

**Pleasant Grove City
City Council Meeting Minutes
Work Session
August 4, 2020
4:30 p.m.**

Mayor: Guy L. Fugal

Council Members: Dianna Andersen
Brent Bullock
Eric Jensen
Cyd LeMone
Todd Williams

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

The City Council and staff met in the Community Room, 108 South 100 East, Pleasant Grove, Utah.

4:30 P.M. WORK SESSION

1) Follow Up Discussion on Funding of Capital Projects.

City Administrator, Scott Darrington apologized to the Council for failing to provide supplemental information regarding capital items during the Retreat. He stated that this information was sent to the Council the previous day. Minor changes were made to the supplemental summary to include unfunded projects. He stated that it was the Council's responsibility to decide how funds are allocated.

In response to a question raised by Council Member Jensen, Administrator Darrington reported that the department heads submit supplemental requests to Director Roy. Operational requests require yearly funding in the annual budget. Capital items require one-time funding. Once the supplementals are received, Director Roy includes them into a spreadsheet for review. Discussions

are held with the department heads to plan how to fund items in the operational budget. Items that can be funded from reserve accounts or other means are removed from the list.

Council Member LeMone asked if there is an opportunity for the directors to meet and discuss each other's needs. This will help prioritize the most important items. Administrator Darrington stated that such discussions depend on the items presented on the list and the existing budget situation. Administrator Darrington reported that the Council suggested having the clock in the clock tower on the corner street and Pleasant Grove Boulevard removed instead of spending money to fix the clock and suggested signs and or panels that are representative of Pleasant Grove may be put up as a replacement.

Council Member Williams asked how much the City will save if this is implemented. Administrator Darrington provided a rough estimate of \$10,000. He further stated that every sign will be presented to the Council for approval before being put up. This will free up some dollars to be used to fund the Public Works, Cemetery, and Parks Analysis projects.

Administrator Darrington reported that the Christmas lights are not on at random anymore. He stated that the lights will go on during certain holidays and Christmas. He reported that there is funding for the City Hall and Library to be outfitted with Jellyfish lights. This will save time as employees will not be required to put them up every year. This would also promote safety.

Public Works Director, Marty Beaumont stated that the City has a consultant who can evaluate ADA ramps and sidewalks. He reported that \$40,000 will be needed for the ADA evaluation and report. In response to a question raised by Council Member LeMone, Administrator Darrington said that all cities have a certain level of compliance that is required and they are doing it in small portions.

Administrator Darrington reported that due to the technical nature of this project, it cannot be done in-house and had to be outsourced to outside contractors. Mr. Beaumont reported that the City is required to have an ADA Transition Plan. This evaluation project will provide the groundwork for the Transition Plan and the progress of the ADA ramps.

Administrator Darrington stated that \$675,000 is available and \$700,000 worth of unfunded items. He reported that \$17,500 is needed to carry out the ADA Ramps Study and an additional \$40,000 is needed for the sidewalk evaluation.

Council Member Williams asked how the \$40,000 Sidewalk Evaluation Fee came about. Administrator Darrington stated that the amount is based on a per foot of sidewalk evaluation. Director Beaumont explained that the study will help identify all existing hazards and issues.

Administrator Darrington reported that the \$250,000 ambulance request is the biggest and the City is working with the County to qualify this for COVID-19. If qualified, it will free up \$250,000 from General Fund capital. He insisted on the need to make sure that audit requirements are clear before spending any funds allocated for COVID-19. He explained that the library marquee was funded in the amount of \$20,000 but the scope changed. The intention was to have a simple sign

on a post but that changed to a monument sign, which will ultimately cost more. He felt that \$60,000 was enough for that project.

Administrator Darrington reported that they had an idea of the height and the final design. Once the monument is designed and engineered, then they can go out to bid. This was expected to take one or two months to complete. The hope was that the monument sign will be constructed before the end of the year.

Administrator Darrington reported that the City obligated three years' worth of capital money at \$12,500 per year for a new Spillman system and maintenance. The project was funded through capital since it was a three-year deal. This is the last year of payment. Two years of the contract have already been paid. He further indicated that the Watch Guard warranty is for body cameras and equipment, extended hardware warranty, software maintenance, and putting things in the cloud. This will enhance what is already in place.

Administrator Darrington reported that there is an Automated External Defibrillator ("AED") at ball fields mandated this year for the Shannon Fields and Discovery Park. The amount needed is \$6,300. The front desk was to be remodeled to provide a gate where people can check in before going into the Recreation Center. This will help regulate and track people coming in and out. He stated that the \$30,000 needed can be obtained from COVID-19 funds. They were working with the County in this regard.

Administrator Darrington explained that part of the reason the desk is being moved is to provide for eye contact with people as they enter. This was a cost estimate Director Wilkins received from Red Leaf Construction. Council Member LeMone was unsure if it was worth \$30,000.

Council Member LeMone asked if the computer system was secure enough to not expose the personal information of people coming and going from the Recreation Center. Administrator Darrington stated that a screen protector can be provided to prevent others from viewing personal information.

In response to a concern raised by Council Member Jensen, Administrator Darrington stated that the City must get preapproval from the County before spending funds allocated to COVID-19 for expenditures over \$1,000. He added that the City will be audited by the County, while the County will be audited by the Federal Government. He insisted on the need to have the County on board for extra protection in the event issues arise.

Administrator Darrington reported that the two tennis courts on the north side are in the worst shape and need to be replaced. He noted that it is a General Fund Capital expenditure. The City intends to purchase an additional dump truck with the Volkswagen grant.

Council Member LeMone was concerned about the front desk screen model and requested that an upstairs restroom in the Recreation Center be constructed instead. Administrator Darrington stated that both can be funded using COVID-19 funds.

Council Member Williams asked if bathrooms can be constructed upstairs at the Library. Administrator Darrington stated that a portion will qualify for COVID-19 funds while the other from the General Fund.

Council Member Andersen asked what percentage of funds can be kept in reserves. Administrator Darrington explained that the target is \$2.4 million but that could drop to \$400,000. Director Roy stated that 17% of funds can be reserved and that can increase to 25% if the General Fund is held. Administrator Darrington explained that if the General Fund budget is \$10 million and the revenues are \$10 million, 25% or \$2.5 million can be kept in reserves. Administrator Darrington reported that the General Fund is approximately \$13 to \$14 million so 17% of that is reserved. He added that there was a \$900,000 surplus and they were expecting a \$650,000 surplus in 2020.

Council Member Andersen was concerned about the portable radios, paramedic training, the watch guard, and car cameras that were unfunded items. She felt that the most important thing right now is to be able to keep officers safe and without any unrest. In response to a question raised by Council Member Andersen, Administrator Darrington stated that any unused funds from the budget will be put into the unfunded items.

Fire Chief, Dave Thomas reported that three people were hired who required paramedic training. He stated that it is legal to have one paramedic and one EMT in an ambulance. It is illegal to have two EMTs on ambulances because they are paramedic-level service units. The fire radios are aging and the system is going to transfer from those types of radios in the future.

In response to a question raised by Council Member Williams, Chief Thomas stated that if the City's ambulance is on call and there is another call, the City depends on its neighbor's ambulance. He added that it costs \$2,000 to transport a patient to the hospital in a hired ambulance and the City is losing out on that revenue. Council Member Williams insisted on the need for another ambulance to keep that revenue in the City.

Council Member Andersen asked for an update on the evidence dryer and the car cameras. Chief Roberts stated that the evidence dryer is done manually in the Evidence Room. Evidence such as blood, saliva, and pathogens are placed in paper bags and put in the Evidence Room to dry.

Chief Roberts explained that when the building was constructed, they did not include evidence drying areas. He added that he put in 11 more car cameras and 11 state-of-the-art watch guards. He had already procured two watch guards from an alcohol grant and needs nine more. The state does not mandate having a car camera rolling.

Attorney Petersen stated that it is difficult to prosecute some cases without the dash camera or a body camera. They would provide videos for field sobriety tests. Chief Roberts stated that often the in-car camera picks up what the body camera does not.

Council Member Williams wanted unfunded items such as body cameras and paramedic training prioritized as soon as COVID-19 funds are received. Administrator Darrington reported that as soon as the City receives COVID-19 funds, the list will be presented to the Council for prioritization. She was most nervous about the ambulance.

Administrator Darrington reported that six cities in Utah County intend to purchase ambulances with the COVID-19 funds. Council Member LeMone asked if it was possible for everyone to be included in the decisions about which unfunded and funded items are prioritized instead of holding meetings with department heads only. She suggested that the tennis courts not be prioritized over the safety of police and citizens. She felt that police radios, cameras, and paramedic training should be given the first priority.

Administrator Darrington reported that the tennis courts will be rebuilt to make sure that they last longer. The \$200,000 set aside for the project can be reallocated if desired by the Council.

Council Member LeMone suggested that all funded and unfunded items be presented to the Council. This will help with prioritization. She felt that the discussions should be held as a team before the Council makes a decision. She also insisted that the City receive bids for different items in the City. Administrator Darrington reported that there are no bids and only cost estimates. The actual bid process requires notice, money, and time. He further stated that the General Fund budget, expenditures, and revenues are based on estimates. Council Member Jensen insisted on the need to get bids from a few vendors before settling on a cost estimate from one vendor.

Public Works Director, Marty Beaumont reported that vendors must be given adequate detail on what they are bidding on. Council Member LeMone asked if it was possible to provide accurate estimates when signing off on the budget. This would ensure that the estimates are accurate. Council Member Jensen requested that all the items be placed on a priority list in numerical order with the total cost estimate starting with the most important. Council Member LeMone suggested that the City and department heads have a discussion as a team, prioritize items depending on the needs of each department, and present the list to the Council.

2) Staff Business.

3) Adjournment.

ACTION: Council Member Williams moved to adjourn the Work Session at 5:36 p.m. Council Member Andersen seconded the motion. The motion carried with the unanimous consent of the Council.

The City Council Work Session minutes of August 4, 2020, were approved by the City Council on August 18, 2020.

Kathy T. Kresser, MMC
City Recorder

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