

Mayor
Kenneth Romney

WEST BOUNTIFUL CITY

City Administrator
Duane Huffman

City Council
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CITY COUNCIL MEETING - AMENDED

**THE WEST BOUNTIFUL CITY COUNCIL WILL HOLD A
WORKSESSION AT 6:00 PM, AND A REGULAR MEETING AT 7:30 PM, ON
TUESDAY, JULY 18, 2017, AT CITY HALL, 550 N 800 WEST**

Invocation/Thought – James Ahlstrom; Pledge of Allegiance – Mark Preece

6:00 pm Worksession

Review Compensation Study

7:30 pm Regular Meeting

1. Accept Agenda.
2. Public Comment (two minutes per person, or five minutes if speaking on behalf of a group).
3. Recognition of Independence Day Dignitaries: Halvor & Amy Olsen – Grand Marshalls; Glen Davis – Honorable Veteran; Melissa Cochran – Citizen of the Year; Justin Wood – Youth Citizen of the Year; Jana Slagowski – Parade Chairman.
4. Recognition of Local Artists: Doug Vandergrift and John Trimming.
5. Presentation by Fire Chief Jeff Bassett of South Davis Metro Fire District regarding proposed district property tax increase.
6. Discussion and Potential Motion Regarding Providing the Necessary Notice to Withdraw From the Utah Risk Management Mutual Association (URMMA).
7. Discussion and Potential Motion Regarding a Lakeside Golf Course club house needs and options study.
8. Consider Purchase Approval of 2017HD Silverado for \$33,660.
9. Consider Purchase Approval of Three Police Vehicles, 1-2018 Ford F-150 Pick-up - \$30,484, 2-2018 Ford Explorer Police Interceptors - \$29,035 each.
10. Police Report.
11. Engineering Report.
12. Public Works Report.
13. Administrative Report.
14. Mayor/Council Reports.
15. Approve Minutes from the June 20, 2017 City Council Meeting.
16. Executive Session for the Purpose of Discussing Items Allowed Pursuant to Utah Code Annotated 52-4-205.
17. Adjourn.

Individuals needing special accommodations during the meeting should contact Cathy Brightwell at (801)292-4486 twenty-four hours prior to the meeting.

This agenda was posted on the State Public Notice website, the City website, emailed to the Mayor and City Council, and sent to the Clipper Publishing Company on July 13, 2017, and amended on July 17, 2017.

Minutes of the West Bountiful City Council meeting held on Wednesday, July 18, 2017 at West Bountiful City Hall, 550 N 800 West, Davis County, Utah.

Those in attendance:

MEMBERS: Mayor Romney, Council members James Ahlstrom, Kelly Enquist, James Bruhn, Mark Preece, and Andy Williams

STAFF: Duane Huffman (City Administrator), Steve Doxey (City Attorney), Police Chief Todd Hixson, Cathy Brightwell (City Recorder), Ben White (City Engineer), Steve Maughan (Public Works Director), Paul Holden (Director of Golf)

GUESTS: Alan Malan, Eric and Lucille Eastman, Carolyn Cox, Norma and John Trimming, Glen Davis, Debbie McKean, Ginnette and David Wood, Justin Wood, Melissa Cochran and family, Doug Vandergrift, Pam Guyman

Mayor Romney called the work session to order at 6:04 pm.

Review Compensation Study – Mr. Huffman introduced Mike Swallow from Personnel Systems & Services. His company was engaged by the City to address core needs relative to compensation administration, specifically a “Job Analysis, Classification & Compensation Study.” He added that Mike has been involved in compensation planning for over 30 years.

Mr. Swallow summarized the process they used and how it has been customized for the city’s specific jobs and the steps taken to link internal equity to prevailing market practices. He talked about the survey questions used to determine current pay “fairness.”

Mr. Swallow went through how they determined job valuation and equity using the following factors: responsibility, job knowledge, difficulty of work, and work environment. This process showed how the factors impact each position to come up with a job value number. He feels the instrument is dynamic and responsive.

He then talked about the market analysis consisting of a survey group of 51 cities and described how they were selected and how some were used only for certain positions. There was discussion about rate comparisons for minimums, midpoint, and maximum rates.

There was discussion about the proposed pay plan compared to what employees are currently receiving and how it would impact employees who have reached the maximum. Mr. Swallow responded that maximums are maximums and the City would need to decide how they want to apply the pay plan to deal with these situations. Employees should not hit the maximum too soon, and should not feel their opportunities are exhausted when they hit it. If the City wants to raise maximum rates, it can do that by making the decision to do it, or it could use contracts for certain employees. He strongly suggested that a job should not be reevaluated unless it has changed.

There were questions about how best to take care of good knowledgeable employees the city would want to keep and not cause them to leave because they are maxed out. Many employees are cross trained to do more than similar positions in other cities where they are more specialized. Mr. Swallow said the key is to watch the market and recommends running market factors every 3-5 years. What is the goal of the pay plan? To lead, lag, or compete with the market?

Mr. Swallow concluded by saying the study looked at historical practices such as pay plan structure, pay progression objectives, and market posture to come up with a plan that is reasonable and fair. Ongoing considerations include economics, revenue stream, and marginal utility fiscal accountability to determine the need to pay, the ability to pay and the willingness to pay.

Mayor Romney thanked him for his good work on this project, and stated now we just need to put the pieces of the puzzle together to make a clear policy of where we want our compensation to be.

Mayor Romney called the regular meeting to order at 7:30 pm.

James Ahlstrom offered a prayer; Mark Preece led the Pledge of Allegiance.

1. Accept Agenda.

MOTION: *James Ahlstrom Moved to Accept the Agenda as discussed; James Bruhn Seconded the Motion which PASSED by Unanimous Vote of all Members Present.*

2. Public Comment (two minutes per person, or five minutes if speaking on behalf of a group).

Eric Eastman congratulated the city on the new audio visual equipment.

3. Recognition of Independence Day Dignitaries: Halvor & Amy Olsen – Grand Marshals; Glen Davis – Honorable Veteran; Melissa Cochran – Citizen of the Year; Justin Wood – Youth Citizen of the Year; Jana Slagowski – Parade Chairman

Mayor Romney recognized the Independence Day dignitaries listed above with Certificates of Appreciation and thanked them all for their contribution and hard work. He also thanked everyone who was involved in making this event successful including the behind the scenes work by our public works department.

4. Recognition of Local Artists: Doug Vandergrift and John Trimming.

Mayor Romney recognized local artists Doug Vandergrift and John Trimming for allowing the City to enjoy their artwork while it was displayed in the Council Chambers. He added that the photos currently on display are from Jim Child.

5. Presentation by Fire Chief Jeff Bassett of South Davis Metro Fire Service Area regarding proposed district property tax increase.

Chief Bassett provided a history of South Davis Metro Fire. Services, including ambulance, paramedic, fire technical rescue and hazardous material responses, had been provided through an interlocal agreement with the five cities it serves – Bountiful, Centerville, North Salt Lake, West Bountiful and Woods Cross, and unincorporated areas of South Davis County. It was initially set up to eventually transition to a taxing district. That did not happen as originally envisioned, but the services area did partially transition to a taxing district last year. This was done in part to help structure financing and acquire additional funding. At the time of the creation of the taxing district last year, they were upfront about the need to come back with a tax increase. The increase is to refinance bonds for the Foxboro and Eaglewood fire stations (which will save money), hire additional staff, build a new Centerville station, purchase a ladder truck, air packs/radios, and continue a vehicle replacement plan.

Current staffing is a combination of full and part time employees, but the available part time pool is declining, which has led to high turnover costs and overtime. Employees are burnt out due to mandatory overtime to cover shifts and limits on time off.

Current response times exceed National Fire Protection Agency (NFPA) standards. Instead of 4 minutes response times with 4 employees, Chief Bassett said they are closer to 5–6 minutes with 2 employees. Current NFPA staffing standards require a minimum of 4 for engine companies, 4 for ladder trucks, and target hazard responses require 5-6 employees. A single house fire needs 16 responders to serve 3 fire trucks, 1 ladder truck, and an ambulance.

Compounding demand, the service area includes 4 refineries, a hospital, and 16 care centers. He is concerned about claims of negligence under the current staffing model. With only 2 firefighters on a truck, one has to pump and the other is restricted from going inside. Nobody else staffs this way.

There was discussion about response times and station locations. Chief Bassett said now that they have added a station in Foxboro and Eagleridge, the coverage is good. He added that other than needing a new ladder truck, they have great equipment; the problem is that they do not have the staff to handle calls.

Their proposal is to hire 24 additional full time employees. They would also staff a 5th ambulance during peak times that could focus on daytime transfers which currently take a lot of time. He said they could go from 20 on duty to 28. He explained that part of the problem is that between

1997 and 2015 there was zero increases in staffing; management kept using part time people rather than fix the problem and now we're trying to fix it.

The proposed increase will average \$61/year/household for a \$300k home and \$112/year/business. Items proposed with a tax increase include:

- a) New Centerville fire station. The existing one cannot be remodeled as the site is too small - it won't hold a ladder truck. It will also have restroom/showers for employees; diesel exhaust system, laundry facilities, and decontamination area. The old property will be sold.
- b) Mueller Park station is in poor shape. The roof structure needs to be reinforced, and grade issues need to be fixed.
- c) Finish the rear area of the Foxboro station and build a storage facility.
- d) Replace outdated 1991 ladder truck which will help with continued growth in apartments, mixed use, and commercial office buildings.
- e) Hire an additional 24 employees
- f) New Air packs (current are 15 years old).
- g) Create a vehicle replacement plan to equalize cost.
- h) Refinance current bonds which will save an estimated \$1m.

The Chief was asked who will be making the decision and he explained the Board which is made up the Mayors from each city and County Commissioner Millburn. City Managers from each of the cities make up the budget committee to help advise on budgeting/spending. If the Board does not approve the increase, he said they will be forced to close stations and relocate firefighters which would increase response times.

For people with more questions, an open house will be held tomorrow in Centerville, and next week in Woods Cross from 6-8 pm.

6. Discussion and Potential Motion Regarding Providing the Necessary Notice to Withdraw From the Utah Risk Management Mutual Association (URMMA).

Duane Huffman explained that he was asked to obtain information regarding providing notice to withdraw from URMMA, our new general liability and property insurance company. URMMA's interlocal agreement requires that members withdraw membership only (1) at the end of a fiscal year, and (2) after providing a twelve month written notice. Since we are already in July, it appears that the city cannot provide notice to exit as of July 1, 2018.

Mr. Huffman strongly recommends that the council allow time to measure the benefits of membership. Rather than issuing an RFP at the end of three years, we can issue an RFP near the end of year 2 to allow adequate notice if the council desires to change course. He said the notice requirement is in place to protect the pool members, not to force cities to stay with the company.

Questions have come up regarding risk and payback with self insurance. Mr. Huffman clarified that there is no repayment of loss required for property and auto claims, only for general liability. There is also a cap on increases to annual premiums. The risk to the city is not for large claims but more for multiple smaller claims, and our history has not been that way.

Council member Ahlstrom commented that URMMA's goal is to be more aggressive to analyze and reduce risk. Mr. Huffman said they intend to be very involved, plus, we are still eligible for training with the Trust so it is the best of both worlds.

Consensus was not to give notice at this time; notice given now would not be any different than giving notice next June.

7. Discussion and Potential Motion Regarding a Lakeside Golf Course Club House Needs and Options Study.

Duane Huffman explained that staff was asked to get proposals regarding a needs and options study for the Lakeside Clubhouse. Despite making informal request of several architecture firms, the city has only received two proposals. DEIV Architecture & Design is a local company and can do the project for \$7,500. Gould+ Architects is located in Salt Lake City with costs not to exceed \$12k. Of the two, DEIV was planning to do a little more regarding future needs but their team is no longer intact. Gould appears to focus more on structure and leave future needs in our hands.

Following discussion, Mayor Romney said there should be better options out there and asked staff to put together an RFP/RFI.

8. Consider Purchase Approval of 2017HD Silverado for \$33,660.

The proposed FY 2018 budget includes \$35k for a vehicle to replace the 2013 dual-cab truck currently assigned to the public works director. The 2013 vehicle will be used with the parks crew. The City's procurement code requires that purchases of \$10k or more first be approved by the City Council.

MOTION: *James Ahlstrom made a Motion to Approve the Purchase of a 2017 Dual Cab Chevrolet Silverado for 33,660. Mark Preece seconded the Motion.*

9. Consider Purchase Approval of Three Police Vehicles, 1-2018 Ford F-150 Truck for \$30,484, 2-2018 Ford Explorer Police Interceptors for \$29,035 each.

Chief Hixson is requesting approval to order three vehicles that were approved in the FY 2018 budget. The vehicles will be ordered from Young Ford in Morgan and will replace vehicles we currently have on a lease that expires in December 2017. The new leases will run for three years.

MOTION: *James Ahlstrom Made a Motion to approve the lease of three new police vehicles as described above. Andy Williams seconded the Motion which passed.*

The vote was recorded as follows:

James Ahlstrom – Aye
James Bruhn – Aye
Kelly Enquist – Aye
Mark Preece – Aye
Andy Williams – Aye

10. Police Report.

Chief Hixson summarized his written report.

- Jeremy Adams has been with West Bountiful for 19 years and a great employee.
- Safety fair went well. Officer VanWagoner did a great job putting it together.
- DARE program will be run by West Bountiful PD at the local elementary school.
- We have been very busy and are trying to manage paid time off for the summer.
- Received only 12 applications for our new officer position. We have eliminated 2 and one has already been hired by another agency.

11. Engineering Report.

Ben White

- 800 West Storm Drain Pump station relocation project is out to bid.
- Three new proposed subdivisions are in process – High Gate (off 1100 West at approximately 1 acre (1100 W), McKean working boundary lot adjustment, and Killross (Hamlet) PUD request.

12. Public Works Report.

Steve Maughan

- Ovation – there is not a lot being done at the moment. The sewer lines are done, and they tore down the old structure, and then the same crew jumped over to our 1950

North storm drain project so they can tie into it. It should take a few weeks to finish 1950 North. The contractor is doing a fantastic job; they are out of the canal and across 800 West.

- Questar is still working and we should be able to open Pages Lane tomorrow or Thursday. They had issues with trenches caving in. They started on 400 North west of 1100 West.
- Striping contractor will stripe the city tonight.
- Street overlay project has been delayed, there were scheduling issues to get milling done. They should begin milling on the 25th and run through the 1st week in August.
- The John Deere loader we purchased last July is due for sellback next week.
- Replacing old hydrants around town.

13. Administrative

Duane Huffman

- Several audits began this week. The Trust began their worker's comp audit yesterday and the financial auditors began reviews today.
- At our next meeting, staff will request an executive session to discuss land acquisition for a west yard.

13. Mayor/Council Reports.

Kelly Enquist

- Great parade and celebration. Mosquitoes were sprayed prior to the event which made it much more enjoyable.
- Mosquito Abatement reported only four requests for spraying in June. They also discussed the pros and cons of contracted spraying.
- An Eagle Scout has installed bicycle tire maintenance station at the Birnam Woods Legacy Trailhead.

James Bruhn

- Great Independence Day celebration and was much bigger than in the past probably due to separation from the weekend. More people were in town.
- He has received complaints that the driving range is always booked up and residents are unable to get on. There was discussion about options to free it up.

Mark Preece

- A special meeting for the Sewer District will be held next week for the public hearing on Bonds.

James Ahlstrom

- His family sold their home and will be moving on July 25 into a rental within the city until a new home is built.
- He attended the Long Drive event at the Golf Course; it was fun, but attendance was down. He noticed the air conditioning in the café was not working. It was very hot to the point of embarrassing. He is requesting that it be fixed as soon as possible. Duane Huffman commented that we regret going with the contractor we selected; they did a poor job and now are out of business. The only remedy is to make significant changes to the system/ducting and have been hesitant because we do not know what will happen with the clubhouse. Council member Ahlstrom responded that he does not want to wait. The problem needs to be fixed now. Mr. Huffman said staff will get options together f
- Mr. Ahlstrom added that there is also a drainage issue by new the new restroom that is embarrassing. Paul Holden explained that Josh Virostko is currently trenching it to correct the problem.

Andy Williams

- The July 4th celebration was great. We need to address Youth Council (YCC) responsibilities/terms as there is some confusion about their level of involvement. Because YCC positions currently run concurrent with the school year, there is no YCC in the summer so it is difficult to get volunteers to help with festivities. When the new term begins in August, they need to review their bylaws to see if changes are appropriate.

Mayor – No report

15. Approve Minutes from the June 20, 2017 City Council Meetings.

MOTION: *James Bruhn Moved to Approve the Minutes of the June 20, 2017 meeting. Andy Williams seconded the Motion which PASSED by Unanimous Vote of All Members Present.*

16. Executive Session For The Purpose of Discussing Items Allowed Pursuant to UCA, 52-4-205.

Mayor Romney asked that the Council move into executive session to discuss the character, professional competence, or physical or mental health of an individual.

MOTION: *Kelly Enquist Made a Motion to Move Into Executive Session to Discuss the Character, Professional Competence, or Physical or Mental Health of an Individual, in the Police Training Room. James Bruhn Seconded the Motion.*

The vote was recorded as follows:

James Ahlstrom – Aye
James Bruhn – Aye
Kelly Enquist – Aye
Mark Preece – Aye
Andy Williams – Aye

MOTION: **James Bruhn Made a Motion to Adjourn the Executive Session. Andy Williams Seconded the Motion which Passed by Unanimous Vote of All Members Present.**

17. Adjourn.

MOTION: *Mark Preece Moved to Adjourn this Meeting of the West Bountiful City Council at 10:55 p.m. James Bruhn seconded the Motion which PASSED by Unanimous Vote of all Members Present.*

The foregoing was approved by the West Bountiful City Council on Tuesday, August 1, 2017.

Cathy Brightwell
Cathy Brightwell (City Recorder)

