

6.a

**MINUTES
TO BE
APPROVED**

**MINUTES OF THE CITY OF WEST JORDAN
CITY COUNCIL MEETING**

Wednesday, February 11, 2015

6:00 p.m.

Council Chambers

8000 South Redwood Road

West Jordan, Utah 84088

COUNCIL: Mayor Kim V. Rolfe and Council Members Jeff Haaga, Judy Hansen, Chris M. McConnehey, Chad Nichols, Ben Southworth, and Justin D. Stoker.

STAFF: Bryce Haderlie, Interim City Manager; Jeff Robinson, City Attorney; Melanie Briggs, City Clerk; David Oka, Economic Development Director; Tom Burdett, Development Director; Ryan Bradshaw, Finance Manager/Controller; Wendell Rigby, Public Works Director; Marc McElreath, Fire Chief; Doug Diamond, Police Chief; Jim Riding, CIP/Facilities/Fleet Project Manager; David Clemence, Real Property Agent; Eric Okerlund, Budget Officer; Tim Peters, Public Service Manager; Rochelle Smith, Fleet Manager; Brian Clegg, Parks Director; Ben Roche, Street Maintenance Crew Supervisor; Several Police Officers, and Several Fire Fighters; Greg Mikolash, City Planner, and Larry Gardner, Senior Planner.

I. CALL TO ORDER

Mayor Rolfe called the meeting to order at 5:01 p.m.

II. CLOSED SESSION

**DISCUSSION OF THE CHARACTER PROFESSIONAL COMPETENCE,
OR PHYSICAL OR MENTAL HEALTH OF AN INDIVIDUAL**

COUNCIL: Mayor Kim V. Rolfe and Council Members Jeff Haaga, Judy Hansen, Chris McConnehey, Chad Nichols, Ben Southworth and Justin D. Stoker.

MOTION: Councilmember Hansen moved to go into a Closed Session to discuss the character professional competence, or physical or mental health of an individual. The motion was seconded by Councilmember Nichols.

A roll call vote was taken

Councilmember Haaga	Yes
Councilmember Hansen	Yes
Councilmember McConnehey	Yes
Councilmember Nichols	Yes

Councilmember Southworth	Yes
Councilmember Stoker	Yes
Mayor Rolfe	Yes

The motion passed 7-0.

The Council convened into a Closed Session to discuss the character professional competence, or physical or mental health of an individual at 5:02 p.m.

The Council recessed the Closed Session at 6:01 p.m. and reconvened the meeting at 6:03 p.m.

III. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Paul Roberts, West Jordan Fire Fighter.

MOTION: Mayor Rolfe moved to suspend the rules to allow the House Representatives to address the Council. The motion was seconded by Councilmember Southworth and passed 7-0 in favor.

IV. PRESENTATIONS

The presentations were heard in a slightly different order.

SWEARING-IN OF FIRE FIGHTERS

Marc McElreath recognized two Fire Fighters Robert Reedy and Collin Steele both of whom completed their one-year probation.

He provided a short biography on Robert Reedy who was recently given the rank of Fire Fighter/Paramedic, and Collin Steele who became a full-time Fire Fighter in West Jordan in December 2013.

Melanie Briggs provided the Oath of Office to Robert Reedy and Collin Steele. The wives of both Fire Fighters pinned on their badges.

The Mayor and Council congratulated Robert Reedy and Collin Steele to the West Jordan Fire Department.

PRESENTATION OF CITY FLAG

Zack Kessler, West Jordan Fire Fighter/Paramedic, Utah National Guard Member, said previously after a military deployment he presented the City with a US Flag and Certificate.

He acknowledged the President of the Medevac Detachment Commander, Captain Penny McCarthy.

He reported that his last deployment meant a leave of absence from the West Jordan Fire Department for 15-months. He commented on hardships during deployment, but was grateful that he never had to worry about employer support. He expressed his appreciation to the City Council and City staff for their continuing support of military personnel. He asked the Council to continue to make policy decisions that attract highly trained candidates to serve the citizens of West Jordan.

He presented the City Council with a certificate, picture, and the West Jordan City Flag that flew in Afghanistan onboard one of his unit's Blackhawk MEDEVAC helicopters.

Zack Kessler also expressed his appreciation to Chief McElreath and presented him with a Patriotic Employer Award.

Captain Penny McCarthy, President of the Medevac Detachment Commander, also recognized Chief McElreath. She commented on what a great asset Zack Kessler was to the military.

Mr. Teedy, Employer Support of the Guard and Reserve (ESGR) shared how these men and women dedicated their lives to secure our Country. He requested the Mayor and Fire Chief to sign a 'Statement of Service Support' showing their support of the military endeavors.

**RECOGNITION OF OUT-GOING PLANNING COMMISSION MEMBERS
LESA BRIDGE AND ELLEN SMITH**

Mayor Rolfe reported that Ellen Smith had been a member on the Planning Commission for the last 7 years. He said Lesa Bridge was unable to attend due to an illness.

He acknowledged Ellen Smith for her service on the Planning Commission and awarded her with a plaque from the City of West Jordan.

Mayor Rolfe commented on the hero's in the City and the service they provide, whether in the community or in the military. He expressed his sincere appreciation.

**UPDATE FROM KEN BULLOCH, UTAH LEAGUE OF CITIES & TOWNS
PRESIDENT, REGARDING THE PROPOSED GAS TAX LEGISLATION**

Ken Bulloch, President of the Utah League of Cities & Towns, congratulated the Fire Fighters who were recently sworn-in.

The Council and Mr. Bulloch discussed the proposed increase to the local open sales tax. He commented on the critical need for funding transportation. He spoke briefly on the following items:

- 1983 since a general sales tax increase for local government
- 1997 since a gas tax increase
- Changes to the means of transportation

- League proposing increase in General Sales Tax for cities for local option implementation
- Asked cities to pass a resolution showing support to the Legislature

The Council asked questions of Mr. Bulloch regarding the following:

- Portions of the local option tax would be split up

Mr. Bulloch indicated that it was currently being proposed that it would be .10 for the cities, .10 for Utah Transit Authority (UTA), and .05 for the counties.

He said their proposal would be that the City's portion would be imposed by Ordinance; the way UTA was structured does not allow that so it would have to have a public vote by county or district wide.

Mr. Bulloch said the intent was to have all the communities impose the tax.

Mayor Rolfe asked what the current support was on Capitol Hill.

Mr. Bulloch felt there was strong support for doing something for local governments.

The Mayor and Council expressed their appreciation to Ken Bulloch for his update.

Mr. Bulloch expressed his appreciation to the Council and staff.

HOUSE REPRESENTATIVES KIM COLE AND KEN IVORY

Representatives Kim Coleman and Ken Ivory updated the Council on the status of House Bill 290, regarding the New Car Dealership act. They addressed the current protections were put into place approximately 20-25 years ago, and with some of the auto malls developed early and pre-existed this law in its current form. Currently, in order for a dealership to be located somewhere in the State it cannot be within 15 miles of an existing dealership of the same make, unless they went before a Board, made up of a majority of existing auto dealers, and get their permission. They stated HB 290 Bill was proposed to change that back to 10 miles, rather than 15 miles. The 10-mile requirement would place a dealership at the foothills of the Oquirrh Mountains. They felt the best step would be to change the dynamics of the Board. Utah is the only state with the 15-mile radius, and the most extreme mile radius in the Country, with the next lowest at 10-miles.

The Council and Representatives discussed at great length the best direction to pursue to have the law changed as to benefit the cities on the Westside of the valley.

Councilmember Hansen stated she needed to be excused. Prior to leaving she provided the Council with maps (2015 – 2040 Wasatch Front Regional Transportation Plan Draft Financially Constrained Highway Projects) from the Community of Councils meeting.

MOTION: Councilmember Hansen moved to table Business Item 8.d. Public Safety Compensation Program. The motion was seconded by Councilmember Southworth.

Councilmember Hansen explained that several members of upper City staff had asked her to table Business Item 8.d., so this could be discussed further with the Compensation Committee.

Councilmember Haaga opposed the motion.

Mayor Rolfe and Councilmember McConnehey spoke against the motion.

A roll call vote was taken

Councilmember Haaga	No
Councilmember Hansen	Yes
Councilmember McConnehey	No
Councilmember Nichols	No
Councilmember Southworth	No
Councilmember Stoker	No
Mayor Rolfe	No

The motion failed 1-6.

Councilmember Hansen left the meeting at 7:04 p.m.

V. COMMUNICATIONS
INTERIM CITY MANAGER COMMENTS/REPORTS

Bryce Haderlie –

- Asked the Council if they would be interested in offering the Arts Council the opportunity to recruit 2,000 volunteers for the ‘Comcast Cares Day’ and in return used the funds received by the City towards an Arts Facility.
- Expressed his appreciation to the Council and staff for their assistance in helping promote legislative bills and speaking on behalf the public.

Councilmember McConnehey reported that he and Councilmember Stoker would take the proposal for volunteers to the Arts Council for their consideration.

STAFF COMMENTS/REPORTS

Tom Burdett –

- Updated the Council on Consent Item 7.e. He reported that the change would establish a new first tax increment year. Similar resolutions had been approved by the Jordan School District, Central Utah Water Conservancy District, Mosquito

Abatement District of Salt Lake County, and the Jordan Valley Water Conservancy District.

- Provided an updated summary sheet of the zoning districts within the City.

Wendell Rigby –

- 5600 West between 6200-7000 South fully closing until July.

Marc McElreath –

- Police and Fire Station construction project was continuing to move along
- April 30, 2015 ‘Hose and Cuff Cutting Ceremony’ at 11:00 a.m.
- Zack Kessler, Fire Fighter returned back to work early after 15-months deployment, and only asked for Christmas off this year
- Recognized Zack Kessler’s wife for the tasks she took on while Zack Kessler was away serving his Country

Doug Diamond –

- Two new Police recruits due to graduate this April with another Police recruit

CITY COUNCIL COMMENTS/REPORTS

Councilmember Stoker –

- Commented on the need for additional storage space. He said a 40-foot shipping container with a cargo door would cost approximately \$4,000. He suggested placing the possibility of using shipping containers on a future agenda.

Councilmember McConnehey reported that the Art Council’s had budgeted \$11,916.00 for storage cost.

Councilmember Nichols –

- Updated the Council on his attendance at the Jordan Valley Water Conservancy District. He reported that the reservoirs have sufficient water to last another year, however the City’s usage was currently up 7% in the first six-months

Councilmember Haaga –

- Commented on the possibility of having a West Jordan Youth Council.

VI. CITIZEN COMMENTS

Sherry Sorensen, West Jordan resident, commented on the issue of placing the Change of Form of Government on the ballot. She asked the Council to consider if there was practical evidence that proved that West Jordan was somehow lacking, missing out on opportunities, or harmed under the current form of government. Is there data that proved that the quality of life in the City of West Jordan would be increase by this proposed

change? She went on to address various issues regarding the proposed possible change. She asked the Council whether this move was truly necessary.

Michael Lion, West Jordan resident, addressed the Council on fleet management issues. He was concerned with taking out a bond for a new building. He felt there was an opportunity for the City to join with Salt Lake County to use some of their new facilities. He asked that a cost analysis be performed. He commented on the following:

- Proposed plan did not address fueling
- Increasing fuel storage tank size
- Citizens needed on the Fleet Board

Jody Urry, West Jordan resident, was concerned that her issues were not being taken seriously. She said the only concern addressed by the City was speed bumps. She commented on more serious concerns in her neighborhood:

- Lack of Police Officers
- Crime rate

She also commented on the following:

- Petition she was circulating
- A business she hoped to open in West Jordan

Tracy Wyant, West Jordan resident, 18-year Police Officer and current Police Chief in a neighboring city, asked for the Council's support regarding the Public Safety 8-Step Compensation Program. He identified law enforcement/public safety challenges:

- Upswing in economy / Law Enforcement not as attractive
- Legislative changes to retirement systems
- Civil and Criminal Litigation
- Generation challenges

Alexandra Eframo, West Jordan resident, asked for a moment to reflect upon the common goals of the business of the City Council meeting.

She felt West Jordan City should compete with Salt Lake County and keep our trained Public Safety Officers within West Jordan City. She commented on legalizing all drugs, if drugs were legalized crime would be minimized. If Cocaine was five cents per pound, it would be awesome. Drugs lead to crime.

Clint Hutchings, West Jordan resident and West Jordan Employee, shared that employees of the City were thankful for their jobs and the benefits provided. He said the Compensation Committee had been hard at work, but was unaware of the committee discussing an 8-Step Plan for the Public Safety Division of the City. He felt all the departments should be looked at for such a proposal. All departments were faced with loss of employees due to retirement, new jobs, etc. He explained that it took all departments to run a city, not just one or two divisions. He believed that this process

should be transparent. Approval of the proposed 8-Step Program would send a message to all City employees that the Public Safety sector was valued higher than the rest of the employees in the City.

Braxton Vranes, Herriman resident, asked the approval of the Council to allow 16-year olds and older to volunteer for the West Jordan Animal Shelter. He commented on the liability issue. He suggested a waiver be signed to protect the City. Teens wanted to help the animals find homes, so a life may be spared.

Bart Barker, West Jordan resident, reported that he had been involved in local government since 1978. He encouraged the Council to support the proposed pay increase for City Council Members. He also supported the proposed Change to the Form of Government. He felt with the Mayor serving as the Executive and the Council serving as the Legislature would be more effect and appropriate. He provided his reasons for changing the form of government, and encouraged the Council to consider placing it on the ballot.

JayLynn Thomas, West Jordan resident, provided the history of what occurred in front of her home on December 26, 2014. She reported that 33-minutes after calling 911, she called the Valley Emergency Communication Center to disregard the call, the couple had left. She believed that no response in 33-minutes reflected negatively on the Police Department. She encouraged the Council to vote in favor of the proposed 8-Step Plan for Public Safety personnel.

Mike Fullwood, President of the Fraternal Order of Police, said approximately 1-year ago, he spoke with the Mayor, and various Council Members regarding what would happen to the Police Department if things remained the same. He said the Police Department was down by approximately 10-percent, as officers leave to go to other law enforcement departments. He said urged the Council to support the 8-Step Plan being proposed.

Mike Kellermeyer, West Jordan resident submitted the following comment:

Councilmembers: What do you have against letting the citizens decide? This issue was brought forth last year and voted down. In my opinion, those who voted against it were somewhat arrogant in believing that you would know the will of the majority of the citizens of West Jordan. You won't know the will of the citizens **until it is voted on**. If it passes, it passes. If it doesn't, the issue is dead but, the **citizens** would have made that decision. (Perhaps you have an issue with the sponsor and if so that would be somewhat juvenile at best.)

I would implore all of you to vote yes or "yea" on this matter. **Let us decide**. There will be plenty of time for debate, public hearings, and discussion.

Sincerely,
Mike Kellermeyer

There was no one else who wished to speak.

VII. CONSENT ITEMS

- a. Approve the minutes of January 15-16, 2015, and January 31, 2015 as presented
- b. Approved a request from Ginger Bair regarding alcohol use at Pioneer Hall for an event on March 20, 2015
- c. Approve Resolution 15-25, authorizing the Mayor to execute Amendment No. 2 to the Contract with Valley Services, Inc., to extend the landscape services for an additional year, and for additional landscape maintenance services within the City, in an amount not to exceed \$96,730.00
- d. Consider the conversion of \$11,000.00 from the Abatement Funds to Code Enforcement to be used for the purchase of a Sharp MX-5141N color copier and service contract
- e. Approve Resolution 15-26, amending the Interlocal Agreement between the City of West Jordan and the Redevelopment Agency of the City of West Jordan
- f. Approve the service in lieu of fees with Renegades 4H riding club for the 2015 season, and direct staff to complete the arena reservation
- g. Approve the service in lieu of fees with the West Jordan Exchange Club for the 2015 season, and direct staff to complete the arena reservation
- h. Adopt Resolution 15-27, authorizing the Mayor to execute a General Service Contract, Request Number 5977488, with Rocky Mountain Power to provide electric service for a PRV located at 6180 West 8200 South in an amount not to exceed \$2,883.00
- i. Adopt Resolution 15-28, authorizing the Mayor to execute Amendment No. 1 to the Agreement with ACE Disposal, Inc. for Residential Solid to double the quantity of dumpsters from approximately 2100 to 4200 annually
- j. Approve Resolution 15-29, confirming appointments to various City Committees

The Council pulled Consent Items 7.d and 7.i for further discussion.

MOTION: Councilmember Nichols moved to approve Consent Items 7.a through 7.j. with the exception of 7.d and 7.i. The motion was seconded by Councilmember Southworth.

A roll call vote was taken

Councilmember Haaga	Yes
Councilmember Hansen	Absent
Councilmember McConnehey	Yes
Councilmember Nichols	Yes
Councilmember Southworth	Yes
Councilmember Stoker	Yes
Mayor Rolfe	Yes

The motion passed 6-0.

MOTION: Councilmember McConnehey moved to rearrange the agenda moving Business Item 8.d to the first business item for discussion. The motion was seconded Councilmember Southworth and passed 6-0 in favor.

VIII. BUSINESS ITEMS
BUSINESS ITEM 8.D.

DISCUSSION AND POSSIBLE ACTION REGARDING RESOLUTION 15-31, APPROVING THE PUBLIC SAFETY 8-STEP COMPENSATION PROGRAM

Doug Diamond clarified that this issue had not been heard by the Compensation Committee, this evolved out of a directive from the City Council at the last Strategic Planning Session. He said during the January 2015 City Council Strategic Planning Meeting, Council discussed the potential to implement a pay structure for sworn Public Safety employees that was different than other employees in the City. Council Members suggested that the Police Chief bring back an 8-step "step and grade wage structure" for consideration.

Public Safety employees had been treated differently in the retirement system for many years. A Public Safety employee can retire at 20 or 25 years depending on their tier level in the retirement system. Tier 1 employees can retire in 20-years with credit for years of service. Tier 2 employees can retire in 25 years with credit for years of service.

Recruitment and retention of sworn employees could be very difficult and had been difficult for police officers in the past couple of years. The Police Department had lost nine (9) officers to other agencies; pay being the most prevalent reason. The Police Department currently has three (3) officers that have been given job offers or are being seriously considered by the Salt Lake City Police Department (SLCPD) at a wage increase of approximately \$8.00 per hour. They were being given that increase based upon their

years of service, and SLCPD having an 8-step plan in place. SLCPD's range was approximately the same as our current range from Police Officer I to Police Officer III. They are not the only agency to offer substantial pay increases to officers of other agencies based upon their experience.

There were obvious advantages and disadvantages to separating Public Safety from other employees in a wage structure. Two primary disadvantages were morale of non-Public Safety employees and cost/sustainability of a more aggressive step and grade wage structure. Two primary advantages were increasing pay for retention and recruitment for officers, as well as aligning the pay structure more closely with the retirement structure.

The costs to implement and maintain an 8-step Public Safety step and grade wage structure would depend on the range width (currently 42%), the implementation timeline, and method to place employees in the new structure. There were many options: however, we were only presenting a few. In order to create an 8-step structure, and keep as close to the current wage width as possible, the steps would increase by 5.15%. In order to simplify percentage between steps, staff had used 5% for their calculations in estimating projected costs. This would increase the bottom step slightly but leave the top step approximately the same.

There were basically two choices for a timeline: 1) Moving to an 8-step structure immediately, or 2) Moving to an 8-step structure immediately after the current step increases take effect July 1, 2015.

The options for placing employees into the new structure were: 1) Calculating their current pay and moving them to the next highest step in the 8-step structure, or 2) Moving employees to a step commensurate with their years of service.

In essence, there were four different options, assuming that we use 5% between steps to calculate the potential costs. Tables for the pay structure and costs were provided in the Council's agenda packet.

Doug Diamond said there was always the option to go to a different step and grade structure, for example 10-steps instead of 8-steps. A 10-step structure would have 4% between steps; however, the longer it took for to employee to top out, the less incentive there was for them to stay with the department or come to our department.

The 8-step Public Safety Step and Grade Wage Structure **still should not be construed to be a "guarantee"** of an increase each year. Step increases within a pay range were meant to reward employees who were performing at an acceptable level or higher, gaining experience and skills, and/or years of service/longevity.

Wage increases in Public Safety would still be based on employees achieving an *adequate/acceptable level of performance, not just time. The goal of the department heads is to have every employee performing at an acceptable level.* Department heads

make every effort to ensure employees were performing at an acceptable level by making corrections to behavior and/or performance on a regular basis. Employees whose performance dips below an acceptable level are corrected as quickly as possible as situations arise. Supervisors most often counsel/mentor an employee to correct performance or place the employee on an Employee Development Plan. When necessary the department head would issue appropriate discipline to correct performance. When these small corrections were made *employees bring themselves to an acceptable level of performance*. Therefore, our goal is that they would receive acceptable ratings on evaluations. If an employee's performance continues to be substandard, the employee may be terminated.

Staff reported that the fiscal impact would depend on the option that Council decides to move forward with. For example: If the Council selected a 8-step structure, an implementation time of July 1, 2015, and placing personnel to the next highest step in the 8-step structure, the annual cost could be approximately \$1,026,894.

Staff recommended approval to implement the 8-step Public Safety Step and Grade Wage Structure with an implementation timeline of (immediate or July 1, 2015), and implementation method of (more to the closest step or commensurate with years of service).

Doug Diamond reported that a study from Sandy City had been sent to the Council by Bryce Haderlie, but there had been some changes. Sandy City had since implemented a step program along with South Jordan.

Doug Diamond provided the following presentation:

Public Safety 8 Step

Step-in-grade

(Make up of committee: HR, Department heads, Finance, City Manager, Includes input from line level).

Cost Comparison

Current 14 Step Public Safety Costs no COLA

FY 2015-16 - \$392,955

FY 2016-17 - \$403,761

8-Step Structure Credit Years of Service

Implement immediately

FY 2014-15 Costs \$372,604*

FY 2015-16 Costs \$374,818

Total \$747,422

Implement July 1, 2015

FY 2014-15 Costs \$ 0

FY 2015-16 Costs \$894,250

Total \$894,250

10-Step Structure Credit Years of Service

Implement immediately

Implement July 1, 2015

FY 2014-15 Costs	\$355,620*	FY 2014-15 Costs	\$ 0
FY 2015-16 Costs	\$323,965	FY 2015-16 Costs	\$853,488
Total	\$679,585	Total	\$853,488

It was not uncommon for Public Safety employees to be broken out from other employees.
(West Valley, Salt Lake, Sandy)

The ranges stay virtually the same, just making adjustments within the ranges.

Officers Leaving in 2014

- 1 Probationary left to go back to previous agency
- 3 Released from Probation (resigned)
- 4 Retirements
- 8 Went to other agencies (Unified Police Department, Cottonwood Heights Police Department, West Valley City Police Department, and Salt Lake City Police Department, Oregon)
 - 2-Less than 2 years with WJPD (1 out of state, 1 to UPD for quicker top out)
 - 1-Is returning on 2/22/2015
 - 5-Still gone for more money

Recruitment

- 2012 120 applicants
 - About 70 to do backgrounds on
- Jan 2015

<u>Recruit Position</u>		<u>Officer Position</u>	
Applied	51	Applied	21
Tested	32 (19 no shows)	Tested	13 (8 no shows)
Passed PT	24	Passed test	7

Mayor Rolfe said Chief Diamond was completely accurate.

MOTION: Mayor Rolfe moved to adopt Resolution 15-31, approving the implementation of the 8-step Public Safety Step and Grade Wage Structure with the implementation to be retroactive to January 1, 2015, as soon as possible that can be done by Human Resource staff, and implementation method of commensurate with years of service. The motion was seconded by Councilmember Haaga.

Councilmember Stoker clarified that moving them to the nearest step, does that mean commencing with the years of experience.

Mayor Rolfe said yes.

Councilmember Stoker confirmed that many other cities had separate pay structures for public safety personnel.

Councilmember McConnehey supported the 8-Step Plan. He was not in favor of the closest step, but did feel like public safety personnel should be placed in the appropriate step for the years of service. He suggested backdating the implementation to January 1, 2015. He commented on previous funds, \$200,000 set aside for compensation and not used, then the \$550,000 from this year.

Doug Diamond reported that part of the \$550,000 was used to put them on the step plan leaving approximately \$180,000, \$175,000 of that opened up the career ladder.

Councilmember McConnehey reminded the Council that funds were set aside year after year. He felt the implementation should be made retroactive.

Councilmember Nichols reported that the document provided by staff showed specifically where other cities were superior. He expressed his concern and felt in the future in order to have additional officers a property tax increase would be needed. He supported the motion. He briefly commented on how different sectors sometimes had different pay scales; this was just a fact of life. As for retention of employees, he agreed with earlier comments that this was of concern for all the City departments.

Councilmember Haaga clarified that direction regarding this issue was given by the Council to the senior staff, not a committee. He spoke in favor of the motion.

The Council and staff discussed the following:

- Officers being recruited on average had 6½ to 12 or more years of service
- 20 percent of current workforce had 2 years of service
- 12 percent of current workforce had less than 1 year of experience
- Solution to the problem
- Experience to train officers
- 14-Step Plan verses 8-Step Plan
- Career ladder provides movement

Marc McElreath said his department employees that were topped-out were fine. It was just hard to provide training to Fire Fighters and then lose them to other cities. He said in 1999-2000 the Fire Department was facing the same thing that the Police Department was currently facing. Years ago, West Jordan was known as the farm team for Fire Service.

Councilmember McConnehey called the previous question.

The vote to call the previous question passed 5-1 with Councilmember Southworth casting the negative vote.

A roll call vote was taken

Councilmember Haaga	Yes
Councilmember Hansen	Absent
Councilmember McConnehey	Yes
Councilmember Nichols	Yes
Councilmember Southworth	Yes
Councilmember Stoker	Yes
Mayor Rolfe	Yes

The motion passed 6-0.

Bryce Haderlie voiced his concern that there was no input from the Human Resource staff. He reported that it took approximately three months of upgrading from the old time system to the new time system. He appreciated that the Council recognized the value of City employees. However, he was concerned that there was an expectation that the next paycheck would have the increases. He was unsure if that could happen. He asked the Council to allow staff to determine how quickly this task could be performed.

MOTION: Councilmember Southworth moved to take a five-minute recess. The motion was seconded by Councilmember McConnehey and passed 6-0 in favor.

The Council recessed at 8:41 p.m. and reconvened at 8:50 p.m.

CONSENT ITEM 7.D

CONSIDER THE CONVERSION OF \$11,000.00 FROM THE ABATEMENT FUNDS TO CODE ENFORCEMENT TO BE USED FOR THE PURCHASE OF A SHARP MX-5141N COLOR COPIER AND SERVICE CONTRACT

Attorney staff provided the following information which reported that during a discussion with the IT department regarding color printers and the costs associated with the two color printers currently being utilized by the legal department, it was recommended to the legal department that a color/printer combination would be beneficial as well as financially responsible.

The Code Enforcement Division had collected over \$65,000.00 in fines paid into the abatement fund during the last two years. It was requested that Code Enforcement be allowed to convert \$11,000.00 from the abatement funds to be used to purchase a color copier. The color copier would replace two color printers and one black and white copier assigned to the City Attorney's Office. With the code enforcement division using color photos for Administrative Hearings, as well as the prosecution and civil litigation using color photos for case files, over 600 pages of documents were regularly printed on the color printers each month.

The cost of toner for the two color printers for 2013 was \$2,106.00. This would be a savings that could be put back into the general fund. Any parts that were needed in the

regular maintenance and are not covered would also be saved. The cost of the maintenance program for the new copier would be similar to the current copier and would not increase the overall cost for maintenance or toner. The color copier would assist in productivity and efficiency by being newer technology, faster speed, and added capabilities and would combine three machines into one. This would also lessen the man-hours that IT was currently utilizing on the three machines in use.

Staff reported that the fiscal impact would be the conversion of \$11,000.00 from the Abatement Funds to the Code Enforcement Division.

Staff recommended the approval of the conversion of funds from the Abatement Funds to Code Enforcement Division.

Councilmember McConnehey questioned whether this had gone out to bid/Request for Proposal.

Jeff Robinson indicated that the pricing was provided by the IT Department.

Councilmember McConnehey wanted to make sure the correct purchasing process was being followed. He felt there might be other options for staff to consider.

Bryce Haderlie reported that he was unaware of whether this pricing was from a State bid contract. He said the IT Department was trying to standardize City equipment.

Councilmember McConnehey felt the fines from Code Enforcement issues should be reinvested into helping residents offset the costs of coming into compliance with the City Code.

Councilmember Haaga felt this item should be reanalyzed.

The Council directed staff to bring back further information, preferably alternative funding sources and options to use Abatement funds to assist the residents.

CONSENT ITEM 7.1

ADOPT RESOLUTION 15-28, AUTHORIZING THE MAYOR TO EXECUTE AMENDMENT NO. 1 TO THE AGREEMENT WITH ACE DISPOSAL, INC. FOR RESIDENTIAL SOLID TO DOUBLE THE QUANTITY OF DUMPSTERS FROM APPROXIMATELY 2100 TO 4200 ANNUALLY

Wendell Rigby reported that Amendment No. 1 to the Agreement for Residential Solid Waste Services between the City of West Jordan and ACE Disposal, Inc. would provide double the current quantity of dumpsters for the West Jordan Neighborhood Dumpster Program. Currently there were eight dumpsters available daily between Monday and Saturday. Eight dumpsters were delivered every other day; they were then available for use for one day and picked up the following day for a total of 16 dumpsters available for

the Neighborhood Dumpster Program at any one time. This amendment would add 16 dumpsters to the program, which would increase the daily available quantity to 16, and the total to 32, thus doubling the current amount.

If this amendment was approved, ACE Disposal, Inc. planned to maintain the same hours of operation (7am to 4 pm) and support this additional quantity by providing another truck and driver to West Jordan.

As with the current program, West Jordan would compensate ACE Disposal for each dumpster delivered. With this enhanced service, ACE Disposal, Inc. had proposed an increase from the current amount of \$91.16 per dumpster to \$101.16 per dumpster. As with the current dumpster program, West Jordan pays the tipping fee to Trans Jordan Landfill for the dumpster contents.

Since this proposal would double the quantity of dumpsters from approximately 2100 to approximately 4200 annually, we have included a change in the staffing from part-time to full-time to address the overloading and contamination issues associated with the increased quantity. Because the number of dumpsters reserved annually varies and the tonnage varies with each dumpster, the following numbers are an estimate of the financial implication of this proposed enhanced service for the coming year.

		March to July		2%		Dbl. quantity
July - March	Current	After 2% Annual	Annual	Annual	Current	New
Annual Hauls	Unit Cost	Increase	Increase	Increase	Expense	Expense
	1260	91.16	840	92.98	\$195,289.30	
	2520	101.16	1680	103.18		\$430,845.10
Landfill Tipping - \$14/ton x 1.5 ton average					\$44,100.00	\$88,200.00
Part-Time Salaries					\$15,442.00	
Full-Time Salaries						\$36,667.00
Total Program Cost					\$254,831.30	\$555,712.10
Increased Program Cost						\$300,880.80

Included in the Council's agenda packet was a list of Neighborhood Clean-Up Dumpsters Frequently Asked Questions.

Funding for this amendment would be taken from the Solid Waste Fund.

Staff recommended approval of Amendment No. 1 to the Agreement with ACE Disposal, Inc. for Residential Solid Waste Services to double the quantity of dumpsters from approximately 2100 to 4200 annually.

Councilmember McConnehey questioned the following statement which was included in the Council's agenda packet "We have included a change in the staffing from part-time to full-time to address the overloading and contamination issues associated with the increased quantity." He questioned who authorized the proposed change.

Wendell Rigby said the proposed change to staff, came from staff not ACE.

Tim Peters said the cost would be approximately \$36,600.00.

Councilmember McConnehey requested additional information regarding this issue:

- Costs regarding change to staff
- 10% increase in cost

Dawn Beagley, ACE representative, commented on the reason for the 10% increase.

Councilmember Stoker asked if there were funds in the Solid Waste fund to cover the additional cost.

Ryan Bradshaw explained that with the \$300,000 increase there would be funds for approximately two-years, and then a rate increase would be necessary.

MOTION: Councilmember Southworth moved to adopt Resolution 15-28, authorizing the Mayor to execute Amendment No. 1 to the Agreement with ACE Disposal, Inc. for Residential Solid Waste to double the quantity of dumpsters from approximately 2100 to 4200 annually. The motion was seconded by Councilmember Haaga.

Councilmember McConnehey spoke against the motion. He still wanted additional information.

A roll call vote was taken

Councilmember Haaga	Yes
Councilmember Hansen	Absent
Councilmember McConnehey	No
Councilmember Nichols	Yes
Councilmember Southworth	Yes
Councilmember Stoker	Yes
Mayor Rolfe	Yes

The motion passed 5-1.

The business items were heard in random order.

BUSINESS ITEM 8.F.

DISCUSSION AND POSSIBLE ACTION REGARDING SCHEDULING A PUBLIC HEARING FOR FEBRUARY 25, 2015, TO CONSIDER INCREASING THE CITY COUNCIL SALARIES

MOTION: Councilmember Stoker moved to table Business Item 8.f until February 25, 2015. The motion was seconded by Councilmember McConnehey and passed 6-0 in favor.

BUSINESS ITEM 8.H.

DISCUSSION AND POSSIBLE ACTION REGARDING RESOLUTION 15-33, AUTHORIZING STAFF TO PLACE ON THE NOVEMBER 2015 MUNICIPAL GENERAL ELECTION, THE ISSUE TO CHANGE THE FORM OF GOVERNMENT TO A COUNCIL-MAYOR FORM

MOTION: Councilmember Stoker moved to table Business Item 8.h until the February 25, 2015. The motion was seconded by Mayor Rolfe and passed 6-0 in favor.

BUSINESS ITEM 8.I.

DISCUSSION AND POSSIBLE ACTION REGARDING RESOLUTION 15-34 APPROVING AND APPROPRIATING \$29,000 FROM THE GENERAL GOVERNMENT BUDGET ACCOUNT FOR THE PURCHASE OF GOODS AND SERVICES IN SUPPORT OF AMENDING THE UTAH CODE TO ALLOW AUTOMOBILE DEALERSHIPS TO LOCATE WITHIN THE CITY

The Mayor and City Manager were proposing to use the \$29,000 that the City had saved by the Mayor foregoing that amount of salary over the past 12 months to support purchasing goods and services necessary to mobilize public support for the amendment of the Utah Code to allow automobile dealerships to locate within the City.

The fiscal impact would be appropriated from the General Government budget account. Staff believed that such an appropriation would not render this budget account over budget.

Staff recommended approval of the proposed Resolution.

MOTION: Councilmember Southworth moved that the City Council adopt and approve Resolution 15-34, approving and appropriating \$29,000 from the General Government budget account for the purchase of goods and services in support of amending the Utah Code to allow automobile

dealerships to be located within the City, and allowing the Mayor to work with City Manager on use of the funds. The motion was seconded by Councilmember Stoker.

Councilmember Haaga reported that this was a Legislative issue on Capitol Hill. He questioned the legality of the City's participation regarding lobbying.

Jeff Robinson explained that this issue affected the City, so it was legal for the City to act.

Bryce Haderlie asked the Council to provide direction in their motion as to who would have authorization regarding the funds.

Councilmember McConnehey reported that these funds were coming from the foregone salary from the Mayor. He supported that the direction of the funds be from the Mayor.

A roll call vote was taken

Councilmember Haaga	Yes
Councilmember Hansen	Absent
Councilmember McConnehey	Yes
Councilmember Nichols	Yes
Councilmember Southworth	Yes
Councilmember Stoker	Yes
Mayor Rolfe	Yes

The motion passed 6-0.

BUSINESS ITEM 8.A.

DISCUSSION REGARDING THE LEGALITY OF THE BID PROCESS FOR THE OLD LIBRARY

Jeff Robinson said at City Council's request, City staff previously advertised the old County Library property located at 1970 West 7800 South in West Jordan (the "Property") for sale to the highest bidder as a means of selling the Property quickly. The bids were due Monday, January 5, only one bid was received, and it met the City's minimum bid requirements. However, according to the Advertisement for Bid "the winning Bidder shall provide payment to the City by cash or check within thirty (30) calendar days of bid opening." Since payment was not provided within thirty days as required, the bid that was submitted was no longer valid.

Pursuant to §10-8-2 of the Utah Code Annotated ("UCA"), before a municipality may dispose of a significant parcel of real property, the municipality shall:

- (i) provide reasonable notice of the proposed disposition at least 14 days before the opportunity for public comment
- (ii) allow an opportunity for public comment on the proposed disposition.

Though the UCA required an opportunity for public comment on the proposed disposition of the Property, the UCA does not list any specific requirements as to *how* the property must be sold, such as through an auction to the highest bidder, through a Realtor, or by some other means.

The West Jordan Municipal Code ("City Code") also does not require property to be sold by auction to the highest bidder. Pursuant to §3-1-14(c) of the City Code, after the property had been declared surplus, "the property may be sold at an auction to the highest bidder." The operative phrase in that sentence was "may be," which meant selling property by bid was not a requirement, but was at the City's discretion.

Staff had been unable to find any State or City requirement that property disposed of pursuant to §10-8-2 or §3-1-14(c) be sold in any particular manner. With the foregoing in mind, if the City chooses at a future City Council meeting to declare the Property surplus, then the City was at liberty to sell the property in any manner it chooses, whether by public auction, sealed bid, through a Realtor, or by some other means. The City was also at liberty to consider reasonable offers from potential purchases.

As an additional note, City staff informed the successful bidder's representative, Mr. Dustin Erikson, that the successful bid had now expired under the original Advertisement for Bid since payment was not received within thirty (30) calendar days. Mr. Erikson then provided the City with an email requesting that the City consider the signed contract he submitted on Tuesday, January 20, 2015, to be an official offer to purchase the Property, subject to the Contract dates being changed since most of them had passed.

The Council and staff discussed clarifying questions:

- A public hearing must be held giving the public to speak on the City's intent to dispose of the property
- Need to surplus the property
- Nothing stated how the property must be disposed of
- Value of the property (should this property be appraised again)
- Real Estate Agent would come with paying a commission
- CTA had provided an updated/new offer to purchase the property under the same terms

Jeff Robinson indicated that CTA wanted to let the Council know that they still wanted to purchase the property. If the Council decided to surplus the property, then they could consider CTA's offer. However, the process to surplus must still be conducted.

Bryce Haderlie said the previous approved Resolution was null and void.

Jeff Robinson explained the process Council could follow.

Bryce Haderlie reported that the departments were notified of the availability of the property and so far no claims were made by the departments.

Jeff Haaga said in the green sheets provided by the various departments, Brian Clegg from Public Works requested the rental/lease of a building, which totaled \$72,000.

Councilmember Southworth clarified that on the next Council agenda there would be a public hearing to dispose of public property; a Resolution surplusing the property and accepting an offer.

Jeff Robinson anticipated there would be 1) Public hearing notifying the public that the City Council was discussing whether or not to dispose of City property; 2) Resolution to consider surplusing the property, and 3) A discussion as how to dispose the property which could include acceptance of the open offer.

Councilmember Southworth requested that those three items be on the next City Council agenda.

BUSINESS ITEM 8.B.

DISCUSSION AND POSSIBLE ACTION REGARDING RESOLUTION 15-30, APPROVING A LOCATION FOR A NEW FLEET FACILITY

Jim Riding said as the City had grown, the City's fleet had increased, the existing fleet maintenance location within the Public Works building had become inadequate, and not as safe a working environment as could be in a new facility. Staff had been given direction to recommend sites that would accommodate a new facility to accommodate Fleet growth over the next 30 to 50 years. Over the last few years staff had looked at four (4) different locations. Two locations currently under consideration for the possibility of relocating the Fleet Facility were as follows:

The first option was to locate the Fleet Facility on property south of the existing Public Works facility on a 9.58 acre parcel. The parcel would be acquired through a land swap with Salt Lake City for 9.58 acres of West Jordan City property located to the north of the existing Public Works facility, which lays in the future Runway Protection Zone (RPZ) of the airport. This option would definitely accommodate the needed space for Fleet as the City builds out. If Option 1 was selected, the eventual relocation of the Public Works facility could be accomplished in phases over the next several years. Salt Lake City had also expressed an interest in swapping an additional 10+ acres to the south for the 10+ acres that the existing Public Works facility was on since approximately a third of that site fell within the future RPZ for the airport. This option would eliminate field F of the soccer complex.

The second option was the approximately 3-acres just north of the existing Public Works Facility on West Jordan City owned property. This option is the least desirable of the two (2) sites since it may not provide enough area for the Fleet Facility as the City is built out over the next 30 years. This particular field was lighted and the lighting could be moved

to another field. Both options would allow access right off of 4000 West and the utilities were already located on the east side of the sites. This option would eliminate Field A of the soccer complex.

Funding for the design was approved in the current year budget and staff could proceed with a Request for Proposal once the location was determined.

Staff indicated that there would be no fiscal impact with this decision at this time.

Staff recommended both options.

Jim Riding said staff could move ahead with the design, but could not start any construction until the City owned the property on the south.

Councilmember Stoker clarified that moving to the south, would get the City out of the runway protection zone, and would provide the greatest flexibility over time.

The Council and staff discussed the property to the west.

Jim Riding said FAA funds were involved with the property to the west, so the property could not be sold, although the property could be swapped.

He provided a timeline of approximately six-months:

- Plats made
- Submitting the plats to City Council
- Submitting the plats to Salt Lake City
- Then appraisals
- Bonding could be six to eight months

Councilmember Southworth wanted to tie the 7800 South project together with this item.

He also commented on the earlier remarks regarding sharing facilities with Salt Lake County.

Bryce Haderlie said in previous years the direction from the Council was to see how funds could be saved. Public Works personnel had been working on this and one of the ways was separating from Salt Lake County in various ways.

Councilmember Southworth liked Option 1.

Mayor Rolfe addressed the negotiations on trade, and said after the survey was complete, he would like Dave Murphy involved before the City proceeded with design or anything else. Should negotiations breaks down, he would like to do whatever it took to get a facility going sometime in the next calendar year.

MOTION: Councilmember Nichols moved to adopt Resolution 15-30, approving Option 1 stressing to staff to discuss with Salt Lake City the deal with 7800 South. The motion was seconded by Councilmember Stoker.

Councilmember Southworth spoke against the motion. He did not want the north option off until there was a deal regarding 7800 South.

A roll call vote was taken

Councilmember Haaga	No
Councilmember Hansen	Absent
Councilmember McConnehey	Yes
Councilmember Nichols	Yes
Councilmember Southworth	No
Councilmember Stoker	Yes
Mayor Rolfe	Yes

The motion passed 4-2.

BUSINESS ITEM 8.C.

DISCUSSION AND POSSIBLE ACTION REGARDING CITY COUNCIL ALLOCATION TO THE UTILITY HARDSHIP FUND

Ryan Bradshaw reported that the hardship account currently has a balance of less than \$500.00. Over the past several fiscal years the hardship fund had a balance of over \$11,000. The recent downturn in the economy had put a substantial strain on this fund. The hardship fund would pay a maximum amount of \$175.00 per household on a one time basis.

The fiscal impact to the City would be \$3,000.00.

Staff recommended the Council authorize a contribution of \$3,000.00 to the West Jordan Hardship Fund.

The Council and staff discussed clarifying questions.

The Council directed staff to include in the next budget amendment a transfer of \$3,000.00 from the General Fund to the West Jordan Hardship Fund.

BUSINESS ITEM 8.E.

APPROVE RESOLUTION 15-32, ENCOURAGING THE STATE OF UTAH TO ADDRESS COMPREHENSIVE TRANSPORTATION FUNDING

Bryce Haderlie said the Mayor and City Manager were proposing to use the \$29,000 that the City had saved by the Mayor foregoing that amount of salary over the past 12 months to support purchasing goods and services necessary to mobilize public support for the amendment of the Utah Code to allow automobile dealerships to locate within the City.

The fiscal impact would be appropriated from the General Government budget account. Staff believed that such an appropriation would not render this budget account over budget.

Staff recommended approval of the proposed Resolution.

Councilmember Southworth addressed the comments Ken Bullock made regarding a broad base transportation solution. He voiced his concerns as to whether the City would be on par with Utah Transit Authority.

Councilmember Stoker supported a Resolution for Comprehensive Transportation Funding that would happen at the State level with a Statewide Plan or Regional Plan, but he was against a local option sales tax.

Bryce Haderlie reported that although this may not be the best scenario, the way this was structured would probably be the best of way giving the money directly to the City.

Mayor Rolfe agreed with Bryce Haderlie. He said if a City chose not to engage in the quarter percent the B & C road funds would be lost.

Councilmember Haaga opposed any tax burden on the cities. He felt the legislature should step-up and ask for a use tax on fuel. He opposed this resolution.

Councilmember Nichols agreed with Councilmember Haaga.

Councilmember McConnehey preferred a mileage based tax. He was concerned that proceeding with this towards a final solution could make things more convoluted, complex, and problematic in the future. He felt he could support the proposed Resolution if changes were made to Section 1.

MOTION: Councilmember Stoker moved to table this item until February 25, 2015. The motion was seconded by Councilmember McConnehey.

A roll call vote was taken

Councilmember Haaga	No
Councilmember Hansen	Absent
Councilmember McConnehey	Yes
Councilmember Nichols	Yes
Councilmember Southworth	Yes
Councilmember Stoker	Yes
Mayor Rolfe	Yes

The motion passed 5-1.

BUSINESS ITEM 8.G.

DISCUSSION AND POSSIBLE ACTION REGARDING A BUDGET AMENDMENT REQUEST FOR THE YOUTH THEATER COMMITTEE

Bryce Haderlie reported that Council Member Haaga had worked with the Youth Theater Committee and they were very excited with the community participation and support of the plays.

The theater group was preparing to have a second production this year and desired a modification to the budget to make this a reality. A history of the revenue and expenses of the Youth Committee were as follows:

Youth Committee					
	2012	2013	2014	2015 (as of 2/2/15)	Proposed
Revenue	\$10,151.18	\$13,524.99	\$11,513.94	\$8,073.84	
Budget	\$10,550.00	\$15,250.00	\$15,250.00	\$15,250.00	\$16,150.00
Difference	\$(398.82)	\$(1,725.01)	\$(3,736.06)	\$(7,176.16)	
Expense	\$15,652.79	\$16,631.09	\$19,285.62	\$16,726.81	
Budget	\$18,550.00	\$20,550.00	\$20,075.00	\$20,075.00	\$26,000.00
Difference	\$(2,897.21)	\$(3,918.91)	\$(789.38)	\$(3,348.19)	
Net Gain (Loss)	\$(5,501.61)	\$(3,106.10)	\$(7,771.68)	\$(8,652.97)	

Fiscal Impact: The Youth Theater Committee was anticipated to collect and remit \$15,250 and was authorized to spend \$20,075 during this current budget year. According to our financial records as of February 2, 2015, the Committee had collected \$8,073.84 and spent \$16,726.81. The Committee anticipated collecting another \$8,075 during the next play and needed \$9,273 (a total of \$26,000 for the year) to complete this final production.

Staff indicated that in order to approve the budget amendment, the Council needed to give a positive approval and direct staff to make this modification in the budget amendment scheduled for February 25, 2015.

Councilmember Haaga said that the Youth Theater was requesting a budget adjustment of \$6,000 for their upcoming production.

MOTION: Councilmember Nichols moved to approve the recommended budget adjustment as recommended by Councilmember Haaga, with the exception that in the future they request the funds prior to planning the events and spending the money. The motion was seconded by Councilmember Haaga.

Councilmember Southworth reported that since he has been on the City Council that this was at least the third time the Youth Arts Council had started a project without having the funds first. He opposed the motion.

Councilmember McConnehey addressed the staff report which indicated the Youth Theater was requesting \$9,273, not \$6,000. He reported that the Youth Theater was falling short of their projected revenue, and they were overspending. He suggested the following:

- 1) Assist with Comcast Cares Day to help offset the difference
- 2) Moving one production to a different venue, possibly in a neighboring city

He spoke against the motion.

Councilmember Haaga attended their meeting and said they had a cash positive. He said if the Council was not willing to approve the motion, he would speak with Comcast and ask for a donation.

Ryan Bradshaw indicated that a budget amendment would still be necessary to allow the Youth Arts to spend the additional funds.

The Council discussed the Youth Arts Council budget being increased, but revenues had not increased. Sponsorship could be way to increase their budget.

Mayor Rolfe addressed the following:

- Keeping the old library would reduce costs for the Arts
- Opposed denying Youth Arts when in excess of \$600,000 was spend on soccer, baseball, etc.

A roll call vote was taken

Councilmember Haaga	Yes
Councilmember Hansen	Absent
Councilmember McConnehey	No
Councilmember Nichols	Yes
Councilmember Southworth	No
Councilmember Stoker	Yes
Mayor Rolfe	Yes

The motion passed 4-2.

IX. REMARKS

Councilmember McConnehey commented on volunteer opportunities for teenage youth at the West Jordan Animal Shelter.

Doug Diamond indicated he was already working on the issue.

X. ADJOURN

MOTION: Councilmember Stoker moved to adjourn. The motion was seconded by Councilmember McConnehey.

The meeting adjourned at 10:13 p.m.

The content of the minutes is not intended, nor are they submitted, as a verbatim transcription of the meeting. These minutes are a brief overview of what occurred at the meeting.

KIM V ROLFE
Mayor

ATTEST:

MELANIE BRIGGS, MMC
City Clerk

Approved this 11th day of March 2015

DRAFT