

Approved 03/04/14

MINUTES OF THE DRAPER CITY COUNCIL RETREAT HELD ON FEBRUARY 21-22, 2014, IN THE ZERMATT CONFERENCE ROOM AT 784 WEST RESORT DRIVE, MIDWAY, UTAH, 84049.

PRESENT: Mayor Troy Walker, and Councilmembers Bill Colbert, Bill Rappleye, Jeff Stenquist, Alan Summerhays, and Marsha Vawdrey

STAFF PRESENT: David Dobbins, City Manager; Russ Fox, Assistant City Manager; Doug Ahlstrom, City Attorney; and Rachelle Conner, City Recorder

David Dobbins, City Manager, reviewed an outline of the topics staff would like to go over in this retreat.

Staff Introduction

- a. Dissemination of information to the City Council
 - i. How much, how often, and what format
- b. Follow-through on Council direction
- c. Communication between staff and Council Members
- d. Council sets policies, staff implements the policy. Lack of clear direction results in confusion and frustration for everyone.
 - i. Review adopted policies

The Council and staff discussed options for communication. The ideas included:

- Updated Project List in Dropbox
- Monthly Reports
- List of Council Events
- Department Head Report
- Breaking News
 - Send Text Messages
- Weekly Police Brief

Russ Fox, Assistance City Manager, advised if the Council wants a due date on a specific assignment, they should let him know.

Mr. Dobbins indicated he is fine with the employees talking directly with the Council. He has just asked staff to let him know about any Council requests so he can have a plan to bring the item back to the entire Council for approval.

Mr. Dobbins then stated staff has met with three different groups of developers to see what the City can do to improve their experience. Some of the concerns were that no one answers or returns phone calls, the developers do not know where they are in the inspection process, and

staff is not always available before ten in the morning or in the afternoon. Mr. Dobbins explained he changed the staff's work hours back to five-eights in order to better meet the development community's needs. Mr. Dobbins stated he has tried to convey to the employees that contact is important and that delays cost the builders a lot of money. One of the challenges they face is that development is cyclical. The City can be really slow one month and then get slammed the next. The City is working with a relatively small staff so that is sometimes difficult.

City Council Meetings

- a. Formal policies to govern meetings
- b. Roberts Rules
- c. Formalize Council direction: initiate Code changes or other action
- d. Staff reports and presentations: Changes? Applicant presentation?
- e. Agenda setting: Mayor and Council roles (2-1-040 and 060)

The Council indicated they would like to go through all of the current policies and decide which ones they would like to keep. Mayor Walker explained he would like to have a policy and procedure manual with all of the policies in one document or adopt an ordinance with this information. The Council discussed ways to improve the meeting procedure, which included:

- Provide a handout at the Council meetings with the meeting policy for the public
- On Discussion Items, list on the agenda that no public comment will be taken
- Do not allow someone extra time if they are speaking for a group. Three minutes is long enough to make a point.

Mr. Dobbins asked the Council what order they would like the presentation to be made. The consensus was as follows:

- Staff Report
 - If Planning Commission has a split vote, provide information as to why the commission members voted no
 - Have an executive summary for each item on the agenda
- Public
 - It is not a good idea for the Council Members to speak with the public about items on the agenda prior to the meeting. If they do, it should be disclosed in the public hearing.
- Applicant

Mr. Dobbins asked the Council to be more formal on their requests. If one person wants something done, they need to be clear on whether the entire Council is in agreement.

The Council discussed the need to improve the website. They indicated some information is hard to locate, and the audio streaming needs to work better.

Council Priorities

- a. 2014 Project Priorities (review list of all projects)

Mr. Dobbins noted staff wants to be able to focus at any given time on what the Council priorities are. The major project list included the following:

- SunCrest Trail Open Space Master Plan
- Water Pro Merger
- Electronic Signs
- Public Works Substation
- Freeway Pump Station
- Police Addition
- Park School
 - Demolition cost for Park School
- Dog Park
 - Find advocacy group
 - Identify 3 sites to bring to Council
- Prison Relocation
- Cemetery Options
 - New locations
- Parking for Equestrian Center
- 13400 South
- Widening 300 East
- Open 13200 South
- Velodrome
- Recreation Center or Field House
- Artificial Turf Field

Mr. Dobbins indicated staff will put a cost to each of these items and bring them back to the Council to prioritize.

Councilmember Stenquist updated those present on the Velodrome. He noted the Draper Cycle Park Committee is a 501c3 organization, and they meet monthly. They received a donation from Mountain Star Health for \$10,000. The committee paid an engineering firm to come up with a drawing. The cost for just the Velodrome is \$1.5 million. The costs for the parking lot and other items are separate. The committee also hired a consultant that helps non-profits with fund raising. They met with Mark Miller Group and was asked what the Mark Miller Group would get for their money. This would be a City-facility, and the City would maintain it. The programming for events and what is happening there would be done by this committee. The Bylaws for the

501c3 states that a Draper City Council member is a part of their board. Councilmember Stenquist then reviewed the committees vision for operations and maintenance.

Mr. Dobbins indicated Draper is on the list for ZAP Tax money next year. Salt Lake County will want to know what Draper's priority is within next few months. The two options for discussion were a field house and a recreation center.

General Plan/City Code Updates

- a. PUD – smaller single-family lots
- b. Best locations for multi-family
 - i. Identifying areas acceptable to City makes for a better process with developers and property owners
- c. Ordinances
 - i. Staff follows the ordinances adopted by the City Council
 - 1. If changes need to be made, the Council needs to initiate the change, not staff
 - 1. Liquor licensing, special events, deferrals

The Council discussed the need to update the General Plan.

Mr. Fox reviewed the alcohol licenses the City has available and what the licenses allow.

Financial Status

- a. Impact fees
 - i. Impact fees for parks cover construction only, not on-going maintenance
 - ii. Have not identified funding source for this cost
- b. City fees
 - i. Does the City want full cost recovery for all fees?
 - ii. Does the grant exceptions for the School District, non-profits, Draper Days, etc.

Mr. Dobbins explained any impact fee collected must be used for projects. Maintenance costs cannot be taken from impact fees. The City has not yet identified a funding source for maintenance costs. The Council needs to decide if they want to continue with impact fees, and if they do, they need to come up with funding source for maintenance. The City is already behind on parks and trails maintenance. The parks crews have said they need three new full-time employees in order to be whole. The Council and staff discussed options for parks and usage. They also talked about the option of charging a parks fee. A \$2.08 fee would raise \$300,000 each year.

The consensus was to compile information of all the costs and bring it to the Council. The Council was not in favor of raising the impact fees very high.

Boards and Commissions

- a. Current make-up
- b. Term limits

Mayor Walker asked whether the Council wants people on the commissions that do not live in Draper. There are some members that have businesses in the city that serve. The Council agreed to leave it as is. The Council also agreed that the commission members should have a say in who is appointed. They recommended having an Internship Program before someone is appointed.

Mayor Walker told the story of the Attack on Pearl Harbor and the resulting “Doolittle Raid” on Japan. His point was that the City should not lose their vision. They need to think on their feet and go forward. The City Council is representing the residents. They do the best they can even though they do not always make everyone happy.

The Council and staff then discussed Draper Days. They are cutting back on costs this year. There will only be one night of professional entertainment. They will stop the concert at 10:00 p.m. and then start the fireworks. They discussed having more food throughout the park and making sure there was enough power in the park.