

**Pleasant Grove City
City Council Meeting Minutes
Work Session
March 15, 2022
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
Tina Petersen, City Attorney
Kathy Kresser, City Recorder
Aaron Wilson, City Engineer
Kyler Ludwig, HR Director
Mike Roberts, Police Chief
Denise Roy, Finance Director
Drew Engemann, Fire Chief

Excused: Sheri Britsch, Library and Arts Director
Tyler Wilkins, Recreation Director

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

4:30 P.M. WORK SESSION

Mayor Guy Fugal called the meeting to order and welcomed those present.

1) Kimberly Schroepel, Victim Advocate, Update.

Mayor Fugal introduced Victim Assistance Coordinator, Kimberly Schroepel, from the Victim Advocate Program. She introduced Brandi Green, who began working part-time as a Victim Advocate in October 2021. Ms. Green, a lifelong Pleasant Grove resident, became interested in victim advocacy while training for an Intern position on the Rape Crisis Team for The Refuge. She heard a Victim Advocate speak about the job and was so impressed that she decided that once she finished her degree, she wanted to serve in that capacity. She previously served in the Department of Child and Family Services (“DCFS”), which provided her with helpful information for the job.

Ms. Schroepfel then reported on the Pleasant Grove statistics and compared the actual numbers of cases by category during the fiscal year from July 1, 2020, to March 15, 2021, with the same time frame, ending in March 2022. She reported that cases involving sexual assaults were unchanged. Domestic violence case numbers were slightly lower and DCFS cases increased from 98 to 139. She noted that this last category occupies up to 17% of their interview time, which she expected to continue to increase. Additional categories identified with increasing numbers included:

- Stalking cases up by 60%;
- Harassment cases up 21 cases; and
- Cases involving mental issues were up by 52 cases.

They dealt with 65 suicide attempts and death investigations increased by four cases. The total number of services provided for the full fiscal year ending in 2021, was 4,380. To date, this current fiscal year, they had already seen 3,861 cases, which reflects approximately 1,350 victim services provided every three months.

Ms. Schroepfel described the ongoing training police officers in Pleasant Grove receive to better identify victims of domestic violence and conduct risk assessments. They use a specific assessment tool (lethality assessment) for law enforcement first responders. The tool, specifically designed for use in Pleasant Grove, consists of a series of 11 evidence-based questions to identify victims of domestic violence at the highest risk of serious injury or death by a partner. If an officer determines that the victim is at high risk, the local women's shelter is contacted and steps are taken to put the person in contact with shelter personnel and, if needed, obtain safe shelter. This work is supported by the Utah Domestic Violence Coalition, through a Memorandum of Understanding ("MOU"), that provides individuals at high risk of violence are to be given immediate shelter. Even if the shelters are full, the at-risk person is still provided safe access.

Ms. Schroepfel reported that police officers are trained on strangulation screening. She was actively involved in that training and able to provide insight into the strangulation victim's mindset. The screening has a specific checklist to look for signs that are not necessarily visible and is helpful in prosecution cases.

Ms. Schroepfel reported that with extra grant funding received last year they were able to buy monitors for advocates, laptops for victims to use to fill out court forms, game tablets for children to use while waiting, an upgraded waiting area outside the advocate office; new brochures (i.e., crime victim rights; protection order information), sexual assault kits, and victim resource guides. All of this was funded through the Victims of Crime Act ("VOCA"). What she appreciated most about her job was the support of the Police Chief, the Captain, the Lieutenant, the Sergeant, and all of the police officers. She stated that they all do a great job and work hard.

Council Member Bullock acknowledged Ms. Schroepfel's excellent work. Council Member Andersen asked what Ms. Schroepfel and Green do for their own mental health. Ms. Schroepfel responded that she completed the Eye Movement Desensitization and Reprocessing ("EMDR"), which was helpful as was her involvement in outside activities. Ms. Green stated that she is

involved in other activities and debriefs with Ms. Schroepfel. She was aware and mindful of her emotions and has a pre-set list of activities to do if stressed.

2) **Discussion on FY 2023 Budget.**

City Administrator, Scott Darrington, reported on the 2023 budget and referenced the one-page Revenue/Uses 2023 document. He reported that sales tax revenue was strong this year. On the Revenue side, he drew attention to the property taxes referenced and stated that the increase related to new growth in the City. The tax rate had not changed. The numbers estimated by Finance Director, Denise Roy, reflected past and future activity. On the Expense side, staff recommended a 5% salary increase for all employees. They had not yet determined the percentages pertaining to merit-based raises or Cost of Living Adjustments (“COLA”). The goal was to pay competitive salaries as compared to similar neighboring cities. He also stated that there would be money set aside for part-time wages as was done last year which was \$1.00-per-hour raise. The raises this year will be more targeted with some positions requiring a greater amount per hour.

He also identified various categories on the expense column, noting the following:

- Medical insurance costs have risen; and
- Money set aside for Hale Center Theater comes out of the General Fund.

He commented that the General Fund money set aside for the Public Works Facility was not firm as some of the anticipated work may be moved to the following year. He identified certain employee positions to be filled that were listed on the Expense side and stated that the detective pay increase had already been implemented.

In general, each department head recommended employee needs and prioritized using a 1-to-5 scale. From that, staff ranked and recommended five positions. The ranking was intended to serve as a guide for the Council if they wish to change the order of rankings. Building Permit Technician was listed as number one. That position had already been filled and the salary was built into next year’s budget. The second position was for an additional police officer. The third position was for an additional firefighter. Administrator Darrington stated that the City has already applied for a federal safety grant that would fund three firefighters, for three years if awarded. If the grant is awarded, the City would have an additional \$90,000 to use for another employee, which would be discussed at that time.

Position four was for a Parks Department Operator and position five was for a Human Resources Generalist. The intent was to hire a Human Resources Generalist to take over the Human Resource duties that are now performed by Human Resource Director, Kyler Ludwig and free him up to assist with administrative duties performed by Administrator Darrington. Administrator Darrington identified a category entitled “Operational Budget Needs” that consisted of multiple department requests that included \$2,000 to \$3,000 in yearly expenses that were lumped together.

The bottom portion of the page was entitled “Property Tax Discussion” which pertained to whether the Council wanted to entertain maintaining the current property tax rate. Administrator Darrington stated that actual numbers will not be available until the County provides that

information in June. The numbers provided were their best estimate of the assessed value of the property. In the past, the increase had been 10% but commented that last year's valuation of property was unprecedented. He did not know if the value would increase 15 to 20 percent or remain at 10%. They used a working assumption of 10%, which increase would generate \$319,000. That money could be used to hire the Police Officer and Fire Fighter and give Public Safety an extra 3% wage increase, which meant that police and fire would get an 8% increase. The rest of the employees would get 5%. If they receive the safety grant, they could hire another police officer with that money. Such an action would demonstrate to the public that any increased assessment would go to Public Safety. In response to an inquiry, Administrator Darrington stated that an 8% across the board raise would result in \$186,000 from the General Fund.

In the top section of the one-page document, Administrator Darrington identified an unallocated section that lists “(\$229,995).” That section was not balanced since it would depend on how sales tax receipts come in this month and next month and what is funded for the Public Works Facility.

Administrator Darrington reported on the Council's request regarding the history of raises for Public Safety employees. In 2017 and 2018, both the Police Department and Fire Fighters received 2% raises. In 2019, both received a 3% raise. In 2020, Police and Fire Department employees were given higher raises than other employees to put them at market rates. The Police Department's raise was 4.6 to 8.2 percent, and the firefighters received 5.6 to 7.9 percent. In 2021, employees, other than Police and Fire received flat-rate amounts. Firefighters received 3.9 to 4.6 percent and the Police received 4.5 to 6.4 percent. These amounts were based on a market analysis. He also noted that in both the Police and Fire Departments, there are career path programs with certain benchmarks, where they receive \$ 0.50 to 1.00 increases based on certificates obtained or time in service.

Council Member Jensen asked how close they were to the midpoint for key individuals. Administrator Darrington stated that based on their market analysis, the pay was \$1.00 to \$1.50 lower than other like cities. An 8% raise would put them in the zone. The raises in 2020 got them close to market rate. Since then, however, other cities had increased pay at a higher rate. When asked if they were considering all of the variables when identifying the neighboring cities, Administrator Darrington stated that they made sure that all of the key variables were similar. They front-loaded the Police and Fire salaries due to people leaving those positions. Council Member Williams stated that he had heard that employees were saying that they felt that the study was wrong and wondered if there was a reason for those comments. Administrator Darrington stated that he was not approached by any employee about that and could not speak to that comment. He offered to review the study with anyone interested.

Administrator Darrington next addressed the Capital Expenses. He stated that Director Roy had done a great job and that most of the capital requests had been funded. He described the process, which included the department heads turning in budget requests with narratives to justify each item. Questions, if any, could be clarified with the Department Head. The requests, per Department, were added to a spreadsheet and prioritized by the Department Head from highest to lowest. The sheets were reconfigured, questions resolved, and the results added to the budget. What was presented were the recommendations from staff. The Council would make the final decision.

Administrator Darrington addressed specific Capital Expense items. He stated that with respect to the G Mountain funding, the money set aside was to help cover any shortfalls in fundraising. The intent was for all of the money for that project to come from fundraising. The Cemetery funding was to re-do the sprinklers in older portions of the Cemetery. As the cost was large, it was suggested that the work be in two phases. Half would be done this year and one half next year to spread the cost out over two years. He noted that the amount was also to cover the cost of a backhoe. The funding for Community Development included a downstairs renovation to provide cubicles for new employees, including the person hired for the new Human Resources position.

The Engineering capital expense was partially funded from the Safe Route to School grant, which requires matching funds. Fire Department funding included money for portable and mobile radio replacement, technical changes, procedural changes mandated by the State, and the cost of an ambulance. They hoped to receive grant funding to cover some of the costs as the Police Department also needed funding for portable and mobile radios. Library funding included small projects. Some of the projects are to be covered by the General Capital Fund, fund balance, and Care Tax.

The Parks funding requested was to redo the surface at Discovery Park, the 600 North detention basin, and build spectator shade covers for Shannon Field and Discovery Park. The Care Tax will apply to the Shannon Field shade cover while the General Capital Fund will pay for the Discovery Park covers. He reported that the covers are being put in for both shade and protection from foul balls. The Police Department funding was to cover new vehicles and equipment, ammunition, and radios. The Recreation funding was to replace fitness equipment, which is on a three-year replacement program as well as a request for weights, which would be covered by the Care Tax. Additionally, Administrator Darrington stated that the pool is sinking on the southwest side, which requires leveling. That cost is \$300,000, of which \$200,000 would come out of the Swimming Pool Fund Balance. The rest would come out of the General Capital Fund.

They were also looking at creating a replacement program for the HVAC units on top of the Recreation Center. The full cost of replacement was \$350,000. The recommendation was that two units be replaced every year, at a yearly cost of \$35,000. Another request was for the pool lobby and locker room to be upgraded using Care Tax at a cost of \$83,306. Other items requested included LED lights, matching grants for additional equipment in the Streets Department, and a bobtail dump truck.

Administrator Darrington reviewed the Capital Fund requests that were determined to not be funded. Those requests included Phase 2 for the automatic irrigation system for the Cemetery as well as a request for a dump truck. There was a request to restore the breakroom for the Community Development Department. The Fire Department requested two staff vehicles and to change out all the vehicles they had. The recommendation was to change one vehicle per year. The Library Department requested outdoor furniture. The Parks Department requested a staff vehicle. The Police Department had requested a staff vehicle. The Park Department requested that all HVAC units be replaced on the roof. The Streets Department requested a mastic mixer.

In relation to the Operational Proposed category, Administrator Darrington stated that all of the requests received were funded. He previously addressed the positions identified and the smaller items at \$35,000. In relation to the "Operational Unfunded," he identified positions 6, 7, and 8 as being for the Police, Cemetery, and Recreation Departments if additional funding was available. All other items were requests for employees and from the Library Department regarding books, audiovisual equipment, and technical support.

Administrator Darrington next addressed the Care Tax 2023 Proposal and reported that it represents the funding balance and estimated revenues. In relation to expenses, he identified one-time projects involving the Library (small items), the Parks Department (surface treatment and Shannon Field shade covering), and the Recreation Department (ice machine and pool lobby). He also identified yearly contributions for the Hale Center Theater, the Arts Commission, Parks Maintenance, and Special projects (concerts and organizational support for events). Care Tax money allocated toward Recreation, Library, and Parks could be moved into the General Fund to help with needed items. Funds remaining at the end of the year totaled \$143,657.

Council Member Bullock asked about self-watering flowerpots. It was noted that the item was for the Library. Council Member LeMone asked about the age of the park surface at Discovery Park being treated. It was thought that the surface was about four years old. There was discussion regarding the status of projects at the pool, including the status of the Viking Ship. Administrator Darrington stated that the Ship proposal was abandoned and an alternate feature for children was replaced. General discussion continued about issues pertaining to the Ship, visibility issues, and related pool features, including repainting the mushroom features. It was determined that the pool amenities may need to be revisited. Council Member Bullock asked about when the sound barrier pertaining to the pickleball courts would be placed as nearby residents were asking about it. He was advised that sound barriers would be placed.

3) Staff Business.

The above item was deferred to the Council Meeting due to time constraints.

4) Adjournment.

MOTION: Council Member Jensen moved to ADJOURN the Work Session at 5:37 p.m. Council Member Andersen seconded the motion. The motion carried unanimously with Council Members Andersen, Bullock, Jensen, LeMone, and Williams voting "Aye".

The City Council minutes of March 15, 2022, were approved by the City Council on March 29, 2022.



Kathy T. Kresser, MMC

City Recorder

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

