



CLINTON CITY COUNCIL MINUTES
5:00 pm Special Budget Work Session
Community Development Conference Room
2267 North 1500 W Clinton UT 84015

MAYOR
L. Mitch Adams

CITY COUNCIL MEMBERS

Anna Stanton
Karen Peterson
Mike Petersen
Barbara Patterson
TJ Mitchell

Date of Meeting: April 9, 2019		Call to Order: 5:15 p.m.	
Staff Present	City Manager Dennis Cluff, Valerie Claussen Community Development, Treasurer Steve Hubbard, Fire Chief Dave Olsen, Court Administrator Shannon Mullins, Recreation Director Bruce Logan, Police Chief Bill Chilson, Police Lieutenant Shawn Stoker, Public Works Director Mike Child, Engineer Bryce Wilcox and Lisa Titensor recorded the minutes.		
Citizens Present	There were none.		
Roll Call & Attendance	Present were: Councilmember Patterson, Councilmember K. Peterson, Councilmember Stanton, Councilmember M. Petersen, Councilmember TJ Mitchell and Mayor Adams		
A. TENTATIVE BUDGET REVIEW			
Petitioner	Dennis Cluff		
	<p><u>COURT</u></p> <p>Court Administrator Shannon Mullins explained the Court budget is down \$600 due to the code books being available on line now instead of purchasing books. The attendance of the Judge has also saved money. The Prosecutor is now listed under the Professional/Technical services portion of the budget.</p> <p>She expressed appreciation to the Council for the court area expansion.</p> <p>The Council expressed their appreciation for the efforts of the Court staff.</p> <p><u>FIRE</u></p> <p>Fire Chief Dave Olsen reviewed the Fire and Ambulance portions of the budget with the Council.</p> <p>He identified some categories have been moved around within in the budget. Some of the more expensive items identified in the budget are for the cardiac monitor service agreement; narcotic safe boxes, ballistic vests and training. \$68,000 has been set aside for equipment for the new fire truck.</p> <p>Mayor Adams asked Chief Olsen to express the City Council’s appreciation to the Fire Department for their dedication and service to the City and community.</p> <p>Chief Olsen expressed appreciation for the Council’s support.</p> <p><u>COMMUNITY DEVELOPMENT</u></p> <p>Community Development Director Val Claussen explained CD has requested a purchase of a laptop for her office and then her computer will be moved to the front counter. They will also purchase a new program called My City Inspector to help with scheduling and tracking inspections for the Building Official. There will be some initial set up fees and a</p>		

subscription cost. This will also be a benefit to the contractors.

Councilmember Mitchell suggested passing some of the cost onto the builders for the convenience of the program.

Community Development has also requested to purchase an additional vehicle for the Department.

CITY MANAGER

Mr. Cluff reported on the following information as identified in the FY 2019-20 Budget Message.

Fiscal Health of the City

The revenue generation for Clinton City has an anticipated positive increase over the current year, mostly due to Sales Tax and building associated revenue growth. Commercial growth has slowed, but new residential development is still very active. With this we are seeing some revenue increases in our sales tax and license/permits revenues.

The City Property Taxes designated for street maintenance, repairs and reconstruction for this new fiscal year from the added 0.000456 tax rate is approximately \$407,574. These funds will be transferred into the #37 Special Roadway/Street Projects Fund for street construction/maintenance/repair purposes. The \$4.50 per household Water increase started in May 2017 is expected to generate over \$348,000. These funds will be transferred to the Ductile Iron Water Pipe replacement fund #50 to further rehabilitate our water distribution system.

With the continued increase in new housing and population growth, most Enterprise Funds will not need rate increases this new Fiscal Year. Yet the increase in Water Fund projects, including the anticipated 2000 W widening within 2 years, suggests we need to save additional water funds for waterline replacement for this and other future projects. Additionally, the cost of water from Weber Basin Water District is increasing by 11.5% (\$41,000) for next year which will alone strain the budget. More funding will be needed for these future costs.

Animal Control costs with Davis County have increased for FY 19-20; we need to add \$0.10 to the existing fee in order to break even with these increased fees.

The following is a brief explanation of our various funds:

A. General Fund. The General fund is the major fund with the City. It covers four areas of services: administration; public safety; public works; and, recreation.

1. Administration. The increases in this fund area are mainly due to costs of doing business and personnel.
2. Public Safety. Two Police vehicles will be added this upcoming fiscal year. The new Fire Engine will be ready in FY 19-20 along with the final payment and the additional cost of equipment. As always personnel cost increases are a major impact this new fiscal year.
3. Public Works. Major public works projects planned for this fiscal year are mostly funded within the #37 Special Street Construction Projects fund and the #50 Ductile Iron Water Pipe replacement fund. See projects listed under the Water fund. Added work at the Cemetery is scheduled to allow for the potential opening of a part of section "D".
4. Recreation. Recreation programs continue as in past years. Recreation continues doing a great job in maximizing cost savings and

retaining their high level of quality service to the public.

B. Internal Service Fund (Motor Pool). The motor pool is responsible for the care of the rolling stock and equipment used by City personnel. Two new Police vehicles, Bobtail truck with equipment, a gang mower, a Ford Escape (Community Development), a trailer with suction/excavation unit, a portable high pressure washer unit and the remaining cost for the new Fire engine/equipment are all currently scheduled for purchase this new Fiscal Year.

C. Enterprise Funds. Enterprise funds are set up in principle to be self sufficient and be run as business like as possible.

1. Water. The cost of buying water from Weber Basin is increasing by 11.52% (\$41,036) this new Fiscal Year due to added and new cost requirements to the Basin. We continue our dual check installation, rehabilitation and chlorination system programs and their respective costs. We plan on rehabilitation of water line projects on 1300 N (2000 W to 1800 W) and 1300 N/1000W round-a-bout, paybacks, and valve replacements at 1800 N @ 550 W and 1300 N/1000 W round-a-bout this fiscal year. We continue with the water meter dual check installations and rehabs. As of March 2019 staff has completed 1,340 new dual check installations. This leaves 530 more to get done. Also 1,394 rehabilitations of pre-existing dual checks have been performed.

Some Impact Fees are also being set aside for the new well and reservoir. We plan to set aside another \$200,000 into the new well fund, for a new balance of \$424,056. We may want to start planning for a test well. Unfunded major projects are the water main replacement in 1800 N and a section of 2000 W. It appears the 1800 N widening project will be over 5 years hence, but as mentioned earlier, the 2000 W widening appears to be within the next two years. Funding needs to be set aside for this waterline replacement. The estimated cost to the City is estimated at \$1.5 million for all of 2000 W improvements. These improvements will not be eligible for Impact Fees.

2. Sewer. Continuing maintenance of the sewer collection and land drain lines is part of this Fiscal Year's budget. No additional fee increase is required for North Davis Sewer District this year. We have two Sewer projects budgeted, a sewer line on the east leg of the 1300 N/1000 W round-a-bout and lining a large section of sewer on 2000 W (1st phase).

3. Storm Drain. Planned projects include: paybacks to developers; fencing, landscaping and connecting channel to new 1300 N pond; Shady Grove and Cranefield ponds expansions with pipeline to the slough from Cranefield; 1300 N @ 2000 W extend drain to west; and 800 N (2000 W to 3000 W) install drain;

4. Solid Waste. Robinson Collection Services provides the solid waste collection for the City. Their contract expires June 30, 2022. Wasatch Integrated Waste Management District is raising their fee per can by \$2.00 per month as of July 1st. We will need to increase the per can cost to offset this \$2 pass through increase from Wasatch Integrated.

Clean-up days are planned for the Spring and the Fall. Also, our four community trailers continue to be heavily used by our residents about 8 months of the year.

5. Cemetery Perpetual Care Fund. This is a trust-like account, with the intent that sometime in the future interest from the account's principal will annually cover the costs of Cemetery maintenance. The funds are being held in the State Pool account. The fund balance as of Feb 28, 2019 was \$572,756.

D. Personnel. A 2% COLA and a merit step (2%) increase are included in this FY 19-20 Budget for all employees. Anticipated medical benefit cost increases are

estimated at less than 5%, but will be finalized in May. The City employs numerous temporary employees, particularly during the summer season which help us through the ultra busy seasons. Our employees do a great job and are the ones who daily help make this City special.

E. Capital Projects. As previously mentioned: the expansion at the Cemetery continues; the new fire truck will be finished; and, a number of Water, Sewer and Storm Drain projects are also planned and listed above. Street projects include: 1300 N at Monarch Meadows Subdivision (payback); 905 W/2225 N area; 1300 N/1000 W round-a-bout; Lazy L subdivision; 1500 W (300 N to 735 N) – surface treatment; 2300 N (1000 W to Sunset) – surface treatment; and 1500 W round-a-bout - cape seal.

The Capital Improvement Projects #38 Fund will increase to \$1,522,676 and be kept for future potential projects. No current projects are scheduled from this fund.

Conclusion.

This FY 19-20 budget has been carefully reviewed and constructed to maximize the use of every budgeted dollar. I expect a continued increase in sales tax growth and a continued steady growth in our residential construction. The City should continue its positive fiscal condition with some limited increases to the reserve account.

For ease of review, the RDA, Sanitary Sewer Special Service District and PARCs budgets have been included in this City Budget packet, even though they are separate and distinct entities.

The City Council took a break from approximately 6:00 to 6:30 p.m.

RECREATION

Recreation Director Bruce Logan reviewed the Recreation, Heritage Days and Recreation Program budgets.

The Council discussed the potential for insulating the scorekeeper building to increase efficiency.

They also discussed the concessions budget of \$2500 and the desire to re-evaluate the terms when the next contract is due.

The City Council expressed their appreciation to Bruce for the excellent job he does in running the Recreation Department and for his wonderful staff.

Mr. Logan said he loves working for Clinton City.

POLICE

Chief Chilson and Sergeant Stoker addressed the Police Budget with the Council.

They reported that in the Police budget, the significant change is due to the Watch Guard Body Cameras. They are requesting 18 body cameras with no gap in audio that will automatically turn on. They are required to be manually turned off. They are also asking for Shields to further protect the officers.

There may need to be another crossing guard hired at 1000 W near the path. They reported the crossing guards do an outstanding job.

For the DUI budget they are requesting hand held radios, 5 laptops and a ballistic shield.

They presented the Council with a plan to discuss the possibility of establishing a Master Officer program to allow the officers the opportunity to be financially rewarded for continued education and certification. The Master Officer Program would be a lateral adjustment policy with the ranking as follows:

- Lieutenants
- Sergeants
- Master Officer
- Officer

The intent is to account for time on the job plus training and experience and ongoing recertification. Continual education and training would be required.

They explained the cost to the City is anticipated to be a 10% increase and would apply to approximately half the current police force.

Lieutenant Stoker said a program like this is necessary to remain competitive and keep trained officers in Clinton City.

Councilmember K. Peterson commented she feels the department should determine where training is needed and then encourage officers to get their education in these areas.

The Council discussed the benefit of the continued education for the Police.

The Council was in consensus to work with Police to develop a master officer program with a lateral adjustment.

Appreciation was expressed for both the City Council and for the efforts of the Police Officers.

TREASURER

Treasurer Steve Hubbard explained the credit card transaction fees have increased once again due to growth and online payments. Line 37 has decreased to zero; a bond is no longer required for the Treasurer. There is a request for two new computers.

The Council expressed a thank you to the Treasurer’s office for the excellent service they provide.

PUBLIC WORKS

Public Works Director Mike Child and Engineer Bryce Wilcox addressed the items related to Public Works department.

A new expense for \$7,000 is included for a security glass for the front entrance. \$4500 has been budgeted to paint 20 light poles.

Other items reviewed include:

- Streets and Roads
- Parks
- Cemetery
- Some adjustments have been made to the personnel portions of these budgets to accommodate for work flow.

Mr. Child explained that the Clinton City Public Works Department provides a good quality of service for the community.

	<p>They went onto discuss the following funds also included in the budget:</p> <p><u>INTERNAL SERVICE FUND (MOTOR POOL)</u> The Council discussed the large motorpool purchases, \$242,790 will be transferred from the General Fund for the rest of the fire truck cost. No other transfers are anticipated.</p> <p>The Council requested Mr. Cluff to move forward this year with the transfer but with the intent that there no longer be a transfer from the general fund to the motorpool.</p> <p><u>WATER</u> Increase the rate for each household by \$.50 as a pass through cost from the Weber Basin Water Conservancy District increase to the City.</p> <p>Additional increases may be necessary in the future to cover other water infrastructure projects that are still needed.</p> <p><u>SEWER</u></p> <p><u>STORM DRAIN</u> Look at an increase in 2020-21.</p> <p><u>SOLID WASTE</u> \$2 a can pass through cost. Will put information into newsletter. Purchase additional cans to meet the increase in demand.</p> <p><u>CAPITAL IMPROVEMENT PROJECTS</u> The recreation building parking will be expanded.</p> <p><u>CEMETERY PERPETUAL CARE FUND</u></p> <p><u>STREET PROJECTS</u></p> <p><u>CITY COUNCIL</u> Mayor Adams summarized the following changes the Council would like made to the Tentative Budget:</p> <ul style="list-style-type: none"> • Regarding the Council salaries, they will receive the COLA each year along with the employees. • Mr. Cluff will work with the Police to establish a lateral master police officer program. • \$.50 water increase to cover the increase from the Weber Basin Water District. • A \$2 increase in the solid waste fee is already included to cover the pass through cost from the Wasatch Integrated Waste Management. • The City is in a good situation financially however, the City needs to remain prudent in anticipating future costs for upcoming infrastructure projects.
<p>CONCLUSION</p>	<p>Councilmember K. Peterson moved to tentatively adopt the Tentative Budget with the changes discussed and set a public hearing to adopt the Tentative Budget on May 14, 2109. Councilmember Patterson seconded the motion. Voting by roll call is as follows: Councilmember K. Peterson, aye; Councilmember Patterson, aye; Councilmember Stanton, aye; Councilmember Mitchell, aye; Councilmember M. Petersen, aye.</p>
<p>ADJOURN</p>	<p>Councilmember M. Petersen moved to adjourn. Councilmember Stanton seconded the motion. Councilmember’s K. Peterson, Patterson, M. Petersen, Stanton and Mitchell all voted in favor. The meeting adjourned at 10:25 p.m.</p>

 Dennis W. Cluff, Clinton City Recorder