

**OFFICIAL MINUTES
WOODS CROSS CITY WORK MEETING
MAY 21, 2019
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**WOODS CROSS CITY COUNCIL WORK SESSION
MAY 21, 2019
HELD IMMEDIATELY FOLLOWING CITY COUNCIL MEETING**

At 7:35 P.M. the City Council went into a work session and discussed the following:

1. Review of the Tentative Budget: Fiscal Year 2020

The Mayor gave the floor to the City Administrator who said the following items were those that he had outlined in his tentative budget memorandum.

1. Capital Improvements in the General Fund

“\$355,000 for the cost of the police cars and the 2 ½ ton truck for the Streets Department are budgeted out of fund balance. I didn’t feel comfortable covering these purchases out of the projected revenues. We have enough fund balance to cover this for fiscal year 2020 but we need to find a funding mechanism to fund Capital Purchases for the General Fund. I will continue to monitor the sales tax collections to see if they improve over the next couple of months. Four months out of this year we have collected less than the previous year and 3 of those 4 months have been within the last 4 months. I would suggest the final budget be approved using the fund balance, however, we hold off on the purchase of the police cars and the 2 ½ ton truck until later in the fall to determine if the revenues are going to be sufficient to cover those costs. In our next strategic planning session, we need to discuss the funding of Capital Improvements in the General Fund.”

2. Code Enforcement Community Officer in the Police Department.

“The last 4 months of the fine collections averaged over an entire year would increase our fine revenue from \$350,000 to \$400,000. This would create an additional \$50,000 and combined with the approximate \$20,000 that we have budgeted for code enforcement would get us close to the \$75,000 we would need to fund this position. I plan on making this change in the tentative budget and showing this position being budgeted for fiscal year 2020. I will need to monitor the next couple of months of fines to ensure that we keep at that level, but it appears Chief Soffe is being very proactive in the patrolling function of the police department and I anticipate this level of fines will continue. We also plan on combining this position with a truck enforcement position which should bring in additional revenues as well.”

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3. Garbage Fund

“Wasatch Integrated Waste has proposed a \$2 monthly fee increase to cover the construction of the recycling facility built at the land fill. This will need to be added into the garbage fund budget. I recommend having further discussions with Nathan at Wasatch Integrated to better understand how he plans on working with those cities that currently provide curbside recycling. I feel he should give a credit to those cities that provide curb side recycling if he wants us to continue doing so.”

4. Park Capital Projects

“As I mentioned in my previous memo, at the end of fiscal year 2020 we will have close to 1.3 Million to spend on park capital projects. This does not need to be spent this year and I would recommend that you hold a fair amount of this for a larger project in the future. However, if there is a smaller project around \$200,000 or \$300,000 that you would like to do this year, we can program it in the budget.”

5. Wages and Salaries

“As mentioned, I’m proposing a 2% COLA and the 3% step for the employees and a 4.25% step for the police department. The surveys I’ve seen of other cities throughout the State show the combined COLA and Merit increase is around 4% so we are probably a little on the high side for the raises. We can discuss this if you feel it needs to be adjusted. During the last budget discussion there were concerns about making sure the merit increases are not just another extension of the COLA. Jessica has been working on the following:

- a. Each employee has set goals, and these will be reviewed in June and new goals will be set for the upcoming year. Evaluation and raises are tied to performance and we are moving to have performance evaluations on a semi-annual basis. We expect all employees to get the performance increase since we want a city workforce that is performing at satisfactory levels. If an employee is not performing at a satisfactory level they will be provided a corrective action plan and not receive a salary increase until their performance improves. If performance does not improve, the employee needs to be terminated. We’re working on getting the department heads to identify those employees not working up to job expectations and working on setting corrective action plans for those employees.
- b. We are looking at possibly implementing a bonus process for high achievers. Those who go above and beyond their work requirements would be eligible to receive a bonus. The budget does not include funding for this. We would like to work on this and come back to the City Council maybe later in the year to have further discussion.

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- c. Hiring practices. We feel that the most crucial decision is who we hire and we are increasing our efforts to ensure that we have good hires. Jessica is involved in all of the hiring decisions and I feel that we have made great progress and anticipate more progress in making sure that those that we hire are the best employees that we can get.”

ADJOURNMENT

At 10:03 P.M. Council Member Dayley made a motion adjourn the work meeting with Council Member Larrabee seconding the motion and all voted for the motion through a roll call vote.

Rick Earnshaw, Mayor

Annette Hanson, City Recorder