

**Adopted Minutes  
Spanish Fork City Council Work Session  
January 10 & 11, 2014**

Elected Officials Present: Mayor Steve Leifson, Councilmembers Rod Dart, Keir A. Scoubes, Richard Davis, Brandon Gordon, Mike Mendenhall.

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

**Friday, January 10, 2014**

CALL TO ORDER:

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

**Finance –Kent Clark**

1. City Cash Reserves – Mr. Clark said there is \$40,861,158 in the bank, and then we take out the funds that are restricted or earmarked and there is \$1,675,243 remaining in the reserves.
2. General Fund revenues went from 20% to 7% reserves and the minimum the City can have is 5%. The general fund needs to find new revenue streams. The legislature does not give a lot of options of ways to fund the general fund.
3. Impact Fees are mostly consumed by projects. Mr. Clark reviewed the impact fee balances.

Mr. Anderson said that the City hired Christine Richman to complete an impact fee study. The City should receive the draft the end of January, then staff will review it and may present it to City Council in March. After they are adopted there is a 90 day waiting period before the City can start to charge the new impact fees.

Mayor Leifson reminded Mr. Anderson that the City needs to invite builders and developers to review the draft.

4. Golf Course and Swimming Pool – Mr. Clark explained that the golf course and the swimming pool have moved into the General Fund. The golf course actually had a profit this past year. Moving the Golf Course into the General Fund brought an asset into the fund and took the general fund reserves up to 15%.
5. General Fund
  - a. Sales Tax –Mr. Clark said the sales tax is going up right now and presented the revenue growth rate over the years.
  - b. Property Tax – Mr. Clark said that the City had a small increase of .14 mils this past year. Spanish Fork is still at the bottom when compared to other cities in Utah County.

Discussion took place regarding Provo's property tax rate.

6. Energy Tax (Gas/Electric)
7. Indirect Services
8. Utility Rate Comparison – Mr. Clark reviewed our rates with surrounding Utah County cities.
9. Rate of Returns – Water, Sewer, Electric, Enterprise, General Fund.
10. Provo Model – Mr. Clark reviewed the way that Provo City does the following:
  - a. Indirect Services to General Fund

- b. Utility Franchise Fee to Utility Funds (6%) from water, sewer, electric, garbage, storm drain.
  - c. Transfers to General Fund (10%)-proper notice. From water, sewer, electric, garbage, storm drain.
  - d. Transfers to B&C Road Fund (1%)-proper notice.
  - e. Transfer a Telecom Fee from Electric to Debt Service.
  - f. Has a "street utility fee" for Road Maintenance(charged on the City Utility Bill)
  - g. Has Voted Library PP Tax for Rec Center.
  - h. Has Council Approved Library O&M, PP Tax.
11. RAP or ZAP Tax
12. The General Fund needs revenue. Mr. Clark said we need to find ways to increase general fund revenue and he reviewed some ideas:
- a. Sales Tax (RAP Tax)
  - b. Property Tax (certified Tax Rate, Voted Debt, Library O&M)
  - c. Utility Franchise Fee (electric, gas, others)
  - d. Indirect Services
  - e. Utility Transfer (noticed dividend)?%
  - f. Streets Utility Fee - New billing on city bill. New fund
  - g. Reclassify Expenses out to Utility Accounts. – Mr. Clark said if you know something or someone only works for the electric department then staff reclassifies those fees to come out of that enterprise fund instead of the general fund.
13. City Debt – The City has \$30,716,000 in debt. Mr. Clark reviewed the bonds that the City currently has.
- a. Water & PI Bonds
  - b. Justice Center
  - c. Electric & SFCN
  - d. Future Debt?
14. North Park Development
- a. Redevelopment Area –Mr. Clark said that Kirby, North Industrial, and Wasatch Wind are the only active RDA's right now. Mr. Clark reviewed the balances because the City would like to spend some of the money. The last two years the City has spent some of the funds. One project was the Main Street interchange and the other was 1000 North Street.
15. City Budget Update
- a. 2014 Revision is tentatively scheduled for February 4<sup>th</sup>.
16. Visit from Uncle Sam – Mr. Clark said that the City has been informed that the government will be coming to perform an audit.

*12:00 pm-Lunch*

#### **Administration – Seth Perrins & Dave Oyler**

Healthcare - Obama Care update

Mr. Perrins said that the employer mandate was delayed for 6 months and is now required for January 1, 2015. The HR office has done a lot of work to get the City into compliance.

- Mr. Perrins explained the personal tax for no insurance: a per-person tax of \$95 per adult and \$47.50 per child, up to a maximum of \$285; 1% of total household income.
- In 2015 the personal tax will raise to 2%

As of July 2013 all but 5 city employees fit into one of the 4 classes: Full Time, Permanent Part Time, Part Time, or Seasonal: Spring, Summer, or Fall. The remaining 5 should fit as a variable employee. Mr. Perrins reviewed what a variable employee is.

Mr. Perrins reviewed the health insurance cost over the years.

Mr. Perrins said the city is waiting for direction for offering insurance to a same gender couple and are still waiting for the ruling from the courts.

#### Retirement

Mr. Perrins reviewed the history of the retirement benefits. Currently the City participates in four retirement pensions:

Tier 1 Public Safety

Tier 1 Non-Public Safety

Tier 2 Public Safety

Tier 2 Non-Public Safety

- URS Rate –The current rate is 17.29% for non-public public safety employees. The preliminary rate for 2015 is 18.47% which is over what the city is contributing so the budget will need to be raised.

#### Compensation History

Mr. Perrins gave a brief history of the compensation structures.

- Before the 70's - no organized salary schedule, no organized raise structure.
- Mid 70's - step and grade system
- 80's - first merit pay system
- 90's - refined the merit pay system, marked based ranges, each position had a unique range.
- 2000's - adopted the HAY System to study the salary ranges.

Mr. Perrins reviewed the history of when employees were given raises and when they were not. Almost all employees are behind on their range of where the supervisor feels they should be. There are employees that are so far behind of where they should be that need to be brought closer to where the supervisor feels the employee should be. If we don't make these adjustments, then the City will start to lose more employees. The City has lost about 16 employees (excluding retirements) over the years in this review. When an employee leaves or retires the position is reviewed to see if the City needs to fill it.

Mr. Perrins reviewed the evaluation process and suggested changing the once a year evaluation to every 3 months. With this change we are hoping to see faster results of progress.

Mr. Perrins reviewed the departments that have employees that are behind in their range. Mr. Perrins presented the comparison of the cost of raising employees to 3%, 4%, or 5% behind where they should be in their ranges.

Mr. Perrins added that he is working on a City Council comparison for salaries that he will present to the council at a later time.

Dave Oyler would like direction from the City Council by February when the budget revision will be presented. The sales tax is slowly starting to come back up, as well as some of the examples that Mr. Clark presented from Provo. Then we can re-approach this again in July to see where we are.

City Council agreed to proceed with moving employees that are behind to within 2-4% of their range.

#### Boards & Committee Appointments

Mr. Oyler reviewed the city council committee appointments as well as other committees that have vacancies that need to be filled.

Mayor Steve Leifson

Fairgrounds Committee, Personnel Committee, Rodeo Committee, Council of Government(COG), South Utah Valley Power System(SUVPS), Fire Retirement Committee.

Councilman Keir Scoubes

Airport Board, Arts Council, Personnel Committee.

Councilman Richard Davis

Fiesta Days Committee, Risk Committee.

Councilman Rod Dart

Library Board, Parks & Recreation Committee.

Councilman Brandon Gordon

Miss Spanish Fork, Personnel Committee, South Utah Solid Waste District(SUVSWD).

Councilman Mike Mendenhall

Risk Committee, Youth City Council

Mr. Oyler noted that the finance committee is dormant and the historical committee was created but never used.

Mr. Oyler reviewed some history of the rodeo and said that the City needs to start looking for someone to train to run the rodeo for when Steve Money retires. This rodeo is a big event and right now probably 70% of Steve Money's job is the rodeo. If the City Council would like to add more members to the rodeo committee, they could because there is a lot to do.

Dale Robinson added if there is anybody that is known for some fresh ideas or have talents for marketing that could help.

#### **Legal - Junior Baker**

Junior Baker expressed that their office is still in desperate need of a part time prosecutor. Mr. Baker reviewed some details related to initiatives and referendums. Mr. Baker commented that the City needs to take legislative actions early on so the later actions are only administrative. Mr. Baker explained the difference between legislative and administrative; Legislative is when you enact ordinances and administrative is when you are approving something based upon the enacted ordinance.

Mr. Baker presented two areas where the City could change: City Council currently approves preliminary plats but could change to have the Planning Commission. And if the City Council would like an administrator to handle the business license revocations, which the administrator would be Dave Anderson the City Planner.

Councilman Davis commented that this City Council is very active in the preliminary plat process and feels the final decision should stay with the City Council.

Mr. Bowcut commented that the citizens are going to come to the City Council when there is an issue not the planning commission.

Mr. Baker feels the City should move forward with the business license revocations through the business license office.

Mr. Baker reviewed the various types of boards, districts, interlocal entities that the City is involved in.

Mr. Baker addressed ethics and read "as elected officials and staff, we are subject to the provisions of the Public Officers' and Employees' Ethics Act, Utah Code Ann §67-16-1 et. seq." Mr. Baker reviewed the areas that would be a conflict to council or staff. For example: conflict of interest, business ethics, accepting a gift or money, etc.

## SFCN – John Bowcut

Mr. Bowcut reviewed the following:

### 1. Cable Television Digital Conversion Progress

- a. Digital Simulcast - Every channel is offered in analog as well as digital for now.
- b. Add Whole Home DVR capability –Currently have approximately 191 customers.
- c. Turning off HITS

Mr. Bowcut said they converted from HITS to NAS\_RAC. NAS\_RAC is the system SFCN uses to communicate with the set top boxes. As we went into the digital conversion it was apparent that we needed NAS\_RAC. With this conversion it caused SFCN's biggest outage and was down for about 3 days. Our technicians had to replace about 80 boxes, some automatically fixed and some the customers could call in and could get it fixed over the phone. The service was still there, it was just the boxes that were not working.

- d. Deploy DTA's for old TV's
- e. Replacement of old Set Top Boxes –they do not support HD so in order to go all digital we have to get all of the set to boxes upgraded.
- f. Turn off Analog –all the analog channels become digital and then after everything is upgraded and ready then we will go all HD.
- g. Convert all channels to HD!

### 2. High Speed Internet Progress

- a. Residential
- b. Business –need to do some marketing to let more businesses know what SFCN can do for them.

3. Phone Service Challenges –Currently at approximately 2,300 phone customers and Veracity is the provider to SFCN. We are worried that they might go out of business and might have to look another company.

4. SF17 Progress –Just about ready to start the digital conversion. All of our live events will be posted on YouTube after the digital conversion. This will allow SFCN to stop making all the dvd's that people purchase. It will be on YouTube for free.

5. Proposed Personnel Changes – Mr. Bowcut would like to cancel our contract with TCB and hire two full time Customer Service Technicians. The money is in the budget and it will be cheaper.

6. Information Systems – Some part time help has been added to help Randy and he also does customer service for the help center. The ticketing software is online and running.

Mr. Oyler reviewed some key items that were addressed today and possibly need some follow up:

- Property tax rate
- Provo model
- Salary adjustments
- Rodeo committee, appointment of committee members
- Make business license staff appeal
- Cancel TCB contract and hire two Customer Service Technicians.

*Dinner*

**Saturday, January 11, 2014**

*8:15 am-Breakfast*

## CALL TO ORDER:

Mayor Leifson called the meeting to order at 8:30 a.m.

### **Community Development –Dave Anderson**

Mr. Anderson reviewed the difference between a public hearing and public discussion.

Mr. Baker said that when you notice a public hearing that allows the public to come speak on that item. If you allow people to speak in a meeting when it is not a public hearing, that isn't fair to those that don't come because it wasn't noticed as a public hearing.

Mr. Oyler pointed out that there were advertisements on Facebook and Channel 17 to make the public aware, but it wasn't a public hearing item. So we need to be careful on the notices that are put out.

Mr. Anderson reviewed the following for 2013:

- Business license program and fee structure
- Economic Development -continued effort to meet with businesses and adopted new signage regulations.
- Signage for Large Developments –Adopted Master Signage Plan Program.
- Code Enforcement –The last direction from the City Council was that they did not want staff to be aggressive and to not go out and search for problems. Staff would rely on complaints and address the issues as they come. Mr. Anderson reviewed some business areas in the city that need some attention of cleaning up.

### **Building Inspections**

- Issued 30% more building permits for new dwellings
- Issued 50% more building permits for new single-family dwellings
- Issued a total of 501 building permits
- Two inspectors performed 4,203 building inspections
- Completed 475 plan reviews.

### **Plan Check Fees**

- \$409 flat fee
- \$274 for duplicate plan reviews
- If we followed the methodology provided in the Building Code, which most cities do, we would be charging approximately \$1,500 per plan review.
- If we had followed that methodology, we would have collected \$201,835 more in Plan Check Fees in 2013.

Mr. Anderson pointed out that the fees are based on the costs for the building inspection department not to make revenue.

### **Building Inspectors & Disaster Response**

- We hope to integrate and train both inspectors on procedures and protocols associated with City's disaster management program.
- We will likely request funds in the budget to purchase radios for inspectors and to send the Chief Building Official to a conference on disaster response.

### **Construction Deposits**

- Since the early 1990's, deposits submitted to the City have been held when structures were occupied without Certificate of Occupancy or when damage was done to curb, gutter or sidewalks.

-Staff inspected sites the past two years in an effort to properly address the situations that existed to hold the funds.

-After inspecting, determinations were made as to whether corrections were made and what should be done with deposits.

-Much of the backlog has been eliminated and \$146,200 has been transferred to City accounts to be used for curb and sidewalk repair.

#### Development Review

Mr. Anderson said that it has been a light year regarding the following:

- Approved 16 Preliminary Plats with a total of 492 lots

- Approved 31 Final Plats with a total of 324 lots

- Approved 7 Site Plans

- Approved 2 Conditional Uses

- Approved 7 Zone Changes

- Approved 1 Annexation.

Mr. Anderson commented that the Planning Commission and City Council have a land use training almost every year and the ULCT is trying to look into more training for planning commission.

Mr. Anderson said that the population for Spanish Fork City is about 37,000.

#### Needs and Deficiencies

- Office Development

- Hotel Rooms

- Density

Mr. Anderson said that in a discussion with Richard Mendenhall he mentioned having some apartments in the Canyon Creek Development but no talk of a hotel.

#### Business License Program

- 13 Off-Premise Beer Licenses

- 1 On-Premise Beer Retailer/Tavern

- 2 Private Club Licenses

- 0 Restaurant Liquor Licenses

- 428 Home Occupation Licenses

- 507 Commercial Licenses

- 43 Solicitor Licenses

The City collected \$62,524.48 for Business License and Business License Inspection Fees.

#### Economic Development Program

Mr. Anderson said economic development brings sales tax and that is what Spanish Fork needs so we can keep our property taxes low. They have met with site selectors for companies and we need to create a new page to promote economic development. At the beginning, the site selectors start their search on the internet so we need to have a better webpage. The City has industrial and commercial property but the land does not have the infrastructure to be able to build.

Mr. Anderson said that he will be presenting in the upcoming months some changes to Title 15. Mr. Anderson reviewed the plans for changes regarding Master Planned Developments.

Mr. Anderson reviewed a few changes that will be proposed for Title 5.

Mr. Anderson presented a new resource "Wasatch Choice".

## Public Works – Chris Thompson

Mr. Thompson said the City received the Lead Pipe Award for the lowest impact fees, as well as the Star Award for utility rates that were closest to the average.

Mr. Thompson reviewed the rate comparisons for surrounding cities for the following utilities:

- Electric
- Drinking Water
- Pressurized Irrigation
- Sanitary Sewer
- Storm Water
- Solid Waste

## Waste Water Deficiencies Update

### Sewer Replacement Plan

Nutrient Removal – There was talk of building a station for this. But then a study was done and showed that it would be more beneficial if each plant just upgraded their systems.

Solid Waste Collection – Mr. Thompson recommends the council create an Ad-Hoc committee.

Committee will propose to:

- Remain Opt In
- Opt Out Recycling
- Opt Out Mandatory New Resident Recycling
- Mandatory Recycling
- Renew or Bid Garbage Contract

## Review of the South Utah Valley Solid Waste District

Loss for the City-      \$14,293 per month  
                                     \$171,516 per year

Competition for Commercial  
Recycling

Green Waste – Recycling and Green Waste hurts the solid waste plus it costs more to process the recycling and green waste.

Bayview Landfill – Originally had 7 cells if we combined to 3 cells it will increase the capacity. Terry Ficklin was asked to look at selling off half of Bayview which would bring our operating cost down.

Springville City would like the transfer station moved down the street to the SUVSWD property. There needs to have a study done to show the cost to move the station rather than adding on to the old one. Another option was to enclose the current transfer station so it is not an eyesore. There is a meeting where there will be company selected to do the study. Something needs to change to save money.

## MS4 Permit

The City is under strict regulations for storm water. The plan must be submitted by February 15, 2014.

Low Impact Development (LID) allows the water to be contained and not go to the rivers and lakes.

- Less Impervious Area (Less Maintenance Cost)
- Pedestrian Safety
- Groundwater Recharge, Nutrient Removal
- Reduce Infrastructure (Lower Initial Cost & Maintenance Cost)
- Landscape Architect/Hydrology
- Several Meetings with Developers

Mr. Thompson presented the costs and designs.

Storm water trunkline vs LID

- Will help at schools that have flooding problems.

- Cemetery – implement the LID along 400 South and recharge the water.

Maybe able to spend half the money in tearing up roads to replace pipes and try some LID's.

This is not yet in our standards but developers are anxious to implement this.

Discussion took place regarding the concern of how a developer starts a subdivision with that concept.

*Lunch*

Snow Pack Spanish Fork River – Water Conservation Plan

Strawberry Water Dedication Agreements

- 2012 & 2013 Driest in 30 Years

- 1,150 Water Dedication Agreements since 2010

- 1,900 Acre Feet Acquired (1,000 Leased Back) This program has saved the City.

Summary of Cost for Existing and Future Drinking Water Sources

Summary of Cost for Existing and Future Pressurized Irrigation Water Sources

Mr. Thompson explained the pros and cons for the Reuse option for water.

Mr. Thompson said they received the Army Corp permit for Cold Springs, but do not have the land yet. Sunroc has agreed to hold the City harmless to allow them to start construction at Cold Spring.

Mr. Thompson reviewed the Water Transmission and the status of the Highline Canal, and the future ULS Line.

Water Line Replacement Plan

Streets Maintenance Plan

Mr. Thompson said the plan was to sweep all the streets at least once a year and this year we actually swept them 3 times.

*Chief Adams interrupted Mr. Thompson's presentation to allow Officer Grover and K9 Officer Lord for a short presentation.*

Mr. Thompson said that the construction for Cut Bridge & Center Street Widening & Signals will start in summer 2015.

Mr. Thompson said the groundwater recharge study was just completed and will be presented at the next City Council meeting.

Mr. Thompson said everything is in place to close 800 west this spring for the Airport Runway Expansion.

Motor Pool

Shop Addition -With the growth of the City comes more city vehicles and equipment. Mr. Thompson presented a proposal for an addition to the shops.

Pipe & Pole Yard – There is property to the east of the Public Works Shop to expand for storage.

Decorative Street Lights – The plan is to add to 800 north, Center Street, 300 south and Main Street. This provides less overhead wire and only uses LED bulbs.

### **Parks & Recreation – Dale Robinson**

Review of Last Year's Items

- Non Resident Fee Discussion
- River Trail-will discuss later
- Tennis Court Expansion with the District
- Fairgrounds Projects
- Veteran's Flag Pole Relocation
- Veteran's Memorial Building Renovation

Cemetery

-Piping North Field Ditch – Will construct the new LID program on the north side of the cemetery.

-North Field Re-configuration

Mr. Robinson presented new layout options for the northwest area:

Option #1

Will create approximately 745 new grave positions

Option #2

Will create approximately 385 new grave positions

Option #3

Will create approximately 422 new grave positions

Option #4

Will create approximately 641 new grave positions

New baby land reconfiguration will create approximately 227 new regular full grave positions.

The double deep option that was implemented a couple of years ago was a great change to help preserve land.

Fees

Mr. Robinson recommends new resident & nonresident \$100 increase, for any new positions starting July 1<sup>st</sup> with the old area staying the old rate.

Discussion took place regarding the price charged to citizens that were once residents of Spanish Fork and have moved away.

Mr. Robinson presented the proposed increase for the fees.

Resident \$700

Non-Resident \$1,000

Mr. Robinson reviewed the options for the area.

Councilman Davis likes option 3.

Councilman Scoubes likes option 3.

Mayor Leifson like option 3 and likes the option of keeping the old rate for the old area and the new rate for future.

Mr. Robinson presented the design of a new cemetery sign.

Proposed Changes to Regulations:

*Flowers on Graves*

*-plastic flowers may be removed at anytime if they are determined to be unsightly or create maintenance problems.*

*Permanent Decorations*

*-All shepherd hooks, works of art and solar lights must be approved by the Sexton before installation. If installed, such decoration must be placed in the concrete or stone base of the headstone, marker or monument. These items must be secured to the grave marker base by means of holes drilled in the concrete or by other secure attachment. These items cannot project beyond the headstone base in any horizontal direction nor can the items exceed seven feet in height from the ground elevation. Nothing may be placed on the grass outside of the headstone concrete or stone mowing strip. Outlining of the gravesite using bricks, rocks, concrete, flowers or any other decoration or device is prohibited. This prevents the cemetery staff from mowing and trimming the site. All decorations are subject to removal and disposal by cemetery staff when they are determined to be unsightly or create maintenance problems.*

Unused Cemetery Position Resale Regulations

Mr. Robinson highlighted Utah’s regulations:

- Identify plots owned by individuals that have not been used or transferred into another person’s name since 1953.*
- Make a reasonable attempt to contact descendants who may have a claim to the plots.*
- If we can’t identify a potential owner, we publish a notice in the Daily Herald for three consecutive weeks.*
- Plot then becomes re-vested in the municipality.*

Water Park

Mr. Robinson presented the revenue and expenses for the past 6 years.

Scott Aylett, Administration Intern, did a study to show the comparison for other pools. The City is currently at \$4 for admission, the same as Payson. Mr. Aylett presented the proposed waterpark fee changes.

<i>Regular Admission</i>	<i>\$3.50</i>
<i>25 Punch Pass</i>	<i>\$80.00</i>
<i>50 Punch Pass</i>	<i>\$150.00</i>
<i>Hours Open to Public</i>	<i>M-Sat 1:00-6:00</i>
<i>Evening Swim Lessons</i>	<i>M-Th 6:30-8:00</i>

City Council agreed to consider the fee changes in the next budget revision.

Parks & Trails

Mountain Bike Trail – Staff has started constructing the trail.

River Trail – Discussion took place of the options to purchase or trade the last area to be able to complete the trail.

Spanish Oaks Campground

Mr. Robinson presented the proposed plans to construct more RV parking & campsites.

Centennial Restrooms Bid

Mr. Robinson said the insurance paid about \$50,000, and there was \$80,000 budgeted. It will be presented at a future City Council meeting.

Dog Park

Mr. Robinson said they get multiple calls asking where a park is that you can have dogs at. Mr. Robinson presented a dog park plan & cost located by the skate park.

#### Fairgrounds

Mr. Robinson said the new Online Ticketing Program will be up and running. The City will be putting on a new event, the Champions Challenge. There are six rodeos across the country and Spanish Fork is one of them. The Champions Challenge will be broadcast on CBS Sports. Staff is looking at additional parking and has contacted the property owner to the south of the fairgrounds as well as Utah County.

Chris Thompson suggested doing a trade with the property owner to the south. If the City cleaned up some of the property then maybe the city could use it for parking.

#### Memorial Square

Mr. Robinson said that a group came to City Council and presented a design to fix up Memorial Square. Mr. Robinson would like some feedback of what the City Council would like.

Councilmember Davis said all it needs is a few trees to provide some shade and that would be good.

#### Recreation

Mr. Robinson said the high school coach is supporting the UVFL for tackle football which will kill our program. Mr. Robinson said if this happens then the City will no longer provide tackle football, only flag football.

Dave Oyler suggested sending a formal letter to the Nebo School District of when the City is done providing tackle football.

Mr. Robinson suggests the City look at the RAP Tax.

Mr. Robinson said that the Golf Pro would like to purchase some fountains for some of the ponds on the golf course.

#### **Public Safety –Chief Steve Adams**

Chief Adams explained that the ambulance department changed employment status to part time and the fire department stayed as volunteer. Don Thomas serves as the City Ambulance Captain as well as the Emergency Service Manager. In the future the City may need to split his job and hire for one of the positions.

Chief Adams reviewed that last year the Maple Mountain High School requested a full time School Resource Officer. The district pays half of the salary and half of the benefits.

Chief Adams reviewed the following:

- City Vehicle Use
- Costco Impact – Showed the increase over 3 years and there was a 47% increase for service in this area.
- Staff for Fire, Ambulance and Police
- Statistics for the divisions

#### Volunteers in Policing (VIPS) program

This new program will allow the VIPS to take the calls that are non-emergency, like car lock outs, which will help relieve calls for patrol.

#### Safe School Walks

This new program will have officers (when they have time) go to the schools and walk through and interact with the children and teachers.

Chief Adams said the requirements have changed for the physical fitness program. Officers are required to pass either the job task simulated test or the fitness test.

Chief Adams explained how police agencies determine manpower needs. Four studies are used: Per Capita, Performance Objectives, Community Expectations, Workload. Spanish Fork City Police Department uses performance Objectives, Community Needs, and Workload.

Chief Adams reviewed the call volume for the police department and the comparison to other cities of similar size. Using the workload approach Spanish Fork would need an additional 4 officers. Using any of the three or four of the study approaches Spanish Fork could use up to 7 more additional officers.

Chief Adams said that the cost for one officer is \$129,989 for the first year and \$78,418 the following year.

Councilman Dart feels that the City needs to bring the employees closer where they should be in their salary range and need at least a minimum of one additional officer.

Mr. Oyler explained that the Walmart and Costco money will bring the current employees closer to where they need to be. If new employees need to be hire then you need to find new money.

Mr. Oyler said that the Dispatch District will be coming to a council meeting to go over their needs for a new facility.

Mr. Oyler highlighted the items for the following:

#### Community Development

- Rules and procedures on public hearings
- Mayor Leifson talk to Kim Swenson
- Update webpage to promote developments
- Should we join EDC Utah
- Annex 1000 North 300 West
- Present changes to Title 15
- Major changes to Master Planned Development Ordinance.

#### Public Works

- Salem City sewer joining Spanish Fork
- Ad Hoc committee for recycling
- Implementation of LID
- Meeting for Flonette neighborhood
- Design cemetery
- Construction standard changes
- Dry Creek application
- Building addition for shops

#### Parks & Recreation

- New veterans flag
- Changes at the Cemetery
- Changes at the Pool
- Send letter to school district
- Rap Tax

Mayor Leifson thanked staff for their time and effort in these reports.

ADJOURN 4:56pm.

ADOPTED:

---

Angie Warner, Deputy Recorder