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**MINUTES
TO BE
APPROVED**

**MINUTES OF THE CITY OF WEST JORDAN
CITY COUNCIL STRATEGIC PLANNING SESSION**

**Mountain America Credit Union
H. Floyd Tanner Building
7167 South Center Park Drive
Thursday and Friday, January 16-17, 2014**

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

STAFF: Richard L. Davis, City Manager; Bryce Naderlie, Assistant City Manager, Jeff Robinson, City Attorney; Melanie Briggs, City Clerk; Tom Burdett, Development Director; Marc McElreath, Fire Chief; Doug Diamond, Police Chief; Jeremy Olsen, Assistant to the City Manager; Steve Glain, Assistant to the City Manager; Eric Okerlund, Budget Manager, and Julie Brown, Events Coordinator.

STAFF AT VARIED TIMES:

Chris Kinzel, Fire Captain; Richard Davis, Deputy Police Chief; Dan Roberts, Administrative Sergeant; Dave Murphy, Capital Facilities Manager; Clint Peterson, Battalion Chief; Reed Scharman, Battalion Chief; Tim Peters, Public Services Manager; Brian Clegg, Parks Superintendent; Richard Smolik, Streets Superintendent; Todd Mansfield, Fleet Supervisor, and Michael Oliver,

I. THURSDAY, JANUARY 16, 2014

Mayor Rolfe called the meeting to order at 8:00 a.m.

Mayor Rolfe welcomed those in attendance.

STRATEGIC PLAN PROCESS

Richard Davis expressed his appreciation for those in attendance and the effort that was made to organize the meeting. He reviewed the process for the meeting over the next two days, and what staff would be doing to follow up on the Council direction and goals.

Dan Griffiths provided guidelines for the meeting. He reviewed the six Citizen directives that were approved in the Strategic Plan the previous year:

1. I want to know that the community I leave to my children will be better than the one I found when I came.
2. I want to live in a place with a strong sense of community.
3. I want to live in a place where my family feels safe.
4. I want to live in a place that looks and feels like home.

5. I want to live in a city where our leaders develop and maintain infrastructure that supports growth and stability well into the future.
6. I want to live in a place where commercial establishments are modern, convenient, and always improving, and where good jobs are plentiful.

The Council was in agreement that the six directives were still a good direction for the City.

FINANCE

Anatomy Of The Budget

Revenue/Expenditure Review

Financial Outlook Of The City

Ryan Bradshaw and Eric Okerlund provided the financial overview of the City.

General Fund Revenue –

- Taxes
- Licenses & Permits
- Intergovernmental
- Charges for Service
- Interfund Charges
- Fines & Forfeitures
- Property Tax
- Sales Tax
- Franchise Taxes
- Other

General Fund Expenditures –

- General Government
- Police
- Fire
- Public Works
- Development
- Personnel
- Operating
- Capital
- Other

Fund Balance –

- Current Fund Balance \$13,639,991
- This was over the 25% limit by \$921,561
- Planned adjustments - \$2,000,000 Inter-Fund Loan to the Storm Water Fund

What would affect the expenses –

- Increase in payments to Utah State Retirement System

- Increase in cost of Health Care
- Increases in salaries to City Employees
- Need for increased staff
 - Parks
 - Code Enforcement
 - Police
 - Facilities
 - Fleet

The Council and staff discussed the pros and cons of having a 'Line Item Based Budget' versus 'Program Based' budgeting.

The Council and staff agreed to investigate the following ways to provide municipal budgeting:

- Line-Item Budget
- Program Based
- Zero Based
- Sandy City budget
- Salt Lake City budget

QUALITY STANDARDS

Jeremy Olsen reviewed the following information with the Council:

Purposes for Standards –

- Set organizational values for situational decision-making
- Provide consistent service to residents
- Empower employees

Disney Quality Standards –

- Safety
- Courtesy
- Show
- Efficiency

Process –

- Representative Sampling by Department
- Employees Define Customer Service
- Employees Rank Standards by Importance

Employee Group Rankings –

- Group One
 - Safety
 - Professionalism
 - Efficient, Quality Service

- Public Relations
- Group Two
 - Safety
 - Professional
 - Personable/Engaging
 - Efficiency

Group One Definitions –

- Safety
 - Security
 - Training
- Professionalism
 - Appearance
 - Dedication
- Efficient, Quality Service
 - Accurate
 - Timely
- Public Relations
 - Communication
 - Honesty
 - Transparency

Group Two Definitions –

- Safety
 - Awareness
 - Training
- Professional
 - Accurate
 - Knowledgeable
- Personable/Engaging
 - Friendly
 - Listening
 - Polite
- Efficiency
 - Cost Effective
 - Responsive
 - Timely

He reviewed the steps that would be taken to help implement the ‘Quality Standards: 1) City-wide electronic survey, 2) Council input, and 3) Implementation

POLICE

Doug Diamond reviewed the following information with those in attendance:

- Closing gap from 105 to 110 officers

- What can the City do or change to fully staff the Police Department
- Look at how to have 21 new Police Officers over the next two years
- 2.5% incentive for experience/education
- Look at finance options other than a tax increase
- Recruiting process
- Schedule a Workshop to address what direction

The meeting recessed at 10:20 a.m. and reconvened at 10:30 a.m.

OBJECTIVES

- Explain crime trend
- Explain current sworn officer staffing conditions
- Present comparative analysis of current staffing conditions
- Discuss alternative compensation plans

CURRENT SWORN PERSONELL STAFFING

- Current authorized/funded strength is 119/110 sworn police officers
- Current actual strength (as of 12/31/03) is 105 officers

SWORN PERSONELL NEEDS

- Comparisons open to many interpretations
- Serious consideration given as to reasonable staffing needs

COMPARATIVE METHODS

- Ratio of officers per 1000 population
- Ratio of Calls for service per officer
- Ratio of discretionary time for patrol officers

SWORN PERSONELL NEEDS

- 21 new officers are needed in order to increase our strength to 132 (or 1.22 per 1000 residents)
- 5 new officers to bring our calls for service to Sandy's level of 533 per officer
- 17-20 new officers to bring our discretionary time to 33.3%

HIRING COSTS

- Cost to hire new police officers:
 - Equipment \$49,582*
 - *Vehicle and equipment \$42,196
 - Uniform and equipment \$7,386
- 1st year salary and benefits \$66,851

TOTAL \$116,433

CAREER ENHANCEMENT

- 3 Police Officer levels – Officer I, Officer II, (senior) Officer II (master)
- 2 Sergeant Levels – Sergeant I, Sergeant III (master)
- Lieutenant and above all have one level
- 2 Animal Control Officer levels – ACO I, ACO II (Senior)

CAREER ENHANCEMENT - ONE POSSIBLE ALTERNATIVE

- Combine the three Officer pay ranges in to one.
- Give incentives for meeting certain criteria; i.e., 2.5% for 60 semester units of AA, 2.5% for BA, 2.5% for POST Advanced Officer Certificate.
- Could include a longevity pay incentive.
- Could cap the incentive pay at a percentage, say 15%
- The pay would need to be calculated so that it counts toward retirement

CAREER ENHANCEMENT ALTERNATIVE

- Keep the current status
- Increase the cap at each level
- Change to no cap per level
- Use incentive-based model with or without a cap

The Council and staff discussed the efficiencies and deficiencies of the Police Department. They discussed the hiring process for Officers.

FIRE

Marc McElreath reviewed the following information with those in attendance:

OBJECTIVES

- Reorganization
- Car 53
- Apparatus Upgrade
- Station #/Police Substation
- AED Program

ADVANTAGES OF REORGANIZATION

- Executive Team – Two Deep Leadership
- Span of Control
 - Moves decision making to the program level
 - Continuity of platoon management
- Executive Level Representation with External Agencies
- Maintains 85 Personnel Staffing Level

FIRE DEPARTMENT RUN SUMMARY

| | <u>2013</u> | <u>2014</u> |
|------------|-------------|-------------|
| EMS Calls | 4,006 | 3,897 |
| Fire Calls | 1,254 | 1,391 |

TOTAL 5,260 5,288

AED PROGRAM

- Phase I - City buildings-*complete*
- Phase II – Patrol vehicles – 12 units to be purchased with matching grant funds in FY 2013-14
- Phase III – Public works and additional City vehicles

The Council was in agreement to amend the structure for the Fire Department to change two Battalion Chief's positions to two Assistant Chief positions.

SUSTAINABILITY AND BUDGET COMMITTEE

Richard Davis addressed the process and reason to redirect the 'Water Conservation Committee' into the Sustainability Committee.

The Council and staff discussed at great length the process for establishing fiscal sustainability.

Richard Davis emphasized that the Legislators do not have faith that Mayors and Council Members know what they are doing.

Councilmember Haaga strongly disagreed with him.

ECONOMIC DEVELOPMENT

Richard Davis reviewed the following information with those in attendance:

STRUCTURE AND MISSION

- Team approach involving the City Manager, Assistant to the CM, Development Director, Manager of the Office of Development Assistance.
- Efforts focused on Economic Development mission and strategic directives.
In 2012, the West Jordan Economic Development Coordinating Committee (EDCC) developed and presented to the City Council for ratification the Economic Development Strategic Plan. This plan addresses eight key directives.
 1. Business recruitment
 2. Job creation
 3. Business expansion and retention
 4. Community branding
 5. Residential development
 6. Redevelopment and infill
 7. Hospitality
 8. Livability

Economic development in West Jordan is defined as those activities, programs, and initiatives designed to elevate the value of our community by increasing or sustain

private sector investment. Economic development is of value to West Jordan in as much as such:

1. Elevates quality of life, and/or
2. Better enables the City to provide critical services.

VISION

West Jordan is a retail and employment center for the Southwest Salt Lake Metro Area. The community offers an exceptional business environment and superior quality of life for those who work and reside here.

JOB CREATION AND INDUSTRIAL EXPANSION

- Dannon-Oikos expansion and cooling tunnel
- Boeing-KraftMaid renovation
- SNUGZ USA-275 Jobs

REDEVELOPMENT

- Jordan Valley TOD-32,000 sq. ft. retail and 80,000 sq. ft. office
- Jordan Valley Medical Center
- City center redevelopment
- N/E corner of 7800 and Redwood

HOSPITALITY AND RECREATION

- Restaurant and retail remodels
- New restaurants
- Gardner Village

NEW RETAIL DEVELOPMENT AND RECRUITMENT

- Smith's Marketplace shopping center
- Annual ICSC

CHANGING DEMOGRAPHICS

- Population shift westward
- Declining family size

ECONOMIC DRAGS

- Possible stock market correction
- Rising interest rates
- Increasing CPI
- Growth of E-Commerce
- Fits and starts in Housing market

INFRASTRUCTURE CHALLENGES

- Freeway access
- Railroad access
- Airport development

- Water availability
- Land availability/residential encroachment

WEST JORDAN'S BRAND

- Aesthetics
- Infrastructure
- Customer service
- Efficiency

IMPORTANT 2014 PROJECTS AND MILESTONES

- Downtown redevelopment
- Redwood Road redesign
- Highlands Commercial (7800 S. 5600 W)
- Continued job creation

The Council and staff discussed the status of the Jordan Valley Transit Oriented Development Redeployment Area, located on Redwood Road 8000 South.

- Investigate ways to assist higher end restaurants to come into West Jordan

Mayor Rolfe stated he felt it was time for West Jordan to hire a full-time Economic Development Director through a nationwide search. Those in attendance discussed at great length the need for the position. They agreed to proceed immediately, directing staff to provide a job description and a plan to proceed in this direction.

The Council recessed for lunch at 12:05 p.m. and reconvened at 1:00 p.m.

PARKS

Wendell Rigby reviewed the following information with those in attendance:

- Operational budget per capita is the lowest of 5 Salt Lake and Davis County Cities
- Increased workload with overall decreasing budgets
- West Jordan Parks Division staffing is the second-lowest in comparison with other Utah cities included in the survey
- 54% Staff turnover rate this past year
- Increased complaints regarding the care of major roadway landscaping/weeds
- Current deficiency list of \$4.2 million
- West Jordan does not have a 'capital replacement program' for facilities
- West Jordan does not have a n 'equipment replacement program' to replace equipment such as mowers, trailers, and other smaller equipment
- General Fund monies provide the present source of funding for the Parks Division and should continue unless the Council wishes to include the current \$2.6 million budget in a proposed Parks Fee.
- Creation of a Citywide Parks District
- What to do with small 'pocket parks'

- Utility Bill line item
- Changes to State legislation
- Engage the public in open houses

OPTIONS

Increase Revenues:

- Property taxes
- Parks District
- Parks Fee on utility bill
- User fees
- Charge detention basin costs to Storm Water Fund

Decrease Expenses:

- Reduce the number of parks.
- Reduce the amenities, playgrounds, pavilions, ball courts, etc.
- Stop building new parks, trails, and providing more open space.
- Lower the level of maintenance and expectations of staff to maintain at a higher level than can reasonably be expected from approved budgets.
- Replace old secondary water pumps and thus save money by reducing the use of more expensive culinary water for park irrigation.

DECISIONS NEEDED

1. What level of parks operations and maintenance level-of-service does West Jordan Want?
2. How do we address existing inefficiencies?
3. How do we fund replacement of facilities/amenities at the end of their useful life?
4. How do we increase maintenance funding when new parks, trails, park strips, open space are dedicated and built?
5. Do we increase property taxes?
6. Do we create a Parks District or Districts?
7. Do we charge a Parks Fee on utility bills?
8. Do we increase user fees for athletic fields?
9. If we are not willing to increase revenues for the Parks Division, are we willing to accept a lower level of service and lower our expectations?
10. Do we charge water used on parks to the Parks Division budgets?
11. Do we charge detention basin costs to Storm Water Fund?
12. Other options?

The Council and staff addressed the following issues:

- Creation of a Citywide Parks District
- What to do with small ‘pocket parks’
- Utility Bill line item
- Changes to State legislation
- Engage the public in open houses

SNOW REMOVAL

The Council and staff discussed the current snow removal policy, and agreed with the following issues to focus on:

- Continue with snowplow on main arterials
- Ability to increase overtime budget
- Utilize additional City vehicles for plowing
- Increase enforcement of parking on streets
- Create a comprehensive plan for an Annual Snow Plow program

The meeting recessed at 2:15 p.m. and reconvened at 2:25 p.m.

BRANDING INITIATIVES

Community Aesthetics
Infrastructure
Customer Service
Efficiencies

Richard Davis provided a brief update on the issues that would be involved with the branding initiatives.

IT – ERP UPDATE

Bryce Haderlie reviewed the process and status of the Enterprise Resource Program process.

Michael Oliver updated the Council on the schedule of implementation and completion of the project.

The City Council and staff reviewed four additional proposals for the new City logo.

PUBLIC WORKS/CAPITAL PROJECTS

Dave Murphy reviewed the following information with those in attendance:

ROADS SELECTION CRITERIA

1. ADT – Average Daily Traffic
2. V/C Ratio – Volume/Capacity (speaks to Level of Service)
3. Accident history
4. Maintenance/Rehabilitation needs – PCI <25
5. Funding Availability – Range 100% - 0%
6. Project Coordination – other projects needed on same stretch of street.
7. Economic Development opportunity

Note: meets City Council 2013 Goals 1, 2, 3, 4, 5, 6

WATER-MAJOR PROJECTS

- Well #3 – Pump House - \$1,000,000
- 5600 West – 7000 S to 7800 S _ 12 inch WL - \$900,000
- Zone 2 Grizzly Reservoir - \$3,850,000
- Zone 6 Copperton Reservoir - \$3,380,000
- Well #6 – Rehabilitation - \$300,000
- Emergency Generator @ Well #6 - \$180,000
- Water Resources - \$200,000

-Water Selection Criteria

1. Source Increase – new well/canal shares/irrigation/other source
2. Capacity Project – Reservoir/Pump station/Transmission pipeline
3. Safety need – fire flow upgrade/replace undersized pipes
4. Maintenance/Rehabilitation needs – pipe break history, age replacement, poor performance, obsolete materials or equipment
5. Funding Availability – Range 100%-0%
6. Project Coordination – other projects needed on same stretch of street
7. Economic Development opportunity
 - Note: meets City Council 2013 Goals 1, 2, 3, 4, 5, 6

PARKS – MAJOR PROJECTS

- Ron Wood Park Phase 2b - \$3,000,000
- Jordan River Parkway Tunnel and Trail - \$1,900,000
- Maple Hills Park - \$750,000
- Irrigation Central Control Plan (2yr) - \$606,000

-Park Selection Criteria

1. Capacity Project – New Master planned park
2. Maintenance / Rehabilitation needs – age replacement, poor performance, obsolete materials or equipment
3. Funding Availability – Range 100%-0%
4. Project Coordination – other projects needed in same area of City – new street construction
5. Quality of Life – no other parks available in same geographic location
 - Note: meets City Council 2013 Goals 1, 2, 3, 4, 5, 6

STORM – MAJOR PROJECTS

- 5600 West- 7000 S to 7800 S (dry wash) \$2,618,800
- 5600 West – 6300 S to 7000 S \$400,000
- Bingham Creek culvert replacements (13W & 40W) \$427,235
- Airport Road – New SD pipe and Cougar Basin Outlet - \$385,350

-Storm Drain Selection Criteria

1. V/C ratio – storm drain master plan capacity estimates – actual monitored flow rates
2. Safety need – flooding history, backups and overflows, inlet spacing
3. Maintenance/Rehabilitation needs – pipe break history, age replacement, poor performance, obsolete materials or equipment, waterway replacement.
4. Funding Availability – Range 100% - 0%

5. Project Coordination-other projects needed on same stretch of street
6. Economic Development opportunity (i.e. Dry Wash Detention)
Note: meets City Council 2013 Goals 1, 2, 3, 4, 5, 6

SEWER-MAJOR PROJECTS

- 5600 W 7300 S to 7800 S - \$500,000
- 1300 W Pipe Burst & Upgrade (Bingham Creek culvert area) - \$354,000
- TOD 18 inch pipe upsize (OBH 78 S to TOD) - \$536,860
- Sewer Rehabilitation and Replacement \$300,000

-Sewer Selection Criteria

1. V/C ratio – sewer master plan capacity estimates-actual metered flow rates.
2. Safety need – root intrusion problems, backups and overflows
3. Maintenance/Rehabilitation needs – pipe break history, age replacement, poor performance, obsolete materials or equipment
4. Funding Availability – Range 100%-0%
5. Project Coordination – other projects needed on same stretch of street
6. Economic Development opportunity (i.e. TOD Sewer)
Note: meets City Council Goals 1, 2, 3, 4, 5, 6

BUILDINGS – MAJOR PROJECTS

- Fleet Facility – 4000 West @ 7900 South - \$4.5 Million approximately (on hold)
- Fire Station 54 Reconstruction - \$2.8 Million
- New Capital Facility Plan for buildings 236,313 Square Feet to maintain (\$362,615 currently budgeted) – replacement value \$46,053,000-2014 project
- No priority process yet.

ASSET MANAGEMENT

- New Software selection - Cityworks
- Road System Incorporation - 2014
- Water System implementation - 2014
- Sewer System, street lights and signs implementation – 2015
 - Storm System and Parks implementation 2015

The Council and staff discussed the construction and look aesthetics of 5600 West, the City's water capacity, and other infrastructure issues.

FLEET PROGRAM

Bryce Haderlie reviewed the age and deterioration of some of the City's fleet vehicles. He discussed the options for leasing vehicles in the future and the benefits of moving in that direction.

Those in attendance discussed at length the proposal to change the policy to create a lease program for the majority of fleet vehicles, and to possibly create a program for the City to eliminate the contact with Salt Lake County for Fleet Services, and bring it back into the City.

The majority of the Council was in favor of beginning the process to end the contract with Salt Lake County Fleet and bring the contact under the City's responsibility.

The Council was in agreement with the following two items:

- Establish a policy to lease the City's Fleet vehicles
- Establish a policy to end the contract with Salt Lake County and bring back under the City's umbrella.

The meeting recessed at 4:05 p.m.

II. FRIDAY, JANUARY 17, 2014

Mayor Rolfe called the meeting to order at 8:20 a.m.

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

STAFF: Richard L. Davis, City Manager; Bryce Haden, Assistant City Manager, Jeff Robinson, City Attorney; Melanie Briggs, City Clerk; Tom Burdett, Development Director; Marc McEneaney, Fire Chief; Doug Diamond, Police Chief; Wendell Rigby, Public Works Director, and Julie Brown, Events Coordinator.

GOAL SETTING

The Council reviewed the items of support from the previous day discussion, and each made a list of their individual goals. Each Council Member presented their list of priorities of goals:

Councilmember Nichols:

- Impact fee law – allow more flexibility for the cities to use for needs
- Continue to work on the auto and RV law
- 'Granddads' lots – lower density, larger home size
- Continue to focus on Police presence
- Continue to work on Fleet funding
- Park funding (Park, Trails, and Open Space)

Councilmember Southworth:

- Economic Development Director
- Open Space funding
- Police staffing – plan for future needs
- Align Land Use policy with City goals
- Sign Ordinance review
- Financial stability and instability

- Neighborhood Watch and CERT (Community Emergency Response Team)

Councilmember Hansen:

- Economic Development Director
- Do not ignore aesthetics (i.e., construction standards, development regulations, etc.)
- Lease fleet vehicles, and proceed in the direction to remove Salt Lake County from the process
- Engage the public on the direction of pocket parks (i.e., remove or continue)
- Combine the Sustainability and Budget Committee as one
- Lower density, less higher density

Councilmember Stoker:

- Improve Economic Development with a dedicated business recruiter
- Impact Fee laws and Market Place Fairness Act
- Provide better fiscal environment for fleet, street lighting, etc.
- Support Economic Development with a solid branding philosophy
- Better communication of the budgeting process and function with the public
- Improve the City's appearance with increased park and snow service
- Bring Police staffing up to the authorized levels
- Ban the color Purple from Rick's wardrobe

Councilmember Haaga:

- Increase Police staffing
- Improve Budget process and communication with citizens
- Improve quality of life through snow removal, and enforcement of the law
- Lease/buy fleet vehicles of higher quality
- Utilize all employees available for snow removal
- Improve Economic Development through hiring a Director
- Engage the residents on direction for parks (i.e., fee or create Citywide park district)
- AED program

Mayor Rolfe:

- Branding, building pride in the City
- Police staffing
- Deal with the Park deficiencies and include the public in the process
- Snow removal
- Fleet program – leasing of vehicles

The Council and staff reviewed their priorities and the importance of each.

The meeting recessed at 10:01 a.m. and reconvened at 10:25 a.m.

The Council placed prioritized the proposed goals.

- Park – 9 votes
 - Imagine a West Jordan that promotes, develops, and maintains a visually appealing community that builds property values, increases the quality of life and pride in the community. As a City, we must engage in a conversation about how to sustainably maintain parks, trails, open space, and implement a plan and funding solution.
- Economic Development – 7 votes
 - Promote and encourage balance and diversification of the economy through the recruitment of an economic development director with specific skills and knowledge in commercial and industrial development and economic growth with a proven record and history of success in these fields.
 - Review and revise the economic strategic plan with defined measurements and outcomes aligned with the City Strategic Plan and Vision of the Council.
- Land Use – 5 votes
 - Develop and engage stakeholders to lower densities and improve our design and construction standards for both residential and commercial projects; and encourage use of performance based planning to achieve higher quality developments.
- Fleet – 3 votes
 - Pursue cost reductions through asset management system implementation.
 - Determine best funding mechanisms for equipment and vehicle acquisition.
 - Determine cost benefit process to replace aging and more expensive fleet with more cost effective and reliable equipment and vehicles.
 - Examine and recommend benefits of acquiring high performing equipment over less reliable and less costly models.
 - Evaluate equipment for use and capacity functions that provide the greatest versatility and adaptability (i.e., avoid equipment setting in lot for short-term uses.
- Police – 3 votes
 - Create a plan to bring active police staffing to authorized levels and to develop a framework and implementation plan to reach appropriate staffing needs.

Miscellaneous Items for Follow Up

- Communicate with the Legislature about:
 - Impact Fee Law
 - Marketplace Fairness Act
 - Auto/RV Dealer Law
 - Combine Sustainability & Budget Committees
 - Snow removal – approve OT for this year, build in a higher service level for the FY2015 budget
 - Sign ordinance review
 - AED resident training
 - Neighborhood watch & CERT
 - Branding initiative (ongoing)
- Budget communication (line item vs. program)

2014 CITY COUNCIL COMMITTEE ASSIGNMENTS

The Council and staff reviewed and made amendment to the assignments for the 2014 calendar year.

BUGET CALENDAR REVIEW

Ryan Bradshaw reviewed the tentative calendar for the budget approval process.

GREEN SHEET COMMITTEE PROCESS

Bryce Haderlie reviewed the new process the department heads would be following the following Wednesday, January 22, to establish the ranking and importance of green sheet requests.

PROCESS ANALYSIS

Bryce Haderlie asked for feedback on the format of the meeting.

Mayor Rolfe felt the Boardroom at the Mountain America Credit Union.

Councilmember Nichols liked the existing facility, and would not be in favor of moving back to the Community Room at City Hall.

All in attendance were in favor of bringing Dan Griffiths back as a facilitator.

CONCLUDING COMMENTS

Mayor Rolfe expressed his appreciation to staff for their efforts bringing all of the information to the meeting.

Mayor Rolfe addressed the comment made during the January 8 Council meeting regarding the 9:00 p.m. deadline for meetings. He provided a copy of the City Code 1-13-1C that addressed the ending time for meetings. He reaffirmed that the meeting would not end at 9:00 p.m. if there were still citizens in attendance waiting for an item to be heard.

OTHER DISCUSSION

There was no other discussion.

III. ADJOURN

The meeting adjourned at 1:35 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 S. BRIGGS, MMC
City Clerk

Approved this 26th day February of 2014

DRAFT

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

Wednesday, January 29, 2014

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, Ben Southworth, and Justin D. Stoker. Council Member Chad Nichols arrived at 5.05 p.m.

STAFF: Richard L. Davis, City Manager; Jeffrey Robinson, City Attorney; Melanie Briggs, City Clerk; Tom Burdett, Development Director; Ryan Bradshaw, Finance Manager/Controller; Marc McElreath, Fire Chief; Wendell Rigby, Public Works Director; Doug Diamond, Police Chief; Greg Mikolash, City Planner; Ray McCandless, Senior Planner; Darien Alcorn, Deputy City Attorney, and Jim Riding, Capital Facilities Manager.

5:00 P.M. CLOSED SESSION

I. CALLED TO ORDER

Mayor Rolfe called the meeting to order at 5:00 p.m.

II. CLOSED SESSION

DISCUSS PENDING OR IMMINENT LITIGATION, AND DISCUSS PERSONNEL ISSUES

COUNCIL: Mayor Kim V. Rolfe and Council Members, Jeff Haaga, Judy Hansen, Christopher M. McConnehey, Ben Southworth, and Justin D. Stoker. Council Member Chad Nichols arrived at 5:05 p.m.

STAFF: Richard L. Davis, City Manager; Jeff Robinson, City Attorney; Stuart Williams, Deputy City Attorney, and Camille Johnson, outside Counsel.

MOTION: Councilmember Hansen moved to go into a Closed Session to discuss pending or imminent litigation, and discuss personnel issues. The motion was seconded by Councilmember Stoker.

A roll call vote was taken

| | |
|---------------------------------|---------------|
| Councilmember Haaga | Yes |
| Councilmember Hansen | Yes |
| Councilmember McConnehey | Yes |
| Councilmember Nichols | Absent |

| | |
|---------------------------------|------------|
| Councilmember Southworth | Yes |
| Councilmember Stoker | Yes |
| Mayor Rolfe | Yes |

The motion passed 6-0.

The Council went into the Closed Session to discuss the pending or imminent litigation, and discuss personnel issues at 5:03 p.m., and recessed at 6:04 p.m.

The meeting reconvened at 6:07 p.m.

IIa. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Braxton Cotton, Troop 1557.

III. COMMUNICATIONS

CITY MANAGER COMMENTS/REPORTS

Richard L. Davis updated the Council on the beginning stages of establishing a plan for perpetual parks, trails, and open-space funding.

STAFF COMMENTS/REPORTS

Staff members from the various departments briefly commented on the following items:

Jeff Robinson –

- Part-time employee in the Prosecutors office would be leaving, and they would immediately be filling the position.

Tom Burdett –

- Updated the Council on the previous Council discussions regarding the Solar Energy ordinance that had been proposed sometime ago. Due to the significant changes, the proposed ordinance would be presented to Planning Commission during their meeting February 4, 2014, and then forwarded to the Council.

Ryan Bradshaw –

- A Public Hearing would be held on February 26 for the Council to inform the public that the City does not charge themselves for utilities.
- Staff was pursuing a capital lease for six vehicles with a purchase price of over \$100,000 for each, with a total amount to lease of \$1,125,000.00 with a percentage rate of 1.66.

Marc McElreath –

- Stated with the recent two retirements in the Fire Department, they would begin the recruitment process to fill the vacant positions. The Council agreed.

Wendell Rigby –

- Bids would be received tomorrow, January 30, for the 5600 West Phase 2 Project, 7000 – 7600 South
- Informed the Council that Sandy Kuperus, Executive Assistant, would be retiring, and the department would be proceeding with filling the position.

Doug Diamond –

- February 13, at 4:00 p.m. in the Police Community Room, there would be a Badge Pinning for a promotion, as well as recognizing two Officers for life-saving awards, and three new Police Officers
- Made two offer letters to Police Officers, and possibly two additional by the end of the week.
- Solution to close the gap to bring Police Officers on quicker would be to hire a part-time background investigator. The Council agreed.

CITY COUNCIL COMMENTS/REPORTS DANNON YOGURT TO ADDRESS FOUL ODOR

Councilmember Stoker updated those in attendance on the complaints regarding the foul order in the west end of the City (Dannon Yogurt). There was nothing amiss with the sewer lines, etc. Dannon would be conducting an Open House, February 11, Copper Canyon Elementary school north of 9000 South 5500 West, at 6:30 p.m., to address this issue.

Richard L. Davis informed the Council that Scott Corsetti, Senior Plan Director from Dannon indicated that the issue might be from bad bacteria.

60TH ANNIVERSARY FOR WESTERN STAMPEDE RODEO

Councilmember Southworth informed the Council and those in attendance that the Western Stampede Rodeo would be celebrating its 60th Anniversary. He addressed a number of the events that were scheduled for July.

RON WOOD PHASE II PROJECT UPDATE

Councilmember Southworth updated those in attendance on the status of the construction for Ron Wood Phase II project.

EXPRESSION OF APPRECIATION

Councilmember Nichols expressed his appreciation to the Animal Control department, and particularly the Animal shelter on the status of the facility.

DOMESTIC VIOLENCE COMMITTEE UPDATE

Councilmember Hansen updated the Council on the recent meeting she attended for the Domestic Violence Committee, specifically for the South Valley Sanctuary. She informed those in attendance of a survey that was online for citizens to complete.

GOVERNMENT FINANCIAL OFFICERS ASSOCIATION AWARD

Richard L. Davis informed the Council that the City had received the Government Financial Officers Association Award (GFOA), for the Fiscal Year 2013-2014 Budget.

THEATER ARTS REQUEST

Mayor Rolfe stated he had received a request from the Theater Arts to conduct their upcoming play at the Midvale Theater Arts location, for \$100 per night.

Councilmember Nichols said this issue had been brought before the Council several times. He felt tax revenues should remain in the City.

Councilmember Stoker reported that venues within the City had been considered, but with no luck. He felt the Midvale Theater was a good option, until a suitable location could be located. He said the use of school auditoriums were very expensive.

Councilmember Southworth expressed concerns regarding West Jordan City taxpayers sending revenue to another city. He suggested some kind of collaboration with the County or Midvale City to retain revenue within the City.

Councilmember McConnehey remarked that conversations with Theater Arts had taken place about making sure there was an available venue before starting production. He agreed that taking revenue outside the City was an issue, and pointed out that ticket sales revenue comes back to West Jordan City. He also expressed concern for the citizens of the City who may want to participate in the Theater Arts program. He suggested approaching the county about the use of the old library building.

The majority of the Council were in favor of allowing the Theater Arts to perform at the Midvale Theater Arts.

IV. CITIZEN COMMENTS

Alexandra Eframo, expressed her appreciation to the Boy Scouts and their leaders for being in attendance. She then expressed her disagreement with Business Item 7d, and the proposal for a new logo. She felt that the City did not need a new logo.

There was no one else who desired to speak.

V. CONSENT ITEMS

- 5.a Approve the minutes of December 18, 2013 as presented**

- 5.b Approve Resolution 14-06, declaring items from various City Departments that are no longer of any value or use as surplus property, and authorize the disposition**

- 5.c Approve Resolution 14-07, confirming the appointments of Richard L. Davis as the City's primary voting member and Kim V. Rolfe as the alternate voting member on the Valley Emergency Communication Center (VECC) Board of Trustees**
- 5.d Approve Ordinance 14-02, amending the 2009 West Jordan Municipal Code Title 1, Section 7, regarding the Mayor's duties and compensation, and the election of the City Council**
- 5.e Approve Resolution 14-08, amending the City of West Jordan Salary Schedule for Fiscal Year 2013-2014**
- 5.f Approve Resolution 14-09, confirming the appointment of members to the Employee Discharge Appeal Board**
- 5.g Approve Resolution 14-10, authorizing the Mayor to execute the Professional Services Agreement Amendment No. 1 with Bowen Collins & Associates, Inc. for Construction Management Services for the Zone 6 Highway Junction 3.0 MG Water Storage Reservoir, in an amount not to exceed \$78,828.00**
- 5.h Approve Resolution 14-11, authorizing the Mayor to execute an Agreement with Tyler Technologies, Inc., to provide Enterprise Resource Planning (ERP) software solution product "MUNIS" and services for the ERP system implementation, in an amount not to exceed \$794,930.00**
- 5.i Approve Resolution 14-12, authorizing the Mayor to execute an Agreement with InterPlan for the Master Transportation Plan Update Modeling Assistance in an amount not-to-exceed \$10,666.50**
- 5.j Approve Resolution 14-13, authorizing the Mayor to execute an Agreement with Hansen Allen & Luce, Inc. for the Secondary Water Master Plan Update in an amount not to exceed \$79,533.00**
- 5.k Approve Resolution 14-14, authorizing staff to proceed with a Purchase Order with Sonntag Recreation, LLC for playground equipment for the Ron Wood Park in an amount not to exceed \$450,000.00**
- 5.l Approve Resolution 14-15, authorizing the Mayor to execute two original copies of the Interlocal Cooperation Agreement between West Jordan City and Salt Lake County for Participation as Co-Permittee under UPDES Permit No. UTS000001 (Jordan Valley Municipalities)**
- 5.m Approve Resolution 14-16, authorizing the Mayor to execute three original copies of the Encroachment Agreement between West Jordan**

City and Welby Jacob Water Users Company in an amount not to exceed \$8,400.00

The City Council pulled Consent Items 5d, 5g, 5j, and 5k for further discussion. Consent Item 5e. was continued until February 12.

MOTION: Councilmember Southworth moved to approve all Consent Items except for the items pulled; 5.d, g, j, and k. 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.

VI. PUBLIC HEARING

RECEIVE PUBLIC INPUT AND CONSIDER FOR APPROVAL ORDINANCE 14-03, RATIFY THE PLANNING COMMISSION APPROVAL OF THE ENGLEFIELD HEIGHTS SUB-AREA PRELIMINARY DEVELOPMENT PLAN PERMITTING 3.43 UNITS PER ACRE MAXIMUMS DENSITY WITH 66 RESIDENTIAL LOTS ON PROPERTY LOCATED AT APPROXIMATELY 6400 WEST 7800 SOUTH WITH THE HIGHLANDS MASTER PLAN, GARBETT LAND INVESTMENTS, LC, APPLICANT

Tom Burdett said in 2006 the subject property was rezoned from Agricultural (A-5) to Low Density, Single-family Residential (LSFR) as part of the establishment of the West Side Planning Area (WSPA) (Ordinance 05-51).

In 2011, the Planning Commission reviewed a revised master plan that added 134 acres of area to the original concept plan (2009); bringing the total area of the master plan from 236 acres to approximately 370 acres. Apart from the addition of new land, the new master plan on the original 236 acres was essentially unchanged. This expanded master plan, the *Highlands Master Plan*, received general positive feedback from the Planning Commission. The Highlands Master Plan was never forwarded to the City Council for their review and comment as it was presented to the Planning Commission as a discussion item.

On June 5, 2012, the Planning Commission reviewed a more detailed Highlands Master Development Plan. In addition to the general conceptual land use layouts, which the Planning Commission reviewed in 2011, this more detailed master plan included supportive information related to potential density buy-ups within each “village” or sub-area plan. As before, the master development plan received general positive feedback from the Planning Commission. No official action by the Planning Commission was made as this was a discussion item.

On December 17, 2013, the Planning Commission considered this item and in a 6-0 vote, voted to forward a positive recommendation to approve the Preliminary Development Plan subject to the following approval conditions:

1. The Final Development Plan shall be updated to state: Once the streetscape walls along 7800 South and 6400 West have been installed by the applicant and the warranty period expired, maintenance of these streetscape walls shall be the responsibility of an Assessment Area, the adjacent property owners or the homeowners association.
2. The applicant shall provide a list of the specific design requirements, as approved in the sub-area preliminary development plan, to all future home builders within this development to ensure compliance with these adopted architectural standards.
3. The applicant shall update the sub-area preliminary development plan to specifically show which lots must have a front covered porch greater than 50 square feet in size.

Tom Burdett turned the time over to Ray McCandless.

Ray McCandless said the applicant, Garbett Land Investments, LC, was requesting approval of the Englefield Sub-area Preliminary Development Plan and the Englefield Heights Preliminary Subdivision Plat. The Englefield Heights subdivision was located at approximately the southeast corner of 7800 South 6400 West as shown on the Aerial Map (Exhibit A) in the Council’s agenda packet.

The Englefield Subdivision included 66 lots on 19.23 net acres (19.85 acres gross) for a proposed residential density of 3.43 dwelling units per acre. The subdivision would be developed in two phases. Phase one would consist of 24 lots on the south end of the property, Phase 2 would include 42 lots. Lot sizes would range between 5,040 and 14,720 square feet. The subject site was designated as Low Density Residential on the City’s Future Land Use Map. The entire property was zoned Low Density, Single-family Residential (LSFR).

The LSFR zone allows residential density of 2.01 to 4.00 dwelling units per acre. The 3.43 dwelling units per acre proposed by the applicant required a density buy-up of 72% which was based on staff’s analysis of the amenities and enhancements proposed by the applicant in the Preliminary Development Plan (Exhibit H) in the Council’s agenda

packet. The applicant's analysis in the Preliminary Development Plan showed a density buy-up of 83%. Specific review of the proposed elements of the development plan was in the following section.

The applicant was proposing a 1.24 acre park and youth soccer play field in the center of the development. There would also be a .58 acre landscaped open area at the intersection of 7800 South and 6400 West as shown on the preliminary Subdivision Plat (Exhibit E) in the Council's agenda packet.

The applicant proposed to construct energy efficient homes on each of the lots. Examples and descriptions of the homes were contained in the Preliminary Development Plan which was reviewed by the Design Review Committee on October 29, 2013. The members in attendance recommended approval of the Preliminary Development Plan and Preliminary Subdivision Plat.

Findings of Fact – Preliminary Development Plan

There were no specific findings of fact for development plans; however, the Municipal Code does provide a table which indicates required elements and bonus density elements for development plans located in the West Side Planning Area (WSPA) (Municipal Code Section 13-5J-5C).

Assigning values (density buy-ups) to some of the amenities and improvements may be challenging given the lack of comparable context to other projects. In order to assist in this review, staff had provided Table 1.0. The most recent residential development in the WSPA reviewed by the Planning Commission was the Loneview sub-area plan that was reviewed and approved last year.

Table 1.0 was derived from the table found in Section 13-5J-5C of the Municipal Code. Within the table was a tabulation of staff's review along with discussion of each amenity/improvement as they relate to the Englefield development plan. The criteria listed in the table are further elaborated upon in Section 13-5J-6 of the Municipal Code.

The following Table was provided for review of the Englefield Sub-area Preliminary Development Plan to assist the Council in tallying up the total amount of density buy-up.

Table 1.0

| Amenity/Improvement | Weighted Value | Required vs. Optional | Has Criteria been met? Yes or No | Scaled Score Rate 1 - 10; 1 = not met; 10 = exceeded criteria. | Score |
|----------------------------|-----------------------|------------------------------|---|---|--------------|
| | | | | | |

| | Weighted Value | Required vs. Optional | Has Criteria been met? Yes or No | Scaled Score Rate 1 - 10; 1 = not met; 10 = exceeded criteria. | Score |
|---|----------------|-----------------------|----------------------------------|--|-------|
| Amenity/Improvement | | | | | |
| Trails and open space: | | | | | |
| <i>Improvement: Dedication of open space, trail corridors of "in lieu of fees" in accordance with the comprehensive general plan and the parks, recreation and trails master plan</i> | | Required | Yes | | N/A |
| Discussion: The Parks Recreation Trails and Open Space Master Plan does not show any parks, trails or open space on this property. 10.92% of the site would be open space and enhanced width park strips. | | | | | |
| <i>Improvement: Installation of enhanced open space/recreational amenities in excess of that required per city standards</i> | Up to 22% | Optional | Yes | See table Section 13-5J-6 | 7 % |
| Discussion: The Development Plan shows a playground, benches with equipment in Open Space Parcel B. The plan also shows a tot lot in Open Space Parcel A; [Playground w/ equipment (1%), tot lot (1%); picnic area (2%) benches (1%) play field (2%)] <i>Applicant Score – 3%, Staff Score – 7%</i> | | | | | |
| <i>Improvement: Improvement of trail corridors and installation of trail amenities in excess of that required per city standards</i> | Up to 15% | Optional | | Each point is worth 1.5 % | 0 % |
| Discussion: No trail corridors are proposed or required within the development. <i>Applicant Score – 0% Staff Score – 0%</i> | | | | | |
| <i>Improvement: Dedication of additional property for trails beyond that required per city standards along creeks/washes</i> | Up to 15% | Optional | | Each point is worth 1.5 % | 0 % |
| Discussion: No trail corridors are proposed or required within the development. <i>Applicant Score – 0% Staff Score – 0%</i> | | | | | |
| | | | | | |

| | Weighted Value | Required vs. Optional | Has Criteria been met? Yes or No | Scaled Score Rate 1 - 10; 1 = not met; 10 = exceeded criteria. | Score |
|--|----------------|-----------------------|----------------------------------|--|-------|
| Amenity/Improvement | | | | | |
| Street design: | | | | | |
| <i>Improvement: Pedestrian scale and consistent, architectural street lighting</i> | | Required | Yes | | N/A |
| Discussion: The subdivision proposes using the standard West Jordan “acorn” style light. The street lights may be no taller than 12 feet tall with aluminum shaft with fluted finish direct burial pole with 3 inch tenon top. This meets code. | | | | | |
| <i>Improvement: Traffic calming design</i> | | Required | Yes | | N/A |
| Discussion: Speed tables are proposed to be installed in various locations within the subdivision. The roundabout at 7950 South, 6400 West would provide a safer walking route for children who need to cross 6400 West (a Collector Road). | | | | | |
| <i>Improvement: Street system designs</i> | | Required | Yes | | N/A |
| Discussion: The project does not have any internal cul-de-sacs or dead end streets and provides stub streets to the east to ensure connectivity with future developments. | | | | | |
| <i>Improvement: Entryway monument or gateway feature to the subdivision - development</i> | Up to 10% | Optional | | Each feature is worth 1 % | 6 % |
| Discussion: The development plan shows three ornamental features. Applicant Score – 6%, Staff Score – 6% | | | | | |
| <i>Improvement: Provision of landscape buffer on major rights-of-way</i> | Up to 10% | Optional | | 1% for 100’ lineal frontage | 10 % |
| Discussion: The development plan shows an 8’ landscape buffer on 7800 South and 6400 West (2,025 lineal feet total). Applicant Score – 10%, Staff Score – 10% | | | | | |
| <i>Improvement: Passive Open Space improvement</i> | Up to 2% | Optional | | See table Section 13-5J-6 | 2 % |

| | Weighted Value | Required vs. Optional | Has Criteria been met? Yes or No | Scaled Score Rate 1 - 10; 1 = not met; 10 = exceeded criteria. | Score |
|--|----------------|-----------------------|----------------------------------|--|-------|
| Amenity/Improvement | | | | | |
| Discussion: The subdivision design shows two passive open space areas identified as Open Space A and Open Space C. The total combined area of these two alpha parcels is 29,090 square feet or .67 acres. <i>Applicant Score -0%, Staff Score - 2%</i> | | | | | |
| Smart growth urban design: | | | | | |
| <i>Improvement: Master planned subdivision design</i> | | Required | Yes | | N/A |
| Discussion: The project appears to have met this requirement with stub streets and future pedestrian connections. | | | | | |
| <i>Improvement: Pedestrian friendly and walkable neighborhood design</i> | | Required | Yes | | N/A |
| Discussion: 5 foot sidewalks are placed along all interior and exterior streets. Once the traffic calming and roundabout is installed, this subdivision would provide an improved pedestrian environment. | | | | | |
| <i>Improvement: Alternative load garage configuration</i> | Up to 18% | Optional | | Each point is worth 1.8 % | 0 % |
| Discussion: The intent of this buy-up improvement is to reduce the garage dominated streetscape that had become common in most post 1950's subdivisions. All of the proposed lots would have standard, front loading or front yard/side loading garages. <i>Applicant Score -0%, Staff Score - 0%</i> | | | | | |
| <i>Improvement: Clustered subdivision design</i> | Up to 10% | Optional | | Each point is worth 1 % | 0 % |
| Discussion: Not used, not applicable to this design. | | | | | |
| Building design: | | | | | |
| <i>Improvement: Attractive theme based and consistent architecture on all structures</i> | | Required | Yes | | N/A |
| Discussion: The development plan shows typical building elevations. The City's Design | | | | | |

| | Weighted Value | Required vs. Optional | Has Criteria been met? Yes or No | Scaled Score Rate 1 - 10; 1 = not met; 10 = exceeded criteria. | Score |
|--|----------------|-----------------------|----------------------------------|--|-------|
| Amenity/Improvement | | | | | |
| Review Committee felt that the proposed dwellings are compatible for the area. Staff believes that there is enough detail in the development plan and the WSPA to ensure that this requirement is met. | | | | | |
| <i>Improvement: Installation of covered porches throughout 50% of subdivision</i> | Up to 14% | Optional | | Each point is worth 1.4 pts. | 13 % |
| <p>Discussion: Without having specific building floor plans to review and approve, the applicant had simply stated that at minimum 50% of the homes within this subdivision would have a front porch at least 50 square feet in area. Meeting the requirements of this optional buy-up should be easy to obtain, but it requires clear communication throughout the duration of the subdivision build out. In order to ensure that this improvement would be met, staff would support a condition of approval that requires the developer to provide information within the development plan designating exactly which lots in the subdivision must have covered porches that meet the minimum size requirements. <i>Applicant Score -14%, Staff Score - 13%</i></p> | | | | | |
| <i>Improvement: Enhanced door and window treatment</i> | Up to 12% | Optional | | Each point is worth 1.2 % | 10% |
| <p>Discussion: Without specific building elevations to critique, the applicant has provided photographs of "typical" building elevations they expect to see built in this development. Windows and doors appear to have variety with differing configurations. <i>Applicant Score -12%, Staff Score - 10%</i></p> | | | | | |
| <i>Improvement: Equal dispersion and use of high quality building materials</i> | Up to 12% | Optional | | Each point is worth 1.2 % | 12 % |
| <p>Discussion: The applicant had stated in the development plan that all homes would incorporate stucco, stone, brick, Hardi board and other high grade materials. <i>Applicant Score -12%, Staff Score - 12%</i></p> | | | | | |
| <i>Improvement: Discretionary buy up</i> | Up to 12% | Optional | | Each point is worth 1.2 % | 12 % |

| | Weighted Value | Required vs. Optional | Has Criteria been met? Yes or No | Scaled Score Rate 1 - 10; 1 = not met; 10 = exceeded criteria. | Score |
|---|----------------|-----------------------|----------------------------------|--|-------|
| Amenity/Improvement Discussion: All homes would use high energy-efficient building practices including solar power. The roundabout would be landscaped by the applicant. <i>Applicant Score – 12%, Staff Score – 12%</i> | | | | | |
| | | | | Total | 72 % |

The following calculation was used to find out the maximum allowed density of a project:

$$[(\text{Base Density}) \times (\text{Bonus Density Percent})] + (\text{Base Density}) = \text{Max Allowed Density}$$

Density Buy-up / Development Plan Summary:

Based on a base density of 2.01 du/ac for the LSFR zoning district and a bonus density score of 72% the project would have a maximum allowed density of 3.46 units per acre. The total number of units proposed for the 19.23 net acre development was 66; for a total of 3.43 dwelling units per acre.

Based on the information submitted and the conditions of approval recommended by staff, the Englefield Sub-area Preliminary Development Plan appeared to have sufficient amenities to achieve the requested 66 single-family residential lots.

Based on the requirements listed in the Zoning Ordinance, staff recommended that the City Council ratify the Planning Commission’s approval of the Englefield Heights Sub-area Preliminary Development Plan generally located at approximately 6400 West 7800 South with a residential density of 3.43 units per acre for a total of 66 single-family residential lots, subject to the conditions listed below:

Recommended Conditions of Approval

1. The Final Development Plan shall be updated to state: Once the streetscape walls along 7800 South and 6400 West have been installed by the applicant and the warranty period expired, maintenance of these streetscape walls shall be the

- responsibility of an Assessment Area, the adjacent property owners or the homeowners association.
2. The applicant shall provide a list of the specific design requirements, as approved in the sub-area preliminary development plan, to all future home builders within this development to ensure compliance with these adopted architectural standards.
 3. The applicant shall update the sub-area preliminary development plan to specifically show which lots must have a front covered porch greater than 50 square feet in size.

The Council and staff discussed clarifying questions.

Rene Olerking-Garbett Homes, applicant, expressed his appreciation to staff for their explanation of the proposed development. He stated the structures would completely provide their own energy. He addressed the designs and how they compliment the efficiency. He discussed the 'Home Energy Rating System.'

Mayor Rolfe opened the public hearing.

Alexandra Eframo, said welcome to West Jordan, and stated she loved the proposed development especially because of the efficiency that would be available.

There was no one else who desired to speak. Mayor Rolfe closed the public hearing.

MOTION: Councilmember Stoker said based on the information set forth in the staff report and the design shown in the Englefield Heights Sub-area Preliminary Development Plan, and upon the evidence and explanations received today, I move that the City Council ratify through Ordinance 14-03, the Planning Commission's approval of the Englefield Heights Sub-area Preliminary Development Plan for property located at approximately 6400 West 7800 South. I also move that the Preliminary Development Plan be approved with a residential density of 3.43 units per acre for a total of 66 single-family residential lots, subject to the conditions listed:

Recommended Conditions of Approval

1. The Final Development Plan shall be updated to state: Once the streetscape walls along 7800 South and 6400 West have been installed by the applicant and the warranty period expired, maintenance of these streetscape walls shall be the responsibility of an Assessment Area, the adjacent property owners or the homeowners association.
2. The applicant shall provide a list of the specific design requirements, as approved in the sub-area preliminary development plan, to all future home builders within this development to ensure compliance with these adopted

architectural standards.

3. The applicant shall update the sub-area preliminary development plan to specifically show which lots must have a front covered porch greater than 50 square feet in size.

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.

VII. BUSINESS ITEMS

CONSENT ITEM 5d

APPROVE ORDINANCE 14-02, AMENDING THE 2009 WEST JORDAN MUNICIPAL CODE TITLE 1, SECTION 7, REGARDING THE MAYOR'S DUTIES AND COMPENSATION, AND THE ELECTION OF THE CITY COUNCIL

Jeff Robinson reported that the City Council amended Section 1-7B-4 "Compensation" in the 2009 City Code during 2013 to provide for a salary of \$89,500 for the Mayor, in recognition of the full-time nature of the position. The proposed amendment recognizes \$89,500 as a maximum salary and provides that at any time the sitting Mayor may designate the maximum or a lesser salary by written notice to the Finance Director. The written designation would be effective immediately and would continue in force until and unless changed by another written notice to the Finance Director.

A notice calling for a lesser salary than the maximum provided in Section 1-7A-4 would result in less salary expenditure than is budgeted in the current fiscal year. A subsequent notice calling for an increase, up to the maximum salary, could result in more salary expenditure than is currently budgeted in a given fiscal year.

Staff recommended adoption of the Code text amendments as provided in the attached Ordinance.

Councilmember Haaga proposed setting up a committee to look into the compensation of both the mayor and the council.

Jeff Robinson clarified that the above-referenced ordinance was prepared to ensure that the Mayor could designate his salary and was not intended to address the Councilmembers' compensation. He stated that another recommendation would be addressed with regard to Councilmembers' compensation following more research, and this should be treated as a separate issue.

MOTION: Councilmember Nichols moved to approve Consent Item 5d., Ordinance 14-02. The motion was seconded by Councilmember McConnehey.

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.

CONSENT ITEM 5g

APPROVE RESOLUTION 14-10, AUTHORIZING THE MAYOR TO EXECUTE THE PROFESSIONAL SERVICES AGREEMENT AMENDMENT NO. 1 WITH BOWEN COLLINS & ASSOCIATES, INC. FOR CONSTRUCTION MANAGEMENT SERVICES FOR THE ZONE 6 HIGHWAY JUNCTION 3.0 MG WATER STORAGE RESERVOIR, IN AN AMOUNT NOT TO EXCEED \$78,828.00

MOTION: Councilmember McConnehey stated this item was pulled in error. Councilmember McConnehey moved to approve Consent Item 5g. 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.

CONSENT ITEM 5j

APPROVE RESOLUTION 14-13, AUTHORIZING THE MAYOR TO EXECUTE AN AGREEMENT WITH HANSEN ALLEN & LUCE, INC. FOR THE SECONDARY WATER MASTER PLAN UPDATE IN AN AMOUNT NOT TO EXCEED \$79,533.00

Wendell Rigby said the City had long considered developing a seasonal secondary water distribution system to support outdoor irrigation needs. This type of water delivery system would relieve demand on the culinary water system by reducing the consumption of culinary quality water resources.

Several studies had been completed in the past to evaluate the feasibility of a secondary water system. The city operated a limited secondary water system used to irrigate selected parks and open spaces. The City did not operate a secondary system to provide water to residential and/or commercial areas.

Staff had, in the past, required new residential developments to construct secondary water piping systems “dry pipes” with services to each lot within the development. The feasibility of that program was evaluated and it was determined that the program should be discontinued and a more effective and practical program developed. It was further decided that the City would no longer require the installation of “dry pipes” by developers and that the existing “dry pipes” would not be used at that time.

At that time, the desire was to develop the water resources to support such a system, as well as install the infrastructure features such as transmission pipelines, storage facilities and pumping facilities to support a secondary water system. We desired to proceed with the development of a secondary water program utilizing the existing “dry pipe” system and developing the program further as resources were available. Proposals had been received to consult on this project from a number of engineering firms. The project team chose the engineering firm of Hansen Allen & Luce, Inc. as the successful proposer. It was requested that this project and proposal be approved.

With regard to the selection of the firm Hansen, Allen & Luce, Inc. (HAL), the selection team discussed the depth and extent of experience for each proposer. The team felt that HAL had specific and wide-ranging experience with developing complex secondary water systems with varying complexity and distinctiveness throughout Utah. It was felt that this extensive and comprehensive experience would greatly assist West Jordan in developing a realistic and viable solution for the secondary water system. Though the two other firms have similar experience, the selection team felt the project would benefit from the new, fresher look at the issues the HAL team presented. The MWH proposal did not show sufficient innovative initiative and, although Bowen Collins and Associates, Inc. proposed some good approaches and ideas; their team did not have the depth of experience the HAL team offered. Additionally, the selection team felt HAL’s experience developing similar specific and inventive programs for nearby cities like South Jordan City was impressive and would best fit West Jordan’s project goals.

Staff reported that funding for this project was available in the Utility Water Reserves Account.

Staff recommended approval of an Agreement with Hansen Allen & Luce, Inc. for the Secondary Water Master Plan Update in an amount not to exceed \$79,533.00

Councilmember McConnehey asked for clarification on how the determination to award the above-named company was made, the ranking process, and the scoring disparity.

Mayor Rolfe explained that at times experience with specific projects tend to lend a heavier weight in the scoring process. In this instance, the above-named company provided evidence of more experience with the specific concerns of West Jordan City, and would be a better consultant to select based on that information, despite the higher price tag.

MOTION: Councilmember Nichols moved to postpone this item until February 12, for further information, and place on the Consent Calendar. The motion was seconded by Councilmember Southworth.

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.

CONSENT ITEM 5k

APPROVE RESOLUTION 14-14, AUTHORIZING STAFF TO PROCEED WITH A PURCHASE ORDER WITH SONNTAG RECREATION, LLC FOR PLAYGROUND EQUIPMENT FOR THE RON WOOD PARK IN AN AMOUNT NOT TO EXCEED \$450,000.00

Wendell Rigby reported that City staff had previously sent out an RFP for playground equipment as part of the Ron Wood Park construction project. The criteria given to the playground suppliers were that the budget was \$150,000 and the size of the playground would be approximately 6500 square feet. Several proposals were received, and based on the playground elements provided, the design, and the cost, Sonntag Recreation, LLC, was selected by a committee (2 Councilmembers, the Architect, and 2 City staff members). After proposals were received and a selection made, the committee decided to ask City Council for additional funding and enlarge the playground to accommodate children with a variety of abilities. This would provide playground elements that would

be appropriate for less abled children and also provide a solid surface similar to the playground at the field of dreams, thus allowing wheelchair accessibility throughout the playground.

As a result of the discussion noted above, City Council approved an increase in the budget to \$450,000 and approximately 12,000 square feet in size. Consequently, another RFP was advertised and six suppliers responded. After considerable evaluation by the selection committee, Sonntag Recreation, LLC, was once again selected based on the same criteria identified above.

Staff reported that funding for this project was available in the Capital Parks fund.

Staff recommended approval of a Purchase Order with Sonntag Recreation, LLC, for playground equipment for the Ron Wood Park in an amount not to exceed \$450,000.00.

Councilmember McConnehey stated he would like the item brought back to a later date with further information with details, prior to approving a purchase order for almost half-a million dollars.

Councilmember Stoker explained that he and Councilmember Southworth had been working very closely with the providers of services and equipment to ensure the most value for the taxpayers' dollar. He added that due to the tight time constraints for a May opening, the purchase order needed to be issued to order the equipment.

Councilmember Southworth added that they had gone through two bidding processes due to the desire to make the park all-inclusive. He stated that a significant part of the cost of construction was the play surface. He assured the Council that due diligence had been made with regard to the award of the bid, and was unaware that the details had not been made available.

MOTION: Councilmember Southworth moved to approve Consent Item 5k. The motion was seconded by Councilmember Stoker.

Councilmember Haaga objected to the plan, because he felt that it was a lot of money and would like to see detailed information before approving.

Jim Riding indicated that the plans had been made and agreed upon, and that he could provide the details if needed.

A roll call vote was taken

| | |
|---------------------------------|------------|
| Councilmember Haaga | Yes |
| Councilmember Hansen | Yes |
| Councilmember McConnehey | No |
| Councilmember Nichols | Yes |

| | |
|---------------------------------|------------|
| Councilmember Southworth | Yes |
| Councilmember Stoker | Yes |
| Mayor Rolfe | Yes |

The motion passed 6-1.

DISCUSS AND POSSIBLE ACTION REGARDING RESOLUTION 14-17, APPROVING THE MODIFICATION OF AN ENGINEERING DESIGN STANDARD TO ALLOW GRADING TO EXCEED THE 6-FOOT MAXIMUM ALLOWED BY CODE, ON THE HIGHLANDS COMMERCIAL SITE, 7800 SOUTH 5600 WEST

Wendell Rigby stated this item was no longer needed because there were not exceptions to the City's Code.

DISCUSSION AND POSSIBLE ACTION REGARDING RESOLUTION 14-18, AUTHORIZING THE MAYOR TO EXECUTE A DEVELOPMENT AGREEMENT BETWEEN THE CITY AND PETERSON DEVELOPMENT COMPANY, LLC FOR THE HIGHLANDS COMMERCIAL SUBDIVISION

Darien Alcorn stated the Developer had prepared and presented to the City a development application for the Highlands Commercial Subdivision upon property located at approximately 5600 West 7800 South.

On or about September 27, 2012, the City entered into a development agreement by and between City of West Jordan and Peterson Development Company, LLC (the "Master Developer"), entitled "Development Agreement The Highlands Sub-Areas Master Plan" the "Master Development Agreement"), to which the Property was subject. Developer desired to acknowledge its awareness of the City's creation of the assessment area envisioned in said agreement and to confirm that Developer would not object to the creation of such district.

Prior to or concurrent with execution of this Agreement, the City would enter into a Project Participation Agreement with Developer, requiring Developer to reimburse City for construction of roundabout improvements at approximately 5600 West Street and Dry Wash (7600 South) and 7800 South Street and 5800 West (the "Roundabout Improvements").

In addition to addressing the transfer of some obligations from the Master Development to this Highlands Commercial Subdivision, the proposed Development Agreement addressed the following items to be considered by City Council:

1. It includes a condition for the City and Developer to enter into a separate agreement, referred to as the "Project Participation Agreement" for participation including the Roundabout Improvements and other items.
2. The agreement addressed a remainder parcel and the requirement of a future subdivision plat prior to development of the remainder parcel.

3. The Developer had requested that building permits be issued prior to completion of all public improvements for the development. City staff had concerns about emergency access during construction. However, the Fire Department determined that if water and a 20'- wide paved fire road are available prior to delivery of combustible materials to the Project, construction may begin prior to completion of all public improvements. The Developer had requested to submit a design for an unpaved fire access road for review by the Fire Chief and City Engineer at a later date, so language had been included in section 2.1.3B allowing the Fire Chief, in consultation with the City Engineer to review and determine whether to accept an alternate surface.
4. Due to an upcoming City capital facilities project scheduled for award on February 12, the Development Agreement stated that certain public improvements that would typically be required for the subdivision would not be required. The section was entitled "Unrequired Improvements" and is found at 2.1.4 A.
5. Roundabout Improvements were described as being addressed by the Project Participation Agreement that was also being presented to City Council in a different Request for Council Action.
6. There was an agreement in section 2.1.8 for the parties to encourage cooperation among contractors, as there would be on-going construction by various contractors in the vicinity.
7. Future maintenance was addressed in section 3. 2. 2. Roundabout Improvements, except monument signs, the 5600 West detention basin, 5600 West Street and 7800 South Street improvements, including some landscaped medians would be by the City. Other maintenance would be as set forth in the City Code.

The Exhibits were not yet attached, but were documents that were prepared, reviewed and approved during the City's regular plat review and approval process.

- Exhibit A was referenced as a legal description of the property being developed. The legal description would be on the plat and could be copied and added to the Development Agreement at that time.
- Exhibit B was referenced as a copy of the plat, which could be added after it was submitted and approved. City staff contemplated using the final document and not a draft. As the Development Agreement was only required to be recorded before the plat, it seemed more efficient to finalize the two at the same time.
- Exhibit C would be the bond estimate prepared by the Office of Development Assistants and Engineering Division. The Developer did not have input into the bond estimate, and it was included to demonstrate the parties' understanding of the public improvements to be constructed with the Project. Since this would not be a negotiated item, it seemed reasonable to add it after approval of the Agreement.

The City Attorney would review the Development Agreement and ensure exhibits were attached prior to approving the agreement as to legal form.

Mayor Rolfe expressed his appreciation for the efforts of everyone involved. He was of the opinion that approval of the items discussed be added to the motion.

MOTION: Councilmember Southworth moved to approve Resolution 14-18, directing staff to add exhibits to the Development Agreement between the City of West Jordan and Peterson Development, LLC, and authorizing the Mayor to execute the Development Agreement after approval as to legal form by the City Attorney. The motion was seconded by Councilmember Stoker.

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.

DISCUSSION AND POSSIBLE ACTION REGARDING RESOLUTION 14-19, AUTHORIZING THE MAYOR TO EXECUTE A PROJECT PARTICIPATION AGREEMENT BETWEEN THE CITY AND PETERSON DEVELOPMENT COMPANY, LLC FOR CONSTRUCTION OF IMPROVEMENTS AS PART OF THE CITY OF WEST JORDAN 5600 WEST PHASE 1, 2A AND 2B PROJECT

Darien Alcorn STAFF REPORT****

The Council and staff discussed clarifying questions specifically the design costs for the round-a-bout.

Councilmember Stoker felt the \$50,000 design costs seemed excessive.

Councilmember McConnehey agreed with Councilmember Stoker that an itemized list was needed; he was in favor of a not to exceed amount and auditing before paying the invoice.

MOTION: Councilmember Stoker moved to approve the use of reserve funds from road and storm drain capital accounts and the Water Enterprise Fund, in the amount of \$89,225, and to adopt Resolution 14-19,

directing staff to finalize and authorizing the Mayor to sign the Project Participation Agreement as presented with the condition that itemize costs for the round-a-bout and reviewed by City staff would be included. The motion was seconded by Councilmember McConnehey.

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.

DISCUSSION AND POSSIBLE ACTION REGARDING UPDATING THE CITY LOGO AS PART OF THE COMMUNITY BRANDING INITIATIVE

Richard L. Davis said on January 18, 2013, the City Council communicated its unified desire to move forward with the creation of a branding strategy. This branding strategy would include but be limited to the creation of a new City logo and slogan. It was proposed by the City Manager at the time that the creation of a new logo and slogan should be part of a more comprehensive strategy to address community branding and marketing.

Design work was underway with a graphic artist with expertise in strategic logo creation to design a logo to identify and market the City of West Jordan. The logo would be used on all materials produced by and for the City including signage, printed materials, advertisements, products, website, e-mails, letterhead and other materials. Staff would use the materials with the current logo to avoid waste and slowly implement the new logo as new materials were ordered.

Logo design was estimated to cost \$5,500 - \$8,500 to create the following:

1. Main Logo
2. Department Logos
3. Stationery Package (Business Cards, Letterhead, #10 Envelopes)
4. Web Site Landing Page Template
5. Newsletter Template
6. Style Guide
7. Street Signs
8. Sign Templates (for future application)
9. Apparel Design

Council approved the expenditure up to \$25,000 as part of the community branding initiative included in the 2013-2014 Final Budget Process. The branding initiative included other components in addition to the logo. The logo purchase would be for up to \$8,500.

Staff asked for feedback from the Council regarding the logo design.

Richard Davis indicated that the new logo could be transitioned slowly, as circumstances allow. He indicated that a budget had not been forecasted for changing the logo, except for where the logo was used for specifically approved branding.

Councilmember McConnehey expressed desire to revamp the current logo design.

Councilmember Stoker mentioned that the logo needed modernization, as opposed to a variation of the current logo.

The Council agreed to have different logos presented in a printed form.

The Council liked the simplicity of using only the Oquirrh mountain outline with variation of West Jordan text.

DISCUSSION AND POSSIBLE ACTION REGARDING HIRING AN ECONOMIC DEVELOPMENT DIRECTOR

Councilmember Haaga said during the Annual Strategic Planning Session held during January 16-17, 2014, the City Council discussed their desire to have an Economic Development Director for the City. He would like to move forward with the hiring process, and have it completed as quickly as possible.

Councilmember McConnehey expressed concern regarding the time limitations given to staff to research and develop a job description. He would support this without such strict time restraints. He also desired to see a job description that casts a wider net and does not discourage local applicants from applying.

Councilmember Stoker mentioned raising the standards of the job description to require a master's degree and involvements in associations, a possible realtor's license, with at least eight years of experience.

Councilmember Nichols indicated that he was of the opinion that a motion was not needed at this time, as there was forward motion on this issue with regard to researching qualifications, and a decision does not need to be made at the moment.

A sample description with essential required tasks/examples of duties was provided for the Council in their agenda packet.

Sample Description:

This position consists of administrative, technical and analytical work in support of the Economic Development Department. The incumbent assists with soliciting, attracting, and securing new and expanding retail, mixed-use, office, and industrial developments and tenants and supporting efforts to retain existing businesses to provide for the sound growth of West Jordan tax base and for the economic stability of the community. The incumbent works in partnership with other employees, departments/divisions, external entities, and the public in delivering effective and innovative services.

The Council and staff discussed the potential job description for the proposed position and what process to use for advertising (i.e., professional recruiter, advertising etc.)

Mayor Rolfe informed the Council that the Human Resource Department was currently working on this issue.

OPEN MEETING LAW TRAINING

Jeff Robinson provided training regarding the following:

- Basic principles of the City Manager/Mayor Form of Government
- Various powers of the City Council
- Functions of voting as an Legislator, Administrator, or in a Quasi Judicial manner
- Utah Open and Public Meeting Act
- Formally created committees must abide by the Utah Open and Public Meeting Act
- Electronic communications (absolutely no texting during a meeting)
- Closed meetings

Jeff Robinson suggested that Council remain transparent regarding the Utah Open and Public Meeting Act.

The Council and Jeff Robinson discussed clarifying questions.

VIII. REMARKS

There were no further comments

IX. ADJOURN

MOTION: Councilmember Nichols moved to adjourn. The motion was seconded by Councilmember Haaga and passed 7-0 in favor.

The meeting adjourned at 9:03 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 S. BRIGGS
City Clerk

Approved this 26th day of February 2014

DRAFT

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

Wednesday, February 12, 2014

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 McConnehey, Chad Nichols, Ben Southworth, and Justin D. Stoker.

STAFF: Richard L. Davis, City Manager; Jeffrey Robinson, City Attorney; Melanie Briggs, City Clerk; Bryce Haderlie, Assistance City Manager; Tom Burdett, Development Director; Ryan Bradshaw, Finance Manager/Controller; Marc McElreath, Fire Chief; Wendell Rigby, Public Works Director; Doug Diamond, Police Chief; Dave Murphy, Capital Projects Manager; Craig Frisbee, Water Superintendent; Reed Scharman, Battalion Chief, and Shannon James, Risk Manager.

6:00 P.M. CITY COUNCIL MEETING

I. CALL TO ORDER

Mayor Rolfe called the meeting to order at 6:09 p.m.

II. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Jordan, Troop 1964.

III. COMMUNICATIONS

CITY MANAGER COMMENTS/REPORTS

Richard L. Davis stated the Smiths plat was recorded today for beginning construction

Richard L. Davis indicated on February 26, the Council would be considering adoption of the Fiscal Year 2014-2015 Business Plan that outlined the goals established during the Strategic Planning Session. He asked for any feedback.

Richard L. Davis addressed the 'Dash Board' that was in the works to track goals and initiatives of the Council.

STAFF COMMENTS/REPORTS

Staff members from the various departments briefly commented on the following items:

Tom Burdett –

- Hiring a temporary part-time technical position to assist with catching up on projects in the planning division

Ryan Bradshaw –

- A meeting was scheduled to review the budget process with citizens on Wednesday February 19, 6:00 p.m.

Marc McElreath –

- Updated the Council on the demolition of Fire Station 54, and the upcoming construction of the new building.
- Sent 750 flyers to businesses in the area to address the Fire Station closure and reconstruction.

Wendell Rigby –

- Opening for a Parks Maintenance I position that would be opening.

LEGISLATURE UPDATE

Robert Thorup provided the Council with an update on the following bills presented at the Legislature and the continued status of support/opposition/watch:

- Support
 - HB 7
 - HB 54
- Opposition
 - HB 25
 - HB 242
 - HB 252
 - HB 258
 - HB 262
- Continue to Watch
 - HB 220
 - HB 225
 - HB 232
 - HB 269
 - HB 272
 - HB 319
 - SB 114
 - SB 134
 - SB 136
- The Council were in agreement for staff to Oppose the following three bills:
 - HB 66
 - HB 102

- HB 104
- The Council were in agreement for staff to Watch the following bill:
 - HB 109

Mayor Rolfe encouraged the Council members to attend the Legislative Round-Up that would be held every Saturday morning at Jordan Valley Hospital during the Legislative Session. He asked if the Council had any objections to staff proceeding with the direction provided regarding the proposed bills.

The Council were in agreement except for Councilmember McConnehey. He felt the Council should have more time to review the bills before making an opinion.

CITY COUNCIL COMMENTS/REPORTS

POLICE APPRECIATION

Councilmember Hansen expressed her appreciation to the City's Police Department for their efforts and protection for citizen's of the City.

CITY BUSINESS

Councilmember Haaga informed those in attendance of a business located in West Jordan that holds the patent on LED lights, and equipment made with it.

JVWCD MEETING

Councilmember Nichols provided the Council with an update from the Jordan Valley Water Conservancy District meeting he attended. He addressed the use of water by the City over the past year.

WEST JORDAN JOURNAL

Councilmember Stoker met the new owner of the West Jordan Journal, and was excited to continue with the relationship between the Journal and the City.

DANNON ISSUE

Councilmember Stoker updated those in attendance on the Town Hall meeting held the previous night to address the smell issue at the Dannon manufacturing plant. He stated there were well over 500 individuals in attendance. The representatives from Dannon provided a very good explanation to the citizens, and helped resolve a lot of the issues.

COG MEETING

Councilmember Stoker provided an update to the Council on the Council of Government (COG) meeting that he attended the previous week. There was agreement to proceed with a Request for Proposal to look into possible changes to the CAD system for the public safety dispatch systems.

IV. CITIZEN COMMENTS

Aimee Newton, Salt Lake County Council Member, introduced herself to the Mayor and Council as the newly appointed Council Member replacing David Wilde. She provided a brief history of herself.

Alexandra Eframo, West Jordan resident, asked the Mayor and Council to not approve a new City logo. She did not want the City to spend money foolishly, or wasted City staff time. She addressed SB 118, and her support of it because of the additional funding that would be used for education for children.

There was no one else who desired to speak.

V. CONSENT ITEMS

- 5.a Approve the minutes of January 8, 2014 as presented**
- 5.b Approve Resolution 14-13, authorizing the Mayor to execute an Agreement with Hansen Allen & Luce, Inc. for the Secondary Water Master Plan Update in an amount not to exceed \$79,533.00**
- 5.c Approve Resolution 14-20, amending the City of West Jordan Salary Schedule for Fiscal Year 2013-2014**
- 5.d Approve Ordinance 14-04, amending the 2009 West Jordan Municipal Code, Title 2, Chapters 12 and 15, addressing the combination of the existing Budget Committee with and into the existing Sustainability Committee**
- 5.e Approve Ordinance 14-05, amending the 2009 West Jordan Municipal Code, Title 1, Chapter 7, Article A, addressing financial reporting by candidates and political committees, regarding financial reporting requirements in City elections**
- 5.f Approve Resolution 14-21, authorizing the mayor to execute an Agreement with Olympus Insurance to provide brokerage services as outlined in the RFP scope of work, for \$34,500 for the first year**
- 5.g Approve Resolution 14-22, authorizing the Mayor to execute a contract with Widdison Turbine Service, LLC for the Well No. 6 Rehabilitation Project, in an amount not to exceed \$169,127.00**
- 5.h Approve Resolution 14-23, authorizing the Mayor to execute a contract with Lyndon Jones Construction for construction of the Jordan River Parkway Pedestrian Tunnel, in an amount not to exceed \$671,573.00**

- 5.i Approve Resolution 14-24, authorizing the Mayor to execute a Federal Aid Agreement between the UDOT and West Jordan City for a feasibility study to be completed on 7000 South from Redwood Road to Bangerter Highway, in an amount not to exceed \$13,289.00**
- 5.j Approve Resolution 14-25, authorizing the Mayor to execute the Betterment Agreement between the UDOT and West Jordan City for a powder coat signal pole for the Redwood Road & 8200 South Project intersection, in an amount not to exceed \$7,150.50**
- 5.k Approve Resolution 14-26, authorizing the Mayor to execute a contract with Diamond Tree Experts for the Demolition of Fire Station 54, in an amount not to exceed \$12,602.00**

The Council pulled Consent Item 5d and e for further discussion.

MOTION: Councilmember Southworth moved to approve Consent Items removing items 5d, and e. 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.

VI. BUSINESS ITEMS
CONSENT ITEM 5D

APPROVE ORDINANCE 14-04, AMENDING THE 2009 WEST JORDAN MUNICIPAL CODE, TITLE 2, CHAPTERS 12 AND 15, ADDRESSING THE COMBINATION OF THE EXISTING BUDGET COMMITTEE WITH AND INTO THE EXISTING SUSTAINABILITY COMMITTEE

Jeff Robinson explained that City Council directed that a text amendment be prepared combining the existing Budget Committee with and into the existing Sustainability Committee. The scope of duties of the Budget Committee had been moved into the scope of duties of the continuing Sustainability Committee, and the Budget Committee text has been deleted.

Staff felt that there would be no fiscal impact from the proposed text amendments.

Staff recommended the adoption of the proposed changes.

Councilmember Haaga addressed his opposition to the amendments to the Code. He was in favor of continuing with the Budget Committee.

Councilmember McConnehey provided a brief explanation of the purpose of combining the two Committees.

Councilmember Hansen was in favor of the proposed Ordinance.

Councilmember Southworth felt the reason the Budget Committee did not work was because the members felt that Council and staff did not use their suggestions. He was in favor of the proposed Ordinance.

Councilmember Nichols clarified that the responsibilities etc, were still in the proposed Ordinance. He was concerned with offending the members that served on the Budget Committee.

MOTION: Councilmember Stoker moved to approve Ordinance 14-04, amending the 2009 West Jordan Municipal Code, Title 2, Chapters 12 and 15, addressing the combination of the existing Budget Committee with and into the existing Sustainability Committee. The motion was seconded by Councilmember Hansen.

A roll call vote was taken

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

The motion passed 7-0.

CONSENT ITEM 5E

APPROVE ORDINANCE 14-05, AMENDING THE 2009 WEST JORDAN MUNICIPAL CODE, TITLE 1, CHAPTER 7, ARTICLE A, ADDRESSING FINANCIAL REPORTING BY CANDIDATES AND POLITICAL COMMITTEES, REGARDING FINANCIAL REPORTING REQUIREMENTS IN CITY ELECTIONS

Jeff Robinson reported that the City council had directed that a text amendment be prepared to bring city elective office candidate reporting back into line with the 2001 City Code and its requirement for reporting in connection with primary elections as well as general elections. It was also requested that reporting requirements be made applicable to political action committees and political issue committees.

Staff believed there would be no fiscal impact from the proposed text amendments.

Staff recommended adoption of the proposed changes.

Councilmember Haaga addressed his concerns with the proposed Ordinance, specifically the addition of the political action committees, and how do we enforce.

The Council and staff discussed issues addressing the proposed Ordinance.

MOTION: Councilmember Southworth moved to approve Consent Item 5e. The motion was seconded by Councilmember McConnehey.

Councilmember Haaga expressed concerns with enforcement of the proposed Ordinance. He mentioned that the State handles the issue adequately, and there was not a need to address the issue within the City.

Councilmember McConnehey favored the motion because a candidate could potentially get all the way to the general election before being required to report their financial contributions. He indicated that it was easily enforceable, because the candidate could be removed from the ballot for noncompliance.

Councilmember Stoker felt that the proposed Ordinance was redundant due to the fact that candidates report their financials without the Code, and that the same issue was addressed in City Code in 2009.

A roll call vote was taken

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

The motion passed 6-1.

**DISCUSS AND POSSIBLE ACTION REGARDING RESOLUTION 14-27,
AUTHORIZING THE MAYOR TO EXECUTE AN INCENTIVE
AGREEMENT WITH SNUGZ, USA**

Tom Burdett said the City, through its Mayor, offered an incentive to SNUGZ to locate their new facility that manufactures promotional products in West Jordan. It was part of the city's economic development program to recruit viable and successful business that can contribute to the economic vitality of the region. SNUGZ had completed construction of the facility and received a certification of occupancy.

This agreement would authorize the City to reimburse SNUGZ with an incentive, not to exceed \$106,000 over a five-year period, if 275 jobs were maintained. The annual payment would not exceed \$21,200.

The fiscal impact would be that a portion of the property tax revenue received by the City would be returned to SNUGZ if they maintain 275 jobs. The incentive would begin in 2015.

Staff recommended approval of a resolution authorizing the Mayor to sign the incentive agreement for locating a manufacturing and fulfillment center at approximately 9258 South Prosperity Road.

MOTION: Councilmember Stoker moved to approve Resolution 14-27, authorizing the Mayor to sign the incentive agreement with SNUGZ for locating a manufacturing and fulfillment center at approximately 9258 South Prosperity Road, with the proposed amendments as addressed by Councilmember McConnehey. The motion was seconded by Councilmember Southworth.

Councilmember McConnehey spoke against the motion, because of several conflicts with terms in the agreement, and the resolution also conflicted.

Tom Burdett clarified that the discrepancy was due to the negotiation between the company and the City, and agreed to update the agreement to reflect the changes before it was signed by the Mayor.

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.

DISCUSSION AND POSSIBLE ACTION REGARDING RESOLUTION 14-28, AUTHORIZING THE MAYOR TO EXECUTE A CONTRACT WITH KILGORE CONTRACTING, LLC FOR THE 5600 WEST PHASE 2B PROJECT, IN AN AMOUNT NOT TO EXCEED \$7,184,447.00

Councilmember Hansen declared a conflict of interest on this issue, due to her son works for Kilgore Contracting. She stepped down from the dais.

Dave Murphy said this project was the second phase of 5600 West construction. In this phase of construction the Contractor would extend sewer and water service to 5600 West from 7600 South to 7000 South, construct 5600 West and 7800 South roadway improvements including curb, gutter, borrow, base, and asphalt as well as signal improvements. This contract will also include roundabout improvements, and a master planned regional storm water detention pond.

This project was intended to take 270 calendar days to complete. Traffic disruptions can be expected along 7800 South at its intersection with 5600 West to approximately 6000 West during construction. 7800 South would remain open during construction but may be restricted to a single lane. Traffic control plans would be submitted as required for the project, and reviewed and approved through the City's encroachment permit process.

The project was advertised through the City's purchasing agent four weeks prior to the bid opening. Plans became available to contractors on January 8, 2014. The project bid on January 30 with 10 contractors submitting bids for the project. After evaluation, Kilgore Contracting, LLC was determined to be the low responsive and responsible bidder.

Funding for this project was available in Capital Water, Storm, Sewer and Roads for a total budget of \$11,863,234.00.

Staff recommended approval of the Agreement with Kilgore Contracting, LLC to construct the 5600 West Improvement Project Phase 2B in an amount not to exceed \$7,184,447.00.

Councilmember Stoker was concerned with the large difference between the lowest bidder, and the next bidder, and the possibility of excessive change orders.

The Council and staff discussed clarifying questions. They addressed the change order process the project would go through, and what level should be approved by the Council. It was mentioned that \$4 million was saved on this project.

MOTION: Councilmember Southworth moved to adopt Resolution 14-28, authorizing the Mayor to execute an Agreement with Kilgore Contracting, LLC to construct the 5600 West Improvement Project

Phase 2B in an amount not to exceed \$7,184,447.00. The motion was seconded by Councilmember Stoker.

Councilmember McConnehey asked if the Council could be informed of all, or any change orders that exceed \$300,000.00.

Mayor Rolfe informed the Council that he would bring the information to the Council.

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.

Councilmember Hansen returned to the dais.

DISCUSSION AND POSSIBLE ACTION REGARDING POTENTIAL AMENDMENTS TO THE FISCAL YEAR 2013-2014 BUDGET

Ryan Bradshaw said this item was to discuss the use of current year budget surplus to fund additional projects in the current year. These were projects presented in the Fiscal Year 2015 supplemental budget request list.

The fiscal impact would be \$3,420,116 that would be from the current budget savings and fund balance.

Ryan Bradshaw reported that current projections showed that for Fiscal Year 2014 West Jordan City would be underspent by approximately \$4,000,000. Staff had current budget amendments that would increase the current budget by \$2,231,488. In addition during the Fiscal Year 2015 Supplement Budget request process, several items were requested that would have a greater benefit to the City if they were done during the current fiscal year. These items would be one-time charges that would cost the City \$1,188,628.

The following presentation was provided:

Budget Amendment

Current Year Budget Amendments

- Transportation Master Plan Carry Forward - \$85,000
- HAWK Signal on Clernates Drive - \$43,208
- Emergency Management Program Grant - \$10,000

- State Homeland Security Program Grant - \$15,847
- Salt Lake County Hazmat Pass-thru Funds - \$68,756
 - From Fund Balance amount was \$8,756
- Additional (3) Snow Plows - \$12,433
- Detention Basis - \$2,000,000
- Parks, Trails and Open Space Outreach - \$30,000*
- Lobbyist for Redwood Road Improvements - \$50,000**
- Addition: 2013 SHSP Grant (Revised)
 - Fire - \$8,944
 - Police - \$4,277
- **Total** - **\$2,328,465**
- **Amount to Effect the Fund Balance** - **\$2,229,367**

*To fund advertising and information packets for the outreach meeting in regards to citizen feedback for Parks, Trails and Open Space funding options

**Lobbyist to advocate for funding to improve Redwood Road in West Jordan

**Fiscal Year 2015 Supplement
 Requests – Operating Expenses**

- Fire Suppression System - \$16,000
- Defibrillators - \$118,728
- Ballistics Glass - \$32,000
- Anti-texting Program - \$8,000
- School Zone Flash Assemblies - \$12,000
- Concrete Repair Equipment - \$6,150
- Video Camera and Equipment - \$8,000
- Branding - \$8,650
- Cameras and Installation in Police Vehicles - \$47,401.63
- **Total** - **\$256,919.63**

**Fiscal Year 2015 Supplement
 Requests- Capital Expenses**

- Secondary Irrigation Pumps
 - Soccer Complex - \$175,000
 - Veteran’s Memorial - \$175,000
- Culinary Back-up Connections - \$30,000
- Replacement of Irrigation Control Wire - \$35,000
- Shotcrete/Concrete for Irrigation Holding Pond at Veteran’s Memorial - \$171,500
- Replace Chiller at City Hall - \$392,600
- **Total** - **\$979,100**

Total Budget Requests

- Current Year Amendments - \$2,229,367

- Fiscal Year 2015 Operating Expenses - \$256,929.63
- Fiscal Year 2015 Capital Expenses - \$979,100
- **Total - \$3,465,396.33**

- Current Fund Balance Surplus - \$921,561
- Projected Increase to Fund Balance - \$4,000,000
- Amended Fund Balance Surplus - \$1,456,164.67
- Retainer for transportation lobbyist - \$50,000

Branding Requests Detail

- Council Chamber's Flag and Logo - \$800
- Fleet Decals (New Vehicles) - \$2,500
- Street Banners - \$3,000
- Council and Executive Shirts - \$850
- **Total - \$8,650**

Richard L. Davis proposed using Rob Jolley's services as a lobbyist for obtaining funds from a \$350 million transportation surplus. It was noted that Mr. Jolley had many connections and an excellent success rate obtaining additional funds awarded to cities for which he had lobbied in the past. His opinion was that the fee for Mr. Jolley's efforts was a small investment for a large return. He mentioned that he would like to retain Mr. Jolley's services for one year, to work on the Redwood Road improvements, and the Airport Road 7800 South intersection priorities for funding.

Mayor Rolfe stressed the importance of the improvements on Redwood Road to the economic development of the Redwood Road project. His opinion on the matter was that the money for Mr. Jolley's services would be well spent.

Councilmember Haaga had understood from a previous meeting that Mr. Jolley would be paid once the funds were obtained.

Richard L. Davis clarified that it was a retainer to be paid for one years' service in advance.

Councilmember Stoker inquired about the timeline for obtaining the funds, if waiting until the next Council Meeting to approve the funding would cause the City to miss out on funding. Clarification was made that this issue would be for the next funding year.

Councilmember McConnehey asked for clarification regarding allocation of the budget surplus.

Richard L. Davis clarified that the legal and purchasing departments still needed to be

consulted to assess the latitude that the City had with regard to a professional service contract. He stressed the need to vet the issue properly and make significant progress before the next meeting.

Councilmember Southworth believed that the investment in lobbying services was money well spent, and stressed the importance of evaluating all options.

Ryan Bradshaw said staff was looking for direction on Council interest, and if they desire to move forward with the \$2,000,000.00 loan from the Fund Balance to the Storm Water Fund for the construction of the detention basin on 5600 West.

The Council and staff discussed at great length clarifying questions.

MOTION: Councilmember Stoker directed staff to move forward with the items as they have been presented, and that Council members who have additional questions, will meet with staff to clarify their issues prior to the meeting on February 26. The motion was seconded by Councilmember Southworth.

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.

**DISCUSSION AND POSSIBLE ACTION REGARDING RESOLUTION 14-29,
AUTHORIZING THE MAYOR TO EXECUTE A RIGHT-OF-WAY PURCHASE
AGREEMENT WITH PEERLESS ELECTRIC, LLC, AND ACCEPT THE
GRANT OF EASEMENTS FROM PEERLESS ELECTRIC, LLC, AND ROCK
WEST, LLC**

Tom Burdett stated that several years ago, through an Agreement to Develop Land (ADL), a Development Agreement and a variety of other documents, the City of West Jordan and Bangerter Station, LLC, laid out a plan to develop the Jordan Valley Transit Oriented Development (T.O.D.), which was a fairly large development bordered on the west by the Jordan Valley Hospital, on the east by 3200 West Street, on the North by the UTA Trax line, and on the south by 9000 South Street.

One of the elements of the development plan was for the developer to provide adequate utility systems that could support the T.O.D. and enhance the existing utility systems

serving the Jordan Valley Hospital and surrounding neighborhoods. Consequently, the developer and the City Utilities and Engineering departments worked together to identify a route for the sewer line to accomplish this goal, but the optimal route required the sewer line to cross private property, which, therefore, necessitated the need to acquire easements.

City staff, on behalf of the developer, negotiated a Right-of-Way Purchase Agreement and Easement with Peerless Electric, LLC, but the Rock West, LLC, contract was negotiated and finalized by the developer. However, in both cases the developer was the sole responsible party for purchasing the easements and the City was not responsible to pay anything for the easements.

The Right-of-Way Purchase Agreement and Easements included in the Council's agenda packet were the end result of the necessary easement acquisitions.

As a side note, on or around September 1, 2012, the developer deposited funds with the City to pay for any easements negotiated by the City. It was anticipated that the City would negotiate and finalize both easements, but due to circumstances beyond the City's control the developer was required to negotiate and finalize a private contract for the Rock West easement.

The reported fiscal impact was \$107,810.00 at a minimum, all of which was being paid by the developer. There would be no fiscal impact to the City, except future maintenance of the sewer line.

Staff recommended approval.

MOTION: Councilmember Nichols moved to adopt Resolution 14-29, authorizing and directing (1) the Mayor to sign the attached Right-of-Way Purchase Agreement with Peerless Electric, LLC, (2) the City to accept the Grant of Easements from Peerless Electric, LLC, and Rock West, LLC, (3) the City to pay for the Peerless Electric, LLC, Grant of Easement from the funds deposited by the developer and intended for that purchase, and (4) City staff to return the developer's remaining funds after payment of the Peerless Electric Grant of Easement so the developer can pay for the Rock West Grant of Easement as defined in its private contract. The motion was seconded by Councilmember Stoker.

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.

VII. REMARKS

Councilmember McConnehey addressed citizen concerns regarding speeding on 2200 West 7600 South. He requested additional patrol in the area.

Doug Diamond indicated he would pass the request along.

Mayor Rolfe stated he had been working with the Salt Lake Mayor Ben McAdams and Council member Aimee Newton regarding issues facing the Westside of the City. He asked the Councilmember's to contact him with questions regarding this issue.

There were no further comments.

VIII. ADJOURN

MOTION: Councilmember moved to adjourn. The motion was seconded by Councilmember and passed 7-0 in favor.

The meeting adjourned at 8:33 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 S. BRIGGS, MMC
City Clerk

Approved this 26th day of February 2014