

NORTH SALT LAKE CITY
CITY COUNCIL BUDGET MEETING
MARCH 26, 2011

Mayor Arave called the meeting to order at 8:24 a.m.

PRESENT: Mayor Len Arave
Council Member Brian Horrocks
Council Member Stewart Harman
Council Member Conrad Jacobson
Council Member Matt Jensen
Council Member Stan Porter

STAFF PRESENT: Barry Edwards, City Manager; Brian Passey, Assistant City Manager and Finance Director; Ken Leetham, Economic Development Director; Rod Wood, Public Works Director; Paul Ottoson, City Engineer; Dave Church, City Attorney; Chief Craig Black, Police Chief; Brent Moyes, Golf Pro; LaRae Dillingham, City Recorder; Linda Horrocks, Minutes Secretary.

OTHERS PRESENT: Blaine Porter, South Davis Metro Fire Agency (SDMFA).

1. AUTHORIZE POSITION OF ADMINISTRATIVE ASSISTANT TO THE CITY MANAGER

Barry Edwards stated that this position would be an assistant for him as well as a PIO (Public Information Officer), in charge of external communications i.e. website, Facebook, Twitter, etc. This position has been included in the budget, although no official action has been taken. Mr. Edwards added that there are two clerical people retiring, and they plan to only replace one of them with a 29 hour/week person.

Council Member Porter moved to approve the position of Administrative Assistant to the City Manager. Council Member Jensen seconded the motion. The motion was approved by Council Members Horrocks, Harman, Jacobson, Jensen and Porter.

2. AUTHORIZE CDBG APPLICATION PROJECT – KEN LEETHAM, COMMUNITY DEVELOPMENT DIRECTOR

Ken Leetham reported that the previously designated water project may be ineligible for CDBG funds and suggested the City submit more than one project as a backup. He asked for the Council's authorization to submit additional ADA ramp improvements throughout the City as another project. Cost estimates vary, depending on how many ramps would be included in the project, but it is estimated the City's portion would be \$25,000. (It was noted that if the City chooses to do the ADA ramp improvements independent of the grant, it would cost approximately \$1,650 per ramp.)

Council Member Jacobson moved to authorize the addition of ADA ramp improvements throughout the City for the CDBG grant submission. Council Member Porter seconded the motion. The motion was approved by Council Members Horrocks, Harman, Jacobson, Jensen and Porter.

3. OVERVIEW AND 2010 ACCOMPLISHMENTS – BARRY EDWARDS, CITY MANAGER

Barry Edwards referred to the March 6, 2010 Budget Meeting minutes and updated the Council on last year's projects.

(Items below copied from 3-6-10 minutes with number of votes received and current status)

- Cemetery in Conjunction with Bonneville Shoreline Park – 7 votes *(field work has been completed and a consultant is working on park design)*
- Policing in Foxboro – 5 *(has improved and an additional officer will be hired)*
- Transportation – Put Pressure on UDOT for Access – 5 *(Mayor has been working relentlessly...the City is now on their RTIP)*
- Beautification - Master Plan – 5 *(Included in the new “NSL Directions – Finding Your True North”)*
- Crosswalk with Light at Hwy. 89 and Camelot – 4 *(Action: Council to e-mail Becky Edwards and Dan Liljenquist for support – need to keep things updated on a master plan)*
- Grocery Store/Commercial Development on Redwood Road – 4 *(Parcels to be identified on master plan)*
- Parks and Trails Master Plan – 4 *(in process)*
- Seniors Program – 4 *(not done much – could be included in the NSL Live events/projects)*
- Improve Roads – 4 *(will be discussed later in meeting to allocate funds)*
- Green Waste Recycling – 3 *(Still waiting for information from Greg)*
- Tree City – 3 *(Yes)*
- Lobbyist for Transportation and Landslide – 3 *(Barry met with lobbyist and Homeland Security in Washington D.C.; they've agreed to do cost/benefit analysis in the effort to get pre-mitigation disaster funds. He was told the NSL project would be ranked #1).*
- Mathis Park Pavilion/Bathroom – 2 *(Has been removed – temporary restrooms in place)*
- Regional City Celebrations – 2 *(NSL Live making progress-Matt has done a great job)*
- Honor Veterans – 2 *(Nothing; however, City is now displaying the MIA flag)*
- Foxboro (south) Park – 2 *(Nothing has been done and probably will not, based on lack of funds and no curb and gutter. Hallmark is not selling homes and may want to vacate the plat)*
- Codification of City Ordinances – 2 *(Yes, codified, but not adopted – Lisa Baskin offered to come discuss it and identify changes)*
- Sidewalks and Islands on Redwood Road – 2 *(Streetscape - included in master plan)*
- Skipton Trail Access to Legacy – 1 *(Property was deeded away after decision was made not to do it)*
- Hatch Park Pavilion and Drinking Fountain – 1 *(Not done – will keep moving on it)*
- 1100 North Pedestrian Access – 1 *(There's a possible grant, and it is up to the area Mayors to vote on it)*
- Community Councils – 1

- Enforce Property Standards – 1 (*Code Enforcement department has been rearranged, and moving forward*)
- Advertising Campaign – 1 (*new authorized position -- create a strategy*)
- Annual Bike Event – Hatch Park to Eaglewood – 1 (*Done - preparing for 2nd annual 3 Kings bike ride*)
- Improve Relationship with Refinery and Give Incentives – 1 (*They are supporting NSL Live activities; also settled a long-term water dispute with Flying J and working on an EPA grant*)
- Clean up Foxboro Open Space and Drainage Ditches – 1 (*Have not put a policy in place*)
- NSL Arts Committee/Center – 0 (*NSL Live*)
- Additional East West Road Access in City – 0
- Main St/Hwy. 89 Triangle Beautification – 0 (*Not financially feasible*)

Barry Edwards is working on a project list that he will email to the Mayor and Council to keep them informed. He stated that it has been a very successful year and much progress has been made. The new building is finished and has been a big project.

Mr. Edwards stated that the City employee count has gone from 58 in 2010 to 53 in 2011. Funds have been saved, and Brian Passey believes the City will be able to surplus \$250,000 into the General Fund balance. The City has done well with the budget and cutting expenditures, leaving the City in a good position for the next budget year. They have not seen any surprises.

This next week is the final surplus bid on the old building, including light fixtures, doors, etc. A bid to approve the contractor to demolish the building will be brought before the Council in the near future. Power to the building will be turned off on April 10th.

Mr. Edwards stated that he will have the pressurized irrigation report back next week, after which a workshop will be held.

4. OVERVIEW OF 2011 BUDGET – BRIAN PASSEY, ASSISTANT CITY MANAGER/FINANCE DIRECTOR

Brian Passey reported that the City is better off than one year ago. In past years, there has been as much as \$3 million available for budgeting capital spending power to keep the City functioning. After paying basic obligations, the City's General Fund has \$1,312,550 in discretionary spending power. Last year's figure was \$600,000. After factoring in department requests, the General Fund still has \$867,400 (as of this date) for which it can appropriate to capital spending or other needs.

Mr. Passey is predicting a modest 2% natural increase to sales tax revenues. This comes after a single and double digit decrease the past two years. Additional challenges include lower court revenue and fewer citations as well as building activity and related revenues that remain low. Interest rate earnings revenue is still very low.

The City should be receiving sales tax revenue for the Kern River project, but staff has been unable to contact Doug Gibbons regarding this.

There was a discussion about garbage rates, and the Council asked Brian Passey to find out what neighboring cities are charging for the first can.

5. SOUTH DAVIS METRO FIRE AGENCY (SDMFA) - BLAINE PORTER

Blaine Porter, Deputy Chief for the South Davis Metro Fire Agency, addressed the Council. He reported that SDMFA runs on a calendar year schedule and are just completing the third month of their current budget year. The budget, approved by the Fire Board last December, had a 3.4% increase over the previous year. The increase was due to a salary schedule increase (step raises, no COLA) and increases in health care. They needed to increase the paramedics' pay to keep from losing them. All internal budgets remained status quo or reduced.

The agency is operated by tax revenues supplied by the six members (municipalities). The amount is based according to the assessed value of property within each participant's boundaries. City managers are meeting to discuss this formula. Funding for NSL for 2011 was set at \$1,120,160, a 1% increase from 2010. This results in an impact of \$560,080 in the last six months of this year. Approved capital projects for this year include one staff car replacement and also one ambulance.

The SDMFA 2012 projections include maintaining their salary schedule, and begin looking at a timetable to replace or remodel Station 83 in Centerville. The best estimate would be the same overall increase to the budget as the last two years, 3 to 3.5%.

Council Member Jensen stated that salary raises should be carefully considered during this down economy, and asked if there anything the City can do to prevent these increases. Barry Edwards said that North Salt Lake has a decreased vote and not as much say within the district. Council Member Jensen then stated that if the fire district comes to the board again with that high of a salary increase, it should be denied, and if necessary, the chief should be replaced.

6. CITY ENGINEER/PUBLIC WORKS – PAUL OTTOSON, ROD WOOD

Paul Ottoson stated that Engineering and Public Works have many common projects; therefore, he and Rod Wood are making a joint report.

1. Their first goal was to get the GIS System up and running, which happened this week. They also plan to use the GPS equipment to shoot 50% of the City's capital facilities and export into the GIS (valves, fire hydrants, storm drain manholes, street lights, traffic signs, etc.) The third thing is to link the GIS software to the Elements software, and fourth to revise LUDMA and digitize it.
2. The secondary water system is another priority where they are currently working with a consultant to finish the feasibility study. They would like to create a secondary water capital facilities plan after the study is completed and design those water projects at that point.
3. Storm water management plan (SWMP)

- Complete all measurable goals as identified in the SWMP so that the City is in compliance with State regulations. They have goals associated with this.

4. New Parks Department Building

- Work with consultant on new building design (equipment for parks is in the building that will be demolished). The next step will be to go out for bid and then to construct the building.

Council Member Horrocks asked if the Public Works building is being utilized appropriately. Rod Wood said it is being used. The Recreation Department also does not have a facility to do their work or hold summer classes. As opposed to building a new building for the Parks Department, there was a brief discussion about leasing space. However, if the City were to build, now would be a better time and it could probably be amortized over ten years. Costs to rent would pay for it in ten years. Barry Edwards said he will look into it.

5. Public Works Personnel Utilization

- Establish and implement a program to cross-train employees

6. Foxboro North Regional Park

- Finish construction on Phase 2

Council Member Horrocks stated that there are many potholes and that funds should be budgeted to keep those maintained.

7. GOLF COURSE – BRENT MOYES

Brent Moyes stated that budgeted rounds for the golf course are up to 62,000 (an increase of 3,000 over last year actual) with \$21.36 avg. revenue per round (last five years).

His request includes the following:

Budgeted Revenues: \$1,324,400 (an increase of \$64,080 from last year actual).

Budgeted expenses: \$1,241,300 (a decrease \$54,350) from last year's amended budget

Net income before debt service: \$83,100

Capital Requests:

Golf Carts – 12 @ \$4,000 - \$48,000

Vibrating greens roller: \$9,000

Repair Parking Lot: \$70,000

Total Capital Requests: \$127,000 (up \$63,000 from last year)

There is a decrease of \$145,850 from last year in equipment leases, salaries/benefits and capital equipment. Council Member Harman asked if these cuts may compromise play. Mr. Moyes responded that it should not.

Revenue Generating Strategies:

- New website

- Social media marketing (email, Facebook)
- Online tee-time reservations
- Bounce back cards for tournament participants
- Tournament referrals
- Advertising in The Enterprise, partnership with Groove Satellite (Direct TV)
- Consistent golf course conditioning (lower rough and native grass and greens aerification)

Council Member Harman asked if local businesses are holding tournaments at the golf course and suggested having a City Business Day at the golf course. The City Council, Mayor, and staff could participate, letting business owners golf at a significantly discounted rate, and at the same time, associate with City staff and Council.

Mayor Arave told Mr. Moyes that the City is supportive of their efforts and stated that resources are available. (It was noted that the golf course bonds will be paid off in June, 2017.)

Barry Edwards reported that he will be meeting with golf course staff on a weekly basis.

8. POLICE DEPARTMENT – CHIEF BLACK

Chief Black stated that one of the key priorities in the Police Department is to implement a more effective approach to eliminating criminal activity throughout the City. This will be accomplished by developing effective partnerships, internally as well as develop community partnerships.

Current issues:

Staffing: They would like an additional officer to act as a community liaison officer.

- Apartment complexes and mobile home parks have called and asked “who do we work with to assist with crime issues?” A Community Liaison Officer would be this person.

Training: An effective training model in the department produces the following results: officers are kept up to date on issues concerning regular and routine duties. (They are combining their travel and training budgets.) Effective training also keeps a reduced liability during high risk/low frequency incidents, provides increased officer skill and confidence, and enhanced community confidence as well as employee safety and job satisfaction.

Chief Black reported that the police capital budget includes primarily cars and emergency equipment, and occasional replacement of office equipment such as copiers, intoxilyzer, fingerprint scanner, etc. Non-capital equipment requests include vests (every five years), computers (every four years), Tasers, (every four years), and cameras (every four years).

9. COMMUNITY DEVELOPMENT

Ken Leetham reported that their focus in Community Development is to complete the general plan update:

- Emphasis on corridors – Redwood Road and US89
- Addition of City transportation project to the general plan

- Update of the parks, trails, open space plan
- Estimated completion date of general plan update: September 1, 2011
- Create implementation strategy for general plan objectives

Code Amendments:

- Finalize the review of the codified ordinances in preparation for adoption: May 1, 2011.
- Update several code sections.

Transportation:

- Include NSL projects on the 2040 regional plan – expected adoption: May/June 2011.
- Continue lobbying for freeway access projects.

Miscellaneous projects:

- East bench park design phase: May 1, 2011
- Low/moderate income housing plan update deadline July 1, 2011.
- Completion of all code amendments, process maps and accompanying application materials.

Special area studies:

- Gun Club - master plan the property with appropriate land uses road layouts, access points, etc.
- Investigate the feasibility of adopting an RDA for the Gun Club property.
- Create an implementation partnership with representatives of Gun Club property.

Business outreach:

- Complete and launch WebQA and associated training of City staff and NSL businesses.
- Create and implement the Good Landlord program.
- Conduct quarterly business outreach meetings with NSL businesses and the City.

Council Member Jensen said the landlord program in Ogden is poorly run, and he has decided to sell his properties because of it.

Economic Development/ Networking:

- Working with realtors, property owners, and brokers to obtain feedback on economic development issues and strategies. Efforts placed on City activities to improve business climate to create strategies, remove barriers, target specific land uses, etc.
- Update and keep current the Sure-Sites program.
- Update and keep current a process for responding to requests for information from EDCUtah.

Mayor Arave said he would like the City to work with the businesses in the Business Park to clean up their properties.

10. CITY COUNCIL REQUESTS

Barry Edwards reported that the Obama healthcare cost the City 9%, in the budget. There is an increase in disproportionate fees on business licenses. A 1.5% cost of living increase is in the budget and they have eliminated the bonus program from the budget. There are step increases budgeted, and he will be bringing a chart to the City Council for review. With all that is being funded, there is still approximately \$800,000 for the Council to budget.

Mayor Arave listed his goals and stated that he personally thinks the City is headed in the right direction:

- Golf course profitability (need to plug that hole).
- Understand court revenue system and make sure the City has the right-sized operations for what we are receiving.
- Computer systems support needs improvement.

Council Member Harman:

He thanked everyone for the work on his focus areas from last year – especially public safety in Foxboro. Other areas for this year:

- Skinner, or police officer memorial – warranted and necessary and not a big budget item.
- Advertising campaign for the City – needs to be re-branded. Logo improvement - distinguish ourselves from Salt Lake City. Promote City entrances.
- Green waste recycling.
- Resolve maintenance of Legacy Trail.

Council member Harman thanked the Parks Department for putting up doggie bags at all the trails. It was mentioned that signs should be put up on the west side of Legacy Trail saying “no horses on the east side of the trail”.

Council Member Jensen:

- a dialogue between City Council and staff of what’s going to be done with the old City building property.
- RADkids – through schools – would like the City to participate – RADkids is putting together a proposal. The question was raised as to what the cost would be.
- Redesign website and use another company.
- Regional street grid for south Davis County, or put NSL on SLC street grid system.

Council Member Porter:

He stated that the City is in good shape and offered “kudos” to staff.

- Get word out about all the good things the City is doing, and take advantage of technology. Barry Edwards stated that the new assistant he is hiring will be handling all of that. He said that citations and business licenses can now be paid online.
- Canoe ramp on Center Street and Jordan River.
- Center Street Trail completion - between Redwood Road and Legacy on South side.
- Wildrose Trail Completion – pay for legal work to get property use, etc.
- City history.
- Swap meet – sponsor at park; community event.
- Open space maintenance – weed control in Foxboro, Legacy, and developed trails.
- Mathis Park restroom, pavilion replacement. (Test ground for a self-contained restroom).
- New drinking fountain and replace old bowery at Hatch Park.
- Fix volley-ball standards

Council Member Horrocks:

He complimented City staff and thanked them for their great efforts.

- City beautification and re-branding, including Eaglewood Village area and Eagleridge Drive.
- Parks and trails doing well – made progress there.
- Pothole repairs, road maintenance (always money well-spent).
- Finish Center Street to Legacy.
- Dedicatory plaque for new building.

Council Member Jacobson:

He stated that his items had been covered by other Council Members.

11. ADDITIONAL DISCUSSION

There are street projects that total over a million dollars, and they obviously cannot all be completed. It was thought that the best use of money may be two sections of Center Street and the frontage road. The City should look for funds to get more slurry seal as well.

Council Member Jensen suggested looking into a road going west at 350 North to Foxboro.

12. ADJOURN

Mayor Arave adjourned the meeting at 1:10 p.m.

Mayor

Secretary

Budget Meeting Action Items:

- _____ 1. Action: Council to e-mail Becky Edwards and Dan Liljenquist for support on the need for a crosswalk with light at Hwy. 89 and Camelot.
- _____ 2. Garbage rates? Average can rate? Action: Brian -find out what other cities are paying for the first can.
- _____ 3. Fix pot holes throughout City.
- _____ 4. Action: As opposed to building a new building for the Parks Department, look at leasing space, or another alternative. (This may have resolved itself later in the meeting.)
- _____ 5. Action: LaRae - Photo session for staff and Council - 2nd meeting in April.