

**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 Haderlie, 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 VARIOUS 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 111/110 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 Update
- Station 54/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 deficiencies?
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 - \$3-4,000,000
- 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 - \$2-3 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 Haderlie, Assistant City Manager, Jeff Robinson, City Attorney; Melanie Briggs, City Clerk; Tom Burdett, Development Director; Marc McElreath, 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
- 'Grander' 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 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 implantation 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