

Mayor
Kenneth Romney

West Bountiful City

City Administrator
Craig Howe

City Council
James Ahlstrom
James Bruhn
Debbie McKean
Mark Preece
Dave Tovey

550 North 800 West
West Bountiful, Utah 84087

Chief of Police
Todd Hixson

City Engineer
Ben White

Phone (801) 292-4486
FAX (801) 292-6355

City Recorder / Auditor
Heidi Voordeckers

City Treasurer
Mindi Tullis

BUDGET WORK SESSION

NOTICE IS HEREBY GIVEN THAT WEST BOUNTIFUL CITY COUNCIL WILL HOLD A BUDGET WORK SESSION ON **TUESDAY APRIL 3, 2012 AT 6:00 PM** – 550 NORTH 800 WEST, WEST BOUNTIFUL CITY. THIS WORK SESSION WILL TAKE THE PLACE OF THE REGULARLY SCHEDULED CITY COUNCIL MEETING.

AGENDAS AS FOLLOWS:

1. Review of Budget Process and Calendar
 - a. Department Input
 - b. Budget Retreat
 - c. Finance Committee Review
2. Discuss FY 2013 Budget – Personnel
 - a. Wages
 - b. Benefits
 - c. Department Allocations
3. Discuss FY 2013 Capital Projects
 - a. RAP Tax Allocation
 - b. Capital Spending Cash Allocation
4. Additional Discussion of FY 2013 Budget, as directed by City Council
5. Adjourn

According to the American's with Disabilities Act, individuals needing special accommodations (including auxiliary communicative aids and services) during the meeting should contact Heidi Voordeckers, City Recorder/Auditor, at (801) 292-4486.

Any residents or property owners in West Bountiful City may request to offer a prayer or thought at the City Council Meetings. Please notify Heidi Voordeckers, City Recorder/Auditor of West Bountiful City, of this desire twenty four (24) hours before the meeting.

** I certify that this agenda has been posted and delivered to the City Council and sent to the Clipper Publishing Company on March 28, 2012.

1 Budget Meeting

2 April 3, 2012

3

4 Those present: Mayor Kenneth Romney, James Ahlstrom, Mark Preece, James Bruhn, Dave
5 Tovey, Debbie McKean, Craig Howe (City Administrator), Heidi Voordeckers (City
6 Recorder/Auditor), Ben White (City Engineer), Chief Todd Hixson, Nathalie Ellingson
7 (secretary)

8

9 Visitors: Alan Malan, James Behunin, Brady Tracy

10

11 1. Review of Budget Process and Calendar

12

13 a. Department Input

14 Beginning in January, Heidi sent worksheets to each department head. She inputs payroll and
15 benefits information and leaves the operation portions open for department heads to review. The
16 worksheets include historical data on each line item.

17

18 b. Budget Retreat

19 The Budget Retreat was held February 18, 2012, at which time the council prioritized items to be
20 addressed when preparing the budget. At the beginning of the session, Craig Howe presented a
21 Strategic Plan. As the city emerges from its financial difficulties, it is important that they
22 carefully plan level of service, operating expenses, and staffing needs. Department heads have
23 been making sacrifices in order to keep costs down, but the hope is that in about three years, they
24 should be able to cover all service needs. The city will have a new council by then, and if there
25 is a Strategic Plan in place, this council's financial goals will be documented.

26

27 c. Finance Committee Review

28 The Finance Committee has held several meetings in order to review the line item detail of the
29 various departmental budgets, as well as the personnel and capital portions of the budget. They
30 have made initial recommendations and cuts to the budget in order to bring a balanced budget to
31 the first budget work session.

32

33 2. Discuss FY 2013 Budget – Personnel

34

35 a. Wages

36 The finance committee has reviewed several ways to address wages and salaries in FY 2013.
37 There were no increases given this year and the COLA for next year would be 3.6% and well
38 outside of the city's budget. They had initially looked at giving a one step increase to all
39 employees on July 1st (which would be easier to budget, and in lieu of a true COLA), but the cost
40 would be \$22,000 as opposed to \$17,000 for making 2% increase effective on anniversary dates.
41 Debbie McKean agreed.

42

43 The police department has been getting two step yearly increases to bring their salaries in line
44 with other police departments. Heidi provided a comparison of the police pay scale in West
45 Bountiful compared to other cities in South Davis County. Chief Hixson stated he likes to keep
46 his department up to date on the budget, so they know what to expect in raises each year. This
47 adds consistency and structure. Debbie McKean asked if there was an incentive they could offer
48 to prevent officers from using West Bountiful as a training ground before they move on to a
49 larger city for more pay. Chief Hixson stated that Bountiful City loads pay on the front which
50 makes it hard for people to leave. He did not want to suggest West Bountiful do the same, but he
51 does want consistency. The increases have to come on anniversary dates in order to make it
52 work. He also stated that police usually leave a department to go to a better environment with
53 more opportunities, which is why he is providing opportunities such as the K9 unit, the drug
54 force, etc.

55

56 In the second budget draft, Heidi will include an additional \$17,000 for increases tied to
57 anniversary date, giving each employee a 4% (double step) rather than a 2% increase. Debbie
58 McKean stated that funding an extra step raise for employees shows the city knows where to put
59 extra money as it comes in.

60

61 b. Benefits

1 A revised budget draft was provided to reflect a health insurance increase of 2.8%, instead of
2 15% as originally budgeted. James Bruhn asked Heidi to change the spreadsheet to make it
3 easier to see what each employee gets, and from which funds they are allocated by employee
4 rather than department.
5

6 Craig Howe stated there will be changes to the Policies and Procedures regarding compensatory
7 time. Exempt employees do not get overtime and receive comp time instead. Craig says they
8 need to talk about what to do with seasonal employees and comp time versus overtime. He
9 wants to look at the policies after the budget is approved. Debbie McKean suggested policy
10 changes regarding pay should be included in the budget.
11

12 c. Department Allocations

13 Heidi presented a spreadsheet that indicated how employee compensation is allocated across
14 funds. Debbie McKean asked if the amounts are accurate. Ben White said the total
15 compensation is correct, but allocations will vary based on actual hours worked. Debbie also
16 wanted to look at how true the percentages are for the mechanic. James Bruhn was concerned
17 with so much coming from the water fund for wages, and the public's reaction. Heidi said the
18 amount increased because they are starting to allocate part of Ben's salary to the water fund. The
19 current auditors have objected recording all of the engineer's compensation in the general fund
20 and then transferring the monies from the water fund. They prefer to record Ben's time directly
21 in the salaries and wages for the Water Fund. James Behunin said he would like to see how much
22 of Ben's salary comes from each fund.
23

24 3. Discuss FY 2013 Capital Projects

25 a. RAP tax allocations.

26 Heidi provided a memo stating \$23,000 of tax revenue is going into the general fund, and the rest
27 is going to capital improvements at the main City Park. Mark Preece initiated a discussion as to
28 the Arts Council using RAP tax. He would like to see more money go into Arts. However, the
29 Arts Council needs ongoing funding and the RAP tax, as it has been approved, is one-time-
30 monies. Debbie McKean suggested that RAP tax can be used to build an amphitheater which the
31 Arts Council has requested. Mark wants to consider using RAP tax to pay for performances, and
32 Debbie pointed out this is how the Centerpoint Theater in Centerville subsidizes their
33 performances.
34

35 James Ahlstrom pointed out that since RAP tax cannot be used for ongoing maintenance, it is
36 best to look at projects that will require little maintenance. This would be the case with the
37 irrigation system, which would increase efficiency by decreasing the need to hand water certain
38 areas of the park.
39

40 Ben proposed rebuilding the south parking lot earlier than 2016. He can overlay it now for
41 \$40,000 but in two years they will have to complete rebuild the surface. Ben said maintenance
42 for the DSB trail, once it is done, will fit under RAP tax. As budget planning goes forward, he
43 wants to discuss doing the work on the trail sooner because funds are coming from impact fees
44 and need to be expended by a certain time.
45

46 There was more discussion about a sprinkler system: how much it will cost and when to have it
47 put in. Ben said the cost would be above \$300,000, including all the valves. Even though Ben
48 has not done the design yet, James Ahlstrom suggested they get bids now to help them decide
49 when to do sprinklers. They should also bid out other projects that are coming up. Putting out
50 bids does not mean they have to start the work immediately, and at least they will have a more
51 accurate figure to put in the budget.
52

53 b. Capital Spending Cash Allocation

54 Ben provided a spreadsheet showing present and future projects in order of start dates. He said
55 of the cash allocations, the top figures are exact, as some of those projects are already done.
56 Figures farther down on the spreadsheet are estimates. DSB trail has to be built this year, as
57 mentioned above. By 2013, salt storage and wash out is needed to be compliant with state
58 SWIPPS requirements. Drilling of the new well has been awarded but the well house will not
59 be done until after the well is completed. The pump alone is \$50,000. They will need \$70,000
60 to bring in power, \$30,000 to get it operating, and another \$30,000 for chlorine and fluoride. 700
61 West will be the first road to be rebuilt using the property tax increase. The construction of a
62

1 restroom on the golf course close to the rail trail was also discussed. It would have to be built
2 with a ramp so people on the trail can go down and use that restroom.

3
4 Ben mentioned a project that was not on the spreadsheet, which is to upgrade a storm drain by
5 the Rapp property on 400 North. Holly Oil is building there and they should collect significant
6 impact fees as soon as building permits are approved. The impact fees would Be enough to fund
7 the project.

8
9 There was a little more discussion regarding park reservation fees, which showed an increase,
10 and park bathrooms which need repair and better maintenance. Plans for the parks are
11 separated into phases. It was suggested they put a button on the webpage that will direct people
12 to see the different phases.

13
14 James Ahlstrom asked if they could have an expert assess the roads in West Bountiful. Ben said
15 it had been done about five years ago by a team from USU who did it for free, but they were
16 unable to follow up on the suggestions because of lack of funds. He is in favor of having the
17 team from USU again, but it would only be useful if they are able to follow their suggestions.
18 Current data would help in prioritizing projects. For now, it has been necessary to take care of
19 the water lines, which needs to be done before the roads are fixed. When they are ready to do
20 work on the roads, they may think about having another study done. Craig suggested that small
21 increase to property tax could be done annually in order to fund street projects.

22
23
24
25 4. Additional Discussion of FY 2013 Budget, as directed by City Council.

26 James Behunin mentioned some land that had been purchased for the golf course which is no
27 longer needed. They could sell it for horse property and get about \$50,000 for it. He also
28 suggested the staff look at other small properties the city owns because if they are sold taxes can
29 be collected on them. He also cautioned the city to stay on schedule on capital improvements.
30 James Ahlstrom pointed out it is a state requirement to have a capital improvements plan. He
31 also commented the tax increase should have been higher to pay for work on the streets.
32 James Bruhn said Wasatch Integrated is making changes which may affect revenue in the waste
33 management fund, so they should be careful with spending.

34
35 Heidi's goal is to have the budget approved by May 1st. The second draft will be ready for the
36 meeting in two weeks. It will show \$17,000 instead of \$22,000 in increase in wages. Ben said
37 they also need to add the storm drain.

38
39 Adjourned 8:30 pm.

40
41
42
43 
44 MAYOR KENNETH ROMNEY

45
46
47 
48 HEIDI VOORDECKERS (CITY RECORDER)



NATHALIE ELLIGNSON (SECRETARY)