

**Pleasant Grove City
City Council Meeting Minutes
Work Session
March 5, 2019
5:00 p.m.**

Mayor: Guy L. Fugal

Council Members: Dianna Andersen (arrived at 5:10 p.m.)
Eric Jensen
Cyd LeMone
Lynn Walker
Todd Williams

Staff Present: Scott Darrington, City Administrator
Tina Petersen, City Attorney
Denise Roy, Finance Director
Deon Giles, Parks and Recreation Director
Mike Roberts, Police Chief
Dave Thomas, Fire Chief
Kathy Kresser, City Recorder
Marty Beaumont, Public Works Director
Daniel Cardenas, Community Development Director
Kyler Ludwig, Assistant City Administrator
Sheri Britsch, Library Director

The City Council and staff met in the Library, Main Level, at 30 East Center Street.

5:00 P.M. WORK SESSION

1) Budget Discussion.

Mayor Fugal briefly commented on the recent basketball game and noted that the last time Pleasant Grove took State was in 1961.

City Administrator, Scott Darrington, reported that the focus of the Work Session was to discuss the budget. After discussing the numbers from the one-pager, they would discuss custodial, the library, and wage increases. Staff agreed to provide a master list of personnel requests from each department head. Staff also presented a list of requested capital projects. Those highlighted in green were recommended for funding from staff, items in yellow include items to be funded, and items in white are not recommended.

Finance Director, Denise Roy, addressed the one-pager, beginning on the left side of the page with revenue sources. She explained that most of the money under “taxes” is from sales taxes, but they

also would see a slight increase in property tax due to growth. She identified the building permit fees and a few budget reductions or transfer increases. The pool was doing well, so they no longer require as large of a subsidy. They will also be taking out some of the transfer from the cemetery.

There was brief discussion regarding the Cemetery Fund. Administrator Darrington stated that the cemetery has some fund balance currently.

Director Roy noted that the State of Utah has seen sales taxes level out over the past few months. They were proposing a 2% increase in wages, which also covers an insurance increase of 8.5%. The Legal and Finance Departments have software issues that need to be resolved this fiscal year. The Council would also be interviewing a New Recreation Director and there would be wage adjustments for the four other full-time employees in the Recreation Department. The Planning Department was also proposing to use some of the Building Permit Fees to hire a Contract Planner.

Director Roy addressed the custodial costs, the request for a part-time Fire administrative assistant, and requests for full-time positions for Police, Parks, Cemetery, and Streets. She included a placeholder for a Police Officer.

Council Member LeMone asked about Dispatch and staff confirmed that they hired a full-time Dispatcher last fiscal year. A recent study showed a need for more dispatchers, but there were personnel needs all over the City.

Director Roy stated that with the placeholder for a police officer, the budget was short \$30,000.

Council Member LeMone asked for a write-up from each department head describing their personnel needs, specifically full-time positions. She wanted to be able to tell the public why they chose certain departments or positions over others.

Council Member Andersen understood that they would be increasing the streets projects this year and asked where the potential new Streets employee would fit into the Streets budget. Director Roy responded that Streets is actually a General Fund department. They could also use Class C Road monies for a new employee.

Council Member Williams asked about the wage increase from last year. Administrator Darrington stated that they included a 2% increase the last few years. In 2011 and 2012, there was no increase at all. Staff had proposed a 3% increase in the past, but they always brought it back down to 2%.

Administrator Darrington addressed Custodial and stated that the City currently has two full-time employees in that division. They added a new employee last year with the intent of dedicating that person to the Recreation Center. Staff recommended they contract out custodial work for the New Police and Courts Building as a trial basis. Staff included a \$30,000 placeholder for that contract and they would be sending out an RFP shortly.

Council Member Andersen commented that her employer contracted with a company for maintenance, but they also use someone in-house that can handle immediate issues. Administrator

Darrington stated that they could do something similar if that is the desire of the Council. Council Member Andersen was interested in determining the cost for custodial work by square footage and what it would cost to contract out all City buildings.

Administrator Darrington invited Library Director, Sheri Britsch, to speak about her proposal to eliminate Library fines.

Director Britsch stated that the main reason for removing fees was to bring people back to the Library. Many times, people don't come back to the Library after fines have accrued. Fine collection and dealing with patrons is a large part of what the Library staff does every day.

Council Member Williams asked how much they have in outstanding fees. Staff wasn't sure of the exact number, but it was probably in the thousands of dollars. Director Britsch stated that in 2018 they collected \$23,000 in fees. The largest fines come from overdue DVDs. If the Council doesn't want to eliminate fines entirely, they could consider reducing the fee for DVDs. The current fee is \$1 per day.

Council Member Williams asked about the expenses for replacing unreturned items. Director Britsch did not know the exact amount. She explained that when an item is not returned, it is given a "lost" status. At that point, the patron is charged for the cost of the item. The \$23,000 from fines does not include "lost" charges. Charges for "lost" items were included in miscellaneous revenue, which was about \$6,700 in 2018. Currently, they do not have a specific budget for replacing "lost" items.

Council Member Williams commented that if they do not have fines, the Library would not have that revenue coming in. He asked if there was any other benefit to removing the fines other than bringing people back to the Library. Director Britsch stated the primary benefit is improved community relations.

Council Member LeMone asked if a lot of people complain about the fines. Director Britsch stated that they receive complaints daily. One employee spends about 10 hours per week working with people on fines. Essentially, this employee's job is collections. If they eliminated fines, this employee would still work with lost items and there are many other things she could be doing at the Library. She reported that Salt Lake City eliminated fees two years ago and their revenue would have been closer to \$90,000 per year. They chose to do so for the good of the community. She noted that Eagle Mountain and Tooele also eliminated fees.

Council Member Williams stated that fines seem to serve two purposes. The first was to ensure that materials are accessible to other patrons. The second is to deter people from keeping items. Without fees, there would be no incentive to return borrowed items. Director Britsch stated that Salt Lake City researched that concern specifically and found that the fines made no difference in whether people bring back the materials or not. People do not choose to return things based on fines. If they eliminate fines, they would change the timeframe for when items are labeled as "lost". When an item is lost, the patron is charged the cost of the item, a portion of the overdue fees, and a \$5 processing fee. Council Member Williams was still concerned about other people waiting for books to be returned.

Administrator Darrington stated that eliminating fines is the customer-friendly way to go, but the Library will be out some money for those fines. Carving out another \$23,000 from the budget this year probably wasn't possible. He suggested considering changes for the next fiscal year.

The Council and staff discussed other ways to address the fines, such as having no fines for children's books, lowering the fines for DVDs, or giving the Library a budget to forgive fines. Director Britsch addressed the system they have in place for waiving fines and stated that it is time-consuming and difficult to determine who is eligible and who is not.

Administrator Darrington briefly reviewed the schedule for interviewing Recreation Director candidates. They received 29 applications. He asked that the City Council review the applicants and provide him with their top 10 choices by Friday. After some discussion, a decision was made to hold final interviews on March 20 beginning at 6:00 p.m.

2) City Council and Staff Will Review and Discuss Items on the Agenda.

3) Staff Business.

ACTION: Council Member Williams moved to adjourn the work session at 5:56 p.m. Council Member LeMone seconded the motion. The motion carried with the unanimous consent of the Council.

The City Council Work Session Minutes of March 5, 2019 were approved by the City Council on April 16, 2019.

Kathy T. Kresser, MMC
City Recorder

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