



CENTERVILLE CITY

250 North Main • Centerville, Utah 84014-1824 • (801) 295-3477 • Fax: (801) 292-8034

Incorporated in 1915

Mayor

Ronald G. Russell

City Council

Justin Y. Allen

Ken S. Averett

John T. Higginson

Sherri L. Lindstrom

Lawrence Wright

City Manager

Steve H. Thacker

interoffice MEMORANDUM

to: Mayor Russell
City Council
cc: Department Heads
Planning Commission
from: Steve Thacker, City Manager *S. Thacker*
subject: City Manager's Summary of June 4, 2013 Council Meeting
date: May 31, 2013

5:30 Centerville Community Foundation Meeting – We have received word that the IRS is processing the City's application for renewal of the tax exemption status for the Centerville Community Foundation. The IRS has requested, however, that the Community Foundation Board adopt a Conflict of Interest Policy. Therefore, a very brief Board meeting is set for next Tuesday at 5:30 p.m. to approve this policy, which will then be sent to the IRS. Hopefully there will be no more hurdles in renewing the Foundation's tax exempt status. Of the current City Council members, only Justin Allen and Sherri Lindstrom are members of this Board, along with Mayor Russell, myself, Blaine Lutz, Paul Cutler and Dave Gutke. The rest of the City Council should be present for a work session beginning approximately 5:40 p.m. Dinner will be available about 5:30 p.m.

5:40 Work Session for FY 2013-2014 Budget – The City Council will continue discussing issues related to the Tentative Budget. The Museum Board has been invited to make a presentation at about 5:45 p.m. regarding their budget request. They have been told that 20 minutes is reserved for this topic, including 10 – 15 minutes for their presentation and a few minutes for questions and answers. I anticipate Board Chair Spence Packer and Vice Chair Nancy Smith will attend, along with possibly some other Board members. **(The City Council may continue this work session following the regular Council meeting.)**

Council members should bring their Budget Books.

7:00 Regular City Council meeting

E.1. FY 2014 Tentative Budget – As required by State law, the City Council will hold a public hearing on the City's FY 2014 Tentative Budget, including the compensation of appointed and elected officials and the Justice Court Judge. The City Council has discussed my proposed guidelines for pay raises in an earlier work session. I was directed to revise those downward, as reflected in the enclosed staff report. The average pay raise for employees meeting expectations would be 2%, ranging from 3% for those near the bottom of the pay range to 1.5% for those near the top of their pay range.

No increases are proposed in compensation for elected officials. Per the City ordinance on this matter, the salaries of elected officials are to be reviewed every four years. The next opportunity would be 2014.

State law provides guidelines regarding the compensation of justice court judges. Following those guidelines would indicate a 2% increase in the salary of Centerville's Justice Court Judge, which is a part-time position.

At the conclusion of the public hearing on the City's Tentative Budget, the Council should adjourn into an RDA Board meeting for a public hearing on the RDA's FY 2014 Tentative Budget. Following that public hearing, the City Council meeting will be reconvened.

- E.2. Fireworks restrictions** – New State law allows fire officials to make recommendations regarding restricted areas for fireworks; however, the legislative body in each entity must approve the restricted areas. Acting Fire Chief Jeff Basset of the South Davis Fire Agency has sent the enclosed email recommending the restricted area in Centerville be the same as was established last year, which was an expansion over earlier restrictions. The enclosed map reflects both the earlier restricted area and the expanded area approved in 2012. The City Council will need to approve the restricted area by ordinance. However, since the City Attorney is on vacation, this ordinance will not be prepared until next Monday and will then be emailed to the City Council. Police Chief Neal Worsley will be present for this discussion.
- E.3. Police Chief report re deer problem** – A number of residents have complained of deer coming onto their properties, destroying landscaping and gardens. Chief Worsley has had several discussions with Division of Wildlife Resources employees who are attempting to address this problem in an experiment with two pilot communities along the Wasatch Front. Chief Worsley will explain the complexity and sensitivity of this issue and seek the Council's direction as he continues discussing this with the Division of Wildlife Resources.
- E.4. Potential use of Reserve Police Officers** – In an earlier meeting Councilman Wright asked the Police Chief to consider the use of Reserve Officers as a way to reduce the need for additional full-time police officers. The City Council asked to know what our neighboring communities are doing with Reserve Police Officers. Chief Worsley compiled the enclosed report and will address this matter at the Council meeting.
- E.5. Mayor's Report** – Mayor Russell may wish to report on a few matters.
- E.6. City Manager's Report** – As shown on the agenda, I will report on several matters that have been mentioned in earlier Council meetings.
- E.7. Miscellaneous Business** – Mayor Russell and Councilman Allen are both unavailable for the regular Council meeting scheduled for June 18; therefore, they have asked that the meeting be postponed to the next evening, Wednesday, June 19. Since this is the meeting in which the Final Budget will be adopted, it would be better for the entire Council and Mayor to be present, if possible, for this action.
- E.8. Minutes Review and Acceptance** – With the Mayor's okay, I have moved the approval of the minutes towards the end of the meeting, anticipating a number of revisions that may be requested by Council members relating to the two budget work sessions. Therefore, in order to accommodate

the public who will be present for the budget public hearing—i.e., not making them wait longer than normal for approval of minutes—I have moved this matter towards the end of the agenda.

E.9. Closed meeting, if necessary –I recommend a closed meeting to report on the effort to purchase right-of-way on Main Street for the Parrish and Main Intersection Project.

E.10. Appointments to City boards, committees, etc. – Mayor Russell may make recommendations for appointments to City boards and committees.

Continuation of Budget work session – The City Council may choose to continue the budget work session after the regular City Council meeting. The agenda shows that possibility.

Potential Agenda Items for June 19 regular City Council Meetings (subject to change):

- Possible field trip to gun range
- Swearing-in of new Youth City Council members
- Financial report for period ending May 31, 2013
- Public hearing re amending FY 2013 Budget (current fiscal year)
- FY 2014 Budget
 - Adopt Certified Tax Rate
 - Adopt compensation plan for employees, including appointed employees
 - Approve compensation for Justice Court Judge
 - Discuss other budget issues
 - Adopt Centerville City FY 2014 Budget of Funds
 - ADJOURN TO RDA meeting for adoption of RDA Budget
- Review Culinary Water Impact Fee Facilities Plan/Analysis
- Update re 2013 legislation affecting cities
- Approve UTA Rail Corridor Use Agreement
- Approve Park Pavilion Policies and Reservation Application

mlm

CENTERVILLE CITY COUNCIL AGENDA

NOTICE IS HEREBY GIVEN THAT THE CENTERVILLE CITY COUNCIL WILL HOLD ITS REGULAR PUBLIC MEETING AT 7:00 P.M. ON TUESDAY, JUNE 4, 2013 AT THE CENTERVILLE CITY COMMUNITY CENTER AND CITY HALL COUNCIL CHAMBERS, 250 NORTH MAIN STREET, CENTERVILLE, UTAH. THE AGENDA IS SHOWN BELOW.

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

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

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

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

Time:

5:30 Centerville Community Foundation

5:40 Work Session for FY 2013-2014 Budget (the City Council may continue this work session following the regular Council meeting later this evening)

7:00 A. ROLL CALL

B. PLEDGE OF ALLEGIANCE

C. PRAYER OR THOUGHT – Episcopal Church of the Resurrection

7:05 D. OPEN SESSION (This item allows for the public to comment on any subject of municipal concern, including agenda items that are not scheduled for a public hearing. Citizens are encouraged to limit their comments to two (2) minutes per person. Citizens may request a time to speak during Open Session by calling the City Recorder's office at 295-3477, or may make such request at the beginning of Open Session.) Please state your name and city of residence.

E. BUSINESS

7:05 1. FY 2014 Tentative Budget

a. Public hearing on Centerville City FY 2014 Tentative Budget, including compensation of elected and appointed officials and Justice Court Judge

(OVER)

- b. ADOURN TO RDA meeting for public hearing on RDA FY 2014 Tentative Budget
- 7:30 2. Consider recommendation of Fire Agency officials to designate restricted area for fireworks for 2013 -- Consider Ordinance No. 2013-06
- 7:45 3. Report from Police Chief regarding deer problem
- 8:00 4. Report and discussion about potential use of Reserve Police officers
- 8:30 5. Mayor's Report
- 8:35 6. City Manager's Report
 - a. Schedule field trip to gun range
 - b. Street lighting in Parrish Lane Gateway area
 - c. Impact of earthquakes on water system
- 8:45 7. Miscellaneous Business
 - a. Reschedule June 18 City Council meeting to June 19
- 8:45 8. **MINUTES REVIEW AND ACCEPTANCE** -- May 21, 2013 Budget work session; May 21, 2013 meeting; May 28, 2013 Budget work session
- 8:50 9. Closed meeting 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.
- 9:00 10. Possible action following closed meeting, including appointments to boards and committees

****The City Council may continue the budget work session following the regular Council meeting****

F. ADJOURNMENT

Marsha L. Morrow, MMC
Centerville City Recorder

CENTERVILLE CITY COUNCIL

Staff Backup Report

Item No. 1

Date of City Council Meeting: June 4, 2013

Short Title: FY 2014 Tentative Budget – Public Hearing

Initiated By: _____

Scheduled Time: 7:05 (25 min.)

RECOMMENDATION

Conduct a public hearing as required by State law on the Tentative Budget for Centerville City for FY 2014. This should include an opportunity for public comment regarding the proposed Employee Compensation Plan, including appointed and elected officials and the Justice Court Judge's salary, in order to satisfy the requirements of State law. Following the City Council public hearing, adjourn into an RDA meeting for a public hearing regarding the RDA FY 2014 Tentative Budget.

BACKGROUND

All residents who pay utility bills were notified of this public hearing via a Budget Newsletter inserted in the billing mailed approximately May 30. The Tentative Budget, including the City Manager's Budget Message, is available on the City's website and at City Hall.

Employee Compensation Plan - The City's Compensation Plan for its employees is explained each year in a document entitled "Salary Administration Guidelines." Those guidelines—as proposed for FY 2014—are enclosed, and will be summarized at the beginning of the public hearing. The concepts and principles in the "Salary Administration Guidelines" will remain the same as prior years. Proposed pay raise percentages for "meeting expectations" range between 1.5% and 3.0%, depending on the employee's current salary position within the pay range. A market adjustment to the pay ranges of 1.5% is recommended by the City Manager; this does not translate into an additional pay raise. The Tentative Budget includes a lump sum equivalent to 2.5% of all salaries to fund pay raises, including the 0.5% Bonus Pool.

The City's Compensation Plan also includes two other parts—the Position Pay Grade Schedule and the Salary Schedule—which are also enclosed. The Position Pay Grade Schedule would not change. It was most recently amended 8/21/12 with the addition of the City Attorney as a regular employee instead of contract. The enclosed Salary

Schedule, which shows the pay ranges for each pay grade is proposed to be adjusted by 1.5% for FY 2014.

Justice Court Judge Salary - State law passed in 2008 provides guidelines for determining the salary of the Justice Court Judge, who is not a full-time employee. The State Administrative Office of the Courts has sent to each city's mayor a letter explaining the law's impact and applying those guidelines to each city. The letter to the Centerville Mayor, dated March 22, 2013, indicates the salary for Centerville's Justice Court Judge should be somewhere between \$28,308 - \$50,954. Judge Miller's current salary of \$40,425 is within this range. State law also requires that a justice court judge "shall receive an annual salary adjustment at least equal to the average salary adjustment for all county or municipal employees for the jurisdiction served by the judge." An increase of 2% in the Judge's salary would reflect the average raise proposed for City employees.

Elected Officials Compensation - No pay increase is proposed for elected officials. An ordinance provides for the salaries of the Mayor and City Council to be reviewed every four years. The next review would be in 2014.

*NOTE: Proposed revisions for
FY 2014 are shown in writing.*

CENTERVILLE CITY
SALARY ADMINISTRATION GUIDELINES – FY ~~2013~~
2014

The City's compensation program is designed to compensate employees fairly, to maintain a pay position which is competitive, and to reward for performance. To carry out this philosophy, the City seeks to establish salaries that are fair externally, internally, and individually.

External Fairness

External fairness means employees will be paid fairly compared to people doing comparable work in the local job market area. The City determines fairness by comparing its salaries for certain jobs, such as police officer or secretary, with the salaries other employers pay for those jobs. Those jobs are grouped into levels of pay called salary grades. Each salary grade is assigned a pay range. In order to achieve a competitive advantage in the job market, the City generally bases the midpoint of pay ranges on the third quartile of the midpoints of pay ranges for related jobs in the job market, although this is subject to change by the City Council.

To keep its salaries in line with local salaries, the City adjusts its salary ranges using data from local market salary surveys. The salary ranges (i.e., the minimum and maximum of each pay range) that were in effect for FY ~~2013~~ will be increased for FY ~~2013~~ by ~~2.0~~ percent.
2013 2014 1.5

Internal Fairness

Internal fairness means that jobs equivalent in value to the City are assigned similar salary grade levels, regardless of the department involved. Each position's salary grade level is based on the job description for that position, so accurate job descriptions are essential. Supervisors should update job descriptions when job duties change significantly and should review them at least annually in conjunction with performance appraisals. If there is a significant difference between the job description and current duties, the supervisor and the employee should normally rewrite the description for review so the City Manager can determine if the job is assigned the correct salary grade level, subject to Council approval. A revised job description does not mean that the assigned salary grade will change, only that it will be reviewed.

Individual Fairness

Individual fairness means an employee will be rewarded for individual performance relative to that of his/her peers. Based on that performance, an employee can move to higher positions in the current salary range or, if the employee earns a promotion, a higher salary range.

Salary Ranges

The City has assigned each job a salary range, with a minimum, midpoint, and maximum salary. The salary range allows employees to receive different salaries based on performance appraisals, levels of experience, and labor market conditions.

Note the following features of salary ranges:

1. Currently the Council's intent is to base the midpoints of salary ranges on the third quartile of the midpoints of pay ranges for related jobs in the job market. This will not be an exact match due to the need to maintain internal equity in the compensation plan.
2. Salary ranges are divided into four equal parts, called quartiles. The lowest salaries are in the first quartile, and the highest salaries are in the fourth quartile. For example, if a job has a minimum annual salary of \$30,000 and a maximum of \$42,000, the first quartile would range from \$30,000 to \$33,000; the second quartile would range from \$33,000 to \$36,000 and so on.
3. Salary ranges overlap extensively, so an experienced, high-performing employee in one grade level can earn the same as or more than a less-experienced or lower-performing employee in a higher grade level.
4. Normally salary ranges move higher each year to keep in line with conditions in the labor market.

Merit Increases

At the beginning of the Fiscal Year, an employee may receive a merit increase, or raise. This increase is based on the employee's performance and is affected by the quartile that the employee's salary is in, market salary conditions, and budget availability. The chart below shows the potential raise available in Fiscal Year ~~2013~~ ²⁰¹⁴ (effective with the payroll period beginning ~~June 24, 2013~~ ^{July 7, 2013}), depending on the employee's performance and where the employee's current salary falls within the pay range assigned to his/her position. **The percentages in this chart are likely to change from year to year. An employee's base pay cannot exceed the maximum of the pay range for his position. Therefore, employees at or near the maximum may not be eligible for the percentages shown in the 4th quartile below.**

	1 st Quartile	2 nd Quartile	3 rd Quartile	4 th Quartile
Consistently Exceeds Expectations ("sustained outstanding performance")	>3.0 % ^{>4.0%}	>2.5 % ^{>3.5%}	>2.0 % ^{>2.75%}	>1.5 % ^{>2.25%}
Meets or Exceeds Expectations	2.5-3.0 % ^{3.5-4.0%}	2.0-2.5 % ^{3.0-3.5%}	1.5-2.0 % ^{2.25-2.75%}	1.0-1.5 % ^{1.75-2.25%}
Needs Improvement	<2.5 % ^{<3.5%}	<2.0 % ^{<3.0%}	<1.5 % ^{<2.25%}	<1.0 % ^{<1.75%}
Seriously Deficient (at risk of Termination)	0%	0%	0%	0%

“Consistently Exceeds Expectations” is funded with a sum equal to 0.5% of the department’s salaries (not including the department head). This 0.5% can be used to increase the amount of raise for one or more employees within the department, subject to approval of the City Manager and Mayor and limited by the funding made available by the 0.5%. This means an employee could possibly receive more than a 0.5% additional increment. The 0.5% can also be used to give lump sum bonuses. Bonuses could be given, for example, for the following purposes:

- to recognize sustained outstanding performance by an employee who is at the top of the pay range (i.e., “maxed out”)
- to compensate an employee for significant additional responsibility undertaken for a limited period, for which the employee was not otherwise adequately compensated
- to recognize significant efforts by employees to upgrade their knowledge and skills

When using the 0.5% for additional base pay increases, normally this would be for the purpose of rewarding employees who consistently or significantly exceed expectations (i.e., “sustained outstanding performance”), or who have significantly increased their value to the City through education or training beyond that required for their position. However, the 0.5% might also be used to address a salary inequity within a department. A department head may also request permission from the City Manager to use up to 10% of the 0.5% sum for minor incentive awards throughout the fiscal year.

Any part of an employee’s pay raise may be delayed or postponed as an incentive to improve performance. Likewise, the 0.5% departmental pool may be used at any time during the fiscal year to fund an additional increase in base pay or to award a lump sum bonus. However, base pay raises given later in the fiscal year and funded by the 0.5% pool would be annualized when determining how much of the 0.5% pool is consumed to fund that raise.

Department heads will be considered as a “department” under the City Manager and Mayor in regard to the guidelines above. In other words, the City Manager and Mayor will decide the amount of raise for each department head, subject to the guidelines and funding limitations. Any base pay increase or lump sum bonus for the City Manager will be determined by the Mayor and City Council.

Centerville City
Position Pay Grade Schedule
8/21/2012

Index Code	Department	Job Title	Pay Grade
100	Administration	City Manager	28
105		City Attorney	27
110		City Prosecutor	NC
115		City Engineer	NC
120		Finance Director/Asst. City Manager	25
122		Management Assistant	15
125		City Treasurer	14
130		City Recorder	12
131		Accountant III	14
132		Accountant II	12
133		Accountant I	10
135		Accounting Technician	7
145		Office Technician	3
150		Administrative Secretary	9
151		Secretary III	8
152		Secretary II	6
153		Secretary I	5
200	Community Development	Community Development Director	23
203		Planner II	13
206		Planner I	11
216		Planning & Zoning Technician	9
205		Chief Building Official	17
300	Justice Court	Justice Judge	NC
305		Court Clerk Supervisor	11
310		Court Clerk III	8
311		Court Clerk II	7
312		Court Clerk I	5
400	Parks & Recreation	Parks & Recreation Director	20
405		Parks Supervisor	14
410		Parks Maintenance Specialists III	10
411		Parks Maintenance Specialists II	9
412		Parks Maintenance Specialists I	7
415		Recreation Coordinator	10
420		Building Custodian	5
421		Recreation Instructor	NC

Centerville City
Position Pay Grade Schedule
8/21/2012

Index Code	Department	Job Title	Pay Grade
500	Police	Police Chief	25
505		Assistant Chief/Lieutenant	21
510		Sergeant	17
515		Police Officer III	15
516		Police Officer II	13
517		Police Officer I	12
519		Records/IT Technician	11
518		Records/IT Specialist	13
520		Dispatcher III	10
521		Dispatcher II	8
522		Dispatcher I	6
524		Court Technician/Dispatcher	5
525		Crossing Guard	N/A
600	Public Works	Public Works Director	23
610		Water Supervisor/Deputy Public Works Director	17
611		Drainage Utility Supervisor	14
615		Street Supervisor	15
617		GIS Specialist	13
621		Journey Mechanic	11
622		Apprentice Mechanic	10
625		Water Maintenance Operator III	12
626		Water Maintenance Operator II	10
627		Water Maintenance Operator I	8
630		Street Maintenance Operator III	12
631		Street Maintenance Operator II	10
632		Street Maintenance Operator I	8
640		Meter Reader	7
645		Laborer	6

Centerville City Salary
Schedule
~~6/24/2012~~

*NOTE: Proposal is to increase
these pay ranges by 1.5 %
effective 7/7/13*

Grade	First Quartile Min	Second Quartile Midpoint	Third Quartile	Fourth Quartile MAX
1	\$20,954.88 to \$23,310.92	\$23,310.93 to \$25,666.96	\$25,666.97 to \$28,022.99	\$28,023.00 to \$30,379.03
2	\$22,008.17 to \$24,484.32	\$24,484.33 to \$26,960.47	\$26,960.48 to \$29,436.62	\$29,436.63 to \$31,912.77
3	\$23,135.37 to \$25,736.25	\$25,736.26 to \$28,337.13	\$28,337.14 to \$30,938.01	\$30,938.02 to \$33,538.90
4	\$24,299.53 to \$27,034.38	\$27,034.39 to \$29,769.23	\$29,769.24 to \$32,504.09	\$32,504.10 to \$35,238.94
5	\$25,519.13 to \$28,387.95	\$28,387.96 to \$31,256.77	\$31,256.78 to \$34,125.59	\$34,125.60 to \$36,994.42
6	\$26,812.64 to \$29,829.29	\$29,829.30 to \$32,845.94	\$32,845.95 to \$35,862.60	\$35,862.61 to \$38,879.25
7	\$28,180.06 to \$31,349.17	\$31,349.18 to \$34,518.27	\$34,518.28 to \$37,687.37	\$37,687.38 to \$40,856.47
8	\$29,602.93 to \$32,933.72	\$32,933.73 to \$36,264.51	\$36,264.52 to \$39,595.30	\$39,595.31 to \$42,926.09
9	\$31,099.70 to \$34,596.80	\$34,596.81 to \$38,093.90	\$38,093.91 to \$41,591.00	\$41,591.01 to \$45,088.10
10	\$32,670.39 to \$36,347.66	\$36,347.67 to \$40,024.93	\$40,024.94 to \$43,702.20	\$43,702.21 to \$47,379.46
11	\$34,333.48 to \$38,195.54	\$38,195.55 to \$42,057.59	\$42,057.60 to \$45,919.64	\$45,919.65 to \$49,781.70
12	\$36,070.48 to \$40,126.56	\$40,126.57 to \$44,182.64	\$44,182.65 to \$48,238.73	\$48,238.74 to \$52,294.81
13	\$37,881.40 to \$42,145.36	\$42,145.37 to \$46,409.33	\$46,409.34 to \$50,673.30	\$50,673.31 to \$54,937.26
14	\$39,803.18 to \$44,279.66	\$44,279.67 to \$48,756.13	\$48,756.14 to \$53,232.60	\$53,232.61 to \$57,709.07
15	\$41,817.37 to \$46,520.20	\$46,520.21 to \$51,223.04	\$51,223.05 to \$55,925.88	\$55,925.89 to \$60,628.71
16	\$43,942.42 to \$48,885.48	\$48,885.49 to \$53,828.54	\$53,828.55 to \$58,771.60	\$58,771.61 to \$63,714.66
17	\$46,159.87 to \$51,352.39	\$51,352.40 to \$56,544.91	\$56,544.92 to \$61,737.44	\$61,737.45 to \$66,929.96
18	\$48,488.19 to \$53,944.03	\$53,944.04 to \$59,399.88	\$59,399.89 to \$64,855.72	\$64,855.73 to \$70,311.57
19	\$50,945.86 to \$56,678.89	\$56,678.90 to \$62,411.91	\$62,411.92 to \$68,144.94	\$68,144.95 to \$73,877.96
20	\$53,532.88 to \$59,556.95	\$59,556.96 to \$65,581.01	\$65,581.02 to \$71,605.08	\$71,605.09 to \$77,629.15
21	\$56,230.78 to \$62,555.12	\$62,555.13 to \$68,879.47	\$68,879.48 to \$75,203.81	\$75,203.82 to \$81,528.16
22	\$59,076.50 to \$65,724.22	\$65,724.23 to \$72,371.95	\$72,371.96 to \$79,019.67	\$79,019.68 to \$85,667.39
23	\$62,070.05 to \$69,055.01	\$69,055.02 to \$76,039.97	\$76,039.98 to \$83,024.93	\$83,024.94 to \$90,009.89
24	\$65,211.44 to \$72,547.49	\$72,547.50 to \$79,883.55	\$79,883.56 to \$87,219.61	\$87,219.62 to \$94,555.66
25	\$68,519.13 to \$76,229.38	\$76,229.39 to \$83,939.63	\$83,939.64 to \$91,649.88	\$91,649.89 to \$99,360.13
26	\$71,994.60 to \$80,095.93	\$80,095.94 to \$88,197.27	\$88,197.28 to \$96,298.60	\$96,298.61 to \$104,399.93
27	\$75,646.35 to \$84,158.61	\$84,158.62 to \$92,670.86	\$92,670.87 to \$101,183.11	\$101,183.12 to \$109,695.37
28	\$79,483.33 to \$88,427.35	\$88,427.36 to \$97,371.37	\$97,371.38 to \$106,315.38	\$106,315.39 to \$115,259.40

Centerville City Salary
Schedule
~~6/24/2012~~

*NOTE: Proposal is to increase
these pay ranges by 1.5 %
effective 7/7/13*

Grade	First Quartile Min	Second Quartile Midpoint	Third Quartile	Fourth Quartile MAX
1	\$10.07 to \$11.21	\$11.22 to \$12.34	\$12.35 to \$13.47	\$13.48 to \$14.61
2	\$10.58 to \$11.77	\$11.78 to \$12.96	\$12.97 to \$14.15	\$14.16 to \$15.34
3	\$11.12 to \$12.37	\$12.38 to \$13.62	\$13.63 to \$14.87	\$14.88 to \$16.12
4	\$11.68 to \$13.00	\$13.01 to \$14.31	\$14.32 to \$15.63	\$15.64 to \$16.94
5	\$12.27 to \$13.65	\$13.66 to \$15.03	\$15.04 to \$16.41	\$16.42 to \$17.79
6	\$12.89 to \$14.34	\$14.35 to \$15.79	\$15.80 to \$17.24	\$17.25 to \$18.69
7	\$13.55 to \$15.07	\$15.08 to \$16.60	\$16.61 to \$18.12	\$18.13 to \$19.64
8	\$14.23 to \$15.83	\$15.84 to \$17.43	\$17.44 to \$19.04	\$19.05 to \$20.64
9	\$14.95 to \$16.63	\$16.64 to \$18.31	\$18.32 to \$20.00	\$20.01 to \$21.68
10	\$15.71 to \$17.47	\$17.48 to \$19.24	\$19.25 to \$21.01	\$21.02 to \$22.78
11	\$16.51 to \$18.36	\$18.37 to \$20.22	\$20.23 to \$22.08	\$22.09 to \$23.93
12	\$17.34 to \$19.29	\$19.30 to \$21.24	\$21.25 to \$23.19	\$23.20 to \$25.14
13	\$18.21 to \$20.26	\$20.27 to \$22.31	\$22.32 to \$24.36	\$24.37 to \$26.41
14	\$19.14 to \$21.29	\$21.30 to \$23.44	\$23.45 to \$25.59	\$25.60 to \$27.74
15	\$20.10 to \$22.37	\$22.38 to \$24.63	\$24.64 to \$26.89	\$26.90 to \$29.15
16	\$21.13 to \$23.50	\$23.51 to \$25.88	\$25.89 to \$28.26	\$28.27 to \$30.63
17	\$22.19 to \$24.69	\$24.70 to \$27.19	\$27.20 to \$29.68	\$29.69 to \$32.18
18	\$23.31 to \$25.93	\$25.94 to \$28.56	\$28.57 to \$31.18	\$31.19 to \$33.80
19	\$24.49 to \$27.25	\$27.26 to \$30.01	\$30.02 to \$32.76	\$32.77 to \$35.52
20	\$25.74 to \$28.63	\$28.64 to \$31.53	\$31.54 to \$34.43	\$34.44 to \$37.32
21	\$27.03 to \$30.07	\$30.08 to \$33.12	\$33.13 to \$36.16	\$36.17 to \$39.20
22	\$28.40 to \$31.60	\$31.61 to \$34.79	\$34.80 to \$37.99	\$38.00 to \$41.19
23	\$29.84 to \$33.20	\$33.21 to \$36.56	\$36.57 to \$39.92	\$39.93 to \$43.27
24	\$31.35 to \$34.88	\$34.89 to \$38.41	\$38.42 to \$41.93	\$41.94 to \$45.46
25	\$32.94 to \$36.65	\$36.66 to \$40.36	\$40.37 to \$44.06	\$44.07 to \$47.77
26	\$34.61 to \$38.51	\$38.52 to \$42.40	\$42.41 to \$46.30	\$46.31 to \$50.19
27	\$36.37 to \$40.46	\$40.47 to \$44.55	\$44.56 to \$48.65	\$48.66 to \$52.74
28	\$38.21 to \$42.51	\$42.52 to \$46.81	\$46.82 to \$51.11	\$51.12 to \$55.41

REDEVELOPMENT AGENCY OF CENTERVILLE CITY AGENDA

NOTICE IS HEREBY GIVEN THAT THE REDEVELOPMENT AGENCY OF CENTERVILLE CITY WILL HOLD A PUBLIC MEETING AT 7:20 P.M. ON TUESDAY, JUNE 4, 2013 AT THE CENTERVILLE CITY COMMUNITY CENTER AND CITY HALL COUNCIL CHAMBERS, 250 NORTH MAIN STREET, CENTERVILLE, UTAH. THE AGENDA IS SHOWN BELOW.

Meetings of the Centerville Redevelopment Agency Board 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. 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.

Tentative
Time:

- 7:20 A. ROLL CALL**
- B. MINUTES REVIEW AND ACCEPTANCE – May 21, 2013 meeting**
- C. NEW BUSINESS**
 - 1. FY 2014 Tentative Budget
 - a. Public hearing on RDA FY 2014 Tentative Budget
- D. ADJOURNMENT**

Steve H. Thacker
Executive Director

ORDINANCE NO. 2013-06**AN ORDINANCE DESIGNATING RESTRICTED AREA WITHIN
CENTERVILLE CITY FOR THE DISCHARGE OF FIREWORKS**

WHEREAS, the Utah Legislature has authorized the legislative body of a municipality to prohibit the discharge of fireworks in specified areas if the local fire code official determines that hazardous environmental conditions exists as more particularly provided in H.B. 289 of the 2013 General Session; and

WHEREAS, the Fire Chief of the South Davis Metro Fire Agency, as the local fire code official for Centerville City, has determined that hazardous environmental conditions exist which necessitate controlled use of any ignition source, including fireworks, lighters, matches, and smoking materials within specified areas of Centerville City; and

WHEREAS, the City Council desires to prohibit the discharge of fireworks and other ignition sources within the specified areas of the City as more particularly provided herein, based on the determination by the Fire Chief of the South Davis Metro Fire Agency that hazardous environmental conditions exist which necessitate the controlled use of such sources; and

WHEREAS, the City Council has determined that the restrictions provided herein are in the best interests of the health, safety and welfare of its residents and are necessary to take all steps possible to prevent a fire from starting within the City by means of a reasonable regulation of the time, place and manner of the discharge of fireworks within the City.

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

Section 1. Restricted Area for Prohibited Discharge of Fireworks. Pursuant to H.B. 289 and Fire Safety Order of the Fire Chief of the South Davis Metro Fire Agency determining that hazardous environmental conditions exist which necessitate controlled use of any ignition source, including fireworks, lighters, matches, and smoking materials within specified areas of Centerville City, the Centerville City Council hereby prohibits the discharge of fireworks in Centerville City within the areas east of 400 East from the Bountiful City boundary to 1000 North (Chase Lane), west on 1000 North (Chase Lane) to Main Street and east of Main Street to the Farmington City boundary. Such restricted area is more particularly described in the map attached hereto as **Exhibit "A,"** and incorporated herein by this reference. It shall be unlawful for any person to use or discharge fireworks within such restricted area as described herein.

Section 2. Severability Clause. 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 provisions, clauses and words of this Ordinance shall be severable. This Section shall become effective without codification.

Section 3. Effective Date. This Ordinance shall become effective immediately upon publication or posting. The restriction on the discharge of fireworks within the restricted area shall be in effect until July 28, 2013.

**PASSED AND ADOPTED BY THE CITY COUNCIL OF CENTERVILLE CITY,
STATE OF UTAH, THIS _____ DAY OF JUNE, 2013.**

CENTERVILLE CITY

Mayor Ronald G. Russell

ATTEST:

Marsha L. Morrow, City Recorder

Voting by the City Council:

	"AYE"	"NAY"
Councilmember Allen	_____	_____
Councilmember Averett	_____	_____
Councilmember Higginson	_____	_____
Councilmember Lindstrom	_____	_____
Councilmember Wright	_____	_____

EXHIBIT "A"

Restricted Area for Prohibited Discharge of Fireworks

Process for City/Town Urban Deer Removal

05/29/2013

The following items will need to be completed in order to begin the urban deer removal efforts from the city/town.

1. **Survey of town residents.** The Division highly recommends this step. The survey will give you a better representation of how the residents of your community feel about the deer that reside within your city/town limits. There may be people in your community that do not want to voice their opinion in an open forum for fear of backlash or disapproval from longtime neighbors and friends. This gives them a chance to voice their opinion anonymously. The Division will provide the city/town with a draft survey in the event that you choose to distribute it to all town households.

2. **Pass a Resolution Requesting Assistance.** The city/town Council will need to pass a formal resolution requesting assistance from the Division of Wildlife Resources for deer removal efforts.

3. **Identify an objective.** The city/town should identify what their overall objective of the removal efforts are. Is there a target number of deer to be removed, a percentage, reduction in number of complaints, etc.? Keep in mind that depending on the number of deer that are in town, the number of residents that elect to sign into the program and time of year that removal efforts are conducted may have an effect on this objective.

4. **Pass an ordinance that prohibits feeding deer within town limits.** Feeding of deer may hinder efforts to remove deer from within city/town limits. The city/town Council must pass an ordinance that prohibits feeding of deer within city/town limits. The ordinance should basically state that residents may not place or scatter food products for the purpose of feeding or attracting deer. This should also include salt or mineral licks. An exception should be made for common or standard agricultural practices that may occur within city/town limits. It will be responsibility of the city/town to enforce this ordinance through their own officers or contracted law enforcement agency. The Division will provide draft language for this type of ordinance if requested.

5. **Define area of work through citizen registration program.** The Division will provide a citizen registration/release form to the city/town administration. Citizens that request deer to be removed from their own private property will need to sign and submit this form to the city/town administration for enrollment into the program. The city/town will also need to define any municipal properties that will be included in this effort. All Division removal efforts will be limited to areas within city/town limits and only to private properties that have enrolled in the program.

6. **Provide a map of enrolled properties.** The city/town administration must provide a map of the city/town that clearly identifies all enrolled properties as well as any municipal properties where deer removal activities are authorized to be carried out.

7. **Provide a location for cleaning.** The city/town will provide an area for the Division to use to clean deer in the event of lethal removal. This includes a trash container or other method of disposing of the viscera. If possible, running water should also be available.

8. **Provide a donation list.** The city/town administration will provide a list of community members that can benefit from any deer that are killed in the removal effort. The Division requests that this list is made up of families or individuals that are in need.

Steve Thacker

From: Jeff Bassett <jbassett@sdmetrofire.org>
Sent: Thursday, May 30, 2013 10:30 AM
To: Bret Millburn (bret@daviscountyutah.gov); Joe Johnson; Ken Romney (kenr@gramoll.com); Kent Parry (KP-Parrysinc@att.net); Leonard Arave (Len.Arave@gmail.com); Ronald G. Russell; Barry Edwards (barrye@nslcity.org); Gary Hill; Gary Uresk (guresk@woodscross.com); Heidi Voordeckers (HVoordeckers@westbountiful.utah.gov); Jonathan Lee (jlee@co.davis.ut.us); Steve Thacker
Cc: Linda Horrocks
Subject: Fire work restrictions
Attachments: Scan_Fireworks Centerville 2012.pdf; Scan_Fireworks2012Bountiful.pdf; Scan_FireworksJuly2012NSL.pdf; Centerville Fire work Restriction.pdf; NSL firework Restriction map.pdf; Bountiful Firework Restriction 29 June 2012.pdf; fireworks 2013 Memo.docx

For the cities of Bountiful, Centerville and NSL we need to put into place the fire restriction areas. With the new law on firework restriction's, it requires city council to approve an ordinance outlining the restricted areas. I have attached a memo regarding this, I have attached the restricted areas we put in place last year and maps from last year. In my opinion we keep the same restrictions as we had in place last year. I have spoken with the police chiefs of Bountiful, Centerville and NSL, they are supporting keeping the restricted areas the same as last year.

Please contact me if you have any questions.

Jeff Bassett
Deputy Fire Chief
South Davis Metro Fire Agency
Office 801-677-2400



South Davis Metro Fire Agency

Proudly Serving the Communities of

Bountiful - Centerville - Davis County - North Salt Lake - West Bountiful - Woods Cross

Fire Chief Jim Rampton

Fire Safety Order

Prohibition of discharge of fireworks, use of Any Ignition Source, Lighters, Matches, and Smoking Materials within Specified Areas of South Davis Metro Fire Agency

The discharge of fireworks is prohibited in the City of Centerville within the areas East of 400 East from the Bountiful City boundary to 1000 North (Chase Ln), West on 1000 North to Main Street and East of Main Street to the Farmington City boundary (described on the attached map). This restriction will be in effect until July 28, 2012 when all fireworks in the state are banned.

Local fire officials are authorized to enforce the Utah state fire code pursuant to Section 53-7-104 including the discharge of fireworks, use of lighters, matches, smoking materials or the use of any other ignition source.

These areas as described on the map have been declared as hazardous environmental conditions because of extreme dryness or lack of moisture in the presence of dry weeds and other vegetation or any combination thereof.

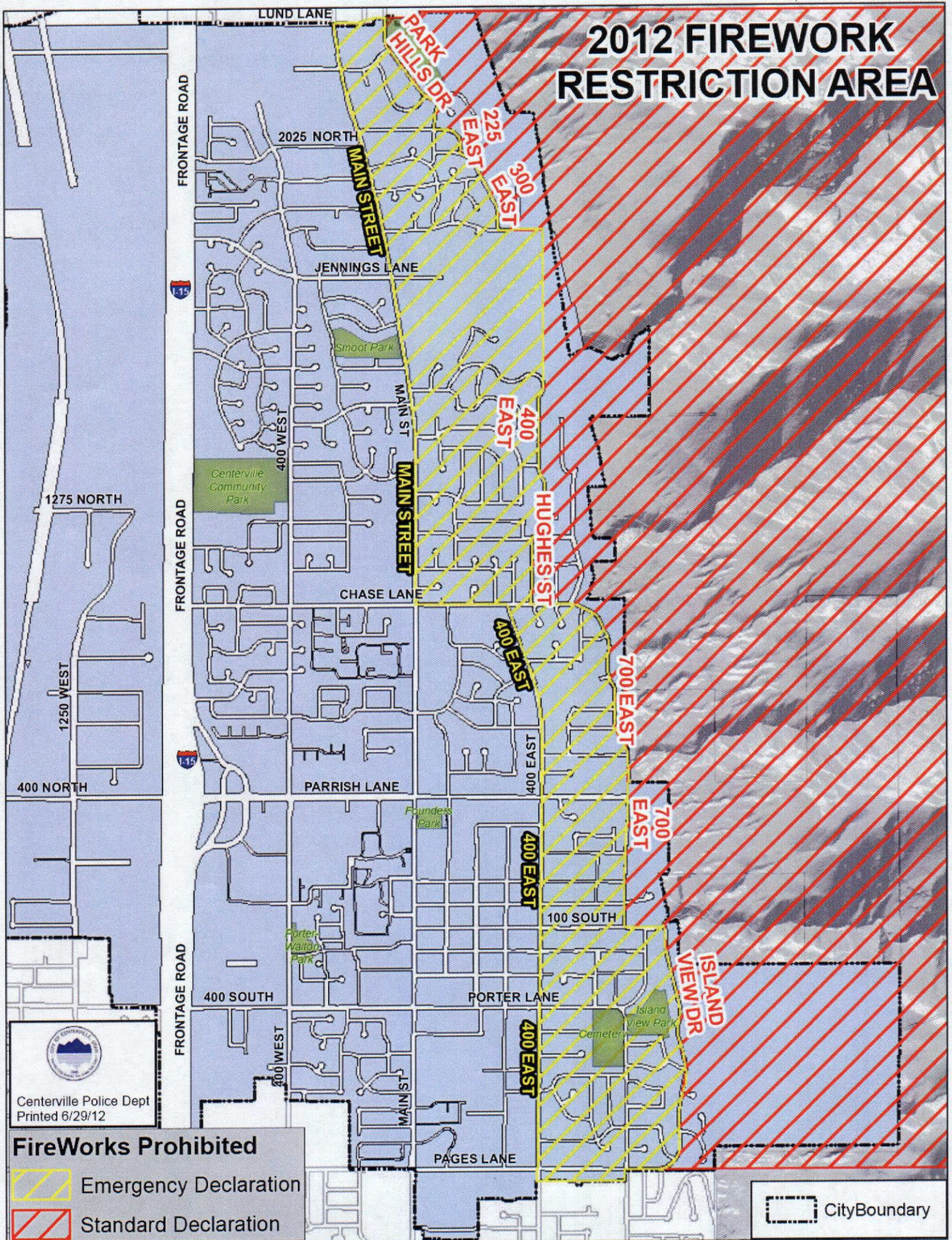
Dated this 1st day of July, 2012.

South Davis Metro Fire Agency



**Jim Rampton
Fire Chief**

2012 FIREWORK RESTRICTION AREA



May 2013 #4

RESERVE / PART TIME / VIP PROGRAM

CLINTON - They would like to get a Reserve program up and going but do not have one at this time. They do not have part time or VIP programs.

SUNSET - Do not have any of the above or plan to in the future.

CLEARFIELD - Would like to start a Reserve program but do not have one in place at this time. They do not have part time or VIP programs.

LAYTON - Do not have Reserve or part time but DO have VIP. They have 10 - 15 active VIP participants. Those interested will fill out an application, have a brief interview. If PD is interested they will do a background check (which would consist of calling the applicant's references, very basic). From there they do initial training.

Some of the VIP participants just help in the office doing filing or other tasks that may need to be done. Others will actually go into a separate training for patrol actually working with Officers on Ride A Longs for a while. They will then be assigned a computer and radio and will do assignments such as help with traffic, issue tickets such as parking and much more. They are NOT involved in crime cases. They also use the VIP participants to help in training such as playing the part of victims in Department training. They are committed to work at least 2 hours a week and are rewarded for the hours they volunteer. Shawn Horton suggested we check out the VIP website for more information about the program.

KAYSVILLE -

Do not have Reserves at this time.

Did not pay Reserves.

Did supply them with a reserve car, uniforms and firearm.

They were required to work 16 hours a month.

Needed to be certified.

They do not have a VIP program and have never heard of it!

FARMINGTON -

They do have part time people but they specifically work at Lagoon. They do not have Reserve or VIP.

NSL -

Do not have a Reserve or part time program active now. They are interested in starting one.

They do not have VIP.

BOUNTIFUL -

They do have a Reserve program. They have Reserve 1 and Reserve 2 status.

Reserve 1 salary starts at approx. \$10.00 an hour and they are required to work 16 hours a month.

Reserve 2 works for approx. \$12.50 an hour and are required to work 20 hours a month.

They need to be certified.

They do not have a take home car but the Dept. supplies the car, uniform and firearm.

They do not have any part time or VIP.

W. BOUNTIFUL –

They do have a Part Time program but they are specifically used for Alcohol compliance and DUI shifts.

They are paid specifically through Liquor Law Funds.

They do have a Reserve program and the officers are not paid.

They supply them with a uniform and the specific items they need.

They work 16 hours a month.

Need to be Cat. 1 certified. They will be on FTO 480 hours prior to being in a car solo.

They are asked to work no less than 6 hour per shift working with another officer and never alone.

They do not have a VIP.

WOODS CROSS –

They have 1 (retired police officer).

He is certified Cat 1.

Department supplies the vehicle, uniform, equipment and firearms.

They are required to work 16 hours a month.

They do not pay him. He answers calls and backs the officers when needed.

They do not have a formal VIP but do have a volunteer who is involved with the Citizen Police Academy run by DCSO. She has not had any formal training.

SYRACUSE-

They do have a reserve program now but as of July 1, 2013 it will be dissolved. The reason is they feel that the hours it takes to have a reserve on FTO is too long. While they are being trained they are usually looking for a paying job and then they leave. Essentially you are training your reserve for someone else.

VIP- they are in the process of setting this up now. They will mainly be used for administration doing tasks such as fingerprints, scanning documents, making follow-up calls for the detectives etc. They hope to have those working 5 hours a week and they do not have any plans to have them working in the field.

DCSO-

They do have a reserve program.

LEO certified & general background checks.

Do not pay.

Department supplies vehicle, uniform, duty weapon and vest.

They are required to work 1 shift (12 hours) a pay period.

They have them take a core academy class and make sure they understand what they need to know for basic patrol. If it works out they allow them to work solo.

Part time-

They have many part time people who work in Sheriff's Office. Some work in courts / corrections.

They are required to work a min. 19 hours a week.

They do not have an organized VIP program. They do have a lot of volunteers that work in the jail, kitchen with corrections etc.

Minutes of the Centerville City Council **work session** held Tuesday, May 21, 2013 at 5:00 p.m. in the Centerville City Council Chambers, 250 North Main Street, Centerville, Utah.

MEMBERS PRESENT

Mayor Ronald G. Russell

Council Members Justin Y. Allen
Ken Averett
John T. Higginson
Sherri Lyn Lindstrom
Lawrence Wright

STAFF PRESENT

Steve Thacker, City Manager
Blaine Lutz, Finance Director/Assistant City Manager
Katie Rust, Recording Secretary

FY 2013-2014 BUDGET WORK SESSION

The City Council has examined the possibility of increasing property taxes for the purpose of funding much needed streets maintenance. Mayor Russell stated the Legislature may address the gas tax issue during the next legislative session in a way that would provide additional funding for roads. The Mayor suggested it would make sense to wait and see what the Legislature does before acting on a property tax increase. Councilmen Higginson and Wright indicated support for the Mayor's suggestion. Steve Thacker, City Manager, feels that even if the Council does not proceed with a property tax increase at this time, the public should be informed that the need for additional streets funding exists, and that a property tax increase may be considered again in the future if other options have not become available. Several funding changes may occur in the future that would increase the amount available to the City to fund services, including changes with UTOPIA and internet sales tax. Mr. Thacker pointed out that the buying power of property tax income has reduced in part because of increasing Fire Agency assessment fees. Councilman Wright stated he would like to see changes instituted with the fire department, including a readiness rating and budget forecasts. He would like to see an equipment list and know the status of their equipment. Mayor Russell reminded the Council that the fire services assessment is subject to the County's reassessment of property values each year. The Fire Agency has a calendar year budget cycle and the City has a fiscal year budget cycle, which means assessment increases are added to the City budget mid-fiscal year. Councilman Allen feels it would be reasonable to request the Fire Agency provide more reporting information to the Council.

EMPLOYEE COMPENSATION AND BENEFITS

Retirement Contributions – Mandatory retirement contributions will increase from 16.04% to 17.29% for non-police employees, and from 30.35% to 32.14% for public-safety employees.

Employee Health Insurance – The cost of continuing health insurance coverage with the current carrier, Select Health, without any changes to the benefits plan, would increase 7.3%. Mr. Thacker does not feel the City should bear the full burden of the increase, and has negotiated changes to the plan to reduce the effect on the budget. Deductibles will increase from \$500 per individual to \$750 (\$1500 per family), but the out-of-pocket maximums will not

Salary Administration Guidelines – City Manager Thacker explained the approach taken by the City regarding salaries. He feels the insurance benefit offered by the City is average in comparison to other cities, but feels that salaries should remain somewhat higher than average for recruiting and retention. Mr. Thacker recommends adjusting pay ranges by 1.5% to approximate the seventy-fifth percentile compared to other cities and remain competitive. A survey of nearly 40 Utah cities indicated an anticipated average employee salary increase of 2.5% for fiscal year 2014. Councilman Wright stated he would like to see a freeze on salaries within the City. He is aware that other public agencies have had a freeze on salaries for several years, and feels there are several issues that should be resolved before raises are considered. Mr. Thacker expressed concern about the message a salary freeze would send to the employees. Councilman Wright does not like the idea of giving raises with the General Fund balance at 14%. He thinks if employees leave, they leave, and believes there are probably ten people equally qualified wanting to step in and take their jobs. Mr. Thacker reminded the Council of the training expense involved with employee turnover. He also reminded them that years ago the City Council set a goal to keep Centerville City employee salaries above the average. Councilman Wright feels making decisions now based on that previous goal is faulty logic. Steve Thacker feels it is important to attract and retain a good workforce. Councilman Wright feels they could explain that the City wants to keep its employees, but based on financial obligations there will not be raises this year. Benefits will still be provided, just no pay raises. Mr. Thacker feels it is important to the City that employees perceive they are well treated and that their services are valued.

A 3% salary increase has been included in the proposed budget - 2.5% (\$84,000) for merit increases, and 0.5% (\$16,000) for department heads to use to reward extraordinary performance. Councilman Averett stated he struggles with the cost-of-living adjustment every year. He is shocked and amazed that the City has been able to continue giving raises with the economic climate in the last several years. He is glad we've been able to do that. Councilman Averett pointed out that City retirement contributions are significantly higher than in the private sector. Most people in the private sector have not continued to receive raises. He is not necessarily in favor of a freeze, but thinks it needs to be seriously looked at. In the current budget it would be hard for him to approve any increase of that nature. Mayor Russell pointed out that since 2008, the raises given by the City have been minimal. The Mayor expressed he is sympathetic to what Councilmen Averett and Wright have said. It is hard to compare the public sector to the private sector because of the differences involved. It is the Mayor's opinion

1 that City police officers and other employees are not paid enough anyway, and it seems
2 counterproductive to deny them the 2.5% increase. The increase is a small percentage of the
3 overall budget, but has a significant effect on the employees. Mayor Russell wants to have
4 good people who are happy working here. He does not like the idea of saying a raise isn't
5 possible because of any one obligation or commitment made in the past. There are sufficient
6 funds in the proposed budget for a modest pay increase that is consistent or lower than what
7 other public agencies are doing. He thinks it would be short-sighted and unfair to the
8 employees to withhold an increase. Councilman Wright does not have a problem with keeping
9 the 0.5% to reward performance, but thinks it is time to say no to a pay increase. The City is not
10 taking anything away from the employees. With infrastructure issues to address, Councilman
11 Wright thinks a freeze is necessary for a year, to be re-examined next year. Councilman Wright
12 expressed concern to City Manager Thacker that he read something regarding a property tax
13 increase in the newspaper before the Council was given the information. Mr. Thacker
14 responded that the response printed in the paper should be taken in the context of the question
15 asked. Councilman Wright expressed disapproval that UTOPIA was listed as an obligation in
16 the proposed budget. He feels the Council has requested it not be listed as an obligation.
17 Mayor Russell stated that Mr. Thacker, as the budget officer, is responsible for putting together
18 a recommended budget that the Council may or may not accept.

19
20 Councilman Higginson pointed out that, with the changes in health insurance coverage,
21 a salary freeze would essentially result in a pay-cut for many employees. Councilwoman
22 Lindstrom stated she would not be comfortable with an increase higher than 3%, and would not
23 want a salary freeze, but would want to stay conservative. Councilman Higginson stated he
24 would be against any increases if the Council were still considering a property tax increase. He
25 is not in favor of a freeze, and feels that some increase is important for motivation. Councilman
26 Wright responded that there are other ways to reward employees. Councilman Allen feels a
27 total freeze is the wrong message to send. He is interested in seeing what other Utah cities
28 have done in the last few years. Councilman Wright feels it is more important to look internally
29 at the City's needs and what is available.

30
31 **Long-term Sick Leave** – Mr. Thacker explained the current policy regarding accruing
32 and cashing-in long-term sick leave. He suggested the Council discuss and consider changes
33 to the policy sometime in the future.

34 35 **UTOPIA OPERATING ASSESSMENT**

36
37 Councilman Allen expressed a desire to hear City Attorney Lisa Romney's evaluation of
38 the City's obligations with regards to UTOPIA prior to making any decisions. Councilman
39 Averett agreed with the suggestion. This topic will be further discussed at the next budget work
40 session.

41 42 **BUDGET NEWSLETTER**

43
44 The Council reviewed a draft of a budget newsletter to be included in the next utility bill.
45 Mayor Russell recommended leaving out reference to a possible property tax increase since the
46 Council has decided not to implement an increase at this time. Councilman Higginson
47 suggested the newsletter indicate that a need exists, and that the City is making due at this time
48 without a property tax increase. Mr. Thacker will draft a statement indicating that possible
49 revenue sources for services may occur in the next year or two. If they do not occur, the
50 Council may consider an increase in property taxes in the coming years.
51

ADJOURNMENT

The work session was adjourned at 6:51 p.m.

Marsha L. Morrow, City Recorder

Date Approved

Katie Rust, Recording Secretary

Preliminary Draft

Minutes of the Centerville City Council meeting held Tuesday, May 21, 2013 at 7:04 p.m. in the Centerville City Hall Council Chambers, 250 North Main Street, Centerville, Utah.

MEMBERS PRESENT

Council Members	Ronald G. Russell, Mayor
	Justin Y. Allen (excused at 7:30 p.m.)
	Ken S. Averett
	John T. Higginson
	Sherri Lyn Lindstrom
	Lawrence Wright

STAFF PRESENT

Steve Thacker, City Manager
Blaine Lutz, Finance Director/Assistant City Manager
Lisa Romney, City Attorney
Katie Rust, Recording Secretary

VISITORS

Interested citizens (see attached sign-in sheet)

PLEDGE OF ALLEGIANCE

PRAYER OR THOUGHT Mayor Russell

OPEN SESSION

Dorothy Hope – Ms. Hope is a representative of the Whitaker Museum, where she has spent many years volunteering. She described many of the efforts made by volunteers in recent years. She shared a statement she feels is very important: "He/She who stands and waits also serves." Ms. Hope has never felt she was wasting her time when volunteering at the Museum. She encouraged those in attendance to tour the museum if they have not already. The City has a treasure in the Whitaker Home, and she appealed to the Council to continue to support the Museum. She feels it is important to remember the past and plan for the future.

Bridget Lee – Ms. Lee is on the Whitaker Museum Board. She reported on the success of the Mother's Day Tea sponsored by the Museum. She stated that visitors are flocking to the Museum, and expressed the great need for a director's stipend in the Museum budget. Ms. Lee thanked Council for all of their support.

CENTERVILLE YOUTH CITY COUNCIL

Youth Mayor Marissa Farmer reported on Youth Council activities in 2012-2013. Mayor Russell thanked the Youth Council for what they accomplish in the community. Lisa Summers, City Youth Council Advisor, recognized the 14 outgoing Youth Council members, who shook hands with and were congratulated by the Mayor and City Council.

Marissa Farmer, Youth Mayor	Hunter Klein
Alex Lindsay	Matt McDonald
Amanda Romrell	Matt Summers
Bonnie Blackburn	Megan Hulse
Chris Beer	Paige Henrie
Clint Sorenson	Shelby Schmid
Hadley Bangerter	Spencer Nash

MINUTES REVIEW AND APPROVAL

The minutes of the Tuesday, May 7, 2013 Council meeting were reviewed. Councilman Allen made a **motion** to adopt the minutes. Councilman Averett seconded the motion, which passed by unanimous vote (5-0).

Councilman Allen was excused at 7:30 p.m.

PURCHASE OF WELL SITE

The City is ready to proceed with purchasing property from the Griffiths for a well on Chase Lane. Councilman Wright made a **motion** to approve the purchase and authorize staff to move forward with the necessary steps. Councilwoman Lindstrom seconded the motion, which passed by unanimous vote (4-0).

PRESENTATION REGARDING SUMMERFEST

Emma Dugal, Executive Director of the Bountiful Davis Arts Council, informed the Council that the art center has moved to Farmington for approximately three years during the Bountiful City Hall construction and renovation. City Council members were given a pin to commemorate 25 years of Summerfest. In addition to Summerfest, the Bountiful Davis Arts Council also provides classes and exhibits throughout the year. Joshua Blackwelder, Summerfest Coordinator, described some of the events to be offered at Summerfest this year. Ms. Dugal mentioned the possibility for Youth City Council involvement in Summerfest.

STAFF REPORT AND DISCUSSION REGARDING AUTOMATED AGENDA MANAGEMENT PROGRAM

The Council previously requested that staff research the possibility and options available for "going paperless" with agendas and staff reports. Blaine Lutz, Finance Director, explained that distribution of the Council packets only makes up 10-15% of the expense. The preparation and creation of agendas and packets accounts for a majority of the expense. Several products are available for the creation of agendas, with the end product in PDF format. A variety of comment or note-taking products are also available. Mr. Lutz listed the advantages of automated paperless packet creation, specifically listing the features of NovusAgenda. The average cost for an automated agenda management program is \$400 per month.

Staff recommend the Council and Planning Commission transition to an electronic format at the same time. The City could either install devices on the Council dais to be used by both groups at their meetings, or an allowance could be provided to each member for the purchase of personal devices. Staff recommends a "test meeting" with all documents in PDF to see if Council members are comfortable with an electronic format. NovusAgenda offers a trial period that would cover two Council meetings with no cost or commitment. The Council and staff discussed different aspects of the note-taking option. Mayor Russell asked if electronic personal notes would be subject to GRAMA requests or legal discovery.

Staff can see a net gain in implementing the electronic format. Mayor Russell and Councilman Wright indicated a desire to give it a try. Councilwoman Lindstrom suggested getting input from other cities that have implemented similar programs.

RDA MEETING

At 8:29 p.m. Councilman Wright made a **motion** to move to a meeting of the Redevelopment Agency of Centerville (RDA). The motion was seconded by Councilwoman Lindstrom and passed by unanimous vote (4-0). In attendance were: Ronald G. Russell, Chair; John T. Higginson, Vice-Chair; Directors Averett, Lindstrom, and Wright; Steve Thacker, RDA Executive Director; Blaine Lutz, Finance Director; Lisa Romney, City Attorney; Katie Rust, Recording Secretary; and Jason Burningham, Lewis Young Robertson Burningham.

The Council returned to regular meeting at 9:03 p.m.

FINANCIAL REPORT

Blaine Lutz, Finance Director, presented a financial report for the period ending April 30, 2013.

MAYOR'S REPORT

The Fire District is moving forward with the process to hire a new fire chief. Mayor Russell reported that the Fire District will not move forward with converting to an independent taxing entity at this time.

CITY MANAGER'S REPORT

- The Council indicated approval of City Manager Thacker offering an orientation for election candidates before the primary election.
- Mr. Thacker reported on emergency repairs to the Island View and First South water tanks. Councilman Wright asked how susceptible the tanks are to earthquakes. Mr. Thacker agreed to find out. The repair costs are paid from the Water Fund.
- The D&RGW Trail will be completed sooner than expected, with construction now scheduled to begin in August.
- City Manager Thacker shared an updated list of Community Development priorities with the Council. The Council agreed with these four priorities. Councilman Wright mentioned the need to address the issue of street lighting in the Parrish Lane corridor area. Mayor Russell said he and the City Manager would discuss this further.

MISCELLANEOUS

- Councilwoman Lindstrom asked about the status of the gas station at Pages Lane and Main Street. Mr. Thacker responded that a site plan is being reviewed by the Planning Commission.
- Councilwoman Lindstrom mentioned a property on 400 West that has fallen into disrepair and asked for staff's help looking into the matter.
- The Council fieldtrip to the Centerville gun range has not yet been scheduled.
- Mayor Russell recommended the Council appoint Royce Allen to the Landmarks Commission. Councilman Averett made a **motion** to appoint Royce Allen to the Landmarks Commission. The motion was seconded by Councilwoman Lindstrom and passed by unanimous vote (4-0).
- Councilman Averett expressed concern for pedestrian safety at the crosswalk on 400 West east of Legacy CenterPoint Theatre. As a driver he has personally experienced difficulty seeing pedestrians crossing at the crosswalk and asked how

long it has been since the crosswalk was repainted. Staff responded the streets department will repaint the crosswalk soon. Mayor Russell suggested a sign that can be placed and removed as needed to warn drivers. Councilman Averett suggested a yellow flashing barricade in the middle of the road, and also suggested a police officer help direct traffic at the crosswalk after theater productions. Staff agreed to look into the sign/barricade option.

- Councilman Wright commented that the budget newsletter to be sent out in the next utility bill will invite citizens to be involved in the budget process. Steve Thacker explained the way the two UTOPIA items – the debt obligation and the operating assessment - are presented in the newsletter.

ADJOURNMENT

At 9:36 p.m. Councilman Wright made a **motion** to adjourn the Council meeting. Councilman Higginson seconded the motion, which passed by unanimous vote (4-0).

Marsha L. Morrow, City Recorder

Date Approved

Katie Rust, Recording Secretary

Minutes of the **Centerville City Council work session** held Tuesday, May 28, 2013 at 6:00 p.m. in the Centerville City Council Chambers, 250 North Main Street, Centerville, Utah.

MEMBERS PRESENT

Mayor Ronald G. Russell

Council Members Justin Y. Allen
Ken Averett
John Higginson
Sherri Lyn Lindstrom
Lawrence Wright

STAFF PRESENT

Steve Thacker, City Manager
Blaine Lutz, Finance Director/Assistant City Manager
Kathy Streadbeck, Recording Secretary

DISCUSSION - FY 2014 Tentative Budget

Enterprise Funds

Steve Thacker, City Manager, explained two (2) years ago the City Council approved a three-step rate increase for the Water Fund. FY 2014 will conclude that process. The City is hopeful no additional increase will be needed in FY 2015, but some long-range planning may be beneficial.

Blaine Lutz, Finance Director, reviewed the Sanitation Fund. Staff recommends a 5% increase. He distributed a graph showing the fund balances since 2007. The proposed increase will bring the fund balance to approximately \$30,000 by the end of FY 2014. He explained the trash cans have lasted longer than expected, but it is likely many will need to be replaced in the near future. In addition, the contract for the sanitation company includes a 2% increase in FY 2014. The proposed 5% increase should adequately cover these needed expenses. A majority of the Council agreed the proposed 5% increase is reasonable.

Steve Thacker reviewed the Drainage Fund. He reported the City Council authorized Lewis & Young, a financial advisory firm, to prepare a long-term financial sustainability plan. However, before this can happen the City Engineer needs to complete and update the drainage master plans. The purpose of the update and subsequent study is to make recommendations for future drainage utility rates to cover both maintenance and improvements. Although it may be several months before the study is complete, staff recommends an incremental increase of 12.5% be included in the FY 2014 Budget. This may seem excessive but in reality this translates to somewhere between \$0.75 - \$1.25 increase per residential customer per month, depending on whether the home is in a subdrain district. There has not been a rate increase in the storm drain fees since 1999 and there has been no increase to the sub-drain fee since 2001. There are several current drainage projects and improvements including Woods Park Subdivision, the railroad project, and the clean-up of flooded

1 basements. Current Drainage Fund revenues will not be sufficient to cover these costs as well as
2 projects and improvements that are projected for the future. If there is not enough money for
3 drainage projects within the drainage budget, then funds get pulled from the General Fund.
4

5 Mayor Russell agreed the proposed increase is reasonable and necessary. However, he also
6 encouraged the City to charge the sub-drain increase to only those customers that use the sub-drain
7 system.
8

9 Councilman Wright said he is not comfortable increasing rates on assumptions. He would
10 prefer to wait until the financial sustainability plan is complete.
11

12 Councilman Allen said he agrees with staff's recommendations, but also pointed out that the
13 Council could raise these rates at anytime. It does not have to be in conjunction with this budget. He
14 suggested the Council wait a few months for the drainage master plan update and financial study
15 before making any final decisions. The Council agreed.
16

17 ***Employee Compensation***

18

19 Steve Thacker distributed additional information including average annual pay raise increases
20 for the U.S. (2.5%) and Utah (2.7%) over the past eight years and the pay increases anticipated this
21 year for other cities in the county (average 2.65%). Centerville City's average increase is
22 approximately 3% over that period. Staff provided two Merit Increase options within the Meets or
23 Exceeds Expectations category only. Option 1 would require a 2% increase in total wages and
24 Option 2 would require a 2.5% increase in total wages. Mr. Thacker also discussed options for
25 reducing the fund even more by eliminating the sustained outstanding performance increase.
26

27 Councilwoman Lindstrom, Councilman Allen, and Councilman Averett agreed that option 1
28 increasing the fund by 2% is reasonable. Councilman Wright said he would like to discuss all other
29 budget issues before deciding on employee compensation. He is unsure that employee compensation
30 is the best location for funding at this time.
31

32 ***Justice Court Judge***

33

34 Steve Thacker reviewed a letter from the Administrative Office of the Courts. According to
35 the letter the workload of Centerville's Judge is 42% of a full-time judge which requires
36 compensation between \$28,308-50,954.40. Centerville's Judge works one day a week. Although
37 staff may not agree with how the workload is calculated, Judge Miller's current salary of \$40,425
38 falls within the recommended range. The Judge is entitled to the same raise as other City employees
39 each year. Therefore, staff recommends the 3rd Quartile be applied to the Judge's salary.
40

41 ***Elected Officials***

42

43 Steve Thacker said per City ordinance the elected official's compensation is not to be
44 reviewed until 2014. At that time staff will gather appropriate data and make a recommendation.

UTOPIA

Mayor Russell reviewed an email sent from Lisa Romney, City Attorney, regarding the Interlocal Cooperative Agreement with UIA. The Agreement states each member city will pay annual dues and working capital per the UIA Board of Directors and subject to each City's budgetary processes and approvals. He said staff recommends budget be allotted per the formula assessed by the UIA Board (50/50) because this is what Centerville was assessed.

Councilman Wright said he does not agree that Centerville is required to pay working capital. The City should not agree to pay anymore than the 3.5% they are already paying, and that should only be approved if UIA can prove appropriate business management practices and show how and where the money is being used. He would feel more comfortable providing funds if UIA was on a better management path, using the Baldrige model or something similar.

Councilman Allen agreed the 3.5% is reasonable, but does not agree with a hard line on business management practices. This may not be the best approach.

Steve Thacker said UTOPIA is generating more revenues from customers and the trend is projected to continue to rise. UIA using prior bond funding for some of the operating subsidy because not all member cities are paying their portion of the assessment. Blaine Lutz said UIA has shown some reductions to their operating budget. It is projected they will cut \$45,000 per month by the end of summer. It is also projected that 2016 is the breakeven point for UTOPIA operating costs. He also explained the industry is constantly changing and it is possible UTOPIA could achieve break even sooner than expected. Council members disagreed on whether they should pay their portion of the assessment and at what percent.

Mayor Russell said that lowering operating costs further could stunt their ability to grow. He suggested meeting with the UIA Board to discuss options regarding strategic planning/improvement process instead of using Centerville's assessment as leverage. He invited Councilman Wright to be a part of these discussions.

Councilman Higginson said the best interest for Centerville is for UTOPIA to be successful. He is unsure it is necessary to jump to the 50/50 agreement and questioned if Centerville is legally bound to contribute that amount. He likes the message Centerville sent by agreeing to pay only 3.5%. He said it does not seem likely that any member city could force a quality business management plan, but agreed UIA should continue to reduce their operating expenses.

Councilwoman Lindstrom said UTOPIA is already stretched thin and incorporating a new business model at this time may cause more harm than good. It is better to continue to watch and pay the necessary working capital assessments in order to help them succeed. She supports staff's recommendations.

Councilman Allen said it is best to be a good partner and help UTOPIA succeed. He also agreed the Mayor and Councilman Wright should meet with Board members and management to

1 discuss options regarding business management. This is a better approach than withholding the
2 assessment.

3
4 Councilman Averett said 3.5% may be reasonable but he does not agree with paying 50/50 as
5 suggested by staff. Originally, there were eleven (11) member cities contributing; now there are only
6 half contributing. It may be in the best interest of Centerville to continue contributing but it is also in
7 the best interest of Centerville to be financially responsible. This issue is going on ten (10) years
8 now. This is one of the hard choices facing the City. He said he is not willing to pay any more than
9 3.5%. This honors Centerville's original commitment.

10
11 ***Equipment***

12
13 Steve Thacker reviewed the capital equipment requests. No department is being granted all
14 that they have requested. He explained the City will be able to replace two dump trucks with one
15 larger truck using a 5-year lease-purchase option.

16
17 Councilman Allen said there are several crosswalk issues. Once a plan is in place are there
18 any funds to help solve these issues? Steve Thacker recommended the Contingency Budget for
19 crosswalk enhancements. Staff is currently researching options and will report back to the Council in
20 the future.

21
22 Councilman Wright questioned if the Police Department could get along without any new
23 vehicles this year. He also asked if there is a database or list of all City equipment.

24
25 Councilman Allen said he is comfortable allowing three vehicles, but if another budget item
26 proves to be more important he is also comfortable lowering that number to two (2). He said staff has
27 done a great job of being judicious with equipment requests.

28
29 Steve Thacker said the Police Department was given less vehicles than requested last year
30 and this year they are requesting four (4) new vehicles and staff recommended only three (3) be
31 funded. He explained there is a point at which vehicle maintenance becomes more costly than buying
32 a new vehicle. The Police Department fleet replacement schedule has already been stretched out.
33 The Police Department has a fleet of eighteen (18) vehicles. He does not recommend suspending
34 their request all together.

35
36 ***Whitaker Museum***

37
38 The Council reviewed the Whitaker Museum 2013-2014 Goals dated March 26, 2013 as
39 submitted by the Museum Board. This list of goals includes a request to hire a Museum Director to
40 be paid \$20,000 annually for 20-hours a week to run the Museum for a monthly stipend of \$600 a
41 month (\$7,200 yearly). The Tentative Budget includes funding for a Museum Director.

42
43 Councilman Wright said the level of programs and activities at the Museum since its recent
44 opening is significant. The volunteers have done an excellent job and it will take a Museum Director

to continue to manage these efforts. He believes \$20,000 is appropriate to hire someone capable of running the Museum. This Museum Director will oversee the volunteers and programs in addition to generating income by raising funds and writing grants. In addition, he also recommends the City provide budget for the cost of maintaining the Whitaker Home yearly.

The Council reviewed the list of duties a Museum Director would be responsible for. Several Council members and staff said some of these duties could possibly be done by existing City employees, reducing the number of hours needed for a Museum Director. The Council discussed other hourly positions including the Baseball Director and the Recreation Directors. The Council also discussed the newness of the Museum may be why it is so busy, but this could taper off in the future requiring less from a Museum Director. It may not be possible for the Museum to maintain this level of attendance in the years to come. A majority of the Council agreed \$20,000 is too great for such a position. The Council also questioned the liability of hiring a 20-hour a week employee. Does this rise to a level where benefits, retirement, unemployment, or other issues could arise? Steve Thacker suggested the hours of work required for such a position be less than twenty hours, to avoid some of this.

Councilman Allen suggested \$8,000 for the paid Museum Director position with an option to pay a commission on income generated for the Museum. Councilman Averett said he is not comfortable paying a new employee \$20,000 a year when there are already proposed cuts on existing employee compensation, city projects, and equipment. He said he would be amenable to allowing \$8,000 annually if necessary. Councilwoman Lindstrom said if the City is to hire any new employee it should be a police officer. She wants to support the Museum, but \$20,000 is too great. Mayor Russell said the Museum and its program have been a great addition to the community. He recommended the City support the Museum, but in a way that makes fiscal sense.

Councilman Wright said anything less than \$20,000 will put the Museum program at risk. He suggested having the Museum Board come to the next City Council meeting to discuss their goals and budget requests. The Council agreed to have the Museum Board come to the City Council work session on June 4, 2013.

Centennial Book

Steve Thacker said the Centennial Book Committee told the City Council they needed a budget of \$45,000 for this project, and they hoped half would come from City funds. Staff suggests allowing \$10,000 in this budget (FY 2014) and \$10,000 in next year's budget (FY 2015). The book is being compiled by volunteers. Mayor Russell recommended eliminating this allocation from the budget at this time, and deal with their request as the need arises, considering the use of contingency funds. The Council agreed.

June 18, 2013 Regular City Council Meeting

The Council agreed to meet at 5:30 p.m. on June 4, 2013 for a work session prior to their regular council meeting.

1 The Council agreed to move the regular City Council meeting scheduled for Tuesday, June
2 18, 2013 to Wednesday, June 19, 2013. This will ensure full attendance of the Council for the
3 adoption of the Final Budget.

4
5 At 9:15 p.m. the meeting adjourned.
6
7

8
9 _____
10 Marsha L. Morrow, City Recorder

Date Approved

11
12 _____
13 Kathleen Streadbeck, Recording Secretary