

MINUTES OF COUNCIL STUDY MEETING – JANUARY 26, 2016

-1-

THE WEST VALLEY CITY COUNCIL MET IN STUDY SESSION ON TUESDAY, JANUARY 26, 2016, AT 4:33 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
Don Christensen, Councilmember At-Large
Lars Nordfelt, Councilmember At-Large
Tom Huynh, Councilmember District 1
Steve Buhler, Councilmember District 2
Karen Lang, Councilmember District 3

ABSENT: Steve Vincent, Councilmember District 4 (Excused)

STAFF PRESENT:

Paul Isaac, Acting City Manager
Nichole Camac, City Recorder

Nicole Cottle, Assistant City Manager/CED Director
Eric Bunderson, City Attorney
Jim Welch, Finance Director
John Evans, Fire Chief
Russell Willardson, Public Works Director
Kevin Astill, Parks and Recreation Director
Sam Johnson, Strategic Communications Director
Chris Curtis, Acting CPD Director
Mike Powell, Acting Police Chief
Jake Arslanian, Public Works Department
Jeni Harward, Administration
Aaron Crim, Administration
Leslie Hudson, Administration
Craig Thomas, Administration
Cathie Alberico, Administration
Dan Johnson, Public Works Department
Bob Fitzgerald, Fire Department
Chris Beichner, Fire Department

1. **APPROVAL OF MINUTES OF STUDY MEETING HELD JANUARY 12, 2016**

MINUTES OF COUNCIL STUDY MEETING – JANUARY 26, 2016

-2-

The Council read and considered Minutes of the Study Meeting held January 12, 2016. There were no changes, corrections or deletions.

Councilmember Lang moved to approve the Minutes of the Study Meeting held January 12, 2016. Councilmember Christensen seconded the motion.

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

2. **REVIEW AGENDA FOR REGULAR MEETING AND SPECIAL REDEVELOPMENT AGENCY MEETING SCHEDULED JANUARY 26, 2016**

Upon inquiry by Mayor Bigelow there were no further questions or concerns regarding the Council Regular Meeting scheduled later this night.

Upon request by Mayor Bigelow, an item on the Agenda for a Special Meeting of the Redevelopment Agency scheduled January 26, 2016, was discussed as follows:

RDA RESOLUTION NO. 16-03, AUTHORIZING EXECUTION OF AN AGREEMENT BETWEEN THE REDEVELOPMENT AGENCY OF WEST VALLEY CITY AND ICO CONSTRUCTION, LLC, FOR REIMBURSEMENT OF CERTAIN IMPROVEMENTS IN THE FAIRBOURNE STATION DEVELOPMENT

Nicole Cottle, Assistant City Manager/CED Director, discussed proposed Resolution No. 16-03 that would authorize execution of a Reimbursement Agreement between the Redevelopment Agency of West Valley City and ICO Construction, LLC, for reimbursement of certain improvements in the Fairbourne Station development.

The Board had previously received written information as follows:

The Agency and ICO had entered into an Agreement for Disposition of Land for Private Development (ADL) in which ICO agreed to construct Class A apartments and the Agency agreed to sell ICO a developed parcel upon which to build. Due to the condition of the property at the time of conveyance to ICO, certain improvements, sidewalks, street lights, and irrigation systems would have been susceptible to damage during project construction had those improvements been installed as contemplated at the execution of the ADL. Therefore, the Agency and ICO agreed that ICO would install the improvements and the Agency would reimburse ICO after the project had been completed.

The project was now complete and improvements had been installed by ICO and accepted by the Agency and the City.

Ms. Cottle stated the City was the primary developer of the City Center area. The City had agreed to install improvements for the property now owned by ICO. She clarified the

MINUTES OF COUNCIL STUDY MEETING – JANUARY 26, 2016

-3-

final portion of the improvements had not been installed to prevent damage by construction so they were installed by ICO according to the City's specifications, with the RDA now reimbursing for those costs.

The Redevelopment Agency Board will consider proposed Resolution No. 16-03 at a Special Regular Meeting scheduled January 26, 2016.

3. AWARDS, CEREMONIES AND PROCLAMATIONS SCHEDULED FEBRUARY 2, 2016

A. EMPLOYEE OF THE MONTH AWARD, FEBRUARY 2016 – MEGAN CLARK, POLICE DEPARTMENT

Upon inquiry, Councilmember Christensen volunteered to read and present the Employee of the Month Award for February 2016, to Megan Clark, Police Department, at the Regular Council Meeting scheduled February 2, 2016, at 6:30 P.M.

4. RESOLUTION NO. 16-16, APPROVING AN AMENDMENT TO THE INTERLOCAL COOPERATION AGREEMENT BETWEEN WEST VALLEY CITY AND SALT LAKE COUNTY TO PROVIDE MEALS AND TRANSPORTATION TO THE HARMAN SENIOR RECREATION CENTER

Kevin Astill, Parks and Recreation Director, discussed proposed Resolution No. 16-16 that would approve a First Amendment to Interlocal Cooperation Agreement between Salt Lake County and West Valley City to provide meals and transportation to the Harman Senior Recreation Center.

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

The proposed contract amendment would increase the reimbursement to the City for the two meals program employees at the Harman Senior Recreation Center. The City would be reimbursed for both employees for 20 hours per week rather than 20 hours for one employee, and 15 hours for the other as under the current interlocal agreement.

Salt Lake County and West Valley City had an interlocal agreement for the County to reimburse the City for the cost of two part-time workers at the Harman Home. The workers were employees of West Valley City and worked in the meals program funded by the Federal government through the County. One of the employee positions was allowed 20 hours per week, and the other only 15 hours per week. The subject amendment would allow for the cost of both employees to be reimbursed up to 20 hours per week.

Mayor Bigelow inquired if the Harman Home was funded the same as other senior centers.

MINUTES OF COUNCIL STUDY MEETING – JANUARY 26, 2016

-4-

Mr. Astill advised some centers were staffed and managed differently but there were the same type of employees that held similar titles, pay rates and hours.

Upon further inquiry regarding if attendance had increased at the facility, Mr. Astill advised the requested increase for employee hours was to provide the opportunity for the employee to complete reports that had increased in size and numbers and had become more time consuming.

The City Council will consider proposed Resolution No. 16-16 at the Regular Council Meeting scheduled February 2, 2016, at 6:30 P.M.

5. **RESOLUTION NO. 16-17, APPROVING THE PURCHASE OF TWO LUCAS CPR UNITS FOR USE BY THE WEST VALLEY CITY FIRE DEPARTMENT**

Fire Chief, John Evans, discussed proposed Resolution No. 16-17 that would approve the purchase of two Lucas CPR units in an amount not to exceed \$31,232.00, for use by the West Valley City Fire Department.

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

The need for cardiac compressions in the field was a vital role in the outcome of some patients. These machines replaced the manual CPR and delivered the exact chest compressions and the exact rate that was almost impossible for humans to complete. The units, when used, freed up personnel on the medical incident to provide other advance care that all of the cardiac patients needed. The unit would also provide correct CPR while transporting patients to medical facilities that was very difficult with manual CPR. Currently, the Fire Department had one of the units and the other two units would be placed on two other ambulances.

Chris Beichner, Fire Department, displayed the unit and indicated the City currently owned one. He informed that the machine provided CPR that would allow a paramedic to do other potentially lifesaving things for a patient.

Upon inquiry, Mr. Beichner advised the new units would be the same as the one currently owned by the City.

Councilmember Buhler observed the unit appeared small and questioned if it would fit around most patients.

Mr. Beichner advised the fit could be difficult on some patients but it typically worked for 90% of people. He also advised the unit typically only would be used on children ages 10 years and older.

MINUTES OF COUNCIL STUDY MEETING – JANUARY 26, 2016

-5-

Upon further inquiry regarding if there were other units that worked in a similar manner, Mr. Beichner advised he felt the proposed unit would be the safest and most effective unit delivering results desired by the City's paramedics.

Chief John Evans advised more units were not being requested at the present time as this was all that could currently be provided for in the budget.

Chris Beichner conducted a brief demonstration of the unit.

The City Council discussed how the unit functioned alone and with other equipment.

Councilmember Lang inquired if the pressure applied by the machine was based on weight or other variables.

Mr. Beichner advised pressure was not applied based on weight but rather it measured the depth of the chest to provide compressions.

Upon inquiry by Mayor Bigelow regarding if other fire departments utilized the units, Chief Evans advised the units were becoming more widely used by other cities.

6. RESOLUTION NO. 16-18, AUTHORIZING WEST VALLEY CITY TO PURCHASE IMAGE TREND REPORTING SYSTEM FOR USE BY THE FIRE DEPARTMENT

John Evans, Fire Chief, discussed proposed Resolution No. 16-18 that would authorize West Valley City to purchase an Image Trend Reporting System in an amount not to exceed \$37,500.00, for use by the Fire Department.

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

The current medical and fire reporting system used by the Fire Department needed to be replaced. The present software system did not allow for statistical data and other reporting functions that would allow for better use of resources. The subject Image Trend System was an all in one reporting system that would allow the Fire Department to not only update the current system but also have the ability for fire prevention reports, apparatus reports and staffing, thus taking the place of three other systems in use today.

The new system would also prepare the way for a new proposed CAD dispatching system to be online in the near future. The proposed software would also allow for more seamless reporting to the State of Utah as required by law.

Pursuant to inquiry by Mayor Bigelow regarding if this would be a one-time purchase, the Fire Chief informed the only recurring cost would be annual maintenance that would be provided for as part of the regular budget.

MINUTES OF COUNCIL STUDY MEETING – JANUARY 26, 2016

-6-

The City Council will consider proposed Resolution No. 16-18 at the Regular Council Meeting scheduled February 2, 2016, at 6:30 P.M.

7. CONSENT AGENDA SCHEDULED FEBRUARY 2, 2016

A. RESOLUTION NO. 16-19, RATIFYING THE CITY MANAGER'S APPOINTMENT OF EUNICE LANE AS A MEMBER OF THE UTAH CULTURAL CELEBRATION CENTER FOUNDATION COMMITTEE

Mayor Bigelow discussed proposed Resolution No. 16-19 that would ratify the City Manager's appointment of Eunice Lane as a member of the Utah Cultural Celebration Center Foundation Committee for a term commencing February 2, 2016 and ending September 30, 2016.

B. RESOLUTION NO. 16-20, RATIFYING THE CITY MANAGER'S APPOINTMENT OF MICHELLE ANDERSON-WEST AS A MEMBER OF THE UTAH CULTURAL CELEBRATION CENTER FOUNDATION COMMITTEE

Mayor Bigelow discussed proposed Resolution No. 16-20 that would ratify the City Manager's appointment of Michelle Anderson-West as a member of the Utah Cultural Celebration Center Foundation Committee for a term commencing February 2, 2016 and ending September 30, 2016.

C. RESOLUTION NO. 16-21, RATIFYING THE CITY MANAGER'S APPOINTMENT OF PATRICIA DARK AS A MEMBER OF THE UTAH CULTURAL CELEBRATION CENTER FOUNDATION COMMITTEE

Mayor Bigelow discussed proposed Resolution No. 16-21 that would ratify the City Manager's appointment of Patricia Dark as a member of the Utah Cultural Celebration Center Foundation Committee for a term commencing February 2, 2016 and ending September 30, 2016.

Councilmember Buhler stated he liked having written information on each individual member and requested this be done for all appointments.

The City Council will consider proposed Resolution Nos. 16-19, 16-20 and 16-21 as listed on the Consent Agenda, at the Regular Council Meeting scheduled February 2, 2016, at 6:30 P.M.

8. COMMUNICATIONS

A. STRATEGIC PLAN PRESENTATION - PUBLIC RELATIONS AND NEIGHBORHOOD SERVICES

Sam Johnson, Strategic Communications Director, made a PowerPoint presentation regarding the Strategic Plan and Public Relations and Neighborhood Services, and discussed information summarized as follows:

MINUTES OF COUNCIL STUDY MEETING – JANUARY 26, 2016

-7-

- Communications Department 2015 Review
 - Public Relations
 - Neighborhood Services
- Review: Digital Media
 - 21 Social Media Accounts
 - 11 Facebook
 - 7 Twitter
 - 2 Instagram
 - 1 YouTube
 - Website
 - Redesigned site launched December 2014; Redesign planned for 2017-2018
- Review: Social Media
 - West Valley City
 - Facebook – Increased post reach 88%; increased users 26%
 - Twitter – Increased daily impressions 36%; Average 4 new followers per day
 - Instagram – 296 followers; 700 posts
 - YouTube – 58 videos uploaded; 4,420 views; 10,264 minutes watched
 - WVC Police Department
 - Facebook – Increased post reach 688%; Increased users 355%
 - Twitter – Increased daily impressions 106%; Average 2 new followers per day
 - WVC Fire Department
 - Facebook – Increased post reach 142%; Increased users 63%
 - Twitter – Increased daily impressions 131%; Average 10 new followers per month
- Review: Website
 - New site launched December 2014
 - 913 pages
 - 3,042 links
 - Performance
 - 427,007 site visits – 24% increase from 2014
 - 631-381 unique page views
 - 20,522 unique searches
 - 202,808 downloads
 - Redesign planned for 2017-2018
- Review: Neighborhood Organizations
 - Neighborhood Registry
 - 36 registered, 2 finalizing paperwork; 7 contacted with

MINUTES OF COUNCIL STUDY MEETING – JANUARY 26, 2016

-8-

- materials, several others contacted who have expressed interest
 - Online Map launched December 2015
- Review: Community Events
 - National Night Out
 - Nationally recognized for 12th consecutive year
 - Estimated 10,000+ residents participated at 59 neighborhood block parties, and 4 community safety and resource fairs
 - Community Events
 - City Department events
 - Power of prevention
 - Safe Kids Fair
 - Church meetings, emergency preparedness and safety fairs (multiple)
 - Discover Card Safety Fairs (multiple)
 - Kenworth Trucking – Rods, Hogs and Rigs
 - Jordan Medical Center
 - Lights On Event
 - Embassy Suites Halloween events
- Review: Youth Engagement
 - Youth City Council
 - 9th Grade: 5
 - 10th Grade: 0
 - 11th Grade: 7
 - 12th Grade: 4
 - Granger High School: 11
 - Hunter High School: 3
 - Skyline High School: 2
 - City Hall Tours
 - 12 scout groups, 80 youth, 31 adults
 - 7 school groups, 596 youth, 56 adults
 - School Visits
 - Three 2nd grades, 210 youth, 15 adults
 - One 3rd grade, 81 youth, 5 adults
- Communications Department 2015 Promotion Pieces
 - Promotion Pieces: Print (Flyers & brochures, paper pads, posters & banners, buttons, handbooks & activity books, magnets, handouts & miscellaneous pieces)
 - Promotion Pieces: Video
 - Internal projects
- Communications Department 2016 Top Five Priorities
 - Priority #1: \$5,000 for ShowMobile
 - Large public relations piece: Fix any safety issues/Future funding – replace wrap around on it, paint, etc.

MINUTES OF COUNCIL STUDY MEETING – JANUARY 26, 2016

-9-

- Priority #2: \$15,000 for Neighborhood Events
 - National Night Out: Huge outreach to City/Over 10,000 residents participate/media coverage/yearly award
- Priority #3: \$9,000 for WVC Magazine
 - \$25,000 copies of magazines distributed/residences, hotels, other locations
- Priority #4: \$5,000 for Street Banners
 - Clean and Beautiful Committee/Banners displayed throughout City/allows Committee to replace damages banners, add more

Upon inquiry by Councilmember Lang regarding how the City's annual magazine was funded outside of City contributions, Mr. Johnson informed funding was provided by advertising.

Also in response to inquiry Mr. Johnson informed corporate sponsorship had been discussed regarding the City's Showmobile, however the City had always been careful of putting too much advertising on a City-owned unit.

Mayor Bigelow pointed out many local companies were contributing to the City in other ways.

Councilmember Huynh suggested increasing the price of a building permit by a few dollars for those companies who would like to contribute and be a sponsor.

The City Council discussed social media and the City's success with public outreach using those accounts.

In response to inquiry by Councilmember Lang regarding if the priorities listed were yearly commitments or one-time expenses, Mr. Johnson advised those would be annual.

B. **ANNUAL TRAINING REGARDING ETHICS, OPEN MEETINGS AND SEXUAL HARASSMENT**

City Attorney, Eric Bunderson, stated time had been scheduled for the required annual training regarding ethics, open meetings and sexual harassment. He used PowerPoint and discussed information summarized as follows:

- Council Legal Training 2016
- Open meetings checklist
 - Is there a quorum?
 - Are you talking about, hearing about, or acting on a matter you have control over?
- Closed meetings checklist
 - Professional competence

MINUTES OF COUNCIL STUDY MEETING – JANUARY 26, 2016

-10-

- Litigation
- Real Property
- Security deployment
- Criminal conduct
- Ethics checklist
 - Using position for personal benefit
 - Gifts
 - Private business
- Harassment and retaliation
- Quid pro quo
- Physical touching
- Hostile work environment
- Responsibilities and duties of government officials:
 - Mayor: Preside over Council meetings; execute written obligations for City; Chief ceremonial officer; represent City in its external relationships; no other implied powers
 - City Manager: Carry out police; hire, organize, direct and fire staff and various commission members; report City activities to Council; Non-voting member of Council; Other duties as assigned
 - City Council: Attend meetings and vote; request staff changes in writing; task staff through City Manager; request information
- Attorney/Client relationship
 - Confidentiality; Representation
 - Governmental immunity

In response to question regarding if the City was doing good regarding these policies, the City Attorney advised in the affirmative.

C. COUNCIL UPDATE

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

January

January 26, 2016
Tuesday

Ethics Presentation/ Strategic Plan

January 27, 2016
Wednesday

Local Officials Day Lunch with Legislators, Salt Palace Convention Center located at 100 West Temple – 12:00 P.M.- 2:00 P.M.

February

February 4, 2016

District 5 Town Hall Meeting with Senator Karen

MINUTES OF COUNCIL STUDY MEETING – JANUARY 26, 2016

-11-

Thursday	Mayne, West Valley City Hall Council Chambers, 3600 S Constitution Blvd- 6:00 PM- 8:00 PM
February 9, 2016 Tuesday	Parks and Fire Presentations/ Strategic Plan
February 15, 2016 Monday	President’s Day Holiday- City Hall Closed
February 16, 2016 Tuesday	Police Department Presentation
February 17, 2016 Wednesday	Harman Heritage Series- A Canyon Peoples’ Portrait with Filmmaker Isaac Goeckeritz, 1:00 P.M.- 3:00 P.M. - Harman Senior Recreation Center, 4090 South 3600 West
February 17, 2016 Wednesday	31 st Annual Police Awards Banquet, 6:30 PM- 8:30 PM- Utah Cultural Celebration Center, 1355 W 3100 S
February 19, 2016 Friday	City Council Meeting, Strategic Plan Retreat Maverik Center, 3200 Decker Lake Drive
February 20, 2016 Friday	City Council Meeting, Strategic Plan Retreat- Maverik Center, 3200 Decker Lake Drive
<u>March</u>	
March 7-9 Mon- Wed	National League of Cities Conference in Washington D.C.
March 16, 2016 Wednesday	Harman Heritage Series- Family Stories with Teresa Clark, 1:00 P.M. – 3:00 P.M. - Harman Senior Recreation Center, 4090 South 3600 West
March 29, 2016	No City Council Meetings- 5th Tuesday
<u>April</u>	
April 5, 2016 Tuesday	RDA, HA, and BA Meetings Scheduled
April 20, 2016 Wednesday	Harman Heritage Series- Garfield County Stories and Songs, 1:00 P.M.- 3:00 P.M. - Harman Senior Recreation Center, 4090 South 3600 West

MINUTES OF COUNCIL STUDY MEETING – JANUARY 26, 2016

-12-

April 26, 2016
Tuesday

RDA, HA, and BA Meetings Scheduled

May

May 3, 2016
Tuesday

RDA, HA, and BA Meetings Scheduled

May 18, 2016
Wednesday

Harman Heritage Series- Drops in a Bucket & Other Songs, 1:00 P.M.- 3:00 P.M. - Harman Senior Recreation Center, 4090 South 3600 West

May 30, 2016
Monday

Memorial Day Holiday- City Hall Closed

May 31, 2016

No City Council Meetings- 5th Tuesday

June

June 7, 2016
Tuesday

RDA, HA, and BA Meetings Scheduled

June 15, 2016
Wednesday

Harman Heritage Series- Art Alive! Stories Behind the Art, 1:00 P.M.- 3:00 P.M. - Harman Senior Recreation Center, 4090 South 3600 West

July

July 4, 2016
Monday

Independence Day Holiday- City Hall Closed

July 21, 2016
USANA Thursday

Keith Urban feat. Brett Eldredge, time TBD
Amphitheatre, 5125 South 6400 West

July 25, 2016
Monday

Pioneer Day Holiday- City Hall Closed

July 26, 2016
Tuesday

Weezer/ Panic at the Disco, time TBD
USANA Amphitheatre, 5125 South 6400 West

August

August 2, 2016

National Night Out/ No City Council Meetings

MINUTES OF COUNCIL STUDY MEETING – JANUARY 26, 2016

-13-

August 30, 2016

No Council Meetings- 5th Tuesday

September

September 5, 2016
Monday

Labor Day Holiday- City Hall Closed

September 30, 2016
Friday

Luke Bryan, time TBD- USANA
Amphitheatre, 5125 South 6400 West

October 1, 2016
Saturday

Luke Bryan, time TBD- USANA
Amphitheatre, 5125 South 6400 West

October

October 4, 2016
Tuesday

RDA, HA, and BA Meetings Scheduled

November

November 11, 2016
Friday

Veteran’s Day Holiday

November 24, 2016
Thursday

Thanksgiving Holiday- City Hall Closed

November 29, 2016

No Council Meetings- 5th Tuesday

December

December 27, 2016

No Council Meetings- Christmas

Upon inquiry, the City Council had no further questions or concerns.

D. POTENTIAL FUTURE AGENDA ITEMS

Mayor Bigelow informed regarding a letter recently received from a resident commending a snowplow operator who had gone “above and beyond” to help remove snow from around his vehicle. The Mayor indicated he would provide the letter to the Public Works Director to pass on the appreciation of the resident and the City Council. He further stated he had been both surprised and impressed with the City’s efforts in removing snow from streets during this winter season.

9. COUNCIL REPORTS

A. DON CHRISTENSEN – FUNERAL FOR OFFICER DOUG BARNEY

MINUTES OF COUNCIL STUDY MEETING – JANUARY 26, 2016

-14-

Councilmember Christensen stated he was thankful for the City's participation and efforts regarding the funeral of Officer Doug Barney.

Councilmember Lang concurred and added the Maverik Center had been set up nicely as well.

Mayor Bigelow stated there had been a strong showing of support for police officers in general, as well as Officer Barney.

B. RON BIGELOW – TAGS THRIFT STORE RIBBON CUTTING

Mayor Bigelow stated he had recently attended the Tags Thrift Store ribbon cutting ceremony and explained how the company operated.

C. OPENING OF LEGISLATIVE SESSION

The City Council briefly discussed the opening of the legislative session.

10. MOTION TO 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 26, 2016, WAS ADJOURNED AT 6:01 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 26, 2016.

Nichole Camac
City Recorder