

Minutes of the Work Session meeting of the Syracuse City Council held on March 29, 2016, at 6:00 p.m., in the Council Work Session Room, 1979 West 1900 South, Syracuse City, Davis County, Utah.

Present: Councilmembers: Corinne N. Bolduc
Mike Gailey
Karianne Lisonbee
Dave Maughan

Mayor Terry Palmer
City Manager Brody Bovero
City Recorder Cassie Z. Brown

Excused: Councilmember Andrea Anderson

City Employees Present:

Finance Director Steve Marshall
City Attorney Paul Roberts
Community and Economic Development Director Brigham Mellor
Public Works Director Robert Whiteley
Police Chief Garret Atkin
Fire Chief Eric Froerer
Parks and Recreation Director Kresta Robinson

The purpose of the Work Session was to hear a request to be on the agenda regarding a wall ball opportunity at a Syracuse City park; hear a request to be on the agenda regarding the Play Unplugged program; review the Public Works Department budget; review the proposed contract for the Rock Creek Park Improvement Project; review the proposed contract for the Banbury Drive Road Improvement Project; review the proposed contract for the Marilyn Acres Culinary Waterline Project; review proposed resolutions amending the Fiscal Year (FY) 2016 budget and wage scale; review the City Council Rules of Order and Procedure; review the Employee Compensation Plan; and discuss Council business.

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Councilmember Gailey provided an invocation.

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Public comments

There were no public comments.

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Request to be on the agenda: discussion regarding wall ball opportunity at a Syracuse City park.

A staff memo from Parks and Recreation Director Robinson explained Jay Meyer, Representative of Syracuse Lacrosse, had requested to be on the Park Advisory Committee Agenda in February. At a later date, the Parks Advisory Committee was dissolved; therefore Mr. Meyer is requesting to bring his proposal to the City Council.

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Jay Meyer approached the Council and stated he is interested in locating a wall ball structure at a City park somewhere in the City to support the ever increasing lacrosse programs in the area. There is a great number of youth in Syracuse that participate in the sport and he would like for them to have a place to go and use the wall structure for practice and improving their skills. He has secured the funding for the structure and he just needs a place to install it. He then engaged in discussion with the Council and Ms. Robinson regarding the most appropriate location for the structure, noting that he would prefer Rock Creek Park as he feels the structure would fit well with the long range plans for the park. Mayor Palmer concluded the Council will take the request under advisement and visit the issue further before making a final decision.

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The Council then discussed the requested structure with Ms. Robinson, who indicated she can continue to discuss planning for the structure at a park in the City. Council member Maughan stated that it seems that Mr. Meyer is open to other

locations and it would be nice to incorporate the structure into development plans for a park in the City. The Council discussed other parks or schools in the area that currently have wall structures, with a focus on striving to locate the structure at a park that will host lacrosse games in the future.

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Request to be on the agenda: discussion regarding Play Unplugged program.

An administrative staff memo explained Councilmember Gailey received an email regarding a request to be on the agenda regarding a program referred to as “Play Unplugged”. The sender of the email was Chance Cook and his email provided information regarding the program, which is intended to help kids reduce screen time through innovative programming. The email indicated he would like for the program to be underway before the summer of 2016.

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Mr. Cook provided the Mayor and Council with an explanation of the Play Unplugged program; the program is geared towards getting kids to engage in physical activities and unplug from electronic devices. Kids are given a lanyard and directions to complete different activities or visits to local businesses to get a ‘brag tag’ to attach to their lanyard. The program helps kids, families, and local businesses. Kids in other communities have gotten very involved in the program and it has been a great success.

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Council member Maughan asked if the program is a state-wide program or specific to certain communities. Mr. Cook stated that it is important to specify a certain area in which kids can participate in the program in order for businesses to prepare for visits from kids seeking to earn brag tags. Some cities are their own area, but other cities have partnered together to make the service area broader. Discussion then ensued regarding the types of businesses that have participated in the program and the types of activities they promoted. Mr. Cook stated that it would be great to develop a relationship with the local Chamber of Commerce in order for them to interface with businesses to support the program, but it would also be beneficial to have a sponsor or contact from the City that could advocate for the program. Discussion then centered on the success the program has seen in other jurisdictions, with Councilmember Gailey stated he works regularly with youth and it is so important for them to get unplugged from their electronic devices and get outdoors. He stated he will advocate for the program and will discuss it with the local Chamber of Commerce.

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Review Proposed Fiscal Year (FY) 2017 Public Works Budget.

A staff memo from Public Works Director Whiteley explained the mission statement of the Public Works Department is “To provide quality, affordable services for its citizens, while promoting community pride, fostering economic development, and preparing for the future.” Under the mission of the City, staff has reviewed the public works services provided by the City and created a draft budget that outlines the resources to provide the services effectively. In drafting the budget, staff followed the guidelines discussed in the November Council Retreat and the following vision statements adopted by Council:

10-Year City-Wide Vision Statements

- *We are a City with well-maintained infrastructure, including roads, utilities, and parks.*
- *In preparation for the West Davis Corridor, we will make provisions for interchanges to accommodate commercial businesses to serve the residents’ needs and to support economic stability of the City.*
- *We are a financially stable City, balancing the cost of services with the level of services that we provide. The City will have minimal or no debt.*
- *The City will incorporate improvements, events, and services that create an overall feeling of connection and pride in the City by its residents.*

Public Works Vision Statements

- *Utilities provided by the City are affordable.*
- *Public Works and utility billing employees are customer service oriented.*
- *Services provided by Public Works are done in an efficient manner.*
- *Syracuse City has a well-organized infrastructure replacement and maintenance schedule that ensures well-maintained systems.*

The memo discussed the color coding used to identify prioritization of the budget; included with this packet is a color-coded review of the Line-Items requests for the Public Works Department. The colors correspond with the following categories:

- 1) **Yellow** = Optimal Service: These items are not necessary to fulfill the City's mission or the Council's vision for the Public Works Department, but do provide an improved level of service to the City.
- 2) **Green** = Mission & Vision Critical: These items are necessary to fulfill the City's mission and the Council's vision for the Public Works Department.
- 3) **Blue** = Short-term Survival: These items are critical to provide basic services. Without them, the Public Works Department will be able to operate in the short-term, but will suffer in the long run if additional resources are not provided to support the operations.

The memo then discussed overarching discussion points as follows:

- **5-10 Year Plan:** Over the next year, the Administration would like to work with the City Council to adopt a 5-10 year level of service and staffing plan for the Public Works Department. The plan would serve as an advisory document that outlines the level of service deemed acceptable to the Council. It also would evaluate the proper staffing levels for PW in order to maintain the acceptable level of service. Finally, the plan would outline measures and triggers that indicate when staffing levels need to be increased or reduced based on service demands.
 - **Additional Cost:** \$0 In-House staff time and minor ancillary costs
- **Distribution of Personnel Costs Across PW funds:** We performed an in-house analysis of Public Works staff time and where their time is spent, which is attached herein. Due to the administrative complexity of billing each fund separately, we looked at an equitable way to distribute staff costs in a way that simplifies the administrative end, but is still accurate on the whole. We will review this information at the meeting.

Facility Maintenance & Fleet Management

- **Purpose and Function:** The proposal to move the facility maintenance function of the City from IT over to Public Works serves multiple purposes. First, it off-loads facility maintenance functions from the IT Director so he can focus and make progress on IT service and IT improvements. Second, the tasks and purposes of facility maintenance are similar in scope and mission to that of Public Works, which is to maintain important infrastructure. Under Public Works, there will be good communication amongst knowledgeable maintenance workers, and staff resources can more easily shift from other PW divisions if a project requires extra help. Fleet management within the City is currently decentralized, meaning each department maintains and provides the administrative work involved with vehicles. By off-loading the fleet maintenance from the various departments, and providing that service through in a centralized fashion, it allows the other departments to focus on their primary tasks, instead of vehicle issues.
- **Staffing & Accountability:** While facility and fleet maintenance makes more sense under PW, to a certain degree the same problem exists. Facility maintenance pulled IT resources away from IT service, and moving it to PW will likely pull resources from one of the other divisions. The current thought is to move facility maintenance under the Water Division. The water superintendent has the most knowledge and means to handle facility maintenance. Nevertheless, there is real concern that this may pull attention from water system maintenance. To perform this function appropriately and with proper accountability, a facility and fleet maintenance division should be created. Attached you will find the suggested organizational chart for Public Works. The proposal would include a new superintendent position, and will include both facility and fleet maintenance.
 - **Estimated Additional Cost:**

<i>Vehicles/gas/oil</i>	<i>\$40,950</i>
<i>Equipment/Uniform/phone</i>	<i>\$4,345</i>
<i>Wages/Benefits</i>	<i><u>\$83,805</u></i>
<i>Total:</i>	<i>\$129,100</i>

Secondary Water

- **Paint Secondary Water Tank:** The City's secondary water tank is utilized to pressurize the system. From time to time, the paint on these tanks needs to be inspected and new paint applied. Paint is preventative maintenance that keeps the tank from rusting and failing. To our knowledge, the tank has never been repainted in the 30+ years of its life. There is a request to repaint the tank, which is a significant cost.
 - **Estimated Cost:** \$120,000

Capital Projects

- **2000 West Culinary Project:** Of particular note is the 2000 West culinary water project, which has been moved up due to the SR 108 road widening. UDOT has notified the City that the SR 108 project is moving forward. In order to take advantage of potential savings, the budget proposal moves this project up to FY2017 so the culinary work can be done at the same time as the widening project.
- **5-Year Capital Needs:** Based on the 5-year Capital Projects list, the total needed funding exceeds the projected revenue. The City will need to address costs and revenue structures in order to meet the demand to maintain critical infrastructure.
- **Street Resurfacing:** This proposal includes several roads that will receive overlay or chip seal treatments.
- **Drying Bed:** The 2016 stormwater permit requires cities to discharge street sweepings and storm water cleaning onto an impervious surface with proper stormwater protection measures. A drying bed will allow the debris to reduce its weight prior to sending it to the landfill.

Utility Rates

- **Rate Structure Options:** In order to continue providing services and fund capital projects, the City will need to evaluate both costs and revenue. At the budget discussion, we will explore a variety of rate structure alternatives that can assist in meeting the City’s needs.

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Councilmember Maughan stated he would like to see a summation of the changes made to the Public Works budget prior to consideration of the final budget. He stated he would like for funds that are split across the various budgets in the Public Works Department to be combined so that he can get a global picture of the total costs for things like employee wages, office supplies, and uniforms.

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Review business meeting agenda item five: Authorize Administration to execute contract for Rock Creek Park Improvement Project.

A staff memo from Public Works Director Whiteley explained this project will improve the east half of Rock Creek Park. This project was broke into two separate schedules in order to determine the affordability of an expanded parking lot. The schedules are as follows:

Schedule A included the following:

- Construction of a detention basin and regrade the entire site to provide usable space for soccer/football fields
- Installation of a 10’ trail to connect the trailhead in Rock Creek Park to the existing Emigrant trail
- Installation of sidewalk, where none currently exists, around the perimeter of the park

Schedule B included the following:

- Expand the existing 69 space parking lot by new 33 parking spaces

Bidders were also required to submit a proposed sprinkler plan for the park which was considered in addition to the price of their bid. The construction will begin as soon as contract documents are in place and is anticipated to be completed by the fall of 2016. The park can be available for organized sports once turf has fully become established. This project combines two projects into one in order to conserve costs: Rock Creek Park Regional Detention Basin and Rock Creek Park Improvements. Bids were opened on March 1, 2016. Twenty four companies were on the plan holders list and three bids were submitted. The low bidder was ACME Construction who submitted a sprinkler design which provided single coverage. The second lowest bidder was Arnell-West, Inc. who submitted a sprinkler design that provided double coverage.

	ACME Construction	Arnell-West, Inc.	Stapp Construction
Schedule A Total	\$668,273.15	\$709,901.35	\$796,647.83
Schedule B Total	\$60,963.90	\$52,265.63	\$65,405.62

Given the City is interested in using this portion of the park for athletic events, double coverage is recommended due to shorter watering times and less risk of burning grass due to wind or pressure reduction. Based on the overall cost, sprinkler design and long term maintenance, staff recommends the project be awarded to Arnell-West, Inc. The funding for this project will come from the following sources:

	124070 Park Impact Fee	414070 Storm Drain Impact Fee	
Schedule A Total	\$436,026.24	\$273,875.11	\$709,901.35
Budget	\$401,000.00	\$276,000.00	\$677,000.00
Difference	(\$35,026.24)	\$2,124.89	(\$32,901.35)
Optional Schedule B Total	(\$52,265.63)	\$0	(\$52,265.63)

City Council gave direction during the March 11, 2016 meeting to consider a modified scope in order to reduce costs. The scope includes the following:

- Consider the cost of seed in comparison to the bid price of sod.
- Consider a different location for the parking lot expansion rather than the designed location indicated in Schedule B. If an additional parking lot is constructed on the 0.3 acre parcel 12-748-0432 (located at 769 South 3525 West), for the shared purpose of both park and trailhead, then access could be accomplished along St. Andrews Drive with cyclists using the road as shared lanes, and pedestrians can use the sidewalks. This parking lot could be constructed in the future.
- Eliminate the asphalt trail from the design between the existing parking lot and St. Andrews Drive.

Price adjustments were proposed by the bidder. Recalculating the amount shows an overall savings of \$37,374.75, as follows:

		124070	414070	
		Park Impact Fee	Storm Drain Impact Fee	Total
Schedule A Total		\$436,026.24	\$273,875.11	\$709,901.35
Budget		\$401,000.00	\$276,000.00	\$677,000.00
Difference		(\$35,026.24)	\$2,124.89	(\$32,901.35)
Item #21	Deduct:	(\$68,661.00)		
Replace sod to seed: Cross drill seeding & hydromulch, soil tests, fertilizer & weed control (no bug control) for 12 months, includes mowing for 3 months to establish the grass system.				
Item #20	Add:	\$26,930.00		
Topsoil: Add an additional 1" layer of topsoil required to accommodate the seeding system.				
Item #20	Add:	\$17,634.00		
Topsoil (Optional): Change standard topsoil to premium topsoil.				
Item #15	Add:	\$2,303.00		
Asphalt Trail: Replace asphalt trail with landscaping. Price includes remodeling sprinkler system, placing topsoil, grading and cross drill seeding & hydromulch.				
Item #15	Deduct:	(\$5,644.00)		
Asphalt Trail: Remove bituminous asphalt paving for trail. Asphalt driveway to remain. Unit price for this item changes to \$2.42/SF. This price is an increase of \$.70 per SF from original bid. (Assumes a total square foot area of 4,000 SF being removed)				
Item #12	Deduct:	(\$1,086.75)		
Asphalt Trail: Remove type A2 aggregate base material from the asphalt trail area. Unit price of this material remains at \$15.75/SF (Assumes a total of 69 tons being removed)				
Item #21	Deduct:	(\$8,850.00)		
Mowing				
Total		\$398,651.49	\$273,875.11	\$672,526.60
Budget		\$401,000.00	\$276,000.00	\$677,000.00
Difference		\$2,348.51	\$2,124.89	\$4,473.40

The memo concluded staff recommends the City Council award Schedule A of the contract to Arnell-West, Inc. Include deductions shown herein.

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Mr. Whiteley reviewed the staff memo and specifically the bid tabulation to identify the reductions in the bid that were made since the last discussion of this project.

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Councilmember Maughan indicated that the savings were not as significant as he expected them to be after initially discussing the project; he thought the difference between sod and seed would have been greater. This led to a discussion among the Council regarding the scope of the project and associated costs, with Councilmember Lisonbee stating she feels the project cost is too great at this time and it cannot be completed. Councilmember Maughan agreed. Discussion regarding the scope of work continued, with Ms. Robinson noting that the project cost has increased because it includes a regional storm detention project. Mr. Whiteley agreed and noted that portion of the project will be covered by storm sewer impact fee revenues. Discussion continued regarding the scope of the entire project and City Manager Bovero provided the Council with an overview of funding sources for the project, indicating the Council has already taken action to appropriate funding during a budget hearing held in February. Councilmember Lisonbee stated that there are so many pressing parks projects and it is important to make every dollar available for these types of projects count. The Council engaged in debate regarding items to be included in the scope, with Councilmember Lisonbee stating she is hesitant to express the total budget amount she is

comfortable spending on the project given that there is a potential bidder in the room. Mr. Bovero stated that all bidders will need to be competitive with one another in order to be awarded the project. He stated that the bottom line is that it is important to do the project right so that it is not necessary for future Council's and Administration's to deal with fixing problems that could have been avoided. Councilmember Gailey stated that he feels the Council needs to be decisive and move forward on this project. He regrets that decisions made by the Council have frustrated bidders that have sought to be awarded the contract for the project. Councilmember Lisonbee agreed, especially given that the Council agreed that it is important to preserve goodwill by allowing bidders to amend their bid to accommodate requested changes to the scope of work by the Council. She stated that the Council has significantly changed the project scope, but that has not resulted in a significant cost savings.

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Councilmember Maughan concluded he feels the project exceeds the budget available to complete it. Mayor Palmer asked if the Council is directing staff to revisit the scope of the project to see what can be accomplished for the budget that has been allocated to the project. Mr. Bovero reiterated that the project also includes a storm detention project and time is of the essence for that portion of the project. He stated that the only way to try to get a better price at this point would be to further alter the scope of work and rebid the project entirely. Finance Director Marshall indicated that when comparing to costs paid in other cities to develop an acre of park ground, the bid is not out of line; the average cost of development per acre of ground is \$70,000 and Rock Creek Park is a nine acre park. Mr. Bovero agreed and stated the bid is on par with projects completed in the region in recent years. Mr. Marshall added that when rebidding a project the City runs the risk of receiving higher bids and from less bidders. Councilmember Maughan stated he is less concerned about getting good bids because the bidding process is competitive and will ensure the City gets quality bids. He is more concerned about dedicating such a great amount of money to Rock Creek Park because there are at least three other parks that need attention; he does not want to allocate so much money to this project that it makes it impossible to complete other projects this year or next. Staff provided an overview of projected park impact fee revenues to illustrate the amount of funding that should be available for other park projects.

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Councilmember Lisonbee inquired as to the number of fields to be included at Rock Creek Park. Ms. Robinson stated that the space will accommodate two full size soccer fields and three full size lacrosse fields. Councilmember Lisonbee stated she would be interested to understand the potential revenue the City could generate by using the park space for those programs. Ms. Robinson stated that will be difficult to calculate because it depends upon so many factors.

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Discussion regarding the scope of the project continued, with a focus on the appropriate components to include at the Park. Councilmember Lisonbee stated that she is hesitant to dedicate too much money to this project, which will result in leaving less money available for other park projects making it impossible to complete appropriate projects. Councilmember Maughan agreed. Councilmember Bolduc noted that Rock Creek Park is one of the larger parks in the City and it will take more money to complete the project. Councilmember Lisonbee agreed. Councilmember Maughan stated it is imperative that the Council have a meaningful discussion and make a decision regarding whether to use money from the sale of Jensen Park for future park projects; if that decision is made, more money will be available for other park projects and this process will be much easier in the future. Mayor Palmer stated it is important to complete projects that will yield more sports fields. Councilmember Maughan argued that residents are more concerned with the total number of parks available for use in the City rather than sport field space.

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Discussion refocused on the scope of the project, with Councilmember Lisonbee suggesting that construction of the restroom facilities at the park be delayed at least one year as the fields will not be usable this year. The Council discussed this option and other options for reducing costs, deciding upon delaying construction of the restroom facilities and foregoing the use of premium top soil. Councilmember Lisonbee asked if it is also possible to decrease the depth of the topsoil to be used at the project. A representative of Arnell-West indicated that reducing the depth of the topsoil will reduce the depth of the roots and ultimately have an impact on the health of the grass. Councilmember Bolduc summarized the total cost reductions, including removing the need to mow the grass next year. Discussion regarding the total cost of the project and cost savings achieved by adjustment of the scope of the project with the Council ultimately concluding to complete discussion during the business meeting before taking final action.

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Review business meeting agenda item six: Authorize Administration to execute contract for Banbury Drive Road Improvement Project.

A staff memo from Public Works Director Whiteley explained this project will consist of bringing American with Disabilities Act (ADA) compliant ramps up to current standards and repaving Banbury Drive from 1700 South Street to Dallas Street. The construction will begin as soon as contract documents are in place and will be completed by the summer of 2016. Bids were opened on March 22, 2016. Eight bids were submitted and the low bidder was Post Asphalt and Construction with a total bid amount of \$320,903.42. The funding for this project will come from Class C 20-40-70. The memo concluded staff recommends the Council award contract to Post Asphalt and Construction.

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Mr. Whiteley reviewed his staff memo.

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Review business meeting agenda item seven: Authorize Administration to execute contract for Marilyn Acres Culinary Waterline Project Phase III.

A staff memo from Public Works Director Whiteley explained this project will consist of the following improvements over a portion of Marilyn Drive, Dallas Street, 1250 West Street, Melanie Lane & Lori Circle:

- Replace existing replace existing concrete sewer with a new 8” PVC main
- Replace existing 6” cast iron & class culinary mains with new 12” & 8” C-900 mains
- Replace existing 3” secondary main with new 8” C-900 main
- Bring ADA ramps up to current standards
- Full width pavement replacement

The construction will begin as soon as contract documents are in place and will be completed by the fall of 2016. Bids were opened on March 21, 2016. Five bids were submitted and the low bidder was Leon Poulsen Construction Company, Inc. with a total bid amount of \$1,038,361.65. The funding for this project will come from the following sources:

	20-40-70 Class C	50-16-70 Culinary Capital	30-16-70 Secondary Capital	53-16-70 Sewer Capital	
Total	\$139,024.95	\$454,550.05	\$89,155.50	\$355,631.15	\$1,038,361.65
Budget	\$150,000.00	\$485,000.00	\$100,000.00	\$359,000.00	\$1,094,000.00
Difference	\$10,975.05	\$30,449.95	\$10,844.50	\$3,368.85	\$55,638.35

The memo concluded staff recommends the Council award contract to Leon Poulsen Construction Company, Inc.

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Mr. Whiteley reviewed his staff memo.

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Review business meeting agenda items eight and nine: Proposed resolutions amending the FY2016 budget and wage scale.

An administrative staff memo referenced materials included in the packet relative to changes to the Fiscal Year (FY) 2016 budget amendments; proposed changes to the operational budget include an increase in the Arts Council budget by \$2,400 and a transfer of Internet Crimes Against Children (ICAC) budget from equipment to overtime wages. Proposed changes to Parks and Recreation staffing levels, pursuant to the findings of the Council subcommittee on Parks & Recreation staffing, the following changes are being proposed:

- Administration is proposing eliminating 4 part-time positions (2 park maintenance worker I and 2 recreation coordinators) in the parks and recreation department and instead hire 2 full-time positions in their place. The new positions would be a full-time recreation coordinator and a full-time park coordinator.

- The net cost to the FY2016 budget would be 0. We could fund the 2 new full-time positions within the current budget. This is due to the fact that we have been unsuccessful in maintaining all 4 part-time positions over the last 8 months and have experienced significant turnover in these positions.
- The net impact to the FY2017 budget and to future budgets is estimated at a total cost of \$56,000. This includes our original estimate of \$44,000 for the two positions and then an additional \$12,000 to upgrade the Park Maintenance Worker I position to a Parks Coordinator position.
- Administration is also proposing hiring a part-time event coordinator to replace our contract service. There will not be an increase to the budget for FY2016. We would recommend removing the contract expense in DCED and adding the part time position in the Parks and Recreation department. The net impact to the FY2017 budget and to future budgets is estimated at a total cost of \$9,600.

The memo concluded City Administration recommends the Council adopt the resolution adjusting the Syracuse City Budget for Fiscal Year ending June 30, 2016.

An additional staff memo explained City Administration has determined it necessary to add a part-time Event Coordinator to the Parks and Recreation department. This position will report to the Parks & Recreation Director. Staff performed a salary benchmark for the Event Coordinator and have set the proposed wage scale to match the wages to the 60th percentile of comparative cities. This proposed new position has been added to the FY2015-2016 wage scale and is shown in red. The memo concluded staff recommends the Council adopt the resolution approving the updates to the fiscal year 2015-2016 wage scale.

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Mr. Marshall reviewed his staff memo.

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The Council engaged in high level discussion regarding the structure of the Parks and Recreation Department and the proposal to eliminate four part-time positions in favor of creating two full-time position. Mr. Bovero reviewed the staffing plan for the Department and identified which positions will be eliminated and which positions are recommended for creation. He also summarized the duties that the two full-time employees would be responsible for. Councilmember Maughan then asked if the Events Coordinator position will be filled immediately upon approval of these budget amendments, to which Mr. Marshall answered yes.

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Review City Council Rules of Order and Procedure.

An administrative staff memo explained the City Council has directed staff to add an item to the agenda to facilitate the review and discussion of the City Council Rules of Order and Procedure. The document is attached to this report for reference.

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Councilmember Maughan stated he would like to amend the Rules in order to provide consistency relative to recognizing those that wish to speak during Council meetings; the rules should apply to staff members as well as citizens. Councilmember Bolduc stated she would like to gain an understanding of the intent of work session meeting when the decision was originally made to hold such a meeting. Councilmember Lisonbee stated that the format of work sessions has changed over the years, but generally work sessions are meant to accommodate more open dialogue, though anyone wishing to speak should ask to be recognized. This will create a better dialogue. She stated that she thinks it is valuable to allow citizens to speak because they may have something to offer that the Council would not have otherwise thought of. Councilmember Maughan stated that his main concern is creating consistency and that should be offered to staff and residents alike.

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The Council then discussed other potential changes to the rest of the Rules document. Councilmember Lisonbee suggested that the sections of the document dealing with decorum and discipline of members of the public body be uniform with Robert's Rules of Order. The discussion concluded with the Council offering direction to staff regarding the recommended amendments to the document for consideration at the April 12 business meeting.

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Review Employee Compensation Plan.

A memo from City Manager Bovero explained that at the March 18, 2016 City Council meeting, there was discussion on the need to review the City's Compensation Plan. Due to the timing of the upcoming budget discussions, staff felt it was necessary to discuss this sooner, rather than later. From time to time, it is important that the City Council review its policies. Recent policies that have been reviewed and revised include:

- General Fund Balance Policy
- Personnel Policies and Procedures
- Recruitment & Retention Policy
- 5-yr Compensation Plan

The memo referenced the attached copy of the current Recruitment and Retention Policy, along with the current 5-year Compensation Plan. The Compensation Plan is updated every year, and is a sub-component of the overall Recruitment and Retention Policy, so the discussion for the work session would need to have both in consideration.

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Mr. Bovero reviewed his staff memo and facilitated a discussion with the Council regarding their understanding of the terms of the Plan relative to the maximum percentage wage increase any employee is eligible to receive in a given year. The Council ultimately concluded their intent when initially adopting the Plan was that no employee would be eligible for more than 2.3 percent in wage increases in any given year. Discussion also centered on the City's benchmarking practices, with Mr. Bovero noting that staff has completed the benchmarking process this year for use in the next fiscal year budget development process.

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Councilmember Bolduc refocused on the percent increase employees are eligible for in a given year. She stated she likes the idea of capping the maximum increase at 2.3 percent, but wondered if it would also be appropriate to establish increase levels according to an employee's evaluation score. Councilmember Lisonbee stated she likes that idea and indicated that employees performing below expectations should not be eligible for a pay increase. Mr. Bovero stated that is already dictated by the Plan. He then stated that it has been his practice to review employee evaluations for all employees to compensate in differences between evaluators; top performers within the group will be given a greater amount and the amount will scale down from there.

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Councilmember Lisonbee then stated that she would like for the Council to be provided with the total cost associated with employee increases based upon evaluation scores. She stated this practice would differ from what the Council has done in the past, which was to allocate a certain amount of money to wage increases to be divided among Departments in the City. She stated that she feels the taxpayers are being lost in the equation and they deserve to see the total amount that is offered in merit increases annually. Mr. Marshall stated that data is being tracked and can be made available for public review. Councilmember Lisonbee stated she would like the total number to be included in the final budget. Mr. Bovero stated staff can accomplish that as evaluations are completed in March of each year.

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Council business

The Council and Mayor decided to forego Council business and moved to their business meeting.

The meeting adjourned at 7:29 p.m.

Terry Palmer
Mayor

Cassie Z. Brown, CMC
City Recorder

Date approved: May 10, 2016