

2019 Council Retreat Minutes

December 7, 2019

PUBLIC WORKS SHOP

575 East 5600 South

Washington Terrace, UT 84405

7:30 Continental Breakfast

MAYOR, COUNCIL, AND STAFF PRESENT

Mayor Mark C. Allen

Council Member Blair Brown

Council Member Larry Weir

Council Member Scott Barker

Council Member Jeff West

City Manager Tom Hanson

Finance Director Shari' Garrett

Public Works Director Jake Meibos,

Public Works Supervisor Denzil Remington

Chief Building Inspector Jeff Monroe

Recreation Director Aaron Solomon

Court Supervisor Jean Blair

Fire Chief Clay Peterson

Deputy Fire Chief Dallas Davies

Lt. Jeff Pledger

City Recorder Amy Rodriguez

Others Present

8:00 Welcome:

- Welcome
- Pledge of allegiance
- Overview of schedule

8:30 Organizational Factors: An introduction to the day's activities and understanding the flow of information and future outcomes.

Hanson explained the organizational process and financial factors on how the City is run and decisions are made. He explained factors affecting financial condition which includes community, intergovernmental constraints, political culture, and disaster risks. He explained the financial factors such as revenues, expenditures, operating position, debt structure, and unfunded liabilities. Hanson stated that all of the factors come through a filter, which is Mayor, Council, and staff.

9:00 Department Year in Review: Based on Policy Priority

- Leisure Services

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Solomon reported on the Leisure Services Department. He highlighted that the programs have grown over the last ten years, noting that we are almost to the maximum participants in all our recreation programs. Solomon stated that he has brought the registration and communication one hundred percent online, streamlining the processes.

- Finance / Utility Billing

Garrett reported on the finance department. She highlighted where the Utility Billing department has been and where it is headed. She spoke about the reorganization in the department, stating that there has been a lot of training. She stated that the reorganization has allowed the department to cross train and look at the department differently, which has led to different opportunities. She stated that some of the biggest challenges are in the technology arm, noting that some of them are creating inefficiencies. She stated that we need to reinvest in some of the technologies (citing our online bill pay provider Intellipay). She stated that budget items to increase inefficiencies will be brought before Council at a later date. She stated that there is an ongoing cost to technology.

- Court

Blair presented on the Court, stating that grant funding is limited, however when there are opportunities, they apply and have received grants. She explained the court responsibilities and their processes. She stated that they are regulated by state mandates and BCI requirements. Blair complemented her staff and the courtroom team. The Mayor suggested revisiting the concept of life long dog licensing.

- Public Works

Meibos presented on the Public Works Department, stating that the crew are jack of all trades. He explained the many roles that they play. He highlighted the Water Tank Project, Meter installments, Radio readings, among other highlights. He stated that a goal of his is to videotape the complete sewer lines. He stated that at this time we do not have our own camera. He stated that the vac truck is utilized in many different ways. Meibos spoke about the trip hazard program, stating that 50 percent of the trip hazards have been eliminated.

- Building and Planning / Code Enforcement

Monroe presented to Council, highlighting his many responsibilities. He noted that he supervises the crossing guards, noting that they are a great group of dedicated people. Monroe stated that he also is contracted with Uintah City as their Inspector. Monroe highlighted the infill development ordinance and subsequent subdivisions. He spoke about the General Plan completion. Monroe spoke about his role with the inspections on the Extreme Makeover Project.

Monroe also highlighted code changes and regulations.

- Human Resources

Rodriguez reported on the responsibilities of City Recorder and the Human Resource function.

- Fire

Davies reported on the Fire Department, noting that they have developed a culture that people want to be a part of. He stated that recruitment efforts have increase, noting that we are currently at 23 staffed. He stated that the recruitment efforts have paid off. He stated that many of the firefighters have brought experience to the team. Davies noted that there has been great benefit to the 3 man crew. He stated that the crew has become accountable and have taken pride in their jobs. He stated that the crew has unity and are one team. Council Member Brown would like year to date fire totals, medical calls, and if they are nursing homes.

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- Sheriff Operations

Lt. Pledger spoke on Sheriff Operations.

- Admin wrap up

10:30 Caffeine Break

10:45 CIP / Otis II

Hanson explained the OTIS II project to repair the infrastructure. Mayor Allen noted that OTIS II is not as extensive as OTIS I. OTIS stands for Original Terrace Infrastructure System. Meibos explained that there is an area where water vales have been identified for replacement as needed. Remington noted that fifty percent of the homes in the area have galvanized pipes. He stated that there are many breaks in that area. He stated that in some instances, they had to shut down water for 300 houses to fix one break. He stated that the pipes do not retrofit to anything else.

Hanson stated that the Capital Improvement Plan has been redone this year. Hanson stated that we are trying to capture the funds from the OTIS I project without an extra burden of cost to the residents. He stated that a challenge is that infrastructure cost is always going up, where our ability to tax residents has been maxed out. Mayor Allen stated that the original GO bond captured about 5 million dollars. We should be able to capture the 5 million again for OTIS II. Garrett stated that the goal is to embed the bond in perpetuity so that it can continue to be captured.

Meibos stated that there haven't been many breaks or maintenance issues south of the area.

He noted that until you dig and see what is under the ground, there is not telling what you are dealing with. An issue could arise that would move it up the priority list.

Meibos stated that some of the project may be CDBG. Garrett noted that there is also a STPP grant.

12:00 Working Lunch and Council Objectives: This is open space on the agenda to discuss ideas that will allow for a little deeper dive on discussion items important to the council.

Mayor Allen stated that he has been invited (and any staff or council) to attend a meet and greet at the hospital on January 7th. He asked that if anyone would like to attend to let him know. He would like to see a good representation from the City.

Mayor Allen spoke about Council Meeting attendance. He stated that we have a parliamentary procedure for meetings. He wanted to go over a few of the items. He stated that it is very important to listen to the public and not have a back and forth discussion with the residents.

Mayor Allen stated that the public has a right to be heard. He stated that public comments will only be heard during the public comment portion unless they are recognized by the Mayor. He stated that he will make a point to call on people a little bit more, while exercising caution because it is a business meeting. Council Member Brown stated that he does not feel that we are as citizen friendly as we could be. He feels that we have a due diligence to serve them. He is asking for as friendly a situation can be as the Mayor feels possible so that the residents have a positive experience.

Council Member West asked how we can follow up with residents who speak at the meetings. A suggestion was made that a Council Member can be assigned to follow up with the residents.

Hanson stated that the Council Staff Response section is tricky because he does not always the information available.

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128
129 Mayor Allen stated that it takes 3 votes to pass an ordinance or resolution. He stated that we need to
130 work on attendance. He would like to have an attendance policy. He stated that if we are getting paid,
131 we need to attend the Council Meetings. He stated that he would propose a policy that if you miss one
132 of the meetings, a deduction can be made from your pay. He is suggesting \$100 a meeting.
133 Council Member Brown agrees with the policy. He stated that people are noticing that Council Members
134 are absent. Council Member Barker agrees, stating that he would like the input of all 5 Council
135 Members. A discussion was held on exceptions (sickness, surgery). Council Member Barker stated that
136 someone who doesn't show up and doesn't let anyone know should be docked.

137
138 Council Member Brown spoke about parking issues in the City. He wanted to know how we can be more
139 customer friendly in regards to parking and remain fair. Monroe stated that Council approved an
140 ordinance that people can pull onto their grass during the winter months without citation. He stated
141 that people park on the grass during the summer months and ruin their lawns. Monroe issues a citation
142 in those instances.

143
144 Mayor Allen stated that he has signed up for the VIP Program. Peterson stated that he has noticed the
145 VIP volunteers around another city on Halloween. Lt. Pledger stated that he feels that it is a good
146 program, but is hard to measure success because you cannot measure prevention.

147
148 Peterson stated that he does not feel that we need a fire ban in the city because we are far enough
149 away from hillsides. He stated that that the ban could still include the parks, but not the residents.
150 Mayor Allen stated that it doesn't bother him, but wondered if the ban was lifted, would there be a lot
151 more people lighting fireworks. Hanson stated that if we have the protection in place, the responsibility
152 goes back on the resident who chooses to light fireworks. He would like to keep it in place because of
153 the new fireworks and aerials that are out now.

154
155 **1:25 p.m. Adjourn**

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157
158 **Approved :**
159 **City Recorder:**