.

Maintains knowledge of industry trends and employment legislation to ensure compliance and assists department heads in complying with labor laws and regulations. Works with department heads to promote career development, assess training needs, and provide training opportunities.

Risk Management: Identifies, evaluates, and mitigates risks inherent to the operations of the City and identified by the City's annual risk inspection program. Works with department heads to develop and implement risk management strategies to efficiently and cost-effectively manage risk. Coordinates annual inspection program with the City's insurance company and City departments.

Administers and coordinates risk related training for all City employees. Assists City Attorney when needed with claims and litigation. Secures and monitors insurance coverage of all assets, as appropriate. Handles insurance claims and filings.

Technology: Oversees and monitors the citywide information technology systems. Works with IT Lead to make recommendations on purchases, upgrades, and other needs. Coordinates installation of system hardware, software, workstations, and other IT related systems.

Public Outreach: Manages City website; recommends improvements to website appearance, functionality and content; oversees work of those assisting in updates/posts of website content. Coordinates with contract web service provider. Coordinates development of all print publications. Manages all outreach initiatives including social media and surveys.

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:

   A. Graduation from college with a bachelor's degree in public administration, business management, economic development or a related field. Master's degree 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 activities, city management, procedures, and the political environment associated with city programs, interrelationships between various types of local governments and agencies, economic development, budget development, fiscal management, human resources, and risk management.

   Considerable skills in the art of diplomacy, creative problem-solving and interpersonal communications; quantitative analysis; business or technical writing; public speaking and presentations; use of computer software for recording, organizing and analyzing data and producing formal documents and reports; and use of website software and social media.

   Ability to analyze a variety of operational and organizational problems and make recommendations; coordinate a variety of policy and administrative matters between City Manager and department heads, contractors and clients; 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 Administrative Services Director position is an exempt position under the Fair Labor Standards Act as an administrative, executive, and/or professional position. The Administrative Services Director position is an at-will position and is exempt from the protections of Utah Code Ann. 10-3-1105, as amended. As such, the Administrative Services Director may be terminated with or without cause and shall not be entitled to due process appeal procedures as set forth in Utah Code Ann. 10-3-1106, as amended.

*****

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 ELIMINATE THE MANAGEMENT SERVICES DEPARTMENT, CREATE THE FINANCE DEPARTMENT, AND REVISE THE TITLE AND DUTIES OF THE 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 eliminate the Management Services Department and to create the Finance Department and to revise the title and duties of the 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 to read in its entirety 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 to read in its entirety 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 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. **Repeal.** Section 3.02.092 of the Centerville Municipal Code regarding the Management Services Department is hereby repealed in its entirety as follows:

~~**3.02.092 Management Services Department**~~

~~There is a Management Services Department within Centerville City which is responsible for maintaining and managing the various aspects of City finances and operations including financial reporting budgets, procurement, human resources and personnel management, risk management and inspection programs, redevelopment agency finances and reporting, administrative services, solid waste management, and technology management.~~

Section 4. **Repeal.** Section 3.02.102 of the Centerville Municipal Code regarding the Management Services Director is hereby repealed in its entirety as follows:

~~**3.02.102 Management Services Director**~~

~~The Management Services Director is the Department Head of the Management Services Department. The Management Services Director shall perform such powers and duties as set forth in City Ordinances and as otherwise assigned to him or her by the City Council. The Management Services Director is hereby appointed as the Finance Director of the City pursuant to the provisions of Utah Code § 10-6-157 and shall perform all the financial duties and responsibilities of the City Recorder as set forth in the Uniform Fiscal Procedures Act. Pursuant to Utah Code § 10-6-157, the Management Services Director shall be appointed and removed by the Mayor, with the advice and consent of the City Council. The Management Services Director may not assume the statutory duties of the City Treasurer. The Management Services Director position is an at-will position and is exempt from the protections of Utah Code § 10-3-1105. As such, the Management Services 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 5. **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 6. **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 20th DAY OF AUGUST, 2019.

ATTEST: **CENTERVILLE CITY**

_____ By: _____

Leah Romero, City Recorder 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.

_____ DATE: _____
LEAH ROMERO, City Recorder

RECORDED this ____ day of _____, 2019.

PUBLISHED OR POSTED this ____ of _____, 2019.

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
8/20/2019

Item No. 3.

Short Title: Closed meeting, if necessary, for reasons allowed by state law, including, but not limited to, the provisions of Section 52-4-205 of the Utah Open and Public Meetings Act, and for attorney-client matters that are privileged pursuant to Utah Code Ann. 78B-1-137, as amended

Initiated By:

Scheduled Time:

SUBJECT

RECOMMENDATION

BACKGROUND

Admin tasks that need more attention and/or can be shifted from current personnel:

Human Resources

- Benefits administration
- New employee setup, verification, changes and orientations
- Recruitment
    - Ads
    - Interviews
    - Job Fairs
- Retention
    - Compensation studies
    - Wellness initiative
    - Internal Communications
    - Personnel policies and procedures
    - Discipline and grievances
    - ADA and back-to-work accommodations/program
    - Investigations
    - Retirement education
    - Performance Evaluations
- Succession planning
- Training
    - Required
    - Supervisory related
    - Skills enhancement
    - Professional development
    - Federal, State law compliance and reporting

Risk

- Cybersecurity
- Data security
- Trainings
    - Safety
    - Defensive driving and MVRs
    - Emergency procedures
    - Education
    - Fostering risk adverse climate
- Insurance renewals and reports
- Claims

Economic Development

- Develop/implement economic development strategic plan
- Business retention
- Analyses on building inventory, sales tax generators, vacancy, economic trends, etc.
- Redevelopment use of funds (small business loans, infrastructure, etc.)

- Economic and growth related grants
- Marketing and branding

Public Outreach/Communications

- Website content management
- Print publications and surveys
- Social media presence
- Press releases

Information Technology

- Planning and forecasting
- Enterprise system evaluation
- Working w/ vendors
- Purchases

Research and Analysis

- Upcoming projects include:
  - Impact Fee Facility Plans and Analyses
  - Fee Updates
  - CIP
  - General Plan
- Council and Mayor assigned studies
- Survey responses
- Contract renewals
- RFPs

Project Management

- Examples include City Hall renovation, changes to programs such as Spring Cleanup, Recreation programs, Baseball, etc.