

**MINUTES OF COUNCIL STUDY MEETING – JANUARY 10, 2017**

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THE WEST VALLEY CITY COUNCIL MET IN STUDY SESSION ON TUESDAY, JANUARY 10, 2017, AT 4:30 P.M. IN THE MULTI-PURPOSE ROOM, WEST VALLEY CITY HALL, 3600 CONSTITUTION BOULEVARD, WEST VALLEY CITY, UTAH. THE MEETING WAS CALLED TO ORDER AND CONDUCTED BY MAYOR BIGELOW.

THE FOLLOWING MEMBERS WERE PRESENT:

Ron Bigelow, Mayor  
Lars Nordfelt, Councilmember At-Large  
Don Christensen, Councilmember At-Large  
Tom Huynh, Councilmember District 1  
Steve Buhler, Councilmember District 2  
Karen Lang, Councilmember District 3  
Steve Vincent, Councilmember District 4

STAFF PRESENT:

Wayne Pyle, City Manager  
Nichole Camac, City Recorder  
  
Paul Isaac, Assistant City Manager/ HR Director  
Nicole Cottle, Assistant City Manager/CED Director  
Eric Bunderson, City Attorney  
Lee Russo, Police Chief  
John Evans, Fire Chief  
Jim Welch, Finance Director  
Layne Morris, CPD Director  
Russell Willardson, Public Works Director  
Kevin Astill, Parks and Recreation Director  
Sam Johnson, Strategic Communications Director  
Jake Arslanian, Public Works Department  
DeAnn Varney, Administration  
Steve Pastorik, CED Department  
Andrew Wallentine, Administration  
Aimee Ty-Critchley, Administration  
Jeni Siebeneck, Administration  
Ken Cushing, Administration  
Rick Westphal, Administration

**APPROVAL OF MINUTES OF STUDY MEETING HELD JANUARY 3, 2017**

The Council considered the Minutes of the Study Meeting held January 3, 2017. There were no changes, corrections or deletions.

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Councilmember Nordfelt moved to approve the Minutes of the Study Meeting held January 3, 2017. Councilmember Vincent seconded the motion.

A voice vote was taken and all members voted in favor of the motion.

### **REVIEW AGENDA FOR REGULAR CITY COUNCIL MEETING OF JANUARY 10, 2017**

Upon inquiry by Mayor Bigelow, members of the Council had no further questions or concerns regarding items listed on the Agenda for the Regular Meeting, Annual Redevelopment Agency Meeting, Annual Housing Authority Meeting, and Annual Municipal Building Authority Meeting scheduled later this night.

### **CONSENT AGENDA SCHEDULED FOR JANUARY 17, 2017**

**A. RESOLUTION NO. 17-05, REAPPOINT SALLY BEAGLEY AS WEST VALLEY CITY'S REPRESENTATIVE TO THE SOUTH SALT LAKE MOSQUITO ABATEMENT DISTRICT BOARD OF TRUSTEES FOR A TERM COMMENCING JANUARY 17, 2017 AND ENDING DECEMBER 31, 2020**

Wayne Pyle, City Manager, discussed proposed Resolution No. 17-05 that would reappoint Sally Beagley as West Valley City's Representative to the South Salt Lake Mosquito Abatement District Board of Trustees for a term commencing January 17, 2017 and ending December 31, 2020.

Written information previously provided to the City Council included the following:

Sally Beagley has expressed a desire to continue to serve on the South Salt Lake Mosquito Abatement District Board. Her reappointment to the Board will be a term beginning January 17, 2017 and ending December 31, 2020.

Ms. Beagley introduced herself to the Council. She stated that she has been with the abatement district for 7 years. Ms. Beagley provided an annual report to members of the Council. Councilmember Buhler thanked Ms. Beagley for her work and representation. Mayor Bigelow asked how many elected officials are on the board. Ms. Beagley replied there are 8 elected officials and 7 residents. Mayor Bigelow asked if the South Salt Lake District represents more of West Valley City or if the Magna District does. Ms. Beagley replied that South Salt Lake does. The Council discussed the purpose of the Abatement Districts and the importance they play in the community. Mayor Bigelow requested that an annual report be provided to Council.

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Upon inquiry by Mayor Bigelow, the Council had no further questions or concerns.

The City Council will consider proposed Resolution No. 17-05 at the Regular Council Meeting scheduled January 17, 2017, at 6:30 P.M.

### COMMUNICATIONS

#### A. RESIDENTIAL LANDSCAPING REQUIREMENTS

Steve Pastorik, CED Department, provided a PowerPoint presentation summarized as follows:

- Found in section 7-14-105(3)(g)
- Applies to all single family homes
- Applies only to the front yard
- No permit required
- Landscaping shall include:
  - o One tree and
  - o A combination of:
    - Lawn
    - Shrubs OR
    - Groundcover
      - Goundcover may include:
        - o Vegetative vines, low spreading shrubs, or annual or perennial flowering or foliage plants and
        - o Mineral or non-living organic permeable material in not more than 50 percent of the net landscaped area.

Members of the Council discussed percentage requirements of live landscaping material, asphalt, etc. Councilmember Vincent stated that he doesn't know if there needs to be a requirement for a single tree and added that xeriscaping can be beautiful and is relevant in our climate. The Council discussed Code Enforcement efforts and requirements in the existing code. Mayor Bigelow indicted that he feels trees are important and provide a service. The Council agreed that nothing should be modified in the Code at this time.

#### B. STRATEGIC PLAN PRESENTATION- LEGAL DEPARTMENT

Eric Bunderson, City Attorney, provided a PowerPoint Presentation summarized as follows:

- During fiscal year 15/16, the Legal Department added one full time victim advocate funded by the VOCA Grant. This person is assigned to work with felony crimes.
- Biggest challenge is managing cost of outside counsel discussed in a few minutes

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- Civil Division has opened 384 Legal matters to date – highlights of which are:
  - o Assisted with close of the Ken Jones property
  - o Assisted with the review & restructure of Title 7 and the Employee Manual
  - o Write two Appellate briefs and assisted prosecutors with District Court matters
  - o Risk Manager is hard to quantify – can't prove what didn't happen so number of claims [get from Rachel]
  - o In fiscal year 2015/2016, the Criminal Division filed 3,135 criminal cases in Justice Court and 8,997 traffic cases. They filed 1073 criminal cases in District Court.
  - o Justice Court filings are down from 4,510 criminal cases and 16,282 traffic cases in FY 2014/2015 (difference of 1,375 criminal and 7,285 traffic).
  - o Salt Lake City - 12,364 criminal and 25,547 traffic; West Jordan - 2,526 criminal and 8,657 traffic
  - o District court cases have increased from 728 to 1073 over a two year period and have doubled over a three year period.
  - o The victim advocate office provided assistance to 7,064 unique crime victims
- Priority Item # 1- Continued Funding of URMMA Obligations
  - o \$1,064,158- Insurance Premium
  - o Cost savings estimate by in house work \$25,000 to date on JRM and potentially \$40,000 in calendar year 2017
- Priority #2- Funding JRM Litigation
  - o \$350,000
  - o Depends on discovery in Stonecut case and depositions
- Priority #3- Fund Deputy and Litigator Positions
  - o \$8,307- Deputy
  - o \$142,106- Litigator, includes all supplies
  - o With the shift to a more seasoned office, we have a real chance to save long term money for the taxpayers by taking more work in house
  - o We've worked this out with URMAA and need funding to move to the next step
    - Hiring a litigator for \$142,106 per year could greatly offset the current premium from URMMA
    - Claire moving to Risk Division leaves a spot for Deputy/ Civil Division Head- Brandon, which will require a \$8,307 increase in his salary (total compensation)
- Priority #4- Software and Hardware support
  - o \$50,000

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- Contract and other pieces to Onbase would help personnel, council agenda workflow, and automated GRAMA requests
- PIMS Replacement

Councilmember Christensen asked about software costs and goals for the Legal Department and the City. Councilmember Buhler stated that he supports an in house litigator and indicated that this is cost effective and beneficial for the City. Mayor Bigelow asked about case load within the City. Eric replied there are more cases in the District Court and less in the Justice Court. The Council discussed the litigator position, software efforts and needs, technology moving forward, and the money needed for each project.

### C. STRATEGIC PLAN PRESENTATION- ADMINISTRATION

Paul Isaac, Assistant City Manager, provided a PowerPoint Presentation summarized as follows:

- Human Resources
  - Supervisor/Employee Annual Training conducted on-line.
  - New Benefit Management System allows on-line enrollment of benefit information.
  - New Payroll system including on-line time Card input.
  - Update entire Personnel Policy Manual and Substance Abuse Policy for all employees.
  - Retention/Succession Planning/Hiring employees now done on-line for all positions.
- Information Technology
  - Innoprise Financials, Centralized Cash Receipting, and Accounts Receivables to replace GEMS
  - OnBase Citywide migration from SIRE Documentation Management System
  - Replaced outdated Juniper Firewall with newer technology with Fortinet
  - Migrated from Evault Backup system to EMC Data Protection Suite
  - Replaced Virtual Server Infrastructure (Blade Center)
  - Network Security
  - Implement Intrusion Detection for Cyber Attacks (Malware, Virus Detection, Ransomware)
  - Install Complete Disaster Recovery Backup Site at Tonaquint
  - Server Logs Reporting System to detect user failed logins, i.e. who tried to log in and where
  - OnBase Plan Review to facilitate Building Plan before Permits are issued

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- OnBase Agenda migration for Council, Planning Commission and Board of Adjustment meetings
- Innoprise HR/Payroll and Utility Billing
- Implement Citywide computer replacement lease program
- **IT Management** Transition Westphal Retirement
- Justice Court
  - Amnesty month. Successful in clearing 68 warrants and bringing in \$10,257.00 fine money. (JC)
  - All clerks crossed trained
- UCCC
  - Reduction of General Fund Subsidy to UCCC
  - Parking Lot/Expanded Parking and other improvements
  - Analysis of the need for additional personnel
  - Implementation of new Organization of Organizations
- Top 5 Priorities
  - Police Hiring and Retention (HR)
    - Provided graphs depicting Hires and terminations
    - Total police applicants
    - Incentive #1 vs Incentive #2 expenditures
  - WiFi replaced hotspots and upgraded access points in the Parks and City Facilities (IT)
    - Provided a graph of parks and the percentage that are complete
  - Diminished work load in the court has resulted in a reduction in force. Clerks continue cross training.
    - Provided graphs that depicted justice court revenue
    - Provided graph for justice court full time employees
  - Increase Revenue Stream at UCCC
    - When the Executive Director retired rather than replace the position immediately we held off and hired two sales and events people and you can see that while attendance as remained relatively the same we are seeing better quality events and taking in more revenue and we are doing that with the same personnel. Number of events 700, number attending 90K, Revenue generated without County support close to \$350,000
  - Elimination of CAB and implementation of new organization of organizations
  - City Personnel Funding Needs Fiscal 17/18
    - Proposal to fund merit increases (1 step) - \$812,000
    - Proposal to fund Insurance increase - \$650,000
    - Proposal to fund Market Adjustments (2%) - \$1,727,000

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- Proposal to contribute 2% to 401a - \$710,684
- TOTAL = \$3,899,684
- Administrative Services Funding Needs Fiscal 17/18
  - Proposed cost for IT – OnBase Mobile - \$31,000
  - Proposed cost to install live Disaster Recovery Sys – \$120,000
  - Proposed cost for Arts Council, Historical Society and Sister City funding - \$42,000
  - Funding Division Manager position at UCCC, Marketing and Event set up \$140,000
  - Fund the Increased costs of Google Drive Space - \$38,000
  - Fund matching obligation to SLCounty for UCCC - \$120,000
  - TOTAL = \$491,000

The Council discussed Police hires, methods of recruiting and interviewing qualified candidates, wages for officers, turnover, the incentive program established in 2015 and its success, etc. The Council also discussed various parks and their internet access capabilities as well as efforts to remain in budget moving forward.

### **D. COUNCIL UPDATE**

Mayor Bigelow referenced a Memorandum previously received from the City Manager that outlined upcoming meetings and events.

Members of the City Council had no further questions regarding the Council Update.

### **NEW BUSINESS**

#### **A. POTENTIAL FUTURE AGENDA ITEMS**

Councilmember Buhler stated that he received a concern regarding a specific HOA and indicated he would like more information on what responsibility the City has. The Council and staff discussed Police and Fire support, Code Enforcement capabilities, etc. They also briefly discussed how HOA's function, issues that arise from them, and turnover of management that can cause issues.

#### **B. COUNCIL REPORTS**

##### **COUNCILMEMBER DON CHRISTENSEN- LEGISLATIVE POLICY COMMITTEE**

Councilmember Christensen stated he received an update regarding online sales tax and efforts the State will take moving forward. The Mayor and Council discussed the Legislative effort that will occur moving forward.

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**MAYOR RON BIGELOW- JORDAN RIVER COMMISSION AND CHAMBER  
WEST LEGISLATIVE COMMITTEE MEETINGS**

Mayor Bigelow stated the Jordan River Commission meeting was canceled but the Chamber is working on several goals and proposals to discuss at the Legislature.

**ADJOURN**

Upon motion by Councilmember Christensen all voted in favor to adjourn.

THERE BEING NO FURTHER BUSINESS OF THE WEST VALLEY COUNCIL THE  
STUDY MEETING OF TUESDAY JANUARY 10, 2017 WAS ADJOURNED AT 6:07 P.M.  
BY MAYOR BIGELOW.

I hereby certify the foregoing to be a true, accurate and complete record of the proceedings of the Study Meeting of the West Valley City Council held Tuesday, January 3, 2017.

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Nichole Camac  
City Recorder