

**MINUTES OF THE CITY OF WEST JORDAN
CITY COUNCIL STRATEGIC PLANNING SESSION
Thursday and Friday, January 21 & 22, 2016
8:00 a.m. – 5:00 p.m.
Jordan School District Auxiliary Building Board Room
7955 South Redwood Road
West Jordan, Utah 84088**

COUNCIL: Mayor Kim V. Rolfe, and Council Members Dirk Burton, Jeff Haaga, Zach Jacob, Chris M. McConnehey, Chad Nichols, and Sophie Rice.

STAFF: Mark Palesh, City Manager; Darien Alcorn, Acting City Attorney; Melanie Briggs, City Clerk; David Oka, Economic and Community Development Director; Brian Clegg, Parks Director; Ryan Bradshaw, Finance Director; Dave Zobell, City Treasurer; Wendell Rigby, Public Works Director; Marc McElreath, Fire Chief; Doug Diamond, Police Chief; Justin Stoker, Deputy Public Works Director; Dave Murphy, CIP Manager; Greg Davenport, Senior Engineer; Kim Wells, Communication Manager; Michael Oliver, IT Manager; Jonathan Gardner, Human Resource Director; Jared Smith, Risk Manager; Steve Glain, Assistant to the City Manager, and various other staff members.

I. CALL TO ORDER

Mayor Rolfe called the meeting to order at 8:00 am

THURSDAY, JANUARY 21

FINANCE – Budget overview w/ line item budget update – Ryan Bradshaw

Ryan Bradshaw addressed the following items: 1) Process for the preparation of the upcoming budget; 2) New Budget Format; 3) Year End Procedures; 4) Asset Tracking; 5) Fee Schedule review; 6) Munis Utility Billing, Cash Receipts, and Business Licensing Modules, and 7) Financing Option for various Projects.

POLICE – Five-year hiring plan – Doug Diamond

Doug Diamond reviewed the following topics:

- Crime Trends
- Current Sworn Personal staffing/Comparative methods
- Calls for service
- Allocation of Patrol Officers
- Sworn Personnel needs
- Phased hiring/hiring costs
- Other personnel costs

Mayor Rolfe felt strongly that the Fiscal Year 2016-2017 Budget should include 12 additional Police Officers.

INFORMATION TECHNOLOGY – Munis & Telephone Updates – Michael Oliver

Michael Oliver reviewed the following topics:

- Progress of ERP – Munis system

- Progress of new phone system/Zultys
- Progress of website redesign
- 311 – Knowledge Center

**PUBLIC INFORMATION – Using Social Media as a Citizen engagement Tool –
Kim Wells**

Kim Wells reviewed the following topics:

- Two-way conversation with citizens
- Facebook and communication
- Twitter
- Need for constant updating
- Provide current information to citizens

Those in attendance discussed the pros and cons of social media, and what possible direction the City should proceed.

The meeting recessed at 10:10 am and reconvened at 10:30 am

PUBLIC WORKS

– Sewer Funding – user fee and impact fees – Dave Murphy

Dave Murphy reviewed the following topics:

- Impact fees vs Rates
- Sewer Fund history 2005 – Present
- Imbalance Projects
- Cash balances of Sewer Impact fees vs rates
- Capital Projects suspended
- Imbalance and future affects
- Sewer Impact Fee net negative
- Policy Choices

Those in attendance felt there should not be any more ‘leapfrogging’ without having the developer pay for the needed infrastructure. Future residents should pay for new infrastructure rather than existing residents.

– Secondary Water Funding and Policies – Justin Stoker

Justin Stoker reviewed the following topics:

- Status of Secondary Water
- Service areas and alternatives
- Water sources
- How to finance the program
- Estimated Water Rates for users
- What policies to be reviewed

The Council and staff discussed the issues facing the implementation of secondary water. It was agreed upon to assess only the area of the City that has potential secondary water usage.

– Pavement Management Program Update – Greg Davenport

Greg Davenport reviewed the following topics:

- City Roadway Investment
- Pavement preservation is cost effective
- Pavement Management Software
- Pavement Treatment Options
- 2015 Road Maintenance Projects
- 2016 proposed City Overlay streets
- 2016 proposed surface Seal streets

The Council and staff discussed alternative asphalt process (i.e., cold, fabric, fiber, and reinforced)

– New Public Works Complex – Jim Riding

Jim Riding reviewed the following topics:

- Scope of Master Planning Study regarding construction of new facility
- Existing facilities strengths/deficiencies
- Needs Assessment process
- Refine Public Works needs
- Main building summary
- Master Planning/Main Facility/Satellite Facilities

He stated that in 2009, the estimated cost to construct a new Public Works Facility was estimated at \$13 million. If the Council chooses to construct a Facility, with modification the current estimated cost would be \$14 million.

The Council said there must be a plan for long term, and replacement of the soccer fields that would be removed.

The meeting recessed at 12:05 pm for lunch and reconvened at 12:35 pm

PUBLIC WORKS

– Sidewalk Improvement Program Update – Wendell Rigby

Dave Murphy reviewed the following topics:

- Overall Sidewalk Program
- GIS Sidewalk Surveys
- Hazardous Sidewalks
- ADA Compliance
- Missing Sidewalk Program
- 2015 Current Sidewalk Projects
- 2016 proposed City Sidewalk Projects

– Major Capital Improvement Projects Updates – Wendell Rigby

Dave Murphy provided the Council with an update of the major Capital Projects:

- Review of 2015 projects (Roads, Parks, Water, Sewer, and Storm Water)
- 2016 new Projects:
 - 7800 South – 4000 West to Airport Road
 - 5600 West – 7800 South to 8600 South

The Council requested a concise report of Capital Projects that were scheduled or completed in 2015 and the schedule for 2016.

– **GIS System presentation – Nate Nelson & Clint Hutchings**

Clint Hutchings reviewed the following topics:

- What GIS (Geographic Information System) is
- How GIS works
- Measuring and Integrating the parts
- Thematic layers
- Variety of maps
- Evaluates Traffic flow
- Study of drainage systems
- Environmental concerns
- Assistance to other City departments
- Access on the Internet
- Asset Management
- Mobile GIS

– **LED Streetlight Project presentation – Wendell Rigby**

Tim Peters reviewed the following topics:

- Data utilized by City and Rocky Mountain Power
- LED Streetlights
- Tracking during installation
- Leotek & Sternberg Fixtures
- Financing of LED streetlights

The Council and staff discussed option of timing for the installation of the LED lights. They wanted to make sure to promote the installation of the LED lights addressing the positive effects. Staff provided an update on the delivery and installation of the lights.

The meeting recessed at 2:10 pm and reconvened at 2:20 pm

FACILITIES – Rec Center project update – Jim Riding

Jim Riding also reviewed the following topics regarding a West Jordan Aquatics & Recreation Center:

- Potential Architects
- Architectural & Engineering Design fees
- Estimated cost between \$29 - \$38 million

PARKS

– **Implementation of proposed rec center into Parks operation – Brian Clegg**

Brian Clegg reviewed the following topics:

- Parks and Recreation staffing
- Operating cost analysis
- League programming
- Programs provided

- Youth programs

The Council and staff discussed the potential revenue and expenditures if the City constructed and managed a Recreation Center. The anticipated annual budget would be approximately \$4.9 million.

- **Current status of available spaces, proposed location for new cemetery – Brian Clegg**

Chris Pearson reviewed the following issues regarding the City Cemetery:

- Spaces remaining
- Fees
- Perpetual care
- Potential sites for a future cemetery

The Council and staff addressed the need to establish a perpetual funding with the overage from purchases on a yearly basis. The Council felt it was good timing to consider an additional cemetery located on the Westside of the City.

RISK MANAGEMENT

- **An overview of the City's insurance and risk transfer program – Jared Smith**
- **An overview of previous and current losses in the City – Jared Smith**
- **The Utah Governmental Immunity Act – Jared Smith**
- **Strategies for handling claims and lawsuits – Jared Smith**

Jared Smith reviewed the following topics:

- Purpose of Risk Management
- Insurance overview
- Property Insurance
- Property loss case study
- Workers Compensation - Case study and General liability
- The potential for lawsuits
- Effects of Stormwater allowance
- Governmental Immunity Act of Utah
- Supreme Court and the Governmental Immunity Act
- Proven successful programs in decreasing claims

The Council and staff discussed concerns with the percentage of employees who are injured on the job. They addressed what could be done to correct the problem.

COUNCIL – Closed session to discuss legal Issues – Darien Alcorn
The Closed session was not held.

The meeting adjourned at 3:45 pm

FRIDAY, JANUARY 22

Mayor Rolfe called the meeting to order at 8:00 am

COMMUNITY DEVELOPMENT – David Oka

David Oka reviewed the following topics:

- Responsibilities of Department
- General Workload for 2015
- Code Enforcement highlights of 2015 and goals for 2016
- Planning and Zoning Team
- Workload breakdown/comparison
- Economic Development
- ICSC Recon 2016
- Completed projects (i.e., CVS Pharmacy; Roderick Building; Holiday Oil, and Woodbury Property purchase
- Projects in progress (i.e., Salt Lake County Health Center; Maverick; Jordan Valley TOD; Gardner Station; West Jordan City Center; Hotel Convention Center; Copper Hills Marketplace CDA; LDS Church land swap, and South Valley Regional Airport-

Mayor Rolfe addressed his concern and questioned why the City was losing out on large businesses to other cities.

Scott Langford reviewed the following topics:

- Real World Translation
- What can we see in West Jordan
- Issues with Ordinance 15-15 ‘Cape and Grade’+-Exemptions
- History of residential development
- Vacant land and potential unbalance
- What is possible in the future

**OUTSIDE PRESENTATION – Bonding under “Special District Improvement” –
Joe Spencer, Utah P3**

Joe Spencer reviewed the following topics:

- Assessment Bond Financing for Developers
- How the Assessment Bonds work
- Benefits and Risks of Assessment Bonds
- The role of Utah Finance Authority
- Benefits of Utah Finance Authority
- Transparency and Member involvement

FIRE – Marc McElreath

Marc McElreath reviewed the following topics:

- Fire Department Objectives
- 2015 Statistics
- 2011- 2015 run summary
- Ambulance Service Fees
- Prevention Activity
- Inspection Activity

- Apparatus Changes
- Extrication Equipment
- Fire Service Officer (FSO) positions
- Meeting a variety of needs
- FSO Supervision
- Exhaust Removal system
- Digital Radios
- Maintaining response capability

HUMAN RESOURCES – Jon Gardner

Jon Gardner reviewed the following topics:

- Employee turnover
- Benefits
- Classifications
- Hiring process

EVENTS – Julie Brown

Julie Brown reviewed the following potential events:

- Comcast Cares Day
- Get Into the River Festival
- Memorial Day Tribute
- Library Summer Kick-Off/Health & Safety Fair
- Western Stampede PRCA Rodeo
- Independence Day Parade
- Movie in the Park
- Fireworks
- Pioneer Pageant (cancelled by Osmond's)
- West Jordan Demolition Derby
- West Jordan Endurocross
- City facility rentals
- City reservations

The meeting recessed at 10:25 am and reconvened at 10:40 am

COUNCIL ITEMS

The Council and staff discussed the following items at great length:

- Hiring 12 additional Police Officers for FY 2016/2017
- The \$56 million of unrestricted funds with the State Treasurer
- Limiting the City's Fund Balance to 20%
- The budget process, specifically revenues and expenditures
- Secondary Water, and establishing it on the Westside of the City
 - Direct staff to proceed with a Secondary Water and agreement with Dannon for the purchase of their water rights.
 - Accept water only at a certain level

The meeting recessed at 12:20 pm and reconvened at 12:40 pm

- Constructing a Recreation Center on the Westside of the City
 - Estimated cost of \$26 million
 - Allow naming rights for a \$5 million contribution
- Discussed possibilities of combining a Recreation Center with an Arts Facility
 - Potential location for an Arts Facility
 - The Council agreed to proceed with a preliminary design for a Recreation Center and Arts Facility. Mayor Rolfe would work with Salt Lake County on assisting with funding
- With City Hall's bond paid off, use the \$890,000 per Fiscal Year to bond and construct a Public Works Facility.
 - Estimated cost \$13 million.
 - The Council agreed to proceed

– **Parliamentary Procedure Training**

Kim M. Bowman Jr., JD, MBA, MA - reviewed the following topics:

- History of Parliamentary Procedures
- Bad Procedure
- Good Procedure
- Good or Bad Meeting?
- The Process
- Quorum and Voting
- Using 'Previous Question'
- The use of 'PPPR'
 - Point of Order
 - Parliamentary Inquire
 - Personal Privilege
 - Request for Information
- The Presiding Officer (Chair)
- Bring Back Motions
- Abuse of Bring Back Motions
- Effective Negotiation in Research
- Recommended Reading:
 - Robert's Rules of Order Newly Revised, 11th edition
 - Robert's Rules of Order Newly Revised in Brief, 2nd edition
 - Robert's Rules in Plain English, 2nd edition

– **2016 City Council Committee Assignments – Mayor Kim Rolfe**

The Council reviewed the internal and external Committees/Commission/ Boards and determined which assignment they wanted to fulfill for 2016.

– **Vision, Goal Setting & Prioritization – Mayor Kim V. Rolfe & Council**

Mayor Rolfe

- Hire an addition 12 Police Officers in Fiscal Year 16/17
- Maintain the Fund Balance at 20% (the Council agreed)
- Repeaters
- False Alarm Fees

- Subsidize CERT, CPR Classes

Councilmember McConnehey

- Repeaters
- False Alarm Fees
- Subsidize CERT, CPR Classes
- Fee for home based business
- AirBNB
- City Website (Agendas - WVC Example)
- Video archive of Council Meetings
- Community Arts Center
- Policy for Council Spend
 - who pays for conventions e.g. ICSC – departments or council contingency)
- Planning Commission Allowed to speak to Developers
- Cap and Grade
- Luxury Villas Concept (Parkside, Irving TX, David Weekly)
- Focus on office space (Campus Style)
- Review General Plan / Future Land Use Map (MVC connecting to 201)
- Legal Counsel
- Tech Updates to Council Chambers
- Strategy on 7000 South

Councilmember Nichols

- Secondary Water
 - Impact Fees for Secondary Water (Yes)
 - Require developers to dedicate usable water right (Yes)
 - Installation of Dry Pipe System (Yes) (Need to discuss multi-family)
 - Required connection or voluntary (Required)
 - Metered or unmetered (Metered new, phase in for old)
- Cultural Arts Facility
- Clarify and Clean Council Rules and Procedures (changes have been started, not resolved)
- Parks Funding
- Airport
 - Safety – Need a tower (Funding from City likely required). ILS Approach
- Council definition of what we mean when we say we want to show well
 - City Monuments? Streetscapes? Parks? Something bigger?
- Add a Balance Sheet to the Quarterly Financials

Councilmember Rice

- Parks / Streetscapes (Parks that need to be completed)
- Review of Future Land Use Maps
- Buyups for Density (Do they really provide a benefit to community?)
- Community Arts Facility
- Municipal Code
 - Pet Licensing

- Protest Permit (are there unenforced laws that may need to be stricken?)

Councilmember Jacob

- Show better
 - Define it, what do we need to do and what does it cost?
 - Street Lights – Dark Areas, standardized distances. Prioritization list

Councilmember Burton

- Change to Council Agenda (move up Citizen Comments)
- Mother-In-Law Apartments
 - Review of Code
 - Leasing of portions of the home
 - AirBNB
- Opening the Rodeo Arena
 - Variable Rates (different rates for weekends)
 - Sound system concerns
- Web Site
 - WestJordan.gov instead of wjordan.com
- Economic Development
 - Visits with businesses w/in district

Councilmember Haaga

- Airport items raised by Nichols
- Public Works Building
- **CIVILITY**
- Review of Council Rules and Procedures
- Budget – Review of and compliance with auditor recommendations
- Outside Legal Council (outside)
- Public Safety

The meeting adjourned at 4:20 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 24th day of February 2016