

MINUTES OF COUNCIL STUDY MEETING – JUNE 28, 2016

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THE WEST VALLEY CITY COUNCIL MET IN STUDY SESSION ON TUESDAY, JUNE 28, 2016 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
Tom Huynh, Councilmember District 1
Steve Buhler, Councilmember District 2
Karen Lang, Councilmember District 3
Steve Vincent, Councilmember District 4

ABSENT: Don Christensen, Councilmember At- Large (excused)

STAFF PRESENT:

Paul Isaac, Acting City Manager/ HR Director
Nichole Camac, City Recorder

Nicole Cottle, Assistant City Manager/CED Director
Eric Bunderson, City Attorney
Scott Freckleton, Acting Finance Director
Lee Russo, Police Chief
John Evans, Fire Chief
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
Leslie Hudson, Administration
Kevin Conde, Administration
Craig Thomas, Administration
Steve Lehman, CED Department
Erik Brondum, Public Works Department
Dan Johnson, Public Works Department

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1. APPROVAL OF MINUTES OF STUDY MEETING HELD JUNE 14, 2016 AND JUNE 21, 2016

The Council read and considered Minutes of the Study Meeting held June 14, 2016 and June 21, 2016. There were no changes, corrections or deletions.

Councilmember Steve Vincent moved to approve the Minutes of the Study Meeting held June 14, 2016 and June 21, 2016. Councilmember Karen Lang seconded the motion.

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

2. PRESENTATION OF KEYS TO THE CITY TO MEMBERS OF THE YOUTH CITY COUNCIL

The Mayor and City Council presented Keys to the City to members of the Youth City Council and congratulated them on their accomplishments.

3. REVIEW AGENDA FOR REGULAR COUNCIL MEETING SCHEDULED JUNE 28, 2016

Upon inquiry by Mayor Bigelow there were no further questions or concerns from members of the City Council regarding items listed on the Agenda for the Regular Council Meeting scheduled later this night.

4. AWARDS, CEREMONIES AND PROCLAMATIONS SCHEDULED JULY 5, 2016

A. EMPLOYEE OF THE MONTH AWARD, JULY 2016- DULCE RAMIREZ, FINANCE DEPARTMENT

Mayor Ron Bigelow offered to read the nomination of Dulce Ramirez, Finance Department, to receive the Employee of the Month Award for July 2016, at the Regular Council Meeting scheduled July 5, 2016, at 6:30 P.M. Ms. Ramirez was nominated by Shelley Larsen.

The nomination reads as follows:

Dulce constantly goes above and beyond her normal duties and exemplifies total customer service in our Treasury division, and for this reason I would like to nominate her for the employee of the month. Dulce goes above and beyond her normal duties on a daily basis, but I have been especially impressed with her abilities this last month. One of Dulce's co-workers recently went on an extended vacation and Dulce has stepped up and taken on many of her co-worker's duties to ensure that the Treasury division and the City continues to run smoothly. In addition to these duties, Dulce has been handling tickets for the EAC. This increases her work load tremendously as employees rush to buy tickets for events, but Dulce has handled this added pressure with a positive attitude. She is always willing to help with whatever the rest of the Finance department or the EAC needs and she

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increases our department's morale with her fun attitude and willingness to help. As a treasury employee Dulce often deals with irate citizens. She resolves these types of situations accurately and efficiently while being exceptionally friendly to citizens. The customer service people receive from Dulce exemplifies the values of West Valley City, and she is a fantastic representation to the public of the Treasury division's and the City's commitment to its citizens.

B. DIVISION OF THE QUARTER AWARD- JUSTICE COURT, ADMINISTRATION DEPARTMENT

Councilmember Steve Buhler offered to read the nomination of the Justice Court to receive the Division of the Quarter Award at the Regular Council Meeting scheduled July 5, 2016, at 6:30 P.M.

The nomination for the Justice Court reads as follows:

In late 2011, the Justice Court started to scan paperwork and files into Sire. The vision was that as cases were scheduled for court, the files would be digitized and that would produce a gradual turnover to electronic files. In 2013, the decision was made that we would no longer produce hard files for cases and that all paperwork would be scanned. As of February 3, 2016, all case files were scanned into Sire. It's impossible to know the exact number of files that have been scanned, but it's tens of thousands. Between scanning documents into Sire and also into Coris, the court's case management system, we have scanned and uploaded well over 650,000 documents. The court no longer has any stored case files. All paperwork filed with or produced by the court is scanned into Sire or Coris. This project took the better part of five years to complete and all clerks have worked on scanning, indexing and verifying documents. Having documents and case files a click away has helped us serve the public and process court cases more efficiently. With having immediate access to various court documents, we are able to assist the public in a more efficient manner. Questions are answered and problems resolved more timely and satisfactorily, not having to track down hard paper files. While countless hours have gone into scanning the back log of case files and documents, many more hours of clerk time will be saved by eliminating the need to file away paperwork in its appropriate place.

5. RESOLUTION NO. 16-106, AUTHORIZE THE EXECUTION OF AN AMENDMENT TO THE DEVELOPMENT AGREEMENT WITH OAKWOOD HOMES OF UTAH, LLC FOR PROPERTY LOCATED AT APPROXIMATELY 5610 WEST 5400 SOUTH

Steve Pastorik, CED Department, discussed proposed Resolution No. 16-106 that would authorize the execution of an amendment to the Development Agreement with Oakwood Homes of Utah, LLC for property located at approximately 5610 West 5400 South.

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Written documentation previously provided to the City Council included information as follows:

This resolution authorizes an amendment to the development agreement between the City and Oakwood Homes of Utah, LLC to change the type of townhomes to be constructed within future phases of the development located at 5610 West 5400 South.

In 2011, the City entered into a development agreement with SCP Westridge, LLC for 16.39 acres at 5610 W 5400 S. The agreement addresses standards for the commercial and residential portions of the development. For the residential portion, the agreement required that the townhomes be constructed like the renderings included in the agreement. The second phase of the project is under construction and being built in accordance with the development agreement.

Henry Walker Homes started this project but has since been acquired by Oakwood Homes. Oakwood Homes has requested the proposed amendment to the development agreement. According to Oakwood Homes, the style of townhomes built in the first phase performed poorly in the marketplace. Hence, they would like to change the design of these townhomes to make them more marketable. Staff is supportive of the changes for the following reasons:

- There are 5 fewer units in the latest proposal.
- The original townhomes included one and two car garages. The proposed townhomes all have 2 car garages with 2 car driveways that are 18' deep.
- The proposed townhomes are larger (1,420 sq. ft. and 1,588 sq. ft.) 3 bedroom units. The original townhomes included one, two and three bedroom units (870 sq. ft., 1,236 sq. ft. and 1,390 sq. ft.).
- The proposed townhomes will include basements for storage or additional living space. The original townhomes did not include basements.
- While different, the latest architecture is, in staff's opinion, of comparable or better quality than the original architecture.

Councilmember Karen Lang asked if all new units will have 3 bedrooms. Steve replied yes.

Councilmember Steve Vincent asked if there are locations for extra parking on site and questioned whether the new concept plan reduces the amount of open space. Steve replied that all units will have 2 car garages and the driveways on each unit are also deep enough to allow additional parking. He indicated that he is unsure of the exact difference between open space percentages but added that the old concept and the new are very comparable. Mr. Pastorik also stated that there will still be a public park in the neighborhood as well. Councilmember Vincent stated that he is concerned with parking and indicated that he feels on street parking will create problems in the neighborhood. Mr. Pastorik stated that pockets

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of visitor parking spaces can be added by removing landscaping. Members of the City Council and staff discussed banning on street parking on public roads and using signage to restrict residents from doing this. Councilmember Lars Nordfelt stated that he feels this will encourage people to park on 5400 South or 5600 West which is not something the City wants to see.

Councilmember Steve Buhler stated that he likes the proposed amendment and feels it will be a more successful product.

Councilmember Karen Lang stated this project was intended to be transit oriented. Councilmember Vincent asked how close to bus routes the neighborhood is. Steve replied that there is a bus stop on the intersection of 5600 West 5400 South but he believes this is all.

Councilmember Huynh asked how large the city park will be. Steve replied approximately an acre.

Members of the City Council discussed road width, parking on neighborhood streets, snow removal during winter months, modern trends and the number of vehicles per household, etc. Mayor Bigelow requested that staff discuss these issues during a future meeting.

Upon inquiry, there were no further questions or concerns from members of the City Council.

The City Council will consider proposed Resolution No. 16-106 at the Regular Council Meeting scheduled July 5, 2016, at 6:30 P.M.

6. **RESOLUTION NO. 16-107, APPROVE THE PURCHASE OF EMC DATA BACKUP SYSTEM**

Ken Cushing, IT Department, discussed proposed Resolution No. 16-107 that would approve the purchase of EMC Data Backup System.

Written documentation previously provided to the City Council included information as follows:

We currently use Evault to back up our data. Their encryption modules are not FIPS 140-2 certified as required to send criminal justice information off site. We worked with them to get certified but they made a business decision not to become FIPS compliant. We are currently only licensed for 10TB of backup space and we are about to exceed that limit. Formal bidding will not be required for this purchase because EMC holds a contract with the State of Utah. If approved, this purchase would increase the disk storage for the City's backup systems both onsite and at our disaster recovery site to 49TB each. Encryption and other features will meet Criminal Justice and other standards. Backups will be much easier

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to manage and restoration from backup will be quicker and more reliable. This system cannot be affected by ransomware or other malware and allows us to retrieve any file from any point in time.

* This amount will be financed through US Bank

Mayor Ron Bigelow stated that the City is currently licensed for 10 terabytes of backup space and questioned if this will increase with EMC. Ken replied that the new contract would increase that size of backup space to 49 terabytes. He indicated that there is a 5 year lease that the City will need to enter into. Paul Isaac, Acting City Manager, stated that this information will be available to the Council by next week's meeting. Mayor Ron Bigelow stated that the amount of data being stored increases as technology continues to advance. He asked if Police body camera footage will be stored on this system as well. Mr. Cushing replied no and indicated that this is stored offsite at a separate location.

Upon inquiry, there were no further questions or concerns from members of the City Council.

The City Council will consider proposed Resolution No. 16-107 at the Regular Council Meeting scheduled July 5, 2016, at 6:30 P.M.

7. **RESOLUTION NO. 16-108, AUTHORIZE THE CITY TO ENTER INTO A WRECKER TOWING AND IMPOUND SERVICES AGREEMENT WITH CAL BROWN TOWING, LLC**

Lee Russo, Police Chief, discussed proposed Resolution No. 16-108 that would authorize the City to enter into a wrecker towing and impound services agreement with Cal Brown Towing, LLC.

Written documentation previously provided to the City Council included information as follows:

West Valley City Police, Ordinance Enforcement, and other Departments within West Valley City, tow vehicles on a regular basis during the normal course of their duties. The last City Contract was approved by the City Council in 2013. The current contract will expire on July 1, 2016. Cal Brown Towing was the previous contract holder, and has been the contract company since July 2007. Two proposals were received for the forthcoming contract from the following companies:

Cal Brown Towing
Mountain West Towing

Cal Brown Towing has proposed a \$60.00 flat rate for Class A&B tows involving City vehicles/police holds and a \$75.00 flat rate for Class A&B tows involving citizen vehicles.

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The A&B wrecker service is by far the most needed wrecker service in West Valley City. The other requested rates are posted in an attached spread sheet. Other notable charges would be a \$3.00 per loaded mile rate for tows **outside of Salt Lake County** and a \$40-45 dollar charge (plus materials) for vehicle response not requiring a tow (such as fuel delivery or a tire change). Cal Brown towing has held the city contract for the past 9 years. They have been excellent to work with during that time. Overall, their proposal has the lowest rates.

Mountain West Towing has proposed a Class A&B \$50.00 flat fee for non-accident tows and a \$50.00 **per hour fee** for accident tows involving City vehicles/police holds and a \$125.00 flat fee for non-accident tows and a \$125.00 per hour for accident tows involving citizen vehicles. The A/B wrecker service is by far the most needed service. Their other rates are posted in an attached spread sheet. The majority of city vehicle tows/police holds are damaged vehicles from accidents. The hourly rate would certainly apply more often than not over the flat fee, and add up quickly. Their loaded mileage cost would be variable from \$1.50-\$2.00 depending on whether it is a city vehicle/police hold (\$1.50) or citizen vehicle (\$2.00). **This fee begins at West Valley City Limits**, not Salt Lake County like Cal Brown's and a \$40 charge (plus materials) for vehicle response not requiring a tow (such as fuel delivery or a tire change). This would also incur a \$1.50 per mile charge for any service outside WVC limits.

Both companies are offering the use of three trucks and three drivers. Both can meet all the requirements of the towing contract. Overall, Cal Brown Towing has the cheapest rates for both City vehicles and citizen vehicle tows based on what the towing needs are currently. Cal Brown towing scores 100% in the criteria for selection standards. Mountain West Towing scores 70%. It is recommended that Cal Brown Body Towing be awarded the City contract, as that would be in the best interests of West Valley City.

During the past 12 plus years, the City has used a contract for these services. The contract has been beneficial to the City and its citizens. The contract has regulated the service charges to the City and the public, given standards regarding response time, and required a level of professionalism from tow truck operators. This has reduced the number of complaints from citizens to the City and the risk management office. When complaints have been made the contract has provided enforceable rules making it easier to resolve problems for all parties involved.

Chief Lee Russo stated that the City has an ongoing contractual relationship with Cal Brown and after placing this service for bid, Cal Brown was the lowest responsible bidder. He indicated that City feels comfortable continuing to use this company moving forward.

Councilmember Steve Buhler asked why the City must bear the cost of towing when insurance companies typically pay this fee. He added that people often pay impound fees to remove their vehicles and questioned if the towing company essentially gets paid twice.

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Chief Lee Russo stated that there are instances where the City must bear the cost and it's important to have a company that can respond. Mayor Ron Bigelow added that citizens may not always have insurance, abandoned cars may need to be towed and they often don't have owners that can be traced, etc. Councilmember Steve Buhler stated that he would like to know if the City is reimbursed for towing fees when an individual or insurance company pays impound fees to remove vehicles from the tow yard.

Upon inquiry, there were no further questions or concerns from members of the City Council.

The City Council will consider proposed Resolution No. 16-108 at the Regular Council Meeting scheduled July 5, 2016, at 6:30 P.M.

8. COMMUNICATIONS

A. PROPOSED ROAD MAINTENANCE PROJECTS

Russ Willardson, Public Works Director, provided a PowerPoint presentation outlined as follows:

Class C Fund Distribution- \$3.8 Million

2015-2016

Outside Services- \$35,000

Asphalt- \$670,000

Concrete- \$100,000

Road Salt- \$110,000

Capital Equipment- \$197,500

Pavement Management- \$1,400,00

Projects- \$300,000

Signal and Striping- \$310,500

In-House Labor- \$630,000

LTAP Recommended Funding Level

This level of funding:

2014-2024 Average recommended annual funding- \$4,975,582

Will produce this result:

2024 Estimated Average RSL: 10.51

2024 Estimated Terminal Serviceability: 3.05%

Class C Fund Distribution- \$4.5 Million

2016-2017

Outside Services- \$45,000

Asphalt- \$630,000

Concrete- \$123,000

Road Salt- \$110,000

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Capital Equipment- \$194,500
Pavement Management- \$2,103,000
Projects- \$300,000
Signal and Striping- \$310,500
In-House Labor- \$630,000

\$10 Million Through Salt Lake County

\$2.5 Million for street construction- Fairbourne Station Phase 2

\$7.5 Million for street reconstruction and maintenance

Reauthorization of Funds

The infusion of \$7.5 Million for street reconstruction and maintenance will free funds to make bond payment for original project.

- Sold Services to Class C road fund for street maintenance labor will be increased \$500,000 per year.
- This will reduce the Street Operations GF budget by \$500,000
- This \$500,000 can be used to make a bond payment on \$7.5 Million for 20 years.

Road Projects

Map of projects

Streetscaping on 2700 West

Proposed plan includes \$650,000 for streetscaping

Estimated Costs

- West side from 3650 S to 4100 S- \$756,000
- East side from 3650 S to 4100 S- \$602,000
- West side from 4100 S to 4400 S- \$761,000

Images of the streetscape along 2700 West

Streetscape 2700 West

Scope

- 3650 South to 4700 South
- 13,150 linear feet

Improvements

- Curb, gutter, sidewalk, and stamped concrete parkstrips
- Streetlights
- Street trees and other landscaping
- Precast fencing

Estimated Cost: \$2,000,000

Estimated Annual Maintenance: \$13,000

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Members of the City Council discussed bonding options, distribution of funds, and the proposed parking structure. Mayor Bigelow questioned why this money is proposed to beautify 2700 West but not to improve streets that are in need of repair. Councilmember Steve Buhler stated that the Council discussed this previously and felt that improving the 2700 West streetscape was important as it's a main entrance into the City, Fairbourne Station, and City Hall. Councilmember Tom Huynh stated that he is comfortable with the 2700 West streetscape improvements. Staff and the Council discussed the type of improvements that could occur in the area.

Mayor Bigelow discussed contracts, funding from the legislature, etc.

Upon inquiry, there were no further questions or concerns from members of the City Council.

B. BUDGET UPDATE

Assistant City Manager, Paul Isaac, stated that there was no additional information to be provided this week.

Upon inquiry, there were no further questions or concerns from members of the City Council.

C. COUNCIL UPDATE

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

DeAnn Varney, Administration, discussed the upcoming "Wall that Heals" event occurring in the City. Councilmember Steve Vincent stated that he will be in attendance to welcome the procession to the City.

Upon inquiry, there were no further questions or concerns from members of the City Council.

D. POTENTIAL FUTURE AGENDA ITEMS

Mayor Ron Bigelow stated that he will be inviting City Council's across the State of Utah to support his Veteran's Hall project. He would like the West Valley City Council to consider and hopefully approve a resolution of support.

Mayor Bigelow also stated that he has formalized the process to determine an appropriate location for the Veteran's Hall project. He indicated that he has created 17 questions for governmental entities to answer that include details on location, transit, proximity to highways, donation of land, etc.

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Upon inquiry by Mayor Bigelow there were no additional potential future agenda items to be discussed.

9. **COUNCIL REPORTS**

A. **COUNCILMEMBER STEVE VINCENT- ABSENT**

Councilmember Steve Vincent indicated that he will not be in attendance at next week's City Council meeting.

10. **MOTION TO ADJOURN**

Upon motion by Councilmember Huynh, all voted in favor to adjourn.

THERE BEING NO FURTHER BUSINESS OF THE WEST VALLEY COUNCIL THE STUDY MEETING OF TUESDAY, JUNE 28, 2016, WAS ADJOURNED AT 6:03 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, June 28, 2016.

Nichole Camac
City Recorder