

Adopted Minutes
Spanish Fork City Council Work Session
January 13 & 14, 2012

Elected Officials Present: Mayor G. Wayne Andersen, Councilmembers Steve Leifson, Rod Dart, Keir A. Scoubes, Richard Davis, Brandon B. Gordon.

Staff Present: Junior Baker, City Attorney; Pam Jackson, Library Director; Dave Oyler, City Manager; Seth Perrins, Assistant City Manager; John Bowcut, IS Director; Kent Clark City Recorder/Finance Director; Dale Robinson, Parks & Recreation Director; Dee Rosenbaum, Public Safety Director; Chris Thompson, Public Works Director; Dave Anderson; Community Development Director; Angie Warner, Deputy Recorder.

CALL TO ORDER, PLEDGE, RECOGNITION:

Mayor Andersen called the meeting to order at 10:00 a.m.

FINANCE UPDATE

Kent Clark reviewed the following:

1. Big Box Stores coming to Spanish Fork
2. City Cash Reserves

Discussion about the City bid system for vehicles, parts and maintenance.

3. Impact Fees
4. General Fund Revenues
 - a. Sales Tax – going up
 - b. Property Tax – steady increase with growth
5. Utility Revenue and Rates
 - a. Rate Comparisons – The cost to live in Spanish Fork is less than everyone else.

Councilman Leifson suggested putting the comparisons of the utility rates and property taxes in the newsletter for the citizens to see.

6. Capital Projects Funding
 - a. Fairgrounds – added 4.8 million to the budget
 - b. North Park – Costco and Beyond...
 - c. Cut Bridge Road
7. City Debt
8. RDA Review
9. Budget Issues

Seth Perrins reviewed the following:

10. Compensation – Mr. Perrins discussed the past and current pay systems.
 - a. Salary Ranges – Freezes, adjusting only the ranges, raises, keeping employees.

Mr. Perrins said that the ranges need to be kept updated even if we are not giving raises. The City employees have sacrificed a lot and have really stepped up and taken on more duties without raises.

Mr. Perrins said at the next council meeting the salary ranges will be presented with the budget and a 3% increase in the range.

Mr. Perrins suggested focusing more on the employees that are stuck below their midpoint.

Councilman Leifson asked for a dollar amount when the City starts giving raises again.

Mr. Perrins said it would take approximately \$100,000 to give a 1% raise throughout our entire system.

Councilman Scoubes asked about the fire & ambulance volunteers.

Dave Oyler said we are not concerned with the fire but we are concerned about the ambulance. There is a lot of turnover in the ambulance.

Dave Oyler asked the Council if they agreed with going in the direction putting money in the budget to be able to give some raises.

Council agreed.

11. Uses of Support Center – Mr. Perrins said this new system will allow anyone to submit comments, complaints, work orders, etc. for the City. Staff will be able to track and record notes and responses. And also to make sure they are completed.

SPANISH FORK COMMUNITY NETWORK

John Bowcut reviewed the following:

1. Fiscal Status of SFCN
 - a. Revenue Sources
 - i. CATV
 - ii. Residential Internet
 - iii. Business Internet
 - iv. Phone
 - b. Expenses
 - i. Operating
 - ii. Capital
 - c. Loan Payments
 - i. Bonds August 2015
 - ii. Electric Department Payment
2. Cable Television Challenges
 - a. Currently has 5,055 customers
 - i. Stagnant Growth
 - b. Increasing Costs
 - i. Off air channels
 - c. Technology improvements by our competition
 - i. Comcast
 - ii. Dish & Direct TV
 - iii. Over the Top Video

3. High Speed Internet
 - a. Internet 6,383 customers
 - i. Growth has slowed
 - ii. Over the top video bandwidth demands are under control.
 - b. Higher Speed internet is back on priority list
 - i. Targeting 55mbps for \$55
 - ii. Tightening usage controls
 - iii. Our regular service already often out performs Comcast's highest tier.
4. Phone Service Challenges
 - a. Phone 2,141 customers
 - i. Take rate is still climbing
 - ii. Cell phones continue to cut into traditional lines
 - iii. Phone partner struggles
 1. service interruptions
 2. billing mistakes
 3. service limitations
 4. ROI for replacement isn't good
 - a. Do it ourselves save about 50k/year
 - b. \$650k capital invest
5. Full Digital Conversion
 - a. Comcast has already done it, satellite companies have always been digital
 - b. Move all of our channels to a digital signal
 - c. Opens up space for their services or more channels
 - d. Uses current method of digital content delivery
 - i. What SFCN and Comcast currently use
 1. QAM Encoding
 2. DTA or Set Top Boxes for every television
 - ii. Uses technology over 20 years old
 - e. Future is IPTV
 - i. Works like Netflix to every TV
 - ii. VOD becomes simpler
 - iii. Replace all set top boxes
 - iv. Uses newer data compression
 - v. Easily supports TV everywhere
6. Spanish Fork 17
 - a. Future Direction
 - i. Should we eat a different pie?
 - ii. Use Channel 16 during primetime
 1. supplement SF17
 2. schools promise to provide content
 3. programming guide when not primetime
7. Information Systems
 - a. Tablets
 - b. "SF Cloud" solutions
 - i. Working on a safe secure method of access to City computer files from anywhere
 - c. Backup System

- i. New Revinetix System
- d. Computer Life Austerity Measure
 - i. Extended replacement 1 year longer
 - ii. Had a few fail after the warranty
 - iii. Hardware developments have slowed
 - iv. Increased exposure of IS personnel/Capital
- e. Custom Programming
 - i. Parks and Rec Software
 - ii. Timesheet
 - iii. Fairground Ticket Program Plans
 - iv. Billing Reconciliation Programs
 - v. Customer Provisioning

COMMUNITY DEVELOPMENT

Dave Anderson reviewed the building inspector's workload; inspectors are inspecting more items on the inspections list. So the amount of time spent on an inspection is more.

Councilman Dart asked if the City needs another inspector.

Dave Anderson said no, not right now. But if things start to grow and get busy, then yes.

Dave Anderson said that the solicitor license policy was changed last year. The 9 licenses we had last year has went up to 49 this year.

2012 large non-residential projects that we know of include:

2 LDS Churches, Rodeo Arena, Costco, PreCorp, Legacy House

It was asked why we require a business license?

Mr. Anderson said simply the issuance of the business license, a service to the business for a record kept for where, when & what. The fees are to cover the structure of the city's program.

Kent Clark brought up the business license study. If the City does the study, it will establish the amount it costs for the business license program. The City cannot charge more than what it costs to run the program.

Discussion about inspections for businesses.

Dave Anderson said the City could to do an in-house or out of house business license study.

Councilman Dart asked if the insurance companies do inspections that provide the insurance for the business.

Councilman Gordon replied usually not.

Dave Anderson asked Council if they would like to just proceed with what we are doing.

Mayor Andersen said with the addition of completing the in house study.

Accessory Apartments

Dave Anderson said that each city is different in how they define accessory apartment. Mr. Anderson explained our City process.

Mr. Anderson said there are a lot of homes that are grandfathered in and are considered a legal accessory apartment. Then there are a lot that are not legal.

Mr. Anderson said that illegal accessory apartments are brought to our attention when they come in to sign up for cable or internet for the basement.

Councilman Dart said his concern is the parking.

Mr. Baker said this is based on separate living quarters not the number of people.

Mayor Andersen said we should continue to take complaints as they come and deal with them then.

Incentives for Existing Businesses

Mr. Anderson said City Staff and Council have had local businesses approach them about incentives for current and past businesses. Each one could be different so they would have to be dealt with case by case. Mr. Anderson recommends the incentive rewarded after the completion that would show the benefit.

Home Occupations

Mr. Anderson said a person can use a part of their home for a business. Mr. Anderson talked about the regulation of the number of clients at one time therefore impacting the neighborhood. Mr. Anderson said if it is a business that a number of adults attend the parking would be lined up and down the street. Mr. Anderson suggests separating daycare/preschools and instructional classes.

LIBRARY

Pam Jackson said with all the technology that as came, everyone thought that the use of the libraries would go down and actually it has gone up. Ms. Jackson explained the library Tuesday book sale. The library offers E-books for free to Spanish Fork Library card holders.

Discussion about a new building for the library.

LEGAL

Junior Baker said under Land Use Development Act, State Law has changed to allow the Planning Commission to be the Land Use Authority to approve plats. Do we want the City Council to be the Land Use Authority or the Planning Commission?

Discussion of the process of a plat and which group would be better.

Mr. Baker will prepare an ordinance and then get some feedback from the council.

Mr. Baker said that on the next agenda there will be an ordinance presented for adoption for the council meetings rules of procedure.

Discussion about who can take items on and off of the agenda.

ADJOURN

Councilman Dart made a **motion** to adjourn.

Councilman Leifson **seconded** and the motion **passed** all in favor at 6:01 pm.

Saturday January 14, 2012

CALL TO ORDER

Mayor Andersen called the work session to order at 8:36 am.

LEGAL

Junior Baker reviewed at-will employees. Whether the City should make ordinances or go by State Law.

Mayor Andersen thinks all department heads should be at-will.

Dave Oyler said the ones that are not at-will right now, you cannot change their status.

Junior Baker said he will start working on this document and bring it back.

PUBLIC WORKS

Chris Thompson reported a -10 score on our culinary sanitary survey. The best score you can get is -28.

Mr. Thompson reviewed the Lower Crab Creek Trunkline, the Cold Springs creation and design of the drain.

Mr. Thompson said that with the Strawberry Water Dedication Agreements other cities are offering less money. Mr. Thompson asked if Spanish Fork City wants to change in the new budget to offer less.

Mr. Thompson reviewed the Cut Bridge widening project.

Mr. Thompson said the Sterling, Nebo, Flonette Subdivisions need the roads redone. The problem is that the storm drains need to be replaced first.

PUBLIC SAFETY

Chief Dee Rosenbaum reviewed the crime rate and number of dispatch calls.

Chief Rosenbaum said that they have made an instructional video that plays in the waiting area of the police station.

Mr. Oyler said that the City is billed by the number of calls. Last year the number went down where other cities went up.

Chief Rosenbaum presented the proposed changes to the noise ordinance including music, construction and the gun club. In a couple of months this ordinance will be presented at City Council meeting for approval.

Discussion regarding noise easements for the gun club, industrial and commercial.

Chief Rosenbaum said the state has submitted changes to the legislature for fireworks regulations. The City can follow the state regulations or the City can make the regulations stricter.

Chief Rosenbaum reviewed the suggested change regarding the law enforcement COLA percentage received after retirement. Currently it is 2.5% for law enforcement and the law now allows cities to adopt a resolution that says law enforcement can be eligible to receive up to the 4%. This is the last year that this process can be implemented.

Chief Rosenbaum said that Lt. Steve Adams has started making some short TV spots giving public safety information and interests to be viewed on SF17.

Chief Rosenbaum reviewed the Code Enforcement division.

Traffic School –Fees

Chief Rosenbaum said the state has changed the fee that the citizen has to pay the whole fine to the court.

Mr. Oyler said in FY 2010 \$55,000, FY 2011 \$46,000 Revenue for traffic school.

Chief Rosenbaum thinks we should still keep doing the program.

Mr. Oyler asked if it is a state issue or a judge issue.

Chief Rosenbaum replied both.

Discussion regarding approaching the judge about changing the process back.

Junior Baker & Chief Rosenbaum will speak with the courts.

False Alarms

Chief Rosenbaum reviewed the stats for the calendar year. Since the ordinance change there have been a lot less compared to last year.

Chief Rosenbaum quickly reviewed drug disposal, crossing guards, resource officers at the high schools, etc.

Emergency Preparedness

Chief Rosenbaum highlighted that “The Great Shake Out” is coming up in April. It is a mock earthquake disaster that the state is putting on and cities can put on their own mock disasters as well.

Ambulance

Chief Rosenbaum presented the stats for the year. The ambulance department is having a hard time keeping volunteers. It has become training grounds; they only stay for about 2 to 3 years. They average about 4 calls per day ranging from 1 hour up to 5 hours.

Discussion regarding the pay for ambulance volunteers.

Councilman Leifson asked if the Council and Staff would like a gentleman to come speak to the community on terrorism.

Council and Staff thought it would be a good idea.

Councilman Leifson said he will get more information.

PARKS & RECREATION

Parks and Trails

Dale Robinson said staff has completed the river trail in Canyon View Park. Mr. Robinson said they are looking at applying for some grants to help complete the river trail.

Discussion regarding the cost left to complete the river trail and where to get the money from. Mr. Robinson said UDOT gave the City \$100,000 for the Main Street interchange landscaping and \$100,000 for the Highway 6 interchange. Staff convinced UDOT to give a little more for the Main Street interchange. Staff estimates \$172,000 to finish the Main Street interchange landscaping.

Mr. Robinson reviewed the renovations that have happened and that are planned. The City has reached the time to open another section.

Discussion regarding the development layout of the new section to open.

Mr. Robinson said there was a fee study completed and Spanish Fork is 24% below the average for plot fees. Staff proposes to raise the resident and non-resident fee \$100.

Councilmembers agreed to move forward with raising the fee.

Kent Clark said that some cities are changing to one fee. They no longer have a non-resident fee.

Mr. Robinson reviewed the details and numbers of the new fairgrounds arena design. Staff decided to enclose the barn 6 and make the building another banquet hall.

Mr. Robinson said the special event coordinators will be trying to draw events to the new arena.

Mr. Robinson said that the recreation office gets many, many requests for fee waivers. The process is the requestor has to go to the finance committee, if they approve it then it has to go to City Council for approval. That process can take months.

Mayor Andersen said there is a fee donation list that the City waives the fees for. All others have to pay.

Mr. Robinson gave a quick review of the interlocal agreement with Nebo School District, Fiesta Days, Festival of Lights, Golf Course & maintenance, Buildings & Grounds.

Each department head gave a quick overview of some of their projects for 2012.

Kent Clark

- Monitor the impact fees, funds and projects make sure we have money
- Public Hearing at next Council meeting for the 2012 budget
- RDA money to plan out where we are going to go

Pam Jackson

- Spanish Fork 101 at next City Council meeting
- Future library building

Dave Anderson

- Propose changes to business license fees
- Speak with local companies to see for expansions in Spanish Fork.
- Accessory apartments, more discussion in the future

Dee Rosenbaum

- Noise ordinance to City Council
- Traffic school fees
- Ambulance crew incentives

Chris Thompson

- Meeting about filling the pond
- Cut bridge
- Meeting on trail grants

John Bowcut

- Money for cost increases

Dale Robinson

- Event promotion concept
- New section open at the cemetery and increased rates
- Trails grants
- Donation policy

Junior Baker

- Rules of procedure resolution
- Land Use Authority
- Title 2 changes

Dave Oyler

- Salaries for the budget.

ADJOURN:

Councilman Dart made a **motion** to adjourn.

Councilman Scoubes **seconded** and the motion **passed** all in favor at 3:02pm.

ADOPTED: October 16, 2012

Angie Warner, Deputy Recorder