NOTICE OF WORK SESSION

A BUDGET WORK SESSION WILL BE HELD BY THE WEST BOUNTIFUL CITY COUNCIL ON TUESDAY MAY 5, 2009 AT 6:00 P.M. 550 NORTH 800 WEST, WEST BOUNTIFUL, UTAH.

Minutes for
Budget Work Meeting
May 5, 2009

Those present: Mayor James Behunin, Debbie McKean, James Bruhn, Cheryl Searle, Valerie Shaw, Kenneth Romney, Craig Howe, Heidi Vordecker

Meeting called to order by Mayor Behunin at 6:20 p.m.

Mayor Behunin indicated that by statute the tentative budget must be made available to the public for review prior to finalization.

1. Unresolved issues – salaries for golf employees, Blake, and police officers.

Golf pro shop salaries – Mike was present to address this issue

- Page 8 of 10 shows the net profits of the pro shop to be estimated at $30,000. Mike recommends putting that towards fixed salary for one employee rather than distributing bonuses.
- Ken Romney asked if Mike thought incentives had an effect on employees' attitudes regarding sales, thefts, etc. Mike thinks effect is minimal; did not change how they do business.
- A salary would have to include retirement and other benefits.
- Craig mentioned they do not have information on salaries in other cities for comparison.
- Mayor Behunin asked Ken Romney to work with Craig and Mike to figure out the net and a salary plus benefits.

Pay Scales –

- Salary ranges were reviewed of the positions in the city, and in many instances the ranges were very close to normal, but several were not. Individual salaries are within 6 to 10 % of normal range. The police officers are close, but they do not advance as quickly as other positions. They can advance two steps rather than one at their anniversary dates in order to keep pace with the market.
- Blake's salary was quite low, and someone is needed who has experience with the city. Maintenance should be put all in one area, and Craig proposed that Blake head the department. That would make him an exempt employee, which would take away his overtime. He could accrue comp time. If Blake's pay scale were brought up 12%, his salary would still be $5,000 less than he was paid last year with his overtime. It was mentioned that overtime can make a big difference for a family. Craig indicated he has discussed it with Blake. Craig has not yet looked at the specific numbers; discussions will continue.
- Mayor Behunin mentioned a new title for Blake would give him more decision-making.
- Jim Bruhn is in favor of Craig's proposal regarding Blake; Debbie McKean is concerned he not be taken advantage of, but Craig mentioned Blake has been good about keeping overtime down in the past. Ken suggested that Blake would realize an increase if his salary is brought up to pay range, and the extra $5,000 in overtime is not always a sure thing.
- It was suggested that Craig look at Blake's overtime for the past couple of years.

General policies –

- Page 7 under the topic of Personal Investment, included is a 1-step increase on anniversary dates, except police officers, who would get a 2-step increase. They

would review the salaries every three years. They may not be able to do it this year, but would try for next year. The cost of living is currently based on the March CPI, which showed little to no increase, so there will be no cost of living increases. In the final analysis, the pay scales increase for everyone. There will be a 1-step increase for all officers effective July 1st, then 2-steps on their anniversaries.

2. Revenues are conservative because court revenues are an unknown at this point.

3. Jim Bruhn – Storm Drain Fund
   - Jim asked about the transfer of $12,000 for the storm drain fund. Heidi said it is coming from Capital Improvements. Capital Improvements shows $200,000, however budget is down $100,000, so there is really only $100,000 available. Transfer from Capital Improvements was not approved by the council.
   - Mayor Behunin said the new engineer is going to do a storm drain plan and a sidewalk plan , then come to council for budgeting. They do not need to back the storm drain fund with Capital Improvements.

4. Debbie McKean –
   - Page 4, Non-Departmental – salaries and wages for exiting employees, are they putting it in Employees or a line item? Some police employees are exiting. The salary figure includes retraining, payroll taxes, etc.
   - There should be $1,000 postage for the newsletter, so the newsletter needs to be raised by that amount, or $1,000 needs to go in Postage.
   - Parks – page 4: shows a wash on Fourth of July, but she does not think it is a wash. They are showing $5,000 from Holly Oil and $6,000 from the RAP tax. Debbie does not feel they should use RAP tax for Fourth of July.
   - Page 7 shows $15,000 to collect Christmas trees from the curb. She proposed having citizens dispose of the trees themselves. The city could provide a dumpster in the park.
   - Debbie stated as a side note to the 1-step increase for personnel, they have never had a written policy. If they do not make it a policy, the next council will not be bound by this council's decision. Rather than dealing with technicalities in planning the budget, he suggests that starting in July, they take a section of the employment policies at a time to review.

5. Mayor Behunin – he had issues with the Christmas tree costs and the RAP tax, which have been discussed.

6. Val Shaw –
   - Page 4, General Fund – administrative – concern over bank fees. Most fees are for merchant processing for credit card payments to the golf shop, utilities, etc. Craig wants to look at state processing and see if it would be less. It would be more expensive to accept checks.

7. Ken Romney – wanted to thank Administration for all the work they have put in on the budget. He is in favor of a conservative approach.

8. Cheryl Searle was not present, but Debbie McKean asked about the sidewalk project on her behalf. There is nothing in the plan for fixing the sidewalks. It is in Class "C" projects, $15,000 for sidewalks. $70,000 might roll over from the 1800 West project.

9. Craig Howe – At the bottom of page 6, Transfer of Others – they tried to be very conservative in moving around funds. Each fund must be self-sustaining. They have been able to decrease many of the transfer amounts. Craig wants to approach

budgeting by taking all the "wants", pricing them out, checking customary policies, then you whittle them down. But he needs to see all the "wants".

10. Ken Romney - Well Rehabilitation
    - Increased flow will preclude the need of drilling another well. Some of their findings make no sense, and they need to do some more research before they know if they can increase the flow. Craig said at 426 feet they saw a good flow of groundwater, but there are no screens, which would allow the water to come through better. Also, a new pump would be necessary to bring that water up. If everything comes together, they can get 1,000 gallons per minute. That would involve getting water rights and checking water quality, because previously there has been a plug above the lower aquifer.
    - There was a 12-inch piece of casing, which left some hanging, but they only need 6 inches. That casing needs to be fixed.
    - Mayor asked if, based on projected performance of the well, they should authorize putting more money into rehabilitating the well. Ken said there needs to be more fact-finding, and it may take another week to know.

11. GSBS Software – Debbie McKean said budget approved $10,000 for the software, but everything is done with it, there will be $650 left over.

End of meeting.