Minutes of the Centerville City Council meeting held Tuesday, May 19, 2020, at 7:05 p.m. with participants present electronically via Zoom and streamed on YouTube due to the COVID-19 outbreak.

MEMBERS PRESENT

Mayor
Clark Wilkinson

Council Members
Tamlyn Fillmore
William Ince
Stephanie Ivie
Robyn Mecham

MEMBER ABSENT
George McEwan

STAFF PRESENT
Brant Hanson, City Manager
Lisa Romney, City Attorney
Leah Romero, City Recorder
Cory Snyder, Community Development Director
Marc Marchant, Streets Supervisor
Jacob Smith, Administrative Services Director
Paul Child, Centerville Police Chief

VISITORS
Jeff Bassett, South Davis Metro Fire Chief

PRAYER OR THOUGHT
Mayor Wilkinson

PLEDGE OF ALLEGIANCE

OPEN SESSION

Mayor Wilkinson opened the meeting for public comment, and closed the open session when no citizens phone calls were received.

SUMMARY CALENDAR

a. Notice of Award: Street Rebuild Projects 2020

Marc Marchant, Streets Supervisor, updated the Council regarding 2020 street rebuild projects, and answered questions from the Council. Councilmember Ince moved to approve the Notice of Award for Street Rebuild Projects 2020. Councilmember Mecham seconded the motion, which passed by unanimous vote (4-0).

FIREWORKS RESTRICTION AREAS

Jeff Bassett, South Davis Metro Fire Chief, recommended the Council keep in place the fireworks restriction areas that were approved in 2019. Chief Bassett answered questions from the Council regarding enforcement.
WEST DAVIS CORRIDOR – UDOT/CENTERVILLE MASTER AGREEMENT

Staff explained the proposed Master Facilities Agreement between UDOT and Centerville City for the West Davis Corridor project. Councilmember Ince moved to approve the Master Facilities Agreement between Centerville City and UDOT in conjunction with the West Davis Corridor Project. Councilmember Mecham seconded the motion, which passed by unanimous vote (4-0).

MUNICIPAL CODE AMENDMENTS – CREATION OF AUDIT COMMITTEE – CMC

3.03.090

Jacob Smith, Administrative Services Director, explained that the Office of the State Auditor has developed a Fraud Risk Assessment to help in identifying best practices in fraud detection and prevention. The Assessment assigns an overall risk level of undetected fraud based on points earned for the implementation of the identified best practices. As part of these best practices, Staff made a few changes to separation of duties and will be implementing a few new practices including the formation of a formal audit committee, a way to contact the audit committee on suspicion of possible fraud, revising a areas within the procurement code, and developing a Centerville City Finance and Accounting Manual. Mr. Smith explained that the audit committee will review financial statements, respond to fraud and other finance related inquiries, understand and respond to external audit findings, help choose an external auditor, and make recommendations to the City Council.

Councilmember Ince made a motion to approve Ordinance No. 2020-06 enacting CMC 3.03.090 creating a new Audit Committee. Councilmember Ivie seconded the motion, which passed by unanimous vote (4-0).

PROCUREMENT POLICY AMENDMENTS – FRAUD RISK ASSESSMENT AND RENUMBERING

Staff explained recommended amendments to the Procurement Policy to add provisions regarding fraud risk assessment and prevention as recommended by the Office of the State Auditor. The proposed amendments also revise the format for Utah Code citations and add exhibits for the expenditure flow charts and useful life table.

Councilmember Ince moved to adopt Resolution No. 2020-12 amending the Procurement Policy to add provisions regarding fraud risk assessment and prevention and to renumber the policy to convert to online format. Councilmember Mecham seconded the motion, which passed by unanimous vote (4-0).

BUDGET DISCUSSION

Mr. Smith presented a public hearing and approval schedule for the FY 2021 Budget. The Council and Staff discussed budget for crossing guards, and discussed sales tax projections.

COVID-19 DISCUSSION

Mayor Wilkinson, Chief Child, and Mr. Hanson provided an update regarding pandemic-related operations.
MINUTES REVIEW AND ACCEPTANCE

The minutes of the May 5, 2020 Work Session and regular Council Meeting were reviewed. Councilmember Mecham moved to accept both sets of minutes. Councilmember Ince seconded the motion, which passed by unanimous vote (4-0).

CITY COUNCIL REPORT

Councilmember Fillmore updated the Council regarding limited reopening of the South Davis Recreation Center. The Mayor suggested City committees meet electronically (if not possible in person) by the beginning of June.

MAYOR’S REPORT

- Mayor Wilkinson reported that Lisa Summers will retire as Recreation Director at the end of May 2020. A new Recreation Director was hired and is being trained by Ms. Summers.
- The Mayor reported on a recent meeting of the South Davis Metro Fire Board and recent area Mayor meetings. He shared ideas for celebrating the 4th of July while social distancing.
- Mayor Wilkinson shared his efforts to stay in contact with Centerville’s small businesses, and shared efforts to find options for the residents of Centerville Mobile Estates.

CITY MANAGER’S REPORT

- Mr. Hanson reported that Staff is actively working on resources for residents of Centerville Mobile Estates.
- The City Manager shared unemployment statistics and other data related to the COVID-19 pandemic.

ADJOURNMENT

Councilmember Ince moved to adjourn the meeting at 8:41 p.m. Councilmember Mecham seconded the motion, which passed by unanimous vote (4-0).

Leah Romero, City Recorder

Katie Rust, Recording Secretary

June 2, 2020

Date Approved