

**Pleasant Grove City
City Council Work Session Meeting Minutes
March 14, 2017
6:00 p.m.**

PRESENT:

Mayor: Michael W. Daniels

Council Members: Dianna Andersen
Ben Stanley
Cyd LeMone (arrived at 6:07 p.m.)
Eric Jensen
Lynn Walker

Staff Present: Scott Darrington, City Administrator
David Larson, Assistant to the City Administrator
Denise Roy, Finance Director
Deon Giles, Parks and Recreation Director
Mike Smith, Police Chief
Kathy Kresser, City Recorder
Tina Petersen, City Attorney
Dave Thomas, Fire Chief
Marty Beaumont, Public Works Director
Ken Young, Community Development Director
Sheri Britsch, Library and Arts Director

The City Council and Staff met in the City Council Chambers at 86 East 100 South, Pleasant Grove, Utah.

1) **Call to Order.**

Mayor Daniels called the meeting to order and noted that all Council Members were present.

2) **Pledge of Allegiance.**

The Pledge of Allegiance was led by Riley Nelson.

3) **Opening Remarks.**

The opening remarks were given by Libby Flegal.

4) **Approval of Meeting's Agenda.**

ACTION: Council Member Jensen moved to approve the agenda. Council Member Stanley seconded the motion. The motion passed with the unanimous consent of the Council.

5) **Presentation of Team Member of the Year.** *Presenter: Assistant Larson.*

Assistant to the City Administrator, David Larson, described the process by which nominations are submitted for the Team Member of the Year Award. This year's winner was Sergeant Carl Nielson, who received several nominations. Assistant Larson read some of the nominations aloud for those who were in attendance.

6) **General Play survey results.** *Presenter: Director Young.*

Community Development Director, Ken Young, presented the General Plan survey results. He noted that the survey was conducted from January 4th through the 31st. There were 675 total responses, of which 631 were complete. Director Young reviewed the survey questions and results as follows:

Question #1: What are the main reasons you live in Pleasant Grove?

Answered: 640/Skipped: 35

Results: Family (44.84%), Quiet (40.47%), Mountains (44.69%)

Question #2: How would you rate the importance of the following community values in Pleasant Grove?

Answered: 670/Skipped: 5

Results: Preserving safe and comfortable neighborhoods (79.91% rated "Very Important").

Question #3: How would you rate the following conditions, activities, and services in Pleasant Grove?

Answered: 671/Skipped: 4

Results: Law Enforcement, Fire/Ambulance, City parks, Recreation programs, and Quality of life all rated excellent. It was noted that Street maintenance was rated poorly. Director Young stated that even though residents indicated on the survey that roads are important, the survey did not ask how they would rate the maintenance of roads versus other types of services.

Question #4: Which of the following types of commercial growth are most important to Pleasant Grove?

Answered: 587/Skipped: 88

Results: Eateries (66.10%), Sit-down restaurants (76.32%)

Question #5: How important is creating bicycle/pedestrian walkways on major streets?

Answered: 647/Skipped: 28

Results: Very Important (28.44%), Important (30.45%), Somewhat Important (22.10%), Not Important (17.47%), Undecided (1.55%)

Question #6: Rate the importance of solutions to help residents move about in the city. (1 = Most important 5= Least important)

Answered: 650/Skipped: 25

Results: Repair/Repave roads (77.01% rated this as “Most Important”).

Question #7: What are the most appealing qualities of your neighborhood?

Answered: 634/Skipped: 41

Results: Good neighbors (77.66%), Quiet/peaceful (66.15%), Family oriented (61.83%)

Question #8: Which of the following conditions are problems in your neighborhood?

Answered: 465/Skipped: 210

Results: Unkempt lots, weeds, garbage, etc. (34.19%), On-street equipment/vehicle parking (37.63%)

Question #9: Check any of the following activities in which you participate in Pleasant Grove, or in another city.

Answered: 641/Skipped: 34

Results: Hiking, service projects, enjoying nature and walking (activities within the City); dining out, enjoying nature, special events, going out with friends and shopping (activities outside of the City).

Question #10: Which of the following recreational facilities should be developed or expanded in Pleasant Grove?

Answered: 625/Skipped: 50

Results: Indoor swimming pool (60.48%)

Question #11: How important is the preservation of open space in town?

Answered: 647/Skipped: 28

Results: 526 participants indicated this was either “Very” or “Somewhat” important.

Question #12: How important is the preservation of open space in undeveloped foothill areas?

Answered: 647/28

Results: 565 participants indicated this was either “Very” or “Somewhat” important.

Question #13: For which of the following services and facilities do you think the City should explore funding possibilities?

Answered: 641/Skipped: 34

Results: Street improvements (82.22%), Library (41.65%), Indoor swimming pool (48.21%)

Director Young explained that prior surveys asked citizens what services they would be willing to fund with additional taxes. In the most recent survey, they instead asked the question differently (See Question #13). He stated if road improvements were fixed and taken out of the equation, other numbers in other categories were still very strong despite there currently being a gap in percentages. He argued that the City does not want to ignore the other numbers altogether.

Question #14: Rate the importance of the following issues facing Pleasant Grove. (1 = Most important 5 = Least important)

Answered: 637/Skipped: 38

Results: Street improvements came in first at 72.28%. Second, third, and fourth place were economic development, install missing sidewalks and utility rates, respectively. The median percentage of second, third and fourth place was 26.71%.

Question #15: Which of the following are important components of the Downtown area?

Answered: 613/Skipped: 62

Results: The top three results included Parks and open space (68.35%), Library (68.68%) and the Police Department (65.25%).

Question #16: How often do you support businesses downtown?

Answered: 637/Skipped: 38

Results: "Sometimes" garnered the highest response at 45.68%.

Question: #17: What does Downtown need more of?

Answered: 609/Skipped: 66

Results: Restaurants (72.74%)

Question #18: What kind of events would you like to see Downtown?

Answered: 589/Skipped: 86

Results: Farmers Market (75.38%)

Question #19: If the City were to provide high speed / fiber internet (250 Mps up and down) for an approximate cost of \$65 a month, how likely would it be for you to sign up for it?

Answered: 637/Skipped: 38

Results: "Very likely" garnered the highest response at 40.03%.

Questions #20 through #24 were basic questions asking about demographic information. Director Young stated that they are going to pay special attention to the goals indicated in the survey results and indicated that a full report of the survey results would be published on the City's website.

Administrator Darrington asked how the results will apply moving forward on the General Plan. Director Young responded that they will pay attention to the goals outlined in each chapter of the General Plan and stated that the survey did not show implications of any serious issues. If there are any new goals that need to be established which aren't being covered currently, staff will propose changes accordingly. After further review from the Downtown Advisory Board, staff will present a draft of the revised General Plan to the Planning Commission, which will hopefully take place in late May or June. There will be an open house in June, and shortly thereafter the Council will review the document prior to approving the changes.

In response to a question from Mayor Daniels, Director Young explained that the term "skipped" meant the survey participant did not answer the question. Mayor Daniels noted that Question #8 was skipped by 210 people. Director Young opined that this could be attributed to some people

not having any problems, and not wanting to go through the laundry list of items presented in the survey.

Mayor Daniels asked if 675 participants was a statistically representative analysis. Director Young stated that staff did not attempt to make this a statistically representative survey. He noted that the survey garnered a smaller response than was received in 2011, because they opted not to mail out paper surveys. Staff justified not sending out paper surveys because they live in internet era, and it is incredibly labor intensive to manually enter results from paper surveys. In 2011, there were 500 to 600 surveys collected in paper format. Director Young remarked that staff had hoped there would have been a better response. They can address that issue in future surveys. He still felt that online surveys were the best approach for cross tabulating the answers. He said that perhaps they need to find a way to promote online survey taking. The City could also have other polling locations, such as the Library, where staff would be available to answer technical questions. Director Young reiterated that they should steer clear of mailing out paper copies again.

Administrator Darrington added that this was also the most cost-effective approach. Some cities hire companies to conduct surveys, which can generate more scientific results. However, those cities end up spending around \$10,000 for third parties. Administrator Darrington stated that this survey provided a decent snapshot of what residents are thinking. He was of the opinion that the information provided was sufficient to provide a general direction.

Director Young said that one should learn to value those who are willing to give input. He also mentioned that staff provided an incentive for those willing to provide their name and address. Those individuals were entered into a drawing to be randomly selected for discounted utility bills. As such, Mayor Daniels drew three names at random.

7) Discussion on the FY 2018 budget.

Administrator Darrington stated that the tentative budget for FY 2018 was a culmination of work done by department heads. If funding is available, the projects outlined below are those they would like to see within their respective departments. He noted that both he and Finance Director, Denise Roy, reviewed the list. Tonight staff was seeking feedback from the Council. No formal decisions were to be made. Administrator Darrington explained that the budget shows ongoing revenues and proposed uses for the funds. They will review capital funds, which vary based on the City's revenue streams. Last, a list of projects that were not funded based on prior recommendations from staff were to be presented.

Director Roy mentioned that the proposed FY 2018 budget was presented at the retreat in January. There have been additions made since that time, including significant revenues from December's sales tax. The other revenue changes were not significant. She then presented the proposed FY 2018 budget as follows:

**Pleasant Grove City
Revenue Sources/Uses FY2018**

Revenue Source

Revenue Use

Taxes	\$331,089	Salaries/wages - 2.5%	\$115,470
License/Permits	\$26,971	Salaries/wages - 2.0%	\$92,376
Charges for Services	\$61,317	Benefits	\$110,052
Other	\$56,362	Fire Retention	\$40,000
Total Revenues	\$475,739	Downtown Advisory	\$5,000
		Legal	\$3,000
		Public Safety Trust Fund	\$4,000
		FT Librarian	\$70,754
		PT Code Enforcement	\$41,725
		FT Custodial	\$60,738
		Vote by mail	\$25,000
Total Revenues/Budget	\$475,739	Total Planned Uses	\$475,739
Reductions			

Capital Projects – FY2018

Amount Available	\$455,446
Lions Center Appropriation	\$64,624
Sound System - Citywide	\$10,000
GPS Unit - Engineering	\$10,000
City Center Parking Lot Improvements	\$100,000
Library Book Drop	\$6,000
Library Elevator	\$50,000
Irrigation/landscaping 1650 W park strip	\$10,700
Netting at Manila Baseball Park	\$6,300
Body Cameras	\$42,585
Recreation Locker Room Floors	\$8,500
Replacement of 97 Ford Expedition - Recreation	\$28,000
Vacuums-Citywide	\$2,400
Security Vaults	\$7,992
Swimming Pool Play Feature	\$8,000
Zoll Heart Monitor (2)/AED (2)	\$69,367
Contingency	\$30,978
Total	\$455,446

Other Budget Requests – FY2018

Operational

Transfer to Class C Roads	\$25,000
Cemetery FT Position	\$54,000
Dispatcher FT Position	\$59,240
Fire PT Administrative Assistant	\$10,000
Special Events Coordinator/PT or Intern	\$30,000
Parks FT Position	\$54,000
Police FT Position	\$89,040

Total **\$321,280**

Capital

Cemetery Dump Truck	\$25,000
Cemetery Kubota UTV	\$19,000
Engineering Vehicle	\$30,000
Manila Park Score Tower Reroof	\$8,310
Library Theater Addition	\$40,000
Replace of wood park structure-Discovery Park	\$200,000
Rodeo Ground Bleachers	\$30,000
Police Portable Traffic Radar Sign	\$10,794
Total:	\$613,104

The Council deliberated on several items listed in the above tentative budget. Council Member LeMone was informed by Director Roy that the benefits program through the Public Safety Trust Fund is in effect. Director Roy explained that the program is through the State of Utah. Council Member LeMone asked if cities are required to participate in the program. Director Roy clarified that they are not. Fire Chief, Dave Thomas, stated that while the City is not required to join the program, they will pay for the benefits regardless. In the event of a death occurring in the line of duty, the City is responsible for providing the surviving family with insurance needs in perpetuity. However, if the City is participating in the program, the Trust Fund will pay a portion of the benefits.

Council Member Stanley asked how much was provided through insurance benefits. City Attorney, Tina Petersen, stated that it is provided primarily through medical insurance and does not include life insurance. She explained that the City would provide medical insurance for the surviving family for the first two years following the death of a public safety employee. After the two years, the Trust Fund would pay those premiums in perpetuity or until a disqualifying event occurs. If the City does not join the Trust Fund, according the State Statute the City would be obligated to continue to provide health insurance in perpetuity, which would be a much larger sum over time.

Council Member LeMone inquired about funds allocated for elections and wanted to know if the number specified in the budget was set by the County. Director Roy answered in the affirmative.

Mayor Daniels asked if the City currently has a part-time Code Enforcement Officer. Administrator Darrington reported that Carl Nielson is currently doing Code Enforcement for the City. However, Administrator Darrington mentioned that one focus at the Budget Retreat was finding more ways to be effective in this area of the City. As a result, staff was proposing increases in this area of the budget in order to hire additional help in Code Enforcement.

Administrator Darrington provided a brief overview of how the City's benefits package is awarded to employees based on merit.

Council Member Stanley asked what has changed in the City's custodial needs that necessitates a full-time Custodian. Administrator Darrington stated that new facilities have been added,

specifically the Recreation Center. Staff has added a few part-time employees, but the quality of cleaning has not been good and the turnover rate has been high. The new full-time person would spend the majority of their time at the Recreation Center to alleviate the problem of it not always being properly cleaned. Council Member Stanley asked if by adding a full-time position the need for part-time custodial positions will be alleviated. Administrator Darrington responded that that is possible. If a part-time position is vacated, staff can assess whether it is necessary to fill the vacancy.

Council Member Stanley asked about the \$5,000 requested for the Downtown Advisory Board (DAB). Administrator Darrington mentioned that it was for events. He reported that the City used to fund the Promenade, which generated revenue for the City from vendors. When the DAB was reorganized, they requested funds to rebrand the Promenade and/or do other activities to promote downtown. Originally, they requested \$12,000 and staff came back with a proposal of \$5,000. The funds would be used at the DAB's discretion.

Mayor Daniels asked staff to clarify the ongoing revenues for roads. Administrator Darrington responded that there is currently \$25,000 available in the budget for the Council to consider earmarking from the General Fund for roads, specifically.

Council Member LeMone asked staff to breakdown the \$325,000 currently being earmarked each year for roads. Administrator Darrington stated that the first \$195,000 that was earmarked four years ago, came from Franchise Taxes. He noted that there was room to grow in this area. The additional \$130,000 per year was a result of staff reviewing each line item to find additional monies that could be reduced from their budgets, without affecting the current level of service. That \$130,000 is now built into the base budget, in addition to the \$195,000 from Franchise Taxes. If the Council chooses to put more money from General Fund into roads, those monies would be ongoing funds. Ideally, every year there will be a growth in revenue and the City will have the ability to distribute the funds throughout the City. In the event of another downturn, they would have to make cuts and lay people off. Council Member LeMone asked if the \$325,000 could at any point go back into the General Fund to fulfill other needs. Administrator Darrington answered in the affirmative.

Mayor Daniels stated that if HB 362 passes in Utah County any money from the General Fund going towards roads will be locked in and become permanent. Administrator Darrington said that what they did not want to do is pass that tax and have cities back out and use General Fund monies for other uses. Mayor Daniels asked if B&C Road Funds would be in addition to whatever would be locked in via HB 362. Administrator Darrington answered in the affirmative. There was subsequent discussion on how HB 362 will potentially impact the Citizens Initiative, should it pass.

Staff provided brief explanations for several of the capital projects listed above. Administrator Darrington noted that the new sound system will be portable so it can be used for various events around the City. The City Center parking lot will get about 30 additional stalls. With regard to the Library elevator, staff noted that money was being carried over from another year, in addition to the MAG grant which expires in 2017. The elevator project has been out to bid four times. Since the City cannot get the price they want, they requested an additional \$50,000. Parks and

Recreation Director, Deon Giles, stated that the current flooring at the Recreation Center is porous and collects a lot of dirt. Staff would like to apply a certain type of paint to make it easier to maintain. Director Giles also noted that the recreation vehicle listed will be used to deliver equipment to various facilities.

Administrator Darrington mentioned that last year there was \$60,000 available for capital projects. This year they have \$455,000. There are items that have been put off for a number of years and staff is trying to take care of those needs now. Capital projects are one-time expenses.

Security vaults will be used for the Police Department to secure weapons in the vehicles. Chief Thomas explained that the City currently rents four heart monitors, which are nearly 20 years old. Even though the City has a maintenance agreement for that equipment, they lack most of the features needed. Furthermore, the Zoll monitors are 10 years old and are becoming obsolete. Staff has requested two new Zoll Heart Monitors and AEDs.

Last, Director Roy noted that the Contingency line item is a placeholder for unforeseen needs.

Council Member LeMone asked Library and Arts Director, Sheri Britsch, to describe the need for another full-time Librarian. Director Britsch explained that the Library needs to staff for the expansions that have taken place, namely the functions added in the basement. For safety reasons, they would like to staff the basement with two people. The Library is open 64 hours per week, which requires an additional 128 hours of staffing. The amount requested in the budget would help immensely. Even then they will still have to be creative in distributing the rest of their budget to accommodate the new position(s). Director Britsch stated that the Pleasant Grove Library has by far the smallest staff in Utah County. Most libraries have at least six full-time librarians, whereas Pleasant Grove only has three. The Library is limited in terms of the services they would like to provide because they do not have the staffing. Furthermore, the elevator will open up other areas of the Library.

Council Member Stanley stated that in regard to operational expenses, citizens he has spoken with want the City to put as much money as possible toward roads and less toward other services. He opined that cutting some operational expenses could go a long way toward roads. They would not be cutting services but would not be adding or expanding services quickly. He suggested reducing salaries and wages, which would be commensurate with what the City has done in previous years. He also suggested removing the vote-by-mail option and full-time custodian and librarian positions, which would free up a minimum of \$175,000. A breakdown of how new positions are budgeted for base salary and benefits was then briefly reviewed.

Council Member LeMone stated that based on the survey, one major issue was Code Enforcement. As such, she wanted to see this position funded. She also noted that the vote-by-mail option generated double the response during elections. She stated that if they want to hear from the public they need to make every concession possible for citizens to provide their input. She stated that this was a worthy expenditure in the City. Additionally, the City was experiencing high turnover in the Fire and Police Departments. She commented that it is expensive to retrain new employees. She suggested that the City match what other communities are offering so they can keep their first

responders as long as possible and not lose them to other cities. By investing in the City's employees, they are investing in the public.

Mayor Daniels stated that this week the Council will receive a list from staff of services being funded by the General Fund. The Council will then assign relative priorities to each service, which will help the Council assess how services are related to one another. Administrator Darrington stated that the Council will revisit the budget on April 11th. Council Member LeMone stated that it would be helpful for the department heads making funding requests to submit summaries justifying the requests. Administrator Darrington stated they can provide that information. There was subsequent discussion on the function and process of the rating system for determining priorities for each line item in the budget.

Attorney Petersen explained that on March 21, staff will present a fiscal summary of how different positions and areas within the City would be affected if an additional \$2.3 million from the General Fund is redistributed to the roads budget. Mayor Daniels stated that if the Citizens Initiative makes it to the ballot and passes, then the priorities as set forth by the Council via the rating system will be enacted. Attorney Petersen confirmed that that was correct. The Council discussed ways to submit suggestions for reductions in the budget should the Citizens Initiative be approved. Mayor Daniels stated that the Council needs to be consistent in submitting their suggestions. Attorney Petersen noted that the fiscal note has to be prepared by March 28.

8) Review and Discussion of the March 21, 2017 City Council Meeting Agenda.

Staff briefly reviewed the agenda items for the aforementioned meeting.

9) Neighborhood, Staff, Council and Mayor Business.

Staff provided several updates with regard to their respective departments. Director Britsch mentioned that Council Members LeMone and Andersen were taken on a tour of the Springville Library. Council Member Andersen stated that it was beautiful. Director Britsch also went to the Utah Children's Choir Concert the previous day, which is an organization the Arts Council supports.

Administrator Darrington reviewed the calendar for the next few weeks. There will be a Special Meeting on March 22 to consider the General Contractor for the Public Safety Building. Three contractors will each give 20-minute presentations with 10 minutes of Q&A. Recommendations from the Owners Committee will also be presented. He noted that the City received a total of eight proposals. The Council will meet on March 28 at 5:00 p.m. for a public hearing to discuss a Code text amendment. There will be no meeting on April 4 due to Spring Break. There will be a Work Session on April 11 to discuss the budget. It was noted that a tentative budget needs to be adopted in early May.

Public Works Director, Marty Beaumont, reviewed the schedule for the Spring Cleanup Week. It will be held Easter Weekend with the exception of Easter Sunday. The last day of Spring Cleanup will be the following Sunday. Director Beaumont reported that the secondary water will be turned on on May 1, but they will start filling the system on April 15.

Chief Thomas announced that Open Burn will be open from March 30 through May 30. Information was available online.

Director Beaumont reported that the Black Hawk water line project starts this week. He reviewed timelines for bids on other projects.

10) Adjourn.

The meeting adjourned at 7:56 p.m.

The minutes of March 14, 2017 City Council Work Session were approved by the City Council on April 18, 2017.

Kathy T. Kresser, City Recorder, MMC

(Exhibits are in the City Council Minutes binders in the Recorder's office.)