



Special City Council Work Meeting Minutes

Thursday, January 19 2017

Friday, January 20, 2017

*Amended January 17, 2017 @ 6:00 p.m.

Approved June 7, 2017

The following are the minutes of the City Council Meeting of the Herriman City Council. The meeting was held on **Thursday, January 19, 2017 at 11:30 a.m. and Friday, January 20, 2017 at 9:00 a.m.** in the JATC South Campus Board Room, 12723 South Park Avenue (1950 West), Riverton, Utah. Adequate notice of this meeting, as required by law, was posted in the Community Center, on the City's website, and delivered to members of the Council, media, and interested citizens.

Presiding: Mayor Carmen Freeman

Council Members Present: Nicole Martin, Craig B. Tischner, and Coralee Wessman-Moser

Staff Present: City Manager Brett geo. Wood, Assistant City Manager Gordon Haight, City Recorder Jackie Nostrom, Director of Administration and Communications Tami Moody, Finance Director Alan Rae, Water Director Justun Edwards, City Attorney John Brems, Operations Director Monte Johnson, Parks and Recreation Director Wendy Thomas, City Engineer Blake Thomas, Human Resources Manager Travis Dunn, Events and Recreation Manager Kevin Schmidt, Economic Development Analyst Heather Upshaw, City Planner Bryn McCarty, Unified Department Police Chief Dwayne Anjewierden, Communications Tech Destiny Skinner, and Communications Tech Stephen Cyr.

***11:30 AM – 3:00 PM - Thursday, January 19, 2017**

***9:00 AM – 3:00 PM – Friday, January 20, 2017**

DISCUSSIONS:

Mayor Carmen Freeman called the meeting to order at 11:47 a.m. and welcomed those in attendance.

1. Review of the Previous Top 5 Focus Items

City Manager Brett Wood indicated the Council sets the vision of the City and approve the budget resources to accomplish their vision. Staff will work to implement the vision based on the allocated funding. He noted the goal for the meeting is to have the Council set the vision for the City. He encouraged dialogue to

capture long-range goals, short-range goals, focus items and objectives. City Manager Wood noted the involved discussions would focus on the prioritization of capital projects, level of service and the General Plan. He turned the time over to Director of Administration and Communication Tami Moody and Human Resources Manager Travis Dunn.

Director Moody thanked everyone for attending the meeting and noted staff cannot move forward without goals. The purpose of the meeting is to work together and understand the focus of the Council and how to put a clear vision for the City to move forward. Director Moody explained the expectations and effectiveness of setting goals is a huge undertaking and the interpretation can be thought of in many different ways and offered an example of how a statement could be taken out of context to ensure everyone is all on the same page. She reviewed the previous top five accomplishments.

1. Budget

Manager Dunn indicated that Finance Director Alan Rae has given the City a focus look at how the process is conducted by defining priorities based on the allocated resources to help accomplish the task. The budget process changed significantly over the last three years meeting GFOA requirements and receiving Distinguished Budget Awards for the CAFR and PAFR. The City stays within the best practice guidelines to be more transparent with reports containing debt and what it would take to pay the obligation in full. The City continually looks at capital projects and looks for guidance from the Council. Councilmember Nicole Martin suggested the budget target audience should be the residents and the City should communicate a condensed version of what a city budget is so it could be understood. Director Alan Rae indicated a published summary along with the full budget is available on the City's website and the Finance Department does frequent newsletter articles to help inform the public. Councilmember Coralee Wessman-Moser noted having the Budget Government 101 class for resident consumption archived on Facebook is a great resource. Director Rae indicated the training was well received. Director Moody indicated the City has been trying to get information out the public through various channels. Councilmember Martin indicated the City has been moving in the right direction. The Council agreed.

2. Proactively Seek and Pursue Economic Development

Economic Development Analyst Heather Upshaw reviewed the accomplishments made in Economic Development and thanked the Council for their support. She relayed her excitement of future development to come. Mayor Freeman asked about the location of Butterfield Commercial. Analyst Upshaw responded the development would be directly south of Porter Rockwell Road. Mayor Freeman relayed his excitement about the increase of daytime population. Analyst Upshaw agreed and distributed the strategic plan to the Council. Mayor Freeman asked if commercial areas have been set aside in the Herriman City General Plan. Analyst Upshaw confirmed and added that future annexation areas would be researched to determine the best land use for the area. Councilmember Moser indicated it would be helpful to communicate the information to the public as well as businesses coming into the City. Councilmember Martin agreed and suggested disseminating information why land use matters to the contribution of quality of life within the community. Councilmember Moser recommended illustrating how the City responds to resident concerns. Councilmember Craig B. Tischner stated it was important for the public to understand how Economic Development affects the budget as the City is beginning to shift from one-time monies. Councilmember Martin added the Community Coordinator process would help communicate the importance to the

residents and inject feedback from the community. Analyst Upshaw responded the great commercial developers would like to be a part of the formal process to have the project brought to a higher standard. Councilmember Jared Henderson recommended hosting a Government 101 communication course. Director Moody confirmed.

3. Capital Projects

Water Director Justun Edwards presented a spreadsheet of capital projects that serve the developments of the City. Councilmember Martin asked what portions of the projects have been completed by developers. Director Edwards reviewed developer contributions. Councilmember Moser suggested identifying resident and developer contributions to show a partnership building the City. Director Edwards agreed and added the City is trying to stay ahead of growth in the City.

City Engineer Blake Thomas observed the critical traffic signal infrastructure needed on 5600 West. Councilmember Martin indicated it would be beneficial to track down funds not technically coming out of residents' pockets to preserve the General Fund for other projects. Engineer Thomas reviewed some projects that had been funded by the City but could have been completed by developers and been reimbursed with impact fees paid. Operations Director Monte Johnson outlined the Operation Department involvement with Capital Projects including the Community Development Block Grant (CDBG) received to rebuild the American Disability Act (ADA) ramps. City Planner Bryn McCarty interjected to indicate the County changed the process on how projects grants have been awarded.

Director Johnson observed the City Hall project and outlined how the City has planned to utilize current furniture to increase cost savings. City Manager Brett Wood added the City would save \$385,000 to not replace furniture. He also outlined the strategy for future phase II of the City Hall project. Councilmember Martin recommended capturing the construction versus maintenance cost savings to push out to the residents as high amount of maintenance costs could create problems. Director Johnson expressed his appreciation to the Council for their support for maintenance budget allocations.

4. City Amenities

Director of Parks, Recreation and Events Wendy Thomas reviewed the amenity accomplishments for the City including Crane Park, trailhead property secured, and the completed playground installation for Prairie Oak subdivision. She indicated there would be grand openings for all parks. Manager Dunn relayed his excitement about the vision aspects of the City. Councilmember Moser asked how employees have adapted to the change in dynamic of City culture. Manager Dunn responded the mandatory Arbinger training has helped create the internal culture. Director Moody added the City has focused on the aspects of the Mission Statement to create a community to live, work and play. She noted the City has been working to become a recreation destination with an engaged community. Councilmember Martin applauded the effort done for creating an engaged community. Director Moody thanked the Council for their understanding. Director Thomas continued with the volunteer coordinator position has been taken on by Karen Howe to further benefit the community.

Director Moody explained the City acquired 6.753 million dollars to purchase 682 acres of the hillside which has been a measurable accomplishment. The city will continue to purchase 1,500 – 2,000 additional acres to

help with the Army Compatible Unit Buffering as well as the trail connectivity for the community. She informed the Council the City has been assisting Eagle Mountain and Saratoga Springs in the process to obtain the federal funding. City Manager Wood added the City had been very proactive and willing to work with other jurisdictions which the federal government expressed their appreciation. The National Guard dictates where the funding is distributed.

5. General Plan

City Planner McCarty highlighted the recent implementations into the General Plan:

- a. Modified existing zoning ordinances, development guidelines and other implementation tools to ensure they are aligned with the vision contained in the plan.
- b. Added density criteria to the A-.25 zone.
- c. Created single family design standards.
- d. Adopted a fence ordinance.
- e. Prepared and utilized the capital facility plan to support the ideas and enhance concepts contained within the General Plan.
- f. Monitored the City's population growth on a regular basis to reflect changes in the General Plan.
- g. Continued to investigate areas suitable for annexation adjacent northwest of the City to accommodate long term growth beyond the 20-year planning horizon.
- h. Completed the Dansie Annexation.
- i. Created a new zone specific for the proposed Light Industrial/Business Park designation.
- j. Adopted the Technology Manufacturing Zone.
- k. Cooperated with Jordan School District Officials and other public service providers to locate and reserve appropriate sites for schools and other public services.
- l. Established U-111/Bacchus Highway as a new regional roadway connection between Salt Lake and Tooele Counties.
- m. Participated in the Oquirrh Connections Feasibility Study.
- n. Maintained and strengthened existing Commercial Design Standards.

The Council temporarily recessed the City Council work meeting.

2. Propose New Top 5 Focus Items

Director Moody reviewed the City's Mission Statement and Vision Statement to outline the external message for the community. She noted the focus items should be the "Big Picture Goals" of the City Council. The vision of the City is divided into operational level goals outlined as detailed assignments. Director Moody encouraged dialogue to create appropriate goals to have City staff properly aligned with the vision of the Council as she proposed five goals:

1. Proactively Seek/Pursue Economic Development

Director Moody recommended continuing aggressively seeking Economic Development. Councilmember Tischner asked if the City has the appropriate amount of staff available to accomplish the goal. City Manager Wood responded Executive Staff would review needs based on goals of the Council. Councilmember Henderson recommended a comprehensive plan be created to help determine needs. Mayor Freeman added the plan should cover sales tax leakage. Councilmember Martin suggested creating a recreation destination feasible niche as land is the City's current greatest asset. She relayed her position she

would like to entice businesses that would elevate the community. Councilmember Henderson suggested the City should take an additional step and not wait for a developer to bring commercial into the community. Councilmember Martin recommended a comprehensive plan be developed. Assistant City Manager Haight noted a plan is in the process of being drafted. Councilmember Martin added the strategic plan should outline the branding plan to elevate the developers to capture the vision of the City. The plan should identify the elements of residential, retail and commerce to work to increase daytime population. She explained the City should have a broad vision to have all functions working toward the economy of the community. City Manager Wood thanked the Council for their dialogue so staff can determine how to achieve the goals. Director Moody indicated she would come up with key projects based off of the conversation and would provide regular updates.

Councilmember Tischner expressed his concern of the money lost in sales tax leakage and asked for staff to look into what type of business has created the most loss to see where leakage could be captured. Councilmember Martin indicated a partnership with EDC Utah would know sales tax leakage information. Analyst Upshaw thanked the Council for their support and help creating an economic development goal.

2. Promote a Safe and Engaged Community

Director Moody indicated a potential strategic objective would be to initiate and support a safe and engaged community. Councilmember Moser recommended putting together a community survey to receive feedback. Mayor Freeman suggested removing safe as they were two separate topics. Councilmember Moser responded the operation objective would be to create and meet demands to understand the vision of residents. City Manager Wood noted the majority of public safety customer service is listening to the concerns of the community. Councilmember Moser explained the public safety partners understand residents and promote the level of service supported by the Council. Councilmember Martin asked how residents preferred to be informed and if the most effective channel of communication was being utilized. Director Moody reviewed the methods of communication the City utilizes.

3. Capital Projects Plan and Focus

Manager Dunn explained this possible goal would focus on completing capital projects as budget permits. He explained this discussion would not cover the prioritization of each project, as this would be done at a future meeting. Mayor Freeman relayed his support of this goal and noted the City needed to work on a capital project replacement schedule. He suggested outlining a maintenance cost for amenities. Director Moody explained the replacement costs would be considered into the level of service category. She explained she would like to capture the priorities of the Council. The Council requested the following items to be considered as part of the goal: to identify developer and City contribution allocations captured in a spreadsheet, how impact fees contribute to capital projects, highlight work being conducted to fund projects through grant allocations, capture how funds are awarded to projects and how they are prioritized, outline a communication graphic of preventative cost compared to maintenance costs, and prioritize the capital projects.

Councilmember Moser moved to adjourn the City Council work meeting at 3:02 p.m. Councilmember Martin seconded the motion, and all voted aye.

Manger Dunn continued the discussion of the Capital Projects Plan. Councilmember Tischner suggested the current City Hall facility could be sold to help with the cost of construction for the Public Works building. Director Moody confirmed the project would be incorporated into the Capital Projects Plan. Councilmember Moser expressed her support of the prioritized list of projects and wanted staff to understand the projects could be funded at a future point in time. She indicated the projects that are called out on the Impact Fee Analysis Plans could be executed. Director Edwards confirmed future important projects would be brought to the Council for their support for budgetary needs. Director Moody explained the priority of the projects would have to go through the proper budgetary process. Mayor Freeman confirmed the list of projects would not be completed during the year. This was confirmed. Councilmember Martin recommended a heightened quality control to hold contractors to a high standard to reduce unnecessary maintenance costs.

4. General Plan/Land Use Planning

Manager Dunn explained this proposed goal would place a strategic objective plan to properly align future commercial and residential growth to enhance sustainability and the quality of life for the community. Planner McCarty recommended creating a Historic Conservation District. Councilmember Moser responded a communication effort should be conducted to educate residents and solicit feedback of planning desires. Planner McCarty responded the Community Coordinator Program had been added to objectives to represent desires of constituents and educate the public on what has transpired. Councilmember Martin added it would be an important communication to provide outreach to the residents to be a part of the development process. Mayor Freeman asked if a plan had been prepared to ensure sufficient transportation needs would be accommodated. Planner McCarty explained an element of the General Plan covers the transportation needs. Councilmember Moser acknowledged a part of the General Plan would address affordable housing requirements and should be disseminated to the residents. This was confirmed.

5. Maintain Level of Service to Meet Demands of Growth

Director Moody reviewed the final potential priority to promote first rate services while remaining fiscally responsible and to continue to exchange information between public safety partners and the City. This goal would create a cost association reference for the level of service. Councilmember Henderson recommended the addition of a communication to explain the key to understanding the budgetary cost associated with sustaining a high level of service. Councilmember Moser suggested reassessing and prioritizing the need and inform the public the level of service is based on the budget. Mayor Freeman encouraged involvement through community service. Councilmember Tischner asked for clarification on the type of service, for example, increasing snow plows to remove snow faster. Councilmember Martin suggested the level of service should be considered in the resident survey to determine how each service meets the needs of the community.

Councilmember Moser voiced her support to understand and advocate for the public safety partners as officers are planned for the growth of the City to maintain the level of service which would require

additional funding. Councilmember Martin explained her goal would be to build and maintain trust with the community through transparency, dialogue and outreach. The Council agreed.

3. General Plan Review and Discussion

The Council participated in a General Plan Activity.

4. Prioritize Capital Projects

Engineer Thomas distributed the Storm Drain Capital Improvement Project list and proposed Capital Improvement Projects for the Council to consider the importance of each project. He reviewed the formula that had been utilized to capture the importance of each project and requested feedback on whether the predetermined list would be considered appropriate. Finance Director Alan Rae reviewed the summary detail for the annual budget and explained the amount of funding being dedicated to the City Hall project. Maintaining balance would result in a service level decrease at approximately eight-percent.

Assistant City Manager Gordon Haight explained the Economic Development fund would use General Fund allocations for implementation. He explained there would always be maintenance costs and development would have to be planned correctly. Director Edwards added that some of the prioritized projects were based off of impact fee reimbursement agreements and the Water Impact Fee Facilities Plan tries to predict where development would occur. Staff has been working to update the plan as the latest adoption occurred in 2012. He observed the expense related to the “Old Town” deficiency replacements and meter replacement programs. Councilmember asked if the Juniper Canyon Reservoir issue had been resolved. Director Edwards responded a storage tank would be needed for the reservoir which could be utilized for secondary water and recreational needs. Assistant City Manager Haight explained the opportunity to create a second reservoir amenity if the Council desired. Mayor Freeman asked if the depth of Utah Lake could affect how much water would be available and if the City would get to the point where the demand would exceed the resources. Director Edwards responded the City actively continues to expand systems to keep up with growth demands.

5. Prioritize Parks Projects

Director Thomas reviewed the five-year plan for parks, recreation and open space throughout the City. She explained there would be no additional Park Impact Fees available for the next two years and any outlined project would be brought to the Council for consideration. Mayor Freeman asked if information has been disseminated outlining various trails and trailheads throughout the City. Director Thomas acknowledged the department has been lacking on getting enough information out to the public and has dedicated resources to enhance the effort. Councilmember Moser recommended a link to the County website on the City’s website for information to access Yellow Fork Canyon. Director Thomas confirmed. Councilmember Martin reiterated branding recreation elements to become part of the larger plan.

6. Prioritize Level of Service/Maintenance

Operations Director Johnson explained the current snowplowing standard and offered a brief history of the operation since it had been conducted through a Salt Lake County contract prior to 2008. He noted in 2016, 274 lane miles had been plowed and asked the Council for their feelings regarding the current level of service. Councilmember Henderson relayed his support for the current level of service. The Council agreed. Director Johnson explained that spreading salt on the roads only work in temperatures above 18-

degrees. The equipment used to remove snow has Global Positioning Satellite (GPS) tracking systems which offer detailed service information. Director Rae interjected the cost related to the level of service and offered an example how Herriman approaches customers. He reviewed the current fund balance and noted the costs associated with the level of service would affect the funds. The Planning and Building Departments have requested additional staff which would require the reduction of fund balance or less funding available for capital projects. The City has been growing at approximately eight-percent annually which causes a decrease in level of service. Director Rae indicated the Council could determine to reduce the level of service to allocate additional funding to complete projects. Councilmember Martin recommended to buoy up finances before the next economic downturn. Councilmember Moser agreed the City should have a smart fund balance ratio to have the ability to refund bonds. Director Rae explained bonding companies like the City to have over 20-percent fund balance; however, the City has not planned to bond on anything soon as additional revenue would be needed before that could be considered. He suggested the Council allocate budget priorities for projects that would increase revenue. Mayor Freeman agreed. Councilmember Henderson relayed his position to have flexibility to take advantage of opportunities.

7. Sign Ordinance Review and Discussion

This item was continued to a future meeting.

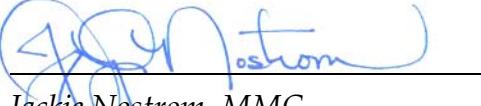
8. Open Council Discussion

Mayor Freeman indicated there should be a reviewing period to measure items discussed regularly as part of the work meetings. Councilmember Henderson agreed and recommended they be discussed quarterly. City Manager Wood thanked the Council for empowering staff to move forward and applauded staff for all of their hard work and dedication. He informed the Council the survey results would be distributed and Executive Staff would begin to align the goals of the Directors and Managers to coincide with the Council Top 5.

9. Adjournment

Councilmember Moser moved to adjourn the City Council work meeting at 3:08 p.m.. Councilmember Martin seconded the motion, and all voted aye.

I, Jackie Nostrom, City Recorder for Herriman City, hereby certify that the foregoing minutes represent a true, accurate and complete record of the meeting held on January 19, 2017 and January 20, 2017. This document constitutes the official minutes for the Herriman City Council Meeting.



Jackie Nostrom, MMC
City Recorder