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Minutes of the **Council Retreat** of the **City Council** held Tuesday, **February 3, 2015**, at 8:00 a.m. at the Xactware Campus, 1100 West Traverse Parkway, Lehi, Utah.

Members Present: Bert Wilson, Mayor
Chris Condie, Council Member
Paul Hancock, Council Member
Mark Johnson, Council Member
Johnny Revill, Council Member
Mike Southwick, Council Member

Others Present: Derek Todd, City Administrator; Jason Walker, Assistant City Administrator; Robert Ranc, Assistant to the City Administrator; Jeremy Craft, Fire Chief; Joel Eves, Power Director; Doug Meldrum, Economic Development Director; Todd Munger, Public Works Director; Doug Nielsen, Justice Court Judge; Darren Paul, Police Chief; Lorin Powell, City Engineer; Dave Sanderson, Finance Director; Kim Struthers, Planning Director; Ryan Wood, City Attorney; and Teisha Wilson, Deputy Recorder

City Councilmembers and the Mayor arrived at 8:00 a.m.

Orientation/Expectations/Agenda Review

Derek Todd, City Administrator, welcomed the Mayor and City Council to the Annual Planning Retreat. Mr. Todd reviewed the retreat agenda and expressed his expectations for the day.

Council Discussion of Major Priorities

Mr. Todd had asked that the Council come prepared with 3-5 items that they consider to be their top priorities for accomplishment within the 2015-16 budget year.

Councilor Condie suggested updating the technology in the Council Chambers, so that there can be live streaming of the City Council meetings.

Mayor Wilson would like to see more sidewalks in old Lehi, specifically in the areas between 800 North and 700 South.

Councilor Southwick would like to identify a location for a fourth fire station and begin budgeting for the purchase. Mr. Todd also suggested adding staffing needs to the budget.

Councilor Southwick has been approached by residents who say they would like to keep the old bank building on 99 W Main Street. Councilor Southwick is not suggesting that they keep the building, but believes it would be beneficial to have an engineer look at it. He was told there were structural issues with the building. It would be helpful to have a study done to know if the building was structurally sound or if it would be feasible to save the façade.

Councilor Revill suggested implementing a free Wi-Fi zone on Main Street to help draw people to the area.

Councilor Revill also suggested adding sidewalk on 2300 West to the south of 7-11, there is a small piece of sidewalk that needs to be completed for children walking to school. Councilor Condie would also like to add sidewalk at 1700 West and Main Street on the north east side along Main Street. Councilor Condie stated that with the new elementary school going in, it would be safer in install sidewalk in that area.

Councilor Johnson suggested items for cost reduction. An example was to lower taxes. Councilor Johnson would like to see a study on employee salary comparisons and benefit package comparisons across the state. Councilor Johnson stated that employees were once hired at lower wages, but received better benefits, so it balanced out. Now, more recently, in an effort to get the best people, the city is matching those wages, but along with those wages come the great benefits. Councilor Johnson suggested that the city ought to make sure that wages and benefits are fair. Councilor Hancock suggested tying compensation and benefits together as total compensation when doing comparisons. The other thought Councilor Johnson had for cost reduction is that city's are realizing the benefit of contracting services. Councilor Johnson stated that the general theory here is that as you grow you need to hire more employees. Councilor Johnson suggested that the city investigate using contract services more. There are cities that are set up to efficiently administer fair bids and contracts with other companies. This has shown to be very effective for cost savings and suggested the city look into contracting out more often. Councilor Johnson used the example of the recent waste handling contract. If the city owned and maintained all the cans, then every time the city goes out to bid it takes a big variable out of the bidding process so that bids come in even more competitive.

Councilor Hancock suggested attracting a city owned or private physical fitness facility on the north end of town to service residents.

Councilor Condie is excited to see the finalized parks master plan, so that they have a better idea of how to utilize city owned properties. He would like to take that plan and use it aggressively.

Mayor Wilson agrees that we need to focus on parks and is just waiting for the parks master plan so they know where they are. It's important to remember that they need site plans for Peck Park and the Forest-Mellor Park.

Councilor Southwick stated that something needs to be done to help clarify the justification of density within zones. Councilor Revill stated that he would like to have parameters in place to justify the density. For example, a developer must justify a higher density, but feels that there are no parameters in place, such as safety concerns, traffic, or infrastructure to help the council make a decision. Councilor Johnson stated that there has not been a defined rational nexus. Councilor Condie suggested dealing with the facts rather than emotion and suggested working with the developer and implementing flex zoning to determine what works best for the city.

Councilor Revill expressed that some residents in Traverse Mountain don't feel part of the city. Most events are held downtown or at the Legacy Center. Councilor Revill suggested holding events in other areas to help residents feel more a part of Lehi.

Councilor Condie said he read an article that had Provo as the best city to invest in and wondered why Provo, when Lehi has so much to offer. Mr. Todd said that it helps when you have a University in your city. Councilor Condie would like Lehi to be a regional hub that includes educational institutions, arts, and theatre. There was discussion about diversifying the tax base. Councilor Hancock stated that he knows it goes against lowering taxes, but wanted to look into the ZAP tax that residents vote on. It's very small, but it's a great way for residents to decide if they want to invest money in arts and parks.

Councilor Hancock suggested marking Lehi as the "Tech Hub" of the west. Councilor Revill asked if the city has a booth at any of the trade shows. Mr. Todd said that they are part of the EDCU booth, but that is all. Whenever they talk about Utah, Lehi is a big part of the conversation. Mr. Todd said that they can do more to get the word out about Lehi.

Councilor Revill stated that they need to do more to attract businesses to Main Street. Mayor Wilson suggested working with businesses that are already there to welcome new businesses. Councilor Hancock asked if the residents want that. Councilor Condie believes there would be support from residents and that there is potential for Main Street to be a great area. Councilor Hancock asked if downtown is meant for small businesses. Councilor Johnson said that the downtown revitalization plan shows how it should develop. Councilor Revill suggested assisting small businesses with office space. Mr. Todd asked if they are committed to investing in downtown Lehi. Councilor Hancock stated that the challenge will be with the faulty buildings and attracting businesses. Mr. Todd said that he has seen communities where the façade of the building is preserved, but the rest of the building can be structurally sound. Mr. Hancock believes people are more emotionally attached to the buildings than they are the look of the architecture.

Councilor Condie asked what would happen if they moved the rodeo grounds and better utilized the property with more activities. Councilor Johnson stated that that is addressed in the revitalization plan. There was a discussion about the negative reaction from residents if the rodeo grounds were moved and the cost associated with that.

Councilor Revill suggested implementation of the new logo by the end of the year.

The Councilmembers was given five stickers to place on their top priorities. The list of priorities and the number of stickers each item received is attached.

Staff Leadership Team arrived between 9:45 and 10:00 a.m.

Video Presentation

"Utah County- Heart of Utah" is a video produced by Utah County which showcased several economic development projects in Lehi along with various activities and goals of the County government.

Presentation of Council's Priorities

Mr. Todd explained to staff that the Mayor and Council came up with some of their top priorities to ensure that staff understands what they would like to see as they begin the budget process. Mr. Todd and the Council reviewed the items on the list.

Re-Introduce the Business Plan Concept

Mr. Todd hopes that when they see the business plan hanging on the wall, they don't have to read every strategy to know what they want to accomplish. Mr. Todd believes that the fewer words on this document the better, so if they can eliminate and combine, that would be great.

Discussion of Elements within the City of Lehi Business Plan- VISION

Mr. Todd stated that the vision should be something memorable, or easy to memorize. This should describe what they want Lehi City to be in 6-10 years. Mr. Todd asked if there is anything that should be modified within the vision. Councilor Condie said that it captures the goals, but that it might be too long. Councilor Revill agreed that it's too hard to remember, and would like to condense the vision. Councilor Johnson likes the way it's written, and isn't sure we should change it. Councilor Southwick suggested removing "through our enterprising spirit". Councilor Hancock agrees that what we have accomplishes our goal. The Mayor believes it's too wordy. The Council agreed to leave the Vision as it is, but remove "through our enterprising spirit".

Discussion of Elements within the City of Lehi Business Plan- GOALS & STRATEGIES

Promote and Support Economic Development-

Councilor Hancock said that within Utah, Lehi is known as silicon slopes, but not outside of Utah. Jason Walker, Assistant City Administrator, asked if money should be allocated to a marketing campaign that attracts businesses outside of Utah. Doug Meldrum, Economic Development Director, replied that Lehi is already talked about in the state and across the country. Councilor Revill and Southwick suggested removing the fourth bullet point which states "create and implement a marketing and branding strategy plan". Mr. Meldrum asked if an economic plan would be helpful that would define economic areas and show what they would like to work on. Mr. Meldrum said that they are now more focused on facilitating companies that want to come here, rather than actively seeking out companies. Mr. Meldrum asked if a plan is worth investing money into. Mayor Wilson stated that office space is driving the market right now and is the premium. Mr. Meldrum said it would be helpful if he had authorization to offer incentives to businesses that the City wants to attract, such as retail. Councilor Hancock asked what his vision for the plan would be. Mr. Meldrum replied that they may need to change some of the zoning to attract the type of business they need in the city. Councilor Hancock stated that he is concerned that the Thanksgiving Point area has a lot of office space, but that there are no nice sit down restaurants. Mr. Revill was also concerned with the lack of retail and shopping in the area. Mr. Struthers stated that the last study was done in 2008. The study is done by experts that can identify weak areas and what they need to focus on. Mr. Struthers suggested that they look at the Millpond area and come up with a vision of what they really want to see, because right now it's very general as a business park. Mr. Struthers thought there would be some value to having the Development Code better define what they want it to look like. Councilor Southwick and Revill agreed that an economic plan would be beneficial. Councilor Johnson is concerned with giving certain

incentives to certain businesses because they may be more profitable. He was also concerned with trying to drive the market, because if it's not market driven then it's not going to happen. He stated that the best thing they can do is plan for the future through zoning laws and define them more clearly. He feels it would be helpful to gather data that shows what the future needs are going to be and construct zoning laws to fit that. Mr. Meldrum suggested that they create rules or ordinances in an area that they want to fill with a specific type of business. The Council agreed to add the creation of an Economic Development Plan as a strategy.

Provide Quality City Services-

Mr. Todd said that they are currently working on the parks and recreation master plan. Councilor Johnson stated that it still needs to be implemented. Councilor Hancock also suggested that they need to continue to focus on the plan. It was decided to change the word update to adopt on the fourth bullet point, so that it now reads, "Adopt and implement parks and recreation master plan". Councilor Condie stated that it would be nice to offer more diverse activities such as racquetball at the Legacy Center. He inquired about the demand for gymnastics and basketball. Mr. Walker replied that the programs are already maxed out. Ryan Wood suggested establishing a recreation task force to address and research issues with recreation and club teams. Mr. Todd stated that there is a plan in the future for a public recreation center in Traverse Mountain.

Promote Community Involvement-

Councilor Hancock wanted to clarify that "holding diverse public events" also means that events can be held in different areas of the city. The Council and staff discussed ideas for recognizing volunteers and service from residents in the community. Staff will make an effort to invite the residents to the Council meetings and invite the Council to recognition events. Mr. Struthers stated that in regard to inspiring pride and ownership in neighborhoods, his department has implemented design standards for multi family units, building materials, and architectural quality. His department is also creating the flex zoning to encourage a mix of lot sizes.

Maintain a Sustainable Budget-

Mayor Wilson said that maintaining a sustainable budget includes applying for available grants. Robert Ranc stated that this ties well into economic development so as to diversify the tax base. Councilor Hancock stated that in his mind the "maintaining valuable facilities" and "enhance capital facility and replacement planning" are the same thing. Councilor Condie stated that it's important for staff to continue with training, education, and certifications that assist with their profession.

Ensure Proactive Regional Leadership-

Councilor Condie acknowledged the effort made by staff to promote Lehi in various videos. Council Revill stated that the lobbyist hired by the city for transportation concerns will be a positive thing for the community. Mayor Wilson enjoys the videos produced by the Public Relations Division.

Council and Staff had lunch from 12:00 - 12:45 p.m.

Jason Walker, Assistant City Administrator, provided the Council with a legislative update briefing which included the sales tax revenue distribution and law enforcement amendments.

Training

Kirk Weisler, renounced professional speaker, presented a training to staff and Council on organizational culture.

Council and Staff had a break from 1:45- 2:00 p.m.

Creation of Action Plans

Mr. Todd stated that he would like to clarify with the Council and staff that they fully understand the goals and strategies presented in the business plan. He asked if there are other items the Council would like to talk about. Mr. Wood stated that after each strategy it would be helpful for the staff to know the “how”. Councilor Southwick suggested that they need an Economic Development Plan to diversify the tax base. Mr. Todd inquired as to what elements they want to ensure are in the Economic Development Plan. Councilor Southwick suggested that they continue with expanding and preserving downtown development. Mr. Meldrum stated that this would include all the area in the Downtown Revitalization Plan. Mr. Struthers suggested using the plan from 2007 and then build upon it. Counselor Johnson suggested including standardized incentives. Councilor Hancock would like to be more specific within certain zones. Councilor Southwick would like to know what the appropriate mixes would be. There was discussion regarding the assistance of a consultant. Counselor Condie agreed that they shouldn’t dictate what businesses come, but that it would be beneficial to standardize incentives. He would also like to find a way to tie the city together through the Economic Development Plan. Councilor Hancock would like to ensure that businesses stay in Lehi.

Mr. Walker asked for more clarification about how the city uses the Parks Master Plan aggressively. Councilor Condie said that a lot of work has already been done. Councilor Hancock stated that it’s important to implement the plan quickly before the city changes. Councilor Hancock stated that if they pay the money to have the study done, then they should implement it quickly. He feels that there should be a higher priority given to the Parks Master Plan than the Facilities Master Plan. Mr. Walker asked if the Council would be willing to put money into implementing the Parks Master Plan and diversifying offerings at the Legacy Center. There was discussion about providing parks to residents and the cost associated with that. Councilor Condie suggested looking into what the future needs may be for facilities. Mr. Walker stated that the recreation task force would be a great idea and asked Mr. Wood to explain more about what that would be. Mr. Wood stated that the task force could gather information on public and private recreation programs and make recommendations for usage. Councilor Johnson stated that successful public and private relationships have good agreements in place. There was also discussion regarding fees usage of public parks for private use.

Mr. Todd stated that they previously discussed promoting community involvement by recognizing Eagle Scout projects and involving the Council in recognition events. Councilor Condie stated that he would like to better utilize work session times and not cancel the meetings. He suggested that these strategic conversations would be good go have as work session topics.

Mr. Todd wants to understand if the Council is willing to explore the option of bonding and to what extent. Dave Sanderson, Finance Director, provided information to the Council on the various types of bonds. There was discussion regarding the citizen's willingness to pass a bond. Councilor Southwick would like to know all the options available to pay for new parks and facilities. Councilor Johnson stated that is a good thing to give and show residents a decrease in fees where possible. Mr. Todd stated that he believes they have a good tradition of that.

Adjournment

The meeting adjourned at approximately 3:00 p.m.

Approved: February 24, 2015

Attest:

Bert Wilson, Mayor

Marilyn Banasky, City Recorder

List of Council Priorities 2015

- **2** Streaming Council meetings
- **3** Budget money for new fire station and staff
- **1** Find location for a 4th fire station
- Facilities study to analyze feasibility of keeping the old bank building
- **1** Free Wi-Fi zone along Main Street
- **3** Sidewalks in downtown, and near 7-11 and 2300 W, and 1700 West Main Street sidewalk- near Sinclair
- **5** Cost reduction in varying ways, reduce taxes, contract services
- **1** Employee Salary comparison across the organization and benefit analysis to assess fairness
- Attract a private physical fitness facility for other parts of town
- Better utilization of city property, use parks master plan aggressively
- **4** Master planning of Peck Park
- **2** Development of Forrest Mellor Park
- **1** Justify your density- fix the process by defining a rational nexus
- Events in other parts of the city to reach outlying areas
- **3** Beat Provo, become a regional draw with educational institutions, arts, and theater, diversify the base
- Investigate ZAP tax
- Marketing Lehi as “Tech Hub” of the west
- **2** Attract businesses to Main Street and work with current businesses to welcome new businesses, revitalization plan, invest \$\$\$ in improvements
- Investigate use and location of rodeo grounds, outdoor events center, and additional use.
- **2** Implementation of new logo by the end of the budget year

Business Plan:

Shaping Lehi's future while preserving a vibrant family-oriented and business-friendly community.

Promote and Support Economic Development

- Strategically plan for growth through the creation of an Economic Development Plan
- Retain and expand existing business
- Maintain fair and competitive development fees and incentives

Provide Quality City Services

- Maintain our valuable facilities
- Build a well-planned and reliable infrastructure
- Provide quality leisure services
- Adopt and implement Parks and Recreation Master Plan
- Provide excellent public safety services

Promote Community Involvement

- Focus on communication and transparency
- Hold diverse public events
- Provide meaningful service opportunities and celebrate volunteer efforts
- Inspire pride and ownership in neighborhoods, businesses, and gathering places

Maintain a Sustainable Budget

- Encourage varied revenue streams
- Ensure the responsible use of resources
- Enhance capital facility and replacement planning
- Encourage a highly motivated and well-trained municipal workforce

Ensure Proactive Regional Leadership

- Encourage membership and leadership in professional organizations
- Maintain relations and involvement in local, state, and federal government affairs
- Encourage and facilitate regional infrastructure solutions