

Minutes of the Work Session meeting of the Syracuse City Council held on March 27, 2018 at 6:08 p.m., in the Council Work Session Room, 1979 West 1900 South, Syracuse City, Davis County, Utah.

Present: Councilmembers: Andrea Anderson
Corinne N. Bolduc
Dave Maughan
Doug Peterson
Jordan Savage

Mayor Mike Gailey
City Manager Brody Bovero

City Employees Present:

Finance Director Steve Marshall
City Attorney Paul Roberts
Community and Economic Development (CED) Director Brigham Mellor
Public Works Director Robert Whiteley
Police Chief Garret Atkin
Fire Chief Aaron Byington
Parks and Recreation Director Kresta Robinson
Assistant Parks and Recreation Director Chad Smout
Human Resources Specialist Shauna Greer

The purpose of the Work Session was to receive public comments; receive a presentation from the Utah League of Cities and Towns (ULCT); review the Parks and Recreation Department Benchmark Report as part of the Quadrennial Review; discuss the potential reinstatement of the Parks and Recreation Advisory Committee; review proposed Personnel Policy and Procedures Manual amendments; discuss proposed amendments to the Fiscal Year 2017-2018 budget; discuss proposed consolidated fee schedule amendments; review the City's animal control agreement with Davis County; discuss proposed interlocal agreement with West Point pertaining to the maintenance of storm and sewer lines and construction and maintenance of 1200 South between 4000 West and 4500 West; discuss proposed restructuring of Administration Department; receive annual training on the Open and Publics Meeting Act and Ethics Act; hear public comments; and discuss Council business.

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Dallin Fleming led the audience in the Pledge of Allegiance. Councilmember Savage provided an invocation.

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Public comments

There were no public comments.

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Presentation by Utah League of Cities and Towns (ULCT).

An administrative staff memo explained that during a recent budget discussion the topic of Utah League of Cities and Towns membership was raised. The Council asked that City Administration invite representatives of the ULCT to a Council work session meeting to provide information about the entity and answer questions the Council might have. ULCT Executive Director Cameron Diehl and members of League staff will be in attendance. The following information regarding the League was taken from their website:

- The Utah League of Cities and Towns was first organized in 1907. ULCT serves 246 incorporated municipalities in the State of Utah. ULCT represents municipal government interests with a strong, unified voice at the state and federal levels. Further, ULCT provides information, training and technical assistance to local officials on municipal issues, and works to create a greater public awareness and understanding of municipal responsibilities, governance and administration.
- ULCT is a non-partisan, inter-local, government cooperative, working to strengthen the quality of municipal government and administration of Utah's cities and towns.

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Cameron Diehl, Executive Director of Utah League of Cities and Towns (ULCT) provided the Council with a brief overview of his professional experience and his history with the ULCT, after which he used the aid of a PowerPoint presentation to provide the Council with information about the services that the League could provide to Syracuse City. He also distributed a pamphlet to each Councilmember that illustrates the process the ULCT follows when considering items of legislation being presented to the State Legislature. The ULCT urges legislators and its membership to view legislation through the following prism of local government principles:

1. What is the problem the bill is trying to solve?
2. Is the bill a “one size fits all” approach?
3. Does the bill empower or restrict the “local control” of local governments?
4. Does the bill have a financial impact on local government?

The League has spent the better part of the past two decades working to address transportation funding, which included support of House Bill 362 in 2015, which authorized the placement of proposition one on voting ballots in Davis County and increased fuel tax. The legislation has been very beneficial to local cities by increasing revenues available for transportation. He then noted that the League prepares a legislative bill ‘cheat sheet’, which is made available to all ULCT members and provides a summary of the purpose of a bill, the progress of the bill, and how its passage would impact individual cities or towns. Mr. Diehl concluded by discussing training and education opportunities that are available to League member cities and towns, after which he invited questions from the Mayor and City Council.

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Discussion among the Council and Mr. Diehl centered on issues such as the Leagues tracking of voting records of various legislators; the power each member city or town has within the League to influence legislation; those eligible to hold positions on the Board of Directors with Mr. Diehl noting that a Director must be an elected official from a member city or town; the formula used to calculate a member city’s or town’s annual membership dues; financial information and salaries for ULCT officials.

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In closing, the Council asked Mr. Diehl to provide specific information as to how the ULCT can serve Syracuse City. Councilmember Maughan stated he is interested in receiving support from the ULCT to sponsor legislation that would alter the State of Utah Truth in Taxation process. Mr. Diehl stated the ULCT has had extensive discussions about the need for tax reform and adjustments to the Truth in Taxation process, but the State Legislature has been hesitant to make changes to the process until there was a clear understanding of the outcome of federal tax reform. He assumes that discussions about State Truth in Taxation will resume again this summer and the League will be heavily involved in those discussions in advance of the 2019 Legislative Session.

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Councilmember Peterson asked City Manager Bovero if City staff could benefit from services provided by the ULCT. Mr. Bovero stated that staff would like to take advantage of training opportunities or have access to the job database for advertising open positions in the City. Additionally, ULCT has been a resource in the past for various benchmarking surveys conducted among member cities and towns.

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Parks and Recreation Department Quadrennial Review – Benchmark Report.

A staff memo from the Parks and Recreation Department Director provided information about the market study conducted for positions within the Parks and Recreation Department.

Changes in Positions

- Positions to be Reclassified:
 - **Front Desk Receptionist:** Currently, front desk administrative employees hold the title of Administrative Assistant. Based on a review of job duties, this position will be reclassified to Front Desk Receptionist, and benchmarked according to the new classification.
 - **Facility Maintenance Technician:** As previously discussed in Council meeting, the Community Center requires additional care from a facility maintenance approach. The current Custodian position will be reclassified to a Facility Maintenance Technician, and benchmarked according to the new classification.

- Titles to be Renamed:
 - **Parks Crew Lead:** The current title of this position is Parks Coordinator. In order to conform to a more commonly used name for this position, the name of this position is proposed to be changed to Parks Crew Lead. This will not change the benchmarking classification of this position.
 - **Recreation Assistant 1:** This position title is proposed to be changed from Recreation Assistant. The purpose of this is explained below.
 - **Site Supervisor:** As previously indicated to the Council, the department would like to make this position geared toward a part-time adult employee. The maturity of adult is needed in order to supervise “game day” and when several teams are using a park at the same time. This person helps direct recreation assistants and handles issues with parents and coaches when needed. The current title of this position is Recreation Supervisor. In order to reduce confusion with Recreation Superintendent, it is proposed that the title be changed to better reflect the duties of this position.
- New Position Titles to be Added
 - **Recreation Assistant 2 & 3:** These two titles are proposed to be added to the City’s wage scale. The purpose of this is explained below.

Relative to new wage scales, in order to recognize the varying capabilities of youth employed by the City, a differentiation is proposed between Recreation 1, 2, and 3. While these are low-wage positions, usually occupied by high school aged employees, it is difficult to keep good employees when they can work at other locations for a higher wage. We believe the City can improve the quality of employees without change to the budget by making this adjustment in our system. Below is an outline of the proposed wage scales:

	Min	Mid	Max
Rec 1	7.46	8.58	9.70
Rec 2	8.58	9.70	10.82
Rec 3	9.70	10.82	11.94

Recreation 1- Under 16 years old or any age with no experience
 Recreation 2- must be at least 16 years with minimum 1- year experience
 Recreation 3- must be at least 17 years old with minimum 2- year experience

A wage benchmark study has been conducted and supporting documentation was provided to the Council via Dropbox.

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City Manager Bovero reviewed the staff memo and discussed the wage and salary analysis document provided to the Council via Dropbox to expound on proposals to reclassify existing positions or create new position titles. He gave Parks and Recreation Director Robinson the opportunity to provide justification for adjustments to the wage scales to recreation one, two, and three employees. Relative to these three positions the Council concluded to set the minimum pay for recreation one employees at \$7.50 and the minimum pay for recreation two employees at \$8.60.

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Mr. Bovero then revisited the wage and salary analysis document and noted that the budget set for adjustments within the Department was \$28,000, but the benchmark study returned an actual fiscal impact of \$32,000 and that cost could be broken up over several years to make it more attainable. The Council discussed the option of adjusting the Parks and Recreation Director and Assistant Director salaries lower to close the gap between \$32,000 and \$28,000 and concluded to further discuss that matter during a closed session later this evening.

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Discussion regarding Parks and Recreation Advisory Committee.

An administrative staff memo explained a task force group made up of Councilmembers Bolduc and Peterson, City Manager Bovero, and Parks and Recreation Director Robinson has met to discuss a draft scope of duties for the Parks Advisory Committee. If the Council decides to establish the committee, this language (or an amended version of it) could be added to the City ordinance.

PARKS ADVISORY COMMITTEE

Establishment

There is hereby created a Parks Advisory Committee for Syracuse City to act as an advisory committee to the City Council regarding City parks, trails, and related facilities, programs, policies, and priorities.

Members

(A) Number. The Committee shall be comprised of seven voting members who shall be appointed by the Mayor with the advice and consent of the City Council. All members shall be residents of Syracuse City. Membership of the committee shall be constituted as follows:

(1) The committee shall include four members each from a different quadrant of the city. For purposes of this section, the boundaries of the quadrants consist of the Syracuse City municipal boundary, with 2000 West and Antelope Drive (1700 South) dividing the City into quadrants.

(2) One additional member will be considered at large and may reside anywhere in the City.

(3) Two members will be appointed from the City Council, which may include the Mayor.

(B) Term. The members shall be appointed to staggered terms of three years; provided, that members may be appointed to terms shorter than three years when necessary to provide for staggered terms. These terms are renewable.

(C) Compensation. Committee members shall receive no compensation for their services, but may be reimbursed for reasonable expenses incurred in the performance of their duties.

Organization and Procedure

(A) Chairperson. The members of the Parks Advisory Committee shall appoint one of the members as Chairperson. The Chairperson shall serve for a term of one year, which term may be renewed. The Chairperson shall oversee the proceedings and activities of the Committee.

(B) Rules. The Committee may adopt reasonable rules and regulations in accordance with this chapter for governing the conduct of its business. Any such rules or bylaws shall be reviewed and adopted by resolution of the City Council.

(C) Meetings. The Committee may hold meetings at such times as the Committee determines is necessary and as properly called with notice given to each Committee member.

Duties and Responsibilities

The Parks Advisory Committee's duties and responsibilities shall be limited to the following:

(1) The Committee shall act in an advisory and voluntary capacity to the City Council regarding the development of parks, trails and related facilities, programs, policies and priorities.

- (2) The Committee shall periodically review the City's parks master plan and make appropriate recommendations to the City Council regarding the same.
- (3) The Committee shall periodically recommend to the City Council, projects, policies, funding allocations, and other measures, programs, or activities for the development of parks, trails and related facilities within the City.
- (4) The Committee shall carry out other projects, programs and activities as directed by the City Council.

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The Council participated in philosophical discussion and debate regarding the appropriate duties and responsibilities of the Parks Advisory Committee if it were to be reinstated. The Council concluded to adjust duty and responsibilities sub-item one to indicate that the Committee would only consider policy items if directed to do so by the City Council. They also concluded to alter the document to dictate that any compensation to be afforded to a Committee member must be pre-approved by the City Council. There was a brief discussion about the process for appointing a Chairperson for the Committee, with the Council concluding that the language is flexible enough to allow for the Committee to choose the manner in which they will elect a Chairperson.

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Councilmember Maughan stated he believes reinstatement of the Committee will end in a conflict, but if the decision is made to proceed with the reinstatement, he would like for the goals of the Committee to be more clearly defined. Councilmember Bolduc stated that she feels it would be good to have one Committee that considers parks throughout the entire City rather than creating individual task forces that focus on just one park project at a time. She would like to have a master plan for all parks in the City and she would be willing to consider input from this Committee to ensure that there is representation from all parts of the City. Councilmember Maughan stated he would object to the Committee recommending any redesign or alteration of a decision that has been made by the Council. Councilmember Bolduc stated she feels that the ordinance would be clear enough to prohibit that type of action. Councilmember Maughan stated he has drafted his own version of language he feels could be used in the ordinance adopted to reinstate the Committee and Mayor Gailey asked for that to be shared with the entire Council, Mr. Bovero, and City Attorney Roberts. The Council ultimately concluded by expressing their willingness to consider the reinstatement of the Committee if the vision, scope, and responsibilities of the Committee can be more specific. Mayor Gailey stated discussion of the issue can occur in future Council meetings.

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Proposed Personnel Policy and Procedures Manual amendments.

A staff memo from the Finance Director explained the purpose of this agenda item is to discuss recommended edits and any Council recommended changes to the manual in anticipation of final action on the amendments during the April 10, 2018 business meeting. City staff has reviewed various sections of the Personnel Policies and Procedures manual and would like to recommend changes as noted in the red line edits on the attached PDF document. Below is a summary of significant changes. Items in red are suggested edits by council members:

- o 3.020 – Added that references may be checked when considered applicant for job.
- o 3.030- Nepotism policy change to include the Council's relatives.
- o 3.060- Employee can be rehired within 1 year without going through application process.
- o 3.100- Updated to match our online application process.
- o 3.110- Process for veteran's preference when interviewing.
- o 4.060 – Changed that volunteers may need to fill out the agreement form C. Not required.
- o 5.050- Took out language for probation employee to get pay increases to match Retention Policy.
- o 5.060- Changes to match Retention Policy when employee is at max of range.
- o 5.080- Changes to match Retention Policy for promotions/advancements & added Interim Policy.
- o 5.080 (D) – Added sentence to clarify when the interim pay will terminate.
- o 5.130- Clarification change to Emergency Call Back Policy.
- o 8.090 (L) (1-2)- Added that employees cannot work while on FMLA.
- o 8.100- Added that HR needs to be notified of Military Leave.
- o 9.130 (e)- Added that employees cannot delete posts on social media.

- 9.170 was moved to 10.020.
- 9.180- Added Gift Policy.
- 10.010 restructured so that it wasn't a chapter all by itself (Harassment & ADA is combined).
- 10.020 only change other than the move is under (d) (Added Pregnancy/Childbirth language).
- 11.100 (d)- Changed post-accident process due to OSHA ruling.
- 11.110 (a-d)- Changed to match what the 3rd party does.
- 12.170 (a-c)- Changed to match what the 3rd party does.
- 13.010 (g)- Added & deleted position for annual background checks.
- 13.030- Changed driving records to a point system.
- 14.110 (g)- Changed to match UOSH law on injuries.
- 14.120- Added policy on using leave while on worker's comp.
- 14.140 – reference changes to HEP A & B, mucus, saliva, biohazardous waste.
- 14.140- Exposure Policy added.
- 17.010 (g) (2)- Updated meal per-diem to match the State Policy.
- 18.040- Added fire personnel to policy.
- 23.020- Added policy on rescinding resignations.

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Finance Director Marshall reviewed the staff memo and he invited the Council to direct any specific questions they have regarding the amendments to Human Resources Specialist Greer.

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The Council engaged in discussion with Mr. Marshall and Ms. Greer regarding the following topics:

- Including the City Council in the City's nepotism policy and the decision was made to either keep the City Council out of the policy or adjust the policy to only apply to immediate family members of Councilmembers and/or Department Head positions;
- The Veterans' preference in the hiring process;
- Longevity pay increases/bonuses for employees who have reached the maximum point of their wage scale;
- Reclassification of positions within City Departments with or without Council approval;
- The amount of time allowed for nursing mothers, which is taken from State Law;
- Allowing visible tattoos so long as they are not violent, offensive, or pornographic and the Council concluded to change the term "pornographic" to something like sexually suggestive or containing nudity;
- The schedule of observed holidays for City employees and the Council concluded to revisit this issue at a future point in time;
- The City's process to conduct an investigation after a claim of harassment received by the City;
- Changes to the policy regarding the process a City employee must follow after being involved in an accident while on City time;
- Language regarding bomb threats or how an employee should function during an active shooter situation;
- The City's leave protection policy for instances when an employee is using Family and Medical Leave Act (FMLA) leave.

Mr. Marshall indicated he will use the feedback provided by the Council to adjust the amendments to the manual in advance of the Council's next review and consideration of the item.

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Discussion regarding proposed amendments to the Fiscal Year 2017-2018 budget.

A staff memo from the Finance Director referenced the detailed **capital projects** listing for recommended changes. In this budget opening, City Administration is proposing new line items and updates to approved projects as follows:

- **New Line Item– ROW House purchase- \$375,000 – This is for the house purchase at 555 West 2175 South for the 500 West expansion project.**

- **Revised project – Splash Pad Project** – increase from \$1,081,000 to \$1,500,000. As discussed in previous council meetings and to match the approved contract.
- Changes to **operational budgets:**
 - **General Fund – major changes**
 - \$90,200 increase in sales tax revenue.
 - \$19,600 – increase in wildland fires revenue.
 - \$17,500 – increase in interest income.
 - \$29,000 – increase in sports recreation fee revenue.
 - \$10,000 – increase in arts council revenue and expense.
 - \$703,200 – increase in transfers – 700k to capital projects fund (surplus) and 3,200 for RDA.
 - **All Other Funds – Significant Changes**
 - Increase of \$419,000 for splash pad project (up to \$1,500,000)
 - Increase in transportation impact of \$375,000 for purchase of house for right of way.
 - Increase of \$10,000 in secondary water source of supply for rental of 35 WBW shares.
 - Increase of \$27,000 for water share audit.
 - Garbage fund increases in revenue and expense for new growth.
 - Increase in IT fund for transition to contract IT service
 - Transfer to capital projects fund of \$700,000 for purchase of snow plow and liquor fund vehicle. Remaining balance will be allocated in FY2019 budget.

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Mr. Marshall reviewed his staff memo and indicated a public hearing will be advertised for the April 10 business meeting to allow public input regarding the proposed budget amendments prior to formal Council approval.

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Discussion regarding proposed consolidated fee schedule amendments.

A staff memo from the Finance Director provided a list of proposed changes to the City's consolidated fee schedule:

- Increase gym rental fees for community center on all day rentals from \$650.00 to \$900.00 for residents and from \$950.00 to \$1,500.00 for nonresidents.
- Increase football registration fees from \$120.00 to \$130.00.
- Increase passport acceptance fees from \$25.00 to \$35.00.
- Increase ambulance standby fee from \$36.00 to \$100.00 plus the cost of materials.
- Increase CPR classes from \$10.00 to \$30.00 for residents and from \$20.00 to \$40.00 for nonresidents.
- Add the cost of cards to offsite CPR training course to applicant fee.
- Add an administration processing fee of \$50.00. This would be in cases of issuing bond escrow letters, etc.
- Operating a business without a certificate of occupancy - \$500.00 per day.

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Mr. Marshall reviewed his staff memo and facilitated discussion among the Council regarding various fee adjustments. Councilmember Anderson inquired as to the reason for the dramatic increase in the fee for gym rentals at the Community Center. Parks and Recreation Director Robinson stated that the fees are currently too low and do not cover the City's costs for the rentals.

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Councilmember Maughan noted that the fee schedule does not include a fee for the flag football program and suggested that be added prior to consideration of the amendments.

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The Council then engaged in high level discussion with various Department Heads to gain a greater understanding of the justification for fee increases specific to their respective Departments. Councilmember Maughan suggested a greater increase to the penalty associated with operating a business without a license and the Council supported that suggestion and concluded to increase the penalty to \$1,000 per day.

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Mr. Marshall indicated he will make the suggested changes to the document prior to the public hearing for this item during the April 10 meeting. He noted he has also been directed to include the water rate increases in the proposed amendments to the fee schedule and that will be included in the final document presented to the Council.

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Review animal control agreement.

A staff memo from the City Manager referenced Amendment Number Two to the Interlocal Agreement for Animal Services. This is an amendment to the Interlocal Agreement signed in 2016, which authorizes the County to provide animal control services within Syracuse City, including enforcement of the City's animal control ordinances. Animal Control costs are billed based on a calendar year schedule; costs are broken down and paid monthly. Animal Control is funded from the following sources:

- o Davis County general fund
- o Cities within the interlocal agreement
- o Fines, fees, and other collections by Davis County Animal Control
- o Donations

Contract Cities are responsible for 50% of the projected expenses, after subtracting the revenue received by the County from licenses, fees, etc. Syracuse City's obligation is based on the City's proportion of animal control calls for services, compared with all calls for service county-wide. Wild and nuisance animals are billed separately at \$25.75 per call. A 5-year capital projects fund has been established at \$562,000 and will be funded 50% by the cities, at 20% of each city's obligation per year. The City's obligation is, again, calculated based on the proportional calls for service versus the entire County. An advisory committee has been established to advise the County on budgetary issues. The committee is made up of two members from the County and two city managers. Every two years, the County will conduct a fee/fine survey to ensure rates are set at market levels. The term of the original agreement is through December 31, 2020. Either party may terminate the agreement. Each party holds the other party harmless and indemnifies the other party. The 2018 Calendar year contract amount for the City is:

- o Usage Rate-Based Cost: \$61,588.32
- o Wild Life Calls: \$1,725.25
- o Capital Project Fund: \$4,080.12
- o **Total:** \$67,393.69

This represents a 4.05% increase over last year.

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Mr. Bovero reviewed his staff memo. The Council expressed that they wished there were another option for the City to consider relative to animal control services that were more cost effective, but given the lack of such an option, the Council concluded to support the agreement amendment.

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Discussion of proposed interlocal agreement with West Point pertaining to the maintenance of storm and sewer lines and construction and maintenance of 1200 South between 4000 West and 4500 West.

A staff memo from the Community and Economic Development (CED) Department explained there have been long standing handshake verbal agreements between West Point and Syracuse City along 1200 south – however with extensive development taking place along the border of our two cities it has become apparent that more official documentation be enacted to clearly define what each municipality is responsible for with respect to maintenance.

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CED Director Mellor reviewed his memo and reviewed the proposed agreement between Syracuse and West Point cities to assign maintenance responsibilities for the sewer and storm drain lines as well as the 1200 South roadway. The Council expressed concerns regarding the potential for future disagreements between the two cities regarding the party that should be responsible for certain repair or maintenance issues. Public Works Director Whiteley stated that the City has similar agreements with other cities and staff is very adept at coordinating with their counterparts in other cities to determine a fair cost sharing arrangement for any needed repairs or maintenance. Councilmember Peterson suggested that rather than

sharing in the cost for one road, it may be more beneficial to propose a 'trade' to West Point whereby they would be solely responsible for 1200 South and Syracuse City could assume full responsibility for the portion of 700 South traversing through both cities. Mr. Mellor stated that he would be willing to make that recommendation to West Point and he will provide the Council with information about their response.

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Proposed restructuring of Administration Department.

A staff memo from the City Manager explained that as presented in the Council Retreat last December, this restructuring is designed to enhance management capabilities, save on expenses, and allow for more focus on City services. In order to fully implement these changes, the following steps are needed:

- Make ordinance changes to create the Administrative Services Director
- Approve the associated wage scale
- Finalize IT staffing/contracting as needed
- Appoint the Administrative Services Director
- Approve part-time staff accountant position (FY2019 Budget)

Ordinance Changes: Staff has prepared a redlined version of the draft amendments to the City's ordinance under Title 2 Administration and Personnel. In summary, these amendments do the following:

1. Eliminate the Finance Director position.
2. Eliminate the Information Technology Director position.
3. Create the Administrative Services Director position.
4. Move financial duties from the Finance Director position to the Administrative Services Director position.
5. Add additional duties to the Administrative Services Director, including risk management, human resources, and information technology oversight.

Wage Scale Benchmarking: Staff has prepared an informational sheet showing the results of the benchmark study on the Administrative Services Director. The benchmarked 60th percentile of the market shows a starting salary of \$82,992 and a maximum of \$123,864. Since this closely matches grade 409 of the City's wage scale (Min \$83,383 – Max \$123,947), I would recommend combining this position into that grade, along with the City Attorney.

Finalize IT Staffing/Contracting: Management of the City's IT system is still necessary. Currently, this service is being provided by a third-party contractor. Technical assistance, especially with helpdesk functions, is also being provided by a part-time technician. Contracting this service was required to prevent a catastrophic breakdown that can happen with the absence of IT management. So far, this model appears to be successful. To continue this model, the City will need to conduct a competitive process and award a long-term contract to a successful firm.

Appoint the Administrative Services Director: The appointment of the Director position will be the Mayor's responsibility, with the advice and consent of the Council. The Director will be directly supervised by the City Manager. The Administration's plan is to make this position available to internal candidates. A query was sent out to current department heads to see who might be interested. One department head expressed interest, and the Mayor will take that name under consideration. Attached you will find a draft job description for the position.

Approve Part-Time Staff Accountant: If the current Finance Director were to be appointed as the Administrative Services Director, I am advising the Mayor and Council to approve in next year's budget a part-time staff accountant position. This position will handle many of the routine accounting and transactional duties now taxing the time of the current Finance Director. By delegating some of these lower-level duties to the staff accountant, the Director can focus on high-level functional duties and grow into the added responsibilities of the position. Attached you will find the wage benchmark for this position.

Budgetary Impact: Due to personnel changes made earlier this year in preparation for the restructuring, there is an expected \$85,000 - \$95,000 savings per year. This savings is more than sufficient to cover the added costs of the scenario discussed above, including the part time staff accountant and promotion of the new Director for added responsibilities. It is estimated that \$50,000-\$60,000 would still be available in the budget for the Council to appropriate as desired.

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Mr. Bovero reviewed his staff memo.

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Council discussion of the proposed restructuring centered on the process for filling the proposed Administrative Services Director position; the justification of the costs associated with the restructuring, which includes hiring a part-time

staff accountant and justification of the need for that additional employee; whether the duties being assigned to the new Administrative Services Director position will accomplish the goal of reducing the total number of functions currently assigned to the City Manager;

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Councilmember Anderson indicated that before the decision is made to proceed with hiring the part-time accountant, she would like for the person appointed to the Administrative Services Director position to be in that position for some time to determine whether the creation of the part-time position is actually needed. She asked if City Administration could also look into outsourcing accounting services rather than hiring a new part-time employee. Mr. Bovero stated that he will look into that.

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Councilmember Maughan stated that his concern is that when the Council discussed this issue during their goals retreat last fall, City Administration communicated that the City is not at the point that it needs an Assistant City Manager, yet this short time later the proposal is being made to essentially create the Assistant City Manager position, but call it something different. He stated he is also concerned that the part-time accountant position will eventually become full-time. He stated he does not feel the changes are justified nor that the City can afford it at this time.

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Councilmember Savage stated that he feels differently than Councilmember Maughan; he believes there are some staff positions in the City that may be overburdened and at some point in time, as a result, a mistake will be made. He stated he wants to ensure that the City has the adequate staffing levels to provide the services the City is obligated to provide to its residents. He stated he feels the proposal is good, but he agrees that it would be best to wait to hire the part-time accountant after it is clear the position is justified. This led to high level discussion and debate regarding the proposed restructuring and the duties to be assigned to the Administrative Services Director, with the majority of the Council ultimately concluding to support the proposal so long as the creation of the part-time accountant position is delayed. Mr. Bovero noted that the current contract for Information Technology (IT) support is temporary in nature and he would like to proceed with a formal request for proposals (RFP) for IT support. He stated he will ask for input from the Council regarding appropriate components of the RFP.

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Annual training: Open and Public Meetings Act and Ethics Act

City Attorney Roberts used the aid of a PowerPoint presentation to provide the Council with the annually required training on the State of Utah Open and Public Meetings and Ethics Acts.

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Public comments

There were no public comments.

The Council briefly discussed the format of Council business and work session meeting agendas and, more specifically, the lack of an agenda item allowing for discussion of Council business or Council reports. Mayor Gailey stated more discussion on that topic can take place in a future work session meeting.

The meeting adjourned at 9:25 p.m.

Mike Gailey
Mayor

Cassie Z. Brown, MMC
City Recorder

Date approved: May 8, 2018